



**Wingle-Tye Pre-School**  
**Information for Parents**  
**2018/2019**



# Wingle-Tye Pre-School

Fairkytes Centre  
53 Billet Lane  
Hornchurch  
RM11 1AX  
01708 438282

Nelmes School  
Wingletye Lane  
Hornchurch  
RM11 3BX  
01708 478449

**Opening hours – 9.15 am to 3.30 pm  
Monday, Tuesday, Wednesday, Thursday & Friday**

Welcome to Wingle-Tye. We are situated next to the Fairkytes Art Centre in Billet Lane, Hornchurch.

We aim to provide an educational programme for the care of children in the local community, within a happy, healthy, safe and stimulating environment and where parents are able to feel confident that their children are being cared for by experienced, qualified staff. We have high expectations for our children's academic achievement while respecting and valuing individuals. Everyone in our school is entitled to facilities and resources that are continually being improved.

Wingle-Tye is to be enjoyed. We aim to teach **learning through play** with plenty of stories to help with listening and language skills and games to enable number recognition. We offer a varied selection of activities which will promote the development of fine and gross motor skills – all mixed with lots of sharing and socialising, which are very important skills for preparing the children for school.

We will encourage children to become confident and independent. We will also foster respect for themselves as well as for other individuals.

Young children learn best when:

- It is pleasurable and enjoyable
- The experiences are practical and relevant to the child.
- The child feels successful and confident as a learner.
- The environment is safe and they can try things out without fear of failure.
- Learning is fun.

As parents/carers you can help by:

- Watching and listening.
- Giving praise and developing their confidence.
- Being a role model in reading/writing.
- Joining in with their play – but letting them take charge in games, making up their own rules.
- Making them independent by letting them try things out without telling them it is wrong.
- Stopping when the child has had enough and is becoming bored with the activity.

Please remember that helping your child does not have to cost money. Your time is the most valuable resource you have. Please take the time to read our policies and procedures in this booklet and if you have any worries or concerns please feel free to come and talk to us. We can talk to you privately and anything said will be kept in the strictest confidence.

## DIRECTORS

### **SUE CROSSLEY**

Cert Ed  
Level 4 Practitioner  
ACTING SENDCO  
Paediatric First Aid Certificate  
Child Protection Certificate

### **ANDREW COTTINGTON**

Qualified Teacher Learning & Skills  
Cert Ed  
Paediatric First Aid Certificate  
Child Protection Certificate

## PRACTITIONERS

### **EMMA CLAYDON**

MANAGER  
DESIGNATED SAFEGUARDING LEAD  
CHILD PROTECTION OFFICER  
HEALTH & SAFETY OFFICER  
Level 4 Practitioner  
Paediatric First Aid Certificate  
Child Protection Certificate

### **LISA DAVIS**

DEPUTY MANAGER  
DEPUTY SAFEGUARDING LEAD  
RISK ASSESSMENT OFFICER  
Level 4 Practitioner  
Paediatric First Aid Certificate  
Child Protection Certificate

### **KERRY WALSH**

Level 3 Practitioner  
Paediatric First Aid Certificate  
Child Protection Certificate

### **KELLY BAMBRIDGE**

Level 3 Practitioner  
Paediatric First Aid Certificate  
Child Protection Certificate

### **AMANDA WILLIS**

2 YEAR OLD LEAD  
Level 3 Practitioner  
Paediatric First Aid Certificate  
Child Protection Certificate

### **LISA CROSSLEY**

FIRE WARDEN  
Level 3 Practitioner  
Paediatric First Aid Certificate  
Child Protection Certificate

### **LYNNE BRETT**

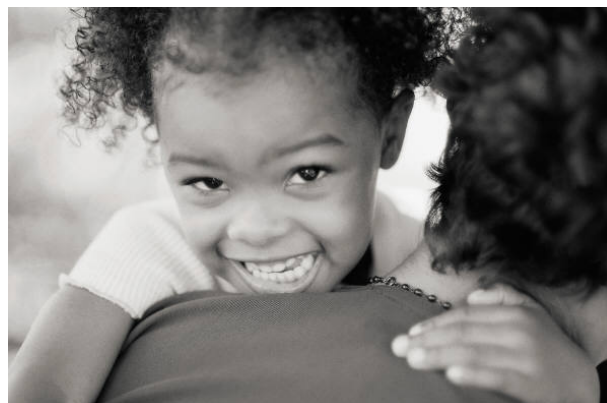
FIRST AID OFFICER  
Level 2 Practitioner  
Paediatric First Aid Certificate  
Child Protection Certificate

### **JOANNE STAPLETON**

Level 2 Practitioner  
Paediatric First Aid Certificate  
Child Protection Certificate

### **JACQUELINE WOODER**

Paediatric First Aid Certificate  
Child Protection Certificate



## AIMS AND OBJECTIVES

The aims of Wingle-Tye are:

- To recognise that the child's needs and safety are paramount and must override all other considerations.
- To provide an environment that is not only safe but stimulating and happy.
- To work in partnership with parents, carers and other professionals.
- To take account of the children's needs arising from race, culture, language and religion.
- To provide quality care and education for children.
- To actively promote the development of positive self image within the children.
- To eliminate racism and create a non-sexist atmosphere throughout its whole structure.
- To create a developmentally appropriate curriculum to meet the children's individual needs.
- A keyperson will work on a 1:4 or 1:6 ratio with a group of children monitoring their progress throughout the year and report their findings to parents/carers.
- To provide places for special needs children if appropriate, with staff who are trained to give the child and parent/main carer support.
- To support the children's families.
- To share information, resources and practical advice.
- To formulate and encourage equal opportunities for both children and adults.
- To support staff on training courses enabling them to develop skills and confidence through sharing full responsibility for their group.

