



The Wickbourne Centre, Clun Road, Littlehampton, West Sussex, BN17 7DZ
01903 867582 | playcentre.wickbourne@arunchurch.com | www.arunchurch.com/playcentre

Playcentre Policies for families

Last updated: September 2025
Updated by: Poppy Jupp & Jon Jolly

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About Playcentre Wickbourne

The aim of the Playcentre and its dedicated staff is to provide a happy, safe environment where children can learn through play, have fun, gain in confidence, and develop their social skills. We work in partnership with parents to ensure that each child has the best possible start to their early year's education. We treat each child as an individual and provide equal opportunities for all.

The Playcentre Wickbourne was opened in February 2004 as part of the wider Wickbourne Centre, with the intention of providing help and support services to the local community.

Parents are very welcome to visit the Playcentre to meet the staff and view the facilities we offer to the children. Please call 01903 867582 to arrange a convenient appointment.

The following Policies and Procedures are for users of the Playcentre. They are available on request and are also online at www.arunchurch.com/community/playcentres/wickbourne. Arun Church also has separate policies in place for employees.

SESSIONS:

Monday – Friday	9am – 12pm, mornings
	12pm – 1pm, lunch
	1pm – 4pm, afternoons

AGES:

In accordance with the Registration Certificate the Playcentre can accept up to forty children at each session (between the ages of 2 – 5 years old).

STAFF

As well as our permanent members of staff, the Playcentre operate a bank of Supervisors and Assistants for emergency staff cover. All our staff have undergone Safer Recruitment process which includes Disclosure and Barring Service (DBS) checks - see Staff Recruitment section below.

In line with the Early Years Foundation Stage (EYFS), at least one Level 3 qualified staff member must be present in each room where children are cared for and at least 50% of all other staff working directly with children must hold a minimum of a Level 2 childcare qualification. Most staff will have a Paediatric First Aid (PFA) certificate, with at least one trained member of staff on duty for each session, including mealtimes.

About Arun Church

Playcentre Wickbourne is operated and managed by Arun Church. Arun Church is a vibrant organisation that is passionate about serving God and changing our community for the better. We run many initiatives including CAP Debt Help, Arun Youth Projects, Playcentres, Refresh coffee shop and social activities in addition to our Sunday services.

Our offices are at the Wickbourne Centre which is owned by the Church. We also own premises at 102-104 The Street, Rustington where we lease offices to tenants upstairs and our Playcentre downstairs. We meet on Sundays at The Littlehampton Academy. Our vision is to see the good news of Jesus change lives, communities, and the world. Our mission is **bringing life to everyone, everywhere, every day**.

Find out more at www.arunchurch.com

Accident, Injury and First Aid Procedures

All staff, including volunteers and trained First Aiders need to know what procedures to follow when treating an accident. These accidents/emergencies will hopefully be a very rare occurrence within the session.

In case of a minor accident

- The person that is trained to administer First Aid will assess the situation and decide on what is to be done and administer First Aid accordingly.
- The accident must then be recorded online through Tapestry.
- An investigation into the cause of the accident should be made by either the deputy manager or manager as soon as practicable and any remedial action taken.
- If the accident involves a child in the Playcentre full details should be recorded in the accident file which will be signed by the person dealing with the accident, an additional person/witness and the parent/carer on collection of the child.

In case of a major accident

- One staff member trained in First Aid is to stay with the unwell or injured child or adult and apply emergency treatment as appropriate.
- Other member/s of staff is to:
 - Telephone for an ambulance.
 - Telephone the parents to attend. (In the case of a member of staff – their emergency contact).
- If a volunteer is on duty, then we are to ensure the safety of the children until the members of staff involved in the emergency are able to take full control again.
- If the ambulance arrives before the child's parents, the person who has been looking after the child should accompany them to the hospital.
- If the parents cannot be found it may be necessary to ask the Police to trace them.
- Full details of the accident, into the Accident/Incident book/sheets.
- Written notification of any serious accident occurring on the premises must always be sent to the Early Years Directorate of OFSTED within 14 days, the Local Authority Safeguarding Team, and if the criteria is met under RIDDOR, the HSE.

In case of health emergencies

This may be in the form of a health pandemic such as influenza measles or COVID 19. The Playcentre would follow advice and guidelines from the DFES and West Sussex. It may be that the Playcentre would have to close for one or more of the following reasons:

- To prevent the spread of the disease
- Too many staff off sick/caring for dependents to adequately care for the children.
- Children are highly effective 'spreaders' of respiratory infections and they may pass these on to adults as well as other children.

The final decision to close the Playcentre and for how long would be taken by the manager in consultation with other professionals. Parents would be kept fully informed of developments. Staff would be expected to attend work in the event of a closure unless ill themselves or caring for sick dependents.

In case of other emergencies

Other emergencies may arise, such as a power cut, failure of the heating system etc. In the event of such emergencies the Manager will decide in liaison with their line manager and Children & Family Centre Manager.

Admissions policy

Children are admitted to the Playcentre via a non-discriminatory process, and we embrace parents and children from all racial and cultural groups. Anyone with disabilities or learning difficulties are considered a priority, wherever possible.

- The catchment area is Wick, Littlehampton, East Preston and Angmering. However, under some circumstances we will take children from other areas.
- Children are accepted into the setting via the Waiting List.
- Session allocations are by place on the register, date of birth and space available at the time.
- The registration for the setting accepts children between the ages of 2 – 5 years old.
- All places require a £25 registration fee, unless your child is 2 years funded.
- All places require 4 weeks' notice of withdrawal.

Behaviour Policy

We believe that children and adults flourish best in an ordered environment in which everyone knows what is expected of them and children are free to develop their play and learning without fear of being hurt or hindered by anyone else. We aim to work towards an environment in which children and adults can develop self-discipline and self-esteem in an atmosphere of mutual respect and encouragement.

- We encourage children to be responsible for their own behaviour and actions, to aim towards self-discipline;
- We celebrate each other's successes, however great or small;
- We aim to help children acquire a positive self-image, a pride in themselves and the work that they do, and high self-esteem, through praise and encouragement;
- All adults will provide a positive role model i.e. quiet voices, "please" and "thank you" as appropriate, to each other and to the children, moving around without rushing;
All adults will provide a positive role model for children of friendliness, care and courtesy.
- Adults in the group will praise desirable behaviour, e.g. kindness and willingness to share.

Unacceptable behaviour may include:

- Rudeness to an adult or child
- Fighting of any description
- Hitting, kicking, punching
- Pinching, biting
- Physical or verbal intimidation
- Swearing/bad language
- Bullying or racial abuse

- Any child/children will be talked with about the behaviour, emphasising that it is the **behaviour**, which is unacceptable, not the child.
- A positive approach will be taken to any unacceptable behaviour, with the child being redirected to an alternative activity, after talking about the behaviour.

