



St Anne's College Nursery – Policies & Procedures

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1. Introduction

St Anne's College nursery is a day nursery that caters for up to 12 children aged 6 months – 4 years. St Anne's College nursery is one of the oldest settings within the University, it was founded to provide childcare for tutorial fellows and staff of the college.

We value the need for close communication between the nursery and our families. This handbook provides an overview of how we will work with you as parents/carers. Staff will do their utmost to value the home routines of the child as much as possible within the boundaries of the settings. There may be cases where this is not possible due to the constraints and general routine of the setting.

The Policies and Procedures offer detailed information about how we run the setting. We also refer to and operate in accordance with [Early Years Foundation Stage Statutory Framework](#). We look forward to getting to know you and offering your child a safe, caring and discovery filled environment.

2. St. Anne's College Nursery Statement of Purpose

St. Anne's Nursery is a part of St Anne's College and is run on behalf of the College's Governing Body. The primary aim of the Nursery is to serve working parents/carers by providing a safe, happy, and stimulating environment for the children in its care. The nursery seeks to achieve this aim in a cost-neutral manner. The Nursery's intent is to enable parents/carers to devote time and focus to their professional development and service to the College, University and broader Oxford community. In particular, the purpose of the Nursery with regard to specific stakeholders is:

- To the College and University: to support and promote the gender-equal professional success and career progression of its members, when they are also faced with the demands of raising young children.
- To the parents/carers of enrolled children: to give them confidence and peace-of-mind that their children are safe, well-cared for, and provided with appropriate stimulation and rules.
- To the enrolled children: to help them enjoy and learn through free and structured play, while encouraging them to develop socially, emotionally, physically and intellectually.

3. Aims and Objectives

Our aim is to provide a happy, safe and stimulating environment for your child to gain new experiences. To enjoy and learn through unrestricted play and structured activities, while encouraging them to develop socially, emotionally, physically and intellectually. We strive to create a warm friendly environment so your child will feel secure.

4. Our vision

A positive approach and a can-do attitude lie at the very heart of St Anne's College Nursery. Challenges are embraced, standards are set high. We are passionate and flexible practitioners. We understand that individual children have different needs and learn in different ways, but they are all equally important. We want children in our care to leave us with a joy and enthusiasm for learning. Parents/carers are invited to contribute to the learning process. We run the nursery as a community in partnership with parents/carers what learning takes place at home and what they would like their child to learn. We place an emphasis on developing self-confidence and independence in order to achieve 'school readiness.'

5. Opening times, drop off and child collection

St Anne's College Day Nursery is open from 8:45am - 5:15pm.

Parents/carers are requested to drop off their children from 8:45am. We aim to support requests for parents/carers who would like to come into the nursery and provide a short update on the child. However, this is not always possible given staff duties at the time.

Parents/carers are requested to arrive in enough time to pick up their children and be out of the setting by the 5:15pm closing time. At pick-up times, parents and other friends and family, will be asked to wait outside, and children will be brought to the door with their belongings.

If for any reason you will be late collecting your child, please contact the nursery on 01865 274868 so the staff know how long you are going to be, this also helps to reassure your child that you are on your way.

We aim to support requests for parents/carers who would like a short update of the child's day. However, this is not always possible given staff duties at the time and the need to safely close down the facility. It must be and must be done before 5pm. Alternatively, where possible, we recommend parents/carers request a specific meeting with the child's key person in advance.

Mobile phones or other devices should not be used, including calls and photographs, whilst inside the nursery or nursery porch at any point during drop off or collection.

The nursery requires contact details of parents/carers, and authorised adults who are able to collect their child (the home address and telephone number, place of work including telephone/mobile numbers). If a child is to be picked up by a new person, the manager or the child's key person will need to meet or be introduced to that person in advance.

Parents/carers should introduce any friends and family who may collect their child to the staff and on which days they will collect their child. If this is not possible a photograph of the person collecting should be provided, and a form will need to be completed by the parents/carers, with an arranged password.

In an emergency, a child may need to be collected by an adult that members of staff have not met. The name, address and telephone number of the authorised person is recorded, we also require some form of identity, for example, a driving licence or an official letter addressed to them. In the event of a child not being collected by an authorised person please refer to our Child Collection Policy.

6. Reporting an Absence

If your child is unable to attend nursery on their scheduled day, you must notify us by 10 am on the first day of absence. You can report absences via:

- Telephone: 01865 274 868
- Email: nursery@st-annes.ox.ac.uk

7. Late collection

Children remaining in our care after the agreed collection time, or after normal opening hours must be supervised by a minimum of two members of staff, one of whom must be qualified. We appreciate that sometimes there may be circumstances beyond parent/carer control affecting the prompt collection of your child.

If you expect you will be late collecting your child in our care, please call the nursery on 01865 274868 at your earliest convenience and discuss the possible arrangements with the manager/deputy manager.

Parents/carers must arrive in good time to ensure collection before the closure time. Parents/carers arriving late, after the 5:15pm closure time, will incur a late collection fine of £10 for every 5 minutes late. **Late collection will be logged by the nursery staff and any additional charges added to the monthly invoice.**

In the instance of a child not being collected from the nursery after a reasonable amount of time, for example thirty minutes, has been allowed for lateness, the following procedure will be initiated by staff:

- Inform the nursery manager that a child has not been collected.
- The manager will check for any information regarding changes to normal routines, parents' work patterns or general information. If there is no information recorded, the parents will be contacted on the numbers provided for their mobile, home or work. If this fails the emergency contacts will then be contacted as per the child's records
- The manager/staff member on duty in charge and one other member of staff must stay behind with the child.
- If the parents still have not collected the child, the manager will telephone all contact numbers available every 10 minutes until contact is made. These calls will be logged on a full incident record.
- In the event of no contact being made after one hour has lapsed, the person in charge will ring the Social Services Emergency Duty Team and Ofsted to advise them of the situation.
- The two members of staff will remain in the building until suitable arrangements have been made for the collection of the child. The child's welfare and needs will be met at all times.
- In order to provide this additional care a late fee, referenced above, will be charged to parents. This will pay for any additional operational costs that caring for a child outside their normal nursery hours may incur.

8. The facilities

St Anne's nursery is a day nursery, located in a purpose-built detached building within the grounds of St Anne's College. The Nursery is comprised of a nursery office, one main room, children's bathroom with a nappy changing facility, and a kitchen; there is also an outside play area. The main room is divided into two sections: an area for the under 2's and an area for the over 2's.

The outdoor space sits to the north of the building and extends the whole length. It is rectangular in shape with a beech hedge splitting it into sections. The surface is partly of flagstones that run 3-4 deep across, and the rest is mainly laid to lawn running to the beech hedge at which a gate leads into a sensory garden with a raised bed at one end and an area for storytelling. The outside area has a large sunken sandpit with some shade, some raised flower beds for growing, a wooden play house, a storage area for the wheeled vehicles, a workshop/painting area and shelving to accommodate a variety of building blocks. The garden has an outdoor shade covering half the garden to ensure the children can play outside in all weathers.

The children have their own cube boxes to place all their belongings.

9. Security and access

The Nursery has a Salto door entry system so that only members of staff are able to enter the building. There is also a second handle on the Nursery door, once children are inside the building, the door is automatically locked from the inside. This is for staff only and must not be operated by parents/carers.

To enter the nursery please ring the bell and a member of staff will greet you. Parents/carers are encouraged to wait outside to avoid overcrowding and for the safety of the children. If it is safe, and an appropriate time of the day, a member of staff will let you in.

10. The Staff

There are five members of staff currently working in the Nursery, all employed by St Anne's College. All staff members are experienced and hold a recognised Level 3 childcare qualifications. New staff members will not be left unsupervised until the disclosure and Barring Service has cleared all checks. Casual and agency staff must have DBS clearance when working at our setting.

Ratios and supervision

All the permanent staff at St –Anne's have at least a level 3 qualification and because of this we can easily change our staffing to suit the ratio of children. We have a Manager in place who works full time and two deputy managers who cover each side of the week. We follow department for education statutory guidelines which state we need a staff to adult ratio of:

- Children under 2 years require 1 member of staff for every three children
- Children 2 - 3 years require 1 member of staff for every 4 children
- Children 3 - 4 years old require of 1 member of staff for every 8 children present

Children are adequately supervised at all times including during meal times where staff will sit with the children to make meal times a social and hopefully interesting experience. Some of the younger children/babies sleep in large prams in the open air, they are checked regularly during their sleep time to ensure their safety Whilst playing outside the children have freedom. Our garden is designed so there are places to hide, play and spend time as an individual. But children are within sight or hearing at all times. The garden is approx. 13x20m so every child will be seen or heard easily. During water play activities a member of staff will directly supervise at all times. Especially when it is a large-scale water play where the children have the opportunity to stand/paddle in the water or mix it with sand. We have a free flow system that is in operation all the time. This gives children the chance to lead their own learning (play indoors or outdoors). To give children this opportunity we spread out the staff to cover all areas i.e., one inside, one outside, and one staff member floating.

There is also a Nursery Fellow — a member of the College's Governing Body. The Nursery Fellow is Chair of the Nursery Management Committee whose members support the Nursery Fellow, Manager and Deputy to manage the Nursery.

11. Parent/carer Partnership

We are pleased to welcome prospective parents/carers to look around the nursery to talk to the staff and see us in action. Once a place has been allocated, we have a settling in period which comprises a series of visits before your child starts so that they can become familiar with the nursery and the staff. We also discuss your child's learning and what they enjoy doing.

On the second visit we encourage you to leave your child for a short time with their key person who will care for them. When your child starts coming to the nursery, they will have many things to learn. Firstly, coping without their parents/carers, socialising with other children of different ages and accepting other adults, then learning the nursery routine (play, mealtimes, sleep).

The Early Years Foundation Stage (EYFS) Framework requires strong links between home and nursery, and we welcome a partnership with parents/carers if they would like to spend time in the nursery with us. Every parent, guardian, grandparent and friend of a child will have a valuable skill set that we can use at the nursery to enrich the experience of every child. For example: contribute to a new topic

or an activity such as - reading a story, cooking, planting or sharing special interest or celebrations with the children.

Staff will value the home routines of the child as much as possible. However, there is an understanding that the boundaries of the settings may not always allow for us to accommodate specific request. We also encourage our children, as they get older, into the general routine of the setting.

Ongoing dialogue is encouraged, and staff will, where possible, involve the parents/carers in any changes of routine that may have occurred regarding the child.

12. Communication

All communication must be directed through the main nursery channels which are operated during opening hours.

- Email: nursery@st-annes.ox.ac.uk
- Telephone: **01865 274 868**

If parents/carers have the personal numbers of staff members, they should not use these to communicate about their child's nursery requirements. The dedicated nursery channels ensure that someone from the nursery will be able to help you and ensure any information is passed on in the appropriate manner.

- Emergency 24-hour contact: **01865 274 800 (St Anne's Porter's Lodge)**

In an emergency you can contact the St Anne's Porter's Lodge who will be able to help or pass on an out of hours message on your behalf.

13. Key Person

We operate a key person system where your child is allotted to a particular member of staff. A key person has special responsibilities for working with a small number of children giving them the reassurance to feel safe, well cared for and for building relationships with their parents/carers. A key person will help your baby or child to become familiar with the nursery and to feel safe and confident within it.

Whilst we operate a key person policy, we are also a small nursery with a family focus. All of our staff get to know every child and will contribute to their learning journey, development and contact with parents/carers.

Where possible, your child's key person will be available at the beginning or end of a session to greet you and your child and informally share information, records of development and any concerns you may have. Alternatively, parents/carers can request a specific meeting with the child's key person.

14. Nutrition and Mealtimes Policy

At St Anne's College Nursery we believe that mealtimes should be happy, social occasions for children and staff alike. We promote shared, enjoyable positive interactions at these times. We are committed to offering children healthy, nutritious and balanced meals and snacks, which meet individual needs and requirements, following the Department for Education nutrition guidance.

Lunch time is around 11:45 – 12:45 with mid-morning snack (around 10:30) and mid-afternoon snack (around 15:30). The nursery will provide healthy, nutritious and balanced snacks for all children.

For food hygiene and health and safety reasons, **we are not** able to reheat food brought into nursery.

We kindly ask that all children bring a packed lunch containing food that is suitable to be eaten cold and does not require reheating.

We take care not to provide food containing nuts or nut products and are especially vigilant where we have a child who has a known allergy to nuts. We also ask parents/carers **not to include nuts** in their child's packed lunch for the sake of those who may have an unknown nut allergy. Parents are also requested to bring empty water bottles to the setting, we are not able to have liquids in the nursery that haven't been prepared on site.

We would also like to remind families that food brought into nursery should be **prepared and cut appropriately for your child's age to minimise the risk of choking**. For example, foods such as grapes and cherry tomatoes should be cut lengthways into quarters, and other foods should be prepared in line with safe eating guidance for young children.

We appreciate your support in ensuring that lunches are prepared safely before arriving at nursery and in helping us maintain high standards of food hygiene, health and safety for all our children.

Supporting Safer Eating for Our Children

In line with the EYFS safer eating requirements, we kindly ask families to prepare their child's packed lunch with safe eating practices for children under five in mind.

Some foods can present a choking risk if they are not prepared appropriately, so we ask that all food is cut and prepared in a way that is safe and manageable for young children.

