



Policy Documentation

May 2006

Behaviour Management Policy	3
Principles and Beliefs.....	3
Dealing with Unacceptable Behaviour	4
Health and Safety Policy	5
Introduction	5
Statement of Health and Safety Policy	5
Specific Responsibilities	5
Supervision and Security	6
Risk Assessment	6
Medicines	7
First Aid Arrangements	7
Accidents, Emergencies and Reporting.....	7
Provision and Use of Equipment	8
Hazardous Substances.....	8
Fire Precautions.....	8
Health, Hygiene and Infectious Diseases.....	8
Food Safety.....	9
Training	10
Communications	10
Safety Representative.....	10
Open Door Policy.....	10
Equal Opportunities Policy.....	10
Curriculum Policy	10
Parental Involvement Policy.....	10
Appendix 1: Behaviour Management Policy - Restraint.....	11
Appendix 2: Child Health Record.....	12
Appendix 2: Medication Consent Form.....	12

Behaviour Management Policy

Principles and Beliefs

This policy applies to everyone who comes into the school, children, parents, carers, staff and visitors.

Children and adults thrive best in a well-organized environment where expectations are clearly communicated. We strive to create an environment whereby children can develop self-control and self-esteem in an atmosphere of mutual trust, support and encouragement.

We endeavour to develop in children the understanding of what constitutes good behaviour; to celebrate and encourage good behaviour, consideration and politeness; to manage unacceptable behaviour in a clear and consistent way.

The following underlying beliefs inform what we do:

- Modelling good behaviour and rewarding children for demonstrating positive behaviours is crucial (stickers, praise, etc).
- If children understand rules and have helped to formulate them, they are more likely to respect them.
- Expectations need to be consistently reinforced by adults.
- A consistent approach amongst all adults in the school is vital.
- The use of physical force is not acceptable (see Appendix 1 on restraint).
- If staff model respect for children and other adults, then children will appreciate the need to respect others.
- If adults in the nursery praise and endorse desirable behaviour such as kindness and willingness to share, then positive behaviours will thrive amongst children.
- All efforts and achievements of children should be valued and celebrated in a sincere manner.
- All children deserve to be treated fairly.
- Allowing children to make well-informed choices, with awareness of the consequences, encourages them to take responsibility for their own behaviour.
- The language of adults, both verbal and non-verbal is crucial in establishing the atmosphere in the nursery. A deliberate raising of the voice used very occasionally will be more effective in expressing displeasure. Sarcasm, humiliation and shouting are unnecessary. If there is a need to reprimand a child it should be done in an assertive not aggressive way. It is important that children understand the reasoning behind any reprimand.
- Helping children understand that it is their behaviour that is undesirable and not the children themselves is paramount to valuing the children.
- In order to promote positive behaviour management the co-operation and support of parents/guardians is crucial.
- Effective social skills need to be modelled by adults and encouraged in children.
- Where possible adults should avoid giving attention to a child purely for unacceptable behaviours.

- Parents should be regularly informed of positive behaviours demonstrated by their child in order to raise self-esteem in children and reinforce effective behaviours.

Dealing with Unacceptable Behaviour

In the first instance children will be asked to apologise for behaving in a way that is not part of the agreed expectations and an explanation given. In some cases it may be appropriate to take the child away from the activity for a short while so that they can be moved from the cause of conflict and be provided with an opportunity to think about his/her behaviour. If necessary the "Time Out" method will be applied. Children will sit in time out in view of the teacher but away from toys and children, and will be encouraged to think about their behavior. The teacher will discuss this with the child in order to help the child know what to do next time. Children will be encouraged to appreciate that there is always an opportunity to behave in a better way.

Each child's behavior will be monitored and any concerns will be relayed to the Head and parents.

In cases of serious misbehaviour an explanation will be provided to the child as to why such behaviour is unacceptable.

Any behaviour problems will be handled in a developmentally appropriate fashion, respecting individual children's level of understanding and maturity.

