

**Battle Baptist Church**  
**Caterpillar Pre-school Policy Documents**

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All policies are reviewed annually by the Caterpillar Management Committee.  
These policies were last reviewed and updated on 26 04 10

Ofsted Helpline 08456 40 40 40

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Ofsted  
National Business Unit  
Royal Exchange Buildings  
St Ann's Square  
Manchester  
M2 7LA

# Admissions Policy

It is our intention to make our Caterpillar pre-school genuinely accessible to children and families from all sections of the local community. In order to accomplish this, we will: -

- ❖ Be flexible about attendance patterns so as to accommodate the needs of individual children and families but children will normally be admitted at the beginning of the half term after they have attained the age of 2 years 6 months.
- ❖ Ensure that the existence of the pre-school is widely known and promoted in the local communities.
- ❖ Priority will be given to parents of the children who regularly attend the Caterpillar baby & toddler group and other Church activities.
- ❖ Describe the pre-school and its practices in terms which make it clear that it welcomes both fathers and mothers, other relations and other carers, including childminders, and people from all cultural, ethnic, religious and social groups. We cater for the full ability range and the presence or absence of a special educational need is not a factor in the allocation of places to children.
- ❖ Monitor the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place.
- ❖ Make all the policy documents widely available.

Signed on behalf of the Caterpillar Pre-school.....

## **Behaviour Management Policy**

We believe that children and adults flourish best in an ordered environment in which everyone knows what is expected of them and children are free to develop their play and learning without fear of being hurt or hindered by anyone else.

We also believe that children should always be encouraged and praised for anything that is positive; e.g. anything that is good and likely to instil positive feelings in a child.

We aim to work towards a situation in which children can develop self-discipline and self-esteem in atmosphere of mutual respect and encouragement.

In order to achieve this:

- \* Rules governing the conduct of the group and the behaviour of the children will be discussed and agreed within the group and explained to all newcomers, both children and adults.
- \* All adults will try to provide a positive model for the children with regard to friendliness, care and courtesy.
- \* Adults in the pre-school will praise and endorse desirable behaviour such as kindness and willingness to share.
- \* We will take positive steps to avoid a situation in which children receive adult attention only in return for undesirable behaviour.

### **When children behave in unacceptable ways:**

- \* Physical punishment, such as smacking or shaking will be neither used nor threatened.
- \* Children will never be sent out of the room by themselves.
- \* Techniques intended to single out and humiliate individual children such as the “naughty chair” will not be used.
- \* Children who misbehave will be given one-to-one adult support in seeing what was wrong and working towards a better pattern.
- \* Where appropriate this might be achieved by a period of “time out” with an adult.
- \* “Time out” will consist of the child sitting quietly for five or ten minutes - this will be supervised by an adult.
- \* In cases of serious misbehaviour, such as racial or other abuse, the unacceptability of the behaviour and attitudes will be made clear immediately, but by means of explanation rather than personal blame.
- \* In any case of misbehaviour, it will always be made clear to the child or children in question that it is the behaviour and not the child that is unwelcome.
- \* Adults will not shout, or raise their voices in a threatening way.
- \* Adults in the pre-school will make themselves aware of, and respect, a range of cultural expectations regarding interactions between people.

*Behaviour Management Policy continued...*

- \* Any behaviour problems will be handled in a developmentally appropriate way, respecting individual children's level of understanding and maturity.
- \* Recurring problems will be tackled by the whole pre-school, in partnership with the child's parents, using objective observation records to establish an understanding of the cause.
- \* Persistent behaviour that could be construed as 'bullying' will not be tolerated, and will be dealt with in accordance with this policy.
- \* A child's behaviour should not be discussed in their hearing by staff parents or other adults.
- \* A child should never be labelled 'bad' or 'naughty' within their hearing, this can lead to a negative effect on them.
- \* Adults will be aware that some kinds of behaviour may arise from a child's special needs.
- \* Children must be stopped from causing harm to themselves and others. The children will be encouraged to respect and care for the play equipment, furniture and property. Wilful damage to property is unacceptable and will be actively discouraged.

