



**Belmont Farm Nursery School**

**Policies and Procedures**

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## **Our Vision**

Belmont Farm Nursery is about the rhythm and meaning of children's lives, about turning mystery into understanding and inspiring our children to grow through positive outdoor experiences.

At Belmont Farm Nursery we are committed to excellence in childcare, offering the highest standards of professionalism to our children. We provide a warm, safe, stimulating and caring environment where we can nurture children's physical, intellectual, emotional and social development.

Our children have a fun-packed day covering a wide range of activities, designed to encourage confidence, resilience, independence and to build on their natural curiosity.

We believe that the education of a child should be a partnership between caring parents and a caring childcare provider. Nursery and family life should be complementary, working to the same end and helping each child grow into a well-rounded person. At Belmont Farm Nursery we encourage our children to develop into happy, confident individuals with a strong sense of social awareness, in readiness for more formal learning, while also giving them a thirst for the educational adventures which lie ahead.

At Belmont Farm Nursery we provide an environment that encourages children to:

- Be happy, secure and welcomed;
- build self-esteem and improve self-image through praise and recognition;
- foster positive attitudes to learning, developing enthusiasm and confidence;
- compliment, enrich and extend learning experiences already gained;
- work with parents in partnership in the child's education;
- plan a curriculum through which children can develop socially, emotionally, intellectually and physically, acquiring skills, concepts, attitudes and knowledge to enable them to become successful lifelong learners;
- observe children and plan for the next steps in their learning and development, reflecting their interests and individual approach to learning;
- enable a sense of achievement through challenge which provides for risk taking and success;
- provide quality interaction, giving opportunities for children to talk and communicate, responding and listening to adults and each other;
- develop children's independence, self-control and co-operation;
- provide quality play experiences, ensuring opportunities for investigation, exploration, experimentation, decision making and enjoyment in a broad range of contexts;
- provide opportunities for children to think creatively and imaginatively;
- provide opportunities through, for example, role play, for children to express their feelings;
- enable children to make the maximum progress appropriate to them as individuals;
- identify and meet any special need a child may have and to provide motivation and support to the child and his/her parents.

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## **ADMISSIONS POLICY AND PROCEDURE**

Creating the environments in which all our children and staff can flourish.

Belmont Farm Nursery is open to children from the age of 3 months to 5 years. The Principal will offer places based on the availability of sessions for the child's age range/stage of development. There are three sessions a day, one in the morning, and one in the afternoon or a full day. If doing AM or PM sessions you must have a Monday and a Friday. If doing a full day one of which must be a Monday or a Friday depending on availability. The minimum number of sessions we can offer is four half day sessions per week, for example four AM and PM or two full days. All prospective parents/children/staff should be welcomed into the Nursery and given a guided show-a-round, once a place has been offered.

During the show-a-round, management will provide information about the nursery and answer any questions/queries regarding additional needs, dietary requirements, and general nursery policies. All applications should be treated with equal and fair consideration. Show rounds may only be completed by the Principal, Deputy Principal or Third in Charge.

In line with our Inclusion Policy, where a child has an additional need, after the place has been accepted we will first of all hold a meeting with the parents where they can bring any paperwork and additional information. From this meeting, before the child starts, a support plan will be created by our School SENCO. Where a place is agreed, any specialist equipment, medication, training, or support staff must be in place before the child can start at the setting. Parents/carers are required to fully complete the registration pack.

When a place is offered and accepted, parents/carers must also sign a contract, which details our terms and conditions and pay the administration fee where applicable.

Our settling in procedure will be explained to parents, and dates will be agreed for settling in visits, once the start date is confirmed.

Information for parents/carers about the care and education offered in the nursery, alongside our policies and procedures is available in our parent pack and around the nursery.

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## WELLBEING POLICY

Wellness is an active process of becoming aware of and making choices toward a healthy and fulfilling life. Wellness is more than being free from illness, it is a dynamic process of change and growth. It includes choices and activities aimed at achieving physical health, mental peace, supporting mental health, social satisfaction, a sense of accomplishment, and personal fulfilment.

There are different aspects of well-being that include the following:

- ◆ Physical well-being.
- ◆ Economic well-being.
- ◆ Social well-being.
- ◆ Development and activity.
- ◆ Emotional well-being.
- ◆ Mental well-being.
- ◆ Life satisfaction.
- ◆ Domain specific satisfaction.
- ◆ Engaging activities and work.

Here at Belmont Farm Nursery School we believe in the importance of a 360 degree approach. We believe that we cannot simply look at the well-being of the children who attend our school. We must look at how we can support not only the staff but also the parents. If we can successfully achieve this then our school community will become stronger and the outcomes for the children who attend will only get better and better.

We have developed a 5 point plan to support our three key groups

1. Children
2. Staff
3. Parents

### The Children's Programme

1. Extra-curricular sessions.
2. Children can choose activities they take part in.
3. On site animals.
4. A host of outside activities completed daily
5. Daily affirmations and discussions within play around emotions.

### The Staff's Programme

1. Encouragement for staff to be active
2. Perkbox reward app
3. Well-being Wednesdays
4. Open door policy with management.
5. Bi-annual supervisions



### The Parent's Programme

1. Parents classes put on throughout the year to allow parents to access services and information (first aid/ speech therapist)
2. Stay and Play sessions so parents can arrange to spend some time at the nursery on a day off or working from home day and feel a part of the nursery community
3. Events that parents can attend e.g. Sports Day, Christmas parties and Hanukkah festival
4. Flexible drop off and pick-ups.
5. Open door policy with management team.

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## **PARENTAL INVOLVEMENT**

Parents and professionals who work together for the benefit of the children will have a positive impact on their development and learning. An effective partnership is characterised by a shared sense of purpose and mutual respect.

We wish to make ourselves available to parents at all times. We encourage parents to pick their children up from each nursery room, where collection from the classroom is not possible early years educators will provide feedback outside of the classroom to have open conversations with the staff to promote confidence and security. The Nursery expects parents to take on strategies discussed and agreed to in a parent meeting at home, alongside nursery for consistency. We hold parents evening throughout the year to allow for one to one conversation about children's development.

Our childcare software allows quick and direct communication between parents and key workers which we think supports strong parent communication.

We offer parent classes on current issues or training needs the parents have voiced. These include but are not limited to; toilet training, speech and language, first aid. We have a parent committee who have regular meetings with the principal to ensure each parent's voice is heard.

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## **TRANSITIONS POLICY**

### **Aim:**

To work in partnership with parents/carers, practitioner from other settings and/or childminders and school staff to share information about the child and what support he or she may need.

### **Rationale:**

At Belmont Farm Nursery children enter the setting from a variety of backgrounds. We therefore welcome all children as individuals and are sensitive to the needs of children, parents/carers when first attending our setting.

We offer support in the following ways:

- ◆ Sharing of information, the child's starting point e.g. "starting point parent observation" which parents/carers are asked to complete on our Family app and the settings childcare agreement form.
- ◆ Information for parents when their child first attends, welcome pack, viewing of copies of policies & procedures, and the role of the key person.
- ◆ Settling in sessions
- ◆ Favourite toy/comforters from home
- ◆ Special arrangements to support children who may have some additional requirements or where English is not their first language.

### **Procedure**

#### **Transition into the nursery**

- ◆ The key worker will call the parent a few weeks before the settle to gain information on the child and to create a bond with the parent
- ◆ 1<sup>st</sup> settle is an hour where the parent stays for the whole settle in the classroom with the key worker, supporting the child to see the classroom as a safe space, and to bond with the key worker with a secure person close by
- ◆ 2<sup>nd</sup> settle where the parent stays for 20/30minutes to help settle the child into the classroom, the parent will then leave (making sure to say goodbye) and watch the CCTV in the parent room, while being signed up to our online system. This gives the child a chance to bond with the key worker and gain a relationship with them.
- ◆ 3<sup>rd</sup> settle where the child is then dropped at the door to the key worker, this settle is to show the child that the nursery is a trusted and safe space. The key worker will send regular updates during this settle on our online system of messages and photos.

#### **Transition between rooms**

When it is felt by practitioner and parents/carers that a child would benefit from moving to the next room (this can be dependent on both the age of the child and their stage of development) we would support the child and parent in the following ways.

- ◆ Information booklet regarding the new room provided to parent.
- ◆ Key person to spend time with the child.
- ◆ Settling in session arranged with both the new and old key persons
- ◆ Key persons will liaise with each other and share information from the child's profile.
- ◆ Where possible children will be moved with their peers.
- ◆ Parents are shown around new room if applicable.



### **Transition from one provider to another during the working week**

When a child attends more than one setting or child-minder we make contact with them and share information to provide the best outcomes for the child.

- ◆ We obtain permission from the parent to make contact with the other setting / child-minder.
- ◆ Sharing of information from the two year checks, any behaviour strategies and planning ideas.

### **Transition from our setting to school**

We recognise that starting school can be a worrying time for children and their parents and the more that can be done to ease this transition, the more positive an experience it will be for all involved.

- ◆ We invite teachers/support staff to visit the child at the setting.
- ◆ We organise activities, which reflect the transition process and provide opportunities for children to express their concerns and fears.
- ◆ The management team will visit/speak with the reception teacher to hand over completed tracking files or safeguarding records and discuss any issues or concerns regarding any particular child(ren).

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## **INCLUSION POLICY**

All staff at Belmont Farm Nursery School recognises that they have a duty to include all children entrusted to them. They accept that they have a pastoral responsibility towards their children and that the children have a fundamental right to feel safe.

Our Inclusion Officer/School SENCO who will be dealing with our children with additional needs will be Leanne Burke.

The nursery has a Nursery SEN support team member – Lynsey Roche who will support the parents, the child, as well as the nursery team on how best to support the child.

Children with special educational needs (including children with physical disabilities, learning or behavioural difficulties, and gifted children) are welcome in our Nursery. Health visitors, social workers and any others involved in the care of the child should be involved in consultation prior to admittance into the Nursery where possible.

Early identification and assessment of special needs cannot be over-emphasised. The earlier the action taken the more responsive the child is likely to be.

Children with special needs may need extra help. It is important to recognise that each child is unique and that there is a wide spectrum of special educational needs:

- Communication and interaction
- Cognition and learning
- Behaviour, emotional and social development
- Sensory and or physical

The SEN COP 2001 stresses the importance of early identification. This is done by a graduated approach. Belmont Farm Nursery School will do their part in observing, logging information and working in partnership with the parents and experts from Barnet Early Years.

At Belmont Farm Nursery School we promote equality of access and the opportunity for all children to learn and make progress whatever the age, gender, ethnicity, special educational needs or competences in English. We also promote equality of access and the opportunity for all appropriately qualified/non-qualified staff to work in this Nursery whatever their age, gender and ethnicity.

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## Inclusion Support Process

You believe that a child needs support with their development



Complete an Internal Referral/Access to support request form and give to the Inclusion Officer/SENCO.



Date is set for key worker to complete three individual observations and any relevant toolkit documents to gain evidence on the child's abilities. These must be given to the inclusion officer by the date set.



The completion of form for support to observation by inclusion officer must be completed within three weeks

Observation then completed by the Inclusion Officer/SENCO. Meeting is then held with management to discuss the outcome of the observations. A meeting arranged to discuss with the parents, then an initial three-month support plan is created and can lead parents to additional early help in the borough.

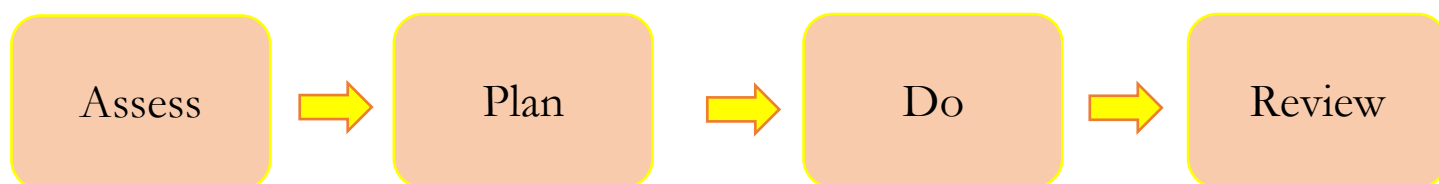


The meeting with the parents must be organised no longer than 7 days after the completion of the observation by the Inclusion Officer

End of the first three months meeting with key worker, Inclusion Officer and management to discuss progress, if needed next three-months support plan is created and meeting is arranged to discuss with the parents.



End of six-months targeted support plan, meeting with key worker, Inclusion Officer and management to discuss progress and whether referral needs to be considered for a statement or additional support from the early help team. Meeting is arranged to discuss how we move forward.



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## **EAL POLICY (ENGLISH AS AN ADDITIONAL LANGUAGE)**

### **INTRODUCTION**

Our aim is for each individual in the nursery community, regardless of gender, race, culture and background, to reach their full potential in an inclusive environment where happiness and security are a priority.

### **AIMS**

The Nursery aims to make appropriate provision of resources for children for whom English is an additional language and for ensuring EAL children are able to achieve their full potential.

The Nursery will identify individual needs, recognise the skills they bring and ensure equality of access to the curriculum.

We aim to ensure that all EAL children are able to:

- Use English confidently and competently
- Use English as a means of learning across the curriculum
- Where appropriate, make use of their knowledge of other languages
- Where appropriate staff learn and use the child's home language key words to help support the child day to day
- We will regularly observe and assess information about children's developing use of language
- We recognise that most EAL children's needing additional support do not have SEN needs.
- We will work with parents to understand how they are communicating in home language to look at communication and language as a whole.
- We recognise that there may be EAL children's who are gifted or talented even though they may not be fluent in English.

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## **IMMUNISATION POLICY**

We strongly recommend and fully support children's immunisation programmes and encourage all children to be fully vaccinated whilst attending Belmont Farm Nursery School.

During a child's settle session we will check children's immunisations in their red book and if a child is not immunised we encourage parents to talk to their GP or Health Visitor to find out more about immunisations.

We regularly check children are receiving their booster vaccinations.

There is also information available for parents and carers to improve the immunisation status of their children, including information on what immunisations are given and when

[www.nhs.uk/conditions/vaccinations/Pages/childhood-vaccination-schedule.aspx](http://www.nhs.uk/conditions/vaccinations/Pages/childhood-vaccination-schedule.aspx)

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## CHILDREN'S SICKNESS AND ILLNESS POLICY

Belmont Farm Nursery School recognises it is our responsibility to ensure the health and safety of our children, staff and parents through identifying and discussing health issues in an open and positive way allowing us to achieve and maintain our highest standards. The health and wellbeing of all children, staff and parents is of paramount importance to us. In order to maintain a clean and healthy environment, we ask you to refrain from bringing a child to the Nursery if they are sick or displaying signs of an illness.

We aim to:

- Ensure sick children are identified
- Ensure sick children are cared for appropriately
- Protect children and adults from preventable infection
- Enable our staff and parents to be clear about the requirements and procedures for when a child is unwell.

### Procedure

- If any child is thought to be unwell we will assess the condition of the child, this will be done in a kind and caring manner. The child may become distressed so it is important to be calm and reassuring. The Principal must be informed of any sick children.
- We understand the needs of working parents and will not exclude children from the setting unnecessarily. It is however at the discretion of the Principal when requesting the exclusion of a child for illness or infection and that decision is final. Decisions will be made and taken into account the needs of the child and those within the group.
- Any child with an infectious or contagious disease will be excluded for a certain period of time. If staff suspects that a child has an infectious or contagious disease they will advise that parents consult a doctor before returning to the setting.
- Should a child become ill whilst at the Nursery, the Nursery will contact the parent or emergency contact, we ask for the child to be collected within one hour if possible. The child will be comforted whilst awaiting the arrival of the parent/carer.
- If a child is seriously unwell and a parent cannot be contacted the Principal/Deputy/3<sup>rd</sup> in charge and the child's keyworker will take them to the nearest hospital/ will call for an ambulance.
- Our staff will report any worries about a child's health or well-being to the parent/carer immediately.
- Parents/carers are responsible for keeping the setting informed about their child's health.
- We will follow the guidance from the Health Protection Agency regarding exclusion periods. A full up to date list is available at

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/522337/Guidance on infection control in schools.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/522337/Guidance_on_infection_control_in_schools.pdf)

- Coughs and colds do not necessarily require the child to be excluded from the setting, but this will depend on the severity and how the child is able to cope. A child who is or appears unwell may be refused admission this will be at the discretion of the Principal, in their absence the Deputy.
- **A child who has sickness or diarrhoea whilst at the setting is to be collected immediately and kept away for 48 hours from the last time episode. For reasonable allowances e.g. food intolerances, exceptions may be made at the Principal's discretion.**
- **If a child has a temperature, they must remain at home for 24 hours from the last temperature. Reasonable allowances e.g. teething, exceptions may be made at the Principal's discretion.**



- If a child or adult is diagnosed suffering from a notifiable disease under the public health (infectious diseases) regulations 1988, the GP will report this to the Health Protection agency.
- When the setting becomes aware, or is informed of the notifiable disease, the Principal will inform OFSTED and act on advice given by the Health Protection Agency.

### **Infection control**

At Belmont Farm Nursery School, we take the prevention of spreading diseases very seriously. The Nursery will be cleaned thoroughly on a daily basis as well as an annual deep clean. If there is a case of an infectious disease identified, the nursery will take action and use a 'Sani Guard Total Release' as per the instructions on the can.

