



DENAMONA

PRESCHOOL

**31 CRAIGAVON ROAD,
FINTONA.
Tel 07518668111**

PARENT INFORMATION BOOK 2



DENAMONA PRESCHOOL

Registered Childcare Provider

As a sessional childcare provider we are registered with our local Social Services Trust Early Years Team.

The main responsibility of the Early Years Service within the Western Trust is the registration, support and inspection of day care provision for children aged under 12. This includes us as we provide childcare within our Playgroup, Afterschool club and our Summer Club.

The service is committed to raising the quality, range and accessibility of day care provision for children and their families. This is pursued through working in partnership with families, providers and relevant agencies to ensure children benefit from safe, stimulating, caring experiences. Childcare services are inspected at least once per year to ensure that standards are adhered to.

The Early Years Team will support us in providing a quality of care for your children. As part of this they will provide us with training and advice and help us liaise with other agencies. We will undergo an annual inspection where the Trust will ensure that we are meeting the Minimum Standards as outlined by the Department of Health, Social Services and Public Safety. As part of this parents contact details may be made available to HSCT Trust Early Years Teams to seek the views of parents as part of the inspection process.

The purpose of registration is:-

- To protect children
- To provide reassurance to persons using independent services who are arranging for their children to be cared for by someone who is not a relative and may be a stranger
- To ensure that services meet an acceptable standard
- To ensure that people wishing to provide services for children do so within an agreed framework.

Under the Children (NI) Order 1995 you are required to register with your local Trust if you wish to provide a service as a childminder, set up a day nursery, playgroup, out of school club, crèche or a holiday club.

If you have any concerns or complaints about our service then you can contact the Omagh Early Years Team

Community Services Dept
Tyrone & Fermanagh Hospital
1 Donaghane Road
Omagh
BT79 0NS
Tel: 028 82835108

Dear Parents, Carers,

Included in Book 2 is information on:

Section 1:

- Aims and Objectives
- Admissions/Settling in Procedure
- Collection and Departure Procedures,

Section 2:

This book contains some of the important policies and procedures that we have in place within the Preschool.

We would be grateful if you could take some time to read through them and discuss any queries with the Leader.

Below is a list of policies we hold on file, some of which are attached for you to read.

Preschool Policies

Group policies reflect our practice. All policies and procedures are available for Parents. Please contact staff if you wish to have a copy.

1. Absence of the Manager
2. Accidents – Prevention, Reporting, Recording and Notification
3. Additional Needs (included)
4. Allegations against staff
5. CCTV
6. Complaints (included)
7. Confidentiality
8. Consent
9. Data Protection
10. E-Safety
11. Equality
12. First Aid
13. Infection Prevention and Control (included)
14. Intimate/ Personal Care (included)
15. Maintenance and Replacement of Play Equipment
16. Managing Emergencies
17. Management of Medicines
18. Management of Records (included)

19. Management of Risks associated with the Care of Individual Service Users
20. Mobile Phones
21. Participation and Engagement with Parents (included)
22. Photography and Videography
23. Play
24. Provision of Food and Drink inc Menu Planning
25. Promoting Positive Behaviour and Anti-bullying (included)
26. Reporting Adverse and Untoward Incidents
27. Safeguarding and Child Protection (included)
28. Security of the setting
29. Smoking
30. Staffing
31. Transport of children – provision and use
32. Whistle blowing
33. Visitors

Book 1 includes information on:

- Playgroup uniforms
- Daily Routines
- Snack time
- Curriculum and learning
- Monthly topics
- Play opportunities
- Outdoor Play
- Observations and Assessment
- Monthly Newsletter
- Website/Facebook
- Our Golden Rules

****We are insured annually for Public and Employer Liability Insurance. ****

Pre-School Education Expansion Programme

The pre-school is funded by the Pre-School Education Expansion Programme. In launching this programme, the Department of Education (D.E.) made a commitment to ensure that a year of quality pre-school education would be provided. The policy document "Investing in Early Learning" stated, "there will be a clear emphasis within the programme on ensuring that the learning experiences enjoyed by children are of high quality and provide a firm foundation for future successes in their education and throughout their lives". It is clear that the government intended that young children would begin their education in a setting of good quality.

In order to keep funded places parents are asked to ensure that their child attends regularly.

Management and Administration

Decision Making

The pre-school is run by an elected committee, which ensures that major decision-making is in the hands of the parents whose children attend the group. The committee is responsible for reviewing both policy and practice and for the employment and appraisal of staff. The committee will be elected at the Annual General Meeting, which is held on the pre-school premises.

The parents contribute to the organisation of our group by being on the committee, parent Rota or helping at any fundraising events. Staff welcome parent's opinions and views as regards any aspect of their child's progress. Children will show a higher level of achievement if parents are involved within the pre-school setting.

Section 1

- Aims and Values
 - About Us
 - Starting Preschool
- Drop off and Collection Procedures
- Admissions/Settling in Procedure

The Aims & Values of Denamona Pre-School

Denamona Pre-School aims to provide quality pre-school education to children in a safe, stimulating and varied environment where the child is central, valued and is treated with respect while fostering a respect for all regardless of age, sex, religion, social class, cultural background or ability.

We provide a broad and balanced curriculum, allowing children to make choices and providing them with opportunities, through play and other experiences, to develop the learning associated with:

- Personal, social and emotional development;
- Physical development;
- The Arts;
- Language development;
- Early mathematical experiences;
- The world around us.

Denamona Pre-School Values:

- Early childhood in it's own right as well as being the foundation for later life;
- Play as the primary agent for learning;
- A culture of listening to children;
- Parents as first and most important educators;
- The professionalism and commitment of all staff and volunteers working with young children.

ABOUT DENAMONA PRESCHOOL

The Pre-School is situated at Denamona Primary School, which is a controlled school owned and maintained by the Education Authority Omagh. It is pleasantly situated on an elevated site overlooking the surrounding countryside.

The Pre-School is registered with the Education Authority and Western HSC Trust, thus ensuring that statutory requirements are fully met, the quality of service continually appraised and staff training constantly updated. The Pre-school is also a member of Early Years, the Organisation for Young Children. The Pre-School is insured with Lockton.

The Staff

Pre-School Leader	Mrs Emma-Jayne Fowler	B.A. QTS with Maths
Deputy Leader	Miss Lauren Gilmore	Level 5 Diploma Leadership & Management
Assistant	Mrs Judith Martin	BSc Adult Nursing
SEN Assistant	Miss Julie Gallagher	Level 3 NVQ

Training

Our membership of Early Years, The Organisation for Young Children, ensures that we are constantly updated in the field of Early Years Care and Education. All staff are encouraged to update their training on a regular basis.

