



Early Years Protocols

Updated September 2025

ROLES AND RESPONSIBILITIES

The Board of Trustees holds overall responsibility for ensuring a safeguarding policy for children is in place. This includes outlining actions to be taken when there are safeguarding concerns about a child, guidelines on the use of mobile phones and cameras, and requirements for staff safeguarding training. These issues are addressed in part within this document.

The Board of Trustees also has overall responsibility for ensuring a policy is in place for handling allegations made against a member of staff.

The EYFS Lead is responsible for the overall implementation of this document. The school/trust is responsible for handling complaints regarding this policy, as outlined in relevant procedures.

The EYFS Lead, in conjunction with the Headteacher, is responsible for the day-to-day implementation and management of this document.

All staff, including teachers, support staff, and volunteers, are responsible for familiarizing themselves with and following this document. They are also responsible for remaining alert to any issues of concern regarding children.

AIMS

Through the implementation of this document, we aim to:

- Give each child a happy and positive start to their school life, establishing a solid foundation for a love of learning.
 - Enable each child to develop socially, physically, intellectually, and emotionally.
 - Encourage children to develop independence within a secure and friendly atmosphere.
 - Support children in building relationships through the development of social skills such as cooperation and sharing, so they can reach their full potential.
-

GUIDING PRINCIPLES

Our practice is shaped by four guiding principles:

- Every child is a unique child, constantly learning and capable of being resilient, capable, confident, and self-assured.
- Children learn to be strong and independent through positive relationships.
- Children learn and develop well in enabling environments where their experiences respond to their individual needs, fostering a strong partnership between the school and parents.
- Children develop and learn in different ways and at different rates.

To put these principles into practice, the school:

- Takes individual needs and stages of development into account.
 - Promotes equality of opportunity and anti-discriminatory practice.
 - Works in partnership with parents.
 - Plans challenging learning experiences based on individual needs, informed by observation and assessment.
 - Implements a key person approach to develop close relationships with children.
 - Provides a safe and secure learning environment.
-

BITING

Biting is a common behavior for children at a certain **developmental stage**, especially when they lack the words to communicate anger, frustration, or needs. At Platt Bridge Community School, we follow our positive behavior policy to promote appropriate conduct at all times.

Strategies to prevent biting include sensory activities, biting rings/chewlery, providing adequate resources, and maintaining a stimulating environment. However, in the event of a child being bitten, the following procedure will be followed:

- The child who has been bitten will be **comforted and checked for any visible injury**. First aid will be administered where necessary. An Arbor record will be completed, and parents will be informed before or when they pick up their child.
- For **confidentiality** purposes and to prevent potential conflict, the name of the child who has bitten will not be disclosed to the parents of the bitten child.
- The child who caused the bite will be told, in terms they understand, that biting is unkind and inappropriate. The child will be asked to apologize if developmentally appropriate, or show they are sorry, for example, through hugging.

If a child continues to bite, observations will be carried out to try and **distinguish a cause** and to develop further strategies to prevent the biting behavior. Parents will be reassured that it is often a normal part of development. If biting persists, support from the school **SENCO** (Special Educational Needs Coordinator) or the Local Authority Early Learning and Childcare Team will be sought to suggest any further strategies or support.

CHILD COLLECTION

At the end of each session or day, we will ensure that all children are collected by a parent, carer, or designated adult. Staff will always be present at doors during collection times and will be **vigilant** to ensure children are released in a calm, orderly, and safe manner.

When parents/carers enroll their child, they will agree upon the normal attendance times and dates. A contract will be signed for Nursery children. Any amendments to attendance patterns must be discussed with a senior member of staff and the school's admin office. All parents/carers are informed of the times and dates of sessions, including out-of-school activities.

As part of our registration procedures, we record information about who is authorized to collect a child. This information is stored confidentially. We ensure we have a minimum of two emergency contacts, and parents are reminded to update these if they change. **Passwords** are taken for each child; these may be used when parents request a designated adult unknown to the staff to pick up their child.