If there are two or more cases of diarrhoea or vomiting within a 24-hour window, the same action will be taken.

In order to promote good practise children will be taught how to wash their hands and why they need to wash their hands.

Good hygiene practise includes:

- Use warm water
- Not using a communal bowl or flannel to wash hands.
- Use liquid soap
- Dry hands thoroughly
- All visible cuts and abrasions should be covered with a waterproof plasters.
- Hand sanitizer is available in all rooms for staff members.

Children and adults should wash their hands:

- Before and after eating or handling food or drink.
- After using the toilet, potty or changing a nappy.
- After blowing your nose or coughing or sneezing.
- After touching animals
- After contact with contaminated surfaces.
- When returning from outside play.

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## Temperature Policy

If a child has a temperature not caused by teething or injections, they must be kept off Nursery for a full 24 hours since their last temperature. Before returning to the setting, parents must have a phone call with the Principal to assess the safe return of that child.

If a child has a temperature,(from teething, injections or being unwell) the nursery will call the parent to notify them of the temperature. The parent will be asked if they are happy for the nursery to administer Calpol to help bring the temperature down. Depending on the condition of the child, we will allow time to see if the temperature goes down with Calpol. If the child is showing signs of being unwell and/or the temperature doesn't go down, they will be sent home and be required to be off for 24hours from last temperature.

If a child's temperature increases or persists, contact 111 for advice.

All parents are expected to follow this policy, to ensure the wellness of the children at the setting.

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## ADMINISTRATION OF MEDICINE POLICY

Medicines must be stored in their original box, clearly labelled with the child's full name and dosage clearly marked in the medical room fridge.

Staff must not administer prescribed medications, nor should children be accepted into the nursery, unless the child has had a course of medication at **least 24 hours** prior to their arrival despite the fact whether the child has been on this particular medication before, or not.

All medication forms must be co-signed by the child's parent/guardian and nursery management prior to administration of medication.

Management will administer the medicine witnessed by another member of the staff and countersigned by parent at the end of the day.

Non-prescription medication, for example nappy creams/teething gels will only be administered if provided by the parent.

Non-prescription medication, for example nose sprays, eye drops etc will not be given unless prescribed.

Medication such as Calpol and Piriton can be administered within the Nursery, following the nursery's temperature policy and/or the Principal's discretion. Consent for this will be on the child's Family profile.

All children who have an allergy or food preference must have their food allergy/preference on each room's dietary sheet. Any special long-term medication must be in its own green medicine bag with all corresponding paperwork.

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## **ACCIDENT PROCEDURES**

All staff at Belmont Farm Nursery are Paediatric Trained First Aiders, therefore there is always someone suitably trained on the premises at all times. We ensure that all our nursery practitioners are Paediatric first aid trained within 3 months of starting with us, to follow our Millie's Mark Accreditation.

- Staff will provide first aid when an accident occurs and inform management as soon as possible of any accident
- The accident First Aider is the Principal/Deputy/3<sup>rd</sup> In Charge who will be in control of the situation.
- Treatment will be given and an accident form will be completed.
- The Management team will contact the parent and advise of any treatment given.

In the event of an accident requiring hospital treatment, and the parent is unable to attend/arrive within appropriate time the child will be taken with the key worker and Principal to the nearest Hospital. The Nursery will:

- Complete an accident form and an Ambulance and emergency services form will be completed if appropriate.
- Call the parent/Guardian
- Take the child's Emergency form that includes the child's personal details
- The staff team will remain with the child until a parent/guardian arrives.

If an ambulance needs to be called to the Nursery, then the Nursery will:

- Call an ambulance and provide as much information as possible
- If the parent/guardian has not arrived by the time the ambulance arrives, a member of staff will accompany the child, and will remain with the child until the parent/guardian arrive.
- The child's Emergency form will be passed to the medical team.

H+S RIDDOR form to be completed and Ofsted will be notified where appropriate.

Adult accidents must be recorded in the green accident book which can be found in the Nursery office. Once completed they must be handed in to management to be processed and filed in the accident folder which is store locked away.

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## **FIRST AID POLICY**

### **POLICY STATEMENT**

In accordance with Health and Safety legislation (Health and Safety (First Aid) Regulations 1981), it is the responsibility of Belmont Farm Nursery School to ensure adequate and appropriate first aid provision at all times when there are people on the premises and during off-site activities. Belmont Farm Nursery School has achieved the Millie's Mark accreditation and we will continue to adhere to their criteria.

In order to ensure adequate first aid provision it is the Nursery's policy that:

- There are sufficient numbers of trained personnel together with appropriate equipment to ensure someone competent in basic first aid techniques can rapidly attend an incident at all times during normal nursery hours
- All staff will complete a 12 hour paediatric first aid course within 3 months of starting if they do not have a valid certificate.
- Appropriate first aid arrangements are made whenever staff and children are engaged in off-site activities and visits.

### **RESPONSIBILITIES UNDER THE POLICY**

- First aid needs are assessed and addressed.
- Sufficient numbers of suitably qualified first aiders are available.
- The adequate provision of first aid services during nursery hours.

**The Principal/Deputy/3<sup>rd</sup> in charge** on behalf Belmont Farm Nursery School, is responsible for:

- Assessing the first aid needs throughout the Nursery.
- Advising on appropriate levels of first aid provision.
- Ensuring first aid cover is available during normal operating hours.
- Identifying first aid training needs.
- Arranging training and maintaining records thereof
- Organising provision and replenishment of first aid equipment.
- Reviewing accident forms.
- Ensuring the AED has sufficient battery and pads.
- Reporting incidents under RIDDOR to HSE where appropriate.
- Induction of staff in first aid issues.

**Qualified First Aider** (Appointed Person) is responsible for:

- Responding promptly to calls for assistance.
- Providing first aid support within their level of competence.
- Summoning medical help as necessary.
- Recording details of treatment given.
- Maintaining accurate records of first aid treatments given



## **Paediatric First Aider**

- Responding promptly to calls for assistance
- Providing first aid support within their level of competence
- Summoning medical help as necessary
- Recording details of the treatment given.

**Parent/Guardian** is responsible for:

- Completion of the medical form issued by the nursery. Any changes to any new or existing medical condition must be notified to the nursery as soon as possible
- Ensuring that a member of the family or other nominated person is easily contactable at all time in the event of an emergency or a child requiring to be sent home from nursery due to illness or injury.
- Each child has a sufficient amount of emergency contacts.

## **FIRST AID RISKS**

An assessment of first aid needs is carried out on an annual basis by the Principal on behalf of the Health and Safety Committee (RA035). The assessment takes into account:

- Numbers of children, staff and visitors on site.
- Layout and location of buildings and grounds.
- Specific hazards.
- Special needs.
- Hours of work.
- Out of hours and off-site activities.

The Assessment will identify:

- How many first aiders are needed during the nursery day.
- Out of hours and off-site arrangements.
- Back-up arrangements to cover absence of first aiders.
- Which departments require a qualified first aider.
- What equipment is needed.
- Where equipment is to be located.
- Where notices and signs are displayed.
- Good practice in record keeping.

## **LAYOUT AND LOCATION OF BUILDINGS AND GROUNDS**

The nursery site has extensive grounds. Accidents can happen anywhere at any time and therefore all staff should be trained in basic first aid skills and should know how and when to obtain help in an emergency.



## **SPECIFIC HAZARDS**

Accident statistics can indicate the most common times, locations and activities involved when accidents occur at nursery. Injuries and accidents are most likely to occur during break times and in the kitchen and maintenance departments. Out of hours and off-site activities may present particular risks depending on the location and nature of the activity and the numbers of children and staff involved.

Spillage of body fluids will need to be cleared on occasions and must be disposed of in yellow bags. This may involve dealing with blood, vomit, urine or excreta. Gloves are kept in the classrooms and also within each first aid kit. Gloves must be worn at all times.

**Asthma / EpiPens:** Inhalers (if notified conditions state 'as and when', not when used at specific times) and EpiPens must be kept with the child at all times, suitably labelled. Room Manager is responsible for having them with them at all times. Parents/carers should ensure that they are not out of date and replace when necessary.

Also see - Allergies and Other Medical Conditions Policy.

## **FIRST AID KITS**

First aid cabinets are clearly labelled with a white cross on a green background in accordance with Health and Safety regulations. The contents of the first aid kits may vary depending on the particular needs in each location, there is a master list in the H&S folder of what should be found in each.

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## **ALLERGY POLICY**

- All allergies must be logged on each child's admission form.
- All allergies must have written proof provide by the child's GP in order for the nursery to be able to acknowledge it, for example a doctor's note or action plan.
- Information or action plans provided must be displayed in the Kitchen and clearly displayed within the room that the child is registered.
- A child's allergy must be accurately stated on their records, together with symptoms, medication and emergency procedures before the child starts at the nursery. This can all be found in their own green emergency medication bags and health care plans inside them.
- All food allergies must also be listed on each room's dietary sheet.
- The child's name will be written alongside the allergy specific to that child, to assist staff in the vigilance.
- All staff must ensure that all food and drink given to children has been checked and that all ingredients comply with individual children's nutrition.
- Babies being weaned should only be fed food that has been safely given at home.
- If a child has a reaction, stay calm, and contact the management team immediately.
- Children's Piriton must be kept on the premises at all times, check permission slip and that medicine is in date before administering it to a child.

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## **NUT POLICY**

Please be advised that although we operate a no nut policy in our kitchen. We do have a selection of nuts in our forest school and garden areas. Therefore we cannot guarantee a no nut environment within the nursery premises.

We have this information outlined in our registration form, terms and conditions, parent pack and on our website. Parents are asked to complete a nut consent form to acknowledge that we cannot guarantee a nut free environment.

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## **FOOD AND HEALTHY EATING POLICY**

At Belmont Farm Nursery School, we encourage children to develop a positive attitude towards food and healthy lifestyles. This is achieved through adopting a whole nursery approach, which encompasses children, their families and staff.

This policy recognises that children under the age of 5 have different nutritional needs from those of older children and adults. They have a high energy and nutrient requirement in relation to their size. Early Years is an important time to shape food preferences and habits, by allowing children to make their own selections through guided choice; this can have a positive impact on health in later life.

Those responsible for food preparation and handling of food, must be competent to do so, and all nursery staff will have the appropriate food hygiene/safety qualification. All food is prepared to prevent choking per information on food safety and NHS preparing food safely for babies guidelines.

Information is available to parents/carers on what food and drink is available for the children at nursery. The nursery will provide healthy, balanced and nutritious meals, snacks and drinks, which have been nutritionally analysed to ensure a healthy, balanced choice across the weekly menu. Foods from the four main food groups will be offered every day (starchy carbohydrates, fruit and vegetables, milk and dairy products, proteins). No salt will be added to foods, and food high in salt will be used as little as possible.

Our food meets the statutory food and drink guidelines for Early Years Foundation Stage Nutrition guidance in England, and we work with Healthy Early Years London to ensure this.

Either a meal or snack is offered to the children every 2-3 hours. Children are offered breakfast on arrival at nursery between 8:00am and 8:40am. We then have a morning snack at 9:30 for our under 2s and 10am for our over 2s. Lunch is served between 11:00 and 13:00. There is an afternoon snack around 2:30 and tea is then served between 3:30 and 4:30. Children who stay beyond 5:20 are offered an evening snack.

As a statutory requirement staff must be sitting with children at all times whilst they are eating, and there is always a member of staff present with a valid paediatric first aid certificate. Children must be seated in appropriate high chairs and chairs during meal times.

Nursery staff will proactively involve children in mealtimes to create a social occasion, which provides opportunities to promote children's social and educational development, as well as encourage good eating habits and table manners. Sharing of food is not permitted and it is the responsibility of the staff member at the table to promote and enforce this.

We serve small portion sizes on child sized plates. It is better for children to ask for seconds than to serve them too much. Children are not praised for finishing the food on their plate. This helps children to recognise when they are hungry and when they have eaten enough. Snacks served are mini meals, with components as healthy as mealtime choices. Children with food aversions will be encouraged (but not forced) to eat. A preferred food list will be requested from parents for any children showing signs of food aversions. A preferred food plate will be given, with an additional plate of a small amount of the main meal. Praise will be given when the child eats, food will be removed without judgement if the child refuses food. If a child refuses a main course, a portion of dessert will still be offered. Independence will be encouraged throughout at the appropriate level depending on child's age.



Breast milk is the ideal source of nutrition for infants for at least the first year of life. We have refrigerated storage space for expressed breast milk which is clearly labelled with name and date. Mothers are welcome to breastfeed (or express breastmilk) and a secluded space will be provided, if required. We can direct mothers to where they can access further breastfeeding support.

Children will have access to water at all times.

We will notify OFSTED of any food poisoning affecting two or more children looked after on our premises as soon as possible, and certainly within 14 days of the incident occurring. We will also notify Local Environmental Health Authority of any food poisoning affecting two or more children looked after on the premises and seek their advice. All staff have received training in Food safety and hygiene.

### Dietary Process

Before a child starts at the setting the parents must notify the nursery of any dietary requirements for example preferences, food allergies and intolerances. Any raised dietary requirements must then be shared with the chef and management team. Parents must update the nursery if any changes occur to the dietary requirements.

1. Each morning staff opening their room complete the daily food requirements form. This includes allergies, preferences, intolerances or dietary requirements.
2. Staff take the dietary forms to the kitchen for the chef at 9am.
3. Staff collect their food at Lunch time and check that all requirements outlined on the form have been met and sign to take responsibility over the food. All food is labelled with the child's name and dietary needs. The form stays in the kitchen so the Chef can prepare the tea requirements later on.
4. All alternative meals and various weaning stages must be wrapped in foil and clearly labelled with the stage and child's name on.
5. It is the responsibility of the staff member who signs for the food to ensure that all alternative meals are given to the correct children before the other children are served and that all staff involved in the mealtime process are aware of the alternatives.
6. At tea time staff must come to the kitchen and sign their dietary form, collect their tea and any covered, labelled alternatives that the chef has pre-prepared
7. These forms will then be filled the next morning by the chef and kept in the kitchen
8. Each staff member must know all the children in that age group who have allergies/ alternatives.

Key points to remember:

- Children must be seated in appropriate high chairs and chairs
- Water must be available for the children from the start of the meal and throughout
- Where ever possible children must be supported to self-serve an aspect of the meal
- There must be at least one adult sat at each table with the children eating.
- There must always be a staff member with a valid paediatric first aid certificate while children are eating.
- Food must be prepared to avoid choking





- All staff must be wearing aprons, be wearing gloves
- Staff must record how much the children have eaten and at the end of the meal faces must be wiped with flannels and clothes changed if they are excessively wet or dirty.
- Staff may eat with the children during breakfast and snack times but it must be alongside them during the meal, and must be the same meal as the children.

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## **ORAL HYGIENE**

### **Aim**

The aim of this policy is to set out a guidance for how we support children to develop their knowledge and understanding of oral health and hygiene within the Early Years.

Dental decay is a serious problem in young people – and it is largely preventable. In 2017 in England, almost a quarter of five-year-olds had experienced tooth decay, having an average of 3 or 4 decayed teeth. Figures suggest that more than 105 children a day have their teeth removed in hospital due to tooth decay.

On registration at Belmont Farm Nursery School, we ensure children are registered with local dentists. If a parent fills in the form to say they are not yet registered, we support parents to find local dentists where they can register.

At Belmont Farm Nursery School, we do not brush the children's teeth whilst they are in our care. Instead, we provide children with regular and varied opportunities to take part in activities designed to improve children's knowledge, confidence and enjoyment in oral health. For example, an activity could be brushing paint from fake teeth.

To encourage children further we arrange external visits from dentists and dental practitioners to talk with children about oral health and hygiene and importance of it.

In order to support parents' knowledge and understanding of oral health and hygiene, we regularly run parent classes and sessions from professionals.

As part of our safeguarding commitment to the children, any oral hygiene concerns will be raised and discussed with parents initially. If the situation does not improve, our safeguarding procedure will be followed.

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### **Parent smoking policy and alcohol policy**

At Belmont Farm Nursery School we are committed to the health and wellbeing of the children that attend the setting. We therefore operate a strict no smoking policy at Belmont Farm Nursery School and the entire site is no smoking. This applies to anywhere on our premises both inside and outside. It is illegal to smoke in enclosed spaces.

Belmont Farm Nursery School operates a strict no alcohol and drugs policy across the entire premises.

All parents, carers or visitors to the site must abstain from smoking, taking drugs or drinking and it is forbidden to bring any of these substances onto site.

Parents/carers being abusive towards children, staff or other parents will be asked to leave and the police may be called in this instance. If this is not the child's primary carer e.g. a nanny, parents will be informed - they must then come to collect their child. At the discretion of nursery management, it may be that the person involved may no longer be able to collect from the nursery or the child's place may be revoked.

If we believe a parent/ carer to be under the influence of alcohol or drugs Belmont Farm Nursery School we will follow the following procedure

- A senior member of staff (Third in Charge, Deputy Principals or the Principal) will be called.
- Two members of staff will speak to the parent/ carer to assess the situation.
- If a parent is believed to be drunk or clearly under the influence of drugs and it is apparent, they are incapacitated from caring for a child we will contact another family contact to collect their child. If another contact is unable to collect social services and the police will be called. The police and social care are agencies with statutory child protection powers who will act quickly to secure the immediate safety of a child.
- If a parent is under the influence and they have arrived in a car, the above will also apply.
- Our duty and responsibility is to prevent the child from being harmed. This may include not releasing a child from our care.
- Staff will make a full written statement of the incident.
- A child's safety is our main concern and as such this will determine the course of action taken.

