



## Mini Me's Nursery Policies and Procedures

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## Settling in Policy

At Mini Me's we strive to build positive relationships with your child and family. We believe that it is essential for both child and parent to feel comfortable in their surroundings as well as provide time for your child to get to know the team at Mini Me's nursery.

We aim to support parents and other carers to help their children settle quickly and easily by considering the individual needs and circumstance of every child and their families.

All our staff are aware of the importance of building strong attachments with children can recognise the different stages of attachment and will use this knowledge to support children and families settling into the nursery.

Our nursery will work in partnership with parents to settle their child into the nursery environment by:

- Allocating a key worker to each child and their family before they start Mini Me's Nursery. The key worker welcomes and looks after the child ensuring that their care is tailored to meet their individual needs.
- Providing parents with relevant information regarding the policies and procedures of the nursery.
- Providing parents and carers a daily routine form to complete which provides the key worker with insight into what your child likes, dislikes, daily routine, preferred method for sleeping etc.
- Answer any questions or queries the parent or carers may have during the settling in period.
- Settling in sessions will be arranged for the week before your child officially starts at Mini Me's. These settling in sessions will be built up over the week to slowly introduce different aspects of the day at Mini Me's. Settling in sessions are key to a smooth transition and to ensure good communication and information sharing between staff and parents.
- Reassuring parents when their child is settling into nursery.
- Encouraging parents, where appropriate to separate themselves from their children for brief periods.

Please see below for an outline of the procedure



### Session 1

You will be invited to the nursery with your child to stay with your child for around 1 hour. During this time, you will get to meet your child's key worker and go through some paperwork. Nursery contracts need to be returned on this session, so we have all the required details.

### Session 2

You will be invited to bring your child and settle them and hopefully leave the premises for around 1-2 hours. It is advised that you stay close to the premises.

### Session 3:

You will be invited to drop your child to nursery at the stated time and they will stay for a play for around 2-3 hours.

### Session 4:

You will be invited to drop your child to nursery at the stated time and they will stay for a play for around 3-4 hours.

Throughout this settling in period your child will be provided with comfort and provided with a variety of different activities that they can explore. Every child is different when settling in, if parents or staff feel your child needs a longer settling in period this will be arranged and the settling in period will be extended to ensure the needs of the parent and child are met.

You must be contactable throughout the settling procedure, should your child become distressed we will call you.



## Nut Free Policy

Mini Me's Nursery is a nut free provision This means no food products containing nuts are brought into the building.

In order to reduce the risk of an allergic reaction to the children in our care Mini Me's Nursery will:

- Ensure staff do not bring food products containing nuts into the nursery.
- Ensure all staff avoid using care products that may contain nuts e.g. shampoo, hand cream.
- Ensure staff do not use nuts or nut shells as heuristic resources or musical instruments.
- Make sure cooking ingredients do not include nuts.
- Check children's bags and coats to ensure there is nothing unsafe in the pockets.

## Parents Responsibilities

We ask parents and carers to:

- Advise us if their child has a nut allergy or you believe there is a risk they are allergic.
- Not allow children to eat snacks in the nursery e.g. biscuits and treats when collecting and dropping off.
- To check the ingredients carefully when choosing nappy creams to ensure that they do not contain nut ingredients, in particular peanut oil which can be listed as *Arachis Hypogaea*,
- Ensure food products are not left in children's bags or pockets.
- Not to bring cakes/biscuits/Cookies into the nursery to celebrate a child's birthday.
- Try and avoid bringing in gifts for staff which contain nuts.



## Partnership With Parents and Carers Policy

Mini Me's Nursery aims to make children's early years experiences as positive as possible. To achieve this, it is important that we communicate effectively in working partnership with parents / guardians / carers to ensure that the needs of the children, both individuals and as a group, are met.

In developing this policy in working in partnership with parents and carers, the management of the nursery fully understand and respects that parents / guardians / carer have primary responsibility for their children, which necessarily includes their development and education.

### **We will:**

- Provide clear and accessible information.
- Offer parents peace of mind and reassurance by providing reliable factual feedback regarding your child's day at nursery as well as the activities and any outings they have taken part in.
- Provide a service that is open and accessible to parents to add their own suggestion, idea, and comments.
- Respect parents' views and listen sympathetically to their opinions.
- Provide advice that helps parents understand how children learn, through formal and informal discussions, meetings, and parents' meetings.
- Welcome parental expertise and knowledge and invite them into the nursery to share them with the children.
- Develop relationship which support the child's learning.
- Offer a warm, welcoming, and secure atmosphere for all parents and guardians, where they feel supported and valued.
- Offer flexibility for parents and guardians with different lifestyles and commitments for them to feel included. This may include re-arranging meeting times to suit the parents and guardians needs.
- Keep parents and guardians notice boards updated regular providing the parents and guardians with the relevant information.
- Emails and Mini Me's website will be updated regarding nursery events as well as the Facebook page.



- Allocate a member of staff as your child's key person, offering you a point of contact.
- Seek ongoing feedback with parents and guardians to improve our knowledge of the needs of their children and to support their families.
- Parents and guardians will be made aware of the settling in procedures through a written communication prior to their child starting Mini Me's Nursery.
- Ensure all parents are aware of where the policies and procedures are kept which will be allocated in the peg area.



## Sun protection policy

Mini Me's Nursery want staff and children to enjoy the sun safely and are committed to ensuring that all children and staff are protected from skin damage caused by over exposure to sun's ultraviolet (UV) rays.

Staffs needs to ensure they are encouraging the children to protect themselves from the sun and teach them the importance of wearing sun cream and a sun hat. Staff should be acting as a role model to all the children.

The following procedure is followed to promote sun safety for staff and children:

- Children and staff must have a sun hat, which will be worn at all times whilst outside in sunny weather.
- Limit sun exposure between 11am and 3pm. Outdoor activities will be scheduled before and after these peak times of sun exposure.
- Nursery will provide children and staff sun cream of a factor 50. Everyone accessing outdoors must apply sun cream 20 minutes before going outside and reapply at frequent intervals during the day.
- Staff will apply sun cream wearing gloves and will change their gloves after each application to minimise risk of cross infection.
- Parents need to provide sun cream for their child which is factor 50 and clearly labelled if they are unable to have nursery sun cream.
- Older children attending Mini Me's Nursery will be encouraged to apply sun cream for them-selves, support will be offered where needed.
- Children need light-weight cotton clothing suitable for the sun, with long sleeves and long legs if prone to sunburn, strappy tops are not suitable and shoulders must be covered.
- Sun shade, canopies and umbrellas will be provided to ensure children and staffs are not outdoors in direct sunshine.
- Children are offered cooled water more frequently throughout sunny or warm days.
- Staff will make day to day decisions about the length of time spent outside dependent on the strength of the sun.



## Handling Sick Children Policy

Mini Me's strives to minimise the risk of infection within the nursery by ensuring the highest hygiene standards are maintained. The nursery recognises that infections can spread quickly amongst children in childcare environment therefore we will endeavour to ensure that infections are controlled and good health hygiene practice is maintained.