If, for some reason, a child is not collected at the end of a session or day, the following procedure will be followed:

- If a parent/carers or designated adult is more than 15 minutes late in collecting a child at the end of the day, a lead member of staff and the Pastoral Team will be informed. The child will be taken to after-school club if they are of statutory school age.
- If the parent/carers is late to collect at lunchtime, the child will remain with children having dinner, and an additional member of staff may need to delay their break.
- A member of staff will telephone the parent/carers or designated adult and use any other emergency contact details available. If parents/carers cannot be contacted, the Headteacher/Deputy Headteacher or another member of the Senior Leadership Team (SLT) on site should be informed.
- The staff member in charge and one other member of staff must stay with the child if it falls outside of normal operating hours. During normal operating times, staff ratios must be met and planned accordingly.
- Parents/carers will incur charges if they are late collecting their children.

If a child is not collected within 1 hour:

- A relevant report form should be completed (Safeguarding Log on Arbor).
- The school **DSL** (Designated Safeguarding Lead) will be informed and will contact the local authority Children in Need Duty Team and other appropriate bodies.
- The duty social worker will take charge of the situation and decide what will happen next, including whether the police need to be involved in helping to trace the parent/carers of the child.
- If the parent/carers or other designated person cannot be found, the duty social worker can arrange for the child to be placed in temporary care until the situation is resolved.

HEALTH AND SAFETY

Health

All practitioners are required to have an understanding of health and safety requirements. All practitioners have access to food hygiene training and health and safety training. This will be recorded on Arbor.

Risk assessment

All practitioners are responsible for completing work place risk assessments on entering the setting each day both at the morning before any children enter and at mid-day.

We undertake regular risk assessments and take any necessary action arising from these. Reviews will be conducted when there is a change to the regular routine, resources, equipment or premises, or when the particular needs of a child/adult require us to do so.

Staff are vigilant and continuously aware of any potential risks to health and safety arising from

- The environment (indoor and outdoor)
- All surfaces
- All equipment used by children and staff

On discovering a hazard, staff take all steps necessary to make the children, themselves and any other people potentially safe. They notify a senior member of staff and the site manager and ensure that a record is made on the appropriate risk assessment form. The site manager and health and safety lead are responsible for ensuring that any necessary action is taken.

Administration of Medicine

Practitioners will only administer medication prescribed by a GP, dentist, nurse or pharmacist to children if the formal administration of medicine form is completed by the parent/carer. Medicine will not be administered if it has been taken out of the container it was originally dispensed in. Practitioners only administer the dose prescribed by a GP or registered prescriber. Parents are requested to complete needed

practitioner agreeing to administer medication and inform us of when they last

had a dose. A member of SLT will sign the medication form that has been

completed by parents.

Page 8

Practitioners must complete the record of administered medicine form each time after administering the medication.

Children who may have long term or complex medical needs and who need medication whereby this involves additional training for staff have an extended induction to the setting. A meeting is arranged with parents, the health practitioner concerned, the SENCO and key person in order to develop a before the child is admitted to the setting.

In exceptional circumstances for example if a child has a longer-term illness or becomes unwell during the day we can administer medicine such as Paracetamol/Antihistamine/Ibuprofen providing we have parental consent and the bottle of medicine is either the school bottle or a previously unopened bottle provided by parents. In these circumstances additional authorisation will be obtained from SLT.

Medication will not be given without parental consent.

Practitioners administering medication will ensure that:

- Prior consent is arranged
- All necessary details are recorded
- That the medication is labelled and stored safely

If a child refuses their medication, staff will not attempt to force them to do so

against their wishes. Parents/carers are informed and the incident is recorded in the medication record file.

All medication is stored in the refrigerator or in the secure storage space dependent on the guidelines for each medicine.

All details of medication administered, along with all the appropriate forms is stored in the medication file in each room.

SICK CHILDREN

Parents/carers are notified immediately if their child becomes ill and needs to go home. Children are comforted, kept safe and under close supervision until they are collected. If the parent/carer cannot be contacted the other nominated contacts are telephoned.

Guidance on infection control in schools and childcare settings is followed in relation to any infections or illnesses. If any infectious or communicable diseases are detected on the premises, the local Health Protection Unit is contacted for advice. Parents will be informed in writing as soon as possible.