Recurring problems will be tackled by the whole staff, in partnership with the child's parents, using objective observation records to establish an understanding of the cause.

Adults will be aware that some kinds of behaviour may arise from a child's special needs.

Occasionally when unacceptable behaviour has occurred, staff may need to take action for the child's own safety, or that of others.

The nursery will ensure that staff and parents are fully briefed on the Behaviour Management Policy.

Health and Safety Policy

Introduction

This policy outlines the arrangements for ensuring compliance with the Health & Safety regulations at Once Upon a Time Nursery and where appropriate highlights the specific responsibilities of individual members of staff in order to ensure that this is achieved.

The document is issued to all school staff who are obliged to read and comprehend its contents.

Statement of Health and Safety Policy

Once Upon a Time Nursery will take all practical and appropriate steps to ensure that the legal responsibilities of all persons are met. Health & Safety issues will, therefore, govern the planning and implementation of all activities with the safety and welfare of all staff, children, and visitors being of paramount importance.

The Head expects all staff to maintain an active involvement in the prevention of accidents and the protection of health. It is imperative that staff recognise this to be an integral element of their job. Health & Safety is a shared responsibility.

The premises owner and the Head will take all reasonable steps to meet their responsibilities.

Specific Responsibilities

To provide effective health and safety management, the specific roles of all persons involved are:

The Methodist Church

- to ensure compliance with this health and safety policy
- the provision of a safe workplace that meets all legal requirements in relation to Health & Safety
- to provide and maintain equipment and furnishings that are safe and without risks to health
- the provision of any necessary Health & Safety guidance as the owner of the premises
- to clarify the respective responsibilities of the premises owner and the business owner
- to ensure that the premises are subject to a formal safety inspection as and when legally required
- to ensure that the fire alarm system is tested regularly.

The Head

- to ensure compliance with this health and safety policy
- to ensure the provision and maintenance of equipment and furnishings that are safe and without risks to health
- to ensure that sufficient information, training, and supervision is made available in order to ensure the health and safety of all staff, children and visitors
- to employ staff who are competent for the work in which they are engaged
- to take day-to-day responsibility for ensuring that the nursery meets all obligations with relation to Health & Safety

- to ensure that this policy is embraced and embedded into the culture and is regularly monitored and updated
- to guarantee through regular consultation with staff that all appropriate risk assessments are undertaken, recorded, communicated and addressed accordingly
- to ensure that all safety guidance issued by government or premises owner is made available to all staff members
- to take appropriate action to remove, contain or isolate as is appropriate any hazard on the premises
- to ensure that the fire alarm system is tested regularly.

The Caretaker/Cleaner

- to take responsibility to remove or isolate any hazard presenting a risk to staff and children notifying the Head of such risks
- to make regular inspections of the premises, paying particular attention to maintenance type problems that could extend to being Health and Safety hazards. The Caretaker will notify the Head of any circumstances where he/she is unable to take suitable corrective action
- to take practical steps to ensure the emergency access and general access routes are kept clear
- to ensure that rubbish is not allowed to accumulate in or around the premises.

The Staff

- to co-operate with the employer so far as is necessary for the nursery to comply with its legal responsibilities
- to be acquainted with this policy and any safety guidance provided to them by the school
- to ensure this policy is implemented effectively
- to report all accidents and incidents in accordance with the relevant section of this policy.

Supervision and Security

Once Upon a Time staff are responsible for the safety of the children in their care. Children will be supervised at all times.

The school gate will be self locking and closed at all times during school hours.

All visitors to the school will be expected to report to reception on arrival.

Risk Assessment

Regular Risk Assessments will be conducted by the appropriate safety representatives and all issues will be documented and addressed accordingly. The risk assessment will involve the identification and evaluation of hazards in the workplace and the implementation of controls to reduce the risks from those hazards.