## OPENING TIMES

Wingle-tye opens from 9.15 am to 3.30 pm on Mondays to Fridays. The day is divided as follows:-

Full day care	9.15 am – 3.15 pm	children to bring a packed lunch
Morning care	9.15 am – 12.15 pm	
Afternoon care	12.30 pm – 3.30 pm	children to bring a packed lunch

## ADMISSIONS POLICY

It is our intention to make Pre-School accessible to children and families from all sections of the local community.

Wingle-Tye accepts children from the age of 2 years and we have one intake of children every September. Children normally attend our setting for two years.

We have a waiting list for children wishing to attend but **being on the waiting list does not guarantee a place**. Should the number of children on the list exceed the number of places available, the following criteria will apply:-

- (a) Returning children are given priority
- (b) New admissions, where consideration is given to location and age.

## **EDUCATION PROGRAMME**

Wingle-Tye follows the framework for learning, development and care of children - The Early Years Foundation Stage. Children **learn through play**. Play allows them to understand the world around them and also helps them to develop both socially and emotionally. The curriculum allows children to develop and learn through quality play, which is child led. We have a large range of toys and materials, which will enhance the children's learning in a creative and challenging environment. Our practitioners will introduce learning through your children's interests at their own pace. This enables them to all reach their full potential.



Wingle-Tye has been inspected by OFSTED. The quality and standards of the nursery education and care are **GOOD**. Early learning goals are organised into the following areas:

### **Personal, social and emotional development**

Children will be provided with experiences and support to enable them to develop a positive sense of themselves. Constructive relationships will be established to take account of differences and different needs and expectations. Children will be positively encouraged with practitioners acting as positive role models and opportunities will be created for children to work alone and in small and large groups. Children will be allowed to develop their own interests and activities will be made available to promote educational, moral, spiritual and social development, together with promoting autonomy and the disposition to learn. Children's thinking will be challenged and they will be helped to embrace differences in gender, ethnicity, religion, special educational needs and disabilities. Children's religious beliefs and cultural backgrounds will be acknowledged and play and learning opportunities will be provided. Children will be encouraged to become increasingly independent in selecting activities, dressing and their personal hygiene. Children will be provided with support to achieve successful social and emotional development. Children will be encouraged to develop respect for others, to develop social skills and learn how to manage feelings – whilst also understanding appropriate behaviour in groups and gaining confidence in their own abilities.

### **Communication and Language**

Children will be provided with opportunities to communicate thoughts, ideas and feelings and to build up relationships with adults and each other. Communication and language will be incorporated in activities in each area of learning. Opportunities will be created to share and enjoy a wide range of rhymes, music, songs, poetry, stories etc., together with linking language with physical movement, role play and practical experiences. The environment will reflect the importance of language through signs, notices and books and opportunities will be created for children to develop their confidence and skills in expressing themselves and to speak and listen in a range of situations. Attention will be paid to identifying and responding to any difficulties in children's language development, working closely with other professionals.

### **Physical development**

Children will be encouraged to develop skills of co-ordination, control, manipulation and movement, by providing opportunities to be active and interactive. They will be encouraged to gain confidence in what they do and to feel the positive benefits of being healthy and active. Challenges will be created and resources will be made available to support specific skills. The language of movement will be introduced alongside their actions and time and opportunities will be made available for children with physical

disabilities or motor impairments to develop their physical skills, working with other professionals as necessary. Children will be helped to understand the importance of physical activity and to make healthy choices in relation to food.

### **Literacy**

Children will be encouraged to link sounds and letters and to begin to read and write. Children will be given access to a wide range of reading materials (books, poems, and other written materials) to ignite their interest. The environment will reflect the importance of literacy through signs, notices and books and opportunities will be created for children to experiment with writing and children will be made aware of languages and writing systems other than English.

### **Mathematics**

This area of learning includes providing children with opportunities to develop and improve their skills in counting, sorting, matching, seeking patterns, making connections, recognising relationships and working with numbers, and calculating simple addition and subtraction problems. Children will be encouraged to describe shapes, spaces and measures. Mathematical understanding will be developed through stories, songs, games and imaginative play so that children enjoy using and experimenting with numbers.