- Physical punishment such as smacking or shaking will neither be used or threatened.
- Adults will be aware that some kinds of behaviour may arise from a child's additional needs.
- Continued unacceptable behaviour will be discussed with the parents/carers, for a consistent approach to dealing with it within the group and at home.
- Our staff attend whenever possible, in service training on behaviour management, as appropriate with a number of professional providers.
- The Play Centre Manager is responsible for behaviour management issues.
- The Play Centre staff aim to deal with unacceptable behaviour using the Conflict Resolution strategy and approach and ACT. Please ask a member of staff for details.

Check In and Collection Procedure

- Parents/carers are required to complete a registration form before their child starts at the Playcentre. This will include their personal password, two emergency contacts as well as parents/carers and consent for staff to obtain emergency treatment for their child if the need arises.
- Details of each child will be entered onto our database and shared only with the senior members of the team and individual children's key workers.
- As the child enters the premises, a staff member will mark the child on the register and uploaded to Tapestry. The same applies when the child departs the setting.
- Parents/carers must inform the Playcentre as soon as possible if they are unable to collect their child and they must provide details of the person who will be collecting in their stead.
- To release a child to named individual on registration form, Playcentre staff must:
 - Have consent from the parent that the named individual is collecting,
 - ask for the password and check it against the written version on file.
 If BOTH these criteria are satisfied, then a child can be safely released.
- To release a child to someone unknown, Playcentre staff must:
 - have written/verbal confirmation that this person is collecting, and
 - ask for ID to check against the confirmation, and
 - ask for the password and check it against the written version on file.
 If ALL these criteria are satisfied, then a child can be safely released.
- No person will be allowed to collect the child from Playcentre unless the above conditions are met.
- If the person requesting to collect does not know the listed password, they will not be able to collect the child. In this instance every effort would be made to contact the parent/carer to gain full authorisation.
- Children will not be taken out to their parent/carer or authorised person to the coffee shop within the family centre at the end of or during the session.
- If staff have any concerns or the child is not happy to leave with the nominated adult, then every effort will be made to contact the parents or the emergency contact to try and clarify the situation. If they are not available, we will not release the child and will contact the Police.
- All our procedures as detailed above are in place to protect the children in our care as their safety is always our paramount concern.

Child Not Collected Policy

Children are in the care of the Playcentre until they are collected by their parent/carer. Therefore, we act in loco parentis.

- The times and procedures for collection of children should be clear in the information given to parents when registering for the Playcentre. It is acknowledged that, very occasionally, a parent may be delayed or a child 'forgotten' by another family member, friend or neighbour.
- If a parent/carer is expecting to be delayed or another person is collecting the child, this should be recorded.
- If a parent or person collecting the child is delayed, that person should contact the setting to let them know of the delay and the expected time of collection, with a possible alternative person to collect e.g. relative or friend. In this case a full description of the person collecting the child should be given and proof of identity will be asked before this person will be allowed to collect the child.
- **If any staff member is uncertain about the collection arrangements, they should contact the parent/carer before the child is collected to clarify.**
- If after 15 minutes of the session finishing the parent has not arrived the deputy manager or manager will contact the parent/carer by telephone.
- If contact cannot be made with the parent/main carer, the other emergency contacts named for the child will be telephoned to collect the child. The manager/deputy manager will still try to reach the parent/main carer whilst waiting for the child to be collected.
- Two members of staff will remain with the child until they are collected.
- If nobody can be contacted to collect the child, then it may become necessary for the staff to contact social care team to make suitable arrangements for the child. This will only be done as a last resort.
- At all times the staff aim to develop a good relationship with parents, with the child's best interests at heart.

Missing Child Policy

Whilst children are in the care of the Playcentre, the manager and senior staff will take every precaution necessary for the safety of the children in their care. This includes security of doors, gates and windows.

- Safety gates will be in place where needed, and doors and windows shut and locked where necessary, without obstructing fire doors and windows for ventilation.
- A member of staff will check all outside play areas, to make sure they are safe and secure.
- When off the premises (with parent/care permission) children will wear something to recognise them such as a fluorescent jacket

In the unlikely event of a child/ren being lost we will follow the procedure below:

- All staff members will be alerted
- The Manager will make a 'head count' of all the children present; this will be against the attendance register.
- A member of staff will check the outside and inside of the Playcentre, this will include the toilet area.
- A member of staff will alert The Wickbourne Centre staff and immediate surrounding area will be searched.

- The children remaining will be asked if they have seen the child/ren that have gone missing. This will be in a delicate and calm manner, so not to frighten the children.
- The parent/carer will be contacted by the Manager and asked to attend the Playcentre ASAP.

After all the above has been followed and the certainty that the child is not on the premises and the child has not been taken by the parent, the police will be alerted.

It is important that the other children are not alarmed. Staff will ensure that the attendance register is completed daily and updated throughout the day. Telephone messages regarding absent children need to be written down and the register changed if a child is absent or leaving early with a parent/carer. This can be recorded in a daily diary.

Any parent collecting a child early informs a member of staff and signs the child out before a child leaves the premises.

Absence Policy

If a child is absent from the Playcentre for a prolonged period (usually 3 to 5 sessions depending on frequency) without prior notification, the Playcentre will follow up by contacting the child's parents or carers to check on the child's welfare and offer any necessary support.

In line with our safeguarding procedures, we also hold additional emergency contact details for every child, which may be used should parents or primary carers be unreachable.

Complaints Policy

Our Playcentre aims to provide a safe, stimulating and caring environment where children and their families feel welcomed and valued. We believe in working together with parents to ensure their children's needs are identified and met.

We welcome comments from parents and carers about our provision and recognise that parents/carers are the prime educators of their child and that comments, whether positive or negative are made with the child's interest at heart.

Where possible, if you have a concern about an aspect of our service, you should initially talk with a member of the team regarding your concern. They will, in the first instance, try to resolve the matter informally for you. This is often possible and can mean that the problem is sorted out simply and quickly.

If an informal solution has been tried and not resolved the issue, or if you feel that informal discussions are inadequate or likely to be ineffective, you can make a complaint.

This policy is not intended to be used by employees or volunteers who are unhappy about their own experience in the workplace. In these circumstances, employees should use the Grievance Policy and Procedure. It is also not intended to cover concerns that employees or volunteers may have about issues of possible malpractice or wrongdoing in the workplace. These should be dealt with under the Whistle-blowing procedure.