**Last resort/exclusion**

When behaviour consistently does not match up to the rules of the pre-school:

- \* It must be remember that exclusion is a last resort and all other strategies, as detailed above, must be tried first.
- \* In exceptional circumstances it may be best for all concerned that the parent or guardian is contacted and asked to collect the child from pre-school for the remainder of the session.
- \* A written record will be made of the unacceptable behaviour, a copy given to the parent, and a meeting arranged in order to find the best method of resolving the problem.

Signed on behalf of the Caterpillar Pre-school .....

## **Child Protection - Policy and Practice**

Battle Baptist Church has adopted a Child Protection Policy based on the Home Office Guidelines and the Baptist Union "Safe to Grow" Policy. This policy statement acts as an appendix to that document which is read and adopted annually by the Church.

We intend to create in our pre-school an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to. In order to achieve this we will:-

### **Exclude known abusers**

It will be made clear to applicants for posts within the pre-school that the position is exempt from the provisions of the Rehabilitation of Offenders Act 1974

All applicants for work within the pre-school, whether voluntary or paid, will be interviewed before an appointment is made and will be asked to provide at least one reference. All such references will be followed up. All appointments, both paid and voluntary, will be subject to a probationary period and will not be confirmed unless the pre-school is confident that the applicant can be safely entrusted with children.

### **Seek and supply training**

We will seek out training opportunities for all adults involved in the group to ensure that they recognise the symptoms of possible physical, emotional, sexual abuse or neglect.

### **Prevent abuse by means of good practice with the children, colleagues and supervision.**

Adults who have not been registered as "fit" persons will not take children unaccompanied to the toilet.

Children will be encouraged to develop a sense of autonomy and independence through adult support in making choices and in finding names for their own feelings and acceptable ways to express them. This will enable children to have the self-confidence and the vocabulary to resist inappropriate approaches.

### **Respond as appropriate to suspicions of abuse**

Members of staff have a duty to report to the pre-school leader any change in behaviour or noticeable bruises/injuries as soon as they are noticed. All such suspicions and investigations will be kept confidential, shared only with those who need to know. The people most commonly involved will be the member of staff/keyworker, the pre-school leader and the Management Committee Chair. After these consultations, the pre-school leader will decide the significance of these concerns and the action required.

### **Keep records**

Whenever worrying changes are observed in a child's behaviour, physical condition or appearance, a specific and confidential record will be set up, quite separate from the usual ongoing records of children's progress and development. The record will include, in addition to the name, address and age of the child; timed and dated observations, describing objectively the child's behaviour appearance, without comment or interpretation; where possible, the exact words spoken by the child: the date, name and signature of the recorder. Such records will be kept in a separate file and will not be accessible to people in the pre-school other than the pre-school leader, chair and keyworker or the member of staff as appropriate.

*Child Protection - Policy and Practice continued.....*

**Liase with other bodies**

The pre-school operates in accordance with the local authority guidelines. Confidential records kept on children about whom the pre-school is anxious will be shared with the Social Services Department if the pre-school feels that adequate explanations for changes in the child's condition have not been provided.

**Support families**

The pre-school will take every step in its power to build up trusting and supportive relationships between families and staff and volunteers in the group.

Where abuse at home is suspected, the pre-school will continue to welcome the child and family while investigations proceed.

Confidential records kept on a child will be shared with the child's parents.

With the proviso that the care and safety of the child must always be paramount, the pre-school will do all in its power to support and work with the child's family.

**Collection of children**

We expect parents / carers to arrive promptly at the end of each session to collect their child(ren). If after 10 minutes, no one has arrived to collect a child we will firstly try to contact the parent and then the emergency contact number. If no contact can be made with the parent(s) or emergency contact, then after a further period of time Social Services may be contacted on 01424 723100.

At least two members of staff will remain in the pre-school with the child until they have been collected by the appropriate person.

**Site security**

The door to the children's room remains bolted whilst there are children in pre-school. The door is only unlocked in the presence of a member of staff to let children in/out. Any adult visitors e.g. for maintenance purposes will be accompanied by one of the church or pre-school staff. Visitors to the pre-school will be asked to sign the Visitor's Book.