### **Understanding of the world**

Children will be encouraged to develop the crucial knowledge, skills and understanding that will help them to make sense of their physical world and their community, which will form the foundation for later work in sciences, design and technology, history, geography and information and communication technology. Children will be guided to explore, observe, and find out about people, places, technology and the environment. Children will be encouraged to participate in a wide range of activities that will stimulate their interest and curiosity, including the use of ICT.

### **Expressive arts and design**

A stimulating environment will be made available in which children will be able to explore and play with a wide range of media and materials, as well as providing opportunities and encouragement for sharing their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, role-play, and design and technology. Activities will allow children to respond using their senses and opportunities will be created to explore and develop their ideas.

Records will be made of our children's attainment and progress and reports will be made available to parents on a regular basis. We operate a keyperson system whereby one fully trained member of staff is responsible for monitoring the progress of no more than six children. Parent/keyperson interviews are arranged throughout the year.

**"Rising Fives"** sessions are held on two mornings each week to enhance readiness for school. These sessions are designed for children who are starting school in September. They help build confidence, independence, concentration and critical thinking.



## **OUTDOOR PLAY**

Wingle-Tye recognises the importance of outdoor play and ensures that activities and experiences are planned to include the outdoor area, where sensory awareness can be encouraged and explored. Outdoors is used in all weathers with staff ensuring the safety of your children at all times.



## **SETTLING IN POLICY**

The staff at Wingle-Tye will work in partnership with parent/carers to settle their children into the Pre-School environment. We want children to feel safe and happy in the absence of their parents, to recognise other adults as a source of authority, help and friendship and to be able to share their new learning experience with their parents. We also want parents to feel welcome and involved from the beginning. Children will not learn or play successfully if they are anxious or unhappy. Our policy is designed to help both parents and children feel comfortable with us and to ensure that children gain all they can from Pre-School, confident that their parents will return at the end of the session. We encourage parents to visit us with their children via Open Events and to feel free to visit during the time before admission.

We recognise that children adapt differently to new environments. As parents you know your child well and we rely on you to guide us as to whether you feel you should stay with your child and for how long until their confidence has built up. Each child is an individual with different needs. As parents you will be welcomed and supported by us for as long as we feel it is beneficial for your child. Children are invited to bring along a comforter from home as this can help to pacify a child who is unsettled.

### **Policy on dummies**

Children are allowed to have a dummy but will be encouraged to place this in their bag during the session for hygiene purposes.



We welcome parents to stay with their children BUT insist that they are consistent in their approach.

For example:-

**If a parent stays with their child on, say, Monday but then does not stay on the Tuesday, we feel it is unfair to the child or indeed the Pre-School to then insist on staying on the Wednesday. The child may become confused. We need to develop a consistent policy between the parents of each child in our care.**

Once Pre-School and the parents feel that a child is ready to be left we will agree a “weaning policy” whereby the parent leaves the child for a short period of time. This time will be gradually increased until the child is confident to be left for the whole session.

Once your child has settled we ask you to return to your home contact number for the first few sessions so that you can be contacted quickly if your child becomes distressed.

Please remember children need to attend regularly and need to know that you would like them to attend on their own when they are ready.



**POLICY STATEMENT ON COLLECTING & LEAVING YOUR CHILDREN**

It is Wingle-Tye’s policy for parents/carers to sign their children into the setting and indicate on the signing-in form if someone else will be collecting their child. If the circumstances for collection change during the session, please notify us by telephone or letter using a password.



Parents/carers must also sign their children out of Wingle-Tye. No child will be allowed to leave with anyone other than the parent/carer who admitted them, unless we have been previously told. Please note, a sibling is not allowed to collect a child. Once your child is returned to you, please keep the door area clear. If you need to speak to a member of staff, please wait until all the children have been returned to their parents/carer.



It is most important that children are not allowed to wander around the building whilst waiting for Pre-School to open as this may disturb the classes in progress in other rooms. Your co-operation would be appreciated.

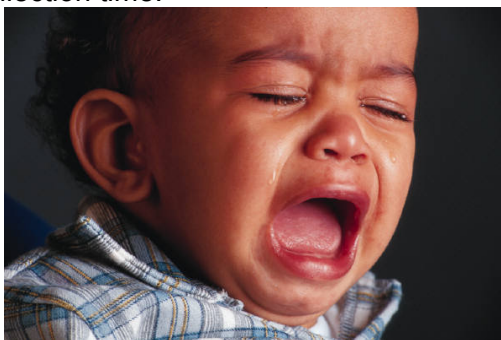
## **ABSENCES**

Safeguarding guidance states that all absences must be recorded. Parents **MUST** contact us if their child is not going to attend. Failure to do so will result in a member of staff contacting you and if unsuccessful they will contact all other numbers in turn on the child's Enrolment Form.

## **LATE COLLECTION OF CHILDREN**

It can be very distressing to children if they are the last to leave the setting when all other children have been collected. For exceptional circumstances the parent/carer should of course contact us before the collection time, when we will be able to put in place alternative arrangements for looking after your child.

Although it is appreciated that there may be times when you are unavoidably detained in collecting your child, it is the setting's policy to record these delays each time the child is picked up and a charge made of £1 for each minute past the collection time.