Our full complaints policy, process, and online form can be found at our website www.arunchurch.com/complaints

Confidentiality & Data Protection Policy

Information received by Playcentre staff from parents and/or other agencies is often confidential. To maintain parents'/carers' confidence in our professional approach we will ensure that:

- All parents can see the details kept about their child and themselves at any time. Parents will not be given access to the information kept on other children and their families.
- Any feedback given to parents on their child's progress will be given directly to the parents unless they express a wish for someone else to be involved e.g. childminder, nanny or grandparent.
- Information about a child's medical needs or status will be kept in a separate file and will only be available to authorised personnel.
- Staff, students and other visitors, including voluntary workers to the setting will be made aware of the importance of confidentiality of information and their responsibility within the Playcentre.
- Information about individual members of staff will not be given out to anyone without the permission of that person, except in a case of Child Protection.
- Data protection regulations will be followed and explained to parents when their child first starts.
- Staff will not discuss individual children, other than for purposes of curriculum planning/ group management, with people other than the parents/carer of that child.
- Any anxieties/evidence relating to a child's personal safety will be kept in a confidential file and will not be shared within the group except with the child's manager/supervisor/assistant and playgroup coordinator.
- Voluntary workers, students and other visitors to the group will be made aware of the importance of confidentiality of information and their responsibility within the group.

Our full Privacy Statement about the data we hold can be found on our website at www.arunchurch.com/privacy. Arun Community Church is registered with the ICO.

Our Safeguarding documents also have information about when and how we share data for the purposes of keeping people safe. This can be found at www.arunchurch.com/safeguarding.

Children's Records

Records for individual children should be in a positive way of identifying what children have achieved and what they understand and can do. Over a period of time, they also indicate how the children have progressed, the rate at which they have progressed and where children may need extending in their learning or need further help.

Individual Records:

- The setting uses Tapestry online journals. This is a secure system whereby any passwords/login details will only be given to the parent of the child or anyone the parent has agreed should have the information. Any information entered online can only be accessed by authorised member of staff.
- The child's key person is responsible for uploading regular observations of the child and completing termly assessments throughout the year.

Tapestry

Tapestry is a digital learning journey application of each child and has many benefits including:

- 2-way sharing of information and development of the child, including home images to Playcentre.
- Digital uploads such as video, sounds and images including their artwork.
- The staff are with the child to update their journal in an instant without having to set aside separate administration time from the child.
- Mapping progress of a child aligned to EYFS framework areas quickly and easily including the compilation of the 2 year assessment check.
- Compatible with many digital devices.
- Record activities and be viewed anywhere and anytime by parents/ carers.

Secure login protocols

For current parents and staff, there is a secure login area, accessed via the homepage or app. The secure login area, which is protected in the same way as online banking using SSL Certificate enabled encryption, allows parents and staff to have a two-way conversation and view updates of children taking part in activities.

This has been designed for parents/carers to have easy access to information on the child with our staff. This will enhance the child experience by sharing activities, key information and being part of their day!

Key features include:

- Their children's learning journeys
- View descriptions, photos and video of every WOW! moment – and add comments back for the Playcentre staff.
- Allows the parents to contribute to their own children's learning journey
- See what their child enjoys most at Playcentre – so they can encourage even further development at home.
- Upload their own pictures directly from your phone camera to contribute to their child's learning journey and bring alive interests outside Playcentre. Now everyone can share the same complete picture!
- Their weekly or monthly bookings
- Request extra Playcentre sessions, check your bills or settle invoices straight from their phone, tablet or computer.
- An account statement showing bills & payments
- Their email history to allow them to resend themselves invoices/newsletters or daily reports
- Tapestry also allows your parents to update their personal information

Curriculum

Our PlayCentre aims to provide a safe, secure, happy and stimulating environment for pre-school children, where they will be helped and encouraged to develop and learn through a variety and appropriate range of play and learning activities, by caring, professional, trained adults.

Early Years Foundation Stage

The EYFS curriculum guidelines we work within are those set out by the DfE as the Learning Outcomes covering seven areas of learning, which we incorporate into our everyday practice. Many children will be well on the way to achieving these outcomes when they leave the Playcentre. We work closely with our local schools to help in the transition stage, for the school to build on what the children have achieved and learned.

Our objectives are to embrace and implement the **Early Years Foundation Stage (EYFS)**, incorporating the seven areas of learning and development:

Prime Areas

1. **Communication, Language**
 - a. Listening, attention and understanding
 - b. Speaking
2. **Physical Development**
 - a. Moving and handling
 - b. Health and Self Care
3. **Personal, Social and Emotional Development**
 - a. Making relationships
 - b. Sense of self
 - c. Understanding feelings

Specific Areas, through which the three prime areas are strengthened and applied:

4. **Literacy**
 - a. Reading
 - b. Writing
5. **Mathematics**
 - a. Numbers
 - b. Shape, space and measure
6. **Understanding of the World**
 - a. People and communities
 - b. The World
 - c. Technology
7. **Expressive arts and design**
 - a. Creating with materials
 - b. Being imaginative and expressive

As a Church-run setting, we also have an additional heading of Spiritual and Moral Development.

8. Spiritual And Moral Development

- a. Appreciate there is a God who loves and cares for us.
- b. Understand Christmas and Easter and the significance of Jesus Christ.
- c. Understand how these spiritual values affect everything else they do.

More information about the Early years foundation stage (EYFS) statutory framework can be found on the government website at: <https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2>

Equality and Inclusion Policy

In the Playcentre we aim to acknowledge, value and foster every child's and adult's individuality regardless of ability, gender, culture, religion, language and family group. We believe this is one element in providing self-confidence to progress each individual's development. We are aware that parents/carers are the children's first educators. It is important for us to educate all people associated with the Playcentre by developing an inclusive environment where children and adults can grow in self-confidence and all family groups can flourish.

Our equality of opportunity policy includes adults as well as children ensuring that no one will be discriminated against.

We support and promote social inclusion and anti-discriminatory practice in the Playcentre.

Our aim is to ensure the removal of all stereotyping, allowing children to develop their own identity.

We promote equality of opportunity for children and adults with additional needs and operate this within our environment and the resources available.

Children will be involved in planned experiences to extend and develop their knowledge and understanding of many different cultures, languages and celebrations. A variety of resources such as dolls, puppets, photographs, books, music, artefacts, foods and people will be used as appropriate for the children.

We will operate a no-tolerance policy for those who discriminate against any person within our Playcentre.

As a staff we monitor our practice and as with all our policies, there is a regular review procedure to discuss how our practice and procedures might be improved.

Where possible our staff attend in service training on equal opportunities and Inclusion as appropriate with a number of professional providers.