Some significant risks that will require consideration include, for example:

- Fire risks.
- Falls from outdoor play equipment.
- Low level glazing .
- The risks of scalding from hot water and heated surfaces.
- The spread of infectious diseases from nappy changing and laundry of soiled clothes etc.

Medicines

The school will expect parents to provide the following information to allow for the completion of a Child Health Record (see Appendix 2) for each individual child:

- Emergency contact details.
- Medical information (regarding allergies, dietary or special requirements).
- Information regarding any regular medication to be administered.

On completion of a Medication Consent form, staff will administer medicines in accordance with parental instructions (see Appendix 2).

Once Upon a Time Nursery reserves the right to administer basic first aid treatment when necessary to do so.

First Aid Arrangements

Once Upon a Time will provide adequate and appropriate equipment, facilities and staff to enable first-aid to be given to any child or adult on site who may require it.

A fully equipped first aid kit will remain in the Nursery at all times. A second kit will be available for school outings.

All staff will be CPR qualified.

Accidents, Emergencies and Reporting

All accidents will be logged accordingly and parents will be informed.

- In the case of an injury to a child one teacher will assist the child, whilst the other teacher supervises the remaining children.
- Parents will be called at the most convenient time.
- In a health emergency such as a choking fit, the first teacher on hand will assist the child and another staff member will be called upon if required. Other children will be removed from the scene if possible.
- For accidents of a serious nature involving hospital treatment, all attempts will be made to contact parents/guardians on the emergency contact numbers provided. Where parents cannot be reached, the nursery will require consent to act on the behalf of parents/guardians to seek the necessary treatment that a child may require.
- Parents must inform the nursery immediately to any changes to information provided on the Child Health Record.
- Where an accident occurs with a child, member of staff or visitor to the school, the incident will be recorded in the accident log. As an employer Once Upon a Time will report work related accidents where regulations require them to do so.

Provision and Use of Equipment

All equipment will be safe, free from cracks broken edges and hazardous particles. Toys will be washed on a regular basis.

Outdoor toys will be examined daily for broken pieces, loose particles, water residue (to prevent mosquitoes).

Children will be taught to effectively use equipment such as scissors, but when they are not in use, they will be kept out of reach.

Electrical equipment will be regularly checked in accordance with legal requirements.

Hazardous Substances

Cleaning materials will be locked away out of children's reach.

Fire Precautions

In case of a fire the emergency procedure will be adhered to.

- All children will be escorted out of the building to the assigned gathering area.
- The class teacher will check assigned rooms and close all doors once the room has been cleared. This will be done in an orderly fashion without alarming children.
- The Head will be the final one to leave the building ensuring registers are brought to the gathering point outside.
- Once outside the class teacher will count his/her own children and mark names in register.
- The Head will be responsible for ensuring that those visitors who are on site are accounted for.
- Re-entry to the building will only be permitted when it has been deemed safe by an appropriate authority figure.

Health, Hygiene and Infectious Diseases

Good hygiene is of paramount importance. The following approach will be adopted:

- Water temperature will be regularly monitored in order to eradicate any chance of scalding.
- Bathrooms will be cleaned during nap time and at the end of every day. Toilets including seats, handles and taps will be frequently cleaned and disinfected.
- Any potties in use will be cleaned after each use.
- Children will be encouraged to flush toilet after each use and wash hands when finished.
- Disposable gloves will be worn when assisting children with injuries, nappies and bathroom incidents.
- Thorough hand washing by staff after visiting or cleaning the toilet and changing nappies will be routine.
- Soiled nappies will be double bagged for disposal. Changing mats will be disinfected between changes.
- All toys, play areas etc will be thoroughly cleaned on a regular basis.
- All bedding will be thoroughly washed on a regular basis.

Nurseries are ideal places for the spread of infectious diseases because of the large numbers of young people in close contact with each other. Young children may not yet have developed good personal hygiene habits or immunity.