We follow the guidance below to prevent a virus or infection from spreading around the nursery, our staff:

- Encourage all children to use tissues when coughing and sneezing to catch germs age stage appropriate.
- All tissues to be disposed of in the bin and staff and child to wash their hands once tissue has been disposed of.
- Wear appropriate Personal Protective Equipment (PPE) including aprons and gloves when changing nappies, toileting children and dealing with any other bodily fluids. Staffs are requested to dispose of these in the appropriate manner and wash hands immediately.
- Clean and sterilise all potties and changing mats before and after each use.
- Clean toilets daily and check them throughout the day.
- Remind children to wash their hands before eating, after visiting the toilet, playing outside or being in contact with any animal and explain the reasons for this.
- Clean all toys, equipment and resources on a regular basis by using antibacterial cleaner, or placing them through the dishwasher.
- Store dummies in individual hygienic dummy boxes labelled with the child's name to prevent cross-contamination.
- Provide labelled box to store child's bedding, this is not to be used by any other child. Bedding needs to be washed on a regular basis throughout the week.
- Parents and visitors to remove all outdoor footwear, or use shoe covers when entering the nursery.
- Where applicable wear indoor shoes or slippers whilst inside the nursery.
- Follow the sickness and illness policy when children are ill to prevent the spread of any infection in the nursery. Staffs are also requested to stay at home if they are contagious.



- All wounds will be covered by a waterproof dressing without visible air holes, blue dressings such as plasters need to be used if handling food.

Mini Me's aims to prevent the spread of infectious illnesses and infections by adhering to the following procedures:

- Excluding children with infectious illnesses and infections for the recommended period of time by referring to the Handling Sick Children and Exclusion Policy.
- Excluding all members of staff with infectious illnesses and infections for the recommended period of time.
- Identifying signs of illness in children and staff whilst they are in the setting.
- Informing parents and carers of sick children that their children are ill and arranging for them to be collected at the earliest opportunity.
- Reporting incidences of certain infections eg chicken pox to other parents and members of staff whilst maintaining the anonymity of all children and members of staff involved.

The following principles of Infection Control Management will be applied at the nursery:

- The manager is responsible under Health and Safety legislation for maintaining an environment which is safe for all children, staff and visitors.
- All staff will receive training in basic Infection Control as part of requirements for registration.



## Exclusion Policy

Where a child has been prescribed antibiotic by his or her GP, it is advisable that they are excluded from the nursery for 48hours. However they are able to return to nursery before they have completed the course of antibiotics provided they feel well enough. Parents and carers should discuss individual needs with the nursery manager or deputy manager.

Children who are suffering from the following will be excluded from the nursery, the period of exclusion being dependent upon the nature of the illness or condition in each case. As a general rule if a child is feeling unwell they should not be at nursery.

Illness or condition	Minimum exclusion period
Sickness/vomiting/diarrhoea	48 hours from last bout.
High temperature	Children will be sent home and may return when they no longer have a temperature.
Impetigo	Until lesions are crusted and healed, or 48 hours after commencing antibiotic treatment.
Lice	None. Treatment is recommended only in cases of live lice having been seen.
Scabies	Until appropriate treatment has been given.
Conjunctivitis	None, managers discretion should be used if the child is unwell.
Respiratory or throat infection	48 hours if antibiotics are prescribed, Managers discretion should be used if child is unwell.
Food poisoning or dysentery or gastroenteritis	48 hours from last does of vomiting or diarrhoea.



Chickenpox	Until all vesicles have crusted over, usually five to seven days.
Measles	Four days from onset of rash.
Mumps	Five days after onset of swelling.
Rubella (German measles)	Four days from onset of rash.
Tuberculosis (TB)	Until cleared by GP.



## Medication policy

Mini Me's Nursey promotes the good health of children attending nursery and takes the necessary steps to prevent the spread of infection. If a child requires medicine we will obtain information about the child's needs for this, and will ensure this information is kept up-to-date.

### Prescribed Medication

If a child has been prescribed antibiotics they must be kept off nursery for a minimum of 48 hours. This is to provide the medication time to take effect. After 48 hours they may return to nursery with the prescribed medication if it needs to be administered whilst they attend nursery. The following steps need to be followed when prescribed medication is brought into the nursery.

- Prescribed medicine will only be given to the child whose name is on the bottle.
- Medicines must be obtained in their original containers.
- Manager's discretion must be used if it is a repeat course of the same medication.
- A 'Mini Me's Medicine Form' must be filled in when accepting prescribed medication into the nursery this includes the following information
  - Child's full name
  - Name of medication
  - Dosage
  - Time medicine needs to be given
  - Parents signature
- A new medication form should be used for every child to ensure confidentiality is kept.
- Only qualified Level 3 members of staff may administer medicine to a child. This person is responsible for ensuring the medication is the correct information which is recorded on 'Mini Me's Medicine Form'.
- The administration of medication must be witnessed by a member of staff.
- Once medicine has been administered the staff member who administered it needs to complete and sign the medicine form. It is the witness's responsibility to ensure they also fill in the medicine form.
- The nursery will not administer a dosage that exceeds the recommended dose on the instructions unless accompanied by a doctor's letter.
- Parents should notify us immediately if the child's circumstances change, e.g. does not have been given at home, or change in the time it needs to be given etc.
- If the child refuses to take the medication, then a note will be made on the medicine form.



- When all medicine forms have been completed they are to be stored in the child's file which is kept locked in a filing cabinet in the office.

### **Storage**

All medication for children must have the child's name clearly written on the original container and kept in a closed box, which is out of reach of all children.

Emergency medication, such as inhalers and Epipens, will be stored in a clear container within easy reach for staff in case an immediate need, but needs to remain out of reaches of the children.

Any antibiotics requiring refrigeration must be kept in a fridge inaccessible to children.

All medications must be in their original containers, labels must be legible and not tampered with or they will not be given.

### **Non Prescribed Medication**

Mini Me's Nursery does not accept any medication that is not prescribed by a doctor.

In an emergency nursery will have a supply of fever relief (Calpol) and antihistamines (Piriton) which will be stored on site. This will be checked regular to ensure it is in date as well as the storage complies with the instructions.

If a child does exhibit any symptoms such as a temperature, bee sting etc, and consent from the parents must be obtained and a medicine form must be filled in. If a child is given Calpol then the child must be picked up from nursery. On collection parents must be informed the time they had the medicine and the dosage and signature must be obtained from the parent.

### **Staff Medication**

All nursery staff has a responsibility to work with children only where they are fit to do so. Staff

Where staff may occasionally or regular need medication and such medication must be kept in a separate container in the staff room or in the nursery room where staff may need access to the medication such as an asthma inhaler. In all cases it must be stored out of reach of the children and must be clearly labelled with the name of the member of staff. Medication must not be kept in the first aid box.



## Epi Pen Policy

If a child has been prescribed an EPIPEN, the parent/carer will provide a care plan for the individual child and a clearly named box containing 2 EPIPENS and any other medication to be kept in the setting.

The medication should be prescribed for the child by a doctor and be clearly labelled. It is the parent's responsibility to ensure that the EPIPENS are within expiry date.

The care plan provided by the parent will provide a thorough guide to the use of the EPIPEN for that individual child and should be followed accordingly. Only staff within the nursery that have received current training in the use of an EPIPEN will administer the EPIPEN. However, staff that have not received the training may witness the administration of the EPIPEN and assist with the necessary procedures and paperwork. Staff will be required to attend yearly EPIPEN training as long as there is a child or an adult in the setting that has been prescribed with an EPIPEN.

In the event of a child showing signs of allergic reaction or anaphylaxis, the child's INDIVIDUAL CARE PLAN should be followed. If EPIPEN or PIRITON is administered, all necessary paperwork must be completed, and signatures obtained as soon as possible. Whenever an Epi Pen has been administered emergency services will be called.

An Incident Form will be completed, and the Epi Pen box must be stapled to the Incident Form. Once an Epi Pen has been administered the time of administration and the type of Epi Pen should be clearly written so as to be visual to all Doctor's and Paramedics.