In this booklet we hope to show you a little of what happens in our Pre-School throughout the year and how, by working with you we can best help your child to develop and progress.

CERTIFICATE OF EMPLOYERS' LIABILITY INSURANCE (a)

(Where required by regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 1998 (the Regulations), one or more copies of this certificate must be displayed at each place of business at which the policyholder employs persons covered by the policy)

Policy Number: **ACY 2390220**

1. Name of policyholder: **Denamona Pre-School**
2. Date of commencement of insurance: **1st November 2022**
3. Date of expiry of insurance: **31st October 2023**

We hereby certify that subject to paragraph 2:-

1. the policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Jersey, the Island of Guernsey and the Island of Alderney (b)
2. (a) the minimum amount of cover provided by this policy is no less than £5 million (c)

For and on behalf of **ANSVAR INSURANCE**
A business division of Ecclesiastical Insurance Office plc



Mark Hews, Group Chief Executive Officer

Notes:

(a) Where the employer is a company to which regulation 3(2) of the Regulations applies, the certificate shall state in a prominent place, either that the policy covers the holding company and all its subsidiaries, or that the policy covers the holding company and all its subsidiaries except any specifically excluded by name, or that the policy covers the holding company and only the named subsidiaries.

(b) Specify applicable law as provided for in regulation 4(6) of the Regulations.

STARTING PRE-SCHOOL

We at Denamona Pre-School like to invite both parents and children who are interested in joining our group to visit us by making an appointment.

It is also important to fill out the application forms issued by the Western Education and Library Board (to be returned by February if your child's 3rd birthday falls before 1st July that year).

Please take note of our Admissions Policy.

Before your child comes to Pre-School it is important to sign the consent forms our Enrollment form for:

Photographs/Facebook

Outings

Toileting/changing of children

Observation and record keeping.

First Aid

Handling of pets

Breakfast Club

Breakfast Club is held in the Pre-school room for Pre-school 8.30am-9.00am. This is currently funded by the Pathway Fund. Children are offered breakfast but it is not necessary for them to have breakfast, they can be dropped off if parents need to get to work.

Opening Hours

The present service is provided, Monday - Friday during term time only.

Opening hours: 9.00am - 12 noon

Opening days: Monday - Friday

Number of places: 24

Amenity Fees: £25 per month

Children are provided with a Healthy buffet style break in line with The Healthy Snack programme.

Parents will be given a holiday list at the beginning of the school year.

Drop off Procedures

We have introduced Social Story Preschool Books that each child receives in June prior to starting in September. Parents/carers will be encouraged to leave children off with member of staff at the gate at the bottom of Preschool ramp. Children will say goodbye here. On entering Preschool, they will find their symbol to put up on snack board and hang up their belongings before going off to play.

Collection Procedures

Children should be collected from 11.50 - 12 midday this allows all children to be collected by 12 midday and staff can start on their cleaning rota to ensure Preschool setting and resources are cleaned for the next day.

At the end of our session children will be taking part in Circle Time, stories, songs and rhymes. During this time, when a member of staff sees a parent/carer they will call the child, they will then check their Green tray before leaving. A member of staff will bring your child out to be handed over to a parent/carer.

We would appreciate that parents/carers are mindful of vehicles moving in carpark at this collection time.

Once a child is handed over from a member of staff to parent, please ensure your child's safety, hold their hand. The carpark can get busy. Around 11.45am-12.00 transport is also at the side of our building to collect school meals to transport to another school. Please ensure cars do not block this entrance.

Admissions Policy

It is our intention to make our Pre-School accessible to children and families from all sections of the local community. In order to this we will:

- ◆ Ensure that the existence of the Pre-School is widely known in all local communities. We will place notices advertising the Pre-School in places where all sections of the community can see them.
- ◆ Each child's name will be accepted for the waiting list on or after his/her second birthday.

Preschool Admission

Respective Functions of the Management Committee in relation to admissions.

The Management Committee have determined that, in the event of there being more applicants than places available the following criteria will be applied, in the order set down, to select children for the available places.

Children who are not normally resident in Northern Ireland will not be considered for places until all children who live in Northern Ireland have been considered.

*Parents who are offered a funded pre-school place must also undertake to attend the pre-school **five** days per week.*

Admissions Criteria

A timetable of pre-school admissions procedures setting out the dates by which an application is to be submitted is available at www.eani.org.uk/admissions under 'Pre-School Admissions'. During the admissions procedure when applying the criteria punctual applications will be considered before late applications are considered.

Admissions Criteria – Statutory Criteria

- 1 Children from socially disadvantaged circumstances born between 2 July 2018 and 1 July 2019.
- 2 Children born between 2 July 2018 and 1 July 2019.

Note: Children from 'socially disadvantaged circumstances' means a child whose parent is in receipt of (i) Income Support, or (ii) Income-based Jobseeker's Allowance, or (iii) an award of Income Support which has been converted into an Employment and Support Allowance and the level of benefit remains the same, or (iv) Universal Credit. When parents apply for places for their child on this basis they must provide Benefit Verification to confirm that they are in receipt of a qualifying payment. This should be provided to the Pre-School of first preference and the application procedure for Pre-School will outline how this can be submitted.

Sub-Criteria

If there are more children satisfying the last criterion, which can be applied, then selection for the remaining places will be on the basis of:

- (i) Children with brothers/sisters/half-brothers/sisters/adopted/fostered presently enrolled in Denamona Primary School or Denamona Pre-School.
- (ii) Children whose brothers or sisters were previously enrolled in Denamona Primary School or Denamona Pre-School.
- (iii) Children whose parents/guardians attended Denamona Primary School or Denamona Pre-School.
- (iv) Children whose parents/guardians are on the committee of Denamona Pre-School.
- (v) Children whose parents/guardians has been/is employed at Denamona Pre-School or Denamona Primary School.
- (vi) Children whose 1st preference choice is Denamona Pre-School.
- (vii) Children who are already attending Denamona Pre-School.
- (viii) Children with Special Educational Needs.
- (ix) New family to the area.

In the event of over subscription in the last criterion which can be applied then selection for the places remaining in this category will be on the basis of the initial letter of the surname as per the birth certificate in the order set out on EA Admissions criteria which is released once Registration is open.