Parents will be requested not to send their child to school if they are suffering from any infectious disease or if they are not feeling well enough to attend. We have an understanding of the needs of working parents but reserve the right to contact you if your child becomes unwell during nursery hours. Parents will be requested to inform the school if a child contracts any infectious disease including Meningitis, Chickenpox, Impetigo, Measles, Mumps, Scarlet Fever, Rubella, Whooping Cough, Conjunctivitis, Hand Foot and Mouth or Diarrhoea.

No child will be allowed to attend the nursery school if they have a communicable disease. The exclusion of children with a suspected/ infectious disease with symptoms such as diarrhoea and/or vomiting will be a necessity.

If a child is suffering from diarrhoea whilst at school the following procedure will be adhered to:

- Parents/guardians will be called and required to collect their child and take them to the doctor
- Parents/guardians will be advised to return children two days after the cessation of the diarrhoea

An isolation room will be provided for a sick child. The child will be supervised at all times.

Food Safety

Once Upon a Time will ensure that all food operations carried out within the nursery, are conducted in a safe and hygienic way. They will monitor potential risks and will ensure that nursery staff have the necessary procedures in place at any critical points, to control any food safety problems.

- presence of harmful bacteria in raw meat
- growth of harmful bacteria in foods stored at room temperature
- cross-contamination between raw and cooked foods
- contamination by pests
- physical contamination
- chemical contamination.

Premises

The owner will be expected to ensure the kitchen is appropriately equipped with washable surfaces. Cleaning substances used in the kitchen area will be food safe. The owner will ensure that suitable and sufficient lighting and ventilation are provided within the kitchen.

Temperature

Once Upon a Time will regularly check the temperatures in all chilled and frozen storage units ensuring temperatures remain at or below 8°C for chilled foods and around -18°C for frozen foods.

Food allergies

Care will be taken when purchasing or preparing food in relation to potential allergies in children, e.g. nut allergies.

Contamination

In order to reduce the risk of contamination raw and cooked foods will be kept apart. Different equipment and boards will be used for preparing these foods.

Training

Training is an important way of achieving competence and helps to convert information into safe working practices. All staff will be involved in creating a culture in which safety is important.

Communications

It will be the responsibility of the Head to ensure that there are regular communications regarding health & Safety issues

Safety Representative

A member of staff will be assigned the responsibility of Health & Safety Co-ordinator.

Open Door Policy

We believe that our relationship with the parents is crucial. Parents are welcome in the nursery at any time and are encouraged to spend time in the nursery. Parents are encouraged to observe children at work through windows without disrupting the class.

Parents are also encouraged to be active members of the nursery involving themselves in a variety of activities; reading, cooking, arts and crafts and school outings.

We do, however, request that parents consider the views, level of maturity and potential behaviour of their child, prior to offering assistance. The staff would be more than willing to talk this through with you. Parental support and involvement will be encouraged and we will strive to ensure it is rewarding for all parties.

Equal Opportunities Policy

To be added in preparation for opening.

Curriculum Policy

To be added in preparation for opening.

Parental Involvement Policy

To be added in preparation for opening.

Appendix 1: Behaviour Management Policy - Restraint

Restraint will only be used if a child poses a threat/danger to another or him/herself. It will only be used as a last resort.

If the need does arise, then care will be taken to approach this calmly. The child will not be shouted at and the restraint will be followed by an explanation to the child on why it was necessary. The child will need reassurances and careful handling. This will be provided in a quiet area if possible. Parents/Guardians will be informed either immediately or when the child is calm.

The details of the restraining will be entered into a log and signed by the person who restrained the child and appropriate witnesses.

The Head Teacher will be informed.

Appendix 2: Child Health Record

To be devised in preparation for opening

Appendix 2: Medication Consent Form

To be devised in preparation for opening

To include in consent form:

Parental/ guardian consent to deal with an accident or emergency as required

Parental/ guardian consent to use CPR

Parental/ guardian consent to make decision on seeking necessary hospital treatment if cannot be reached on emergency numbers provided