If EPIPEN has been used, a child MUST NOT return to nursery until EPIPEN medication has been replaced and there are 2 EPIPENS for the child on site.

We are unable to accept children who have been prescribed Epi Pens onto the premises without their medication. Children who have out-of-date Epi Pens will also be unable to attend until we have been provided with two in-date Epi Pen. Although we will endeavour to remind parents when their child's Epi Pen expires, it is the responsibility of the parents to ensure that their child's epi pen is in-date.

Preventative measures to avoid anaphylaxis or allergic reactions are taken in the nursery including -

- Staff and other families should be made clearly aware.



- All food should be checked for possible allergens and avoided.
- Cooking recipes should be adapted accordingly to avoid the allergens.
- Food packaging used for play modelling etc should be carefully checked and avoided if necessary.
- Other items such as other sun creams, creams etc should be clearly labelled and kept away from the child if they could contain the allergen.
- Red allergy plates and cutlery are to be used for children with allergies, to avoid any cross contamination and to act as a reminder to all staff.

EPIPENS marked with child's name and photograph will be kept in the First Aid Aid shelf (out of childrens reach) located in the main area. All necessary paperwork, medication, and a telephone should be taken on any occasion when leaving the Nursery for a walk or trip.

A second EPI Pen will be placed in a transferrable box with the child's photo, name and allergy clearly marked on it and with the child's care plan in place. This box will always go with the child wherever the child goes.



## Potty / Toilet Training Policy

### A Parent's guide to potty / toilet training

Potty training is an important milestone for your child but learning to gain control of the bowel and bladder complex process and your child needs to be emotionally and physically ready to start potty training. Children can control their bladder and bowels when they're physically ready and when they want to be dry and clean. Every child is different, so it's best not to compare your child with others.

We ask that parents/carers to let us know as soon as they start to think about potty training to maintain consistency. Potty training is a shared job, and it is important that your child gets the same messages at home and at nursery. Communication is key.

Parents/carers are asked to provide plenty of changes of clothes. This is important because accidents do happen. At this stage children prefer things that belong to them, and it may frustrate them if they must wear something that does not belong to them.

#### Signs of potty training:

- Your child's nappy is frequently dry after a couple of hours from their last nappy change.
- Your child is aware when they are doing a wee or a poo.
- Your child can tell you in advance when they are urinating.
- Your child becomes uncomfortable and complains about dirty nappies.
- Your child can take off their own clothes and needs minimal help with it.

Initially we advise that parents/carers begin potty training at home this can be done over a weekend. If your child is successfully in using the potty / toilet on a regular basis and is beginning to understand when they feel they need to go, with parents/carers request then potty/toilet training will begin at nursery.

- When potty/toileting training please place your child in cotton pants, so they get a feel on what it feels like when they have an accident. Putting them in pull ups gives your child a false sensation.
- Children will be encouraged to sit on the potty/toilet not forced.
- Key worker will inform all staff at Mini Mes Nursery, so they are fully aware of your child's stage of potty/toilet training.
- Parents/carers wishes must be considered at every stage and this must be communicated to the team. If your child has a particular name for the toilet, please let us know.
- All children must be accompanied to the bathroom and supervised and supported whilst in there.



- Parents will be asked to dress their children in sensible clothing, easy to take on and off independently.
- Children will be reminded to go to the toilet every 20-30 minutes by a member of staff and a record will be kept on their toileting throughout the day.
- Accidents will be dealt with sensitivity, and support and reassurance will be given when changing.
- Staff will always give positive praise and encouragement after each visit to the toilet, reward charts may also be used.
- Potties require immediate emptying and clean with an anti-bacterial spray.
- Children will be advised and supported to wash their hands with soap and water and dried thoroughly/
- If any child is struggling with potty/toilet training, this will be discussed with the Mini Mes team and the child's parents/carers.
- Ensure the toilet is clean before use and toilet paper is well stocked.
- If helping a child with toileting, a disposable apron and disposables gloves must be worn and disposed of in a bin.
- Encouragement must be given to the child to remove necessary clothing and to sit on the toilet/potty themselves if age appropriate.
- If age stage appropriate your child will be encouraged to clean their own bottom, however if help is required a staff member will help by using baby wipes or toilet paper, taking care to wipe from front to back area.
- Child will be encouraged to flush the toilet if age appropriate.



## Intimate Care Policy

Mini Mes's is committed to ensuring that all staff responsible for the intimate care of children will always undertake their duties in a professional manner. We recognise that there is a need to treat all children with respect and dignity when intimate care is given. No child should be attended to in a way that causes distress, embarrassment or pain.

Children's dignity will be preserved, and a high level of privacy, choice and control will be provided to them. Staff that provide intimate care to children have a high awareness of safeguarding issues.

Staff work in partnership with parents to provide care appropriate to the needs of the individual child and together will produce a plan that is used at home and in nursery that will offer the child consistency and comfort. Parents and staff will continuously communicate regarding the intimate care needs of their child, discussing updates or reviews of plans in place.

### Definition

Intimate personal care includes hands on physical care in a child's hygiene, and physical presence or observation during such activities.

Intimate personal care tasks include:

- Body bathing other than to arms, face and legs below the knee
- Toileting, wiping and care in the genital and anal areas
- Dressing and undressing
- Application of medical treatment, other than to arms, face and legs below the knee
- Supporting with the changing of sanitary protection

### Protecting Children

Staff will follow the safeguarding procedures and will follow the guidance it contains.

If a member of staff is concerned about any physical changes to a child, such as marks, bruises, soreness etc they need to inform the Manager who is the designated safeguarding office or the deputy manger who is the deputy safeguarding officer immediately. The Safeguarding Policy will then be implemented.

Should a child become unhappy about being cared for by a particular member of staff, the Nursery Manager will investigate the situation and record any findings. These



will be discussed with the child's parents in order to resolve the problem. If necessary, the Nursery Manager will seek advice from outside agencies.

If a child makes an allegation against a member of staff, procedures set out in the Safeguarding Policy will be followed.

### **Dealing with blood and body fluids**

Blood, vomit, urine and faeces will be cleaned up immediately and disposed of safely by placing all waste in the clinical waste bins. When staff are dealing with fluids, staff will wear protective clothing (disposable gloves and aprons) and wash their hands thoroughly afterwards. Solid clothing will be placed in a nappy sack and labelled to go home. Children will be kept away from the affected area until the incident has been dealt with fully.

### **Outings**

If a child needs changing whilst they are not on nursery premises it is essential that staff find an appropriate area for the child to be changed.

Staff will maintain high standards of personal hygiene and will all take practical steps to prevent and control the spread of infection.



## Behaviour Management Policy

### Policy Statement:

At Mini Me's we value our children, parents and staff and we pledge to provide a safe and secure environment in which children are respected and are respectful of each other and the environment. We believe that children should feel respected and should be able to openly express their ideas and feelings. Staff at Mini Me's nursery will provide opportunities for children to learn how to do this in an appropriate manner.

### Staff at Mini Me's Nursery will:

- Provide a stimulating and enabling environment.
- All staff will promote positive behaviour during everyday activities and will also be positive role models for the children to learn from.
- Have a calm and consistent approach and ensure that children are always spoken to in a respectful manner.
- Ensure that boundaries are realistic and clear within the nursery.
- Use verbal language, body language, and possibly sign language where needed, to ensure that children have effective communication.
- Provide time for children to express their feeling either verbally or using props.