Please consider the following when preparing your child's packed lunch:

- Grapes and cherry tomatoes should be cut lengthways into quarters.
- Carrots, cucumber and celery should be cut into narrow batons. For very young children consider grating or mashing firm vegetables and legumes like butter beans, chickpeas and tofu, or softening them up by steaming or simmering

This policy should be read in conjunction with the Allergies and Allergic Reactions and Special Dietary Requirements policy.

15. Allergies, Allergic Reactions and Special Dietary Requirements

At St Anne's College Nursery, we are aware that children may have or develop an allergy resulting in an allergic reaction. Our aims are to ensure allergic reactions are minimised or, where possible, prevented and that staff are fully aware of how to support a child who may be having an allergic reaction.

Our procedures:

- Our staff are made aware of the signs and symptoms of a possible allergic reaction in case of an unknown or first reaction in a child. These may include a rash or hives, nausea, stomach pain, diarrhoea, itchy skin, runny eyes, shortness of breath, chest pain, swelling of the mouth or tongue, swelling to the airways to the lungs, wheezing and anaphylaxis
- We ask parents to share all information about allergic reactions and allergies on their child's enrolment form and to inform staff of any allergies discovered after registration. This gives us the opportunity to develop an Individual Health Care Plan for a child.
- We share all information with all staff and keep an allergy register in the kitchen and children's' bathroom

- Where a child has a known allergy, the nursery manager will carry out a full Allergy Risk Assessment Procedure with the parent prior to the child starting the nursery and shares this assessment with all staff
- All food prepared for a child with a specific allergy is prepared in an area where there is no chance of contamination and served on equipment that has not been in contact with this specific food type, e.g. dairy, egg or nuts
- The nursery staff and parents will work together to ensure a child with specific food allergies receives no food at nursery that may harm them. This may include designing an appropriate menu or substituting specific meals on the current nursery menu
- Seating will be monitored for children with allergies. Where deemed appropriate, staff will sit with children who have allergies and where age/stage appropriate staff will discuss food allergies and the potential risks
- The child with allergies will use a placemat to encourage them where to sit and food will be served on a tray, with the child's name, photo and detailed list of allergies on it and only using the designated plate, cup and cutlery.
- If a child has an allergic reaction to food, a bee or wasp sting, plant etc. a first-aid trained member of staff will act quickly and administer the appropriate treatment, where necessary. We will inform parents and record the information in the incident book and on the allergy register
- If an allergic reaction requires specialist treatment, e.g. an EpiPen, then at least two members of staff working directly with the child and the manager will receive specific medical training to be able to administer the treatment to each individual child. Food Information Regulations 2014 From 13 December 2014, we will incorporate additional procedures in line with the Food Information Regulations 2014 (FIR).
- We will display our two- weekly menus on the Parent Information Board and will identify when the 14 allergens are used as ingredients in any of our dishes.

Transporting children to hospital procedures The nursery manager/senior staff member must:

- Call for an ambulance immediately if the allergic reaction is severe.
- Whilst waiting for the ambulance, contact the parent(s) and arrange to meet them at the hospital
- Arrange for the most appropriate member of staff to accompany the child, taking with them any relevant information such as registration forms, relevant medication sheets, medication and the child's comforter
- Redeploy staff if necessary to ensure there is adequate staff deployment to care for the remaining children. This may mean temporarily grouping the children together or asking parents to collect their child early
- Inform a member of the management team immediately
- Remain calm at all times. Children who witness an incident may well be affected by it and may need lots of cuddles and reassurance. Staff may also require additional support following the accident.

More information can be found in the Early Years Foundation Stage Statutory Framework.

16. Inclusion and Equality Policy

At St Anne's College Nursery we take great care to treat each individual as a person in their own right, with equal rights and responsibilities to any other individual, whether they are an adult or a child. We are committed to providing equality of opportunity, inclusive practice and anti-discriminatory practice for all staff, children and families according to their individual needs.

Discrimination, harassment, victimisation or prejudice on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation has no place within our nursery.

A commitment to implementing this policy forms part of every employee's role and responsibilities. Any concerns that this policy is not being upheld must be reported to the Nursery Manager without delay. Appropriate action will be taken in accordance with nursery procedures.

Legal framework

This policy is based upon:

- Statutory Framework for the Early Years Foundation Stage (EYFS) 2024
- Equality Act 2010
- SEND Code of Practice 2015
- Children and Families Act 2014
- Childcare Act 2006
- Children Act 2004
- Care Standards Act 2000
- Special Educational Needs and Disability Act 2001
- Worker Protection Act 2023

Leadership and responsibility

The Nursery Manager acts as Inclusion Lead and is responsible for overseeing equality, diversity and inclusion across the setting.

The SENDCO is responsible for coordinating support for children with special educational needs and disabilities, working in partnership with families and external agencies, and ensuring reasonable adjustments are considered and implemented where appropriate.

All staff are responsible for promoting equality, challenging discrimination and maintaining an inclusive environment.

Our commitments

The nursery and College staff are committed to:

- Recruiting, selecting, training and promoting individuals on the basis of merit and occupational requirements
- Creating a working environment free from bullying, harassment, victimisation and unlawful discrimination
- Making reasonable adjustments to support access and participation
- Providing a secure environment where all children and families feel valued and respected
- Celebrating diversity and challenging stereotypes
- Ensuring equality of access to learning opportunities, resources and services
- Providing positive, non-stereotypical role models and resources
- Embedding inclusion throughout nursery practice, planning and curriculum delivery
- Providing annual equality, diversity and inclusion training for staff

Admissions and service provision

The nursery operates an inclusive admissions process and aims to make services accessible to all children and families. We will make reasonable efforts to remove barriers to participation and ensure that information is available in formats appropriate to individual needs where reasonably practicable.

Recruitment and employment

Recruitment, promotion and selection decisions are based on objective criteria and merit. Shortlisting will be completed by more than one person wherever possible. Advertisements and recruitment materials will avoid discriminatory language and encourage applications from a diverse range of candidates.

Questions regarding health or disability will only be asked where permitted by the Equality Act 2010. Staff are protected from discrimination, harassment and victimisation, including from third parties. The nursery takes reasonable steps to prevent workplace harassment in accordance with the Worker Protection Act 2023.

Protection from redundancy

The nursery recognises legal protections relating to pregnancy, maternity leave, adoption leave and shared parental leave and will ensure redundancy procedures comply with current employment legislation.

Inclusive practice for children

We will:

- Know children well and respond to their individual needs
- Provide inclusive learning opportunities for all children
- Ensure children with SEND receive appropriate support
- Support children who speak English as an additional language
- Respect and accommodate medical, cultural, dietary and religious requirements
- Promote positive attitudes towards diversity and difference
- Help children understand that discriminatory language and behaviour are unacceptable
- Encourage empathy, respect and positive relationships

British Values and Prevent Duty

Through our curriculum and daily practice we actively promote British Values, including democracy, the rule of law, individual liberty, mutual respect and tolerance of different faiths and beliefs.

We challenge prejudice and discriminatory attitudes and fulfil our responsibilities under the Prevent Duty through effective safeguarding procedures, staff training and promotion of inclusive values.

Accessibility

The nursery will review accessibility arrangements regularly in relation to:

- The physical environment
- Access to the curriculum
- Communication and information for families

Reasonable adjustments will be made wherever practicable to support participation and inclusion.

Monitoring and evaluation

The effectiveness of this policy will be monitored through:

- Termly inclusion audits
- Learning walks and environment reviews

- Staff supervision and appraisal discussions
- Review of incidents involving discriminatory behaviour
- Parent and family feedback
- SEND reviews and provision monitoring
- Training records and action planning

Outcomes will inform continuous improvement and staff development.

Training

All new staff receive induction training on equality, inclusion and diversity. Refresher training will be provided regularly. Staff are expected to understand their responsibilities under equality legislation and contribute to a culture of dignity, respect and inclusion.

Parents and partnership working

Information about the nursery and children's learning will be shared in ways that are accessible to families. Parents will be consulted regularly and encouraged to contribute to the development of nursery practice. We value the knowledge and perspectives of all families.

Complaints and concerns

Concerns regarding discrimination, harassment or inequality may be raised through the Complaints Procedure, Grievance Procedure, Whistleblowing Policy or Safeguarding procedures where appropriate. All concerns will be investigated promptly and fairly.

Gender reassignment

The Equality Act 2010 protects people who are proposing to undergo, are undergoing, or have undergone gender reassignment. The nursery is committed to treating all individuals with dignity, respect and sensitivity and will seek specialist advice where appropriate.

17. Safeguarding children

St Anne's College Nursery – Safeguarding Policy

We recognise that all staff and the management team have a full and active part to play in protecting our children, and their welfare is our paramount concern. The management committee takes seriously its responsibility under Section 11 of the Children Act and duties under Working Together to Safeguard Children (2018, updated 2023) to work together with other agencies to ensure adequate arrangements exist within our setting to identify and support those children who are suffering harm or are likely to suffer harm.

We provide a safe, caring and stimulating environment that promotes the social and physical development of each individual child. Ensuring that the children are free from discrimination or bullying where they can learn and develop into well rounded individuals.

The safeguarding leads for the nursery are listed below. We have two leads because of our part time staff members:

- Charie Jones, Nursery Manager
- Pippa Wells, Deputy Nursery Manager

- Fiona Woods, Deputy Nursery Manager

This policy has been developed in accordance with the principles established by the Children Act 1989, and in line with the following:

- Working Together to Safeguard Children (2018, updated 2023)
- Keeping Children Safe in Education (September 2025)
- The Early Years Foundation Stage Statutory Framework
- Oxfordshire Safeguarding Children Board (OSCB) guidance
- Oxfordshire Local Authority Designated Officer

What does Safeguarding and promoting the welfare of children mean?

Safeguarding and promoting the welfare of children refers to the process of protecting children from abuse or neglect, preventing the impairment of their health or development, ensuring that children grow up in circumstances consistent with the provision of safe and effective and nurturing care and undertaking that role so as to enable those children to have optimum life chances and to enter adulthood.

Child Protection:

Child protection refers to the processes undertaken to meet Statutory obligations laid out in the children Act 1989 and associated guidance (see working together to Safeguard and promote the welfare of children) in respect of those children who have identified of suffering harm.

Our Environment and Safeguarding

We ensure that we provide an environment, so the children feel safe, valued and respected, are able to talk to a member of staff if they have worries or difficulties.

We make sure to:

- Support all children's development, so they feel confident and promote resilience.
- Have a robust procedure in place which is followed by all members of staff in cases of suspected abuse.
- Ensure staff are aware of the possible indications of abuse and neglect and of their responsibilities in dealing with suspected cases.
- Achieve positive working relationships with the appropriate agencies, involving in safeguarding children.
- Ensure all adults within our setting have been checked as to their suitability (plus agency and bank staff.)

Our setting procedures for safeguarding children are in line with Oxfordshire Local Authority and Oxfordshire Safeguarding children Board Child Protection Procedures, and Working Together to Safeguard Children 2015.

We ensure that:

- The Designated members of staff have undertaken the relevant training, which will be updated annually. Our Designated Lead staff members are: Charlie Jones, Pippa Wells and Fiona Woods.
- There is a Designated Lead member of staff available at all times, so people can discuss any concerns.
- The management Committee/Fellow of the nursery understand and fulfils its Safeguarding responsibilities.

- Policies are updated and shared annually with staff making sure they are understood as well as ongoing refresher courses held in house.
- Comprehensive induction for all new staff on Safeguarding including code of conduct, whistle blowing, allegations management policy, how to report a concern, and who to contact with a concern.
- All members of staff attend the generalist training (level2) every year.
- All staff know what to do if a child tells them he/she is being abused or neglected. Staff understand how to maintain an appropriate level of confidentiality. Whilst at the same time to understand the requirement around sharing information appropriately with the designated safeguarding lead and other relevant professionals.
- Staff members are advised to maintain an attitude at all times “it could happen here” where Safeguarding is concerned.
- When concerned about the welfare of a child, staff members should always act in the best interests of the child.
- Knowing what to look for is vital to the early identification of abuse and neglect. If staff members are unsure they should always speak to the designated safeguarding lead.
- If staff members have any concerns about a child (as opposed to a child being in immediate danger) they will need to decide what action to take. Where possible, there should be a conversation with the DSL to agree a course of action, although any staff member can make a referral to children’s social care.

All staff follow the Oxfordshire Safeguarding Children’s Board Procedures/ Local Authority guidance in all cases of abuse, or suspected abuse. Most injuries to children are accidental and can be simply explained. Bruises, scrapes and cuts are part of the normal rough and tumble of a young child’s life. There are, however, some children who suffer injuries that are not accidental. It’s essential that we take responsibility to safeguard children. This requires us to have a duty to identify early signs and symptoms of possible abuse to Oxfordshire Multi-Agency Safeguarding Hub (MASH).

We will therefore:

- Ensure that we refer a child if there are possible indicators of abuse or neglect to social care.
- Ensure that a detailed and accurate written record of concern about a child are kept separate from children’s individual records even if there is no need to make an immediate referral.
- Ensure that the Designated Lead attends case conferences, family support meetings, or other multi agency planning meetings, and provides a report which has been shared with parents.
- Ensure staff are aware of our child protection policy and procedures, and understand their responsibilities and know how to recognise and refer any concerns.
- Keep ourselves up to date with knowledge to enable us to fulfil our role. This training should include child sexual exploitation and radicalisation, as well as generalist and Designated Lead training.
- Ensure we have staff on interview panels who are Safer Recruited trained.
- Ensure that all staff and volunteers are expected to disclose to the Manager any circumstances which indicate that a member of staff or volunteer could be barred from working with children under the terms of the childcare Regulations 2006.
- If, a child is in immediate danger or is at risk of harm a referral should be made to children’s social care and/or the police immediately. Anyone can make a referral.