**Lost child**

In the event that a child cannot be located

- the leader of the session must be informed immediately
- whilst the rest of the staff continue with normal duties, one member of staff will be given the job of thoroughly searching the premises
- if the child is not located in the pre-school area, alert the office/church staff to assist with a search in and around the premises
- if within 10 minutes of first notification the child has not been located, contact the police and the child's parent/guardian.

Signed on behalf of the Caterpillar Pre-school .....

# Complaints Procedures

The Caterpillar Pre-school aims to provide the highest quality education and care for all our children. We aim to offer a welcome to each individual child and family and to provide a warm and caring environment within which all children can learn and develop as they play.

We believe children and parents are entitled to expect courtesy and prompt careful attention to their needs and wishes. Our intention is to work in partnership with parents and the community generally and we welcome suggestions on how to improve our group at any time.

## Making concerns known

A parent who is uneasy about any aspect of the group’s provision should first of all talk over any worries and anxieties with the pre-school leader.

If this does not have a satisfactory outcome within a couple of weeks, or if the problem recurs, the parent should put the concerns or complaint in writing and request a meeting with the pre-school leader and the chair of the Management Committee. In the event of such a meeting both the child’s parent/carer and the pre-school leader may arrange for a third party to be present and an agreed written record of the discussion should be made and retained by the chair of the Management Committee.

## Most complaints should be resolved informally or at this initial stage

If the matter is still not sorted out to the parent’s satisfaction, the parent should again contact the chair of the Management Committee.

If parent and group cannot reach agreement, it might be helpful to invite an external mediator, one who is acceptable to both parties, to listen to both sides and offer advice. A mediator has no legal powers but can help to clarify the situation.

The mediator will keep all discussion confidential. She/he will meet with the group if requested and will keep an agreed written record of any meetings that are held and of any advice she/he has given.

## The role of the registering authority

In some circumstances, it will be necessary to bring in the education and registering authority who have a duty to ensure laid down requirements are adhered to. The registering authority would be involved if a child appeared to be at risk or where there seemed to be a possible breach of registration requirements. In these cases both parent and pre-school would be informed and Ofsted would ensure that a proper investigation of the complaint took place followed by appropriate action.

## Staff complaints or grievances

See details of the policies and procedures in the Battle Baptist Church Staff Handbook.

## Child Act Regulations

In accordance with guidance issued in August 2007 by the Day Care Standards Information Officers, Early Years Childcare and Extended Schools Service, any complaint received in writing or in electronic format where it relates to one or more of the National Standards will be investigated and a reply (in writing) of the findings and action taken made within 28 days. A written record will be made, retained for 10 years, and a summary be made available upon request to any parent or childminder for whom we provide care, and to Ofsted.

Signed on behalf of the Caterpillar Pre-school .....

# Confidentiality Policy

The pre-school's work with children and families will sometimes bring us into contact with confidential information. To ensure that all those using and working with the pre-school can do so with confidence, we will respect confidentiality in the following ways:

- \* Parents will have ready access to the files and records of their own children but will not have access to information about any other child.
- \* Staff will not discuss individual children, other than for purposes of curriculum planning/group management, with people other than the parents/carers of that child.
- \* Information given by parents/carers to the pre-school leader or keyworker will not be passed on to other adults without permission
- \* Issues to do with the employment of staff, whether paid or unpaid, will remain confidential to the people directly involved with making personnel decisions.
- \* Any anxieties/evidence relating to a child's personal safety will be kept in a confidential file and will not be shared within the group except with the child's keyworker/pre-school leader and the Management Committee.
- \* Students on recognized courses observing in the pre-school will be advised of our confidentiality policy and required to respect it.

All the undertakings above are subject to the paramount commitment of the pre-school which is to the safety and well-being of the child. Please see also our policy on child protection.

Signed on behalf of the Caterpillar Pre-school .....

**Diet - Policy and Practice**

The sharing of refreshments can play an important part in the social life of the pre-school as well as reinforcing children’s understanding of the importance of healthy eating. The pre-school will ensure that

- \* Children’s medical and personal dietary requirements are respected
- \* We aim to ensure that children from all backgrounds encounter familiar tastes and that all children have the opportunity to try unfamiliar foods.
- \* The dietary rules of religious groups and also of vegetarians/vegans will be met in appropriate ways wherever possible.