### When actively discouraging behaviour, staff at Mini Me's Nursery will:

- Act immediately to prevent the behaviour escalating.
- Remain calm and get down to the child's level.
- Speak to the child in a firm calm and age-appropriate manner.
- State what behaviour you would like to see instead for example "walking feet inside please."
- Encourage the children to use their words to express their feeling rather than physical reactions.
- Actively involve parents and possibly other professionals to ensure that the child's needs are being met.

### If unacceptable behaviour continues, the staff at Mini Me's Nursery will:

- Talk to the management team.
- Shadow the child
- Record observations using an ABC chart which can be used to collect information in highlighting the triggers which lead up to the behaviour.
- Inform the parents and keep them up to date with progress.
- Possibly involve outside professionals to ensure we are meeting the needs of the child effectively.



**It is important that the adults address the behaviour and not the child.**

**A child will NEVER be physically punished or humiliated in any way; we believe this is totally unacceptable practice.**



## Biting Policy

Biting is a natural developmental stage that many children go through. There are many reasons that a child may bite. He or she may be teething or tired, experimenting with different textures of the things they meet, or are using it as a way to attract attention from a caregiver. Some young children have limited verbal skills and biting can be a way of communicating frustration. The way in which the nursery supports the children and family is imperative for a smooth transition through this type of behaviour.

At **Mini Mes**, the safety of the children in our setting is our primary concern.

The staff at **Mini Mes** will use the following techniques:

- The child who has bitten will be immediately removed from the situation and told calmly but firmly, 'no biting'. Staff can shake their head as a gentle gesture, to ensure that young children understand. The child will not be left alone and upset.
- The child who has been bitten will have first aid administered and will be comforted.
- The child who has bitten will observe a member of staff caring for the bitten child.
- The child who has bitten will be spoken to on an appropriate level according to their age and development.

### **Blue Ocean Baby 0-2yrs:**

"No biting" and the child will be moved away from the other child and redirected to another activity within the nursery.

**Sandy Toes Toddlers 2-3yrs** - The child will observe the member of staff caring for the bitten child so the staff use their own behaviour to remind them how to be caring and gentle with others. The child who has bitten can then stay with an adult for a brief period if they have not calmed down.

**Little explorers Holiday Club 3-5yrs** - The child will observe the member of staff caring for the bitten child so we can use their own behaviour to remind them how to be caring and gentle with others. The child can be asked what do we use our teeth for, and the member of staff will describe a type of food as an example. The child who was bitten can stay with an adult for a brief period if they have not calmed down.



- The children will be redirected to an activity within the nursery.
- Both children will be closely observed for the rest of the session at nursery.
- An accident form will be completed, and both sets of parents will be informed, with the names of the children being kept confidential.
- It is also important to inform the parents to monitor the area of the bite for signs of infection and reassure them.
- At the end of the session, our team at Mini Me's Nursery will evaluate the possible cause of the behaviour and discuss reducing the chances of this happening again it can be difficult to completely prevent.
- It is important to ensure that the child's keyworker and the rest of then team within the room are aware of any information that may be affecting the child's well-being and behaviour so that they can support the child and family, therefore it is important to have an open and honest relationship with parents from the outset.
- If the biting continuous, the child will be shadowed, and their daily activities will be recorded so that the case can be observed and dealt with. It would be valuable at this point to encourage parents to participate in this too. This will help the child's family/carers and staff at Mini Me's to monitor the incidents, predict when it might happen and support the child in using different ways to express themselves. Parents, keyworkers, and team leaders will all be kept informed and share information daily and staff will discuss progress or suggestions at their team meetings.



### **Things to regularly consider:**

Staff will assess the learning environment to ensure it is challenging, stimulating, developmentally appropriate for the child. Staff will ensure they praise the child for good behaviour and provide gentle reminders of 'no biting' and given a diversion if that situation is arising. A high level of supervision will take place to ensure the safety of other children and try to pre-empt incidents.

If the problem continues an extra member of staff, over and above the recommended ratios may be brought in for a short while to give the child extra support.

Outside professional will be contacted for advice and support.

Further plans will be put into place to support the child.



A visual timetable will be introduced. Simple language used for instructions and signing could also be use.



## Sleep Policy

During your child's settling in period at Mini Me's Nursery, you will be provided with forms asking lots of details about your child's current daily routine, their likes and dislikes, and comforters so we are able to support your child during their rest and sleep times at nursery.

### Guidelines for equipment and safety

- A member of staff is present at all times.
- All children's mouths are checked when going to sleep. Slippers, shoes, bibs, hairclips and hair bands are always removed.
- Each room has a sleep chart detailing what time fall asleep and wake up and when they were last checked.
- The children are checked every 15 minutes and the sleep chart is signed.
- All rooms are well ventilated.
- Babies will be put to sleep on their backs with their feet at the end of their cot.
- Light bedcovers may be used if appropriate and are formerly tucked in and no higher than the baby's shoulders, thus preventing them wiggling under the cover.
- Cots are not placed by radiators or directly in sunlight.
- Mattresses are regularly checked for any signs of damage and are turned and aired daily.
- After each sleep the bedding is changed and the cot/mat bed is disinfected.

### Settling sleepers

- The child's sleeping routine is discussed with the parent/carers and recorded with their personal sleep routine.
- Comforters, muslins, Dummies, soft toy, where required should be provided from home and these will be stored with your child's personal belongings.
- If a child has a dummy and this should fall from their mouth during their sleep the member of staff will not put it back into the mouth unless the child wakes.
- A child will be settled by a member of staff unless parents/carers request they settle themselves in a cot.
- Staff will sit with a child and pat/stroke their stomach or back or stroke the side of their face as requested by parent/carers.
- Mini Me's Nursery attend regular safeguarding training and appropriate methods for comfort is regularly reviewed.
- If a child settles themselves then a member of staff will sit close to the child.
- Where appropriate soothing music will be played or white noise.



- If your child does not settle between 20-30minutes the child will be asked if they would like to get up. Often by letting the child have a rest can recharge their batteries.
- From the age around 1 years, we will begin the transition from sleeping in a cot to sleeping on a day mat.

Research shows that child should not be woken from their naps and therefore, this is not something that we advocate.

### **Rest time**

- There is a cozy area available for children to have periods of rest when they require.
- Most children by the age of 3 years tend not to have an afternoon sleep, however if your child requires a sleep then staff will arrange for your child to be given the opportunity to have a sleep.



## Accident and Incident Policy

Mini Me's Nursey makes every effort to ensure that all children are safeguarded and well cared for.

**The first aid box is in the main area of the nursery as well as the outing bag. The contents of the first aid boxes are checked monthly and are restocked when required**

At Mini Me's Nursery staffs are able to take action to apply first aid treatment in the event of an accident involving a child or adult as long as they hold a current paediatric first aid certificate. As part of the registration process all staff need to be first aid qualified.

If a child requires immediate first aid attention a staff member will ensure:

- Gloves are worn if the skin is broken (including grazes)
- Relevant treatment will be given (i.e, cold compress or cleaned) and the child will be comforted.

### Accident form

All accidents will be recorded on an accident form which will be kept in your child's section at nursery. Parents will be asked to sign the form when collecting their child to acknowledge that they have been informed about the accident.

The accident form will record the following information:

- Child's full name
- Date of birth
- Date and time of accident
- Circumstances that lead to the accident
- Extent of injuries
- What first aid was given by staff member
- Staff members name, signature and date who dealt with the accident
- Signature and date of parents acknowledging that they have been informed of the accident.
- Advised to go to Accident and Emergency, circle when applicable

### Transporting children to hospital procedure

- If the injury is serious, call for an ambulance immediately. Do not attempt to transport the sick child in your own vehicle.
- Whilst waiting for the ambulance, contact the parent and encourage meeting them at the hospital.