We respect that smoking is a personal choice, although as a Nursery we encourage healthy lifestyles.

We aim to help parents to stop smoking if requested by:

- Providing factsheets and leaflets
- Provide information of local help groups
- Provide details of the NHS quit smoking helpline.
- Offer information regarding products that are available to help stop smoking.

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## NAPPY CHANGING AND TOILET TRAINING POLICY

At Belmont Farm Nursery School we ensure children's privacy is considered and balanced during nappy changes and potty/toilet training.

Nappies should be changed on demand and at set times throughout the day.

Parents are welcome to use the nappy changing area if they wish to change their own child, which will be checked and cleaned by the nursery staff.

Nappies must be disposed in a safe and relevant way. The Principal must ensure that nappies are disposed of in the correct way. No students or volunteers are allowed in changing areas, unless DBS check, induction and nappy changing training have taken place.

Hygienic nappy changing practice is vital in reducing and preventing contamination and infection, not only to the child and adults, but also to surrounding environment.

Parents must provide a barrier cream for their child. The nursery provides nappies and wipes (we use Water Wipes).

Staff must wear disposable gloves and aprons when changing a nappy, which is changed after each nappy change. A child must never be left unattended on the nappy changing mat. We ensure that changing mat/unit is waterproof and is not cracked/dirty and is cleaned with antibacterial spray after every nappy change.

### **Toilet training**

Staff will work in partnership with parents while toilet training their child to ensure continuity. Children are always supervised when using the potty and whilst toilet training. **Children must wear underwear (knickers/pants/pullups) whilst toilet training and after, for safeguarding purposes.** Children are taught good hygiene practices of washing their hands each time they go to use the potty/toilet.

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## **SLEEP POLICY**

The aim of this policy is to set out how Belmont Farm Nursery supports children's naps whilst they are at nursery and the link between home and nursery in supporting children with their overall sleep requirements.

Before admission to Belmont Farm Nursery school, a child's keyworker will discuss children's individual sleep needs and routines with their parent, and will outline the nursery routine, allowing sufficient time to transition, if needed.

Following specialist advice and guidance Belmont Farm Nursery advise the following:

- Where possible morning naps will be between 9am and 9:15am, waking up no later than 10am. The length of the morning nap should depend on the child's age but should be somewhere between 20 minutes and 60 minutes. This is to ensure that they have a big enough awake window between waking up for the day and their morning nap and then again between their morning and lunchtime nap.
- There will be two set down times for their lunchtime naps- this will be around 12:15/12:30 pm- for children who have not had a morning nap, and around 1:00/ 1:15pm for children who have had a morning nap. This is to coincide with 'natural dips in energy'. If a child's sleep time is different to this the nursery will do its best to accommodate a home routine in the Bumblebee class.
- Total day sleep should be between 1.5 and 2.5 hours. This is to ensure they do not oversleep in the day and will sleep well overnight.
- Children will be supported to drop their naps at appropriate ages. For morning naps this is around 11.5- 14 months and for lunchtime naps around 2.5 years old. During transition, children will be offered a 'power' nap if needed.
- Children are encouraged to bring any sleep comforters to nursery. This may include dummies, comforters (only for children over 6 months) or their own sleep bags to help them settle for their naps.
- We encourage children to fall asleep independently. If a child is used to being rocked or fed to sleep, we will work with you to support transition. This includes rubbing a child's back, patting their bottom, sitting close by to them, rhythmic shushing etc.
- We will ensure the sleep environment is optimal for sleep. E.g. a dark room, pink noise (an optimal frequency to help with sleep compared to white noise), age appropriate beds etc.
- We follow safe sleep guidelines as recommended by the Lullaby Trust to reduce the risk of SIDS.
- Children who are sleeping are closely monitored by a member of staff. For the Bumblebees this includes sleep and heart rate monitors. Sleeping children will be frequently checked at least every 10 minutes by the key person or any member of staff they will visually check on the child; looking for the rise and fall of the chest and if the sleep position has changed. These checks will be recorded on the safe sleep chart.
- A member of staff will be in the sleep room, if there are a number of children falling asleep at the same time.
- Children will transition from cots to floor mats once they are preparing for the Dragonfly classroom.

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## **SUN PROTECTION POLICY**

At Belmont Farm Nursery we cherish the opportunity that our children will have to explore our wonderful garden and woodland. We appreciate the dangers of being in the sun, and plan to reduce the risk to the children in the following ways:

- All children must wear a sunhat whilst outside. Belmont Farm Nursery School will supply sunhats to any child who does not bring their own. Children may also wear sunglasses if they wish.
- Children will be kept in the shade from 11am through to 3pm, particularly from the months of March through to October.
- Any learning activity will take place under the shade.
- All parents will be asked to sign a sun cream authorisation form to enable staff to apply sun cream to face arms and legs.
- Staff will monitor the UV outside and children will not go out on a UV over 6 unless sufficient shade is provided e.g. in forest school.
- Sufficient shade will be decided by a member of management.
- We will provide Boots Soltan cream factor 50 for all children; if parents want to provide their own cream then this must be clearly labelled.
- Cream will be applied at least twice a day, in the morning and afternoon, however, will be applied more often where appropriate.
- When children are outside they will have access to water to drink at all times. All children need to have a drink given to them every hour to ensure that no children are becoming dehydrated and to ensure that no child misses out on having a drink simply because they don't go themselves to go and get one.

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## **RATIO AND SUPERVISION**

Belmont Farm Nursery follow the legal guideline as set down by OFSTED:

1:3 for 0-2 years

1:5 for 2-3 years (At Belmont Farm Nursery School we still remain on the previous 1:4 ratio for 2-3 years, except in circumstances that are beyond our control for example staff absences)

1:8 for 3 years and over/ 1:13 with a practitioner who holds a Qualified Teacher Status.

Only those aged 17 or over may be included in ratios if they are suitable, (and staff under 17 should be supervised at all times).

Suitable students on long term placements and volunteers (aged 17 or over) and staff working as apprentices in early education (aged 16 or over) may be included in the ratios if the provider is satisfied that they are competent and responsible. Any students or trainees are required to have paediatric first aid training to be counted in ratio at the level below their level of study.

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## **OUTINGS POLICY**

All parents or main carers of children will be required to confirm in writing via Family App giving nursery staff consent to take their children off nursery premises for an excursion approved by the Nursery Principal. If written approval has not been completed the child will not participate in trips.

- Adult to child ratios will be risk assessed dependent on the outing
- Staff are not allowed to take a child out alone. There must be a minimum of two adults.
- Staff should enter the following details on the outings form: The location and duration of the outing, means of transport if any and the names of children for and staff attending the trip.
- Ensure the Management is informed of the duration of the trip. A Hi-Vis jacket should be worn by each child indicating the name and contact number of the nursery.
- When ready to leave staff should ensure that they are carrying the main nursery mobile telephone, inform management and sign themselves and children out of the Nursery.
- On returning staff should inform the management and sign themselves and children back into the Nursery. On occasions throughout the year the Nursery may organise excursions involving the entire nursery or a larger group of children. In such cases the procedure may vary as below.
- When using public transport children must be allowed to sit down on seats and be supported on and off all methods of transport.
- The off-site checklist and outings consent form should be completed for each trip as well as a risk assessment and management must have visited the site prior to attending with the children and completed the journey on public transport first to identify any additional hazards for the risk assessment.

### **Organised trips requiring transport**

- When planning for a trip, the transport used should be a bus or coach used only for private hire. Management should ensure that the company used (1) is reputable, licensed and recommended to the Nursery, and (2) has experience of day trips involving small children and has the appropriate seat belts. When using public transport children must be allowed to sit down on seats and be supported on and off all methods of transport.

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## **LOST CHILD POLICY**

Every effort is made to ensure the safety of your child whilst using the Nursery. This policy sets out our procedures for maintaining safety and dealing with the unlikely event of a child going missing.

- All staff *must* sign *all* visitors in and out of the Nursery in the visitors' book (interactive board/book in pre-school site) which is situated next to the front door.
- All staff *must* ensure that the gate to any outside area is bolted when children are playing outside.
- Staff sign children in on our online system – mornings and afternoons.

In the event of a member of staff fearing that a child has gone missing:

- A member of staff will tell the other staff members and children that it is time for a story in the book corner
- The Principal or Deputy Principal will count and name-check all the children present against the register.
- Nursery staff will be delegated to check the whole inside of the Nursery by management.
- Nursery staff will then be delegated to check the doors and the outside and surrounding area.

In the event of a child being lost the Principal or Deputy Principal, if the Principal isn't on site.

- Contact the parents and ask them to bring along a recent photograph of their child if the Nursery does not have one.
- Then contact the Police.

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## **VISITOR POLICY**

Belmont Farm happily welcomes essential visitors to our setting and operates an appointment only policy.

The Principal, Victoria McAvoy, or in her absence the Deputy Principals, Leanne Burke and Libby Card have the authority to decide which visits can be permitted.

A member of staff will then assist you with signing yourself in on our Inventory System/Signing in book if visiting pre-school.

All visitors must wear an ID badge to identify themselves during the duration of their visit.

When entering the Baby room, you will be asked to place blue shoe covers over your shoes to maintain our high standards of hygiene and cleanliness.

On arrival visitors will be asked to place their phone in the visitor tray, to safeguard our children and staff within the setting. At the end of your visit before leaving the setting you must sign out of the Inventory System.

Belmont Farm Nursery School have the right to refuse entry for any visitors who are not following the steps put in place to protect our staff, children, and parents.

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## **SECURITY POLICY**

Belmont Farm Nursery has a CCTV system. The surveillance cameras are throughout the internal and external areas of the nursery. This can only be viewed from within the nursery. The CCTV is automatically deleted every 14days. There is also a keypad front door entry system.

Access is restricted to parents/guardians. There will be a zero tolerance to parental tailgating. The reception will always be manned to ensure only parents and individuals who have been authorised are able to gain access into the nursery. Anyone picking up must be on the Family app with a picture and full name, if this isn't possible parents must notify the nursery and ID must be provided for collection.

The nursery has clear information in the reception of parents and carers that are not allowed to pick up children and staff are updated with this information at staff meetings monthly.

All visitors will report to reception and must signing in, wear their visitors badge and sign out when leaving.

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## **DATA PROTECTION, GDPR and CCTV**

The Data Protection Act 1998 was introduced to protect everyone's right to privacy with respect to the processing of computerised and manual personal and sensitive data.

The Company's computer systems and their contents belong to the Company. Staff are permitted to use the computer system to assist in performing their jobs. However staff will have to log into different user profiles on any computers where any data is stored. The Company has the right to access all aspects of the system, including data which is stored on the Company's computer system and have the right and ability to monitor all emails. Internet access is also monitored during working hours, to ensure that no inappropriate content is being accessed onsite and to monitor staff productivity while they are expected to be completing work tasks.

All information collected by the company must be stored safely and not disclosed to any other person unlawfully. Senior Management who have undergone training on data protection are the only individuals who have access to private data. All information kept onsite is regularly updated and checked for accuracy.

We have CCTV onsite - however this is used externally for security reasons only and this is displayed for both staff, customers and visitors to see, parents and staff are made aware of how we record and store this information. We also have external signs displayed to make people aware that we are using CCTV on site.

Personal information requests are dealt with by the Principal, we only provide start dates, leave dates and whether there was a safeguarding concern to new employers for our staff, and will only share information about children or parents in our care, without consent from the parent if approached by the police or local authority in the case of a safeguarding concern.

All staff are entitled to know what personal information is recorded by the company and have access to it at any and all times

No personal records must be removed from site.

All current information is being securely stored in lockable fire proof storage

All archived information is kept in a storage area

Any documentations that are no longer needed are destroyed.

Staff are displayed on our website and are made aware of this and sign to consent in their starting paperwork

DBS certificates/DBS update checks and/or any relevant information are kept in staff files.



## **Data Protection – Looking after the Information you hold**

The Data Protection Act covers the correct storage and sharing of both manual and electronic information. If you hold information about your parents, children or staff, you are legally obliged to protect that information. The Statutory Framework for the Early Years Foundation Stage tells you what information you need to record for each child.

### **Under the Data Protection Act, you must:**

- Only collect information that you need for a specific purpose
- Keep the information secure
- Ensure the information is relevant and up to date
- Only hold as much information as you need, and only for as long as you need it
- Allow the subject of the information to see it on request

### **How do I keep sensitive records secure on my computer?**

- Equipment containing personal data could be stolen in a break-in. You should ensure that personal data on your systems are protected against these threats
- If the computer is shared by other members of the family, each person must have their own username and password
- You should have anti-virus products regularly scanning your computer to prevent or detect threats. You will also need to make sure they are kept up to date
- You should delete information if you really no longer need it

### **What is the Information Commissioners Office (ICO)?**

- Since 2008, as part of the Early Years Foundation Stage (EYFS), childminders and settings in England have been expected to keep more detailed records about individual children's development. As of May 2018 it is mandatory for providers to register with the Information Commissioners Office (ICO) and to renew annually.
- If you store personal details about other people on your computer or any digital format (including smart phones and photos on digital cameras) you will need to register as a Data Controller with the ICO
- The Data Protection Act 1998 requires every data controller who is processing personal information to register with the ICO, unless they are exempt
- If you are in any doubt about whether you will need to register, you can contact the ICO on 01625 5457400 or by visiting: <https://ico.org.uk/>
- There is an annual charge for remaining registered.
- We are registered and our certificate is displayed in our reception area

This is the information available on our website:



## **Data Protection and Privacy**

We will only store relevant information to enable the School to offer outstanding care and education to the children who attend our sessions. All information will be kept secure on our computer systems, and children's current information is kept secure on our online systems and locked in fire proof storage. All information relating to the children will be kept for 25 years in our storage area and then responsibly destroyed. If you have any questions relating to the information we require from you then please contact the School Principal.

The School processes personal data including but not limited to sensitive data, such as name; address; telephone contacts; date of birth; email addresses; authorised and medical contacts; employment information if relevant; gender; physical conditions; disabilities or allergies; dietary requirements; child photographs and care, learning and development records (Personal Data) for the following purposes:

- (1) to ensure a safe, healthy and successful environment for your child;
- (2) to administer first aid/medical care when necessary;
- (3) to comply with government regulations and School policies and procedures;
- (4) to aid in the administration of services;
- (5) to allow any employer to assess utilisation and quality of services information if applicable;
- (6) staff training and development, and
- (7) market research

The School may share Personal Data in the following circumstances:

- (1) if you receive government funding the School will share Personal Data with the funding provider;
- (2) if you receive childcare as an employee or student benefit, the School will share utilisation and quality of care information with your employer/education provider;
- (3) with any other setting your child attends or may attend;
- (4) third party processors that are subject to confidential non-disclosure agreements;
- (5) as required by Court Order, law or regulation; and
- (6) if the School suspects child abuse and/or neglect, it will report these concerns to the relevant authorities in accordance with its policies and procedures and regulatory requirements

The School may transfer Personal Data outside the European Union subject to the requirements of data privacy laws. For full details on Belmont Farm Nursery School's Privacy Policy see [www.belmontfarmnurseryschool.co.uk](http://www.belmontfarmnurseryschool.co.uk).

## **Data Protection Processes in Place**

Responsible Individual: Victoria McAvoy

Date of completed training on Data Protection: 01/10/2024

Training to be renewed every two years

When we collect any personal information the following communication is provided on all documentation:

“We will only store relevant information, which relates to the business being able to offer outstanding care and education to the children which attend our setting. All information will be kept secure on our computer systems and children's information is kept secure on our online systems and



locked in fire proof storage. All information relating to the children will be kept for 25 years. All information is responsibly destroyed. If you have any questions relating to the information we are asking from you then please contact the Principal.”

Please note for Safeguarding concerns raised about children in our care files should be passed on to any new school the child attends and kept until their 26th birthday (this is 7 years after they reach the school leaving age) (IRMS, 2016). If we decide not to share our concerns about a child’s welfare with the police or social services(in cases where there are not continued concerns), you should still keep a record of the issues that were raised.

Please note for Safeguarding concerns raised about an adults behavior around children, we will keep the records in their personnel file either until they reach normal retirement age or for 10 years - whichever is longer (IRMS, 2016).

Personal information requests are dealt with by the Principal, we only provide start dates, leave dates and whether there was a safeguarding concern to new employers for our staff, and will only share information about children or parents in our care if approached by the police or local authority in the case of a safeguarding concern.

We have a robust archiving and storing process which ensures that we are able to effectively monitor how long we are keeping information for and destroy it appropriately.

All information is kept secure on our computers, which are protected through online anti-virus software, and separate log ins for different levels of staff clearance. All children’s files, staff files and policies are kept in fire proof storage with a key access that is kept in the main office.

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## **ACCESS TO RECORDS POLICY**

All current written records of children, reports and staff details will be kept securely as electronic copies and hard copy information kept onsite in fireproof locked cabinets which only senior management will have access to. Once the information is no longer current this will be moved to our storage area.

Parents have the right to access any information the nursery keeps on their child at any time, by mutual agreement.