Pre-Pre Admissions

Our registration with Social Services allows us to have space for 24 children. However, our priority is given to Preschool aged children first and foremost. If we don't fill our 24 places with Preschool aged children, then we may be able to offer part time places to Pre-Pre aged children (from 2 years 10 months). Please note, if during the year a Preschool child moves area or applies to start Denamona Preschool, a Pre-pre place may be lost. Pre-pre places may not be guaranteed for the whole year. We will endeavour to do our best to suit everyone.

Settling-In Policy and Procedure

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

In order to support children and parents, we will:

- Have an introductory session for each child and parents in small groups,
- Have shortened sessions as part of our Induction Process,
- Have flexible admission procedures, to meet the needs of individual families and children,
- Children will have been provided with a 'Preschool Social Story Book' with information and pictures to familiarise each child with their Preschool environment.

Make it clear to families from the onset 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.

Children cannot learn or play 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 each session/day.

Section 2

Policies and Procedures included:

- Safeguarding Policy
- Partnership with Parents/Carers
- Promoting Positive Behavior inc. Anti Bullying
 - Intimate Care
 - Complaints
- Data Protection and Management of Records
 - Infection Prevention and Control
 - Additional Needs

Denamona Pre-School

SAFEGUARDING AND CHILD PROTECTION POLICY

For the purposes of this policy the name Denamona Pre-School refers to all staff, committee, volunteers and students.

It is the policy of Denamona Pre-School Centre to safeguard the welfare of all children by protecting them from physical, sexual, emotional harm and neglect. Our Group is committed to practice which promotes the welfare of children, protecting them from harm and responding to concerns.

The responsibilities for reporting child protection concerns are based on the Regional Child Protection Policy and Procedures which were reviewed in December 2017 and now include information regarding the issue of 'exploitation' as an area of concern for adults to be aware of.

All staff and volunteers should at all times show respect and understanding for their rights, safety and welfare and conduct themselves in a way that reflects the principals of the Pre-School group.

All staff and volunteers are vetted by the Western Trust. The Western Trust Early Years Team will be notified if there is a change in the staff team.

Our Group accepts and recognises our responsibilities to develop awareness of the issues which cause children harm and to establish and maintain a safe environment for them. We will seek out training opportunities for all involved in the centre to ensure that they recognise the signs and symptoms of possible abuse.

See Appendix 1 for list of 'Types of Abuse' taken from the Safeguarding Board for Northern Ireland Procedures Manual.

Suspicious of Abuse

- The responsibilities for reporting child protection concerns are based on the Regional Child Protection Policy and Procedures.
- **Any abnormal** changes in children's appearance/behaviour will be **monitored and addressed**.
- Whilst parents will normally be the first point of contact staff do have a duty to pass information without parental consent if they have a reasonable concern that a child may be at risk of or is suffering abuse or neglect. **This will be passed to the Gateway team at the Western Trust.**
- All concerns of **potential** abuse **should** be reported to the designated **Child Protection Officer**, who in Pre-School is Leader Emma Jayne Fowler. If absent concerns can be reported to Chairperson Janet Burke or Lauren Gilmore (**Designated Child Protection Officers**).

- All such concerns will be recorded and kept confidential, shared only with those who need to know. The most commonly involved will be the member of staff and the Pre-School leader.
- A record of suspected abuse will be kept in a separate file, kept confidential and only accessible to the **Designated Child Protection Officer** and the Gateway Team if advice or referral is required.

Staff Responsibilities

- All staff and volunteers are vetted **using Regional Vetting Procedures by the Early Years Team at Western Trust**. A Trust clearance letter for staff/volunteers must be received by the group prior to employment/placement.
- Child Protection and Safeguarding will be covered immediately in the Induction period, ensuring staff are aware of procedures before starting their post. This includes ensuring they have an understanding of the signs and symptoms of abuse and the reporting procedures.
- We will ensure staff sign up to all relevant policies and procedures including Staff Code of Conduct.
- In order to protect children from abuse, and in order to protect staff from false accusations, it is paramount to operate and adhere to our Child Protection Policy.
- Staff will ensure the room be laid out in such a manner that all children can be supervised. There will always be at least 2 staff present with the children at any one time.
- Staff must be informed by the parent / guardian about who is to collect the child at the end of the pre-school session.

All members of staff and volunteers should also adhere to the following:

- Do not let **disclosures** a child makes go unchallenged or unrecorded.
- Do not do things of a personal nature for children that they can do themselves.
- Always inform a parent if you have been or are regularly involved in the personal care of any child.
- Always inform a member of staff where you are going with a child e.g. toilet and approximately how long you will be.
- Parents will be given copies of relevant policies including Child Protection Policy, Procedure and Code of Conduct/Practice at enrolment and will be made aware of procedures for safeguarding and child protection including the need to pass on information without parental consent if staff have a reasonable concern that a child may be at risk of abuse or neglect.
- We will ensure all parents/carers sign to show they have received relevant policies.

Allegation against a member of staff

If there is an allegation against a member of staff:

- The person making the allegation is asked to write it down, date and sign it.
- This is then passed to Mrs Janet Burke, Chairperson, who contacts the Gateway Team.
- At no time, is the member of staff made aware of the allegation.

The Management Committee will ensure child protection is treated seriously by doing the following:

- Child Protection and Safeguarding will be on the Agenda of every staff and management meeting and AGM/First Committee meeting following AGM.
- Training in Child Protection is mandatory and is updated as required. This will include awareness of the UNOCINI referral system as used by all Trusts.
- We will ensure the Child Protection Policy and Procedure is audited and reviewed at least annually.
- Ensure all other policies and procedures which support safeguarding are adhered to, audited and reviewed at least annually.
- **The Child Protection Policy must be adopted in conjunction with the following policies:**
 - Whistleblowing
 - Confidentiality
 - Intimate/Personal Care
 - E-Safety, networking and mobile phones policy
 - Collection Policy
 - Anti-Bullying Policy
 - Complaints Policy
 - Behaviour Policy

Reporting Concerns

All staff/committee have a professional responsibility to ensure any Child Protection concerns, where the safety or development of a child is of concern is ultimately referred without delay to the Western Trust's Gateway Team. Staff should follow up any concerns they have passed to the Group Leader (Designated Child Protection Officer) to ensure the concern has been dealt with appropriately

If there is a concern reported to a member of the Pre-School staff, the staff member writes down and dates, as far as possible, the exact words of the child and passes this to the Designated Child Protection Officer.

Templates for records of concern and recording allegations or suspicions of abuse are held with the policy in the policy file.