- A senior member of staff must accompany the child and take relevant paperwork such as medication forms, accident forms and child's comforter. Members of the management team either manager or deputy manager must be informed and will investigate accordingly. Serious accidents are reported via an online reporting system by using the following link:  
[https://jersey-self.achieveservice.com/Incident\\_reporting\\_form](https://jersey-self.achieveservice.com/Incident_reporting_form)



Outings are perfect opportunity for children to engage with the wider community and enjoy different experiences.

- A risk assessment will be carried out by a designated person in charge of the outing. The process includes planning a safe walking route to the destination using approved pedestrian crossings.
- Staff will promote safety awareness.
- Staff members and adults must position themselves between the children at regular intervals making sure someone is always at the back and front.
- An outing form needs to be completed with all the relevant information which includes childrens name who are attending the outing, staff names who are attending the outing, location details, departure time and estimated arrival time, mobile numbers.
- All children will be provided with the nursery's outing's fluorescent jackets which displays the contact number of the nursery.
- Children's reins are also available for extra security measures where appropriate.
- If children are walking, they will hold a member of staff's hand during the outing unless it is deemed safe eg play are, grass area.
- A designated First Aider will go on the outing.
- Three-seater prams are available for the younger children.
- There is an outing bad which must be taken on any outing. This contains all the children's contact numbers, sun cream, first aid kit, snacks, water and any medicines that are needed and mobile phone.
- A minimum of two members of staff will be always present on the outing. One of these staff members needs to hold a Level 3 qualification in childcare.
- Children must be head counted before leaving the nursery, ongoing throughout the trip and before returning to nursery.

**The ratios are as followed when on an outing:**

- 0-1 years : 1 adult to every 3 children
- 1-2 years : 1 adult to every 3 children
- 2-3 years : 1 adult to every 4 children

In the event of a child being lost, the Lost Child Policy will be followed.



### **Policy Statement:**

The children's safety is always our highest priority, both on and off the premises. Every attempt will be made through carrying out the outings procedure to ensure the security of the children is always maintained and the likelihood of a child being lost is minimal.

**In the unlikely event of a child going missing on an outing the following procedure will be followed:**

- As soon as it is noticed that a child is missing, staff on the outing will ask the children to stand with their designated person and a headcount will be completed to ensure that no other child or children have gone astray.
- One staff member must search the direct vicinity but not beyond that.
- Management back at the nursery will be informed and the incident reported.
- Management will then report the missing child to the police and will follow the guidance from the police.
- The parents will be contacted, and an arrangement will be made regarding where to meet depending on the circumstances.
- An incident report will be written detailing date and time of the report, staff and children present, when the child was last seen and an estimated time of when the child went missing.

**Measures to minimise the risk on an outing:**

- Children are to always wear high visibility vests.
- Harnesses are available.
- Outings may only take place if ratios are met.
- Staff will carry a mobile phone in case of an emergency.
- Children encouraged staying close to staff.
- Head counts are carried out on a regular basis.
- Outing form needs to be completed before leaving the premises stating where the staff and children are going, children's names as well as staff names.

**In the unlikely event of a child going missing from Mini Me's Nursery premises the following procedure will be followed:**

- As soon as the child is noticed missing, management must be alerted.
- Appointed staff members and management team will carry out a thorough search of the building and garden area.
- The signing in and out sheet will be checked to make sure no other children have gone astray.



- Doors and gates will be checked to see if there has been a breach of security whereby a child could have wandered out.
- Management will then report the missing child to the police and will follow the guidance from the police.
- The child's parent needs to be contacted.
- Management team will talk to staff to find out when and where the child was last seen and will record the information.

#### **Measures to minimise the risk in the setting:**

- Children will be signed in as they arrive and out on pick up time. This is recorded on a signing in sheet.
- Gates and doors leading off the premises will be secured and unable to be opened by the children.
- During drop off and collection time, parents will be reminded to ensure doors and gates are closed securely behind them. Clear signage will also be displayed.

#### **Managing people:**

Missing child incidents are worrying for all concerned, management team will try and keep everyone as calm as possible, parents will be fraught and angry which will be dealt with sensitively and appropriately. The other children will also be sensitive to what is going on around them. The remaining staff caring for them will focus on their needs and will not discuss the incident in front of them.



Here at Mini Mes safeguarding children is vital for our setting and consistent with the 1989 Children Act, the 2004 Children Act & Day Care of Children (Jersey) Law 2002.

This Safeguarding policy applies to nursery staff, students and parent's/carers within our premises.

### **CHILD PROTECTION:**

The welfare and safety of the child is paramount and our aim here at Mini Mes is to protect children from all types of abuse, whether it be physical, emotional, sexual or neglect. We have policies in place along with procedures to follow to help keep children safe.

Having a safeguarding policy in place not only protects and promotes the welfare of children but also enhances the confidence of staff, students and parents/carers.

### **DEFINITIONS OF ABUSE**

**SEXUAL ABUSE** - Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether the child is aware of what is happening. The activities may involve physical contact,

including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging,

children to behave in sexually inappropriate ways or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

**EMOTIONAL ABUSE** - The persistent 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 a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or making fun of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to



feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

**PHYSICAL ABUSE** - A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or 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.

**NEGLECT** - The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment 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:

- a. Provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- b. Protect a child from physical and emotional harm or danger.
- c. Ensure adequate supervision (including the use of inadequate care-givers);
- d. Ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

## **RECOGNISING POSSIBLE SIGNS OR INDICATIONS OF ABUSE**

1. Another child tells you.
2. The child may tell you something has happened to them.
3. Unexplained injuries/markings.
4. Change/regression in behaviour.
5. Using explicit sexual language.
6. Change in hygiene, clothing, eating habits.
7. Withdrawal from adults or peers.

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### **RECOGNISING WHY CHILDREN WITH DISABILITY ARE MORE VULNERABLE TO ABUSE AND NEGLECT FAMILY -**

- There might be additional emotional, physical and financial demands on families raising a child with disability.
- Children with disability and their families might be more socially isolated, reducing their support networks.
- Difficulties in accessing adequate resources and support for a child with disability can affect family stress levels.

### **VULNERABILITY -**

- Children with disability might lack good understanding of social relationships, personal boundaries, protective behaviours, sexual awareness, and what abuse is.
- Children with a physical disability might be more vulnerable to neglect or to rough and intrusive personal care. They may also be physically unable to resist or avoid abuse.
- If communication is difficult, children with disability find it hard to let someone know that abuse is occurring.
- Children with behavioural issues are more likely to be dealt with in a forceful or restrictive way, and indicators of abuse might be wrongly attributed to the behavioural issue.
- Children with disability might be more dependent on others to have their needs met and care may be provided by someone other than a parent or primary carer.
- Greater structure and protection of children with disability can teach them to be more compliant with adult demands.
- Children might accept abusive treatment if they have low understanding, self-esteem or a low perception of their abilities.
- Children with disability and their families can be more socially isolated.



Parents and carers have the main responsibility for safeguarding and promoting their child's welfare and the nursery recognise the importance of working in partnership with them to ensure the welfare and safety of children.

#### **We will -**

- Make parents aware of the nursery's statutory role in safeguarding and promoting the welfare of children, including the duty to refer children on where necessary, by making all nursery policies available on the nursery website.
- Provide opportunities for parents and carers to discuss any problems with room leaders and the Nursery Manager or Deputy Manager at Mini Mes Nursery
- Keep information locked away and only accessible to the Nursery

Manager/DSL/DSO and other agencies if necessary. The information must be kept on file for 20 years.