Categories of abuse:

Listed below are the four main categories of abuse as defined by the department of health’s Working Together to Safeguard Children 2010 document. All staff should be aware that abuse, neglect and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases multiple issues will overlap with one another.

- Abuse

A form of maltreatment of a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them, or more rarely, by others (e.g. via the internet). They may be abused by an adult/s or another child or children.

- Neglect

The persistent failure to meet a child's basic physical and psychological needs, likely to result in the serious impairments of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse.

Once a child is born, neglect may involve a parent or carer failing to:

- Provide food, clothing and shelter.
- Protect a child from physical and emotional harm or danger.
- Ensure adequate supervision.
- Ensure access to appropriate medical care or treatment.

Possible Indicators and obvious signs of lack of care include:

- Problems with personal hygiene.
- Constant hunger.
- Inadequate clothing.
- Emaciation.
- Lateness or non-attendance at the setting.
- Poor relationships with peers.
- Untreated medical problems.
- Compulsive stealing and scavenging.
- Rocking, hair, twisting, thumb sucking.

- Physical abuse

May involve hitting, shaking, throwing, poisoning, burning/scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.

Possible indicators of Physical abuse include:

- Physical signs that do not tally with the given account or occurrence.
- Conflicting or unrealistic explanations of the cause.
Repeated injuries.
- Delay in reporting or seeking medical advice

- Sexual abuse

Forcing or enticing a child to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, penetrative or non-penetrative acts and also includes involving children in watching pornographic material or watching sexual acts. Encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Possible indicators of Sexual Abuse include:

- Sudden changes in behaviour.
- Displays of affection which are sexual and age inappropriate.
- Tendency to cling or need

- Regression to younger behaviour- e.g. thumb sucking, acting like a baby.
- Tendency to cry easily.
- Wetting/soiling day or night.
- Emotional abuse

The persistence emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.

Signs of emotional abuse include:

- Rejection.
- Isolation.
- Child being blamed for actions of adults.
- Child being used as carer for younger siblings.
- Affection and basic emotional care giving/warmth, persistently absent or withheld.

Other areas we safeguard against as a College and a nursery include:

- Child sexual exploitation (CSE)
- Child Criminal Exploitation (CCE)
- Fabricated or induced illness (FII)
- Forced marriages (FM)
- Female Genital Mutilation (FGM)
- Prevent: The Counter Terrorism and Security Act

Dealing with disclosures

The key points for staff members are to: **respond, record, report.**

Respond

- If a child discloses to you always stop and listen quietly, giving your undivided attention.
- Do not appear shocked or disbelieving and allow the child to feel secure and give them time.
- Reassure and stay calm, and make no judgements.
- Never promise that you will keep what they say secret. Give reassurance that only those who need to know will be told.
- React to the child only as far as is necessary for you to establish whether or not you need to refer this matter, but don't interrogate for full details.
- Do not ask leading questions it's important to allow the child to talk and not to interrupt and limit questions to avoid leading. It may be appropriate to ask further questions to clarify, rather than jumping to conclusions. (Tell me, explain to me, describe to me.)
- Never take a photo of the child's injury.

Record

- Make notes about what the child is actually telling you at the time.
- Try to record what was actually said rather than your interpretation of what they are telling you. Record, date, time, place, name of staff member, signed- who was present.

Report

If there are serious concerns and immediate advice is needed, the Designated Lead for Safeguarding will contact the MASH (Multi Agency Safeguarding Hub) immediately.

- Multi-Agency Safeguarding Hub: 0345 050 7666
- Emergency Duty Team (outside office hours) 0800 833 408.

Staff can also report even if the manager/deputy isn't available. OSCB advice you to contact the locality and community support service (LCSS) on:

- Kim Costar: LCSS Worker: 07880 042655
(Working days and times Tuesday to Thursday 08:30-17:00 and Friday 08:30-16:00)
- Central tel: 0345 2412705

LCSS provide **named** conversations for professionals to discuss Strengths & Needs, Team Around Family Meetings, and give information on other supports in the community for a particular child.

Never attempt to carry out an investigation of suspected abuse by interviewing the young person or others involved. This is a highly skilled role and attempts by yourself could affect possible criminal proceedings.

Record keeping

Any incident or behaviour change in a child that gives cause for concern should be recorded on an incident sheet, copies of which are kept securely on the Safeguarding children's file. Records must be signed, dated and timed.

Information must be recorded:

- Child's name and date of birth.
- The incident with dates and times.
- If recording bruising/injuries indicate position, colour, size, shape and time on a body map.
- Action taken.

What support is available to you?

- There is regular staff training on Safeguarding.
- All staff receive an induction which includes an explanation of the procedures to be followed when concerned about a child but also guidance on appropriate staff behaviour around children and whistle blowing.
- Any staff that may be affected by issues arising from concerns for children's welfare or safety can seek support from their designated person for child protection.

Use of Mobile phones and cameras.

Mobile phones and cameras are strictly prohibited within the setting indoors/outdoors.

- Staff and visitors are required to keep their phones and other electronic camera devices locked in a cupboard. Visitors will not be able to use mobile phones or their own cameras when on the premises.
- Staff however are able to use the nursery's camera when on the premises to capture photographs for the children's profiles and for displays.

Confidentiality

All matters relating to child protection are confidential and all staff are aware of this. The designated lead will only disclose personal information about a child to other members of staff if necessary.

- Staff must understand that they have a professional responsibility to share info with other agencies in order to safeguard children.
- All staff must be aware that they cannot promise a child to keep secrets which might compromise the child's safety and or well-being or that of another.

- We will take no names consultations with our local Assessment teams/MASH team to discuss concerns we may have. However, we understand that if they ask for a name we will discuss the details and it will become a referral.

Peer on peer abuse

Children can be vulnerable to abuse should be taken as seriously as abuse by adults and should be subject to the same child protection procedures.

Allegations against staff

All staff should take care not to place themselves in a vulnerable position with a child. We understand that a child may make an allegation against a member of staff. If such an allegation is made, the member of staff receiving the allegation will immediately inform the Manager or the Deputy. The manager will discuss the content of the allegation with the designated officer for the Local Authority (LADO), before taking any action. In our county, contact should be made with the LADO team (names below at the time of this policy):

Jo Lloyd, Local Authority Designated Officer
Sophie Kendall, Education safeguarding Advisory Team
Becky Langstone, Education safeguarding Advisory Team

Telephone: 01865 810603

Email: Lado.Safeguardingchildren@oxfordshire.gov.uk

If the allegation made to a member of staff concerns the manager themselves, then it needs to be reported to the Fellow of the nursery, Edwin Drummond, and the Committee members who will consult with the LADO, without notifying the manager first.

Suspension of the member of staff against whom an allegation has been made needs careful consideration, and will consult with LADO and HR.

Whistle Blowing

We understand that children cannot be expected to raise concerns in an environment where staff fail to do so. All staff should be aware of their duty to raise concerns about the attitude or actions of colleagues and appropriate advice will be sought from the LADO or Safeguarding Team where necessary.

Anti- bullying

We acknowledge that bullying is not accepted in the setting and taken very seriously. Any matters of bullying if left unresolved can become a child protection matter. We therefore ensure that any concerns will be addressed and action taken to protect pupils where appropriate.

Supporting Children

We recognise that a child who is abused, who witnesses violence, or who lives in a violent environment, may feel helpless and humiliated, may blame themselves and may find it difficult to develop and maintain a sense of self-worth. We expect that research shows that the behaviour of a child in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn.

We will support all children by:

- Encouraging the development of self-esteem and resilience in every aspect of life.
- Promoting a caring, safe and positive environment.

Children with Special Educational Needs

At our setting we recognise that children with special educational needs (SEN) and disabilities can face additional safeguarding challenges. This policy reflects the fact that additional barriers can exist when recognising abuse and neglect in this group of children. This can include:

- Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability with further exploration.
- Children with SEN and disabilities can be disproportionately impacted by things like bullying-without outwardly showing any signs.
- Communications barriers and difficulties in overcoming these barriers.

Supporting staff

We recognise that staff working in the setting who have become involved with a child who has suffered harm, may find the situation stressful and upsetting. We will support the staff by providing an opportunity to talk through their anxieties with the designated person and to seek further support. This could be provided from the members of the Committee or a representative of a professional body, as appropriate.

In consultation with all staff, we have adopted a code of conduct for staff at our setting. This forms part of staff induction and is in the staff handbook. We understand that staff should have access to advice on the boundaries of appropriate behaviour.

Domestic Abuse/Domestic Violence

Domestic abuse is widespread, often escalates, and almost impacts on children in the household. From 2007 domestic abuse has been defined in legislation as harmful and abusive to children. It affects their emotional wellbeing, behaviour, attainment, and long-term life chances: the younger the child the greater the risk. Getting help:

- Oxfordshire Domestic Abuse helpline-0800 731 0055
- Open Monday-Friday 9.30am-6pm, Saturday 10am-4pm

Children missing from nursery

We enter children's arrival and departure on a paper copy register, and on a more formal document which includes address, names of parents and contact details. We ask the parents/carers to inform the nursery at the earliest convenience either by phone or email to let us know if their child will not be attending nursery. If we fail to make contact with the parent for 10 days then we will inform the multi-agency Safeguarding hub (MASH).

Child collection

The nursery requires contact details of parents, and authorised adults who are able to collect their child (the home address and telephone number, place of work including telephone/mobile numbers). Parents should introduce any friends and family who may collect their child to the staff and on which days they will collect their child. If this is not possible a photograph of the person collecting should be provided, and a form will need to be completed by the parents, with an arranged password.

In an emergency, a child may need to be collected by an adult that members of staff have not met. The name, address and telephone number of the authorised person is recorded, we also require some form of identity, for example, a driving licence, passport or an official letter addressed to them.

What to do if you suspect a child is at risk

- Immediate danger to a child call the Emergency services on 999
- Immediate danger safeguarding concerns contact:
 - o **MASH:** 0345 050 7666 during office hours. (8.30am-5pm, Monday to Thursday and 8.30am-4pm, Friday)
 - o **Emergency Duty Team (EDT):** 0800 833 408 outside office hours.
- If you think a child or young person is being sexually exploited, contact the **Locality Community Support Service**, if you have concerns that do not require an immediate Safeguarding response.
- Need support or guidance with an Early Assessment or TAF wish to complete a No names Consultation contact:
 - o **LCSS central** (Oxford and surrounding areas) 03452412705
LCSS.central@oxfordshire.gov.uk
- Concerns or allegations about a professional working with children: if you are a practitioner and have concerns about another practitioner or Volunteer who works with children, or you need to support them, you will need to contact
 - o **Local Authority Designated Officer (LADO)** on 01865 810603
 - o **Oxfordshire Safeguarding Children Board** on 01865 815843
 - o **Team email** oscb@oxfordshire.gov.uk

Summary of Key Contact Details

Key Personnel	Name (s)	Contact details
Designated Safeguarding Lead (DSL)	Charlie Jones	01865 274868 Nursery Manager
Deputy DSL(s)	Pippa Wells / Fiona Woods	01865 274868 Deputy Nursery Manager
Chair of committee	Edwin Drummond	01865 284672
Nominated Safeguarding Committee member/ College Safeguarding Officer	Shannon McKellar	01865 274858 Senior Tutor
Education Safeguarding Advisory Team / Local Authority Designated Officers (LADOs)	LADO Team Jo Lloyd Sophie Kendall (ESAT) Becky Langstone (ESAT)	01865 810603 Lado.safeguardingchildren@oxfordshire.gov.uk
Linked		07880 042 655

Locality Community Support Service (LCSS) worker	Kim Costar	working days and times Tuesday to Thursday 08:30-17:00 and Friday 08:30-16:00 LCSS Team 0345 2412705
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18. Behaviour (including biting)

We hope to deal with all types of undesirable behaviour in a positive way without the need for threats or punishment. We establish clear boundaries and consistency in behaviour management and expectations. We want children to feel secure and comfortable with their boundaries in place. The nursery staff are actively involved in the promoting good behaviour. This is done to the best of our ability in a way that:

- Promotes children's welfare
- Builds high levels of self-esteem
- Introduces the idea of mutual respect

Undesirable behaviours such as biting, kicking and pushing are dealt with quickly and calmly. Attention is focused on the child who has been upset or hurt, undesirable behaviour is not rewarded with lots of one to one attention. Staff will, of course, work with older children who have a greater level of language and comprehension 'emotion coaching' mostly through a mixture of real-life experience and storytelling - we hope this will develop early feelings of empathy.

Biting is not uncommon; it happens regularly in early years settings. Situations involving biting are a difficult situation for parents whether they are the parent of the biter or the child who is being bitten.

It is very important that a member of staff should only deal with situations they have seen happen with their own eyes. A staff member must never act on the word of a child, the situation might have been misunderstood. If undesirable behaviour is seen or turns into a pattern staff will start to make detailed observations to help work through the issue. Information such as:

- Time/Date
- What triggered the incident
- The nature of the incident
- Others involved
- Did a member of staff, or members of staff, see the incident, people's opinions may vary. Staff collaborating to look at an incident can be valuable and help to spot triggers or patterns in behaviour.