Types of Abuse

Child abuse occurs when a child/young person is neglected, harmed or not provided with proper care. Children/young people may be abused in many settings, in a family, in an institution or community setting, by those known to them, or, by a stranger. There are different types of abuse and a child/young person may suffer more than one of them. The procedures outlined in this document are intended to protect children/young people who are at risk of, or have suffered, significant harm because of abuse or neglect.

The following definitions are those identified in Co-operating to Safeguard Children and Young People in Northern Ireland (revised August 2017):

Physical Abuse

Physical Abuse is deliberately physically hurting a child. It might take a variety of different forms, including hitting, biting, pinching, shaking, throwing, poisoning, burning or scalding, drowning or suffocating a child.

Sexual Abuse

Sexual Abuse occurs when others use and exploit children sexually for their own gratification or gain or the gratification of others. Sexual abuse may involve physical contact, including assault by penetration (for example, rape, or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside clothing. It may include non-contact activities, such as involving children in the production of sexual images, forcing children to look at sexual images or watch sexual activities, encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse (including via e-technology). Sexual abuse is not solely perpetrated by adult males. Women can commit acts of sexual abuse, as can other children.

Emotional Abuse

Emotional Abuse is the persistent emotional maltreatment of a child/young person. It is also sometimes called psychological abuse and it can have severe and persistent adverse effects on a child's emotional development

Emotional abuse may involve deliberately telling a child that they are worthless, or unloved and inadequate. It may include not giving a child opportunities to express their views, deliberately silencing them, or 'making fun' of what they say or how they communicate. Emotional abuse may involve bullying – including online bullying through social networks, online games or mobile phones – by a child's peers.

Neglect

Neglect is the failure to provide for a child/young person's basic needs, whether it be adequate food, clothing, hygiene, supervision or shelter that is likely to result in the serious impairment of a child/young person's health or development. Children/young people who are neglected often also suffer from other types of abuse. It may also include neglect of, or unresponsiveness to a child's basic emotional, social and educational needs.

Exploitation

Exploitation [1] is the intentional ill-treatment, manipulation or abuse of power and control over a child or young person; to take selfish or unfair advantage of a child or young person or situation, for personal gain. It may manifest itself in many forms such as child labour, slavery, servitude, engagement in criminal activity, begging, benefit or other financial fraud or child trafficking. It extends to the recruitment, transportation, transfer, harbouring or receipt of children for the purpose of exploitation. Exploitation can be sexual in nature.

[1] Although 'exploitation' is not included in the categories of registration for the Child Protection Register, professionals should recognise that the abuse resulting from or caused by the exploitation of children and young people can be categorised within the existing CPR categories as children who have been exploited will have suffered from physical abuse, neglect, emotional abuse, sexual abuse or a combination of these forms of abuse (Co-operating to Safeguard Children and Young People revised 2017).

Denamona Pre-School Education Centre

PROCEDURES FOR REPORTING ABUSE

**Parent, Carer, Staff Member,
Volunteer speak to:**

Designated Child Protection Officers

Emma-Jayne Fowler (Pre-School Leader)

Tel: 07518668111 or 02882841673

Janet Burke (Registered Person)

Tel: 02882841380

Lauren Gilmore (Deputy Leader)

Tel: 07518668111 or 02882841673

Information will be recorded and a decision made to refer to:

Contact Gateway Team

02871 314090

Monday – Thursday: 9am-5pm

Friday: 9am – 4.30pm

Out of Hours & Public Holidays

**Contact the Regional Emergency Social Work
Service**

0800 1979995

Early Years Team WHSCT 02882835108

PARTNERSHIP WITH PARENTS/CARERS POLICY

PRINCIPLES

"Parents are the first educators of their children and should be involved at all stages in their education and development".

Policy on Early Years Provision in NI (1994)

POLICY'S STATEMENT OF INTENT

Denamona Pre-School recognises the importance of working in partnership with parents/carers to promote the best interests of all the children in the group. We hope that you as parents will consider the important part you can play in our early years team and will continue the contribution that you have already made to the educare of your child. We realise that it is of the utmost importance that we must communicate and work along side you as parents so that we can provide the high quality educare your children deserve. Denamona Pre-School will work in partnership with and support parents in this role

PROCEDURES

To achieve this Denamona Pre-School will adhere to the following procedures:

- Ensure parents/carers are given regular information about their child's progress through informal and formal feedback -verbal and written.
- Welcome the contribution of parents/carers and consult with parents/carers on a regular basis e.g. questionnaire, comments book.
- Ensure that all parents/carers are informed about meetings and any other activities being organised by the Management Committee.
- Encourage parents to be actively involved in the management committee of Denamona Pre-School.
- Inform parents/carers of the procedures for registering comments or complaints.
- Ensure all parents/carers are aware of the pre-school's policies and procedures.
- Encourage parents/carers to contribute their own skills, knowledge and interests through activities in the Management Committee and in the pre-school.
- Encourage parents/carers to help with pre-school outings and fundraising events
- Provide parents/carers with regular updated information by way of parent's booklet, newsletters and the notice board.

Promoting Positive Behaviour Policy Inc Anti-Bullying

Rationale

At Denamona Pre-School we aim to create a positive atmosphere where all members of the preschool community feel valued and respected. Our Positive Behaviour Policy is designed to support the way in which all members of the Preschool can live and work together in a supportive way.

We believe that all the children at Denamona Pre-School have a right to an education which offers them the best opportunity to reach their full potential and that everyone within the Preschool is working to provide the environment in which this may happen. We are also mindful of the five outcomes set out in Every Child Matters which focus on our collective roles to ensure that the children are able to:

- stay safe
- be healthy
- enjoy and achieve
- achieve economic well-being
- make a positive contribution

Aims

Within the Pre School we aim:

- to maintain a happy, secure, calm, orderly environment in which effective learning can take place
- to teach the children to become self-disciplined
- to cultivate an ethos which supports the children so that they accept and recognise responsibility for their own decisions and actions, together with the consequences of these actions
- to encourage the children to develop their own strategies to manage different situations
- To encourage children to take a sense of pride in Denamona Pre-School facilities, its equipment and in their own personal belongings.
- to encourage all children and adults to respect the feelings, needs, interests and opinions of others and develop a positive approach towards everyone involved in the life of our Preschool
- to recognise the role of all adults in the Preschool in modelling acceptable behaviour, which is based on respect and understanding of others
- to plan for play and provide age appropriate resources that engage and meet the needs of each individual child and covers the NI Preschool Curriculum.
- To establish and liaise with external support agencies so that provision of appropriate support can be acquired if and when needed.