FIRST AID

There is a number of first aid trained staff across all rooms and all staff are made aware of who these are. First aid boxes are stored within each room. All first aid boxes are checked on a monthly basis.

Recording accidents, incidents and dangerous occurrences

All accidents and incidents are recorded in the relevant paperwork / on Arbor on the same day as the event takes place. The Head Teacher and Health and Safety lead should be informed of any serious accidents. Details of any significant existing injuries or inquiries of a safeguarding nature when a child arrives in the setting will also be recorded on Arbor. This record generally contains;

- The time, date and nature of the incident, accident or dangerous occurrence Details of people involved and any witnesses
- The type, nature and location of any injury sustained
- Any action taken and by whom

Practitioners will always inform parents/carers of any minor injuries during or at the end of the session and provide a written record via an SMS message.

If a child requires hospital attention the parent/carer will be informed immediately. If the parent is unable to take the child to hospital two members of staff will accompany the child to the casualty department and wait with the child until the parent arrives.

OUTINGS

Risk assessment procedures are completed, in accordance with the school trips and outings policy.

HYGIENE

All practitioners are vigilant to any potential threats to good hygiene in the setting. A generally clean and tidy environment is maintained at all times. The toilets are

checked regularly and staff maintain a supply of soap, hand drying facilities and baby wipes.

PERSONAL HYGIENE

Practitioners adhere to good personal hygiene practices:

- Washing hands before and after handling food
- Washing hands after using the toilet
- Encouraging children to adopt good hygiene practices, e.g. washing hands, nose wiping.
- Covering cuts and abrasions
- Keeping long hair tied back whilst serving food

DEALING WITH SPILLAGES

Spillages are dealt with rapidly and carefully. Blood, vomit, urine and faeces is cleaned up immediately and disposed of in a yellow medical waste bag and placed in the medical waste bin. Staff wear disposable plastic gloves and an apron, use disinfectant solutions and wash their hands afterwards. Children are to be kept away from the site of the spillage while it is being dealt with.

Here's the rewritten section, with corrected paragraphs and improved clarity:

SAND PIT

Indoor Sand Pit: Any spilled sand is brushed up and discarded in the bin. The sand is replenished regularly. Staff clean the sand daily, for example, by sieving out foreign bodies.

Outdoor Sand Pit: Any spilled sand is discarded. The sand cover/net is kept over the sand pits at all times when children are not in the outdoor environment. The sand is checked daily for any hazards.

FOOD HANDLING

Staff follow good hygiene practices when preparing snacks or serving meals to children. All new staff receive food hygiene and food allergy training and are offered guidance on good practice during induction.

CLEANING

We are committed to providing a safe, happy, and healthy environment for children to play, grow, and learn. Cleanliness is a vital step to ensure this. Rooms will be cleaned every morning/evening, and regular checks will be made in the bathrooms. The nappy changing facility will be cleaned after every use, and potties will be cleaned out after each use. Any mess caused throughout the day will be cleaned up as necessary to ensure a hygienic environment for the children in our care. Caretakers

will be informed if spillages need attending to. A deep clean will be undertaken by caretakers regularly throughout the year.

KITCHEN

Staff need to be aware of basic food hygiene standards through appropriate training, which will be reviewed every three years.

Specific kitchen cleaning and food handling procedures include:

- **Fridges** are to be cleaned weekly.
- **Opening and closing temperature checks** on the fridge are documented every morning and evening. The temperature should be between 1.7°C and 3.3°C.
- **Freezers** are to be cleaned every three months.
- All **cupboards** are to be cleaned monthly.
- When **re-heating food**, it should be over 75°C, checked with a probe thermometer, and recorded, then cooled down before serving. In the rare instance that food is re-heated, it will be recorded at the bottom of the food temperature sheets.
- **Food served but not used immediately** should be appropriately covered and placed in the fridge/freezer within 60 minutes. If this is not followed, food should be discarded immediately.
- All **opened packets** (e.g., baby food, raisins, cereal) are to be dated when opened and placed in an airtight container.
- **Surfaces** are to be cleaned with anti-bacterial spray.
- **Doors/gates** to the kitchen are to be kept closed/locked at all times.
- The **food thermometer probe** is to be checked on a monthly basis in a pan of boiling water to ensure it reaches 100°C for accuracy when testing food.