#### **MONITORING**

Where a child is the subject of a Child Protection Plan and the nursery has been asked to monitor their attendance and welfare as part of this plan:

- Monitoring will be carried out by the relevant staff member with the DSL or DSO.
- All information will be recorded prior to each meeting.
- This record will be kept in the child's personal file and copies made available to and password protected if needed to share with relevant parties.
- The Designated Safeguarding Lead will notify MASH if the child's attendance at nursery decreases.

#### **STAFF/TRAINING**

Designated Safeguarding Lead (DSL): Marguerite Gilley also Nursery Manager/Owner

Deputy Safeguarding Officer (DSO): Sarah Jane Jegou also our Nursery Deputy Manager

All nursery staff must attend a 6 hour safeguarding course and are required to update their knowledge on safeguarding once a year, we keep a record of this on our central log. It is a registration requirement to keep qualifications up to date.

#### **ROLES AND RESPONSIBILITIES OF THE NURSERY MANAGER, DSL & DSO**

- Protect children from harm
- Preventing impairment of children's health or development



- To ensure all staff are fully aware of the nurseries safeguarding and child protection policy, and that these are implemented.
- To provide a safe environment for staff and parents to raise a concern.
- A go to person for staff, parents or carers to disclose any concerns/worries they may have about a child or children within the nursery and to offer support.
- To ensure all staff have a good understanding of their role in identifying and the process of reporting a safeguarding concern.
- To ensure the correct procedures are followed and action taken when an allegation is made against a member of staff or parent.
- The DSL can seek advice from Children and Families Hub at any time, but the child's name will have to be given. Before this can happen, the DSL needs to make the parent/carer(s) aware that they will be taking their concern further (unless advised otherwise, in the interest of the child).
- The DSL will make the Enquiry, but in their absence the Nursery Manager or DSO will complete the enquiry together, ensuring all information is accurate and confidential.
- Staff along with the DSL may need to attend Child protection Conferences and will be given sufficient time to carry out their responsibilities.
- Make referrals where children may need protection or child protection concerns and understand the process of making an
- Sharing information and working in an integrated way to ensure a coordinated response from agencies to support families and meet the child's needs.
- To review the safeguarding policy annually and update where necessary.

The Designated Safeguarding Lead is responsible for all records being accurate and up to date. We are committed to safeguarding and promoting the welfare of children, and require all staff to share this commitment.



Nursery have a duty of care under the Law to assess and prevent harm to children with the constant evolving pace of technological change.

Here at Mini Mes we have the following steps in place:

- All iPads are kept on premises (excluding outings) and locked away at the end of the day. Only members of staff have access to these iPads and secure passcodes to open them.
- No photo's to be taken on staff phones of children.
- Permission sought from Parent/carers for children to have their picture taken by out of nursery media.
- Permission from parents for their child to have an online learning journal account who abide by the new GDPR.
- No iPads are backed up to the iCloud. Photos are regularly deleted.
- If iPads are taken from the nursery, our updated secure passcodes ensure that they will stay locked.

### **CONCERN ABOUT A CHILD**

If a member of staff has any cause for concern regarding a child's well-being they will instantly report it to the DSL or Nursery Manager who will then seek advice from JADO or MASH. If a MASH enquiry form needs to be completed, they will advise whether the parents should be contacted or consent is needed by assessing each situation individually. All information passed on must be documented. If parents have any concerns about their own child or another child within the nursery, they should contact the Nursery Manager or if they prefer, contact MASH directly on 519000.

### **COLLECTION OF CHILDREN FROM NURSERY**

If your child is being collected by someone other than their parents/carer and they have not been introduced to the nursery staff previously:

- The nursery should be notified of who has permission to collect the child.
- Parents have a responsibility to notify the nursery in advance if this changes, giving details of the person authorised to collect the child. This person will need to bring photographic identification, to be shown when collecting.
- Parents should also be asked to inform nursery where children are subject to court orders that limit contact with a named individual.

In the event that anyone who is not authorised to do so attempts to collect the child, the nursery should not allow the child to leave and will contact the parent immediately.



If you do not collect your child by the normal closing time, two members of staff will remain with your child. After thirty minutes, if we have been unable to contact you or any of the authorised persons named in your nursery

Contract, the nursery manager and/or the deputy manager will assess the situation and contact the Multi-Agency Safeguarding Hub (MASH).

### **NAPPY/SOILED PANTS**

All staff need to be DBS checked before they can change any nappies or soiled pants. Students can only change nappies/soiled pants under the supervision of a qualified member of the team.

With any safeguarding matter we are obliged to inform Childcare Early Years Services (CEYS) as soon as possible by phone.

### **CHILDREN LIVING WITH DOMESTIC ABUSE**

Domestic abuse can have a very negative impact on a child's well-being, leading to psychological and emotional abuse.

If we are concerned that a child is living with these circumstances and may be at harm of emotional or physical abuse, the DSL will contact MASH.

We aim to have a child-centred approach to safeguard and promote the welfare of all children here at Mini Mes

**REMEMBER IT'S NOT "what if it's not" IT'S "What if it is"**

### **THE KEY - IS NOT TO DO NOTHING!**

The below agencies are in place for us as a nursery or parent/carer as a go to for information if needed.

### **JERSEY CHILDREN FIRST**

This model supports a smooth transition between early help and children's social work services. It provides information on who to contact in services for children who may need it and when. Anyone who suspects or believes that something is not right with a child, need to know that they have a responsibility to do something about it, and Jersey Children First explains this.

"It is designed for all those working with children from pre-birth to 19 with emerging or known additional or complex needs/disabilities, including Looked - After Children and those in need of protection."

JCF has shared tools and guidance to help practitioners make a decision to whether a child needs an assessment.



The model also sets out shared values, principles and qualities for all those working with children and their families. One of the model's main aims is understanding the importance of engaging children and families, and the practitioner qualities assist this.

<https://www.gov.je/Caring/JerseysChildrenFirst/Pages/AboutJerseysChildrenFirst>

### **SAFEGUARDING PARTNERSHIP BOARD**

The Jersey SPB co-ordinates work to help safeguard children and adults, as well as an umbrella to other agencies, such as MASH (Multi Agency Safeguarding Hub).

Their website provides information on how to report a concern, courses on all forms of safeguarding issues, as well as monitoring procedures and challenge the effectiveness of Jersey's safeguarding arrangements - <https://safeguarding.je>

### **INDEPENDENT SAFEGUARDING AND STANDARDS**

They are responsible for anyone under the age of 18 who may be at risk or suffering from any form of abuse or neglect.

They also investigate allegations on professionals or organised abuse which may not be connected to a particular child or household.

Job roles within the ISS

- Jersey Authority Designated Officer (JADO)
- A manager "ISS's manager is the custodian of Jersey's child protection register."
- Independent reviewing officers - these officers monitor looked-after children.
- Child protection advisers - Monitor children with a child protection plan.
- Administration staff

<https://www.gov.je/Caring/IndependentMonitoring/IndependentSafeguardingStandards/Pages/home.aspx>

Please feel free to come and chat to us at any time about any concerns you may have.

## **Staff Procedure for reporting and recording abuse**



Practitioner child discloses to  
must act immediately  
  
\*check child is safe\*

Report concern to Team Leader  
or Nursery Manager for advice  
on next steps

Contact Designated Safeguarding Staff  
  
DSL (Designated Safeguarding Lead)  
Marguerite Gilley  
  
DSO (Deputy Safeguarding Officer)  
  
Sarah-Jane Jegou

Is enquire to Multi-Agency  
Safeguarding Hub (MASH)  
needed?