A Positive Approach

An effective Promoting Positive Behaviour Policy is one that supports the children in developing self discipline and a positive self image. Self esteem affects all thinking and

behaviour and we believe that this impacts on learning and performance. We aim to provide positive experiences and praise good/acceptable behaviour. By reinforcing positive behaviour, we provide role models and emphasise our high expectations and encourage achievement.

Our Golden Rules reflect our approach. We encourage and support the children to:

- Try to tell the truth
- Keep our Pre-School clean and tidy
- Walk around Pre-School
- Respect other people's property by looking after things carefully
- Look after our own belongings
- Play so everyone can enjoy themselves
- Treat everyone with respect and care

These are simplified within the class as:

- ✓ We use gentle voices
- ✓ We use helpful hands
- ✓ We take turns and share our toys
- ✓ We use our feet for walking
- ✓ We use our ears for good listening

Examples of strategies we use to support promoting positive behaviour and our Golden Rules at Denamona Preschool are:

- Golden rules displayed and regularly referred to
- Regular weekly circle times that are timetabled as part of our curriculum
- Rules are shared with parents
- Carefully challenging unacceptable behaviour
- Stop, Think, Make a good choice
- Celebrating positive behaviour, effort and achievement through praise and encouragement
- Home-school diary
- Regular meetings with parents
- Individual Plan as an intervention
- Class profiles- looking at a child's behaviour in relation to the rest of the class
- Staff modelling appropriate / acceptable behaviour

REWARDS AND INCENTIVES

We reward positive behaviour in the following ways:

- Verbal praise, e.g. 'Well done for...'/ 'I like that because...'
- Establishing individual schemes that rewards positive attitudes in play and behaviour e.g. High Fives
- Sharing achievement with another staff member
- Praising positive behaviour through our observations

PROCEDURES FOR DEALING WITH CHALLENGING BEHAVIOUR OR NEGATIVE PLAY

Staff at Denamona Preschool are warm and friendly with the children. Small misdemeanours should be dealt with by a permanent member of staff on hand as they arise. Children will be encouraged to talk to staff, other children and adults when conflict arises and to find ways of dealing with situations.

Physical aggression is not acceptable and staff will make this clear at all times.

In the event of a child:

- Displaying negative behaviour, breaking a rule, or behaving in an unacceptable manner, an adult intervenes to stop the behaviour and talks the child through the unacceptable aspects of it. The staff member will then encourage the child to Stop, Think and make a good choice, while in the same area, to improve their behaviour. This allows the child an opportunity to display some improved behaviour.
- should the negative behaviour continue, the child is denied the opportunity of playing their chosen area and may be asked to move to an alternative activity of their choice.
- if this movement does not result in positive behaviour, the child is accompanied by a member of staff for the duration of the session.
- If the negative behaviour is persistent then a meeting with parents/guardians may be organised and an Individual plan may need to be drawn up.

We must ensure that in dealing with such behaviour we use appropriate procedures which are age appropriate, immediate, fair and consistent. We make clear why the behaviour may be unacceptable and what change in behaviour is required. We are also mindful that it is the behaviour may be due to factors such as child's well-being, tiredness, new baby, moving house etc. We also believe that we must apply a sense of proportion to all situations and that the sanction is appropriate to the offence.

At Denamona Pre-School we see the behaviour of the children as a partnership between parents and ourselves. If a child is consistently misbehaving, then we need to talk with their parent/guardian and ask for their support. These discussions are logged so we can monitor situations and review as and when necessary.

Staff Commitment

All staff in Denamona Pre-School realise that good discipline practices and positive behaviour are necessary for providing a safe and secure environment for children to feel comfortable, relaxed and enjoy a variety of daily activities.

Staff are responsible for:

- Being models of expected behaviour.
- Organising the Pre-School environment, space and resources carefully.
- Using positive language

- Seek further Professional Development in areas of relevance
- Promoting an awareness of feelings through
- Praising and rewarding good behaviour when it is observed and responding promptly and correctly to inappropriate behaviour.
- Using only procedures which are appropriate within the environment if negative behaviour happens e.g. move child to different activity
- Monitoring and recording any unacceptable behaviours through observations or incident slips as well as meetings with parents or other agencies.
- Being professional at all times.

Rights and Responsibilities

Children have a right to:

- Be valued as members of the Denamona Pre-School environment and as unique individuals.
- Play in an environment where they are treated with good manners and respect.
- Be treated fairly and consistently.
- Make mistakes and learn from them.
- Express their views and to contribute to planning of activities or events.
- Receive support and advice from each other, from staff and from external bodies.
- Adequate and appropriate, safe and secure environment and resources.

Children have a responsibility and learn to;

- Respect the views, rights and property of others and behave safely in and out of Denamona Pre-School
- Co-operate with the leaders and the other children.
- Take part in a range of activities and try new things.
- Show good manners.
- Seek help if they do not understand or are in difficulties.
- Be responsible and reflective about their own behaviour, and accept responsibility if they have done something wrong.
- Work with others when taking part in activities or playing games.

Staff have a responsibility to: (the term staff refers to everyone who works in the Denamona Pre-School environment)

- Be familiar with the settings Policies and Procedures
- Behave in a professional manner at all times.
- Ensure that activities are well prepared; making use of available resources.
- Show interest and enthusiasm in the work in hand and in the children's learning and playing.
- Be sympathetic, approachable and alert to children in difficulty or needing assistance.

- Share with parents any concerns they have about their child's behaviour or progress and development.
- Acknowledge effort and achievement.
- Pursue opportunities for personal development offering activities that promote learning of skills for life.
- Participate in relevant training offered in relation to the promotion of positive behaviour.

Parents have a right to:

- A safe, well managed and stimulating environment for their child's preschool care.
- Reasonable access to the facility and to have their enquiries and concerns dealt with sympathetically and efficiently.
- Be well informed about the range of activities available for their children.
- Be well informed about Denamona Pre-School policies and procedures.
- A safe, secure, and caring environment for their child.
- Be given the opportunity to make any suggestions for their child's care.
- A suitably resourced environment with adequate and well-maintained facilities
- Complain if Denamona Pre-School fails to deliver on any of the above (see Complaints Policy)

Parents have a responsibility to:

- Show interest in their child's Preschool care.
- Be aware of Denamona Pre-School policies and procedures and encourage their child to follow them.
- Act as positive role models for their child in their relationship with Denamona Pre-School.
- Provide Denamona Pre-School with all the necessary background information about their child including any significant change in their child's medical needs or home circumstances

Recurring negative behaviour will be discussed between the staff and the child's parents to develop strategies that can be employed in after school and reinforced at home. These strategies will be formed during planning sessions and will be based on objective observation records of the child. A behaviour management plan is put in place.