Records about individual children may be found in:

### **Registers**

- Registers are no longer paper based and are kept in our online system. Registers should be accessible at all times by ensuring ipads always have battery and taken with the room throughout the nursery.
- Registers must be completed accurately.
- The time that the child arrives and leaves the nursery is logged by a member of nursery staff.
- Completed registers are kept and can be accessed at a later date on our online system.

### **Individual Child Development Folders**

- A portfolio is created when a child joins the nursery this will include a learning journey and hand over or a Foundation Stage Profile where appropriate.
- The file will include: Registration Form; Agreement Form; Correspondence
- These forms are a part of each Child's Development Plan

### **Child Personnel Files**

- This file will be archived once the child leaves the nursery.

Registration packs, which include the registration forms and information about the nursery, are kept in the Front office and given to the parents at the end of their show-a-round.

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## **PHOTOGRAPHS POLICY**

At Belmont Farm Nursery we regularly take photographs of our nursery in action, these photos are used within the children's personal observations and for display purposes. Under no circumstances will these photographs be circulated outside the nursery, used for promotional purposes or posted on the website unless express permission is received in writing from the parents/carers beforehand. Alongside this under no circumstances should parents share these images on any online platforms or social media.

Parents who approve access to group photo uploading to Famly must not, under any circumstances share images of other children on any social media platforms without permission from the child's parent. Any parent found doing so, will be removed access to the group photo uploading and receive a limited upload of private photos of their child.

When a child starts at the nursery the parents are asked to sign a consent form giving approval for their child's photo to be used on our online observations system.

If a parent does not give consent, then staff are made aware of this, so appropriate measures can be put in place.

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### **STORING CHILDREN'S PHOTOS**

Photos may only be taken on Nursery devices and will only be stored on such. These are all password protected and are not backed up to a cloud service. Photos may be uploaded to Family for children's observations and posts to parents. All parents have signed photo consents. Select information on each child will be store electronically on password protected log in accounts. Any electronically stored photos will be deleted once use has been completed.

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## **BEHAVIOUR MANAGEMENT POLICY**

### **PURPOSE**

Belmont Farm Nursery wants to create a loving caring environment for the children in their care. The purpose of the Behaviour Management Policy is to enable everyone – parents, children and staff to share responsibility for creating a safe and pleasant environment. Within the nursery, children will be offered the opportunity to develop self-discipline and self-esteem, to have regard for other children and adults and to develop respect for their environment.

In any caring community there have to be clear statements of acceptable behaviour, mechanisms for supporting and encouraging such behaviour and procedures for dealing with unacceptable behaviour.

### **AIMS**

- To create a community which is safe, purposeful and a happy environment for effective learning, based on high standards, shared values and a clear understanding of the behaviour expected.
- To foster mutual respect and caring attitudes where all achievements are acknowledged and celebrated.
- To make boundaries of acceptable behaviour clear and to ensure children feel secure.
- To promote good behaviour through the use of praise, approval and rewards and ensure that everyone at Belmont Farm Nursery will:
- Respect each individual person and value the special contribution they make to our nursery community.
- Respect the property of others and treat their own belongings with care
- Respect their surroundings and care for the nursery environment
- Show respect for and listen to staff and each other when spoken to
- Behave outside and around the nursery in a safe, sensible way
- Learn to deal with big feelings through a love based approach to foster a deep understanding of how to self-regulate, what emotions are and how to process them
- Develop strategies for dealing with various forms of conflict.

### **STRATEGIES FOR PROMOTING GOOD BEHAVIOUR**

All the staff share the responsibility for supporting desired behaviour and addressing undesired behaviour and will expect to work in close co-operation with parents.

Important factors in maintaining good behaviour are:

- Setting a good example
- Dealing fairly and effectively with undesired behaviour
- Listening to children
- Using learning styles that encourage positive behaviour
- A good relationship between staff and children
- An attractive environment and displays
- Liaising with parents seeking feedback to help us work in partnership
- Ensuring staff are vigilant, and able to observe when behaviour may be escalating and be able to intervene and re-direct behaviour in a positive direction.
- Ensure the child is given the opportunity to resolve the situation, using their own ideas.



- No form of punishment may ever be given to a child, and no use of systems like the “naughty chair” or Time Out.
- We always encourage taking a break if a child’s behaviour becomes overwhelming and asking another team member to step in.

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## **BITING POLICY**

Biting is a common behaviour that some young children experience, and it is common in children under five. The need or motivation for one child to bite another is just part of some children's development journey, where they do not yet have the words to sufficiently communicate common emotions such as anger, frustration or need.

Children bite for many reasons and at Belmont Farm Nursery School we aim to handle any biting incident with respect and sensitivity for all involved. It is the nursery's policy to deal with each biting incident on a case by case basis making sure that parents / carers involved are kept up to date with what is happening, but at the same time respecting the confidentiality of the children involved. This ultimately means that we are not able to divulge the identity of any child involved in a biting incident.

The most common reasons for biting are:

- Teething and Painful Gums – swelling gums can be painful and cause discomfort; this can be relieved by biting or chewing.
- Physical Exploration – babies and young children explore the world around them using their senses and young children do not always know the difference between gnawing on a toy and biting someone.
- Seeking Attention – when children are in situations where they feel they are not receiving enough attention, biting is a quick way of becoming the centre of attention.
- Expressions of Frustration – children can be frustrated by a number of things, such as wanting to be independent and doing things for themselves. Unfortunately, they do not have the vocabulary to express themselves clearly and this can sometimes lead to biting as a way of dealing with the frustration.

### **Aim**

This policy has been created to help prepare staff and parents/carers for the possibility of experiencing a biting incident and to help put into perspective and give some proportion to what can be an upsetting experience for all concerned.

### **Procedure for dealing with a biting incident.**

First and foremost, Belmont Farm Nursery School staff will work with each parent, the children and the staff team to discover why a child is biting and to comfort and reassure the child who has been bitten. This may have been an isolated incident, but we will always record the incident to examine what happened just before the incident or if there were any behavioural trends.

- The child who has been bitten will be comforted and reassured and where needed, first aid will be administered.
- The bite wound will be washed thoroughly and cleaned with an antiseptic wipe.
- If the bite has broken or bruised the skin, parents/carers will then be contacted so that you are aware that your child has been bitten and appropriate action can be taken, involving perhaps a visit to the GP or in serious cases an Accident and Emergency Department.
- The child that has bitten will also be examined to ensure their own health and safety.
- We will talk to the child who has bitten, age appropriately, and try to help the child understand that there are other ways to express themselves and deal with the situation. We may help them to find something nice to do for the child that they have bitten.
- We will ensure that the biting child understands that such action (the behaviour and not the child) is unkind and makes staff and the child who has been bitten upset.



- Incident forms are filled out for both children. The parent/carer of the child who received the bite will be informed by the signing of the incident form.
- Incident records will be reviewed by the Key Person, Nursery SENCO and the Principal to determine if there is a pattern of consistent biting. When biting has become a pattern of behaviour, we will shadow and observe the individual child, looking for 'triggers'.
- In certain cases we may seek professional advice from local behavioural experts or regional special needs co-ordinators. This will always be initiated in partnership with the permission of parents and carers.

### **Summary**

The key to addressing any challenging behaviour is a partnership approach. We encourage parents and carers to work with the nursery team and to support any behaviour management techniques and use them at home as well as at nursery.

Please remember that staff cannot give you any information about any other children in the nursery, and cannot disclose who has bitten your child or who your child has bitten.

We would like to emphasise that although biting is quite common and age appropriate amongst small children, we work very hard not only in dealing with bites when they happen, but also at finding methods of prevention: keeping children active, working in smaller groups, observing and shadowing a child and perhaps offering soothing activities.

If a child's re-occurring behaviour, such as biting, is having a negative impact on their experience at nursery, we will work closely with all involved to attempt to resolve these issues.

The nursery is well trained and resourced in the areas of behaviour management and special needs, and we can also draw upon external expertise to inform our options.

Overall, it is important that all parties involved work closely together. Each case will be different, as will the resolution. Please feel free to arrange time to talk with your child's key person or the Principal should you have any questions.

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## **POLICY ON EMERGENCY CLOSURE OF NURSERY**

Occasionally a situation will arise that will necessitate the implementation of emergency procedures and the temporary closure of the premises, often at very short notice. It is important therefore that the necessary information is passed to the appropriate parties as quickly as possible.

### Criteria for Closure

- Shortage of staff (staff/pupil ratios will vary according to age of children affected)
- Breakdown of essential services (water, heating – unacceptable temperature levels, loss of electricity or gas supply)
- Extreme weather conditions
- Major health and safety concerns (outbreak of notifiable disease, pandemic, local police alert etc.)
- Major incident within the nursery

If the nursery has to close, the following procedure will operate:

All parents will receive a message through our parent's app "Famly". A recorded answer phone message on the school phone will be updated for your information and parents will be called where possible by the nursery management team. If you need to contact with regards to the closure of the nursery, please contact the nursery Principal via Famly.

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**BUSINESS CONTINGENCY PLAN**

If we were unable to open the nursery for a prolonged period of time we would not be able to re-locate the premises until the building was fit to re-open. The nursery would need to stop trading until the site was to re-open and parents would need to seek alternative childcare. This is due to the restrictions that Ofsted place on the registration of the nursery premises. As a business we would then need to rely on our insurance policy in place to recover costs lost from being unable to trade.

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## **COMPLAINTS PROCEDURE**

If parents do have a complaint, they can expect it to be treated by the Nursery in accordance with this Procedure. It is available on request to parents and prospective children. Parents are advised to write a letter to the senior team outlining their complaint, you will receive an initial response to your complaint within 48 hours and we will then aim to deal with your concerns raised with seven working days. A written record will be kept of all complaints and of when they are resolved. As soon as a complaint is received a provider complaint form must be completed and filed once the case has been closed. All parents are given direct contact details to Victoria McAvoy.

A parent is entitled to contact Ofsted directly should they have a complaint. Ofsted can be contacted at the following address:

Ofsted  
North Regional Centre  
3rd Floor Royal Exchange Buildings  
St Ann's Square  
Manchester  
M2 7LA.  
Tel: 0300 123 1231

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## **CHILD PROTECTION AND SAFEGUARDING POLICY**

### **PURPOSE**

All staff at Belmont Farm Nursery recognise that they have a duty to promote the welfare of the children entrusted to them. We accept we have a pastoral responsibility towards the children, who themselves have a fundamental right to feel safe and to be protected from harm.

Although staff accept that they have an important role to play at the recognition and referral stages of child protection, it is not their responsibility to investigate suspected abuse or neglect.

The nursery will ensure that a senior member of staff will be the Designated Safeguarding Lead as they are the person with the status and authority to take responsibility for child protection matters. In addition, there will be at least one Deputy Designated Safeguarding Lead. These designated people will be trained every two years. Training will be given to the whole staff regularly through staff meetings, questionnaires and on the spot questions, but at least every year for Northpass training on all the below. Staff are encouraged through supervisions to raise any concerns, and posters are displayed around the building to make a culture that understands that importance but also how to report concerns should they arise.

Belmont Farm Nursery takes seriously its responsibility to safeguard and promote the welfare of children; and to work together with other agencies to ensure adequate arrangements within our nursery to identify, assess, and support those children who are suffering harm.

### **DEFINITIONS OF CHILD ABUSE**

- A child or young person up to the age of 18 years is considered to be abused or at risk of abuse by parents or carers when the basic needs of the child are not being met through avoidable acts which have caused or placed the child at risk or harm.
- Harm is defined by The Children Act 2004 as ill treatment or the impairment of health or development. Deciding if harm is significant for the purposes of obtaining emergency protection orders, care orders or supervision orders under the Act will depend on a comparison of the child's health or development with what could reasonably be expected of a similar child.
- Child abuse and harm are classified with the following categories which are also used as registration for the Child Protection Committee.
- Abuse may occur when a child is living away from home. Children may be abused by a family member, carer, one or more than one children's, someone they know or a complete stranger.

### **CATEGORIES OF ABUSE (for registration purposes)**

#### **Neglect**

The persistent or severe neglect of a child, or failure to protect a child from exposure to any kind of danger, including cold or starvation, or extreme failure to carry out important aspects of care, resulting in the significant impairment of the child's health or development including non-organic failure to thrive.

#### **Emotional Abuse**

Actual or likely severe adverse effect on the emotional and behavioural development of a child caused by persistent or severe emotional ill treatment or rejection. All abuse involves some emotional ill treatment. This category should be used where it is the main or sole form of abuse.



**Physical Injury**

Actual or likely physical injury to a child or failure to prevent injury (or suffering) to a child (including deliberate poisoning, suffocation and Munchausen's Syndrome by proxy).

**Sexual Abuse**

Actual or likely sexual exploitation of a child. The child may be dependent and/or developmentally immature.

**Intellectual Abuse**

Sometimes adults will 'force' children into so-called academic work for much of their waking lives. This can become rather extreme in some cases: children are pushed to achieving intellectually for most of their waking hours.

**FGM**

Female Genital Mutilation (cutting, circumcision or 'Sunnah') is a grave violation of the rights of girls and women. Indicators of FGM include prolonged absence from nursery/ setting, noticeable behaviour change on return, in pain, uncomfortable, talking about something someone did to them and they are not allowed to talk about it.

**County lines**

Child Criminal Exploitation (CCE) or County Lines occurs when an individual or group takes advantage of a child or young person's vulnerability in order to coerce, control, manipulate or deceive them into taking part in criminal activity. The child could be around adults/young teens associated with gangs or criminal activity.

**Witchcraft**

Witchcraft is known by many terms; black magic, kindoki, ndoki, the evil eye, djinns, voodoo, obeah or child sorcerers. All link to a genuine belief held by the family or carers (and in some cases, even the children themselves) that a child is able to use an evil force to harm others. Witchcraft could link to emotional, physical abuse and neglect.

**Prevent**

Providers should consider the needs of children, young people, adults including parents and staff to be aware of radicalisation concerns. For example of religious or other beliefs.

**AIMS**

At Belmont Farm Nursery, we aim:

- To provide an environment where children feel secure, valued and are listened to in confidence.
- To follow an accepted code of practice relating to all aspects of contact between staff and children.
- All members of staff are provided with child protection awareness at induction including training in "What to do if a child is being abused".
- For all staff to be able to recognise signs of symptoms of suspected abuse
- To have a clear procedure and a line of communication in the event of suspected abuse. See attached flowchart.



## DETECTION OF CHILD ABUSE AND NEGLECT IN NURSERY

- By staff noticing physical or behavioural symptoms
- By children disclosing information
- By a sustainable allegation from a third party

## PROCEDURE TO BE FOLLOWED

Report concern as soon as possible, writing down factually what has occurred and inform the below DSL's of the concern.

Designated Safeguarding Officer - Victoria McAvoy

Deputy Designated Safeguarding Officers - Leanne Burke and Libby Card

In their absence, Vicky Carey

All concerns to be reported to and recorded and passed onto the Safeguarding Officers.

## ADDITIONAL EYFS REQUIREMENTS

- Victoria McAvoy will take the lead responsibility for safeguarding children within the EYFS. However all staff will continued to be DBS checked, and must stay up to date on the updates system, with, where possible no staff being unaccompanied with children.
- Ofsted will be informed of any allegations of serious harm or abuse by any person working or looking after children at this nursery (whether that allegation relates to harm or abuse committed on the premises or elsewhere), or any other abuse which is alleged to have taken place on the premises, and of action taken in respect of these allegations.
- Ofsted will be informed as soon as is reasonably possible but within 14 days at the most.
- The parents will have read and signed the following:

Belmont Farm Nursery School comes under the Barnet Local Safeguarding Children Board procedures and guidance which require all concerns about a child's welfare to be noted and where appropriate passed to the relevant local authority. By signing this I confirm that I have been made aware of the Child Protection Policy and Understand that the Policies and Procedures will be put into practice when necessary.

Parent 1 to sign \_\_\_\_\_ date \_\_\_\_\_

Parent 2 to sign \_\_\_\_\_ date \_\_\_\_\_

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## **CONFIDENTIALITY, REPORTS AND RECORDS**

The need to protect the child is of paramount importance. However, staff have a professional responsibility to share appropriate information with other professionals. Promises of confidence should never be made as they represent a potential breach of trust. Reassurance can be given that only those who need to know will be told.

### **At all times the priority lies with the child's welfare and safety.**

Confidentiality means not withholding information that should be shared and not sharing information unless there is a clear need to know.

In all cases of concern, a record should be made as soon as possible including details of observations of the incident or behaviour, where it took place, when it took place, with whom, the sequence of behaviour, any other relevant signs or symptoms and the context in which this took place.

The record should also include specific decisions about the nature of the record being kept and what is intended to be done with the record, such as reporting back to the other agencies and, when appropriate, with the parents.

When it is appropriate, a verbatim record of a conversation or interview may be made at the time. However, if this is inhibiting or inappropriate, a written record should be made within 24 hours of the conversation.

All written records and reports will be kept securely locked in the Principal's office.

In such cases, when there is nothing to substantiate any abusive behaviour and the concern is considered to have no foundation, records may be destroyed after the child has left the nursery.

The central principle of The Children Act 1989 is that the welfare of the child is the paramount consideration and all concerns should be treated seriously. A nursery with an open and protective culture where all feel safe and free to talk will provide the best environment for the protection of the child.