Here's the rewritten section with corrected paragraphs and improved flow:

LOST CHILD PROCEDURE

We teach children from an early age that their safety is paramount, which helps them grow up feeling more confident. As a setting, we will take the following steps to minimize the risk of our children becoming lost while in our care:

- Ensure our premises are safe and secure, preventing any unauthorized access.
- Children will be supervised closely when visiting the local community, and ratios will be adapted to accommodate the children's needs.
- Children will be taught to keep safe within all activities by being reminded about dangers, including becoming separated from the group.
- Staff will regularly check registers and perform headcounts whenever there is a change to the routine or setting.

In the unlikely event of a child going missing, the following procedure will be implemented immediately:

- A member of the Senior Leadership Team (SLT) and the Headteacher will be informed, and all available staff present above the required ratio will be deployed to begin an immediate,

thorough search of the school, then the surrounding area. This will be done while ensuring that all other children remain supervised, calm, and supported.

- A member of the SLT will carry out a second search of the area.
 - If the child has still not been accounted for, a member of the SLT will contact the police.
 - A member of the SLT will contact the parents of the missing child.
 - During this period, staff will be continually searching for the missing child, while other staff maintain as near to normal routine as possible for the rest of the children in the setting.
 - The member of the SLT will meet the police and parents and await instructions from the police.
 - In incidents of this nature, parents, carers, children, and staff may require support and reassurance following the traumatic experience; management will provide this. Post-incident risk assessments will be conducted to reduce the chance of this reoccurring.
 - The school DSL (Designated Safeguarding Lead) will be informed and will contact the local authority Children in Need Duty Team and other appropriate bodies.
-

NAPPY CHANGING ROUTINE

We strive to meet the individual needs of all children, including providing nappy changing facilities where possible. Nappy changing is a time when good toileting habits can be established. The key person will involve children in hand washing (age-appropriate) and promote good hygiene practices. The key person will take time to engage with their key children during this time, singing favorite songs or talking about the process.

The nappy changing procedure is as follows:

1. Wash hands.
2. Prepare the changing area, e.g., collect all items needed, including nappy, wipes, gloves, etc.
3. Put on disposable gloves.
4. Bring the child to change the nappy.
5. Wipe from front to back.
6. Change disposable gloves if cream needs to be applied. (Parents/carers will supply any cream needed and complete a medication form.)
7. Place the used nappy in a nappy sack.
8. Take the child back into the setting.
9. Place the nappy in the appropriate bin.
10. Spray the mat with disinfectant, wipe, and tidy the area.
11. Wash your hands.

Children's privacy is considered and balanced with safeguarding and support needs when changing nappies and toileting.

Children will never be left unattended on the changing mat.

NURSERY ADMISSIONS AND ATTENDANCE (SUMMARY)

The total number of nursery places available for preschool children is a maximum of **60 full-time equivalent** (120 part-time). For our 2-Year-Old provision, the maximum number of full-time children is **20** (40 part-time). The Board of Trustees places no restriction on the number of 30-hour places;

however, places may be limited by the number of children that can be accommodated over the lunchtime period. The Trustees will not place any other restriction on admissions for any one academic year unless the number of children for whom admission is sought is likely to exceed this number.

Places are offered on a first-come, first-served basis. However, if there is a waiting list, the following admission criteria will be applied:

1. Looked after children and previously looked after children.
2. Children who have siblings already attending the school.
3. A child known by the local authority to have special educational needs and/or a disability (SEND) and whose needs can be best met at the preferred nursery.
4. A vulnerable child with either a Child Protection or a Child in Need Plan or Early Help Assessment, or who are eligible for EYPP.
5. Children currently attending who require additional sessions for parents to work/attend further study.

Our Nursery complies with the requirements for the Early Years Register set out in the Statutory Framework for the Early Years Foundation Stage. We offer funded and paid places for 2, 3, and 4-year-olds with sessional offers of 5 x mornings, 5 x afternoons, or full-time. There is a limited number of flexible places to support parents who are working, etc.; these are considered on an individual basis.