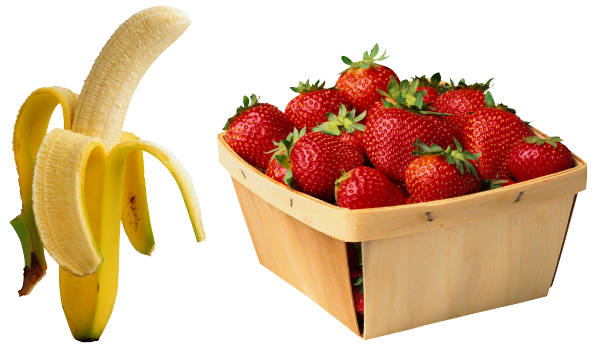
## **Failure To Collect A Child**

If a child is not collected **within 15 minutes** at the end of the session and no message has been received, the following safeguarding procedures are implemented:

- The parent would be contacted via their home number and mobile number (if applicable).
- Emergency telephone numbers would be contacted.
- All calls and numbers tried would be logged, recording the time and whether a message had been left.
- The child stays in pre-school until the child is safely collected by the authorised person. If it is at lunchtime the child may join the other children and subsequently join in with the afternoon session.
- The child must only leave the premises with those named on the Enrolment Form or anyone who parents have given permission to collect (with the password), or any other person the pre-school has been notified of in an emergency.
- There must always be **two members of staff** present with the child.
- If a child is not collected **within 1 hour** of the end of the session and no message has been received **this becomes a safeguarding issue and the Multi Agency Safeguarding Hub would be contacted:**

Day time (9am – 5pm)      01708 433222                      Out of hours      01708 433999

Under no circumstances are staff to look for the parent, nor do they remove the child from pre-school. A full written report of the incident must be recorded by the person in charge



## HEALTHY EATING POLICY

Wingle-Tye promotes healthy eating at all times. Milk and water will be provided. Snack times and lunch times will be treated as social experiences, where children can interact with each other and learn about each other's culture. Snack times will also be used to enhance learning through listening to music and/or using symbol cards to promote colours, numbers, shapes and healthy eating.

Individual dietary requirements are taken into account at all times. A notice is displayed in the snack area where dietary requirements whether due to allergies or cultural considerations are followed by all staff. It is important that the medical section on the Enrolment Form is completed.



**Packed Lunches**

Parents/Carers please bear in mind:

- We advise you only to give children food they can easily manage.
- Don't give them more than they can eat.

A typical packed lunch could be:-

***Half a sandwich***  
***Fruit juice in a carton or plastic bottle***

***and a selection of any the following:-***

***Half a packet of crisps (as it takes children a long time to eat a full packet)***  
***One small pot of fruit or vegetables***  
***One yogurt***

- Chocolate bars, sweets, nuts or fizzy drinks are not permitted.
- Staff will "ENCOURAGE" children to eat their lunch NOT "INSIST". Any food not eaten will be placed back into their packed lunch box. If you are concerned about how much your child is eating, please speak to a member of staff.
- Remember our children are given snacks during the morning and afternoon sessions.

Thank you for your co-operation.

## HYGIENE POLICY

Wingle-Tye will maintain a high level of hygiene and encourage both adults and children to achieve a good standard of cleanliness.

- Children will be encouraged to wash their hands before food and after toileting, messy activities and outdoor play.
- Paper towels used wherever possible.
- Tissues will be provided and children encouraged to wipe their own noses.
- Children will be encouraged to place their hands over their mouths when coughing.
- Parents will be advised that children should be kept at home if they are unwell (see medication policy).
- Children will have access to plenty of fresh air during outdoor activities.
- Snacks will be prepared by adults suitably qualified.
- Children will be supervised at snack and lunch times.
- The setting operates a no smoking policy in all areas including outdoors.

We aim to encourage children to take care of their physical well-being and personal hygiene and to give children an awareness of their own worth whilst encouraging respect for others and understanding their needs.

## POLICY ON DEALING WITH NAPPY CHANGING, INCIDENTS OF SOILING AND POTTY TRAINING

- **Toilet training** is handled in accordance with specific requests of parents and according to the developmental needs of children in our care and is always supervised.
- We **promote independent toileting** and parents are asked to promote this independence at home, especially during and after using the toilet. Children use our toilets freely and staff may not always be aware if assistance is needed. Although parents may tell us that a child is toilet trained whilst at home, please be aware that in a large group situation children may have accidents. It is difficult to ask your child, say every 10 minutes if they need the toilet or constantly watch them for specific signs.
- Children will be sensitively asked throughout the session if they need to use the toilet.
- **Please ensure that your child is in a clean nappy before entering Pre-School.**
- Children in nappies when starting Pre-School are checked throughout the session. Please do not put your child in “pull ups” unless we are working with you to toilet train them.
- Parents are asked to bring in a change of clothing and nappies and wipes in a “**draw-string**” **type bag**. Pre-School has a selection of extra clothing if needed and parents are asked to wash and return when convenient.
- Any soiling or wetting accidents are treated sensitively and calmly by all members of staff. No child will be punished or humiliated for soiling or wetting; forced to remain in soiled clothing or on the toilet.

