



Exeter Forest School Kindergarten Policy Notes and Parent/Carer Handbook



Contents

Policy	Page
Admissions Policy	4
Days and Hours of Opening	5
Fees and Payment Information	5
Termination of Registration Policy	5
Arrival and Departure Policy	6
Uncollected Child Policy	6
Notice of Absence Policy	6
Medication Policy	7
Sickness and Injury Policy	7
Staffing Policy	7
Key Persons Policy	8
Settling In Policy	8
Parent/Carer Involvement Policy	8
Comments and Suggestions	9
Complaints Procedure	9
Outings and Lost Children Policy	9
Lost / Missing Child on Exeter Forest School Premises	10
Health and Safety Policy	10
Clothing Policy	11
Sun Protection Policy	11
Personal Property Policy	12
Meals, Snacks and Drinks Policy	12
Food Hygiene Policy	12
Intimate Care and Toileting Policy	13
Cleaning, Disinfection and Suitable Facilities – dealing with spills of body fluids	13
Learning and Development Policy	14
Special Educational Needs and Disabilities Policy	15
Behaviour Management Policy	16

Bullying Policy	16
Biting Policy	17
Safeguarding Policy	17
Managing Allegations of Abuse Against Staff / Whistle Blowing Policy	18
Reporting Accidents / Incidents from Home Policy	18
Data Protection Policy	18
Camera and Mobile Phone Use Policy	18
Equal Opportunities Policy	18
Smoking, Drugs and Drinking Policy	18
Visitor Policy	19

For copies of The Outdoors Group Policies please visit our website:

<https://www.outdoorsgroup.co.uk/about-us/our-policies/>

Admissions Policy

We accept children from the age of 3 up to the age of 5. We need to see proof of age before they start attending the kindergarten.

If requests for admission exceed the number of places available you will be placed on a waiting list. During your time on the waiting list you will be contacted from time to time to determine whether you are still interested in a place and also to give you some indication of when a place is likely to become available. However, you are also encouraged to contact the Kindergarten Management to ascertain the latest position regarding occupancy. It is essential to the efficient running of the Kindergarten and to other prospective Parents/Carers that you notify the Kindergarten immediately should you make alternative childcare arrangements and no longer require a place.

Once the Kindergarten is aware that a place is going to become available, the Parents/Carers at the top of the list with a child of the correct age for the vacancy will be offered that place. Usually this will be some weeks or months in advance of the place becoming available. On most occasions the place is accepted, but in instances where the place is not taken up, it is offered to the next Parent/Carer on the list with a child of the appropriate age for the vacancy.

Places are offered to those wanting their child to attend for a minimum of 6 hours per week on the following basis:

- Priority 1 – is given to those intending to use the Kindergarten on a full-time basis.
- Priority 2 – is given to children already attending the Kindergarten where parents want to increase hours
- Priority 3 – is given to those wanting full day attendance for their child(ren)
- Priority 4 – is given to Parents/Carers who already have one child registered at the Kindergarten

Once a child has been allocated a place, you will be advised of this by email.

Should the Parent/Carer of a child wish to reduce their child's hours, this will only be permitted with a four week notice period – please refer to The Outdoors Group Payments Policy.

Should a Parent/Carer wish to cancel their child's place, four weeks notice is required before the planned start date – please refer to The Outdoors Group Payments Policy.

Flexi schooling

The Kindergarten will offer flexi school places on Wednesdays only. The Kindergarten can accommodate a maximum of 3 flexi schoolers. It is at the Kindergarten Manager's discretion to decide if it is appropriate for the child to continue to attend the Kindergarten.

Please note that flexi schooling requests will only be considered for children who attended the setting before reaching school age. Both the Kindergarten Manager and the child's school have to be in full agreement, for the flexi schooling partnership to work well. Flexi schooling will be reviewed every half term to make sure the child, Parents/Carers and school are happy with the arrangement. Places will be terminated, at the end of the term the child turns 5, eg if your child turns five in October, they can remain until the Christmas Holiday.

Summer born children

If your child is 4 and late summer born (ie July or August) you may feel it is in their best interest for them to stay in an early years setting. It is at the Kindergarten Manager's discretion to decide if it is appropriate for the child to attend the Kindergarten.