## **RECOMMENDATIONS**

- For all staff to complete a safeguarding awareness training. This training is to take place every year. Regular safeguarding updates will be provided in and not limited to staff meetings, questionnaires, on the spot questions.
- The Nursery will designate a practitioner to take lead responsibility for safeguarding children within the EYFS setting and liaising with local statutory agencies as appropriate. These persons currently are Victoria McAvoy, Leanne Burke and Libby Card; or in their absence, Vicky Carey.
- For training in child protection matters to become a regular part of the staff programme.
- To have sound policies on Staff Recruitment.
- The nursery will operate safe recruitment procedures (including DBS checks and compliance with Independent Nursery Standards Regulations).
- For all staff taking children off site, to ensure that those staff employed by that organisation have had the necessary suitability checks.



- The procedures are in accordance with those of the Barnet Safeguarding Children Board.
- If any incident arises which indicates a deficiency of any sort in the set procedures, this must be remedied without delay and the Policy amended and appropriate training given.

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## Whistle Blowing

Please refer to our whistle blowing policy.

Each area in the nursery has our safeguarding flow chart on display:

### Safeguarding Flow Chart

If you have a cause for concern



Ensure that the child is safe and there is no immediate risk



Report to your Nursery Designated Safeguarding Lead (DSL) who is **Victoria McAvoy** or the Deputy Designated Safeguarding Leads (DDSLs) who are **Leanne Burke** and **Libby Card**, or in their absence **Vicky Carey**.



Complete a cause for concern form and give to the DSL or DDSL. They will then follow the process for dealing with a disclosure



If the Designated Safeguarding Lead and the Deputies are unavailable, then contact Barnet MASH team **on 020 8359 4066** or if the concern is against a member of staff then contact the **Local Authority Designated Officer (LADO) on 020 8359 5117**



Follow up with your DSL if you feel that your concern has not been dealt with or addressed. If you still feel that your concern hasn't been suitably dealt with then contact the **MASH on 020 8359 4066**



If you believe that there is an immediate risk of harm to a child then contact the **Police on 999**

**Ofsted Whistleblowing Hotline 0300 123 3155**  
**NSPCC Whistleblowing helpline 080 8800 5000**  
**Barnet Out of Hours Duty Team 020 8359 2000**

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## **WHISTLEBLOWING POLICY**

The nursery seeks to conduct its operations honestly and with integrity at all times. However, we acknowledge that all organisations face the risk of their activities going wrong from time to time, or unknowingly harbouring malpractice. We believe we have a duty to take appropriate measure to identify such situations and attempt to remedy them. By encouraging a culture of openness and accountability within the nursery, we believe that we can help prevent such situations occurring.

We expect all staff including: volunteers and students to maintain high standards and to report any wrong doing that falls short of these fundamental principles. It is the responsibility of all staff to raise any concerns that they might have about malpractice within the workplace. Please note that in some circumstances you may be breaching your contract and/or breaking the law if you do not raise your concern with the management team/designated safeguarding lead.

If a concern has been raised to the designated safeguarding lead or deputy in the absence the safeguarding flow chart will be followed. We expect any person who is whistleblowing to do so as soon as possible following the safeguarding flow chat. Suspension of staff including those of volunteers or students will take place while the investigation is taking place, if necessary. As a nursery we take whistleblowing very seriously and all reported concerns will be taken seriously and dealt with promptly.

If you have a concern about any staff in the nurseay then please bring this directly to Victoria McAvoy(designated safeguarding lead) or Leanne Burke/Libby Card (Deputy designated lead).

If you feel unable to discuss your concern with the designated safeguarding lead or deputy designated safeguarding lead then please go directly to Barnet LADO on 020 8359 4066 or NSPCC whistleblowing helpline 08088005000.

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## **FGM Policy**

All staff must complete safeguarding training when they start working with us and must have a full and informative induction on the company's policy in place. It is not the responsibility of the company to conduct a full investigation but to record concerns and where FGM is found to have taken place to ensure that the police are notified.

### **Nursery policy in place**

1. If you have a concern about a child/family then please follow the same procedure for a safeguarding concern however please complete a 'cause for FGM concern form'
2. The DSL will then process the concern and where deemed necessary will scale the concern forward to the local authority or contact 101 to raise the concerns with the police.
3. Please remember for all cases where any individual may be at immediate harm or risk please dial 999 immediately.

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## **Prevent Terrorism and Extremism Policy**

All staff must complete safeguarding training when they start working with us and must have a full and informative induction on the company's policy in place. It is not the responsibility of the company to conduct a full investigation but to record concerns raised towards an individual's character and change in behaviour where terrorism or extremism is suspected and to ensure that the police are notified.

### **Nursery Policy in place**

1. If you have a concern about a child/ family then please follow the same procedure for a safeguarding concern
2. The DSL will then process the concern and where deemed necessary will scale the concern forward to the local authority.
3. Where the concern is regarding a member of staff then please speak with the DSL and complete a prevent concern form. Management will then contact 101 to raise the concerns with the police or The Department of Education helpline for extremism on 020-7340-7264 or raise a concern via email on [counter.extremism@education.gsi.gov.uk](mailto:counter.extremism@education.gsi.gov.uk).
4. Please remember for all cases where any individual may be at immediate harm or risk please dial 999 immediately.

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### Absent child

Every morning at around 9am a member of the management team will walk round the rooms to check on numbers and to ensure that ratio is met. At this point they will take down the names of all the children who have not yet come into nursery.

At 9:30am the school secretary will contact the parent/guardian. If we are unable get hold of their parent or guardian, then we will contact other family members that we have on the child's personal record. Each child's personal record must have a sufficient amount of emergency contacts on file. An email/Famly message will be sent to the parents if they still have made no contact.

Parents are informed during settles that they must 'mark' the child off on Famly with the reason for the absence and how long the child is expected to be off for. The nursery will also follow up on any prolonged absences.

The nursery will consider trends and patterns in child absences and their personal circumstances by reviewing the online Famly register monthly.

If we are unable to get a hold of anyone who can give a reason as to the child's whereabouts or if the nursery feels there is a pattern or trend that needs to be investigated then this is passed onto Victoria McAvoy who will review Safeguarding records to see if it is appropriate to pass this onto the Local Authority or the police are notified in line with the counter terrorism prevent duty and safeguarding requirements. All information will be store on the child's electronic file on our software system "Famly".

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## **NON-COLLECTION OF CHILD POLICY**

In the event of a parent/guardian or designated person failing to collect a child every effort will be made by the management to contact that person as soon as possible.

If the child has not been collected and all attempts to contact Parent, Guardian, Designated person and emergency contacts fail by 18:30 the following procedure must then be followed:

1. If the Parent, Guardian or Designated person cannot be contacted then the emergency contact person will be contacted.
2. If all attempts to contact the above person fail then the Principal/Deputy Principal will inform the Local Authority Duty Social Worker of the situation without delay.
3. It will then be up to the Duty Social Worker to take charge of the situation and decide on what happens next.
4. OFSTED need to be informed and the Principal must provide on request the completed 'Failure to collect child form'.

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## **FIRE SAFETY & EMERGENCY EVACUATION POLICY**

Under the terms of the Regulatory Reform (Fire Safety) Order 2005 the nursery must ensure the safety of all staff, children, contractors and visitors.

### **In order to do this Belmont Farm Nursery:**

- Undertakes fire safety risk assessments.
- Appoints people with sufficient training, experience and knowledge to undertake the preventive and protective measures required by legislation (employees or outside contractors).
- Provides employees with information on:
  - the risks identified by the fire risk assessment,
  - the measures that have been taken to prevent fires, and
  - how these measures will protect them if a fire breaks out.
- Informs non-employees, e.g. students and temporary or contract workers, of:
  - the risks fire posed to them
  - who are the nominated competent persons are, and
  - fire safety procedures for the premises.
- Considers the presence of any dangerous substances, e.g. highly flammable substances such as LPG and petrol and the fire safety risks they present.
- Establishes a suitable means of contacting the emergency services and providing them with any relevant information about dangerous substances.
- Provides appropriate information, instruction and training for employees about the fire precautions in the workplace, when they start work, and regularly thereafter.
- Ensures that the premises and any equipment provided in connection with firefighting, fire detection and warning, or emergency routes and exits are covered by a suitable system of maintenance, and are maintained by a competent person in an efficient state or working order and in good repair.

### **FIRE SAFETY RISK ASSESSMENTS**

The Health and Safety Officer carries out fire safety risk assessments. These focus on the safety of all 'relevant persons' (any person lawfully on the premises and any person in the immediate vicinity, but not fire-fighters carrying out fire-fighting duties). The risk assessment will help ensure that the nursery's fire safety procedures, fire prevention measures, and fire precautions (plans, systems and equipment) are all in place and working properly, or if there are any issues they are brought to the attention of the Principal who may direct action to be taken.

The fire risk assessments take the whole of the premises into account, including any rooms and areas that are rarely used.

Those responsible for particular areas will be guided by the Principal on the contents of the Fire Risk Assessment, and be invited to comment upon it and in due course be involved in its review.

### **FIRE DETECTION AND WARNING SYSTEMS**

The nursery has fire detection and alarm systems consisting of sounders, smoke detectors (smoke and heat in kitchen only) and two alarm panels, including a tester button. The systems are designed to:

- Detect fires promptly and reliably.
- Give warning to the buildings' occupants so that they can evacuate safely.
- Minimise damage to buildings and their contents.



The nursery is responsible for the installation, maintenance and checking of all equipment and warning systems and for maintaining accurate up to date written records of such.

### **ISOLATION DEVICES**

The following isolation devices are in place around the school:

- Gas isolation lever for boiler is located by the white marquee outside the nursery.
- Water stop cock located in the communications room's
- Main electrical distribution boards are located in the communications room's (nursery and pre-school)
- Pre-school – first water turn off, in the Butterflies classroom plant room.
- Pre-school – stopcock shut off for building is outside near climbing frame
- Pre-school - Gas isolation lever next to green container

### **FIRE FIGHTING EQUIPMENT AND FACILITIES**

The nursery has appropriate fire-fighting equipment located around the building. All staff should be familiar with the area where they work and the fire detection and fire-fighting equipment within it. They are placed at each of the main exits (front and side red doors) and at the top of the stairs.

Basic training is given in the use of fire extinguishers. Staff must know the basic operating procedures in case they need to use fire-fighting equipment to escape from a fire. Staff should only consider fighting a fire if they need to do so in order to evacuate people in their charge, or after they have been evacuated, the alarm has been raised, and if they have been trained and are confident that in attempting to fight the fire there is no danger to themselves or anyone else. They should inform other members of staff of their intention to fight the fire and it is reiterated that they must be certain that their actions will not place themselves or others in danger. They should not fight the fire if they are in the slightest doubt.

### **FIRE TRAINING**

All staff receive basic fire safety awareness training to meet the RR(FS)O 2005. The purpose of the training is to ensure that:

- Everyone is aware of the importance of fire safety.
- The evacuation procedures can be carried out competently and safely, and
- Appropriate staff have a basic knowledge of fire-fighting.
- Every new member of staff is given fire safety awareness training as part of the training week. Updates to fire evacuations and fire drills are given at staff meetings. By the end of the training staff should be able to protect themselves and other people on the premises, with particular regard for pupil safety.
- The nominated Fire Marshalls are Victoria McAvoy, Leanne Burke, Libby Card, Vicky Carey, Joyce Mambila and Martha Tse.

### **FIRE DRILLS**

The effectiveness of the fire training is tested by regular fire drills. These are arranged termly. Fire drills are carried out at various times to ensure that all children, staff and visitors are exposed to evacuating the building from a variety of locations and situations.



Details of all fire drills and evacuations must be recorded on the “Checklist for Fire Practices” form. The Principal reviews the report, records all actions arising and monitors that actions are completed, and arranges for any remedial action if necessary, liaising with Directors if appropriate.

### **VISITORS AND CONTRACTORS**

- All visitors/contractors, including groups who may hire part of the premises, must be given information outlining the procedures to follow in the event of the alarm being raised and the location of the relevant assembly points.
- All visitors/contractors (other than parents/guardians collecting children) arriving at the nursery should sign-in at reception. The visitors/contractor’s registration book is both a safety and security document therefore it is necessary for all non-employees having access to the nursery to register both their arrival and departure times.
- A separate system for controlling hot work carried out by contractors, including Permits to Work, is maintained by the Principal.
- Members of staff, at whatever level, will be responsible for the safety of their visitors at all times

A copy of this fire procedure can be found in every area of the nursery.

### **ICE AND SNOW PROCEDURE**

In the event of ice and snow, the management team alongside the extended farm staff and maintenance team are responsible for ensuring all designated fire escape route always remain clear and accessible. This includes completing regular inspection during and after snowfall, and promptly de-ice and remove snow.

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## FIRE PROCEDURE

### ACTION TO BE TAKEN IN THE EVENT OF A FIRE

When the fire alarm rings, the member of staff in charge of a room is responsible for escorting those children in their care safely out of the building to the nearest fire assembly point depending on wind direction and heat. You will be directed by the fire wardens.

The nursery principal/deputy principal/head of accounts must ensure that staff and visitor registers are taken out to the assembly point (IPAD).

**Assembly points:**  
**point 1 next to buggy shed**  
**point 2 tops of the car park**  
**point 1 – Pre-School near disabled parking**  
**Point 2 – Pre-School middle car park**

- **Bumblebee's and Sleep room** exit via the under 1's classroom and through reception out the main entrance to the assembly point located outside the nursery building past the buggy store.
- **Dragonflies'** – exit via the 3-5's garden and around the building. Go through the back gate to the assembly point located outside the nursery building past the buggy store.
- **Ladybird's** – exit via the door by the white board and out the back gate to the assembly point located outside the nursery building past the buggy store.
- **Caterpillar's** – exit via the main outside play area past the side of the building and out the back gate to the assembly point located outside the nursery building past the buggy store.
- **Fireflies** – exit via the fire door, turn right and walk up the left side of the fire exit stairs to the assembly point OR through the front door up the slope to the assembly point.
- **Butterflies** – exit via the fire door, turn left and walk up the right side of the fire exit stairs to the assembly point
- **Reception, Office, Medical Room and Parents room**– exit through the main door to the assembly point located outside the nursery building past the buggy store.
- **Pre-School Reception, Office** - exit through the main door to the assembly point located outside the nursery building to the assembly point.
- **Forest school/ Main garden area (outside building)** – exit tepee classroom, across the outside play area to the carpark gate to join at the assembly point located outside the nursery building past the buggy store.
- **Pre-School Forest School** – Depending on location of the fire management will guide on walking up the hill and to the middle car park or walking round to the fire exit stairs to the assembly point.
- **Pre-School adult Toilets** – Exit through Butterflies fire exit turn left and walk up the fire exit stairs to the assembly point.
- **Pre-School Staff room** – Exit staff room, walk away from forest school towards the fire exit stairs to the assembly point.
- **Adult Toilets and Staff Room**- exit through the main door to the assembly point located outside the nursery building past the buggy store.
- **Sensory Room** - exit via doors to the main reception area then exit through the main door to the assembly point located outside the nursery building past the buggy store.
- **Kitchen** – exit through the dining room and out the main reception area to the assembly point located outside the nursery building past the buggy store.
- **Pre-school Kitchen** – exit through the dining room and out the main reception area up the slope to the assembly point.
- **Pre-School dining room** - exit through the dining room and out the main reception area up the slope to the assembly point.



- **Over 2's dining hall** – Exit via the farm door, turn left and walk through the gates passing the farm café. Turn left into the car park assembly point before the farm toilets.
- **Accounts office** – Exit via the over 2's dining hall, leave via the farm door, turn left and walk through the gates passing the farm café. Turn left into the car park assembly point before the farm toilets.

**If you have been notified by a fire warden to use assemble point 2 please exit at the nearest exit and walk up to the top of the car park (Staff parking area) or Middle car park if you are in pre-school.**

The Fire wardens will check the building to ensure all areas are clear, especially the toilets and store areas; closing doors and windows, where necessary. The Fire wardens should then check the panel and ring 999, or 112, when using a mobile phone.

**Room Managers to ensure they have:**

1. Room register (IPAD)
2. Completed a headcount of all children and staff in their room
3. Their radio

**Office Staff to ensure they have:**

1. Collected all emergency medication and defib from the medical room before they exit

On reaching the Fire Assembly point, children should line up, as coordinated by their Room Managers. Registers should be checked, making sure all children are present. The Principal/Deputy in charge will check the staff and visitor registers.

Anyone unaccounted for should be reported to the person in charge as soon, as the registers have been completed.

**Sweep of nursery to be done only if conditions allow – fire wardens to assess**

**If you identify a fire, please break the nearest fire break glass point and start your evacuation process**

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## **INTRUDER POLICY**

Lockdown is implemented when the threat of violence or gunfire is identified outside of the nursery. During Lockdown, children and staff are to remain in the building at all times. Do not evacuate until the nursery is cleared by law enforcement or an **ALL CLEAR** signal is given by nursery management.