No

Complete Mini Mes cause for  
concern form. At this point no  
further action to be taken,  
situation needs to be monitored  
appropriately

Yes

Contact parents/carers, as appropriate  
or advised by MASH

Contact MASH. Complete Mini  
Mes written report and MASH  
enquiry form. Inform Alison at  
CEYS of incident 449246

**JDO (Jersey Designated Officer) ( Gwynn Rayner  
443566**  
  
**MASH (Multi-Agency Safeguarding Hub) 519000**  
  
**SGPB (Safeguarding Partnership Board) 442752**  
  
**CEYS (Children Early Years' Service) Alison  
Goguelin 449246**

Follow up debrief with referring  
member of staff and other  
support (if needed). MASH to  
advise next steps

**Fire and evacuation policy**



## Policy statement

At Mini Mes we ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. The person in charge and staff are familiar with the current legal requirements. Where necessary we seek the advice of a competent person, such as our Fire Officer.

## Procedures

- The basis of fire safety is risk assessment, carried out by the owner in conjunction with our Fire Officer.
- The manager has received training in fire safety sufficient to be competent to carry out the risk assessment.
- Where we rent premises, we will ensure that we have a copy of the fire safety risk assessment that applies to the building and that we contribute to regular reviews.
- Fire doors are clearly marked, never obstructed, and easily opened for the inside.
- Smoke detectors/alarms and firefighting appliances conform to BSEN standards, are fitted in appropriate high-risk areas of the building, and are checked as specified by the manufacturer.

Our emergency evacuation procedures are approved by the Fire Safety Officer, they are:

- Clearly displayed in the premises
- Explained to new members of staff, volunteers, and parents
- Practiced regularly at least once every six weeks or at the start of each holiday club.
- Records are kept of fire drills and the servicing of fire safety equipment.

## Emergency evacuation procedure

### **All Staff Members on hearing the fire alarm:**

Calmly call children in your care together

- Visually check the space around you is empty
- Leave the building via the nearest, safe emergency exit
- Headcount the children in your care, alerting the manager if any are missing
- Remain outside the building until the manager deems the premises as safe
- Meet at the designated meeting point - St Martins playing field far left corner



Manager, deputy manager or team leader

- Assign the management of the children in your care to another member of staff
- Collect the registers, visitors' book and contact information
- Sweep through the building to check for children or visitors left behind
- Ensure that the fire brigade have been alerted
- Remain outside of the building until a member of the fire authority deems it safe to return
- During drills, time and record the time taken to clear the premises

**Our fire drill record book contains:**

- The date and time of when the drill took place
- How long it took
- Whether there were any problems that delayed the evacuation.
- Any further action taken to improve the drill procedure.
- How many staff and children took part in the fire drill



At Mini Mes Nursery we recognise that we hold sensitive/confidential information about children and their families and the staff we employ. This information is used to meet children's needs, for registers, invoices, and emergency contacts. We store all records in a locked cabinet or on the office computer with files that are password protected in line with data protection principles.

Any information shared with the staff team is done on a 'need to know' basis and treated in confidence. This policy will work alongside the Privacy Notice to ensure compliance under *General Data Protection Regulation (Regulation (EU) 2016/679 (GDPR)*.

### **Legal requirements**

- We follow the legal requirements set out in the *Statutory Framework for the Early Years Foundation Stage (EYFS) 2017* and accompanying regulations about the information we must hold about registered children and their families and the staff working at the nursery
- We follow the requirements of the *General Data Protection Regulation (Regulation (EU) 2016/679 (GDPR)* and the *Freedom of Information Act 2000* with regard to the storage of data and access to it

### **Procedures**

It is our intention to respect the privacy of children and their families and we do so by:

- Storing confidential records in a locked filing cabinet or on the office computer with files that are password protected
- Ensuring staff, student and volunteer inductions include an awareness of the importance of confidentiality and that information about the child and family is not shared outside of the nursery other than with relevant professionals who need to know that information. It is not shared with friends and family, discussions on the bus or at the local bar. If staff breach any confidentiality provisions, this may result in disciplinary action and, in serious cases, dismissal. Students on placement in the nursery are advised of our confidentiality policy and required to respect it.
- Ensuring that all staff, volunteers, and students are aware that this information is confidential and only for use within the nursery and to support the child's best interests with parental permission.



- Ensuring that parents have access to files and records of their own children but not to those

of any other child, other than where relevant professionals such as the police or local authority children's social care team decide this is not in the child's best interest.

- Ensuring all staff are aware that this information is confidential and only for use within the nursery setting. If any of this information is requested for whatever reason, the parent's permission will always be sought other than in the circumstances above.

- Ensuring staff do not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs.

- Ensuring staff, students and volunteers are aware of and follow our social networking policy in relation to confidentiality.

- Ensuring issues concerning the employment of staff remain confidential to the people directly involved with making personnel decisions.

- Ensuring any concerns/evidence relating to a child's personal safety are kept in a secure, confidential file and are shared with as few people as possible on a 'need-to-know' basis. If, however, a child is considered at risk, our safeguarding/child protection policy will override

confidentiality.

**In order to meet our requirements under GDPR we will also undertake the following:**

1. We will ensure our terms & conditions, privacy and consent notices are easily accessed/made available in accurate and easy to understand language.

2. We will use your data only for [insert reasons] and only contact you [insert reasons]. We will not share or use your data for other purposes.

3. Everyone in our nursery understands that people have the right to access their records or have their records amended or deleted (subject to other laws and regulations).

**Staff and volunteer information**

- All information and records relating to staff will be kept confidentially in a locked cabinet.



- Individual staff may request to see their own personal file at any time.

### Data Protection Policy



The Data Protection (Jersey) Law 208 states that personal data should be processed 'fairly and lawfully' and 'collected for specific, explicit and legitimate

purposes'. It seeks to give people more control on how organisations use their data. Anyone handling personal data needs to comply with the Data Protection (Jersey) Law.

Mini Me's Nursery are committed to protecting your personal information and being transparent about what we do with it.

We only record and process data that we need to manage and maintain our childcare organisation.

What data do we collect?

When making an initial enquiry the following personal information is collected from you:

- Name
- Email address
- Telephone number

When filling out Mini Mes Nursery contract the following information is collected about you and your child/children which includes, but not limited to:

- Name, date of birth, gender
- Email address, postal address, telephone number
- Medical history and conditions
- Dietary requirements
- Emergency contact information
- Names and contact details of people who are allowed to pick your child/children up
- Food allergies
- Any specific safeguarding details which we need to know
- Special Educational Needs (SEN)
- Behavioural issues

**What are we going to do with it?**

This information is required by Mini Mes Nursery to be able to provide our services to you and to your child/children.

We collect and process this personal information...

- To identify the children who attend Mini Mes Nursery and their family members.



- To monitor and safeguard the health and well-being of the children who attend Mini Me's Nursery.
- To understand the issues, desires, concerns and opinions of the children who attend Mini Me's Nursery and their families.
- To establish and maintain appropriate and professional relationships with the children who attend Mini Mes Nursery and their families.
- To provide the responsible childcare services to the children who attend Mini Mes Nursery and their families.
- To manage and enhance our services and operations.
- To perform and contract which we enter with family members for childcare services.

Mini Mes Nursery will hold and process this data in accordance with our data protection policy. All records are kept securely.