When dealing with any form of undesirable behaviour we are always conscious that children are actively learning to deal with a vast range of what must be overwhelming new feelings and emotions. No further reference about the incident should be made when it has been dealt with, the child should be allowed to go about their day as normal.

19. Special Educational Needs and Disabilities

This policy has been created with regard to:

- The SEND Code of Practice 2015
- Children and Families Act 2014 (Part 3)
- Equality Act 2010
- Working Together to Safeguard Children
- Statutory Framework for the EYFS.

Special Educational Needs and Disability (SEND) code of practice

The nursery has regard to the statutory guidance set out in the Special Educational Needs and Disability code of practice to identify, assess and make provision for children's special educational needs.

At **St Anne's College Nursery** we use the SEND Code of Practice definition of Special Educational Needs and Disability:

A child or young person has SEN if they have a learning difficulty or disability which calls for special educational provision to be made for him or her.

A child of compulsory school age or a young person has a learning difficulty or disability if he or she:

- *Has a significantly greater difficulty in learning than the majority of others of the same age, or*
- *Has a disability which prevents or hinders him or her from making use of facilities of a kind generally provided for others of the same age.*

Statement of intent

St Anne's College Nursery is committed to providing an inclusive, nurturing and welcoming environment where every child is valued as an individual and supported to achieve their full potential.

Located within the grounds of St Anne's College, University of Oxford, the nursery provides high-quality early years education and care for children aged approximately 6 months to 5 years. We recognise that children develop at different rates and in different ways and are committed to ensuring that all children, including those with Special Educational Needs and Disabilities (SEND), have equal access to learning opportunities, experiences and resources.

We celebrate diversity and promote a culture of respect, belonging and inclusion. Through our child-centred approach and rich indoor and outdoor learning environments, we support every child to become confident, capable and independent learners.

We will also undertake the Early Years Foundation Stage Profile (EYFSP) assessment for any children that remain with us in the final term of the year in which they turn five, as per the statutory framework for the EYFS.

We will work closely with the child's parents and any relevant professionals if we identify any areas where a child's progress is less than expected to establish if any additional action is required. This may include:

- Liaising with the child's parents or carers and where appropriate, the child.
- Liaising with any professional agencies
- Reading reports that have been prepared
- Attending any review meetings with the local authority and other professionals
- Observing each child's development and assessing such observations regularly to monitor progress.

All new children will be given a full settling in period when joining the nursery according to their individual needs.

We will:

- Recognise each child's individual needs and ensure all staff are aware of, and have regard for, the Special Educational Needs Code of Practice
- Ensure that all children are treated as individuals and are supported to take part in every aspect of the nursery day according to their individual needs and abilities
- Include all children and their families in our provision

- Identify the specific needs of children with special educational needs and/or disabilities and meet those needs through a range of strategies
- Ensure that children who learn at an accelerated pace, e.g. 'more able' are also supported (see the More able and talented children policy)
- Encourage children to value and respect others
- Provide well informed and suitably trained practitioners to help support parents and children with special educational difficulties and/or disabilities
- Develop and maintain a core team of staff who are experienced in the care of children with additional needs and identify a Special Educational Needs and Disabilities Co-ordinator (SENCo) who is experienced in the care and assessment of children with additional needs. Staff will be provided with specific training relating to SEND and the SEND Code of Practice
- Monitor and review our practice and provision and, if necessary, make adjustments, and seek specialist equipment and services where required
- Challenge inappropriate attitudes and practices
- Promote positive images and role models during play experiences of those with additional needs wherever possible
- Celebrate diversity in all aspects of play and learning
- Work in partnership with parents and other agencies in order to meet individual children's needs, including the education, health and care authorities, and seek advice, support and training where required
- Share any statutory and other assessments made by the nursery with parents and support parents in seeking any help they or the child may need.

Our nursery Special Educational Needs and Disabilities Co-ordinator (SENCo) is Pippa Wells.

Pippa Wells has responsibility for coordinating SEND provision across the nursery, supporting staff in identifying and meeting children's additional needs, working closely with parents and carers, liaising with external agencies and professionals, and ensuring that the graduated response process is implemented effectively.

The role of the SENCo in our setting includes:

- Ensuring all practitioners in the setting understand their responsibilities to children with SEND and the setting's approach to identifying and meeting SEND
- Advising and supporting colleagues
- Ensuring parents are closely involved throughout and that their insights inform action taken by the setting
- Liaising with professionals or agencies beyond the setting
- Taking the lead in implementing the graduated response approach and supporting colleagues through each stage of the process.

We will:

- Fulfil our duties under the Equality Act 2010 by making reasonable adjustments and ensuring that no child is disadvantaged, excluded or treated less favourably because of a disability or additional need
- Designate a named member of staff to be the SENCo and share their name and role with all staff and parents
- Have high aspirations for all children and support them to achieve their full potential
- Develop respectful partnerships with parents and families
- Ensure parents are involved at all stages of the assessment, planning, provision and review of their child's care and education and include the thoughts and feelings voiced by the child, where possible
- Signpost parents and families to our Local Offer in order to access local support and services
- Undertake formal Progress Checks and assessments of all children in accordance with the SEND Code of Practice January 2015 and statutory framework for the EYFS

- Provide a statement showing how we provide for children with special educational needs and/or disabilities and share this with staff, parents and other professionals
- Ensure that the provision for children with SEN and/or disabilities is the responsibility of all members of staff in the nursery through training and professional discussions
- Set out in our inclusive admissions practice on how we meet equality of access and opportunity
- Make reasonable adjustments to our physical environment to ensure it is, as far as possible suitable for children and adults with disabilities using the facilities
- Provide a broad, balanced, aspirational early learning environment for all children with SEN and/or disabilities and differentiated activities to meet all individual needs and abilities
- Liaise with other professionals involved with children with special educational needs and/or disabilities and their families, including effective transition arrangements to other settings and schools. This may include transition meetings, visits, sharing support plans and working collaboratively with receiving schools to ensure continuity of support
- Use the graduated approach response system to assess, plan, do and review to ensure early identification of any SEND
- Ensure that children with special educational needs and/or disabilities and their parents are consulted at all stages of the graduated response, taking into account their levels of ability
- Review children's progress and support plans regularly and work with parents to agree on further support plans
- Provide privacy of children with special educational needs and/or disabilities when intimate care is being provided
- Raise awareness of any specialism the setting has to offer, e.g. Makaton trained staff
- Ensure the effectiveness of our SEN and disability provision by collecting information from a range of sources, e.g. additional support reviews, Education, Health and Care (EHC) plans, staff and management meetings, parental and external agencies' views, inspections and complaints. This information is collated, evaluated and reviewed annually
- Provide a complaints procedure and make available to all parents in a format that meets their needs, e.g. Braille, audio, large print, additional languages
- Monitor and review our policy and procedures annually.

Oxfordshire SEND Local Offer

St Anne's College Nursery signposts families to the Oxfordshire Special Educational Needs and Disabilities (SEND) Local Offer, which provides information about services, support, activities and advice available to children and young people with SEND and their families.

Information can be accessed via:

<https://fisd.oxfordshire.gov.uk/kb5/oxfordshire/directory/localoffer.page>

The nursery will support families in accessing information, advice and specialist services where required.

Partnership Working

St Anne's College Nursery recognises that effective SEND support relies upon strong partnerships between families, practitioners and external agencies.

We work collaboratively with:

- Parents and carers
- Oxfordshire County Council SEND Services
- Health Visitors
- Speech and Language Therapists
- Educational Psychologists

- Occupational Therapists
- Paediatricians
- Early Years Inclusion and Advisory Services
- Receiving schools and other early years settings

We aim to ensure that children receive coordinated support and achieve the best possible outcomes.

Effective assessment of the need for early help

We are aware of the process for early help and adhere to the following procedure:

Local agencies should work together to put processes in place for the effective assessment of the needs of individual children who may benefit from early help services. Children and families may need support from a wide range of local agencies. Where a child and family would benefit from coordinated support from more than one agency (e.g. education, health, housing, police) there should be an inter-agency assessment. These early help assessments should identify what help the child and family require to prevent needs escalating to a point where intervention would be needed via a statutory assessment under the Children Act 1989.

The early help assessment should be undertaken by a lead professional who should provide support to the child and family, act as an advocate on their behalf and coordinate the delivery of support services. The lead professional role could be undertaken by a General Practitioner (GP), family support worker, teacher, health visitor and/or special educational needs coordinator. Decisions about who should be the lead professional should be taken on a case-by-case basis and should be informed by the child and their family.

For an early help assessment to be effective:

- The assessment should be undertaken with the agreement of the child and their parents. It should involve the child and family as well as all the professionals who are working with them
- A teacher, GP, health visitor, early years worker or other professional should be able to discuss concerns they may have about a child and family with a social worker in the local authority. Local authority children's social care should set out the process for how this will happen
- If parents and/or the child do not consent to an early help assessment, then the lead professional should make a judgement as to whether, without help, the needs of the child will escalate. If so, a referral into local authority children's social care may be necessary.

If at any time it is considered that the child may be a child in need as defined in the Children Act 1989, or that the child has suffered significant harm, or is likely to do so, a referral should be made immediately to local authority children's social care. This referral can be made by any professional (*Working together to safeguard children*).

Graduated response approach

We follow the SEND Code of Practice 2015 recommendation that, in addition to the formal checks above, we adopt a graduated approach to assessment and planning, led and coordinated by a SENCO. Good practice of working together with parents, and the observation and monitoring of children's individual progress, will help identify any child with special educational needs or disability. This graduated approach will be led and coordinated by our SENCO and appropriate records will be kept according to the Code of Practice.

Assess

In identifying a child as needing SEND support, the key person, working with the SENCO and the child's parents, will carry out an analysis of the child's needs. This initial assessment will be reviewed regularly to ensure that support is matched to need. Where there is little or no improvement in the child's progress, more specialist assessment may be called for from specialist teachers or from health, social services or other agencies beyond the setting. Where professionals are not already working with the setting, the SENCO will contact them, with the parents' agreement.

Plan

Where it is decided to provide SEND support, and having formally notified the parents, the key person and the SENCO, in consultation with the parents, will agree the outcomes they are seeking, the interventions and support to be put in place, the expected impact on progress, development or behaviour, and a clear date for review. Plans will take into account the views of the child.

The support and intervention provided will be selected to meet the outcomes identified for the child, based on reliable evidence of effectiveness, and provided by practitioners with relevant skills and knowledge. Any related staff development needs are identified and addressed. Parents will be involved in planning support and, where appropriate, in reinforcing the provision or contributing to progress at home.

Do

The child's key person will be responsible for working with the child on a daily basis. With support from the SENCO, they will oversee the implementation of the intervention agreed as part of SEN support. The SENCO will support the key person in assessing the child's response to the action taken, in problem solving and advising on the effective implementation of support.

Review

The effectiveness of the support and its impact on the child's progress will be reviewed in line with the agreed date. The impact and quality of the support will be evaluated by the key person and the SENCO in full consultation with the child's parents and taking into account the child's views. Information will be shared with parents about the impact of the support provided.

Education and Health Care Plan (EHCP)

Some children and young people may require an EHC needs assessment in order to decide whether it is necessary to develop an EHC plan. The purpose of an EHC plan is to make adjustments and offer support to meet the special educational needs of the child, to secure the best possible outcomes for them across education, health and social care.

The local authority will conduct the EHC needs assessment and take into account a wide range of evidence, including:

- Evidence of the child's developmental milestones and rate of progress
- Information about the nature, extent and context of the child's SEND
- Evidence of the action already being taken by us as the early years provider to meet the child's SEND needs
- Evidence that, where progress has been made, it has only been as the result of much additional intervention and support over and above that which is usually provided
- Evidence of the child's physical, emotional and social development and health needs, drawing on relevant evidence from clinicians and other health professionals and what has been done to meet these by other agencies.

We will then work with the local authority and other agencies to ensure that the child receives the support they need to gain the best outcomes.

We will review this policy annually to ensure it continues to meet the needs of the children, families and nursery community and reflects current legislation, guidance and best practice.

20. Payment arrangements and notice periods

A fee of £1,400 is required as a deposit to secure your child's place at the nursery, this will be refunded when the child takes up the place. Parents will be charged on a monthly basis for all days the nursery

is scheduled to be open. For parents/carers who are paying by salary sacrifice (through University or College), payments of fees will be deducted monthly. For parents/carers who are not paying by salary sacrifice, College will raise invoices every month which are payable upon receipt. Full payment must be made in a child's absence.

St Anne's College issues monthly invoices for nursery fees payable. Full payment is due 30 days from the date of invoice, (the due date). Please advise invoices@st-annes.ox.ac.uk once you have made your payment, with the amount you have paid. If paying by voucher, or through a salary sacrifice arrangement, it is the parents/carers responsibility to ensure payments arrive by the due date. Please check with your provider about how long the payment will take to arrive in our bank account and advise invoices@st-annes.ox.ac.uk accordingly. Late payment charges will be applied to overdue invoices.

To withdraw a child from the nursery, two months, on either side, or earlier if possible must be given. Fees will be chargeable if adequate notice is not given.

21. Late fees

If you anticipate difficulty of delay in paying your invoice on time, please contact invoices@st-annes.ox.ac.uk as soon as possible after the receipt of the invoice, and at the latest within 30 days of the invoice date, to discuss the matter with a member of Treasury staff, who will endeavour to assist you.