Positive Behaviour Management off the School Site

All staff have the responsibility for ensuring the good behaviour and safe conduct of the children in their care when out of school, but during school hours. The children will be encouraged to follow school rules and any extra safety rules as informed by the staff leading the trip.

Anti-Bullying Policy

Bullying takes many forms. It can be physical, verbal or emotional, but it is always a repeated behaviour that makes other people feel uncomfortable or threatened. We acknowledge that any form of bullying is unacceptable and will be dealt with immediately while recognising that physical aggression is part of children's development in their early years.

We recognise that children need their own time and space and that it is not always appropriate to expect a child to share. We believe it is important to acknowledge each child's feelings and to help them understand how others might be feeling.

We encourage children to recognise that bullying, fighting, hurting and discriminatory comments are not acceptable behaviour. We want children to recognise that certain actions are right and that others are wrong.

At our Preschool, staff follow the procedure below to enable them to deal with challenging behaviour:

- Staff are encouraged to ensure that all children feel safe, happy and secure
- Staff are encouraged to recognise that active physical aggression in the early years is part of the child's development and that it should be channeled in a positive way
- Children are helped to understand that using aggression to get things, is inappropriate and they will be encouraged to resolve problems in other ways
- Our staff will intervene when they think a child is being bullied, however mild or harmless it may seem
- Staff will initiate games and activities with children when they feel play has become aggressive, both indoors or out
- Staff will sensitively discuss any instance of bullying with the parents of all involved to look for a consistent resolution to the behaviour
- We will ensure that this policy is available for staff and parents and it will be actively publicised at least once a year to parents and staff
- If any parent has a concern about their child, a member of staff will be available to discuss those concerns. It is only through co-operation that we can ensure our children feel confident and secure in their environment, both at home and in the pre-school
- All concerns will be treated in the strictest confidence

By positively promoting good behaviour, valuing co-operation and a caring attitude, we hope to ensure that children will develop as responsible members of society.

Intimate Care Policy

The aim of the toileting and personal care programme is to work in partnership with parents to help the child develop a healthy interest in and understanding of how to look after his/her own personal needs and also to take account of child protection issues,- see the Child Protection Policy and Procedures of the setting.

1. If children are independent in using the toilet, staff will encourage them to do as much for themselves as possible but be available to provide any help required. All help given will be explained to the child.
2. Where a child has special needs all intimate care procedures will be discussed and agreed with parents before the child starts. Where a child still wears nappies, we suggest that nappies are checked and changes if necessary, just before a child comes into the group. It will minimise the discomfort of older children especially, as they are sometimes reluctant to be changed by members of staff. In any case, when a child starts in a setting parents will be asked for permission to change children's nappies. They will also be asked to read over this toileting and personal care policy and sign that they agree with it.
3. If a child refuses to be changed by any member of staff the parent may be contacted to come in. This issue will be discussed with parents prior to child joining the group. All changes of nappies or clothes will be recorded by adult involved. We will try to encourage a child's privacy while at the toilet or while being changed, while still not operating behind closed doors. Changing/toileting procedures will be displayed in toileting area.
4. A child will never be left unattended on a nappy changing unit.
5. Every staff member will advise other staff when taking a child/children to toilet or for nappy changing.
6. Only permanent, vetted staff will carry out personal care. The same member of staff will not continually carry it out.
7. Baby wipes will be used to clean children unless they have a known allergy.
8. Staff will dispose of soiled/wet nappies, wipes, gloves and changing aprons as outlined in health and safety policy.
9. Changing unit will be cleaned on each occasion with disinfectant wipes.
10. Staff members will wash hands and support the child to do the same.

Complaints Policy

Policy:

We believe that children and parents are entitled to expect courtesy and prompt, careful attention to their needs and wishes. We welcome suggestions on how to improve our setting and will give prompt and serious attention to any concerns about the running of the setting. We anticipate that most concerns will be resolved quickly, by an informal approach with the appropriate member of staff. If this does not achieve the desired result, we have a set of procedures for dealing with concerns. We aim to bring all concerns about the running of our setting to a satisfactory conclusion for all of the parties involved.

All settings are required to keep a written record of any complaints that reach stage two and above, and their outcome. There are 5 stages to making a complaint

Stage 1

Any parent who has a concern about an aspect of our setting's provision talks over his/her concerns with our Pre-School Leader first of all. Most complaints should be resolved amicably and informally at this stage. We record the issue, and how it was resolved, in the child's file.

Stage 2

If this does not have a satisfactory outcome, or if the problem recurs, the parent moves to this stage of the procedure by putting the concerns or complaint in writing. For parents who are not comfortable with making written complaints, there is a template form for recording complaints on the Parent's Noticeboard. Our setting stores all information relating to written complaints from parents in the child's personal file. However, if the complaint involves a detailed investigation, the Leader may wish to store all information relating to the investigation in a separate file designated for this complaint. When the investigation into the complaint is completed, the manager meets with the parent to discuss the outcome. We inform parents of the outcome of the investigation within 28 days of him/her making the complaint. When the complaint is resolved at this stage, we log the summative points in our Complaint Investigation Record.

Stage 3

If the parent is not satisfied with the outcome of the investigation, he or she requests a meeting with the Leader and Management Committee. The parent may have a friend or partner present if they prefer. An agreed written record of the discussion is made, as well as any decision or action to take as a result. All of the parties present at the meeting sign the record and receive a copy of it. This signed record signifies that the procedure has concluded. When the complaint is resolved at this stage, we log the summative points in our Complaint Investigation Record.

Stage 4

If at the stage three meeting the parent cannot reach agreement with us we will invite an external mediator to help to settle the complaint. This person should be acceptable to both parties, listen to

both sides and offer advice. A mediator has no legal powers, but can help us to define the problem, review the action so far and suggest further ways in which it might be resolved. The mediator keeps all discussions confidential. She/he can hold separate meetings with our staff and the parent, if this is decided to be helpful. The mediator keeps an agreed written record of any meetings that are held and of any advice s/he gives.

Stage 5

When the mediator has concluded her/his investigations, a final meeting between the parent and the Leader and Management Committee is held. The purpose of this meeting is to reach a decision on the action to be taken to deal with the complaint. The mediator's advice is used to reach this conclusion. The mediator is present at the meeting if all parties think this will help a decision to be reached. A record of this meeting, including the decision on the action to be taken, is made. Everyone present at the meeting signs the record and receives a copy of it. This signed record signifies that the procedure has concluded.