## **MEDICATION POLICY**

Wingle-Tye staff are not in a position to administer medication. However, we recognise that there will be occasions when children will need to be given specific medication for a chronic medical condition when they are using the provision.

Following Government guidelines prescription medication can only be administered by staff if the parent/carer has completed and signed a **Medical Administration Form** and the medication is in its original package, with the child's name and dosage clearly stated (including a 5ml medicine spoon or oral syringe for administering liquid medicines).

Whenever possible the Manager or Deputy Manager will be responsible for administering medicine, if this is not possible a member of staff who holds a current First Aid certificate will administer the medicine, overseen by another member of staff to ensure good practice. A record will be kept on the **Medical Administration Form** and signed by both staff members and the parent/carer will be asked to read and sign it when they collect their child.

Wingle-Tye Pre-School staff will use their best endeavours to carry out these arrangements – no legal liability can be accepted by Wingle-Tye Pre-School staff in the event of any adverse reaction by the child to the administration of the drug.

Wingle-Tye Pre-School will make every effort to access training for specific medical needs of children in our care so as not to discriminate but promote the good health of children.

Epipens, ventilators etc will be kept in a safe place accompanied by a letter from the parents stating exactly when and how they are to be administered. All our staff have been trained to use Epipens.

It is the parent/carers responsibility for keeping medicines up-to-date, for the removal of out of date medicines (and returns to dispensing pharmacy).

For safety all medicines will be kept in a lockable cupboard out of the reach of children, but accessible to staff.

## **ANAPHYLAXIS**

Anaphylaxis (nut allergy) is a condition, which appears to be on the increase. It is difficult to diagnose in advance and is often discovered only when a child eats a nut for the first time. For this reason, we ask all parents/carers to discuss any allergies with the Manager to ensure their children are placed in a provision, which has staff that can administer the medicines needed to treat such conditions.

## **ILLNESS POLICY**

We at Wingle-Tye Pre School realise that all children have minor illnesses that do not prevent them from attending. However, in the following circumstances children will be excluded from the Pre-School:

- Diarrhoea and/or vomiting
- Doubtful rash
- Conjunctivitis
- Impetigo
- Worms
- Infectious illness

**For example:**

- chicken-pox
- mumps
- measles etc
- Fever or temperature of 101 degrees Fahrenheit or 38 degrees centigrade or over.

Good practice dictates that children **should not attend the setting whilst they are on anti-biotics prescribed by their doctors and are still unwell.** If your child is still taking anti-biotics but you feel they are well enough to attend, please consult with the Manager to ascertain when your child may return to the setting. We would also ask parents to be vigilant not to send their children if they suspect medical conditions such as **conjunctivitis or impetigo** as these conditions are extremely contagious. Good practice also dictates that children **should not attend if they have a heavy cold (green discharge)** as infection is easily transmitted. Finally, should your child have diarrhoea and/or sickness (for whatever reason) they should not attend **for 48 hours after the cessation of the condition.**

If a child arrives at Pre-School ill, the senior member of staff will take the decision as to whether the child is fit to attend or not. If not, the parent will be asked to take the child home. If a child becomes ill at Pre-School, we will take responsibility for informing the child's parents/carers and they will be asked to collect the child.

Whilst waiting for the parent, the child will be comforted and given the chance to rest in a quiet area.

Parents/carers are asked to inform the Pre-School if the child has a communicable disease, so that we can inform other parents/carers.



## **BEHAVIOUR POLICY**

By positively promoting good behaviour, manners, valuing co-operation and a caring attitude we hope to ensure that children will develop as responsible members of society. We believe that children enjoy being in an environment in which they know what is expected of them and where they can develop in a safe area without fear of harm. To enforce this we would like children to respect each other and to respect and take care of our equipment and our surroundings. Children will be praised for good behaviour, such as kindness, sharing, politeness and helpfulness. Adults will not shout or speak in a threatening manner. Corporal punishment will not be used.

We aim to encourage self-discipline, consideration for each other, our surroundings and property. Children must be encouraged to recognise that bullying, fighting, hurting and racist comments are not acceptable behaviour. We want children to recognise that certain actions are right and that others are wrong.

Appropriate limits are set for the children and maintained consistently by all staff members. Staff will be expected to behave in a friendly, caring and courteous way towards each other, parents and children – providing a positive role model.

Pictorial reminders on promoting appropriate behaviour are displayed throughout the setting.

## **BEHAVIOUR PROCEDURE**

At Wingle-Tye we have a consistent policy that children who behave in an inappropriate manner will be:

- removed from the situation and spoken to in a quiet and discreet manner.
- If this does not rectify the problem, the adult will continue to distract the child with another activity. In our experience praising the positive aspects of a child's behaviour far outweighs the negative.
- after a short while the child will be allowed to return to the previous situation if they so wish. If inappropriate behaviour continues – then the above process will be repeated.
- If a child's unacceptable behaviour persists, the parent/carer will be informed and will be invited to discuss the matter with the Manager and keyworker further and an action plan agreed.