Failure to discuss late payment, or non-receipt, will mean the application of a late payment fee of £25 per month. This amount will be added to your next invoice. Ultimately, failure to discuss payment delays, agree a way forward, or continued late payments may result in the discretionary withdrawal of childcare. Exclusion decisions will be made, as a last resort, by the Nursery Committee after three months delayed payment.

22. Health and Illness

At St Anne's College Nursery, we are committed to promoting the health and well-being of all children in our care. We take proactive measures to prevent the spread of illness and ensure that any child who becomes unwell is treated with sensitivity, dignity, and care.

Purpose

This policy is implemented in accordance with the EYFS Statutory Framework and the requirements relating to Health, Managing Medicines, Accident and Injury, and Child Protection.

This policy aims to

- Prevent the spread of infectious diseases
- Maintain a safe and healthy environment
- Provide clear exclusion guidance
- Support effective communication with parents/carers

General Health and Illness Guidance

- Children must not attend nursery if they are unwell.
- We cannot accept children who:
 - Have a high temperature (38°C or above)
 - Have a contagious illness
 - Are experiencing sickness or diarrhoea

- If a child becomes unwell during the day, parents/carers will be contacted and must collect their child as soon as possible.
- Parents/carers must inform the nursery by 10:00am if their child is absent due to illness.

Admission and Exclusion

- We follow guidance from the UK Health Security Agency (UKHSA) and NHS:
 - <https://www.gov.uk/government/collections/childhood-illness-guidance-for-education-settings>
 - <https://www.nhs.uk/conditions/childhood-illnesses/>
- The Manager or Deputy will make decisions regarding attendance based on the child's welfare, the health of others and current public health guidance.
- Where appropriate, the nursery may seek written medical advice or supporting information from a healthcare professional.
- Children on antibiotics must remain at home for the first 24 hours (unless part of an ongoing medical care plan).
- Where a child's illness, presentation or repeated attendance while unwell raises concerns regarding neglect or welfare, staff will follow the nursery's Safeguarding and Child Protection Policy.

High Temperature (Fever)

- A fever is defined as 38°C (100.4°F) or above.
- Children with a fever must not attend nursery.

If a child develops a fever at nursery

- Temperature will be taken and recorded
- Parents/carers will be contacted immediately
- The child must be collected as soon as possible
- The child will be made comfortable, kept hydrated, and monitored

Return to nursery

- The child must be:
 - Fever-free for at least 24 hours without medication
 - Well enough to participate in normal activities
- Use of fever-reducing medication (e.g. paracetamol/Calpol) does not count as being symptom-free

Emergency Administration of Calpol (Paracetamol)

- The nursery will only administer non-prescribed medication in exceptional circumstances. For example, in cases of high temperature (38°C or above), one dose of Calpol (paracetamol) may be administered as an emergency measure while awaiting collection, to reduce discomfort and the risk of febrile convulsions.
- Parental consent is required prior to administration:
 - Verbal consent must be obtained via telephone, or
 - Written consent via email, where possible
 - Where prior written consent has been provided at registration, this may be used if parents cannot be immediately reached
- Parents/carers will be contacted immediately and must arrange to collect their child as soon as possible following administration.
- Only one dose will be administered in any nursery day.
- Calpol will only be administered:

- When a child has a high temperature and is unwell, and
- When the child is awaiting collection
- Not to mask symptoms to allow continued attendance
- Staff will record:
 - Time, dosage, and reason for administration
 - Name of staff administering and witnessing

Parent/Carer Responsibilities (Medication Disclosure)

- Parents/carers must inform the nursery if their child has received Calpol (or any paracetamol-based medication) prior to attendance, including:
 - Time of last dose
 - Dosage given
- This is essential to prevent overdose and ensure safe administration.
- Children who have been given Calpol for a high temperature before attending nursery must not attend and should remain at home until they meet the nursery's return criteria.

Sickness and Diarrhoea

- Children must stay home for 48 hours after the last episode
- This applies regardless of cause unless medical advice states otherwise

Medical Emergencies

- Staff will call 999 in serious cases
- Parents/carers will be contacted immediately
- A senior staff member will accompany the child to hospital with all relevant records

Serious Conditions (e.g. Seizures, Anaphylaxis)

- Call 999 immediately
- Administer prescribed emergency medication
- Follow emergency procedures and remain with the child

Staff Responsibilities

All staff have a responsibility to promote children's health, wellbeing, and safety by implementing this policy consistently.

Staff will:

- Monitor children for signs and symptoms of illness throughout the nursery day.
- Record and report any concerns regarding a child's health to the Room Leader, Deputy Manager, or Nursery Manager.
- Contact parents/carers promptly when a child becomes unwell and requires collection.
- Maintain accurate records of illnesses, accidents, injuries, medication administration, and communications with parents/carers.
- Follow the nursery's procedures for infection prevention and control.
- Administer medication only in accordance with the nursery's Medication Policy and with the appropriate consent.
- Maintain confidentiality when handling children's health information, sharing information only where necessary to safeguard children or meet legal requirements.
- Seek guidance from senior leaders where there are concerns regarding a child's welfare, repeated attendance while unwell, or potential safeguarding concerns.

The Nursery Manager and Deputy Manager are responsible for ensuring staff receive appropriate training and that this policy is implemented effectively and reviewed regularly.

Parent/Carer Responsibilities

- Keep contact details up to date
- Inform nursery of illness or health changes
- Follow exclusion periods fully
- Provide consent for emergency treatment if required

Infection Prevention and Control

The nursery is committed to minimising the spread of infection and maintaining a clean, safe environment for children, staff, and visitors.

Staff will:

- Promote effective handwashing practices for children and adults throughout the day, particularly before eating, after toileting, after outdoor play, and after contact with bodily fluids.
- Follow appropriate hygiene procedures when dealing with bodily fluids, including the use of disposable gloves and protective equipment where necessary.
- Ensure that toys, equipment, surfaces, and frequently touched areas are cleaned and disinfected regularly.
- Dispose of contaminated waste safely and in accordance with health and safety procedures.
- Encourage good respiratory hygiene, including covering coughs and sneezes with a tissue and disposing of tissues immediately.
- Increase cleaning and monitoring measures during periods of increased illness or infectious disease outbreaks.
- Follow current UK Health Security Agency (UKHSA) guidance in relation to infectious diseases and outbreak management.

Where there is a suspected outbreak of an infectious illness, the nursery will seek advice from the appropriate public health authorities and implement any additional control measures required.

Exclusion Periods for Common Illnesses

Illness / Symptom	Exclusion Period	Notes / Guidance
Fever / High temperature	24 hours fever-free without medication	Must also be well enough to attend
Sickness / Vomiting	48 hours after last episode	Strictly enforced
Diarrhoea	48 hours after last episode	Monitor hydration
Chickenpox	Until all blisters have crusted over	Usually 5–7 days
Measles	4 days from onset of rash	Notify nursery
Mumps	5 days from onset of swelling	
Whooping cough	5 days after antibiotics or 21 days untreated	
Scarlet fever	24 hours after antibiotics	
Impetigo	Until healed or 24 hours after treatment	
Conjunctivitis	Until symptoms improve	Good hygiene required
Head lice	No exclusion	Treatment required
Hand, Foot & Mouth	Until child feels well	Blisters may remain

For full guidance, refer to:

- UKHSA: <https://www.gov.uk/government/collections/childhood-illness-guidance-for-education-settings>
- NHS: <https://www.nhs.uk/conditions/childhood-illnesses/>

Monitoring and Review

This policy will be reviewed annually or sooner following a significant incident, changes in legislation, or updates to guidance.

23. Medicines and immunisations

Medications will only be given to children if it has been prescribed by their GP. Parents/carers must first complete a medication permission form, this will need to be signed by the parent/carer every day until the course has finished. These prescription medicines will be administered by two members of staff who will then sign the consent form to say the dose was measured, checked and then administered correctly. Medicines in other containers, such as medicines mixed in water or milk, cannot be administered by the nursery unless it is prepared on site under staff supervision.

Paracetamol will not be given by the nursery. If there are extenuating circumstances where the staff and parents deem it urgent then it may be considered. However, if the child is in a position where they need it, then the safest place for the child is at home.

The nursery asks that if a child has a 'live immunisation' such as for chicken pox, that parents/carers let the nursery manager know in advance. There may be members of staff at the nursery who have a lowered immune system and may need to be shielded from the child for up to three weeks.

24. Learning through play

We strongly believe that children learn best through play. 'Every child has a right to play.' Play is vital for a child's development physically mentally and socially. It allows for interactions with others and to soak up the environment they are in. Structured play and free, unrestricted play with no adult interference will stimulate children's imagination and overall well-being. Allowing children to take risks and challenge themselves through play is important in developing resilience and will also help foster a can-do attitude that will help them become lifelong learners.

25. English as Additional Language (EAL)

As a university nursery we welcome many international children where English is an additional language. If a child starts with no knowledge of English, we monitor them carefully. Some children settle into the environment and are happy to pick up spoken English from other children and staff. We recognise that the existing nursery children are a valuable resource in this situation.

Other children may find the new language and environment more of a barrier in which case we introduce measures:

- Longer settling in period.
- Key/relevant words from native language and personal family environment, such as nicknames.
- It may be helpful to introduce a picture exchange communication system (pecs) individual to the child.
- Working with the child at their own pace is essential.

- We will be in constant communication with parents/carers to discuss progress.
- We will always respect and value the child's first language and cultural identity.

26. Clothing

As the children participate in a variety of indoor and outdoor play activities each day, it is helpful if your child wears washable, comfortable clothing that is appropriate for the weather. You are advised to send your child in practical clothes rather than very smart or expensive ones. We ask that all clothing is named.

For Infant/toddlers, please provide:

- Three changes of clothes
- An adequate supply of nappies or pull ups (cream if required)
- Warm outdoor clothes (mittens, hat, boots) in the Autumn and Winter
- Suncream, sun hats, boots and raingear in the Spring and Summer

For older children, please provide:

- Three changes of clothes
- An adequate supply of underpants
- Skid-proof, non-marking indoor shoes and wellingtons
- Warm outdoor clothing (mittens, hat, scarf) in the Autumn and Winter
- Suncream, sun hats and raingear in the Spring and Summer

27. Toilet training

No one knows your children better than you. The nursery will be happy to support your decision to start toilet training. However, before starting any training that involves the nursery or the staff, we ask that you consult the nursery manager or the child's key worker so they can advise on toilet training for your child and the setting.

We strongly recommend that children who are in the process of toilet training wear clothes that are easy to remove, no jeans belts or braces this encourages self-help skills and independence. Although a member of staff will always be on hand to help. Extra spare clothes and underpants will almost certainly be needed when you feel your child is ready for toilet training.

If you wish for your child to use a potty the nursery will be able to provide one, or if you would prefer you will be able to bring in your own from home. This might make the whole experience slightly more comfortable for your child.

28. Nappies

We ask you to provide nappies for your child during their time at nursery. The nursery will provide baby wipes and make sure your child is clean and comfortable throughout the day.

29. Safe Sleep Policy

St Anne's Nursery is committed to providing a safe sleep environment for every baby and child. Staff will follow the Department for Education's safer sleep guidance and the Early Years Foundation Stage (EYFS) requirements to reduce the risks of sudden infant death, sudden unexpected death in childhood, suffocation, entrapment and overheating. The EYFS safer-sleep requirements apply from **1 September 2026**.

Safe sleep arrangements

For children **under 2 years**, staff will:

- Always place children **on their back to sleep**, in their own separate sleep space on a **clear, flat and firm surface**.
- Ensure babies **12 months and under** are only placed to sleep in a suitable cot, carrycot, Moses basket or travel cot.
- Use only a **firm, flat, waterproof mattress** with lightweight bedding firmly tucked in no higher than the child's shoulders, or an appropriately fitted baby sleep bag.
- Place children **feet-to-foot** at the bottom of the cot when blankets are used.
- Keep cots free from toys, pillows, loose bedding, cot bumpers, wedges, straps and other unnecessary items.
- Ensure children's **heads are not covered** and that they do not become too hot or cold.
- Use a room temperature of **16–20°C for babies aged 12 months and under**, while using professional judgement during extreme temperatures.
- Remember that sleep comforters are only appropriate for children **over 12 months**.
- Continue to place babies on their backs to sleep even once they can roll independently. Once a baby can roll from back to front and back again by themselves, they may find their own sleeping position.

St Anne's Nursery will **not use floor beds, sleep pods or similar arrangements for babies aged 12 months and under**.

Supervision and sleep checks

- Babies **under 6 months** must have an adult in the same room for every sleep.
- **All sleeping children will be frequently checked** to ensure they remain safe and well.
- All sleeping children will remain **within the sight and hearing of staff** at all times.
- Where a baby monitor is used for a child over 6 months, it must allow the child to be **seen and heard at all times**.
- Staff will check for signs that a child is too hot or cold and adjust clothing or bedding appropriately.

Staff will follow St Anne's nursery sleep-check procedure and record sleep times and checks in accordance with the setting's normal record-keeping arrangements.

Sleeping while travelling

If a baby aged 12 months or under falls asleep while travelling, they will be **transferred to their cot on return to nursery**. Children over 12 months will, where possible, be transferred to their own separate sleep space on a clear, flat and firm surface.

If a child falls asleep in a **car seat**, they will be transferred to their separate sleep space as soon as they return to the nursery. Coats, hats and additional clothing or blankets will be removed or adjusted as necessary to prevent overheating.

Individual needs and partnership with parents

Sleep arrangements will take account of each child's age, development, health and individual needs. Parents and carers will be asked about the child's normal sleep routine.