Records

A record of complaints in relation to our setting, or the children or the adults working in our setting, is kept for at least three years; including the date, the circumstances of the complaint and how the complaint was managed. This will be available to the WHSCT Early Years Team.

Tel number: WHSCT Early Years Team 02882835108

Ombudsman: 0800343424

DATA PROTECTION AND MANAGEMENT OF RECORDS POLICY

In order to work effectively, Denamona Preschool will need to collect and store data about the committee, staff, parents, children and professionals and others involved in the day to day running of the setting. This will be done under the eight Data Protection Principles which are set out in the Data Protection Act of 2008 and strengthened with the General Data Protection Regulation 2018.

The setting has implemented this policy to ensure committee members and staff are fully aware of procedures for handling data.

By adhering to this policy, Denamona Preschool will ensure that data:

- Be obtained and processed fairly and lawfully and shall not be processed unless certain conditions are met.
- Be obtained for a specific and lawful purpose and shall not be processed in any manner incompatible with that purpose.
- Be adequate, relevant and lawful and not excessive for those purposes.
- Be accurate and kept up to date.
- Not be kept for longer than is necessary for that purpose.
- Be processed in accordance with the data subject's right.
- Be kept secure from unauthorised access, accidental loss or destruction.
- Not be transferred to a country outside the European Economic Area, unless that country has adequate levels of protection of personal data.
- Be compliant with GDPR
- Be destroyed in a confidential manner when no longer required.

Most processing of Personal Data is subject to the GDPR in line with Data Protection Act 2018. (See also Management of Records Policy.)

This applies to data held on paper and by electronic means. Denamona Preschool recognises its responsibility to ensure that all persons acting on behalf of the group are made aware of this policy and receive any necessary training.

Responsibility

The management team is responsible for ensuring that all staff and volunteers act in accordance with this policy with delegated responsibility to the leader in charge to follow through.

Data Protection Procedure

1. Denamona Preschool will comply with:

The terms of the 1998 Data Protection Act and the 2018 GDPR legislation.

Any guidance on or update to this policy notified by Early Years – the organisation for young children.

2. Data Collection

Only relevant personal data will be collected. The person(s) from whom it will be collected will be informed of its uses and of any possible disclosures that may be made.

Systems will be put in place to facilitate updating information held.

3. Data Storage/security

Manual data will be stored in a secure place only accessible to those with a legitimate reason to view/use that data.

Electronic data (if applicable) will be protected by password. If the computer is connected to the internet, a firewall system will be used.

The computer will be positioned to ensure that information is not visible to a casual observer.

Sensitive personal data, eg medical records/child protection records/interview material, will be stored in locked filing cabinet and access will be strictly limited (need to know basis) and recorded.

4. Data Update

Forms will be issued to staff/parents/others to ensure that data held is up to date and accurate.

Data held will be updated promptly on receipt of the appropriate form. If incorrect or out of date has been disclosed to a third party, the recipient will be informed of corrected data and this will be recorded.

5. Data Disclosure

The consent of the data subject will be obtained before the group discloses personal information to any organisation or individual. All requests for disclosure will be in writing and telephone enquirers advised accordingly.

In cases of child protection, the law requires the disclosure of information, without consent, to relevant Health and Social Care Trust personnel and PSNI officers.

If a request for information relating to a child protection is received by telephone, steps should

be taken to ensure that such information is disclosed to identifiable personnel (seek verification of identity.) and only if the individual is entitled to receive that information. It is advisable to disclose such information only to those known to be involved in child protection. If doubt exists, ask the enquirer to route enquiry through a known channel. Always call an enquirer back and be very alert if the number given is of a mobile telephone.

Requests from parents for a printed list of children's names/addresses will be politely refused. Personal data will not be used in newsletters, websites or in other media without the consent of the data subject. The conditions outlined in will be adhered to strictly.

A record will be kept of any data disclosed so that the recipient can be informed should data be updated/altered at a later date.

6. Data Access

Data subjects have the right to access any personal data held about them.

Any person wishing to exercise this right must make a request in writing to the Data Controller. The Data Controller will issue the appropriate form.

On receipt of the required fee and the completed and signed form, the designated Data controller will make the information available. The information will be made available as soon as possible and within 40-day period recommended by the Information Commissioner.

Any delay occasioned by the necessity to consult with an appropriate healthcare professional in relation to a data subject's medical information will be explained in writing to the individual making the request.

7. Data Disposal/Destruction

The Data Controller will review personal data regularly and delete information which is no longer required for the purposes of the group.

The Data Controller will keep a deletion file and record the type of deletion and the date on which it occurred.

The Data Controller will seek advice from the Labour Relations Agency before deleting information regarding the recruitment and selection of employees.

The Data Controller will not delete information relating to accidents on the premises or child protection issues until the required statutory period has expired.

8. Data Retention

- Denamona Pre-School will retain data only as long as necessary and relevant.
- Once a child leaves our register we will destroy all data.

- Relevant special needs information will be passed onto the concerned parent/guardian who may pass data on to the school (signed by staff and parent).
- Pen Pictures, children's reports and transition forms will be passed to the concerned parent who may who may pass data on to the school (signed by staff and parent).
- Application forms will be retained for 1 year.
- Recruitment & Selection assessments/data will be retained for 3 years.
- Child protection forms will be retained for 21 years and 1 day.
- Accident & incident books/reports will be retained for 40 years.
- Insurance certificates will be retained 40 years.
- EU funding data will be retained for 7 years

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Denamona Pre-school Infection Control Policy

Denamona pre-school recognise the importance of infection control within our setting.

Infection Control is the name given to the Policies and Procedures intended to prevent the spread of infectious diseases.

PRINCIPLES :-

Article 24 U.N. Convention on the Rights of the Child states that:

“Children have the right to be as healthy as possible, live and Play in a safe healthy unpolluted environment and benefit from Health care and education.”

POLICY :-

STATEMENT OF INTENT

We are committed to creating an environment for children and adults that is free from infection. In order to achieve this the following procedures will be followed **in line with the Public Health Agency. (PHA Standard is attached).**

HAND WASHING

Hand washing is the most important public health measure. Effective hand washing is the mainstay of infection control for most germs amongst children and adults in a pre-school setting, regardless of the way germs are transmitted.

PROCEDURE

- ➡ Hands will be washed after using the toilet, when coming in from outside, after messy play/art activities and before meals. Young children will be given assistance in hand washing and older children shall be supervised.
- ➡ Liquid soap will be used rather than a bar of soap.
- ➡ Paper towels shall be used.