## **Anti – Bullying Policy**

Wingle-Tye recognise their duty of care and responsibility to safeguard all participants from harm. The pre-school will promote and implement this anti-bullying policy in addition to our child protection policy and procedures.

Bullying behaviour is not accepted or condoned and we will take action to investigate and respond to any alleged incident of bullying. The pre-school will encourage children to take an active part to address any form of bullying and respect every child's needs, feelings and views.

## **Procedure**

- 1 Staff will report any incident of bullying to Manager and/or Director.
- 2 An investigation will take place and the incident dealt with at the developmental level of the child in our care. Should this practice continue, then a meeting will be arranged with the children's parents to establish a plan of action.
- 3 Support will be given to the child who has bullied and to the child who is the victim.
- 4 Any staff who feel they are being bullied should refer to their Grievance Procedure issued with their annual employment contract.

## **PARENTAL INVOLVEMENT POLICY**

### **Parents as Partners: Statement of Policy**

The Wingle-Tye team will work with parents as partners in providing quality care for their children.



- 1 Wingle-Tye has an open house policy where parents are always welcome to come in and discuss any issues they may have. However, sometimes in view of safety, parents may be asked to make an appointment or wait until the end of the signing in/out of the children into/from the setting.
- 2 Parents/carers will be given a copy of all the policies of the Pre-School.
- 3 Wingle-Tye welcomes and encourages any parent/carers who wish to support us by reading stories, cold cooking, telling children about their jobs, culture or customs or by providing raw materials. In fact any help that you can offer would be gratefully received. We are always receptive to views and ideas of all parent/carers.
- 4 Wingle-Tye will provide newsletters and details of our activities.
- 5 Wingle-Tye staff will make themselves available to discuss any worries or information you may have concerning your child and allow access to their child's records. If a parent/carers has any difficulty for whatever reason in understanding the written policies or any information about the Pre-School, they are welcome to speak to the Manager and this will be treated in confidence.
- 6 Wingle-Tye requires you as parent/carers to help us carry out our policies.

We hope that between us we can make Wingle-Tye a happy and interesting place for the children and we welcome all the support and encouragement you can offer.

## **MISSION STATEMENT ON SAFEGUARDING CHILDREN AND CHILD PROTECTION**

All our children have the right to learn and develop in an environment that is both safe and secure. Wingle-Tye Pre-School offers an environment where risks are minimised and well managed and where our children are protected from harm and abuse. We are also committed to early intervention should we feel that a child may be vulnerable or likely to become vulnerable.

We are constantly reviewing any safeguarding issues and welcome input from our parents and visitors alike. Parents are informed of our policies through our Information for Parents Handbook and there is a set of policies available in the setting and on our website.

### **Child Protection**

- Wingle-Tye has a strong Child Protection Policy, which outlines our procedures for responding to and recording concerns about children (see below).
- All staff receive regular training in child protection matters and have a good awareness of the signs and symptoms of abuse. Emma Claydon is our Child Protection Officer and Designated Safeguarding Lead. She is responsible for co-ordinating child protection procedures – ensuring all concerns are addressed promptly and appropriately. Sue Crossley is Acting SENDCO and Amanda Willis is our 2 Year Old lead.
- All staff who have unsupervised access to children have been cleared by the Disclosure and Barring Service (DBS) (formerly Criminal Records checks CRB) and no new employee will be appointed without a current DBS. All students must also have a current DBS check and are never left unsupervised.
- Wingle-Tye has a Whistle Blowing Policy and a procedure for allegations against staff.
- Mobile phones are locked away.



### **Promoting Health & Wellbeing**

- Wingle-Tye promotes good health and wellbeing by having high standards of hygiene and cleanliness. This helps prevent the spread of infections in the setting. Staff are trained in food hygiene procedures and first aid. We have procedures for administering medication and supporting children with medical needs or those who suffer from allergies.
- Wingle-Tye has strict leaving and collection procedures – using passwords in emergencies and will not under any circumstances let a child leave with anyone not known to them. We also have procedures for dealing with late collection of children and if a child were to go missing.

### **Risk Assessments**

- Regular risk assessments are carried out to identify any aspects, which may pose harm and daily risk assessments are undertaken on all areas of the setting. Lisa Davis is our Risk Assessment Officer and Emma Claydon our Health & Safety Officer.
- Our premises are safe and secure. Visitors have to make an appointment before coming to the setting and show identification (unless a prospective parent) before entering. Visitors must sign in and out of the setting and are not left unsupervised with the children.
- Regular fire drills are undertaken on a termly basis and records kept.

All policies & procedures are regularly reviewed and updated.

If you feel a child is or maybe at risk from harm or abuse please speak to Emma Claydon.

### **POLICY STATEMENT ON CHILD PROTECTION** **(Please read full statement on website)**

The Director / Manager and staff of Wingle-Tye Pre-School fully recognise the contribution it makes to safeguarding children. We recognise that all staff, including volunteers, have a full and active part to play in protecting our children from harm.