Where a child has a medical, developmental or other individual need that affects sleep, St Anne's Nursery will agree appropriate arrangements with parents/carers and, where necessary, relevant health professionals. Any additional arrangements will be appropriately assessed and recorded.

The nursery will always follow current safer-sleep requirements while the child is in our care, even where family practices differ.

Staff responsibilities and training

All staff who care for sleeping children must:

- Read and understand this policy and the current DfE safer-sleep guidance.
- Read the NHS advice on **Sudden Infant Death Syndrome (SIDS)**.
- Follow the nursery's sleep-check and supervision procedures consistently.
- Report immediately any unsafe sleep practice, faulty equipment or concern about a child's wellbeing.

Safer-sleep practice will form part of staff induction and will be reviewed regularly by the Nursery Manager. Leaders will ensure that cots, mattresses and bedding are clean, suitable for the child's age and in good condition.

Monitoring and review

The Nursery Manager will monitor the implementation of this policy through staff supervision, routine checks of sleeping equipment and review of sleep records. Any concerns or incidents will be addressed promptly.

30. Screen time

We encourage a broad range of active learning activities. Screen time will not be scheduled daily but is used at times in the setting. It will only be used for music and movement activities, to support learning opportunities or to tie in with the children's current interest. It may also be used on an ad hoc basis for quiet/wind down times after a busy day or energetic activities.

The following guidelines are in place for screen time:

- The staff will vet programmes before the children view them to ensure that; they are suitable both in content and in length for the age of children that they are working with and to ensure that they have a relevant learning purpose.
- Only children over the age of 2 will have screen time.
- Screen time will be limited to a maximum of 30 minutes on any day and should not be scheduled daily.

31. Admission Policy

Our admissions policy can be requested or found on our website. £50 deposit is required to join our waiting list.

32. Outings

From time to time, we like to take the children out of the nursery and off the College site on different outings. The following procedures must be followed for all outings:

- Written permission is obtained from each parent/ carer before the outing
- The completed register of the children's names and parents contact details must be taken on the outing.
- Two mobile phones with an adequate charge must be taken on the outing in case staff are separated in an emergency.
- The first aid bag must be taken along with any additional prescribed medication needed for individual children.
- The children will be dressed in appropriate weather gear.
- The nursery must be informed immediately of any accident or injury that happens.
- Staffing ratios must be respected for safety reasons the ratio will be increased 1 staff member: 3 children for under 2's. 1 member of staff: 4 children for 3-5 year olds.

- When moving along beside the road Staff should walk next to the path with the children on their left hand side.
- Staff will identify toilet facilities in advance of the outing and take nappies and wipes for those children who need them.
- The children will be counted at regular intervals during the time away from the nursery the children will be ticked off against the register
- If we are away from the setting for a fairly long period of time then we will take water bottles and a carbohydrate heavy snack to maintain energy levels.
- Spare clothing should be taken in a bag just in case any clothing is soiled.

Buses will be caught from the bus stop outside the wicket gate which leads onto Banbury road. Usually we ride the bus only a few stops. It may be necessary for staff to stand while the children are seated safely. Staff are alert that if the bus stops suddenly children may be thrown forwards or sideways. Push chairs should be secured away from the children so if there is an incident a child is not thrown into the pushchair. Children are counted on and off of the bus. The driver is asked for his patience while we make sure the whole group is together.

33. Lost and Missing Children

Children's safety is always maintained at the highest priority both on and off the premises. We have put into place thorough systems and procedures which are an integral part of staff training and should ensure that children do not go missing or get lost whilst in our care. To uphold this commitment, we implement the following measures:

- Ensure children are supervised at all times
- Maintain appropriate staff: child ratios
- Closely monitor children in and out of the building, including trips and outings
- Ensure that visitors to the nursery are always supervised
- Indoor and outdoor daily check is carried out in every area where children play
- If an outing is organised, a risk assessment will be carried out before leaving the premises

Very occasionally a child may become separated from the group on an outing or become lost. With careful planning and co-operative working amongst staff, children should not be out of sight of an adult at any time.

In the unlikely event that a child is unaccounted for on the premises, staff will immediately action the lost or missing child procedure outlined below:

- Conduct a headcount and check signing in and out sheet to confirm the child is lost or missing and has not been collected.
- The Nursery will ensure a responsible person can help undertake a thorough search of the nursery and the immediate vicinity, whilst ensuring the other children are suitably monitored and reassured by another member of staff.
- The manager will be notified, and security called to help with the search
- The premises, including the entire Nursery, garden, and all surrounding areas will be searched, together with as many volunteers as possible.
- The signing in sheet is to be checked once again to make sure no other child is missing.
- Doors and gates to be checked to see if there has been a breach of security whereby a child could wander out.
- If, following a thorough search of the nursery and the immediate vicinity, the child cannot be found the police will be called and the child's parents will be notified without delay.

In the unlikely event of a child being lost while on a trip or outing the following procedures will be followed:

- As soon as it is noticed that a child is missing staff on the outing ask children to stand with their designated person and carry out a headcount to ensure no other child has gone astray.
- One staff member to immediately undertake a thorough search of the immediate vicinity whilst ensuring the other children are suitably monitored and reassured by another member of staff.
- Nursery manager to be notified as soon as possible (if not already present), and to inform venue (for example shop, library, museum etc)
- If, following a thorough search of the immediate vicinity, the child cannot be found the police will be called and the child's parents will be notified without delay.
- Nursery manager to contact parents/ child protection officer and keep them informed of what is happening
- Staff to return other children safely to the nursery when manager arrives.
- Manager/responsible person to remain with any emergency services.
- The manager will investigate the events and staff must do a written record of their accounts.
- Notify Ofsted

Missing child incidents are extremely worrying for all concerned. Part of managing the incidents is to try to keep everyone as calm as possible. The staff will feel worried about the child; especially the member of staff who was responsible for the child whilst on the outing. They may blame themselves and their feelings of anxiety and distress will rise as the length of time that the child is missing increases. The Nursery Manager should ensure that the staff feel supported while they are feeling vulnerable.

The other children are also sensitive to what is going on around them. They too may be worried. The remaining staff caring for the children need to focus on their needs and must not discuss the incident in front of them. They should answer children's questions honestly but also reassure them.

The parents may feel angry and fraught. They may want to blame staff and single out one member over others; they may direct anger at the nursery manager. No matter how understandable the parent's anger may be, aggression or threats against staff are not tolerated and security will be called if required.

34. Babysitting

We do not provide a babysitting service outside of our normal operating hours. However, we understand that parents sometimes ask nursery staff to babysit for their children and as such it is important to clarify some points regarding private arrangements between staff and parents.

The nursery is not responsible for any private arrangements or agreements that are made; this is between the staff member and family. We have rigorous recruitment and suitability processes in place to ensure that we employ competent and professional members of staff and uphold our duty to safeguard children whilst on our premises and in the care of our staff. This procedure includes interviews, references, full employment history and DBS checks as well as several other processes.

Whilst in our employment all staff are subject to ongoing supervisions, observations and assessments to ensure that standards of work and behaviour are maintained in accordance with our policies. **We have no such control over the conduct of staff outside of their position of employment and can accept no responsibility for a staff member's actions when they are outside their employment with us.**

Out of hours work arrangements must not interfere with the staff member's employment at the nursery. All staff are bound by contract of the Confidentiality Policy and Data Protection Act that they are unable to discuss any issues regarding the Nursery, other staff members, parents or other children.

The nursery has a duty to safeguard all children whilst on our premises and in the care of our staff, however, **this duty does not extend to private arrangements between staff and parents outside of school hours.**

Should a staff member in a private arrangement outside of their employment hours have concerns, they should independently report this through the usual safeguarding channels or the police.

If a staff member is to take the child at the end of that child's day the nursery manager will need to be informed in advance and will require written permission from the parent/carer.

A list of staff members who are willing to babysit in a private arrangement, and their contact details, can be requested from the nursery manager.

35. Complaints procedure

We believe that our nursery provides good care and education for all our children, and that management and all staff work very hard to build positive relationships with all parents and carers. However, if you have a complaint or concern about your child's care at the setting you should be able to discuss and highlight them through an informal discussion with your child's key person.

If you feel the concern is not dealt with effectively then we encourage parents to discuss this with the nursery manager.

Our aim is to resolve any complaint through talking and mutual understanding, and, in all cases, we put the interests of the children above all other issues. We provide sufficient opportunity for any complaint to be fully discussed, and then resolved.

If we cannot resolve a problem informally then we have a formal complaints procedure which can be followed. A complaints record form will need to be filled in with attached supporting documents. This information will be passed on to John Banbrook (Domestic Bursar and the nursery line manager), the Nursery Fellow, Edwin Drummond and the Head of Human Resources who will review and prompt an investigation where required.

If the complaint relates to the nursery manager the person who has the grievance will be able to send the complaint directly via email to the fellow or members of the committee:

- Edwin Drummond (Nursery Fellow & Chair) edwin.drummond@st-annes.ox.ac.uk
- John Banbrook (Nursery Line Manager) john.banbrook@st-annes.ox.ac.uk
- Julie Parkin-Morse (HR Manager and member of the committee) hr@st-annes.ox.ac.uk

Incidents will be dealt with in the strictest confidence where appropriate. Documentation will include phrases such as child A or staff member B rather than using individual's actual names.

Process for recording the investigation of complaints

- Investigations surrounding the Complaint should be recorded in chronological order.
- Steps taken to investigate the incident should be fully detailed
- Who was involved in investigating the complaint
- Any referral to outside agencies (including Ofsted) should be noted and the accompanying documentation included if possible.

Actions and Outcomes

- Actions by nursery and the college identified and put into a clear action plan
- Actions taken by Ofsted need to be noted and their paperwork included in the report

- Any actions taken by external agencies if they have permission to do so will be included in the paperwork.
- We need to reflect, look at the outcome of the investigation and make effective and meaningful changes in recommended areas to our practice.
- An account of the findings of the investigation and the action plan will be published and shared with the nursery committee within 28 days from when the complaint was made.
- If it is deemed necessary the person leading the investigation will send a letter to the person making the complaint detailing the findings of the investigation in further detail.

36. Whistleblowing Policy

At St Anne's College Nursery, we expect all our colleagues, both internal and external, to be professional at all times and hold the welfare and safety of every child as their paramount objective. We recognise that there may be occasions where this may not happen and we have in place a procedure for staff to disclose any information that suggests children's welfare and safety may be at risk.

We expect all team members to talk through any concerns they may have with their line manager or HR at the earliest opportunity to enable any problems to be resolved as soon as they arise.

Whistleblowing definition

Whistleblowing is the term used when a worker passes on information concerning wrongdoing. [The St Anne's College whistleblowing policy can also be found here.](#)

Legal framework

The Public Interest Disclosure Act 1998, commonly referred to as the 'Whistleblowing Act', amended the Employment Rights Act 1996 to provide protection for employees who raise legitimate concerns about specified matters. These are called 'qualifying disclosures.'

A qualifying disclosure is one made in the public interest by an employee who has a reasonable belief that any of the following is being, has been, or is likely to be, committed:

- A criminal offence
- A miscarriage of justice
- An act creating risk to health and safety
- An act causing damage to the environment
- A breach of any other legal obligation or concealment of any of the above
- Any other unethical conduct
- An act that may be deemed as radicalised or a threat to national security.

Disclosures do not have to be made 'in good faith' but they must be made in the public interest. This is essential when assessing a disclosure made by an individual.

The Public Interest Disclosure Act has the following rules for making a protected disclosure:

- You must believe it to be substantially true
- You must not act maliciously or make false allegations
- You must not seek any personal gain.

It is not necessary for the employee to have proof that such an act is being, has been, or is likely to be, committed; a reasonable belief is sufficient.