All places are subject to availability, taking into account practitioner/child ratios, the age of the child, and space requirements.

As part of our Nursery intake, parents will receive a welcome letter and information on the induction process. This usually includes a parents' meeting, home visit, and a settling visit of 1 hour. Children will usually start the next session after this hour visit; however, in some cases, an individual transition plan will be in place to gradually build up the hours to support the child and their well-being.

At Platt Bridge Community School, we operate an inclusion policy, and all children, regardless of nationality, religion, culture, race, gender, physical ability or disability, health, or social class, are welcome.

ADMISSION TO NURSERY CHILDREN AGED 2 YEARS

Many of our 2-year-olds are entitled to 15 hours of free early education due to parents receiving the following benefits:

- Income Support, income-related Employment Support Allowance.
- Universal Credit based on an annual combined income of £15,400 after tax.
- Tax credits with earnings of no more than £16,190 per year, before tax.
- The guaranteed element of State Pension Credit.
- Support through Part 6 of the Immigration and Asylum Act.
- Working Tax Credit four-week run-on.

A two-year-old may also qualify for a free place if he or she:

- Gets a Disability Living Allowance.
- Is looked after by the local authority.

- Has left care under a special guardianship order, child arrangements order, or adoption order.
- Gets support from the Home Office under Section 4 of the Immigration and Asylum Act.
- Has leave to remain in the UK with no recourse to public funds on family or private life grounds.
- Can live in the UK because their main carer is a British citizen or Zambrano Carer.

Parents applying for a 30-hour entitlement must be from working families and meet the following criteria:

- Parents must work at least 16 hours per week and not earn more than £100,000.
-

ADMISSION TO NURSERY (PRE-SCHOOL/CHILDREN AGED 3 YEARS)

15 Hour Free Entitlement

All 3 and 4-year-olds are entitled to 15 hours of free entitlement per week for 38 weeks of the year. Children with this funding are admitted to our Nursery at the beginning of the term after their 3rd birthday.

30 Hour Free Entitlement

This applies if both parents are working (or the single parent is working in a lone parent family) and each parent earns, on average, a weekly minimum equivalent to 16 hours at National Minimum Wage (NMW) or National Living Wage (NLW), and less than £100,000 per year.

Parents should apply for the extended 30-hour entitlement the term before a child is due to start. If parents forget to apply, their child will be unable to access 30 hours until the following term.

The system will notify parents of the requirement to reconfirm their eligibility. In instances where parents do not reconfirm, or whose circumstances change and they no longer meet the eligibility criteria, the 30-hour entitlement may be affected.

More information and guidance on funding criteria is available on the childcare choices website.

CONTRACTS AND ATTENDANCE

When in attendance at the nursery, parents will be asked to complete a termly contract to confirm the hours their child will be accessing.

Statistics published by the Department for Education show that attendance habits started in Nursery School lay the foundation for the future. We understand that children are sometimes too unwell to attend Nursery School, and it's important that they have time to recover to be well enough to learn. Every 4 weeks, we will review attendance alongside the contracted hours to ensure that all children take up all their free entitlement. If attendance is poor at this review, parents will be issued with a warning letter. If attendance continues to be poor, further action may be taken e.g. risk of losing their nursery place.

We also follow our school attendance protocols in relation to safeguarding and knowing a child's whereabouts if they are not in attendance in nursery,

Please note that admission to the school for primary education requires a separate application for transfer from nursery to primary school.

NUTRITION AND MEALTIMES

Mealtimes should be a happy and social occasion for all children and staff, promoting positive interaction and enjoyment. Platt Bridge Community School is committed to offering children healthy, nutritious, and balanced meals that meet individual requirements.

Children will be closely supervised at all times during meals and while eating. We ensure all children are within sight and hearing of a member of staff. A staff member with an appropriate paediatric first aid qualification will be present in the room during all meal times.

Fresh drinking water is continuously available for children to help themselves. Children will also be offered milk during snack times.