All staff at Wingle-Tye Pre-School provide a caring, positive safe and stimulating environment, which promotes the social, physical and moral development of the individual child.

The aims of this policy are:

To support the child's development in ways that will foster security, confidence and independence.

To raise the awareness of all staff of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse.

To provide a systematic means of monitoring children known or thought to be at risk of harm.

To support children who have suffered abuse in accordance with his/her agreed Child Protection Plan.

To emphasis the need for good levels of communication between all members of staff.

To set out a structured procedure within the setting in cases of suspected abuse.

To develop and promote effective working relationships with other agencies, especially the Police and Social Care.

**We have a Designated Safeguarding Lead and Nominated Child Protection Co-ordinator who has responsibility for Child Protection and who undertakes regular training for this role. This person is Emma Claydon and can be contacted on 01708 438282.**

All members of staff understand the signs and indicators of abuse and their responsibility for referring any concerns. All members of staff know how to respond to a child who discloses abuse.

Our setting ensures that we practice Safe Recruitment by undertaking enhanced DBS checks of staff and volunteers who work with children.

If your child sustains an injury or serious bruising outside the Pre-School, please inform a member of staff before the session begins. This will clarify the cause and alert us to any discomfort your child may be in as a result.

If staff feel there is cause for concern regarding a child's welfare and clarification is not forthcoming with regard to these concerns, we have a duty as a registered carer to liaise with the Multi Agency Safeguarding team.

### **Absences**

Safeguarding guidance states that all absences must be recorded. Parents **MUST** contact us if their child is not going to attend. Failure to do so will result in a member of staff contacting you and if unsuccessful they will contact all other numbers in turn on the child's Enrolment Form.



### **MOBILE PHONE/CAMERA POLICY/E-SAFETY**

#### **Mobile Phones**

Staff and volunteers should not carry their mobile phones on them in person whilst in the setting. Phones should be given to the Manager and locked away until the end of the session. Parents entering the setting are to switch mobile phones off at the entrance to Pre-School.

#### **Cameras**

The setting's own camera is only to be used for observation purposes, with the permission of the parents/carers (see enrolment forms). The camera is to be given to the Director who will print off images. These images will be destroyed from the setting's computer system as soon as the child has left the Pre-School. The setting will keep a log of camera use, recording the date, name of person using the camera and times of uses.

On no account must photographs be taken of the children except with prior permission when a professional photographer is engaged in taking fund-raising photographs. Any professional photographer must have a DBS and will be clearly informed of the photographs required. The photographer will not be left unsupervised with the children.

#### **E-Safety**

Wingle-Tye Pre-School does not have internet connection. However, we promote E-Safety with our children when working on our computers. Emma Claydon is our E-Safety Co-ordinator and takes responsibility for all issues regarding E-Safety.

### **CONFIDENTIALITY POLICY**

Our work with children and their families will bring us into contact with confidential information. We aim to ensure that all parents can share information in the confidence that it will only be used to enhance the welfare of their children. We meet the requirements of the Human Rights Act 1998 with regard to protecting the individual's rights to a private family life, home and correspondence. We will only breach confidentiality where we believe that a child may be at risk of significant harm, to prevent a crime or

disorder. We meet the requirements of the Data Protection Act 1998 with regard to the information kept about families, including how it is collected, stored and used. We will only share information with other professionals or agencies on a “need to know basis”, with consent from parents - or without consent in specified circumstances relating to safeguarding children.

## **PROCEDURE**

We will respect confidentiality in the following ways:-

- Parents will have ready access to the files and records relating to their own child.
- Confidential records are stored securely.
- Staff will not discuss individual children unless for the purposes of curriculum planning/management, with people other than the parents/carers of that child.
- Information given to the Manager or keyperson by parents/carers will not be passed to any other adults without prior consent.
- Students or volunteers will be advised of our confidentiality policy and required to respect it.
- Any anxieties or evidence relating to a child's personal safety will be kept in a confidential file accessed only by the child's keyperson and the Manager.
- The names of children who may have caused injury to other children while at the Pre-School are not to be disclosed to parents, or anyone other than the staff members.
- We will not seek consent from parents to share information where we believe that a child, or a vulnerable adult, may be endangered by seeking to gain consent. For example where we have cause to believe a parent may try to cover up abuse or threaten a child.
- Issues to do with employment of staff will remain confidential to people directly involved with making personnel decisions.

## **POLICY STATEMENT ON FINANCE**

Owing to financial commitment and the high standards we strive to maintain, prompt payment is a vital and necessary part of our continuation. Your co-operation in this area is greatly appreciated. If you experience any financial problems, do let us know before the debt mounts up, as it may be possible to make suitable arrangements using a payment plan.

Fees are £17.25 per 3 hour session (£5.75 per hour) and the Pre-school year runs for 38 weeks. Fees are payable half-terminally in advance, **inclusive of illness and holidays**. In the event of long term illness or a hospital stay, please contact us as soon as possible, where the situation can be assessed regarding fees.