Equality Commissions – The Commission for Racial Equality (CRE)
The Disability Rights Commission (DRC)
The Equal Opportunities Commission (EOC)

SENCO Responsible person – Lucie Coe

Fire Evacuation Procedures

To ensure that all adults and children know what to do in the case of a fire on the premises, a fire drill (practice) will take place at least three times a year and be recorded in the Fire Logbook. Plans of the building and the exits will be displayed in each room with the fire evacuation procedures.

Any person finding the fire should raise the alarm and not try to tackle it alone.

On hearing the alarm everyone will need to stop and listen to instructions from the nominated fire marshals regarding evacuation of the building.

The Manager or nominated person will collect the daily register, child contact forms, emergency mobile phone and First Aid Kit. They will direct everyone as listed below.

- Ask everyone to keep calm ensuring that all children are with an adult
- Tell all staff, students, visitors and children to leave the building by the nearest available fire exit, leaving all personal belongings behind. They should then meet at the assembly point listed on the fire evacuation procedure notices displayed in each room.
- All children will be assisted to evacuate as quickly as possible
- The Manager or nominated person will check or delegate checking of areas of the building such as inside/outside toilets, kitchen etc.
- At the assembly point the register will be called to account for all children and adults.
- Fire service personnel only will decide when it is safe to re-enter the building.
- If children are allowed to re-enter the building it will be necessary to discuss the action of evacuation.
- If it is not possible to re-enter the building, parents/carers will need to be contacted to collect their children with full details of the assembly point location.
- Full details of the incident should be recorded in the fire logbook.

Fire Prevention Measures

- Fire drills will be performed regularly and details recorded in the fire logbook.
- All staff members will be fully aware with the fire evacuation procedures and receive fire training annually.
- All persons in the Playcentre will be logged in and out.
- A register of all children will be kept.
- All resources will be stored neatly in appropriate containers and away from fire exits, which will never be blocked.
- The premises will be always designated as non - smoking.
- All doors will be shut before the premises are vacated at night.
- Fire alarms and extinguishers will be checked and serviced regularly by appropriately trained personnel.

Fire Marshalls

- Poppy Jupp

Health and Hygiene Policy

The Playcentre promotes a healthy lifestyle and a high standard of hygiene and safety in its day-to-day work with children.

A no smoking policy operates throughout the Wickbourne Centre, including the Playcentre.

Outdoor Play

- Children will have the opportunity to play in the fresh air throughout the year, whether in the Playcentre garden or on outings to parks.
- All measures will be taken to ensure that the activities and equipment are safe and fully supervised by staff both indoors and outside.

Illness

- Parents are asked to keep their children at home if they have any infection and to inform the group as to the nature of the infection so that other parents can be alerted, in case their child becomes unwell (an up-to-date exclusion list is available from the Local Health Authority).
- Parents are asked not to bring a child to the setting after suffering vomiting or diarrhoea, for at least 48 hours following the last symptoms. This also applies to staff's children who are normally cared for in the Playcentre, even if it results in staff being absent
- Cuts or open sores, whether on child or adult, will need to be covered up with plaster dressing or suitable alternative
- Any member of staff suspecting child is unwell or contagious must report this to a senior member of staff. Where appropriate a child will be made comfortable away from other children until a parent/carer or if necessary, emergency contact is able to collect them.
- Parents may be advised to seek the advice of a medical practitioner. Where staff are concerned about a child's condition deteriorating e.g. suspected meningitis, they will take the child directly to hospital and seek medical guidance. The parents will be contacted to come to the Playcentre or hospital.
- Parents will be informed if there is any infestation of head lice, infection of scabies, or worms, or childhood infection that may affect other children or adults.
- If there should be a pandemic outbreak of e.g. flu, measles, we will take advice from the DfE and West Sussex and follow their guidelines. This may include closing the Playcentre for a short period of time. If ratios are not correct when several team members are ill, this too could result in a closure of the Playcentre for a short period of time.

Hygiene

To prevent the spread of infection, adults in the group will ensure that they provide a positive role model and that the following good practices and procedure are followed:

- Hands are washed after using the toilet and any time before preparing food, first aid and/or medication;
- Children are encouraged to blow and wipe their nose, when necessary, with soiled tissues being disposed of hygienically;
- Children are encouraged to put their hand in front of their mouth when coughing;
- Paper towels used and disposed of hygienically.

Body fluids – clearing and cleaning

- Disposable gloves and aprons must always be worn when cleaning up or clearing blood, vomit, urine, faeces, with any surfaces being cleaned with bleach, diluted to the manufacturer's directions.
- Fabrics contaminated with body fluids should be washed in hot soapy water/washing machine;
- Spare laundered pants and other clothing available together with polythene bags in which to put soiled garments to be taken home;
- All surfaces cleaned daily with an appropriate cleaner.
- All bodily fluids will be disposed of in accordance with health and safety guidelines.

Food Policy

Nutrition

We encourage all children to eat healthily and to gain independence in serving themselves. We follow the nutrition guidance outlined in the Early Years Foundation Stage (EYFS) which includes information on a balanced diet for younger children and portion sizes.

- All meals and snacks provided will be nutritious and pay attention to children's particular dietary requirements and needs.
- When cooking with children as an activity, the adults will provide healthy, wholesome food promoting and extending the children's understanding of a healthy diet.

Safety

We also follow the safer eating practices including:

- Children are always within sight and hearing of a staff member while eating and staff with a valid Paediatric First Aid (PFA) certificate must be present in the room during meal times.
- Staff sit facing children to monitor eating, prevent food sharing, and spot allergic reactions or choking. We also:
 - Cut small round foods (e.g. grapes, cherry tomatoes) lengthways and into quarters.
 - Avoid foods like popcorn, marshmallows, jelly cubes, and whole nuts/seeds for under-5s.
 - Soften hard fruits/vegetables and remove skins for babies.
 - Cut sausages into thin strips and remove skins.
 - Record and review any choking incidents to identify patterns.
- All staff preparing food must have completed food hygiene training, and all food must be stored, prepared, and served in a safe and hygienic environment.
- We ensure waste is disposed of appropriately and out of reach of children;
- Tea towels will be washed after each session and not reused;
- All utensils will be kept clean and stored in a cupboard or drawer. Knives will not be left unattended
- We will obtain (and display via the notice board) current information on health issues from sources such as the Environmental Department and Health Authority to ensure current recommendations are met.

Allergies and dietary requirements

We do not allow nuts or nut-related products at Playcentre. We gather information on children's dietary requirements, allergies, intolerances, and health needs when they register at Playcentre and aim to maintain ongoing discussions with parents and health professionals regarding any changes. We make sure this information is kept up to date and shared with all staff involved in food preparation.