Disclosure of information

If, in the course of your employment, you become aware of information which you reasonably believe indicates that a child is, or may be, or is likely to be, in risk of danger and/or one or more of the following may be happening, you MUST use the nursery's disclosure procedure set out below:

- That a criminal offence has been committed or is being committed or is likely to be committed

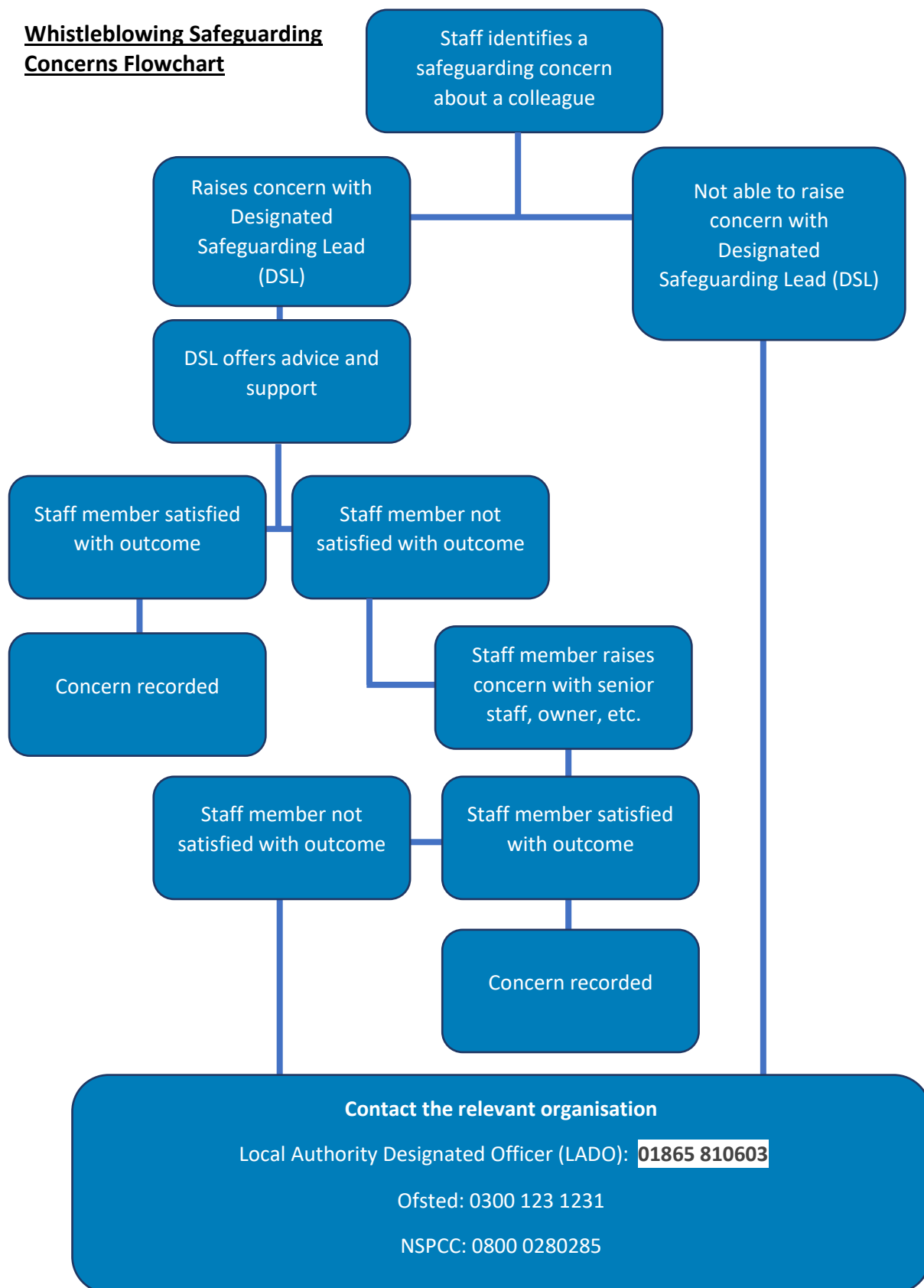
- That a person has failed, is failing or is likely to fail to comply with any legal obligation to which they are subject (e.g. EYFS, Equalities Act 2010)
- That a miscarriage of justice has occurred, is occurring, or is likely to occur
- That the health or safety of any individual has been, is being, or is likely to be endangered
- That the environment, has been, is being, or is likely to be damaged
- That information tending to show any of the above, has been, is being, or is likely to be deliberately concealed.

Disclosure procedure

- If this information relates to child protection and safeguarding then the nursery's Safeguarding children and child protection policy should be followed, with particular reference to the staff and volunteering section. See below for the Whistleblowing safeguarding concerns flowchart
- Where you reasonably believe one or more of the above circumstances listed above has occurred, you should promptly disclose this to your manager so that any appropriate action can be taken. If it is inappropriate to make such a disclosure to your manager (i.e. because it relates to your manager) you should speak to: Dr Shannon McKellar (College DSL) 01865 274858 or John Banbrook (College Domestic Bursar 01865 274890)
- Employees will suffer no detriment of any sort for making such a disclosure in accordance with this procedure. For further guidance in the use of the disclosure procedure, employees should speak in confidence to the nursery manager or HR Manager
- Any disclosure or concerns raised will be treated seriously and will be dealt with in a consistent and confidential manner and will be followed through in a detailed and thorough manner
- Any employee who is involved in victimising employees who make a disclosure, takes any action to deter employees from disclosing information or makes malicious allegations in bad faith will be subject to potential disciplinary action which may result in dismissal
- Failure to report serious matters can also be investigated and potentially lead to disciplinary action which may result in dismissal
- Any management employee who inappropriately deals with a whistleblowing issue (e.g. failing to react appropriately by not taking action in a timely manner or disclosing confidential information) may be deemed to have engaged in gross misconduct which could lead to dismissal

We give all of our staff the telephone numbers of the Local Authority Designated Officer (LADO), the local authority children's social care team and Ofsted so all staff may contact them if they cannot talk to anyone internally about the issues or concerns observed.

**Whistleblowing Safeguarding
Concerns Flowchart**



37. Attendance Policy

At St Anne's College Nursery we believe good attendance plays a fundamental role in supporting children's educational achievement, well-being and in keeping children safer. Establishing regular routines for young children supports the settling-in process and enhances their sense of security and belonging.

POLICY AIMS AND PRINCIPLES

- Encouraging parents, carers, and staff to prioritise attendance to maximise children's learning and development.
- Outlining clear procedures for parental involvement and attendance communication.
- Regular attendance is crucial for children's learning and wellbeing.
- Unjustified or unexplained absences will be marked as **unauthorised**.

As an Ofsted-registered early years provider, our attendance records are scrutinised and contribute to our overall setting evaluation. Your support in maintaining strong attendance is vital.

This policy outlines the expectations and procedures surrounding child absence from the setting.

Whilst attendance at nursery is not statutory, authorised absence will be granted in the following circumstances, where parents inform the nursery on the first day of absence or prior to the first day of absence:

TYPES OF ABSENCES

Authorised Absences may include

- Illness of the child
 - Illness of siblings or parents
 - Bereavement
 - Health services appointments
 - Holidays, including extended visits to family overseas
 - Religious observance
 - Emergency or exceptional circumstances.
- **Unauthorised Absences** include no explanation or unjustified reasons

PARENTAL RESPONSIBILITIES

- **Reporting An Absence**

If your child is unable to attend nursery on their scheduled day, you must notify us **by 10 am on the first day of absence**

You can report absences via:

- Telephone 01865 274 868
- Email nursery@st-anne's.ox.ac.uk

STAFF RESPONSIBILITIES

- Record time of arrival and departure on the daily register.
- Follow up on unexplained absences by contacting the parent by 11:00am and recording outcome on 'notes' section
- Mark absences as **unauthorised** if no explanation is provided.
- Report persistent or concerning absences to the Manager.
- The Manager will take appropriate action and may contact Children's Services if necessary.

UNEXPLAINED ABSENCES

- Children's attendance is monitored closely. If we do not receive an explanation for your child's absence by 11:00am, we will attempt to contact you. If we are unable to reach you within **48 hours** and still have no explanation, we may be required to notify **Children's Services**, in accordance with the **Children Act 2004**.
- This procedure reflects guidance from the local authority and is in place due to past serious incidents where the absence of a child went unnoticed following a parent's illness or emergency.
- The sole purpose of this policy is to protect the safety and welfare of the child and their family.

Leaving the nursery

If you decide to withdraw your child from the nursery, please see our Parent Contract and Terms and Conditions for notice periods. This will ensure that we remove your child from our systems and therefore will not expect them to attend.

If your child is transitioning to another early years provider or school, please provide us with the details of the new setting so that we can transfer essential information, such as their funding eligibility code.

38. Safer Recruitment Policy

St Anne's College Nursery is committed to following a strict safeguarding procedure to protect all children and young people in our care and expects all staff, committee members, volunteers, students and agency staff to share this commitment. The nursery recognises that, in order to achieve this, it is of fundamental importance to attract, recruit and retain staff who share this commitment.

The aims of the nursery's recruitment policy are as follows:

- To ensure the safety and welfare of all children in our care
- To ensure compliance with all relevant Ofsted and Oxfordshire Safeguarding Children Partnership (OSCP) guidance
- To ensure that the best people are recruited for the roles following the recruitment procedures below
- All relevant and compliant pre-employment checks are carried out
- To ensure that all job applicants are considered equitably and consistently.
- To ensure that no job applicant is treated unfairly on any grounds including race, age, disability, sex, sexual orientation, gender reassignment, marriage and civil partnership, religion and belief or pregnancy and maternity

Vacancies

All vacancies will be advertised on the College website, Conference of Colleges, and a selection of the following: Nursery World, Oxford County Council, Careers in Childcare, Daily Info and the University of Oxford Gazette. Interview candidates will be asked to complete an application to the Disclosure and Barring Service (DBS) for an enhanced disclosure. Proof of ID, address and right to work in the UK will be required. Adverts will state that we are committed to safeguarding and promoting child welfare by completing all the relevant pre-employment checks and that St Anne's is an Equal Opportunities employer.

Recruitment Process

Through all modes of advertising, applicants will be directed to the College website which will contain details of how to apply for the role and what documents are required to be completed. Application forms **must** be completed for all vacancies, an application will not be accepted without it fully completed. Curriculum Vitae's can only accompany the application form with a covering letter of interest.

For equal opportunity monitoring there will be an optional EO form to complete which can be sent anonymously.

Shortlisting Process

Applicants will be shortlisted by the interview Panel which will consist of the Nursery Manager, Nursery Fellow and HR Manager (who may be substituted by the HR Assistant). Applicants will be shortlist against the criteria set out in the job description and person specification. Depending on the role requirements, some criteria may be weighted more than others.

Applicants shortlisted for interview will be notified verbally and confirmed in writing and will be asked to provide the following documents at interview.

- A completed DBS form (sent out at the time of successful interview confirmation)
- Supporting ID documents for the DBS form (a list of acceptable documents will be enclosed with the form)
- Prove of Right to Work documentation
- Original qualification documents, relevant to the role

Interview process

The interview process will consist of a formal interview with the panel and tour of the nursery which will include meeting the team. Where deemed appropriate the panel may ask the applicant to spend up to an hour working with the team so their skills can be assessed in the working environment.

The panel will agree a set of relevant interview questions which will include Safeguarding but each candidate will have different skills, abilities and experiences and will need probing on different areas. Wherever possible questions will be open-ended and will ask for examples of experiences. Hypothetical questions will be avoided wherever possible.

The panel should cover all aspects of the candidate's application in relation to the role, identifying any particularly interesting points or discrepancies and in particular addressing any gaps in their employment history.

Selection Process

The interview panel will meet after all interviews have been conducted and discuss the merits of each applicant in turn, ensuring they are satisfied with all of the information they have.

Once the panel have agreed on an applicant, HR will make a formal verbal offer stating it is conditional upon satisfactory references and DBS check.

- At least two references from previous employment will be required, in the case of a newly qualified student, their tutor and a personal or professional reference. These references will be taken up BEFORE employment commences and will meet the requirements for references as set out in the EYFS under 'Suitable people'. This may be verbal initially and then followed up with a written reference which will form part of their personnel file
- The successful candidate will be asked to provide proof of their qualifications, where applicable. All qualifications will be checked and copies taken for their personnel files where applicable

Any documentation of non-successful applicants will be discarded after the confirmation of acceptance of the role by the successful applicant.

Contract of Employment

A contract of employment will follow the verbal offer and is subject to a six month probationary period which can be extended if required. (For on permanent appointments, this may be shorter).

All new starters will be subject to an enhanced Disclosure and Barring Service (DBS) check. This will be initiated before the member of staff commences work in the nursery and they will not have unsupervised access to any child or children's records before this check comes back clear.

Students and Volunteers

All students and volunteers will be invited for an informal interview prior to being offered any placement. If over the age of 16, DBS checks must be completed prior to any placement commencing. Students and volunteers must not be left unsupervised at any time during the placement.

Induction

We provide an induction for all the staff in order to fully brief them about our setting, the families we serve, our policies and procedures, curriculum and daily practice. Introductions to all staff, parents and carers including the Nursery Fellow.

Further information will include:-

- Details of the tasks and daily routines to be completed
- Safeguarding policy
- Nursery Handbook
- Safeguarding, Staff Allegation policy
- Collection Policy
- Nursery Equal Opportunities policy
- Staff Handbook (sent with employment contract)
- Fire Evacuation
- Health and Safety
- Child information (allergies, medicines, feeding etc)
- Familiarising with the building

Records

The Nursery Manager will keep all Nursery staff records for disclosure on a central register (where applicable) which will be maintained and available for Ofsted inspection.

39. Respectful Intimate Care Policy

At St Anne's College Nursery we believe that all children need contact with familiar, consistent carers to ensure they can grow and develop socially and emotionally. Children need to feel safe, secure and happy so we expect nursery staff to be responsive to children's needs, whilst maintaining professionalism. We accept that children need to be cuddled, encouraged, held and offered physical reassurance, and ensure intimate care routines are undertaken in a safe, respectful and child-centred way.

Intimate care routines may include nappy changing, supporting children with toileting, changing clothes, and giving first aid treatment and specialist medical support, where required. In order to maintain the child's privacy, we will carry out the majority of these actions on a one-to-one basis and, wherever possible, by the child's key person. First aid treatment will be carried out by a qualified paediatric first aider.

Providing intimate care involves working with children when they are particularly vulnerable, which can provide heightened opportunities for abuse. Therefore, to promote good practice and minimise

the risk of allegations we have the following guidelines to ensure staff are fully supported and able to perform their duties safely and confidently.