Government **funded** nursery education is available for all 3 and 4 year olds. All 3 year olds become eligible the **term after their third birthday for 15 hours funded fees**. Some children may be entitled to 30 hours funding. **It is essential that this is set up before each term commences. Please note that there is a maximum number of hours imposed for claiming nursery education. Details will be made available to you each term and parents are required to sign a declaration regarding their funded fees.**

Funding may be available for some 2 year olds, depending upon their circumstances. Please contact Local Authority for details. **2 year old funding must be secured before you start Pre-School as Havering will not backdate fees.**

Payment will be accepted by cash, cheque, voucher systems or internet banking.

**Vouchers are accepted from leading companies. However, please discuss this with the Manager when accepting your child's place as Voucher payments MUST be in place BEFORE COMMENCING PRE-SCHOOL.**

For parents wishing to pay by internet banking, please see the Manager for details of our bank account and sort code. You will also be given a reference number when making any payment.

**WE REQUIRE SIX WEEKS NOTICE DURING TERM TIME SHOULD YOU WISH TO RELINQUISH YOUR CHILD'S PLACE.**

**WE RESERVE THE RIGHT TO CANCEL A CHILD'S PLACE IN THE EVENT THAT FEES ARE NOT PAID.**

### **COMPLAINTS PROCEDURE**

As part of the partnership between Wingle-Tye Preschool Ltd, staff and parents, it is important that parents and staff are able to discuss any matters arising without fear of disapproval.

This procedure is as follows:

When a complaint is received, the Manager or Officer in charge will gain as much information as possible on the nature of the concern. With the relevant information, the Manager or Officer in charge will attempt to resolve the problem with the person either verbally or in writing. All complaints will be treated seriously and always recorded in the appropriate file. However minor they may seem all complaints will be investigated and the result will be confirmed with the complainant.

Any unresolved complaints should be put in writing to the Provider, Wingle-Tye Pre-School, who will then take the matter up personally, investigate the complaint and report back within 28 days.

If the complainant is not satisfied with the explanation for action taken by the Nursery, then the complaint can be forwarded to the following:-

OFSTED  
Piccadilly Gate  
Store Street  
Manchester  
M1 2WD  
**Tel: 0300 123 1231**

**Whistleblower Hotline – 0300 123 3155**

This unit is responsible for the registration and inspection of day nursery establishments under the Children's Act 1989. If in any doubt about a complaint, then contact with the above is advised.

### **LOST CHILD POLICY**

It is a requirement from OFSTED that we have a strategy set up should a child become lost. If this occurred, the following procedures would be applied:-

- A thorough search of the premises – buildings and gardens by senior staff and as many other members of staff and volunteers as possible.
- If ratios allowed, any extra staff members would search the local area immediately outside the setting.
- The police would be contacted, the family and the Local Authority.
- A full investigation would take place and a report sent to OFSTED.



## **GENERAL POLICY**

Clothing should be comfortable and suitable for messy play as, even with the greatest care, paint and glue can ruin a new outfit. **Coats and jackets should be named.** Our children have use of the outside area daily.

Bags brought into the setting **MUST** be a “**draw-string type**” bag as storage is limited. Any other types of bags will **NOT** be permitted. The wearing of boots throughout the session is not encouraged as accidents may occur during p.e. sessions. Please make sure your child has a change of shoes.

**Packed lunch containers MUST be named and please avoid wrapping any food in cling film as this can be dangerous.**

Our rooms get very warm, so a few layers of clothing may be better than a thick jumper or sweatshirt. **Please do not send your children into the setting wearing belts, braces or dungarees.** They can get very frustrated when using the toilet. Many accidents can be avoided by using the pull on type of trousers and socks instead of tights. Please send your children in with a change of clothes. Wingle-Tye holds a limited stock of clothing, but children often prefer to wear their own clothing.

The wearing of jewellery is not encouraged as it is easily misplaced if removed and can sometimes lead to accidents. Wingle-Tye will not be held responsible for any loss or damage to jewellery.

Car parking facilities are for staff only and must not be used. **On no account must parents/carers drive their car up to the Pre-School entrance.** Children should never be allowed to play or wander in that area and please ensure that older siblings are kept with you and do not play on the bars outside.

When you have collected your children, please ensure that they do not run off. Billet Lane is a very busy road and the stoned area outside Fairkytes Art Centre is dangerous if your children play and run on it.

Wingle-Tye staff have a no smoking policy on the premises.

Once the children are in our care all interconnecting doors to other areas of Fairkytes are locked. The main door has a high double handle and a bolt. The garden area is enclosed. The fire exit door to the garden also has a slip catch at the top. All visitors that enter our premises will have an appointment and are requested to sign the Visitors Book.

**Wingle-Tye will not tolerate bullying or intimidation towards any of their staff or children and will withdraw any places offered if this occurs immediately.**



Please visit our website [www.wingle-tye.co.uk](http://www.wingle-tye.co.uk) for the full range of our policies and procedures and any additional information you may require.