Social Times

We also encourage all the children to benefit from the social interaction whilst eating, and learn how to prepare, eat and clear away meals. Before all food, children will wash their hands and not leave the table until they have clean hands and faces. We apply the following principles:

Snack times

- All children can access snack at 10pm and 2pm, however if a child asks for food or shows that they are hungry a member of staff can provide them with a snack.
- Children are encouraged to have snack if they have not accessed it independently
- All fruit and food are prepared at the table with the children or in the Kitchen by a member of staff.
- Staff will talk with children about where the food comes from and encourage the children to talk about its texture, shape, colour, smell
- Where possible children should be encouraged to peel/cut their own fruit or prepare snacks e.g. bananas
- Children are encouraged to pour their own drink and help younger children where necessary. Jugs will be provided if they can manage easily and refilled from bigger jugs if necessary.
- Children will clear away their own cups and plates

Lunch times:

- A member of staff will take the packed lunches in the morning and place them in a fridge.
- During group time staff will ensure that all tables have been cleaned and put out lunch boxes and water bottles.
- We encourage parents to provide a balanced and healthy lunch that does not include sugary snacks, and we will speak to parents about providing healthier alternatives.
- The children will then brush their teeth after lunch.

Medication Policy

Children who are unwell, have infectious diseases or who have had diarrhoea or sickness, should remain at home for 48 hours from the time of the last occurrence. If children become unwell whilst at the Playcentre, their parents/carers will be asked to collect them as soon as possible.

PRESCRIPTION MEDICINES

- a) Only medicines that have been prescribed by a doctor, dentist or nurse will be administered.
- b) All medicines should be given directly to Playcentre staff by a responsible adult and placed in the medicine cupboard or fridge in the staff kitchen where it is inaccessible to children.
- c) Medicines must be in their original containers with instructions for administration.
- d) The medicine must be clearly marked with the child's name
- e) A dosage spoon should be with the medicine.
- f) When medicine is administered it is always recorded by the designated staff member in the Medicine Log and witnessed.
- g) Medicines are only administered with a completed Parent Agreement in writing in advance of its administration.

NON-PRESCRIPTION MEDICATION

- a) The Playcentre will not administer any medication that has not been prescribed for the child but with some exceptions, such as paracetamol/Ibuprofen to reduce a temperature, and non-prescription, over-the-counter medication such as cream for skin conditions, Sudocreme, and other non-prescription medicines such as cough syrup or teething remedies. These will only be given with a written request and agreement from parents/carers which has been written before administration.
- b) Before agreeing to administer non-prescription medicines, the member of staff will check the label for details, expiry date, dosage and storage instructions and check that there is a written instruction from the parents with the child's name. The Playcentre will not accept any medication without this information.
- c) Parents/carers will provide any non-prescription medicines or liquid paracetamol/Ibuprofen.
- d) The Playcentre reserve the right to refuse to administer non-prescription cream if we feel that it is not in the best interests of the child and will request that the parents/carers seek medical attention.

ADMINISTERING OF PARACETAMOL/IBUPROFEN

- a) On registration, parents/carers will be asked if they would like to complete the medication consent for liquid paracetamol/Ibuprofen.
- b) If a child experiences a high temperature whilst at Playcentre, staff will attempt to cool the child naturally and will continue to monitor their temperature.
- c) If staff cannot reduce the child's temperature, they will contact parents and inform them of their child's condition.
- d) Only with parent/carer consent and prior completion of consent at registration will staff administer the liquid paracetamol/Ibuprofen.
- e) Parent/carer must inform the Playcentre if the child has been administered any medication, including paracetamol/Ibuprofen, prior to arriving at Playcentre.
- f) The dosage given will follow the guidelines provided on the medication unless a smaller dosage has been requested by parents or is deemed more appropriate based on the child's size and weight.

- g) Staff will record any medication administered.
- h) Once liquid paracetamol/Ibuprofen has been administered, parents will be called to collect their children to care for them at home.
- i) When a child experiences no further episodes of a high temperature and can maintain a 'normal' temperature without reliance of paracetamol/Ibuprofen, will they be allowed to return to Playcentre the following day.
- j) Teething: Children suffering mild temperatures due to teething can be administered paracetamol/Ibuprofen with the parents' consent. However, should the child's temperature go above 38 degrees C, the parents will be called to collect the child.
- k) If a child requires antibiotics, parents are asked not to bring the child in for 48 hours.
- l) If a child requires Calpol parents are asked not to bring them in.

Outings

As part of the curriculum planning, we occasionally will want to take children off the premises, walking to somewhere close by e.g. parks, local library. These opportunities are special for the children and are important as 'milestones' in their development.

When undertaking such outings, every care will be taken in the planning and organisation of such events, for the safety and welfare of the children.

AIMS:

- To extend children's learning experiences;
- To support the belief that wherever possible the learning experiences should be 'first hand' experiences;
- For children, parents and other adults to see that learning takes place all the time, not just at set times within the group or at school;
- For the children and the group to be seen as part of the local community, taking an interest in and learning about the local area, how it functions, it's history;

LOCAL VISITS – WALKING

Part of the learning process is:

- Talking about the purpose of the visit;
- What they will be looking at or doing;
- To whom they will be talking or listening;
- How they will be organised;
- How they will be expected to behave.

ORGANISATION

- Written parental consent must be obtained prior to any outings.
- Parents and other adults will be encouraged to join any outing to have a ratio of a minimum of 1 adult to 2 children;
- Children will walk in twos in a 'crocodile' with the adult on the kerbside if near a road;
- Great care will be taken when crossing any road, with an adult 'holding up' the traffic until the children have safely crossed;
- Any accompanying adults will be briefed as to their role and what is expected of them;

The group leader should ensure that at least one person carries a mobile telephone and any relevant telephone numbers including emergency contact details.

Parental Involvement

Parents are the most significant persons in a young child's life, the first educators. Our playgroup will work in partnership with parents to enhance and support their work at this very important stage of development for their children.

In order to do this we will:

- Ensure that all parents are aware of the group's aims, policies and procedures;
- Encourage parents to become actively involved in the group;
- Ensure that parents are regularly informed about their child's progress;
- Listen to parents' comments and opinions about their child's progress;
- Involve parents in shared record keeping about their child, verbally or from examples of work and play;
- Inform parents about workshops and training courses which might interest them;
- Ensure parents feel welcome in the group and that their contributions are valued.

PARENT/CARER HELP IN PLAYCENTRE

It is to the benefit of the children that we have additional adult help within the group. To make the best possible use of this help, guidelines are needed for the workers and the helpers.

Aims:

- To help to enrich the playing and learning opportunities for the children
- To use the skills and knowledge of people within the community
- To help foster good relationships with parents and the community
- For parents to have a greater understanding of the group's work, its aims and range of resources and children's learning.