- **General Lockdown** - Threat of extreme violence outside the classroom /Imminent danger in the surrounding community

### **INTRUDER PROCEDURE:**

- Is a response to an immediate danger; it is **not** preceded by any warning
- Demands quick action; an active shooter can fire one round per second
- Requires common sense thinking under duress; do what must be done to best ensure survival of both students and staff
- Requires that **all** exterior doors are locked if safe to do so
- Is intended to prevent intruders from entering occupied areas of the building
- Dictates that, once the nursery is secured, no one is allowed to enter or exit under any circumstances until room is cleared by law enforcement or **ALL CLEAR** is issued by site administrator

If there is extreme threat from the outside environment. The forest school will be called first followed by the remaining room; staff will receive the following message **“this is not a drill general Lockdown policy initiated”**. All children that are outside will need to be direct into the main building ASAP, all windows and doors need to be shut and doors will be locked (but with the key left in encase intruder enters the building and we need a quick emergency exit.) throughout the nursery. Staff and children will be guided by senior management on duty to the safest hide out within the nursery.

This depends on the location of the children and the intruder. Unless unsafe to do so the sleep room will be our ‘safe room’, for Bumblebees and Dragonflies and the second safe room will be the toilets for the Ladybirds and Caterpillars as these are the two rooms with no windows. In the pre-school building the ‘safe room’ will be the dining room. An intruder bag will be placed in these spaces to be used for emergencies. All rooms should always have their radio on them to receive current information and to provide information to management.

No child or member of staff is allowed to go anywhere near the windows unless authorised by senior management on duty. All lights and music will be turned off and children will be encouraged to play games like sleeping lions and listen to stories until nursery management receive information from law enforcement. If an intruder gains access to the nursery, then we have spoken to staff about taking as many children as possible and running off site until they reach a safe location, this will be either the farm or the schools next door depending on location of intruder. Radios will be used to communicate if going off site.

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## **MANUAL HANDLING POLICY**

This policy is intended to reduce risk of manual handling injuries in line with the Manual Handling Regulations of 1992. A competent person will carry out a risk assessment on all manual handling activities, stored in the risk assessment folder. Staff complete online training during their induction specifically on Manual Handling.

Adequate information and training will be given out to staff carrying out manual handling activities. Any injuries relating to manual handling will be investigated.

Employees must adhere to safe systems of working.

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## **LEGIONELLA POLICY**

Prepared using the HSE publication Managing legionella in hot and cold-water systems.

This policy sets out the control of Legionella in hot and cold-water systems in the nursery school, including responsibilities, training, testing and records.

### **POLICY STATEMENT**

Belmont Farm Nursery School will ensure compliance with the relevant legislation with regard to the Control of Legionella in hot and cold water systems for all pupils and staff and to ensure best practice by extending the arrangements as far as is reasonably practicable to others who may also be affected by our activities.

### **THE LAW**

As legislation is often amended and Regulations introduced, the references made in this Policy may be to legislation that has been superseded. For an up to date list of legislation applying to schools, please refer to the Department for Education website at [www.education.gov.uk/schools](http://www.education.gov.uk/schools) and the Health and Safety Executive website [www.hse.gov.uk](http://www.hse.gov.uk).

Legionella is a generic term for a type of bacteria which is common in natural and artificial water systems. Legionellosis is the name given to a group of pneumonia-like illnesses caused by Legionella.

The Nursery School will ensure that:

- Relevant risk assessments are carried out and that control measures are implemented (see below).
- Appropriate training is provided (see below).
- The Legionella Competent Person is appointed and carries out his/her tasks as defined below.
- The Principal is informed of any problems with water or the water system.
- Monitor disinfection procedures where necessary – see Appendix 2.
- Records are kept for each water outlet of flushing and testing and any disinfection procedures.

### **LEGIONELLA COMPETANT PERSON**

The Principal, Victoria McAvoy is the nominated competent person for Legionella on the premises and acts on behalf of Belmont Farm Nursery School to provide the necessary competence to enable Legionella to be managed safely.

In her absence the role reverts to Vicky Carey - Third in Charge

Both individuals must keep up to date with the following training “Legionella and Legionnaires Disease Awareness”

The Legionella Competent Person will ensure that all periodic and exceptional recording, flushing, cleaning and general Legionella management tasks are correctly completed and recorded in accordance with this policy. All testing procedures and reports can be found in the H&S folder.

She will advise the college of teachers/ directors of any condition or situation relating to Legionella which may affect the safety of any premises users.



She is to work within her level of competence and seek appropriate guidance and direction from the college of teachers and/or the Children's Services Health & Safety Team as required.

## GENERAL INFORMATION

What is legionella?

Legionella bacteria is commonly found in water. The bacteria multiply where temperatures are between 20-45°C and nutrients are available. The bacteria are dormant below 20°C and do not survive above 60°C.

Legionnaires' disease is a potentially fatal type of pneumonia, contracted by inhaling airborne water droplets containing viable Legionella bacteria. Such droplets can be created, for example, by: hot and cold water outlets; atomisers; wet air conditioning plant; and whirlpool or hydrotherapy baths.

Anyone can develop Legionnaires' disease, but the elderly, smokers, alcoholics and those with cancer, diabetes or chronic respiratory or kidney disease are at more risk.

HSE's Legionnaires' disease page provides information on managing the risks

- Legionella is a generic term for a type of bacteria (legionellae) which is common in natural and artificial water supplies. The bacteria thrive at temperatures between 20°C and 45°C but can be killed by elevated temperatures or chemical treatment.
- The Nursery School stores and distributes hot water above 50°C. Users are protected from scalding by controlling the delivery temperature of hot water from a tap to approx. 43°C by the use of thermostatic mixing valves. Checks are required to ensure that the valves are working correctly (see Health and Safety Policy Annex 4d – Site Inspection and Safe Premises Policy).

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## **FOOD AND HYGIENE POLICY**

Promoting good health and hygiene is a benefit to us all. It is particularly important that all staff maintain good hygiene practices at all times.

- Wash hands after going to the toilet
- Wear protective gloves and aprons in necessary areas
- Be careful when handling bodily fluids
- Clean all nappy areas, toilets and kitchen after use
- Wipe children's noses and dispose of tissue immediately into the bin
- Be aware that in all areas where there are cleaning products a where to find the 'COSHH list' will be displayed.
- Children's and staff hands must be washed before all meal and snack times.

**Animals** - All animals at the Nursery designated person responsible for their care is the farm staff hired by Belmont Farm.

All animal food is kept in an air tight container out of reach of any of the children. The cleaning of their bedding area is done by the designated person from Belmont Farm. When children are handling any of the animals they are always supervised and ensure that the washing of their hands is carried out encouraging good hygiene practices.

**Sandpit** is inspected daily and doors are shut when it is not in use.

**Woodwork Barn** is inspected daily and doors are shut when it is not in use.

**Kitchen** – A high standard of hygiene takes place in the kitchen and dining areas at all times. See separate Safer Food, Better Business for Caterers Folder.

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## **BABY FEEDING PROCEDURE**

### Solids

- Ensure that the table top is clear and clean
- Clean babies hands
- Place bib on the baby
- Check that the food is suited to the baby's weaning programme and following safer food guidelines.
- Test the temperature of the food from the centre of the bowl by using an additional spoon and taste.
- If the baby is old enough allow them to feed themselves with encouragement.

### **NEVER LEAVE CLOSE PROXIMITY OF A CHILD IN A HIGHCHAIR OR SMALL CHAIR**

### **Bottle Feeding**

- Ensure that you and the baby are comfortable
- Allow the baby to feed at their own pace
- Allow the baby breaks during the feed to be burped
- All formula must be discarded once it has been heated
- Ensure the amount consumed is logged on the child's online day sheet

### **Weaning**

- Puree: 6-7 months
- Mashed: 6-8 months
- Fingers food: 8-9 months
- Chopped foods: 9+

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## **BOTTLE MAKING POLICY**

The Children's individual needs will be discussed with parents, to ensure that they are met. Feeds will be prepared as and when they are required by the babies and not as part of the nursery routine. All staff must ensure that they have washed their hands thoroughly prior to making or giving a feed. A suitable sterilised bottle, which should be clearly labelled with the baby's name, will be used for feeds. Staff should record the amount of formula consumed by the baby in the baby's Family profile so that the parent can be informed of the child's intake for that day.

Staff must measure out each feed individually with the correct formula as stipulated by the parent.

- Staff are not required to wear gloves or aprons when feeding bottles to babies as it is important to make them feel comfortable and to feed them in a 'home like' environment. Staff must ensure that the child has a soft bib on them while they are being fed or a muslin available and that they have washed their hands before and after.
- Please note that the nursery will provide all formula for the children attending the setting. Pre-made bottles will not be accepted.

## **BREAST FEEDING**

We welcome parents who are breast-feeding their children into the nursery and make every effort to accommodate their needs. We can also accept breast milk that has been expressed and are able to store this milk as advised by the parent. Parents can also use our parent's room to express milk if they so wish.

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## **Food Play Policy**

We ensure any food we use for play with the children is carefully supervised, always. We also use the following procedures to ensure children are kept safe:

- All food purchased for food play has been risk assessed and age related. Therefore, choking hazards are monitored.
- Each classroom is responsible for risk assessing in the moment for the children in attendance and their capabilities when selecting food play resources.
- Raw flour must not be consumed by children, raw flour must only be used with staff supervision.
- We will not use whole jelly cubes for play. If we do use jelly to enhance our play then all jelly will be prepared with water as per the instructions and then used.
- All allergies and intolerances will be checked, and activities will be adapted to suit all children's needs so no child is excluded. Allergies for the day can be found on the Famly App or in the completed dietary sheet for the day.
- Any cooking activities will be checked prior to start to ensure all children are able use all the ingredients based on their individual needs.
- Expiry dates will be adhered to and any packaging that is opened but not used in full are to be stored with a red food label placed on displaying the date of opening and use by.
- Play food must never be left overnight in the nursery.
- Wet food should be disposed of in the kitchen bin.

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## **SLEEP AND CARE NEEDS POLICY**

### **Care**

We all have a duty to care for the children in our setting. The quality of care will depend on how carefully we carry out our responsibility through working with parents, colleagues, other professionals and most importantly our knowledge of individual children. All this knowledge is gathered through informal and formal forms of communication. Areas of care may include sleep requirements, nappy changes, behaviour support, toileting, intimate care routines, additional medical needs, feeding, communication, cultural needs, likes and dislikes and the celebration of special occasions.

### **Sleep**

Provision should be made for children who wish to relax, play quietly or sleep, equipped with appropriate furniture. This may be converted from normal play space providing children can rest and/or sleep safely without disturbance. Each child should have their own bed linen. Sleeping children will be frequently checked at least every 10 minutes by the key person or any member of staff they will visually check on the child; looking for the rise and fall of the chest and if the sleep position has changed. These checks will be recorded on the safe sleep chart.

Each practitioner should follow the Sudden Infant Death Syndrome (SIDS) guidelines when putting a baby to bed.

- Lie baby on their back, place baby's feet at the bottom of the cot to prevent wriggling down under covers.
- Never let a baby sleep with a pillow, just use a firm mattress.
- Try to keep room temperature between 16 and 20C – ideally 18C.
- When you check a baby and they are sweating or their tummy feels hot, take off some of the bedding. It is normal for babies to have cool hands and feet.

A rest place should be warm, clean, relaxing, secure and quiet. Children are supported to self sooth, however if the child is distressed for a period of time they will need to be removed from the sleep room to be supported to regulate before attempting sleep again.

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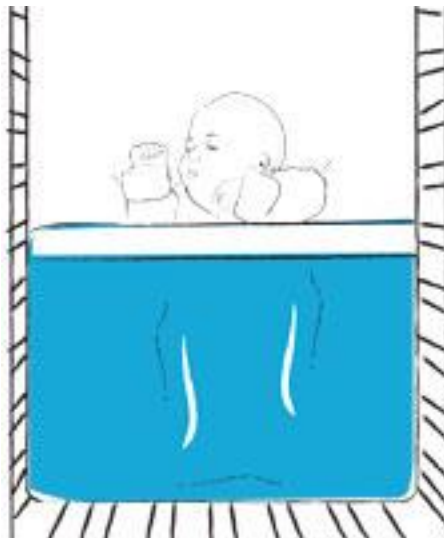
## SIDS

It's not known why some babies die suddenly and for no apparent reason from [sudden infant death syndrome \(SIDS\)](#) or cot death.

Experts do know placing a baby to sleep on their back reduces the risk, and exposing a baby to cigarette smoke or allowing them to overheat increases the risk. It's also known there is an association between co-sleeping. Below are the steps we have outlined in order to reduce the likelihood of a child dying from SIDs while sleeping at nursery for a child's first 6-12 months:

- Place the baby to sleep on their back in a cot
- Don't let the baby get too hot or cold while sleeping.
- Keep the baby's head uncovered. Their blanket should be tucked in no higher than their shoulders.
- Ensure that the sheet is tucked in to secure the child when they go to sleep
- Place the baby in [the "feet to foot" position](#) (with their feet at the end of the cot or Moses basket).

See picture below:



It's not as safe for babies to sleep on their side or tummy as on their back. Healthy babies placed on their backs are not more likely to choke.

Once a baby is old enough to roll over, there's no need to worry if they turn on to their tummy or side while sleeping.

**We have heart rate monitors fitted in every cot in Bumblebees which sound an alarm if a child's heart rate drops to a dangerously low level.**



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## **PHYSICAL ACTIVITY POLICY**

As a Healthy Early Years London setting we want to ensure we promote the health and wellbeing of the whole setting community through encouraging physical activity and providing consistent messages to children, parents and staff.

Being active is important for children under five because it helps them to build and maintain a good level of health. Physical activity is critical to optimal growth and development. Children under 5 need time to play and master their physical environment and fundamental movement skills; the early years are also an important time to establish habits relating to physical activity.

The Chief Medical Office provides guidance on how much physical activity children under 5 should be doing.

### **Physical activity guidelines for under 1s.**

- Infants should be physically active several times every day in a variety of ways, including interactive floor-based activity, e.g., crawling
- For infants not yet mobile, this includes at least 30 minutes of tummy time spread throughout the day while awake (and other movements such as reaching and grasping, pushing, and pulling themselves independently, or rolling over: more is better
- Tummy time may be unfamiliar to babies at first, but can be increased gradually, starting from a minute or two at a time, as the baby becomes used to it. Babies should not sleep on their tummies.

### **Physical activity guidelines for 1-2 year olds.**

- Toddlers should spend at least 180 minutes (3 hours) per day in a variety of physical activities at any intensity, including active and outdoor play spread throughout the day.

### **Physical activity guidelines for 3-4 year olds.**

- Pre-schoolers should spend at least 180 minutes (3 hours) per day in a variety of physical activities spread throughout the day, including outdoor and active play. The 180 minutes should include at least 60 minutes of moderate to vigorous physical activity.

Activities based around Early Years Foundation Stage are provided for all children, including those with SEND, both indoors and outdoors. Each programme of activity supporting physical development is planned, reviewed, and evaluated on a regular basis. The environment is set up to support active play and provide equipment to facilitate play. We endeavour to provide an environment and space which promotes physical activity and active play throughout each day. We ensure outdoor activities are planned and all children can access these on a daily basis. Children have free flow access to indoor and outdoor activities and each classroom has their own individual outdoor area where resources are appropriate for the children's age and development stage.

We are aware that in order for children to learn about managing risks associated with physical activity we need to offer stimulating and challenging environments; through these environments children are supported to explore and develop their own abilities and understanding. Alongside this we aim to manage the risk so that children are not exposed to unacceptable dangers. We conduct risk assessments for use of the outside areas including the forest school.

Within our classrooms we reduce sedentary behaviour and only encourage sitting for when the children are eating. We do not use any restraining equipment. Chairs are available for tabletop activities, but children are encouraged to move between activities and staff interact and engage with



the children to encourage movement. Information regarding reducing sedentary behaviour is shared with parents and carers as well as encouragement for their children to be physically active.

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## **OUTDOOR PLAY POLICY**

### **Aim:**

To enable all children to experience outdoor play opportunities.

### **Rationale:**

To ensure that all children have daily access to outdoor play and learning.

To provide opportunities for children to engage in planned and freely chosen play.

### **Procedure:**

Prior to a child accessing the outdoor area a member of staff will complete a daily tick list of the area and all equipment and remove any potential hazards. The safety and wellbeing of children will always be prioritised and outside play may be temporarily restricted if this compromises children's safety.

A varied play experience will be provided outdoors as well as indoors. Nursery will promote physical activity in varied forms.

Staff members will be vigilant and have a system in place that will ensure the children's whereabouts at all times. At the end of any sessions staff must perform a head count against the register and check all the areas before returning indoors

Outdoor play will be encouraged in all weathers, with the appropriate care taken to protect children.

### **Hot weather**

- Children will be encouraged to play outdoors, however a risk assessment will be taken to determine if in the interest of children's safety outdoor play may be restricted at the hottest parts of the day.
- Shade will be provided in the outdoor area.
- Children will be encouraged to drink water regularly.
- Children must wear sun hats and sun cream will be applied before children play out in hot weather. (Refer to applying sun cream policy)
- Staff will monitor the UV outside and child will not go out on a UV over 6 unless sufficient shade is provided e.g. in forest school. Sufficient shade will be decided by management.

### **Cold weather**

- Children will be dressed appropriately with coats, hats and gloves before playing out.
- Where possible the setting will try to build up a spare bank of additional clothing that can be used in emergencies to enable the children to continue to access the outdoors.
- In extreme winds children will not be allowed to play in highly dense tree areas, and staff must notify management if any branches or trees look dangerous.