Menus are prepared to be nutritionally balanced and varied. We use our own on-site catering team for both Nursery and Reception to ensure a balanced menu made up of the main food groups. We work closely with parents/carers to gather information about dietary needs. If a child has an allergy, for example, a dairy intolerance, the snacks provided will be stored in different containers from foods that may contain dairy.

We will follow these principles of good practice:

- Food will be eaten on the same day that it is cooked, if appropriate.
- Food intake will be monitored, and menus will be reviewed regularly.
- Children who are slow eaters will be given time and not rushed.
- Staff will sit with children during mealtimes and snack times, interacting positively and encouraging good eating habits when appropriate.
- Parents/carers will be asked to provide as much information as possible about their child's dietary requirements and preferences. This will be reviewed at regular intervals throughout the year e.g at parents meetings.
- Menus will be planned in advance, rotated regularly, and reflect cultural diversity and variation. These will be shared with parents.
- We provide nutritious food at all snack and meal times, avoiding large quantities of fat, sugar, and salt, as well as artificial additives, preservatives, and colorings.
- Fresh drinking water will be constantly available and frequently offered to children.
- Individual dietary requirements will be respected. We will gather information from parents/carers upon admission. Where appropriate, we will carry out a risk assessment in the case of allergies and work alongside parents to put into place an individual dietary plan for their child.
- Staff will use meal and snack times to help children develop independence through making choices, serving food and drink, and feeding themselves. Staff will support children in making healthy choices and understanding the need for healthy eating. Appropriate drinking and eating utensils will be provided for each age group or developmental stage.

OUTDOOR ACCESS

At Platt Bridge Community School, we aim to ensure the safety of children at all times. A member of staff will conduct a risk assessment in the outdoor area before the children access it. Actions will then be implemented to ensure the safety of all children. Any hazards or risks will be reported to the site manager. Practitioners are encouraged to access the outdoor environment with children at regular intervals throughout each day. Children will be dressed appropriately before being taken outdoors.

Within Reception and 3-year-old provision, children access the outdoor area as a group. In this room, practitioners identify the children who are going into the outdoors, ensure ratios are correct, and complete a headcount before leaving the building. Children are supervised and led to the outdoor area where practitioners will ensure the entrances/exits are secure, and the number of children in the outdoor area are counted and all staff are made aware.

The children will be recounted before re-entering the building. Practitioners will lead the group of children back into the setting before completing a final headcount. A practitioner will then perform a final check of the outdoor area, ensuring the gate/door is locked behind them before returning indoors.

POTTY PROCEDURE AND TOILET TRAINING

At Platt Bridge Community School, we will support children with toilet training by working in partnership with parents/carers. We aim to follow good practice guidelines in supporting children to become toilet trained. We expect that all children are toilet trained upon moving up to our 3-year-old provision, however, we recognize that some children may take longer to meet this developmental milestone, and we regularly review their progress with parents. Parents/carers will always be consulted regarding toilet training procedures.

A child may be ready to start using the potty/toilet if he/she:

- Stays dry for a couple of hours a day.
- Takes an interest when others go to the toilet.
- Has bowel movements at regular times during the day.
- Can demonstrate when a bowel movement is taking place, e.g., by squatting or making a noise.

Good practice involves:

- Being positive and happy with the child.
- Giving lots of praise whenever a child uses the potty/toilet.
- Expecting setbacks.
- Encouraging parents/carers to dress children in easily manageable clothing.

Practitioners will never force a child to sit on the potty/toilet or show upset if a child has an accident. Children will be changed in a positive manner with minimal fuss.

- Practitioners will encourage children to use the potty in the toilet cubicle.
- Practitioners will wear disposable gloves during potty training.

- Potty waste will be disposed of by the practitioner down the toilet. The potty will be wiped with toilet paper and a wet wipe.
- The practitioner will support the child in washing their hands before cleaning the potty with detergent, drying, and replacing it on the shelf.
- The practitioner will wash his/her hands before returning to the nursery.

Children's privacy is considered and balanced with safeguarding and support needs when changing nappies and toileting.