Parents/Carers need to inform the Kindergarten Manager whether they will be deferring their child's entry to school, or delaying their child's entry. Parents/Carers need to be aware they still need to apply for a school place the year their child turns 4 even if they intend to defer or delay entry. The Kindergarten will ensure that the appropriate learning goals are worked towards to cater for those whose entry to school is delayed rather than deferred.

Days and Hours of Opening

Please refer to our website for details.

<https://www.outdoorsgroup.co.uk/exeter-forest-school-kindergarten/>

Fees and Payment Information

Please refer to our website for details.

<https://www.outdoorsgroup.co.uk/exeter-forest-school-kindergarten/>

Those with fee paying places will be billed for each month in turn at the beginning of the month. Please refer to The Outdoors Group Payments Policy.

Termination of Registration Policy

Please also refer to The Outdoors Group Payments Policy.

Terminations may occur when:

- The child has reached the age limit.
- If, despite best efforts, a child fails to settle; the contract may be terminated with immediate effect at the sole discretion of the Manager.
- Parents/Carers wishing to terminate their registration must give four weeks notice in writing by email to kindergarten@swoutdoorsgroup.co.uk.
- If a Parent/Carer wants to reduce the number of days attended, a 4 week notice period is required by the kindergarten.
- Parents/Carers are not permitted to reduce the number of days their child attends the Kindergarten for holiday they wish to take, without prior discussion with the

Kindergarten Manager. If you wish to go on holiday within term time, you will be still be charged for the sessions your child misses.

Arrival and Departure Policy

It is essential that Parents/Carers always notify a member of staff of their arrival, and hand over their child to a member of staff. Parents/Carers must sign their child in and out.

We must be informed if anyone other than the Parent/Carer or an authorised person is due to collect or drop off your child. You will need to sign the permission book when notifying of any change. Without this, we are unable to release your child into that person's care.

Drop off and pick up times

Please note that Parents/Carers are responsible for walking their children to and from the car park to the Kindergarten area.

Exeter Forest School and Kindergarten has a limited amount of parking and other sessions will be running during the day, therefore please be prompt to arrive and when leaving to ensure that everyone is able to get on and off site safely and effectively.

- Morning arrival time is 9am.
- Afternoon arrival time is 12midday.

If you arrive early please be aware you will be expected to wait with your child until the arrival time.

- Morning pick up time is 12 midday.
- Afternoon pick up time is 3pm.

Please be aware that if you arrive late you are liable for a charge of £10 for every 10 minutes you are late. Please contact the Kindergarten at the earliest opportunity to let us know if you are running late.

Uncollected Child Policy

If a child is not collected it is our staff's responsibility to ensure the child is comforted and supported.

- Two members of staff will remain with the child/children at all times
- Phone calls will be made to try and contact the Parent/Carer or any other people authorised to collect the child.
- If we are unable to make contact with either the Parents/Carers or an authorised person we will call the Multi-Agency Safeguarding Hub (MASH) or the Children and Families Emergency Duty Service to seek further advice.

MASH - 0345 155 1071

Emergency Duty Service - 0345 600 0388

Notice of Absence Policy

If a child is unwell or unable to attend the Kindergarten Parents/Carers need to let the Kindergarten Manager know asap.

Medication Policy

The Kindergarten will only administer medicines prescribed for the child by a doctor, dentist, nurse or pharmacist.

Where a child has been prescribed medication and is well enough to attend the setting, Parents/Carers will be asked to complete a Medicine Administration Form.

The people authorised to give medication at the nursery are the Manager/Deputy Manager and/or Level 3 qualified staff in the presence of the Manager/Deputy Manager.

A written record will be kept of all medication administered. This will be signed by the Parent/Carer at the end of the day when collecting their child.

Where injections/EpiPens need to be administered, this will only be undertaken by staff trained by a qualified nurse or medical practitioner.

All medicines will be stored securely in a locked cabinet in the Kindergarten Classroom and will go home with the Parent/Carer at the end of each day.

Please note we do not have the facilities to store medicines that require refrigeration.