## Staff Ratios

- At all times, staff, child ratios (both inside and outside) will be maintained within Ofsted guidance. A risk assessment will be undertaken and a contingency plan developed to ensure children's safety should ratios change in the event of unforeseen incidents.

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## SNAKES AND TICKS

When using the forest school area at the nursery, there is a risk for snakes and ticks if the grass is long.

We have gardeners who come every two weeks to maintain the high standard of the nurseries outdoor space. If the gardeners have been unable to attend for any reason and the grass in the forest school area has outgrown, we have to be aware of the possibility of snakes and ticks.

### Measures in place to ensure the safe use of the forest school

- Children must wear wellington boots in all seasons (including the summer months) if using the farm/forest school area
- Children must be checked for ticks if they have been wearing short sleeves, dresses or shorts.
- If a tick is found on a child the parent must be called to collect and remove the tick at home/at doctors
- We must not remove a tick on site.
- Children must not play in the grass areas if they are outgrown as that is where the snakes could be.

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## **CAR SEATS POLICY**

All children who leave the nursery must do so in an age-appropriate car seat. If any member of staff witnesses a child going into a car without an appropriate seat to travel in, then they must be stopped from leaving the car park. It is the nursery's responsibility that all children leave the setting safely and must question parents if this is not the case. All incidents must be written up and passed onto the DSL. The nursery owns a car seat which can be used in emergency situations.

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## **EMPLOYEE SMOKING POLICY AND ALCOHOL POLICY**

We operate a strict NO SMOKING policy at Belmont Farm Nursery School. This applies to ANYWHERE on our premises, both inside and out, and also when you leave the premises for breaks etc. Staff who do go off-site to smoke or vape on breaks must change out of their work top and wash hands and change back into uniform on their return.

The consumption of alcohol whilst on duty is strictly forbidden. There are no exceptions. Alcohol impairs judgement and your ability to carry out your tasks effectively. There is also the inherent health and safety risks to yourself and to others, particularly the children in our care. If you are found to be intoxicated, or are found drinking, or are reported to have been drinking (and this is subsequently proven), this will result in summary dismissal. Please refer to the Alcohol Policy in our employee handbook.

### **SUBSTANCE ABUSE:**

We recognise that some aspects of caring for children can be a stressful occupation, and that one of the consequences of progressive stress can be an increasing reliance on mood-altering substances such as alcohol and recreational drugs. It is our policy not to employ people who are perceived to be actively engaged in substance abuse. However, due to the insidious nature of the illness it is recognised that such conditions can develop during employment. We have therefore developed a Substance Abuse Policy and this may be found in the Policy Manual. You are asked to familiarise yourself with it.

### **BEHAVIOUR AT WORK:**

We expect all our employees to conduct themselves in a thoroughly professional manner while at work. We therefore insist upon the following code of conduct for all staff members:

Employees will behave with dignity, and with civility towards their fellow staff members, and to clients and other people with whom they may come into contact as part of their duties.

Employees will refrain from using bad language and other offensive or insulting behaviour.

Any proven incidents of sexual, verbal or racial harassment of fellow staff members or clients, or workplace bullying, will be viewed as a serious matter rendering the offender liable to disciplinary action up to and including summary dismissal.

Employees will at all times comply with the Nursery's Sickness, Time-keeping and Absence Policies.

Employees will comply with the Policies on smoking and the consumption of alcohol at work.

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### **STAFF ABSENCE/SICKNESS/INABILITY TO ATTEND WORK**

If you are sick, or unable to report for work for any reason, you must **telephone** the Nursery at **7:30am** on the first day of your absence. This should be done personally. You must call the nursery at **3pm** to inform management you will be off the following day.

Where appropriate, a Medical Certificate must be sent in to us at the earliest opportunity. Upon your return to work you must complete a Sickness Self-Certification Form. Sickness absences in excess of 7 days will require a Medical Certificate.

If there are continued or persistent spells of absence of 7 days or less we reserve the right to request a medical examination from a nominated GP, together with an appropriate Medical Certificate.

Once you have returned to work after a spell of illness that has involved food-related infections, open wounds or lesions, or sickness / diarrhoea resulting from infectious conditions, we must ensure that the health and welfare of both the children in our care and your fellow staff members is not compromised. We reserve the right to exclude employees from certain duties, or to temporarily re-deploy them as deemed appropriate. There are specific Policies regarding this measure, and you are referred to the employee handbook as appropriate.

### **COMPASSIONATE LEAVE/ GRIEVENCE POLICY:**

We will grant compassionate leave in instances of bereavement or serious illness / accident to a close family member. Since individuals react differently to these circumstances it is felt inappropriate to set fixed rules. You should discuss your situation with the Principal to agree appropriate time off; the amount for time allowed off will be at the Principal's discretion.

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## **Absence Management Procedure**

Whilst we appreciate that there are occasions when sickness absence is unavoidable, we have to be attentive to our operational and business needs at all times. Accordingly, where you have high levels of short term sickness absence, this will be assessed and reviewed periodically and an absence management procedure may be invoked. This process could ultimately result in the termination of your employment.

Five occasions of absence or 10 cumulative days of absence over a rolling 12 month period will normally be considered high levels of sickness absence which will result in the absence management procedure being invoked.

All cases of absence will be assessed on an individual basis in order to offer the fairest approach to an employee's circumstances, taking into account the reason for the absences.

Our absence management procedure is non-contractual and there may be situations in which it is not appropriate to follow the procedure set out below. In particular, we reserve the right not to follow the full procedure in the event of high levels of absence during the first two years of employment. You may bring a companion with you to any meeting which takes place under the absence management procedure, who may be either a trade union representative or a colleague.

### **Stage 1**

The absence management procedure will initially involve us inviting you to an absence review meeting, at which we will:

- (a) Discuss the reasons for absence.
- (b) Determine the likelihood of further absences.
- (c) Consider whether medical advice is required.
- (d) Consider what, if any, measures might improve your health and/or attendance.
- (e) Consider a way forward, action that will be taken and a timescale for review and/or a further meeting under the absence management procedure.

Following the meeting, confirmation of any decision made, the reasons for it, and of the right of appeal will be given to you in writing. As an outcome of the meeting, you may be warned that your absence levels are unacceptably high and that an improvement is required.

### **Stage 2**

If your absence levels fail to improve, you may be invited to a second absence review meeting, at which we will:

- (a) Discuss the reasons for and impact of your ongoing absences.
- (b) Discuss the likelihood of further absences.
- (c) If it has not been obtained, consider whether medical advice is required. If it has been obtained, consider the advice that has been given and whether further advice is required.
- (d) Consider your ability to return to/remain in your job in view both of your capabilities and our business needs and any adjustments that can reasonably be made to your job to enable you to do so.
- (e) Consider possible redeployment opportunities and whether any adjustments can reasonably be made to assist in redeploying you.



- (f) Consider a way forward, action that will be taken and a timescale for review and/or a further meeting(s).

Following the meeting, confirmation of any decision made, the reasons for it, and of the right of appeal will be given to you in writing. As an outcome of the meeting, you may be given a final warning that your absence levels are unacceptably high and that you are at risk of dismissal.

### Stage 3

If your absence levels fail to improve, you may be invited to a third absence review meeting, at which we will:

- (a) Review the meetings that have taken place and matters discussed with you.
- (b) Consider any further matters that you wish to raise.
- (c) Consider whether there is a reasonable likelihood of you achieving the desired level of attendance in a reasonable time.
- (d) Consider the possible termination of your employment.

Following the meeting, confirmation of any decision made, the reasons for it, and of the right of appeal will be given to you in writing. As an outcome of the meeting, you may be dismissed because your absence levels are unacceptably high. Termination will normally be with full notice or in excruciating circumstances payment will be in lieu of notice.

<b>Date completed</b>	<b>30/09/2025</b>
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## **CAPABILITY POLICY**

### **INTRODUCTION**

We recognise that during your employment with us your capability to carry out your duties may deteriorate. This can be for a number of reasons, the most common ones being that either the job changes over a period of time and you fail to keep pace with the changes, or you change (most commonly because of health reasons) and you can no longer cope with the work.

### **B) JOB CHANGES/GENERAL CAPABILITY ISSUES**

- 1) If the nature of your job changes or if we have general concerns about your ability to perform your job we will try to ensure that you understand the level of performance expected of you and that you receive adequate training and supervision. Concerns regarding your capability will normally first be discussed in an informal manner and you will be given time to improve.
- 2) If your standard of performance is still not adequate you will be warned in writing that a failure to improve and to maintain the performance required could lead to your dismissal. We will also consider the possibility of a transfer to more suitable work if possible.
- 3) If there is still no improvement after a reasonable time and we cannot transfer you to more suitable work, or if your level of performance has a serious or substantial effect on our organisation or reputation, you will be issued with a final warning that you will be dismissed unless the required standard of performance is achieved and maintained.
- 4) If such improvement is not forthcoming after a reasonable period of time, you will be dismissed with the appropriate notice.

### **C) PERSONAL CIRCUMSTANCES/HEALTH ISSUES**

- 1) Personal circumstances may arise which do not prevent you from attending for work but which prevent you from carrying out your normal duties (e.g. a lack of dexterity or general ill health). If such a situation arises, we will normally need to have details of your medical diagnosis and prognosis so that we have the benefit of expert advice. Under normal circumstances this can be most easily obtained by asking your own doctor for a medical report. Your permission is needed before we can obtain such a report and we will expect you to co-operate in this matter should the need arise. When we have obtained as much information as possible regarding your condition and after consultation with you, a decision will be made about your future employment with us in your current role or, where circumstances permit, in a more suitable role.
- 2) There may also be personal circumstances which prevent you from attending work, either for a prolonged period(s) or for frequent short absences. Under these circumstances we will need to know when we can expect your attendance record to reach an acceptable level. This may again mean asking your own doctor for a medical report or by making whatever investigations are appropriate in the circumstances. When we have obtained as much information as possible regarding your condition, and after consultation with you, a decision will be made about your future employment with us in your current role or, where circumstances permit, in a more suitable role.





## D) SHORT SERVICE STAFF

We retain discretion in respect of the capability procedures to take account of your length of service and to vary the procedures accordingly. If you have a short amount of service, you may not be in receipt of any warnings before dismissal.

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## **OUT OF HOURS BABYSITTING SERVICE/ ADDITIONAL NANNY CARE**

This policy is for staff working under private arrangements with the Nursery parents/carers.

- Out of hours work arrangements must be between yourselves and not interfere with your employment at the Nursery.
- Confidentiality of employment must be adhered to and respected.
- Staff employed by the nursery must adhere to page 8 of the employee handbook and clause 2 of the employment contract.
- To ensure out of hours babysitting does not interfere with the performance of duty, babysitting can only be offered on weekends (Friday and Saturday). For special circumstances written authorisation must be obtained by the Principal.
- Written authorisation must be obtained by the Principal if you wish to engage in out of hours babysitting/additional nanny care.
- Nursery Staff are not permitted to socialise with parents out of hours. E.g. children's birthday parties or family events, or have families on social media.
- The Nursery will not be responsible for any private arrangements or agreements that are made. Arrangements will be made between the individuals.
- The Nursery will not be held responsible for any health and safety issues or grievances that may arise.
- Staff employed by the nursery must not bring in or take home any children who attend the nursery.

<b>Date completed</b>	<b>30/09/2025</b>
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## **PHONE AND INTERNET POLICY**

All nursery phones must only be used for company business, all internet into the building has had unsuitable sites blocked as they come in so you will not be able to access these on company property.

However you would be able to use 4G/5G from your own devices in your break. Please note that our system will record if you have searched or accessed anything deemed to be inappropriate or that calls into question your suitability to work with children. The company reserves the right to use/store this information and in certain cases could use this on grounds for gross misconduct.

Your mobile phone device must be kept on silent at the front desk in the mobile phone system box during the day. You must place your devices in the correct draw depending on the room you are based in before your shifts starts. There will be random spot checks performed throughout the day by management to make sure all staff are following the policy correctly and safeguarding the children.

No mobile phones should be left unattended around the nursery. If you do see any mobile phones left unattended around the nursery, please inform management straight away.

No staff should access Family on personal devices. Family must only be accessed on Nursery Ipad's and Computers.

If you are found to have a mobile phone on you whilst in any of the classrooms, this could be used against you towards gross misconduct.

All visitors must place their mobile phone devices in the Nursery's system phone box when signing in at the front desk. No visitors should have their mobile phones on them during their time at the nursery.

Anyone visiting the parent room must also leave their mobile devices at the front desk. No mobile phones should be taken into the parent room, unless accompanied by a member of staff.

<b>Date completed</b>	<b>30/09/2025</b>
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## USE OF SMART WATCHES/FITBIT

The aim of this policy is to outline the acceptable use and expectations of wearing a smartwatch whilst in the nursery.

At Belmont Farm Nursery school, we take the wellbeing and physical health of our staff seriously and we want staff to prioritise their physical health and wellbeing. We do not therefore discourage the use of fitness trackers such as fitbits and other smart watches e.g. Apple Watches for fitness purposes.

However, certain features on these are not allowed to be used in the Nursery. If you wish to wear a fitness tracker/ smart watch then you must turn your phone off on arrival and place in the phone drawer to disconnect your phone from enabling the below features:

- Phones calls, notifications and text messages
- Ability to take photos
- Ability to access any music channels through the watch such as Apple Music.
- Ability to use any assistants such as Siri or Alexa.
- 

Features that are health and fitness related will still function with the mobile phone off.

If anyone does not want to turn their mobile phone off, smart watches will not be permitted. These restrictions are in place to safeguard the children in your care and to minimise any distractions whilst you are looking after the children. If you fail to comply with the above and you are found to be using a smart watch for any other purposes other than for monitoring fitness levels, disciplinary action will be taken against you and the sanctions will be the same as using your mobile phone in the setting.

<b>Date completed</b>	<b>19/01/2026</b>
<b>Review date</b>	<b>30/09/2026</b>



## **EQUAL OPPORTUNITIES POLICY**

We are an equal opportunities employer, and we operate to a documented Equal Opportunities Policy (see employees handbook). Within employment, recruitment, selection, training, job opportunities and promotional prospects are determined purely on the ability of the individual to fulfil the job requirements.

To ensure the fairness of our systems, and the satisfactory working of the Equal Opportunities Policy, we operate an on-going Equal Opportunities monitoring system according to a documented Policy (see employees handbook).

<b>Date completed</b>	<b>30/09/2025</b>
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## **RECRUITMENT POLICY**

Belmont Farm Nursery School policies in respect of personnel are governed by the following:

1. The best interests of the children, their welfare, care and development.
  2. The requirements of the Children Act 1989/2006 and subsequent legislation.
  3. The requirements of Ofsted
  4. The requirements of the Employment Acts 1996/ 2002 and associated legislation
  5. Compatibility between all members of staff and the building of a good team spirit.
  6. Consideration of the advancement of each member of staff both by internal and external training to help them achieve their maximum potential.
  7. Equal pay for work of equal value.
  8. Compliance with the current laws of the land.
  9. The provision of a job description for each member of staff.
  10. The provision of a statement of terms and conditions for each member of staff.
  11. When recruiting members of staff the applicant should be made aware of the policies and procedures, especially those relating to discrimination.
  12. Prior to commencement of employment the successful applicant shall be provided with an offer letter (conditional on clearance of relevant checks) with the job description.
  13. Any harassment (the basis of which is perceived by the individual) shall be fully investigated by the Principal. Appropriate action will be taken against anyone deemed to have been guilty of conduct, which constitutes harassment. False claims will in themselves constitute harassment and will similarly be investigated.
- 
- Two references are taken up before the appointment of a new member of staff and careful checks are made on the suitability of all staff with access to children within the nursery. References will always be obtained from the most recent employer, including the most recent childcare employer. References are checked to ensure they are from a reasonable source, and confirm the reason for leaving.
  - All staff are sent out our recruitment privacy statement when they are sent an application form which identifies how we will use their information in our recruitment process:
  - All staff involved in recruitment have undertaken Safer Recruitment Training.



## **Recruitment Privacy Notice**

### **General Statement**

Belmont Farm Nursery School, The Ridgeway, Mill Hill, NW7 1QT are committed to protecting and respecting your privacy. This Privacy Notice (together with any other documents referred to herein) sets out the basis on which the personal data collected from you, or that you provide to us, will be processed by us in connection with our recruitment processes. Please read the following carefully to understand Our views and practices regarding your personal data and how we will treat it. For the purpose of the General Data Protection Regulation (“GDPR”) the Data Controller is Victoria McAvoy.

Where you apply for a job opening posted by us, these privacy notice provisions will apply to our processing of your personal information in addition to our other privacy notice which is available on our website.

Where you apply for a job opening via the application function on a job site or similar online service provider, you should note that the relevant partner may retain your personal data and may also collect data from us in respect of the progress of your application. Any use by the partner of your data will be in accordance with the partner’s privacy notice.

### **Your personal information**

#### **Information we collect from you**

We collect and process some or all of the following types of information from you:

- Information that you provide when you apply for a role. This includes information provided through an online job site, via email, in person at interviews and/or by any other method.
- In particular, we process personal details such as name, email address, address, date of birth qualifications, experience, information relating to your employment history including references, skills and experience that you provide to us.
- If you contact us, we may keep a record of that correspondence.
- A record of your progress through any hiring process that we may conduct.