Signed on behalf of the Caterpillar Pre-school .....

## **Equal Opportunities Policy**

The Caterpillar Pre-school works in accordance with all relevant legislation, including

- \* Disabled Persons Acts 1958, 1986
- \* Race Relations Act 1976, Race Relations (Amendment) Act 2000, and Race Relations (Amendment) Regulations 2003
- \* Sex Discrimination Act 1986
- \* Children Act 1989
- \* Employment Legislation 2003

The Caterpillar Pre-school works in accordance with the Equal Opportunities Policy adopted by Battle Baptist Church with the following modifications and addenda:-

We believe that the group's activities should be open to all children and families, and to all adults committed to their welfare. We aim to ensure that all who wish to work in, or volunteer to help with, our pre-school have an equal chance to do so.

### **Admissions**

The pre-school is open to every family in the community. We use the following system for accepting children from the waiting list:

Children who are registered and have been regularly attending the Church Caterpillar Parent and Toddler Group will have priority on the waiting list for the Caterpillar pre-school. Priority will be given to the child who has attended the Parent and Toddler group most frequently.

Places will be offered to all other parents in the community, according to availability and in age and need priority.

Families joining the pre-school are made aware of its equal opportunities policy.

### **Festivals**

Our aim is to show respectful awareness of all the major events in the lives of the children and families in the pre-school, and in our society as a whole, and to welcome the diversity of backgrounds from which they come.

In order to achieve this, we aim to acknowledge appropriate festivals, which are celebrated in our area and/or by the families involved in the pre-school.

Children will be encouraged to welcome a range of different festivals, together with the stories, celebrations and special food and clothing they involve, as part of the diversity of life.

### **The Curriculum**

All children will be respected and their individuality and potential recognised, valued and nurtured.

Activities and the use of play equipment offer children opportunities to develop in an environment free from prejudice and discrimination, appropriate opportunities will be given to children to explore, acknowledge and value similarities and differences between themselves and others.

*Equal Opportunities Policy continued.....*

**Resources**

These will be chosen to give children a balanced view of the world and an appreciation of the rich diversity of our multi-cultural society.

Material will be selected to help children to develop their self-respect and to respect other people by avoiding stereotypes and derogatory pictures or messages about any group of people.

Planning for pre-school meetings and events will take into account the needs of people with disabilities.

**Discriminatory behaviour/remarks**

These are unacceptable in the pre-school.

The response will aim to be sensitive to the feelings of the victims and to help those responsible to understand and overcome their prejudice.

**Language**

Information, written and spoken, will be clearly communicated in as many languages as necessary.

Bilingual/multilingual children and adults are an asset. They will be valued and their languages recognised and respected in the pre-school.

**Food**

We will seek to ensure that medical, cultural and dietary needs will be met.

Signed on behalf of the Caterpillar Pre-school .....

## First Aid, Accidents and Injuries - Policy and Procedure

To ensure that the children are treated in an appropriate way when accidents and injuries occur the following guidelines will apply:

- \* At least one member of staff at each session will have attended a recognised first aid course, approved for pre-school needs.
- \* The pre-school leader will be responsible for checking and updating the first aid box regularly.
- \* **Accidents will be recorded in the accident book.** Any incident that could have further consequence, or need further treatment must be recorded, as must any injury to the head. Any necessary treatment, other than comforting should be given by a trained person. Parents must be informed of the accident on collecting the child, and must sign the accident book.
- \* If there is any doubt that an injury can be treated by the pre-school trained staff an ambulance will be called. Immediately after this the child's parents should be contacted.
- \* If the child's parent/guardian is not present, one of the pre-school staff must accompany the child in the ambulance, taking with them the child's registration and parental consent forms. The staff member will remain with the child until their parent arrives. The staff member will not sign any documents or forms on the parent's/child's behalf.
- \* **In the case of a minor accident/injury** where there is no mark or bruise and no obvious distress to the child, the following procedure will be adhered to:
  - Details of the incident/accident will be written in the Day Book
  - When the Parent/Carer of the child arrives to pick them up their keyworker or designated member of staff will verbally inform the parent/carer of the accident.
  - The staff member will then place a tick against the information in the Day Book and initial and date the item to confirm that the verbal message was given.