Sickness and Injury Policy

The Manager is not allowed to admit onto the premises any child who appears to be suffering from an infectious or contagious illness or disease. Please refer to the 'Spotty Book' available from our website: <https://www.outdoorsgroup.co.uk/exeter-forest-school-kindergarten/>.

Please note that if your child has suffered from vomiting or diarrhea we observe the 48 hours rule, therefore they must be free from symptoms for 48 hours before they are allowed to attend the kindergarten. This also applies to Parents/Carers and staff.

If a child becomes seriously ill or injured during his/her attendance at the Kindergarten, the Kindergarten reserves the right to call for emergency assistance and, if necessary, remove him/her to hospital and give permission for emergency treatment to be administered. In this circumstance, we will do our utmost to inform you immediately.

Staffing Policy

All staff are appropriately trained and qualified and will hold an enhanced DBS check.

The Manager will hold a relevant Level 3 (or above) qualification in Early Years and is a qualified Level 3 Forest School Leader.

At least 50% of all other staff must hold a relevant Level 2 qualification in childcare or higher.

The provider will ensure there is a named Deputy - who in their judgement is qualified to take over in the manager's absence.

Ratios

- For children aged 3 and over where staff hold a relevant Level 3 or Level 2 qualification, there must be 1 member of staff for every 8 children.
- For children aged 3 and over where staff hold a relevant Level 6 qualification, there must be one member of staff for every 13 children.

Key-Persons Policy

The Kindergarten has a key-person system in operation. It is a requirement of the Early Years Foundation stage for your child to be assigned to a key person. The key-person's role is to help ensure that every child's care is tailored to meet their individual needs.

Your child's key person will be responsible for the initial settling-in period, this will enable your child to form a bond with his/her key-person. Your child's key-person will also be responsible for keeping a developmental record of your child's progress. However, please note that the key-person does not have sole charge of your child throughout the day.

The key-person system is in place not only to build positive relationships with the child, but also with the Parent/Carer. If you have any concerns or things you wish to discuss about your child, it is good to do so with your key-person. If they are not available please talk to the Kindergarten Manager.

Settling In Policy

We are aware that children may need time to settle in, and for the first two weeks after their admission date Parents/Carers are able to attend the beginning of sessions in negotiation with the Kindergarten Manager. We encourage Parents/Carers to only stay for a maximum of 30 minutes, this is in the interests of the child who may struggle to make friends and integrate when Parents/Carers are around. For more information please speak to the Kindergarten Manager.

Parent/Carer Involvement Policy

The importance of continuity between home and the Kindergarten cannot be overstressed. Our aim is to develop an honest, open and supportive relationship with you, which complements life in your home rather than contradicts it. We are very aware of our influence as a role model for your child and without your extensive knowledge of your child we would be unable to enhance your child's development. Kindergarten staff are always available to discuss your child and their development.

From time to time we will ask you for information about your child, to help us assess their development and determine their next steps.

If you wish to come in to run an activity, tell a story or help on an outing, please discuss this with the Kindergarten Manager.

Comments and Suggestions

Your comments and suggestions are important to us. We want to know what you think about how the Kindergarten is run as we are always seeking ways to improve the quality of our service.

We would like you to tell us about your experiences of the Kindergarten and any aspect of the service we provide. What are we doing right? What are we doing wrong? What areas would you like to see improved?

Please email your comments to kindergarten@swoutdoorsgroup.co.uk or write these in our 'Comments Book'.

Complaints Procedure

Please refer to The Outdoors Group Complaints Procedure Policy.

Outings and Lost Children Policy

We aim to organise outings when appropriate. If charges apply Parents/Carers will be notified in advance of the outing. It is hoped that these outings will enhance and reinforce in a practical way, what the children are learning about in the Kindergarten. We will ask Parents/Carers to sign a consent form in advance of such outings. Staff will make sure these are collected before the date of the outing. Headcounts will take place regularly on outings.

We will take on outings

- First aid equipment
- Register
- Children's emergency contact details
- The Kindergarten Mobile phone.
- Children's personal medication
- Additional equipment felt appropriate for the outing.