#### **Who is it shared with?**

At Mini Mes Nursery we don't share information about our children and families with anyone without consent unless the law and our policies allow or require us to do so. Information about individuals will only be shared if it is felt that the safety and/or welfare of a child or young person is at risk.

We are obliged to give Childcare & Early Years Services (CEYS), as part of the registration process, access to our records.

#### **How long do we keep it for?**

We hold data securely for the set amount of time as determined by Childcare & Early Years' Service (CEYS).

#### **What are your rights?**

Under the data protection legislation parents/carers and children have certain rights in relation to their personal data. Those rights (which may be subject to conditions or exemptions) are as follows:

- The right to access and port personal information;
- The right to rectify personal information;
- The right to restrict the use of personal information;
- The right to request that personal information is erased; and
- The right to object to processing of personal information;



- You also have the right to lodge a complaint about the processing of personal information either with us or with the Office of the Data Protection Commissioner in Jersey ([www.oicjersey.org](http://www.oicjersey.org))
- Where we have relied on consent to process personal data, you have the right to withdraw consent at any time

### How to make a complaint:

Please contact us if you are at all unhappy with the way we have processed your data. You also have the right to contact the Office of the Information Commissioner if you wish.

If you would like to know more about GDPR the Office of Information Commissioner's website is very informative, [www.oicjersey.org](http://www.oicjersey.org)

At Mini Mes Nursery we abide by The Data Protection Principles.

Please see below for the Data Protection Principles as set out in the Data Protection (Jersey) Law 2018;

### Data Protection Principles:

(1) A controller must ensure that the processing of personal data in relation to which the controller is the controller complies with the data protection principles, namely that data are -

- (a) processed lawfully, fairly and in a transparent manner in relation to the data ("lawfulness, fairness and transparency");
- (b) collected for specified, explicit and legitimate purposes and once collected, not further processed in a manner incompatible with those purposes ("purpose limitation");
- (c) adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed ("data minimization");
- (d) accurate and, where necessary, kept up to date, with reasonable steps being taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay ("accuracy");
- (e) kept in a form that permits identification of data subjects for no longer than is necessary for the purposes for which the data are processed ("storage limitation"); and
- (f) processed in a manner that ensures appropriate security of the data, including protection against unauthorized or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organizational measures ("integrity and confidentiality").

(2) In relation to -



(a) paragraph (1)(b), further processing for the purposes specified in paragraph 17 of Schedule 2 (archiving and research) is not to be taken as incompatible with the initial purposes for which the data was collected;

(b) paragraph (1)(e), personal data may be stored to the extent necessary for the purposes specified in paragraphs 7 (other legal obligations) and 17 of Schedule 2 subject to implementation of the appropriate technical and organization measures required by this Law in order to safeguard the rights and freedoms of the data subject.



## COVID-19 Policy

Mini Me's Nursery intend to use this policy to provide precautionary measures to minimize transmission risks in the setting during the pandemic.

As early years providers we ensure to offer a continuum of extremely high standards of practice of childcare. The fundamental principles to be outlined in this policy are set out to ensure physical distancing is enabled and implement good hygiene practices as well as coming into contact with infected children and adults or anyone displaying symptoms:

The main areas we will be considering are:

- Minimising contact with individuals who are unwell
- Maintaining personal respiratory hygiene (Handwashing, catch it, kill it, bin it)
- Ensuring cleanliness of the environment ( especially frequent touched surfaces and resources)
- Minimising general contact
- The use Protective and Personal Equipment (PPE)
- Testing

### Children

#### *Attendance*

- Only children who are symptom free or have completed the required PCR test, or isolation period, should attend the setting.
- Staff will be taking temperatures of children on arrival of Mini Me's Nursery.
- It is the parent/carers responsibility to be open and honest with the setting and keep your child at home if they are displaying any symptoms or if they have been in contact with a positive COVID-19 case that is from the same household.

#### **Drop off & Collection procedures**

To minimise the risk of spreading infection parents will not be admitted into the building unless by prior arrangement.

When arriving and picking up at the nursery please try to keep your distance from others when waiting outside. One parent / carer and child may only enter the peg area at a time.

All staff, parents / carers should wear a mask for the handovers during drop off and pick up time.

### Hygiene and Health & Safety

#### *Hand washing & personal hygiene*



- All children, parents and staff must use the hand sanitizer provided or wash their hands on arrival at the nursery.
- Children will be encouraged to wash their hands more frequently during the day, such as before and after eating, coming in from the garden.
- Staff will wash their hands more frequently, such as before preparing and serving food, after wiping children's noses, after supporting toileting or nappy changing, before eating.

### **Cleaning**

- All frequently used surfaces (tables, counter tops, touch points, toilets, sinks) will be cleaned and disinfected on a regular basis throughout the day. Touchpoint cleaning schedule will be displayed in the nursery.
- Telephone and iPad must be disinfected throughout the day.

### **Laundry**

- Bedding and flannels will continue to be washed between use by different children and will not be shared.

### **If someone becomes unwell whilst at nursery:**

If anyone becomes unwell while working or a child becomes unwell and they have symptoms of coronavirus the following steps will be followed:

- If a child is showing the symptoms when they are at Mini Me's Nursery, staff will isolate the child and make arrangements for them to be sent home,
- A designated room or an outside area will be used to separate the child who is displaying symptoms. A member of staff will stay with the child wearing personal protective equipment (PPE) and will remain in the designated area with the child until they leave. Where possible, open windows to increase ventilation.
- Call the parent / carer or nearest family member (in the case of a member of staff) to arrange collection. They should be advised to contact the coronavirus helpline as soon as possible. The helpline is available to support parents in determining whether or not symptoms are likely to be consistent with COVID-19 and whether or not testing and isolating is required.
- In an emergency, call 999 if they are seriously ill or injured or their life is at risk.
- If the sick child or staff member needs to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom



should be cleaned and disinfected using cleaning products before being used by anyone else.

- If an individual with symptoms receives a negative PCR test result, the child / staff member will be advised to stay at home until they feel better.
- If there is a confirmed positive PCR test then the contact tracing process will start.

### **Confirmed case within the setting:**

If someone within Mini Me's Nursery receives a positive PCR test result then the following protocol will be followed:

- Mini Me's will wait until they are contacted by the contact tracing team informing them of a confirmed positive case before taking any action or informing parents. This will avoid any unnecessary panic or confusion arising from a suspected case.
- Contact tracing team have an emergency contact details for Mini Me's Nursery and will call as soon as they have the necessary information regarding the confirmed case.
- Contact tracing team will potentially request assistance from Mini Me's Nursery establishing the names and the contact details of all the direct contacts of the confirmed case.
- The contact tracing team will contact those individuals or parents / carers of the children directly to provide advice on isolation and welfare and to offer you a PCR test.
- Contact tracing team or infection control team will also provide advice to the setting in terms of any deep cleaning.

### **Symptoms**

If a child or a member of staff has symptoms, or someone in their household has symptoms and they receive a positive PCR test, they must not be in nursery and parents must not bring them into nursery until they have completed the 14 day isolation period.

Children and staff with symptoms or anyone in their household with symptoms must follow the isolation rules. They need to immediately isolate at home then call the helpdesk on 01534 445566 to arrange testing.

**Children and staff must not return back to nursery until they receive a negative PCR test, once a negative result is received it must be presented to nursery before child or staff return back to nursery.**



You can find all advice on the Government of Jersey's response to coronavirus:  
[www.gov.je/coronavirus](http://www.gov.je/coronavirus)

You should check these pages regularly as the advice is being updated frequently.