Signed on behalf of the Caterpillar Pre-school .....

## **Fire Procedure**

**The person who discovers the fire must activate the alarm.**

The church alarm is in the foyer

Phone the fire brigade (either from church premises or phone box opposite)

A member of staff will collect the register and check the toilets, the kitchen and close all doors

All remaining staff will line up children by the fire exit and lead them out of the building

Assemble in car park

Conduct headcount and full registration

## **Health and Hygiene - Policy and Practice**

Our pre-school promotes a healthy lifestyle and a high standard of hygiene in its day to day work with children and adults. This is achieved in the following ways:-

### **HEALTH**

#### **Food**

The pre-school will observe current legislation regarding food hygiene, registration and training. In particular, each adult will: -

Always wash hands under running water before handling food.

Not be involved with the preparation of foods if suffering from any infectious/contagious illness or skin trouble.

When cooking with children as an activity, the adults will provide healthy, wholesome food, promoting and extending the children's understanding of a healthy diet.

We will encourage parents to ensure that any meals or snacks provided will be nutritious.

Packed lunches brought to the pre-school will be stored in the refrigerators available in the kitchen.

Any drink that requires heating will be heated immediately prior to serving and not left standing. No drink will be reheated.

#### **Outdoor play.**

We take the opportunity to play in the fresh air throughout the year in the pre-school's secure outside play area.

#### **Illnesses**

Parents are asked to keep their children at home if they have any infection, and to inform the pre-school leader as to the nature of the infection so that the pre-school can alert other parents, and make careful observations of any child who has been vomiting or had diarrhoea until at least 24 hours has elapsed since the last attack.

If the children of pre-school staff are unwell, the children will not accompany their parents/carers to work in the pre-school.

Cuts or open sores, whether on adults or children, will be covered with sticking plaster or other dressing.

If a child is on prescribed medication the child's parents will be expected to be responsible for the administration of the medicine.

The responsibility for the use of life-saving medication such as insulin/adrenaline injections or the use of nebulisers, will only be undertaken by staff appropriately trained and at the discretion of the pre-school leader and the chair of the Management Committee. All medications will be kept in a lockable cupboard and a written record kept. The responsibility for the expiry dates of medicine remains with the parents.

The pre-school will ensure that the first aid box is kept equipped as necessary. Sterile items will be kept sealed in their packages until needed.

*Health and Hygiene - Policy and Practice continued.....*

Parents will have the opportunity to discuss health issues with pre-school staff and will have access to information available to the pre-school.

The pre-school will maintain links with health visitors and gather health information and advice from the local health authority information services and/or health agencies.

**HYGIENE**

To prevent the spread of all infection, adults in the group will ensure that good practices are observed:

**Personal hygiene**

Hands washed after using the toilet

A large box of tissues available and children encouraged to blow and wipe their noses when necessary. Soiled tissues disposed of hygienically.

Children encouraged to shield their mouths when coughing.

Paper towels used and disposed of appropriately.

Hygiene rules relating to bodily fluids followed with particular care and all staff and volunteers aware of how infections, including HTV infection, can be transmitted.

In the event of a **flu pandemic** or similar occurrence we will follow government recommendations and guidelines as issued. Recent guidelines can be assessed at: [www.hpa.org.uk/web/HPAwebFile/HPAweb\\_C/1252659998367](http://www.hpa.org.uk/web/HPAwebFile/HPAweb_C/1252659998367) : and a copy of this booklet is kept in pre-school.

**Nappy changing**

Parents are asked to provide nappies/pull-ups as appropriate for their individual child.

Any child wearing a nappy/pull-ups will be checked regularly and changed as and when needed throughout the day.

To ensure children retain their dignity a member of staff will change them away from other children in the toilet area or in the disabled toilet on site.

Students on placement will not be allowed to change a child unless supervised by another member of staff.