SLEEPING

At Platt Bridge Community School, we respect each child's individual and preferred routine for going to sleep. We do not have a regular sleep routine or dedicated sleeping areas, but children can sleep and rest if they need to. They will be made comfortable with appropriate surfaces, blankets, and room temperature.

When a child is sleeping, staff will consider the following:

- A warm room temperature of 18°C (65°F) will be maintained.
 - Children will never be put down to sleep with a bottle to self-feed.
 - Children will be monitored visually when sleeping and never left on their own.
 - When monitoring, the staff member will look for the rise and fall of the chest and observe if the sleep position has changed.
 - Blankets/bedding will be changed for each child and washed daily.
 - If a child appears to be unwell, a senior member of staff should be informed.
-

WEATHER

Platt Bridge Community School is committed to ensuring that all children are fully protected from the dangers of cold or excessive sun. Severe sunburn in childhood can lead to the development of malignant melanoma (the most dangerous type of skin cancer) in later life.

During cold weather, children will wear appropriate outdoor clothing, e.g., wellies, warm coats, hats, gloves, etc. In extreme conditions, the amount of time children spend outdoors may be reduced. Children will be closely monitored when outside in cold conditions to ensure they are comfortable and are not at risk of becoming ill.

In hot conditions, we use the following procedures to keep children safe and healthy in the sun:

- Children will have a clearly named sun hat which will be worn at all times while outside in the sun. Children need lightweight cotton clothing suitable for the sun, with long sleeves and long legs if prone to sunburn. We work closely with parents to ensure all appropriate cream and clothing is provided.
- Children will be encouraged to stay under the sun shelter or indoors during the hottest part of the day.
- Staff will be vigilant in recognizing when children need to come indoors.
- Children are made aware of the need for sun hats, sun cream, and the importance of drinking more fluids during their time in the sun.

- Staff will make day-to-day decisions about the length of time spent outside dependent on the strength of the sun.
 - Parents will be asked to apply sun cream before children start school, but staff can reapply if the child is at risk of burning.sunny weather.
 - If children need to reapply sunscreen we ask that children have their own named and dated sun cream, with prior written consent for circumstances when staff need to apply it for them. This enables children to have sun cream suitable for their individual needs.
-

STAFF TAKING MEDICATION OR OTHER SUBSTANCES

The school implements a zero-tolerance approach to drugs and alcohol misuse, as outlined in the Drug and Alcohol Policy.

1. The use of alcohol or any other substance that may affect a member of staff's ability to care for children will not be tolerated. If there is reason to believe a member of staff is under the influence of alcohol or any other substance, they will not be allowed to work directly with children, and further action will be taken.
 2. Any member of staff taking medication which may affect their ability to care for children will seek medical advice. Staff will only be allowed to work directly with the children if it is confirmed that the medication is unlikely to impair their ability to look after children properly.
 3. Any medication used by staff is securely stored in locked cupboards and out of reach of children.
-

IMMUNIZATION

We recognize, where possible, that children are vaccinated in accordance with their age. If children are not vaccinated, it is the responsibility of the parents to inform the nursery to ensure that children/staff/parents are not exposed to any unnecessary risks. We encourage parents to tell us of any children who are not vaccinated within the nursery in accordance with their age.

Parents need to be aware that some children will not be vaccinated in the nursery. This may be due to their age, medical reasons, or parental choice. Our nursery does not discriminate against children who have not received their immunizations and will not disclose individual details to other parents.

Immunization records should be updated as and when necessary, including when the child reaches the age for the appropriate immunizations.

STAFF VACCINATIONS

It is the responsibility of all staff to ensure they keep up-to-date with their vaccinations for:

- Tetanus
- Tuberculosis
- Rubella
- Hepatitis

- Polio

If a member of staff is unsure as to whether they are up-to-date, we recommend that they visit their GP or practice nurse for their own good health.

NON-SMOKING POLICY

The school believes that smoking is harmful to health. Platt Bridge Community School is a completely non-smoking site.

Research shows that adults and children can be harmed by passive smoking, i.e., by inhaling second-hand smoke. This includes babies of mothers who smoke. For these reasons, we will work in partnership with all parents/carers to discourage children and adults from smoking, and to educate them so that they grow up to lead a healthy lifestyle.