Management

- Promote consistent and caring relationships through the key person system in the nursery and ensure all parents understand how this works
- Ensure all staff undertaking intimate care routines have suitable enhanced DBS checks
- Conduct thorough inductions for all new staff to ensure they are fully aware of all nursery procedures and arrange specialist training where required, i.e. paediatric first aid training, specialist medical support
- Follow up procedures through supervision meetings and appraisals to identify any areas for development or further training
- Ensure all staff have an up-to-date understanding of the Safeguarding children and child protection policy, including how to protect children from harm. This will include identifying signs and symptoms of abuse and how to raise concerns
- Operate a Whistleblowing policy to help staff raise any concerns about their peers or managers and help staff develop confidence in raising worries as they arise in order to safeguard the children in the nursery
- Conduct working practice observations on all aspects of nursery operations to ensure that procedures are working in practice and all children are supported fully by the staff including intimate care routines
- Conduct regular risk assessments on all aspects of the nursery operation, including intimate care, and review the safeguards in place. The nursery assesses all the risks relating to intimate care routines and uses appropriate safeguards to ensure the safety of all involved.

Environment

- Facilities will be clean, safe, and appropriately equipped for intimate care tasks.
- The children's bathroom, where nappy changing takes place, requires the door to remain open for safety and supervision. As this area is located in the hallway where parents could potentially pass during drop-off and pick-up times, and further to our safeguarding risk assessments, we will ensure the handover of children at the door at the beginning and end of the day to protect the privacy and dignity of children receiving care.
- Soiled clothing will be bagged and sent home.
- Ensure children are afforded privacy and dignity during intimate care routines, whilst balancing this with the need to safeguard children and staff.

Parents

- Work closely with parents on all aspects of the child's care and education as laid out in the Parents handbook.
- If a child requires specific support the nursery will arrange a meeting with the parent to discover all the relevant information relating to this to enable the staff to care for the child fully and meet their individual needs.

Relationships

- Although we recognise it is appropriate to cuddle children, we give cuddles only when sought by children needing comfort to support their emotional development. Staff are advised to do this in view of other children and practitioners, whenever possible. We recognise that there may be occasions where it is appropriate for this to happen away from others, such as when a child is ill. In these circumstances, staff are advised to leave the door open. It is the duty of all staff and the manager to ensure that children are appropriately comforted and to monitor practice
- Staff are respectful of each other and the children and families in the nursery and do not use inappropriate language or behaviour, including during breaks.

If a parent or member of staff has concerns or questions about intimate care procedures or individual routines, practice procedures or behaviour they consider as inappropriate, including between staff members, they are urged to see the manager or follow the complaints procedure at the earliest opportunity.

If the concern relates to the manager and/or the College in a way that cannot be resolved by the complaints procedure then parents should contact Ofsted **0300 123 1231** or the Oxfordshire Safeguarding Children Partnership (OSCP) **01865 815843**

40. Fire Safety & Emergency Procedures Policy

Purpose

To safeguard children, staff and visitors by preparing for and responding effectively to fire, lockdown, or critical incidents.

Scope

Covers all emergency situations that require evacuation or shelter.

Legal Framework

- EYFS Statutory Framework (2025)
- Regulatory Reform (Fire Safety) Order 2005

Fire Safety Procedures

- Fire alarms tested weekly and recorded.
- Fire drills carried out at least *once per term*.
- Evacuation routes displayed in every room; staff know nearest exits.
- Children are calmly escorted to the designated assembly point in St Anne's College Claire Palley Lawn.
- Registers, emergency contacts, and first aid kit are taken outside.

Lockdown / Critical Incident Procedure

In the unlikely event of a critical incident (e.g. intruder, violent incident in the vicinity, or other serious threat), the nursery will implement a **lockdown procedure** to protect the children and staff.

- **Securing the setting:** All external doors and windows will be locked immediately to prevent unauthorised entry.
- **Movement to safety:** Children and staff will move to predetermined safe areas away from sightlines, windows, and external doors.
- **Calm and reassurance:** Staff will remain calm and reassure children, engaging them in quiet activities to reduce distress.
- **Communication:** The manager (or designated deputy) will contact the police and follow all guidance provided by emergency services and the local authority. Parents/carers will be informed of the situation as soon as it is safe and appropriate to do so.
- **All-clear:** The lockdown will remain in place until emergency services advise that it is safe to resume normal operations.
- **Aftercare and review:** Following the incident, children, staff, and families will be offered appropriate support. A debrief and policy review will take place to ensure learning and improvements are made.

Monitoring

The Nursery Manager, St Anne's College Health and Safety Officer review procedures and evacuation records termly and reports to the Nursery Committee in order to identify and take actions to reduce risks.

41. First Aid Policy

Purpose

To ensure children, staff and visitors receive prompt, safe and effective first aid in the event of illness or accident, in compliance with EYFS and Ofsted regulations.

Scope

Applies to all staff, children, visitors, volunteers and students on site or during outings.

Legal Framework

- EYFS Statutory Framework (2025)
- Health and Safety (First Aid) Regulations 1981
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013

Procedures

- A minimum of one qualified *Paediatric First Aider* is present at all times on site and during outings.
- First aid boxes are stocked and checked monthly by the Manager/Deputy.
- All accidents and injuries are recorded in the *Accident/Incident Book* and signed by staff and parents.
- Parents are notified as soon as possible if first aid is administered.
- Serious accidents, injuries, or infectious diseases are reported to Ofsted and/or RIDDOR within 14 days.
- Staff receive paediatric first aid training renewed every 3 years.

Monitoring

The Nursery Manager audits accident records termly and reports to the Nursery Committee in order to identify patterns and takes action to reduce risks.

42. Health & Safety & Risk Assessment Policy

Purpose

To maintain a safe, secure environment and minimise risks to children, staff and visitors.

Scope

Applies to all daily activities, premises, equipment, outings and special events.

Legal Framework

- EYFS Statutory Framework (2025)
- Health and Safety at Work Act 1974
- Control of Substances Hazardous to Health (COSHH) 2002

Procedures

- Daily risk checks of indoor and outdoor areas before children arrive.
- Written risk assessments carried out annually and reviewed after incidents.
- All outings require a written risk assessment including ratios, transport, weather, medical needs, and emergency contacts.
- Hazardous substances (cleaning products, medication) stored securely, out of children's reach.
- Sleep areas checked regularly, ensuring safe sleeping practices.
- Staff report hazards immediately to the Manager.

Monitoring

The Nursery Manager, St Anne's College Health and Safety Officer reviews risk assessments termly and report to the Nursery Committee in order to identify and take actions to reduce risks.

43. Data Protection & Confidentiality Policy

Purpose

To protect personal information and ensure compliance with GDPR and EYFS record-keeping requirements.

Scope

Applies to all staff handling child, parent, or staff data in written or digital form.

Legal Framework

- Data Protection Act 2018 (GDPR)
- EYFS Statutory Framework (2025)

Procedures

- Children's records stored securely in locked cabinets or encrypted systems.
- Only authorised staff may access records.
- Parents have the right to access their child's records upon request.
- Information is only shared with outside agencies when legally required (e.g. safeguarding referrals).
- Accident, medical, and safeguarding records kept separate and confidential.
- Records retained in line with legal requirements (usually until child is 21 years, 3 months).
- Staff and committee members sign a confidentiality agreement during induction.

Monitoring

The Nursery Manager working alongside College Officers, Nursery Committee and the College Data Protection Officer (DPO), reviews compliance at termly Nursery Committee meetings.

44. Staff Supervision, Training & Development Policy

Purpose

To ensure staff are well supported, trained and supervised to provide the best care and safeguarding for children.

Scope

Applies to all permanent, temporary, and voluntary staff.

Legal Framework

- EYFS Statutory Framework (2025)
- Keeping Children Safe in Education (2023)

Procedures

- Induction for all new staff includes safeguarding, health & safety, behaviour management, intimate care, and whistleblowing.
- Supervision meetings held at least *once per term* to reflect on practice, wellbeing, and safeguarding concerns.
- Annual appraisals identify CPD (continuous professional development) needs.
- Mandatory training includes safeguarding (every 3 years), paediatric first aid (every 3 years), food hygiene (every 3 years), Prevent duty, and equality/diversity.
- Training logs maintained by the Manager and available for inspection.
- Underperformance supported through coaching, mentoring and action plans.

Monitoring

Human Resources reviews staff training records on a termly basis and report to the Nursery Committee.

45. Mobile Phone, Electronic Device and Social Media Policy

This policy refers to all electronic devices able to take pictures, record videos, send or receive calls and messages. This includes cameras, mobile telephones, tablets and any recording devices including smartwatches. More and more devices are technically capable of connecting us to the outside world. We will adapt the policy to include all devices we deem required to safeguard children.

Mobile phones and other devices that accept calls, messages and video calling

At St Anne's College Nursery we promote the safety and welfare of all children in our care. We believe our staff should be completely attentive during their hours of working to ensure all children in the nursery receive good quality care and education.

To ensure the safety and well-being of children we do not allow staff to use personal mobile phones, smartwatches and/or fitness trackers during working hours.

Staff must adhere to the following:

- Mobile phones/smartwatches/fitness trackers are either turned off or on silent and not accessed during working hours.
- Mobile phones/smartwatches/fitness trackers can only be used on a designated break and then this must be away from the children.
- Mobile phones/smartwatches/fitness trackers should be locked safely in the nursery office (switched off or on silent) at all times during the hours of your working day, except during your designated break time.
- Staff who choose to keep their mobile phones/smartwatches/fitness trackers outside of the nursery building rather than in the office must not bring them into the building at any point during the day.
- The use of nursery devices, such as tablets, must only be used for nursery purposes.
- Nursery devices must not be taken into the staff room, sleep room/areas during sleep time or toilet/nappy change areas.
- The nursery devices will not have any social media or messaging apps on them.
- Any apps downloaded onto nursery devices must be done only by management. This will ensure only age-appropriate and safe apps will be accessible to staff or children using them.
- Passwords/passcodes for nursery devices must not be shared or written down.
- Staff members' personal laptops can only be used in the staff room or nursery office.
- During outings outside of St Anne's College grounds, staff will carry mobile phones to enable them to keep in contact with each other in the unlikely event of a missing child. Photographs must not be taken of the children on any personal phones or any other personal information storage device. Only nursery-owned devices will be used to take photographs or film videos.
- Nursery devices will not be taken home with staff unless permission has been granted by the Nursery Manager and will remain secure at the setting when not in use. If a device needs to be taken home due to unforeseen circumstances and this has been approved by the Nursery Manager, then the person taking the device home must ensure it is securely stored, not accessed by any other individual and returned to the nursery as soon as practically possible.

Parents' and Visitors' Use of Mobile Phones and Smartwatches

We recognise that there may be emergency situations which necessitate the use of a mobile telephone in order to ensure the safety and welfare of children in our care and share information about the child's day. However, parents and visitors are kindly asked to refrain from using their mobile telephones whilst in the nursery or when collecting or dropping off their children.

If you are found to be using your phone around the nursery premises you will be asked to finish the call or take the call outside of the nursery grounds. We do this to ensure all children are safeguarded and that dropping off and picking up remain quality handover opportunities where we can share details about your child.

Visitors are required to leave their mobile phones or smartwatches in the lockable box at the door by the nursery entrance.

Photographs and Videos

At St Anne's College Nursery we recognise that photographs and video recordings play a part in the life of the nursery. We ensure that any photographs or recordings taken of children in our nursery are only done with prior written permission from each child's parent and are shared with parents in a secure manner.

We obtain consent when each child is registered and review permissions regularly.

We ask for individual permissions for photographs and video recordings for a range of purposes including:

- Use in the child's learning journey.
- Display purposes.
- Promotional materials including the nursery website, prospectus and local media.
- Official nursery social media platforms.

If a parent is not happy about one or more of these uses, we will respect their wishes and find alternative ways of recording their child's play or learning.

Staff are not permitted to take photographs or recordings of a child on their own information storage devices and may only use equipment provided by the nursery.

The Nursery Manager will monitor all photographs and recordings to ensure that parents' wishes are respected and children are safeguarded.

Photographs or videos recorded on nursery devices will be transferred to the appropriate storage system regularly to ensure no images remain unnecessarily on portable devices.

Parents are not permitted to use any recording device or camera (including those on mobile phones or smartwatches) on nursery premises without prior consent from the Nursery Manager.

During special events, staff may produce group photographs to distribute to parents if all parents have given permission. We ask that photographs of nursery events are not posted on social media without permission from the parents of all children included.

Social Networking

Social media is a significant part of modern life and St Anne's College Nursery is committed to ensuring its safe and professional use.

Staff Use of Social Media

We require our staff to be responsible and professional in their use of social networking sites in relation to any connection to the nursery, nursery staff, parents or children.

When using social networking sites such as Facebook, Instagram, X or similar platforms, staff must:

- Not identify children attending the nursery.
- Not share confidential information relating to the nursery.
- Not send private messages to parents or family members.
- Direct any nursery-related enquiries received via social media to official nursery communication channels.
- Ensure posts reflect their professional role in the community.
- Report any concerning comments or contact from parents to the Nursery Manager or Designated Safeguarding Lead.
- Follow the Staff Code of Conduct.
- Not post anything that could negatively affect the reputation of St Anne's College Nursery.
- Not connect with current nursery parents on personal social media accounts while employed by the nursery.

Failure to comply with these requirements may result in disciplinary action, including dismissal.

All electronic communications between staff and parents should remain professional and take place via official nursery communication channels.

Parents' and Visitors' Use of Social Networking

We promote the safety and welfare of all staff and children and therefore ask parents and visitors not to post information about any child attending the nursery on social media.

We ask parents not to:

- Send friend requests to nursery staff.
- Screenshot or share nursery posts containing images of children.
- Post photographs supplied by the nursery that include other children.

We ask parents to:

- Raise concerns regarding inappropriate use of social media through the nursery Complaints Policy.