SUPERVISOR / ASSISTANTS:

- Need to establish whether they want parents/other adults during session time;
- Need to identify what areas of play/activities could enhance the quality of children's learning and understanding by adult support;
- Need to feel confident in their own professionalism, organisation and management to make the best use of additional adult help;
- Need to clarify with any prospective helper any areas of expertise/what activities they would feel happy doing;
- Need to recognise that 2 or 3 children is the most that any untrained person can comfortably handle;
- Need to give time to talking with helpers;
- Should not leave a parent/adult alone with children.

PARENTS / ADULTS

- Need to clarify when they are available to help, aim to be punctual and to let the group know if they are unable to keep an arranged time;
- Need to know exactly what is expected of them;
- Need to know to what extent they 'help' children with e.g. sewing, painting, crayoning – not doing it for them;
- Need to feel they can ask questions;
- Need to feel appreciated;

- Need to know the procedures for:
 - Fire drill
 - Safe use of equipment
 - Confidentiality

Anyone wishing to volunteer to work at the Playcentre on a regular basis will need to have a DBS check in compliance with our Child protection policy

Children with Special Requirements (including Additional Needs and Disabilities)

All children have specific requirements at some stage in their lives. For some it is a temporary requirement that they need additional support due to changes in their lives e.g. starting school, moving house, birth of a sibling, change in a parent's relationship, broken limb, potty training etc., whilst others may require more ongoing support. Whatever the requirement it is the intention of the Playcentre to respond to a child's specific requirement, temporary or permanent on an individual basis and in liaison with their parent/carer and other agencies as appropriate.

We will adhere to the guidelines provided in the SEND Code of Practice 0-25 (Jan 2015).

- A key requisite for meeting the needs of children with specific requirements is good communication with parents/carers. This is done through the intake questionnaire in the first instance and then through ongoing discussions with parents/carers at the beginning and end of sessions, requested appointments (either way), parents/carers evenings.
- Good communication is maintained with other professionals such as health visitors, speech and language therapists, educational psychologists, play therapists, occupational therapists, portage, FIRST referral team, social workers.
- Where appropriate an individual play plan will be drawn up for a child by the key worker in consultation with other agencies involved and shared with the parent/carer. The parent/carer will already have been asked about strategies they use and particular areas of concern they have. The plan will also reflect observations that have been made about the child and take into account particular areas of interest that a child may have. The plan will be actioned, monitored and reviewed on a regular basis as identified in the plan. The review will be conducted with the parents/carers with input from other agencies as appropriate.
- The Playcentre will facilitate other agencies working with the child during session times when that is appropriate.
- The SENCO and other staff members will attend relevant training, including that provided by FIRST, to ensure they keep up to date with the requirements of all children with special needs and regarding specific conditions and disabilities. Where necessary we will ask professionals to visit the Nursery to give appropriate training to staff e.g. in the administration of certain medicines.
- Special equipment that may be required will be obtained where possible through the family support team.
- There may be occasions when it is felt after discussions with the parents/carers that the Playcentre is not able to offer the appropriate care that is required by a child in which case we will seek to refer the child to a more appropriate setting. On some occasions it may be that a child is requested to attend a quieter session to enable more individual attention to be given to the child.

Staff Employment & Development

Fundamental to the good quality of provision which we provide, is the aim to have well-qualified, professional and caring staff. We will also meet the criteria as set by the Early Years Foundation Stage.

[Our safeguarding policy](#) has a section on staff recruitment. It states:

We follow Safer Recruitment procedures to ensure the suitability of staff and volunteers. The full list of checks is outlined in the company's Recruitment & Induction Policies. Measures include:

- Ensuring our commitment to safeguarding is made clear in role adverts and that safeguarding checks will be made on applicants.
- Ensuring all adults both paid and voluntary are aware that work with children is exempt from the provisions of the Rehabilitation of Offenders Act 1974,
- Having a written job description and person specification for all paid roles that outlines any safeguarding responsibilities of the role.
- Asking candidates to complete a formal application rather than accepting a CV.
- Having a shortlisting and interview process.
- Obtaining two references, two pieces of identification and original copies of any necessary qualifications from candidates.
- Completing Right to Work checks for employees.
- Requesting applicants complete a self-declaration of any criminal record or information that would make them unsuitable to work with children or vulnerable adults.
- Complete disclosure and barring (DBS) checks for each member of staff or volunteer working with children, young people or adults-at-risk in line with DBS and other official guidelines. Anyone who does not meet the criteria for a vetting and barring check (e.g. under 16's), will always be supervised by appropriately checked adults.
- Requiring evidence of any qualifications and membership of professional bodies
- Completing childcare disqualification checks for applicants working in or managing early years or school settings.
- Completing charity disqualification checks for trustees and senior managers.
- Requiring everyone to undertake relevant safeguarding induction training within 6 weeks of their start date.
- Completing regular reviews, session debriefs, and 1:1 supervision with staff.
- A rolling programme of DBS re-checking every 3 years and Update Service checks annually.

Induction, training, supervision and support

All staff and volunteers should be able to recognise the possible signs of abuse including emotional, physical, or sexual abuse, and neglect, and to know how to report any concerns. Therefore, each person is made aware of our code of conduct and the safeguarding procedures in this document, and must complete appropriate safeguarding training within 6 weeks of their start date, and annually thereafter.

The level of safeguarding training will depend upon the role and responsibility of the individual but will usually include:

- Level 1 – for those with infrequent and supervised contact with children and/or adults-at-risk. This is usually delivered via a short online course that includes a test and certificate.

- Level 2 – for those with more regular and/or unsupervised contact with children and/or adults-at-risk. This is also usually delivered via a short online course that includes and test and certificate, but may include in-person training with a provider such as the local authority.
- Level 3 – for those with Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Lead (DDSL) responsibilities. This is a delivered as a specialist course and could be in-person or online by appropriate providers such as Thirtyone:Eight or the local authority.

Completed safeguarding training certificates are kept on file for each person. This policy and a summary document are also provided to all staff and volunteers. Additional training is also be offered depending on the requirements role, which could include Food Hygiene, Paediatric First Aid, Lone Working, etc.

All employees must complete a probationary period in the role, will have regular one-to-one supervision with their line manager, and regular team meetings where safeguarding is a standing agenda item. Volunteers are also expected to take part in debrief sessions after an activity, where they can feedback any thoughts and gain support when needed.

TRAINING & DEVELOPMENT

Staff development and training is an important part of extending personal skills and for the continuing improvement and development of the provision of quality learning opportunities for the children.