Ratios

Daily outings from the site include:

- Walks around the rest of the forest school site (including the stream and meadow).
- Walks to and around Shillingford Organic Farm.

Normal ratios apply for these locations as they are part of our provision.

For trips away from the site that require parental transport to the location and Parent/Carer volunteers, the ratio is 1 adult : 2 children.

Procedures where a child is lost on an outing

- If it is realised that a child is no longer with the group - all children will be regrouped and a register taken.
- A member of staff is allocated to stay with the group of children - whilst the remaining staff look for the missing child.
- If staff have not been able to find the child after 10 minutes of searching - the police will be informed using 999 and the Kindergarten Manager will contact Parents/Carers immediately.
- If the outing needs to be cancelled in order to find the missing child - it is at the discretion of the Kindergarten Manager whether Parents/Carers need to collect the remaining children from the outing/or back at the Kindergarten site.
- At the end of the day the Manager will complete an incident report, and have a meeting with a Director of the company.

Parent/Carer involvement in outings

We welcome Parents/Carers suggestions, ideas and comments in all areas of the Kindergarten. Parents/Carers attending outings help make it enjoyable for the children, and it gives Parents/Carers an insight of their child's day.

Lost / Missing child on Exeter Forest School Premises

Our Kindergarten site is completely enclosed and secure, and children are supervised at all times. We may choose as part of the session to go to a part of the main Exeter Forest School site.

Procedures where a child is lost/missing

- If it is realised that a child is no longer with the group - all children will be regrouped and a register taken.
- A member of staff is allocated to stay with the group of children - whilst the remaining staff look for the missing child.
- If staff have not been able to find the child after 10 minutes of searching - the police will be informed using 999 and the Kindergarten Manager will contact Parents/Carers immediately.
- At the end of the day the Manager will complete an incident report, and have a meeting with a Director of the company.

Health and Safety Policy

Please refer to the Outdoors Group Health and Safety Policy.

The named First Aider for the Kindergarten is: Emma Sheffield, Kindergarten Manager.

Parents/Carers will be asked to sign the Accident and Incident record book when collecting their child.

Emergency Evacuation Procedure

Please refer to the site Emergency Evacuation Procedure.

Clothing Policy

It is expected that children will arrive at the Kindergarten already dressed appropriately for the weather.

Due to the outdoor nature of our setting the children can get through a lot of clothes in one day. Please label all your children's clothing with their name. We cannot accept responsibility for any items of clothing unless labelled.

The setting requires all Parents/Carers to provide the following items for each day of attendance.

- Spare socks x2
- Spare pants x2
- Spare base layer top/t-shirt
- Spare warm top/fleece/ jumper
- Spare trousers x2
- Spare waterproof boots
- Spare waterproof coat and trousers
- Spare pair of gloves
- Warm hat

Please do not send your child in denim, as when wet or muddy it can be quite uncomfortable and impractical for forest school.

Any wet/muddy or soiled items will be returned to parents at the time of collection for Parents/Carers to wash.

When buying waterproofs for the Kindergarten please think about whether your child can independently take them on and off whilst going to the toilet? Often children in all-in-one suits find it almost impossible to do this on their own. We want to promote independence in health and self-care. From experience a separate coat and waterproof trousers work well. Please also consider the type of buttons and zips for children, especially in the winter weather when hands get cold.

Sun Protection Policy

The Kindergarten wants all children and staff to have the benefit of spending time outside, in safety without the danger of the harmful effects of the sun.

- Parents/Carers will be asked to provide sunscreen for the children as well as sunhats and suitable clothing. Sun cream should be long lasting, waterproof and **labelled with the child's name**.
- Sunscreen should be applied to children before the start of a session by Parents/Carers.
- Kindergarten staff will ensure that sun cream is reapplied as appropriate and that the sun cream is the child's own.
- Parents/Carers whose children are sensitive to sunscreen should try to find another option or ensure that their child is well covered.

- Outdoor activities will be kept in the shade where possible.
- Children should be dressed in loose clothing. They will be encouraged to wear hats. Children need to wear tops that cover their shoulders.
- Permission to apply sun cream is requested on the enrolment form.