Staff members will wear a new pair of disposable gloves for every individual nappy change. When the task is completed hands are washed using soap and water.

Wet wipes will be used at each change, according to parent's wishes.

A nappy barrier cream will be applied if a child has a sore bottom or a parent specifically requests.

Soiled nappies will be tied into a disposable nappy sack and disposed into a nappy bin.

The changing mat will be cleaned with anti-bacterial spray after each nappy change.

**Cleaning and clearing**

Any spills of blood, vomit or excrement will be wiped up and flushed away down the toilet. Rubber gloves will always be used when cleaning up spills of body fluids. Floors and other affected surfaces will be disinfected.

Signed on behalf of the Caterpillar Pre-school .....

# Sun Safety Policy and Procedure

Caterpillar Pre-school believes in sun safety to keep our children happy and safe.

As part of the sun safety policy our Nursery will:

- \* Educate children about the sun and how to protect their skin
- \* Encourage children to wear suitable hats and clothes that provide good sun protection and use sun screens where appropriate
- \* On hot sunny days, try to have our outdoor activities at times other than the middle of the day when the sun rays are most harmful
- \* Hold outdoor activities in areas of shade wherever possible. Sun bathing is definitely discouraged.
- \* Work towards the provision of adequate shade for everybody
- \* Encourage staff and parents to act as good role models by practising sun safety
- \* Regularly remind children, staff and parents about sun safety through newsletters and posters
- \* Remind parents & carers to apply sunscreen before their children arrive at pre-school
- \* Make sure the sun safety policy is working. We will regularly monitor when we play outside, assess shade provision and review the sun safety behaviour of children and staff.

Signed on behalf of the Caterpillar Pre-school .....

# Parental Involvement Policy

Parents are the first educators of their young children. The aim of the group is to support their essential work, not to supplant them. We will: -

- \* make all new parents aware of the group's systems and policies
- \* encourage parents on an individual basis to play an active part in the management of the group
- \* ensure that parents are informed on a regular basis about their child's progress
- \* involve the parent in shared record keeping about their own child, either formally or informally
- \* welcome the contributions of parents, whatever form these may take
- \* make known to the parents the systems for registering queries, complaints or suggestions
- \* provide opportunity for parents to learn about the pre-school curriculum and about young children's learning, in pre-school and at home.

Signed on behalf of the Caterpillar Pre-school .....

# Selecting Equipment / Toys – Policy and Practices

The toys and equipment in pre-school provide opportunities for children, with adult help, to develop new skills and concepts in the course of their play and exploration. The equipment we provide: -

- \* Is appropriate for the ages and stages of the children.
- \* Offers challenges to developing physical, social, personal and intellectual skills.
- \* Features positive images of people, both male and female, from a range of ethnic and cultural groups, with and without disabilities.
- \* Includes a range of raw materials which can be used in a variety of ways and encourages an open-ended approach to creativity and problem solving.
- \* Will enable children, with adult support, to develop individual potential and move towards required learning outcomes.

Signed on behalf of the Caterpillar Pre-school .....

## **Special Needs Practice**

This policy is in keeping with the general aims of the setting and its policy on equality of opportunity. The Management Committee and staff of the setting will ensure that all children enjoy a broad and balanced range of experiences which meet individual needs.

### **Our objectives**

We will give regular opportunity for parents of children with special educational needs to meet with staff and each other for informal discussions of their child's progress and to share common problems.

We will aim to extend the range of strategies staff use to positively encourage good behaviour and manage inappropriate behaviours and to ensure a consistent approach by all staff.

The SENCO will hold regular meetings with staff to discuss support for children with SEN and their individual education plans, (IEPs).

### **Special facilities**

There is wheelchair access throughout the setting and an easy access toilet and shower room available.

### **Identification**

Children with special needs are identified through consultation with parents, observation by members of staff, and liaison with external professionals.

Our system of observation and record-keeping, which operates in conjunction with parents, enables us to monitor children's needs and progress on an individual basis.

Our keyworker system ensures that each adult is specially responsible for a small group of children, so that each child receives plenty of adult time and attention.