We aim to:

- Help children and adults understand the dangers of smoking and the harmful effects that smoking can have on their bodies.
- Provide children and adults with the knowledge and information necessary for them to make responsible choices in relation to smoking.
- Equip children with the social skills that enable them to resist the pressure to smoke, either from their peer group or from society in general.

In line with the school Employee Code of Conduct, we do not allow smoking on the site, as we do not want to present smoking as acceptable or adult smokers as role models. Cigarette bins are provided outside the entrance to the site. We also do not allow the smoking of E-cigarettes within the building or within the surrounding on-site grounds. E-cigarettes must be used outside the gates to the site.

Staff who smoke are required to wear a smoking coat and, upon their return to work, are required to wash their hands with antibacterial gel and use mouthwash.

APPRAISAL/SUPERVISION

Appraisal and supervision meetings are conducted as necessary to provide support, coaching, and training for practitioners. Appraisal and supervision should foster a culture of mutual support, teamwork, and continuous improvement for the early years workforce.

Providers must implement appropriate arrangements for the supervision of staff who have contact with children and families. Effective supervision provides support, coaching, and training for the practitioner and promotes the interests of children. Supervision should foster a culture of mutual support, teamwork, and continuous improvement, which encourages the confidential discussion of sensitive issues.

At Platt Bridge Community School, we provide opportunities for staff to:

- Discuss any issues.
- Identify solutions to address issues as they arise.
- Receive coaching to improve their personal effectiveness.

Providing staff with quality appraisal/supervision is essential to meet legislative requirements and enables continuous quality improvement of practice. Effective appraisal/supervision can identify learning and development needs and/or identify opportunities to address those needs.

Staff are also reminded annually of the support available from the school **DSL** (Designated Safeguarding Lead), Pastoral Team, and through Whistleblowing procedures.

Any appraisal/supervision meetings are recorded, and agreed actions are shared with clear timescales for completion. Appraisal/supervision meetings will be carried out during staff meetings, and individual one-to-one sessions are arranged if required following group discussions. All staff participate in their annual appraisal review.

MOBILE PHONES AND DEVICES

For the purposes of this document, "mobile phones and devices" include any device that can be used to take images or record videos, including tablets and smartwatches.

Use of Mobile Phones by Staff Members

Staff members must not use personal mobile phones or cameras when children are present. Staff may use mobile phones on school premises outside of working hours when no children are present. Staff may use mobile phones in the staffroom during breaks and non-contact time. Mobile phones should be safely stored and in silent mode while children are present.

Staff may take mobile phones on trips, but they must only be used in emergencies and should not be used when children are present. Mobile phones must not be used to take images or videos at any time during trips.

Staff are prohibited from wearing smartwatches or other electronic devices with camera/video and image-sharing functionality to prevent unnecessary safeguarding concerns about a child. In the event of an allegation being made against a member of staff, this is an extension to the current guidance around the use of mobile phones in classrooms.

Staff who do not adhere to this policy will face disciplinary action. Staff may use their professional judgment in emergency situations, always following the procedures outlined in the Child Protection and Safeguarding Policy and the Allegations of Abuse Against Staff Policy.

Use of Mobile Phones by Parents, Visitors, and Contractors

Parents, visitors, and contractors are not permitted to take photographs or record videos without prior permission. The school strongly advises against the publication of any photographs or videos taken at the school or school events on social media.

Staff must report all concerns about parents, visitors, and contractors to the **DSL**, following the procedures outlined in the Child Protection and Safeguarding Policy.

SCHOOL DEVICES

Staff are provided with a school device to ensure that only school devices are used to take photographs and videos.

- School devices must have passcode protection.
- School devices must only be used for work-related matters.
- School devices must only be used to take photographs in the presence of another staff member.

Staff must not take photographs of bruising or injuries for child protection reasons. Instead, they should immediately receive support and advice from the **DSL**.

Where staff members have concerns over material on a school device, they must report all concerns to the **DSL**, following the procedures outlined in the Child Protection and Safeguarding Policy.