#### **Information we collect from other sources**

We have the facility to link the data you provide to us, with other publicly available information about you that you have published on the Internet – this may include sources such as LinkedIn and other social media profiles.

We may receive your personal data from a third party who recommends you as a candidate for a specific job opening or for our business more generally.

### **Uses made of your information**



### **Lawful basis for processing**

We rely on legitimate interest as the lawful basis on which we collect and use your personal data. Our legitimate interests are the safe and suitable recruitment of staff for our business.

Where you apply for a job opening through the Indeed apply functionality, we rely on your consent, which is freely given by you during the application process, to disclose your personal data to Indeed on the basis described below.

### **Purposes of processing**

We use information held about you in the following ways:

- To consider your application in respect of a role for which you have applied.
- To consider your application in respect of other roles.
- To communicate with you in respect of the recruitment process.
- To enhance any information that we receive from you with information obtained from third party data providers.
- To find appropriate candidates to fill our job openings.

### **Automated decision making/profiling**

We may use technology to select appropriate candidates for us to consider based on criteria expressly identified by us, or typical in relation to the role for which you have applied. The process of finding suitable candidates is automatic, however, any decision as to who we will engage to fill the job opening will be made by our staff.

### **Disclosure of your information**

Where you have applied for a job opening through the Indeed apply functionality, and where you have consented to this disclosure, we will disclose to Indeed certain personal data that we hold, including but not limited to a unique identifier used by Indeed to identify you, and information about your progress through our hiring process for the applicable job opening, as well as tangible, intangible, visual, electronic, present, or future information that we hold about you, such as your name, contact details and other information involving analysis of data relating to you as an applicant for employment (collectively “Disposition Data”). Indeed’s privacy notice in respect of Indeed’s use of the disposition data is available on Indeed’s website.

Where you have applied to a job opening through another service provider, we may disclose data similar to the disposition data defined above to such service provider. The service provider shall be the data controller of this data and shall therefore be responsible for complying with all applicable law in respect of the use of that data following its transfer by us.

### **How we store your personal data**





## **Security**

We take appropriate measures to ensure that all personal data is kept secure including security measures to prevent personal data from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal data to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted through any online means, therefore any transmission remains at your own risk.

## **Where we store your personal data**

Where we store your personal data in our own systems, it is stored securely on our servers which are encrypted.

If you would like further information please contact us (see 'Contact' below). We will not otherwise transfer your personal data outside of the United Kingdom or EEA or to any organisation (or subordinate bodies) governed by public international law or which is set up under any agreement between two or more countries.

## **How long we keep your personal data**

We will hold all the data for 90 days if you have not been successful initially in a position with us in case a more suitable role comes up during that time.

Your personal information will be deleted on one of the following occurrences:

- deletion of your personal information by you (or by another person engaged by the Customer); or
- receipt of a written request by you (or another person engaged by the Customer) to us.

## **Your rights**

Under the [General Data Protection Regulation](#) you have a number of important rights free of charge. In summary, those include rights to:

- access to your personal data and to certain other supplementary information that this Privacy Notice is already designed to address
- require us to correct any mistakes in your information which we hold
- require the erasure of personal data concerning you in certain situations
- receive the personal data concerning you which you have provided to us, in a structured, commonly used and machine-readable format and have the right to transmit those data to a third party in certain situations
- object at any time to processing of personal data concerning you for direct marketing



- object to decisions being taken by automated means which produce legal effects concerning you or similarly significantly affect you
- object in certain other situations to our continued processing of your personal data
- otherwise restrict our processing of your personal data in certain circumstances
- claim compensation for damages caused by our breach of any data protection laws.  
For further information on each of those rights, including the circumstances in which they apply, see the [Guidance from the UK Information Commissioner's Office \(ICO\) on individuals rights under the General Data Protection Regulation](#).

If you would like to exercise any of those rights, please:

- contact us using our contact details below
- let us have enough information to identify you,
- let us have proof of your identity and address, and
- let us know the information to which your request relates.

- **How to complain**

We hope that we can resolve any query or concern you raise about our use of your information. The [General Data Protection Regulation](#) also gives you right to lodge a complaint with a supervisory authority, in particular in the European Union (or European Economic Area) state where you work, normally live or where any alleged infringement of data protection laws occurred. The supervisory authority in the UK is the Information Commissioner who may be contacted at <https://ico.org.uk/concerns/> or telephone: 0303 123 1113.

### **Contact**

All questions, comments and requests regarding this Privacy Notice should be addressed to Victoria McAvoy, [vmcavoy@bfnschool.co.uk](mailto:vmcavoy@bfnschool.co.uk)

- One referee should be your current employer or last contract at last post working with children.

All employees are checked through List 99 and required to pass an Enhanced DBS check before taking up employment at Belmont Farm Nursery School and are required to join the DBS updates service so we can monitor their DBS status termly and are informed of any current or new situations that may affect there suitability.

<b>Date completed</b>	<b>30/09/2025</b>
<b>Review date</b>	<b>30/09/2026</b>



### **Young Persons Policy**

At times, the nursery might have children doing work experience who are under the age of 18.

When a young person is hired by the company and is 17 or over, they will be counted towards our ratio, once they have been deemed competent within the role. They fall under the same safeguarding welfare requirements that the children who attend our nursery do and must be supported in their role with us, with clear instructions and a full and informative induction.

A full DBS check and two references must be completed on them prior to them starting work with us and suitable working breaks must be given to them. They must be paid at least the minimum working wage for their age. The young person will complete paediatric first aid within three months of starting to follow Millies mark guidelines.

When a young person joins the team they will acknowledge and sign the specific risk assessment for 'young person' and will be made available to the senior team and any staff who work directly in the same room as the young person. This will be stored in their personnel file.

<b>Date completed</b>	<b>30/09/2025</b>
<b>Review date</b>	<b>30/09/2026</b>



## **Annual Leave Policy**

### **1. Purpose**

The purpose of this policy is to ensure that annual leave is managed fairly and consistently across Monitor, and to inform all members of staff of the procedure that must be followed when applying for annual leave.

### **2. Scope**

This policy applies to all staff working under a contract of employment on a substantive or fixed-term appointment with Belmont Farm Nursery School.

### **3. Entitlement**

The amount of annual leave you are entitled to is dependent on your contracted hours with us. Leave runs from January to December inclusive. Subject to paragraph 5 below, all annual leave for the year must be taken within this period, no payment in lieu will be made for any annual leave not taken.

If you join Belmont Farm Nursery School part-way through the annual leave year, your entitlement to annual leave will be proportionate to the amount of time left in the annual leave year.

### **4. Annual leave application procedure**

Management must approve all annual leave in advance.

To request annual leave you must complete and submit a hand written form no later than 2 weeks before your planned leave. This will then go to management for approval and verification. You may only commit to your leave plans on receipt of your annual leave approval message with authorises your request for leave.

If your annual leave is refused, your manager or line manager will notify you as soon as possible.

Where there are conflicting annual leave requirements, priority will be given to the member of staff whose request was received first, subject to business needs.

Should you take unauthorised annual leave you may be subject to disciplinary action, including dismissal.

### **5. Carrying forward annual leave**

You may not carry forward unused annual leave, from one year to the next.



## 6. Unpaid leave

Unpaid leave must be approved by the management prior to leave, and all annual leave must be used before requesting unpaid leave. To request you must submit an email to the Principal at your earliest convenience.

Belmont Farm Nursery School will reserve the right not to grant the leave for technical, organisational or operational reasons. Situations include but are not limited to, labour shortages or if market pressures may make it difficult to recruit a replacement. Equally the cost of cover in terms of overtime may be prohibitive or impractical.

Where requests for unpaid leave are recurrent, it may be in the company's interest to encourage staff to request a reduction of hours on a permanent basis.

Such as paragraph 4, should you take unauthorized unpaid leave you may be subject to disciplinary action, including dismissal.

## 7. Religious holidays

If you wish to observe religious holidays which do not coincide with public holidays in England, you must take annual leave or unpaid leave (see paragraph 6). Every effort will be made to accommodate such requests. The company reserves the right to refuse requests if leave is not possible with the business needs.

## 8. Late Return from Annual Leave

If for any reason, you know that you will be late returning from annual leave you must notify your Principal via email or call of the late return as soon as possible and discuss and agree revised arrangements i.e. additional annual leave or other arrangements. Failure to do so will render you liable to disciplinary action for unauthorised absence.

<b>Date completed</b>	<b>30/09/2025</b>
<b>Review date</b>	<b>30/09/2026</b>



## **MATERNITY / PATERNITY LEAVE**

An employee should inform their line manager or supervisor as soon as they know that they are pregnant, no later than 15 weeks before baby is due. This will enable us to explain your entitlements and obligations, and also to review your work duties and the possible hazards involved that may be harmful.

You will need to discuss your planned maternity details with us. In particular we will need to know of your Expected Week of Confinement. This should be done by no later than the third week of the Maternity Pay Period, and your line manager or supervisor will advise you on the procedures involved and the forms that will need to be completed. In all cases, we require formal written notification at least 30 days before absence from work is due to begin.

Any employee requiring paternity leave will need to notify the Principal no later than 15 weeks before baby is due. For longer than the statutory amount employee will either need to utilise their annual holiday entitlement or take unpaid leave.

<b>Date completed</b>	<b>30/09/2025</b>
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### **Staff child attending the setting**

At Belmont Farm Nursery School, we want to support our valued staff members by providing care for their children on site when they return to work from maternity leave.

In this policy we will set out the expectation from the nursery for the staff member returning with their child attending and what the staff member can expect.

#### **Code of conduct**

All staff parents, partners and family members must still follow the parent agreement and treat all staff members with respect. If we find this is not being followed, then the child's place may be terminated. Please see section from the nursery terms and conditions:

'The School reserves the right to terminate or suspend your child's place with immediate effect and without notice if you breach this Parent Agreement. Fail to pay fees when due or exhibit unacceptable behaviour; or if we, at our sole discretion, consider termination to be in the best interests of the School and/or the welfare of your child, other children at the School or staff.'

All staff must go through the same process as all parents.

#### **No places are guaranteed**

- Register their interest
- Complete interest form
- Attend show around if needed for partners completed by the Principal
- Confirm place by signing the confirmation of application, deferring of a place and if applicable voucher agreement
- Complete settles before start date back at work (three settles, leaving child on day two and three)

#### **Once you start back at work**

- The room manager will be the child's key worker. This is to ensure clear communication is kept and any issues that may arise can be raised from both parties in a professional manner.
- The staff member will arrive for shift 5 minutes before they are due to start, to drop the child off at the door and arrive in their classroom on time.
- Visiting the child during working hours is not permitted as this can unsettle the child, other children in the classroom and staff member.
- It will not be permitted for the staff member to work in the same classroom as their child. This will mean the staff member will move classroom if needed.
- If the child is unwell, the same sickness policy will be followed. If there is no-one available to pick up the child, then cover will be arranged where possible.



- If the child has an accident or incident the nursery policy will be followed.
- If the child has an appointment, the staff member must give sufficient notice to management to be able to cover, and must be flexible in working the time back/rescheduling appointments if necessary
- If the staff member notices something on the Family app that they would like to question, they must ask their Room Manager if they can message the classroom to gain information, the same as a parent would.
- The staff member will be given the 5.15pm slot for the child's parents evening and then be expected to complete your own
- Staff meetings, parents' evenings and staff training week the staff member will need to arrange for independent cover outside of the nursery. This is so the staff member can comply with their contract.

### Working hours and fees

Returning to work hours must be discussed with the Principal. These must then be followed up in writing before the staff members' maternity leave is due to end. The staff member is expected to work their contracted working hours, including different shift patterns within the nursery opening hours.

Staff members will be charged for full sessions, with a 50% discount of the current fee rate.

No deposit or registration fee will be required. All invoices must be paid on time.

Staff members must pay for uniform etc.

No other session options will be offered, if staff finish before the sessions ends, they will still be charged for the full session. Staff will still be charged for bank holidays, nursery closures and any absences from sickness or personal holiday.

<b>Date completed</b>	<b>30/09/2025</b>
<b>Review date</b>	<b>30/09/2026</b>





## **BULLYING, DISCRIMINATION & HARASSMENT AT WORK POLICY**

With regards to Equal Opportunities, it is our policy that there shall be no discrimination towards employees for any reason of race or ethnic origin, creed, colour, religion, political affiliation, disability or impairments, marital status, parenthood, sexual gender or sexual orientation. The mechanism exists for any employee who feels that he / she has been unfairly discriminated against, or indeed if they feel bullied to address the matter through a documented Grievance Procedure.

Similarly, we have established documented Policies to address allegations of harassment and abuse from clients and / or other employees. Harassment / abuse is defined for our purposes as verbal, psychological, physical, sectarian, racial and sexual.

If a staff member feels they are being bullied, discriminated or harassed they must inform the principal, in their absence the deputy principals.

<b>Date completed</b>	<b>30/09/2025</b>
<b>Review date</b>	<b>30/09/2026</b>



## **GRIEVANCE PROCEDURE**

Belmont Farm Nursery believes that all employees should be treated fairly and with respect. We encourage all employees to try and resolve any grievance with the individual concerned on an informal basis, as most grievances can be resolved quickly through discussion. The Principal will assist you with this, if you feel this is the best route for you. If this does not resolve the problem, you should follow the formal grievance procedure.

An employee needs to feel that his or her grievance has been fully investigated and has received a fair hearing. The employee should be given the opportunity to appeal against the decision. Their appeal should be submitted in writing and should be investigated and heard by someone more senior to the person who heard the initial grievance. The person allocated to hear employee's appeal should be able to take a fresh and independent look on the issue.

The hearing may be adjourned to allow further investigation to take place.

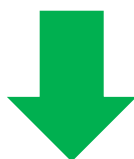
If you are still dissatisfied with the outcome, you may take a formal appeal in writing to the financial control officer Luke Winham stating full grounds of the appeal within 7 working days of the date on which the decision was sent or given to you.

### **Disciplinary Process**

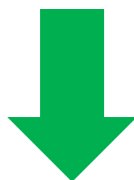
1. Investigation Meeting held by Leanne Burke/Libby Card/Vicky Carey
2. Disciplinary Meeting held by Victoria McAvoy
3. Appeal Process held by Luke Winham

### **Performance Management flow chart**

**Room Manager/ Line Manager**



**Deputy Principals/3<sup>rd</sup> in charge**



**Principal**

<b>Date completed</b>	<b>30/09/2025</b>
<b>Review date</b>	<b>30/09/2026</b>



## **ALLEGATIONS AGAINST STAFF POLICY**

If an allegation is made against a staff member by a child, parent or co-worker then the following procedure is followed:

1. An investigation is started into the allegation
2. The LADO (Local Authority Designated Officer) is called to notify them of the allegation, this team sits under MASH at Barnet.
3. If necessary, the staff member involved is suspended until the investigation is completed
4. Our HR consultants are informed

All of the staff are aware of this procedure and what steps will be taken in the event of an allegation.

<b>Date completed</b>	<b>30/09/2025</b>
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## **SPRING AND SPROUT (JUMPER) POLICY**

A spring and sprout should only be used to support children who are unable to cruise or stand up unaided. The spring and sprouts may be used to calm unsettled children for short spouts, if the child is still upset then they must be taken out. Children must only spend 10 – 15 minutes in the spring and sprout.

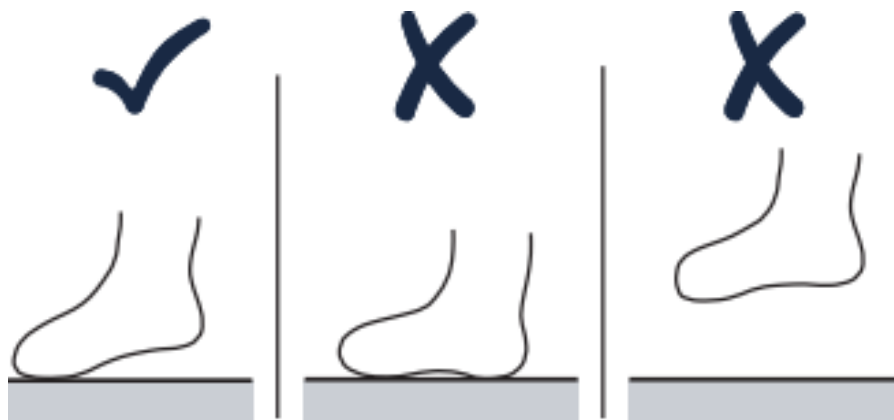
Use this jumper ONLY if the child meets ALL the following conditions

- Is at least 6 months of age
- Can sit up unaided
- Weighs less than 11kg

### **DO NOT**

- Use this jumper if parts become missing, damaged or broken
- Never leave a child unattended, ALWAYS keep child in view whilst the child is in the jumper
- Do NOT move the jumper whilst the child is placed inside
- Do NOT place children in the jumper if they are confident on their feet, walking or running
- Do NOT allow children to fall asleep or eat/drink in the spring and sprout as this can lead to choking

Foot mat adjustments must be made depending on the child's height as picture displayed below. This is so the child's body weight is not putting too much pressure on the ankles. If the child's feet are not touching the mat, then this can affect their hips.



If we find the spring and sprout is not being used appropriately it will be removed from the classroom and further action will be taken towards staff who are responsible.

<b>Date completed</b>	<b>16/10/2025</b>
<b>Review date</b>	<b>16/10/2026</b>