ACCIDENTAL SOILING

Staff are not permitted to carry out sluicing of clothes i.e. rinsing soiled clothes due to toileting/vomiting accident under the tap.

PROCEDURE

- ➡ Soiled clothes can be scraped off into the toilet
- ➡ Disposable gloves must be worn when dealing with this
- ➡ Place the soiled clothes in a plastic bag, tied at neck, to be given to parents to launder
- ➡ Staff must wash their hands after handling soiled clothing, even if wearing gloves.

CLEANING OF TOILETS

Staff are to ensure that toilets are clean at the start and end of the session. Additional cleaning should be carried out during the session if necessary. (See Covid-19 Policy)

PROCEDURE

- All toilets are cleaned daily with hot soapy water. This includes toilet seats, handles and taps.
- If an area becomes contaminated with infected materials i.e. diarrhoea or vomit (not urine), the area will be washed immediately and spillages attended to as they occur.
- Toilet paper will be provided for the children at all times. Shortage of this shall be reported to a member of staff.
- Staff will ensure children wash their hands properly after using the toilet.
- All cleaning materials are to be stored in a secure place out of reach of the children and used in compliance with COSHH regulations.

CLEANING OF TOYS, EQUIPMENT AND FURNISHINGS

Staff will ensure all are cleaned on a regular basis and any broken toys shall be disposed of.

EXCLUSION OF SICK CHILDREN (in line with PHA Standard)

Parents are required to refrain from sending sick children to the setting. This is vital to prevent the spread of infection in the setting.

PROCEDURE

- Children who are unwell with an infectious disease should not be in the setting. Once they are clear of the infection and pose no threat to others they can return.
- If a child falls ill whilst in the setting, a member of staff will stay with the child while parents are being contacted and arrangements are being made to enable the child to go home.
- In the case of Communicable Diseases (e.g. E. Coli, Salmonella) a decision will be taken by the Pre-School Leader or Chairperson, whether to close the pre-school or not, until further advice is given by the Consultant In Communicable Disease Control.

STAFF

All staff are required to cover all open cuts with a waterproof dressing. If they are ill with an infectious disease then they must refrain from coming to the setting until they are better. As some infections can be harmful to an unborn child, the member of staff should inform the leader and contact her GP immediately. Staff may wish to or be encouraged to wear PPE when attending to an unwell child in line with Infection Control and Covid-19 policy.

ANIMALS IN THE SETTING

There are occasions when we have visits from animals and their carers. We may go on visits to a farm, zoo, etc.

PROCEDURES

- ➡ Children shall be supervised at all times around animals
- ➡ Visiting pets will only be in the playroom and the area disinfected on their departure.
- ➡ Children's allergies will be considered prior to the visit.
- ➡ If visiting a farm, the Leader will carry out a risk assessment.
- ➡ Staff will ensure that the children wash their hands after being in contact with animals and before eating and ensure children eat away from where the animals are kept.
- ➡ Children will be warned not to put their faces against the animals or touch the animal feed.
- ➡ Staff will ensure appropriate footwear is worn e.g. wellingtons or strong shoes.
- ➡ Staff will ensure that children wash their hands thoroughly washed before departure and that footwear is as clean as possible.

FOOD HYGIENE

Staff will ensure that good hygiene is followed, and every precaution is made to minimise infection.

PROCEDURE

- ➡ Snack tables will be washed down before snack time.
- ➡ Snacks shall be served on individual plates which are easily washed and children encouraged to serve themselves.
- ➡ Fridge temperatures will be recorded daily and will be kept between 4°C and 8°C; a thermometer should be kept in the fridge.

Special Educational & Additional Needs Policy

At Denamona Pre-School we believe that all children and young people, with and without difficulties and disabilities, should have the opportunity to learn together in mainstream pre-school provisions where it is in the child's best interests.

Definitions

'Special Educational Need' is defined as *"a learning difficulty which calls for special educational provision to be made"*.

'Inclusion' is defined by DfES (2004) as *"about much more than the types of school children attend: it is about the quality of their experience and how far they are helped to learn, achieve and participate fully in the life of the school"*

Our aims and ethos:

We welcome the inclusion of all children whatever their individual needs may be. All children have the right to achieve and develop to their full potential. We believe that having an inclusive policy benefits all children and is a positive experience that reflects the diversity of our community.

We aim:

- To value all children equally and to provide opportunities for equal access to the curriculum.
- To plan our curriculum to meet the needs of individual children.
- To recognise that some children will need additional support to ensure access to the whole curriculum
- To recognise the importance of early identification and assessment of children with additional needs, and work within the code of practice.
- To work in partnership with parents, valuing their views and knowledge and keeping them fully involved in their child's learning experience.
- To work collaboratively with other agencies to meet the child's individual needs where necessary.

The co-ordination of provision for children with additional needs.

. The special needs co-ordinator (SENCO) at Denamona Preschool is Emma-Jayne Fowler

The role of the SENCO is as follows:

- To support the children with practical measures
- To monitor and review the practical intervention
- To support other members of staff
- To co-ordinate the planning for individual needs – Individual Education Plans (IEP)
- To liaise between the setting and any other professional s involved
- To liaise with, and support parent's
- To attend training as necessary to keep up to date with policies and current issues, and share this information with all staff.

Admission arrangements:

Denamona Preschool is committed to working with all children to meet individual needs. We will not exclude any child on the grounds of their additional needs and will strive to meet their needs and remove any barriers that may arise.

Identifying Special needs and Early Intervention:

All children are given time to settle in and become familiar with their new surroundings and routines. If staff have any concerns about a child they will pass these on to the SENCO, who along with the key person will observe the child and assess their needs.

Staff will work together in partnership with parents to formulate strategies to support the child. The SENCO will take the lead in co-ordinating any additional support for individual children and will implement the Special Educational Needs Code of Practice.

Within our setting, for every child with a Special Educational Need, we will devise a structured programme to meet the child's needs. We will write and review Individual Education Plans (IEP).

Transitions:

When children move on to another setting we pass on information and records to make the transition as seamless as possible. We would also arrange visits for the child and other professionals e.g. teachers if necessary to help with the transition.

Evaluation of special needs policy:

We will, along with all staff, evaluate our policy annually or as the need arises to ensure our policy and practice is effective.

Complaints: Any complaints surrounding our practice and provision of children with additional needs should be addressed using the complaints procedure in our policy document.

If you have any queries or wish to request a copy of any of our other Policies, please get in touch.