AIMS:

- To improve the quality of learning experiences for the children;
- To aid the group in developing overall aims and principles;
- For workers to develop professionally and increase self-confidence.
- For workers to share their experience/knowledge gained, with colleagues.
- To enable workers to develop a personal career.

IDENTIFYING NEEDS:

- Ensure that staff can access nationally recognised training leading to a qualification for individual professional development.
- Have regular staff meetings for curriculum planning and updating of practice and procedures and to discuss the children's progress and resource needs;
- From national changes and requirements to receive funding for three- and four-year-olds.

IDENTIFYING TYPE OF TRAINING/INPUT

Training may be:

- 'in house' for all staff with an external input;
- individual members of staff attending extended courses leading to a recognised qualification;
- individual staff attending day courses, evening courses, workshops, conference days;
- all staff attending a course/workshop;
- cover for staff to visit another group or network group meeting;
- opportunities to observe each other and particular activities.

Whilst every effort will be made for staff to undertake appropriate training, this will need to be within the

financial constraints of the group.

Students and Work Placements

The group will welcome students who are undertaking childcare courses at local colleges, and students on work experience from local secondary schools to work within the pre-school whenever possible.

Students are welcome in our playgroup, as part of our professional development is in developing strategies to help and enhance their training. We are happy to accept students if:

- They have written confirmation from their course provider and institution that they are a student and need a placement. (There would be an expectation that a course provider would visit prior to or during a placement time);
- They attend an induction session informing them of our policies and procedures, especially regarding Health and Safety, Child Protection, Discipline and Confidentiality;
- They will not make the number of adults present too great for the safety and benefit of the children's learning.

Please note that students and parent volunteers will not be allowed unsupervised access to children.

INITIAL VISIT

The college may request a placement for a student, or the student may be expected to find their own placement for work experience.

The initial visit will need to identify:

- How many days the work experience/practise is to be;
- How many hours daily the student will be present;
- What aspects of work/child observation are part of the designated course and are essential to the work undertaken.
- What previous experience/practise has the student already undertaken;
- Which member of staff will be responsible for overseeing the student;
- Who will be responsible for any written reports;
- What the children will call the student.

CONSIDERATIONS WHEN PLANNING WORK / PRACTICE

- The student's age, experience, self-confidence and level of maturity should be considered when planning the work;
- Too much should not be expected too soon, or initiative taken for granted;
- Students are expected to be polite and well-mannered both with adults and children, setting a good example for the children to see.
- Students must be made aware of the fire safety procedures, health, safety and hygiene procedures;
- Any information gained by the students about the children, families or adults in the group must remain confidential;
- Students required to undertake individual child studies will need to obtain written permission from the parents of the child to be studied;
- Confidentiality within the group is an expectation of all staff and is equally applicable to any students;
- Students will not have unsupervised access to children or be left alone with a child or children.

Emergency Closure Policy and Procedures

Within the Playcentre we aim to operate fully during the year and the setting will only close under adverse circumstances:

The Setting will only close due to:

- Adverse weather conditions
- Severe staff illness (when ratios do not meet the requirements as stated by Ofsted)
- An outbreak of child-related contagious illness which is notifiable to West Sussex Health Protection Agency (HPA)
- Emergencies that make the premises unsafe (e.g. water/heating supply, fire, etc).

In the event of this happening parents/carers will be informed by telephone/email/ social media as soon as possible.

The Managers will be responsible for informing staff and parents as necessary according to the situation.

In the event of closure where-ever possible your child will be offered another session to compensate any loss of hours. If this is not possible fees will be reimbursed to non-funded children.

In the event of a gas leak /flood, the Manager/Line Manager will be responsible for calling the relevant services.

Ofsted will be notified of any emergency closures in the soonest instance.

Sleep Policy

At our nursery, we recognise the importance of rest and sleep for young children's health and development. To ensure children's safety and wellbeing, we follow the procedures below:

- Children who require sleep will be settled by a member of staff. That staff member will continue to monitor the child unless they have clearly communicated to another member of staff that they are taking over responsibility.
- All sleeping children are checked every **15 minutes**. Each check is recorded on our **monitoring board**, which includes:
 - The child's name
 - The time of the check
 - The initials of the staff member who carried out the check
- Children sleep in the **sensory area**, either on a sleep mat or in a buggy, according to parental preference.
- Staff ensure the sleep environment is safe, comfortable, and supervised at all times.

Nappy Changing and Toileting

Playcentre has dedicated children's toilet facilities that provide individual privacy for each child in small cubicles, whilst also allowing staff to have oversight for safety.

Nappies

Parents/carers of children who are not completely toilet trained are required to provide sufficient disposable nappies and wipes for each day/session attended. Parents/Carers are required to provide cream which will be applied with a disposable spatula by staff. The staff always wear disposable gloves which will be changed in between each child and the surface will be cleaned with anti-bac before the next child is changed. The staff are also required to wear aprons throughout nappy change time. Staff will never be alone in the room during nappy change time, but will ensure there is a level of privacy for each child.

Toileting

We promote independent toiletings for all children who are 3 years old and over. Children are encouraged to ask a member of staff if they need to use the toilet. This arrangement enables toileting to be more closely monitored by staff who are then on hand to supervise wiping and hand washing afterwards.

Babysitting Policy

Historically there have been some circumstances where Playcentre staff have provided paid babysitting services to families outside of their working hours. This policy has been implemented to provide clarification of some points regarding private arrangements between staff and parents/carers.

The Playcentre would prefer staff NOT to babysit for children who attend the Playcentre in order to avoid conflict of interest with parents/carers and children.

- The Playcentre will not be responsible for any private arrangements or agreements that are made.
- Out of hours work arrangements must not interfere with a staff members employment at the Playcentre.
- Confidentiality of employment must be adhered to and respected.
- Parents should be aware that other adults accompanying the babysitter may not have the relevant Disclosure & Barring Service (DBS) clearance, and it may not be appropriate for them to care for children.
- The Playcentre will not be held responsible for any health and safety or other issues that may arise from private arrangements.
- The Playcentre has a duty to safeguard all children whilst on our premises and in the care of our staff, but this duty does not extend to private arrangements between staff and parents/carers outside of Playcentre hours.
- Any staff who offer paid babysitting services must disclose this in writing to the Playcentre Manager.

Social Media

The Playcentre recognizes that social networking has become an integral part of everyday life, and many people enjoy membership to social networking sites such as Instagram and Facebook. We are also aware that these sites can be used as a negative forum for complaining and gossiping and care must be taken not to breach our confidentiality policy.