One member of the staff team will be appointed as the Special Educational Needs Co-ordinator. At the present time this is Mrs Kelly Bunn.

If it is felt that a child's needs cannot be met in the pre-school without the support of a one to one worker, funding will be sought to employ one.

We work in liaison with staff outside the group, including therapists, health visitors, psychologists, social workers and paediatricians, to meet children's specific needs.

### **Provision**

All children, including those with special educational needs, have access to the whole curriculum.

The entire staff is responsible for meeting the needs of the children with special educational needs within the setting.

Children with special educational needs are fully included into the life and activities of the setting.

The keyworker and SENCO will plan small step targets and review progress weekly.

The SENCO in conjunction with the rest of the team will ensure suitable equipment is available and inform the Management Committee of any necessary additions.

*Special Needs Practice cont'd .....*

**Staff development**

The whole team is committed to extend their knowledge and understanding of special educational needs. Whenever possible opportunities will be given to undertake more specific training on special educational needs.

Signed on behalf of the Caterpillar Pre-school.....

# Staffing and Employment Policy

A high adult-child ratio is essential in providing good quality pre-school care, in the Caterpillar Pre-school: -

- \* We will follow recommendations regarding the appropriate staff ratios at all times.
- \* Our keyworker system ensures each child and family has one particular staff member who takes a special interest in them.
- \* Regular staff meetings provide opportunities for staff to undertake curriculum planning and to discuss the children's progress and any difficulties.
- \* We work towards an equal opportunities employment policy, seeking to offer job opportunities equally to both women and men, with and without disabilities, from all social ethnic and cultural groups who are in sympathy with the Christian ethos of group.
- \* At least half of our staff have (or are working towards) the NVQ level 3 in Early Years and Childcare or an equivalent qualification.
- \* Regular in-service training is available to all staff, both paid and volunteer members, through Surestart, EYCESS and the Pre-school Learning Alliance and other recognized organisations.
- \* Our pre-school's budget includes an allocation towards training costs.
- \* We support the work of our staff by means of appropriate training, regular monitoring/ appraisals.
- \* We are committed to recruiting, appointing and employing staff in accordance with all current legislation.

Signed on behalf of the Caterpillar Pre-school .....

# Student Placement Policy

We recognize that the quality and variety of work which goes on in a pre-school makes it an ideal place for students on placement from school and college childcare courses as well as other relevant childcare courses.

- \* Students are welcomed into the pre-school on the following conditions:-
- \* The needs of the children are paramount. Students will not be admitted in numbers which hinder the essential work of the pre-school.
- \* Students must be confirmed by their tutor as being engaged in a bona fide childcare course which provides necessary background understanding of children’s development and activities.
- \* Students required to conduct child studies will obtain written permission from the parents of the child studied, with the co-operation and consent of the pre-school leader.
- \* Any information gained by the students about the children, families or other adults in the pre-school must remain confidential.
- \* Unless registered as fit persons, students will not have unrestricted access to children.

Signed on behalf of the Caterpillar Pre-school .....

# Settling in Pre-school - Policy and Practice

We want children to feel safe and happy in the absence of their parents, to recognize other adults as a source of authority, help and friendship, and to be able to share with their parents afterwards the new learning experiences enjoyed in the pre-school.

In order to accomplish this, we will: -

- \* encourage parents to visit the pre-school with their children during the weeks before an admission is planned.
- \* introduce flexible admission procedures, if appropriate, to meet the needs of individual families and children.
- \* make clear to families from the outset that they will be supported in the pre-school for as long as it takes to settle their child there.
- \* reassure parents whose children seem to be taking a long time settling into the pre-school.
- \* introduce new families into the group on a staggered basis, for example, two new children a day for a week rather than 10 new children all at once.
- \* encourage parents, where appropriate, to separate from their children for brief periods at first, gradually building up to longer absences.

Children cannot play or learn successfully if they are anxious and unhappy. Our settling procedures aim to help parents to help their children to feel comfortable in the pre-school, to benefit from what it has to offer, and to be confident that their parents will return at the end of the session.

Signed on behalf of the Caterpillar Pre-school.....