Parents/carers should be made aware that these sites should not be used for the following

- A negative forum for complaining about the Playcentre.
- Staff should not be talked about on an open forum basis.
- Staff members will not talk about children/families in the Playcentre and not use social networking sites as a forum for discussion.
- Children should not be talked about on an open forum basis.
- Photos of other people's children should not be posted onto any website without prior consent of the child's parent.
- Playcentre will not be held responsible if this is breached.
- The Manager will ask for any comments or photos to be removed.
- The Manager reserves the right to inform the local authority if confidentiality is breached or members of staff are slandered in any way.
- Photos will not be posted on any Playcentre accounts without prior written permission from the parent/carer.

Pet and Animal Policy

At the Playcentre we believe children can learn a lot from having contact with animals and have the responsibility of caring for animals.

Children will be encouraged to treat all animals with respect and will be taught how to handle them correctly.

- Children will be supervised at all times when handling the animal.
- Children will wash their hands after having contact with animals and understand the reasoning behind this.
- Food for the animal will be stored in a correct way and out of reach of the children.
- The children will be encouraged to follow a high standard of hygiene when caring for the animal ie. Cleaning bowls equipment etc.
- Children will be made aware that not all animals are child friendly, and they should always check with the pet's owner before attempting to stroke/handle the animal.
- The garden will be checked on a daily basis to ensure it is clear pet faeces before the children play outside.

Covid 19 Policy

The following document explains how the Playcentre will operate during the Covid 19 pandemic to keep all staff and children working in a safe environment.

Admission policy

- Children who attend another setting do so on the understanding that it is a setting that is following the same strict hygiene and track and trace guidelines but where ever possible should only attend one setting.
- If your child is displaying any signs of illness they WILL NOT be permitted to attend this includes coughs, colds, temperature or sickness. We will not admit a child if they have been given paracetamol before starting 'in case they have a temperature.'
- Temperatures will only be taken if we think they have one. If they do the parent will be notified immediately to come and collect their child
- We will not be administering any forms of medicine such as paracetamol.
- At this present time we may not be able to offer the full 15 hours or 30 hours you may be entitled to in accordance with your FE declaration if further restrictions are enforced.

Drop off and pick up

- Parents will need to social distance when dropping children off and stand on the markings.
- One adult can bring in one child at a time.
- Parents will only be permitted to come into the Playcentre if they are wearing a mask and have sanitized their hands.
- If the parent is having a face to face meeting with a member of staff both parties are expected to wear a face mask.
- All children will be asked to wash/sanitize hands on arrival.
- When leaving the waiting area parents/carers will be asked to follow the one way system marked on the ground.

On entering the building.

- Children will be encouraged to hang up their own coat on their own peg. Please send in a sun hat if required.
- Only bring in a coat and hat. We ask that bags are small and drinks bottles be left at home.
- Sun cream MUST be applied if needed before they enter the setting staff WILL NOT be able to apply it.

Consumption of food and drinks.

- Children will be supplied with drinks and snacks. DO NOT send in a bottle from home
- Fresh drinking water will be available to the children throughout the session, they will use cups which will be washed after every use.
- Snack time will be supervised by a member of staff ensuring the children only use their own plates, cups and utensils. They will not share food. children will wash hands before and after snack. All equipment will be washed in the dishwasher after use. And the area cleaned down with anti bacterial spray.
- Lunch times will be supervised as normal. Children can bring in a drinks bottle which will be kept with their lunch bag these will be stored on the trolley.

Children's hygiene

- Disposable tissues will be available at all times and children encouraged to put in the bin once used these will be bagged up and disposed of at the end of every session
- Children will be encouraged to cough into their sleeve, if they cough into their hands they will wash them immediately.
- Masks will not be required by children. Staff will only wear them if they fall at immediate risk of infection.
- Only one child will be permitted to use the toilets at a time to avoid cross contamination.
- Should a child need changing a member of staff will do this as normal wearing gloves and an apron to protect themselves and mask if necessary.

Social distancing

- We will not and cannot follow social distancing rules with the children but we will be following all hygiene guidelines with regards hand washing etc.
- We will discourage children from kissing and hugging each other as much as we can.
- We will discourage children from putting toys in their mouths and if they do the toy will be washed straight away.
- Children will be encouraged to play outside as much as possible.

Cleaning of the setting

- Prior to opening staff will antibac wipe all door handle, light switches, toilet area including flush, soap dispenser, and paper towel dispenser
- During the session if children put toys in their mouth the toy is to be removed and cleaned by submerging in disinfectant water and left to dry.
- At the end of each session surfaces, door handles, the toilet area and toys are to be wiped down with anti bac wipes and pencils, pens etc are to be spray with anti bac disinfectant spray.
- The whole Playcentre to be hoovered and mopped at the end of each session.
- At the end of each week toys such as lego, duplo etc are to be cleaned by submerging in disinfectant and left to air dry.

Families going on holiday

- If a family goes on a holiday to another country which is on the current list of quarantine regulations the child will not be permitted back to the Playcentre for 14 days after their return but they will still be expected to pay fees if applicable

Toys and equipment

- Toys and equipment that cannot be easily washed will be removed from the setting.
- Sensory experiences such as shaving foam will be offered and water play outside with frequent changes of water. Painting etc will be as normal. Playdough will not be used to avoid contamination.
- The outside sandpit will be used but children will wash their hands before and after use.
- Tables will be removed to give more space for the children to move around and spread out.

Staffing

- Staff will be expected to adhere to the guidance at all times.
- Staff will wear clean clothes on entering the setting and will be expected to wash them at the end of the session to avoid any contamination to their families.

- Staff will be required to bring a change of clothes.
- Staff will be required to use the front entrance to the building only.
- Staff will be following social distancing rules as much as possible with adults.

Testing of staff

- Staff will test themselves once a week prior to their first session at work
- If the test is positive they will attend work as normal
- If they have a positive test they will isolate for 10 days
- If they have a negative test but still display symptoms, they will get a PCR test at the nearest testing centre ASAP and isolate until test results are received.

If a child becomes poorly during the session with Covid 19 symptoms

- The child will be taken to a separate room with a member of staff and isolated.
- The member of staff will wear PPE such as a mask and face shield and gloves and stay with the child.
- The parents/ carer will be notified and asked to collect the child immediately.
- The member of staff will wash their hand properly for 20 seconds with soap and water and any PPE they have used.
- They will be required to change into spare clothes they have brought in.
- Testing is going to be made available for children and families to see whether they have the disease if they are clear they can return if they have the virus they will be asked to stay away from the setting for 14 days.

If a case is reported at the Playcentre

- All parents of children in attendance will be informed. Public health England will be informed.
- The setting will be closed and thoroughly deep cleaned and reopened upon advice from the local authority.
- If staff show symptoms, they will seek to get tested and will not be permitted to return to work until results are given.

This policy is collated from the information we have received using the following document and can be found online at <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care>