Personal Property Policy

Children should not bring sweets or valuables to the nursery (eg jewellery, toys etc), since staff cannot be held responsible for any personal belongings being lost or damaged.

There may be a time when the Kindergarten Manager may ask for something specific to be brought in to aid the children's development. This could be, for example, a favourite book. On these occasions the staff will take extra care to look after these belongings, but again cannot be held responsible if belongings get lost or damaged.

Meals, Snacks and Drinks Policy

Packed lunches will need to be provided for any child staying for a full day, or arriving for an afternoon session. Parents/Carers are to provide an icepack in their child's lunch box to keep food cool. Parents/Carers are encouraged to provide healthy lunch options.

We offer water, hot chocolate and milk during our sessions, as well as healthy snacks mid-morning and mid-afternoon. We recognise that eating together as part of a group develops the children's social development.

Drinking water is made available and accessible for all children at all times.

Enrolment forms are checked for food allergies/intolerances and an allergy list is kept with the food preparation equipment.

There may special occasions such as birthdays when Parents/Carers wish to bring in something for the children to share and eat. We encourage them ensure these offerings are nut free and ask that a full ingredient list is provided. We make sure there is an alternative for children with special dietary requirements.

When cooking activities take place Parents/Carers are advised to check the allergy reference sheet to see what ingredients are being used.

Food Hygiene Policy

Staff handling food will have a food hygiene certificate.

We ensure children wash hands before all snack and meal times.

The setting will inform Ofsted if there is a case of food poisoning affecting two or more children.

Intimate Care and Toileting Policy

Please refer to The Outdoors Group's Intimate Care and Toileting Policy.

We do not exclude any child who is still toilet training or in nappies. We will work in partnership with the Parents/Carers to promote independent toileting for all children. We understand that all children develop at different rates. Please talk to your child's key person to discuss a plan of change times if your child is still in nappies.

The setting has a nappy change log book where all changes are recorded, the Parent/Carer will be given a duplicate record sheet when collecting their child.

We wish to promote children to be independent in toileting and hand washing. However, during a child's settling in period toileting will be closely monitored to know if a child requires assistance. This arrangement enables toileting to be closely monitored by staff who are then on hand to supervise hand washing afterwards.

If you want your child to use a potty please provide one from home - our kindergarten toilets are at child height so the transition from potty to toilet is smooth.

If a child is still in nappies it is the Parent/Carers responsibility to provide sufficient nappies, wipes and bags.

There is a checklist in the nappy change box, which is used by staff to ensure appropriate procedure is followed.

Cleaning, Disinfection and Suitable Facilities - dealing with spills of body fluids

We follow guidance contained in the 'Spotty Book' which is available from our website here: <https://www.outdoorsgroup.co.uk/exeter-forest-school-kindergarten/>.

Toilets are checked before sessions start, and are checked and cleaned at the end of the day.

When potties are emptied, gloves are worn and these are then cleaned.

Dealing with spills of body fluids

- When outside - wearing gloves, fluids will be first covered with paper towel, collected using a shovel and disposed of in a bin bag. The shovel will then be cleaned and disinfected.
- When inside - wearing gloves, fluids will be covered with paper towel, gathered and bagged to be disposed of. The area will be thoroughly cleaned with hot water and disinfected.

Learning and Development Policy

Exeter Forest School Kindergarten is committed to providing quality child care provision, that enhances all children's learning and development whilst in our care. We follow the curriculum as set in the Early Years Foundation Stage (EYFS). The EYFS is the statutory guidance given to early years settings from the government.

There are 7 areas of learning we track development in, please refer to the EYFS, section 1.5.

We also focus on the characteristics on effective learning.

These characteristics look at how children learn. In the Kindergarten we track children's development using our online development progress tracker. Parents/Carers have their own unique password, linked to their child's online learning diary.

Parents can access their child's learning diary any time, they receive email updates when observations linked to progress have been made. They can see photos and leave comments. Parents can also update us about their child's development. Staff can then use this information to support children's progress.

In the Kindergarten, we want to make sure the children direct their own learning. It is part of our ethos that the children develop their learning, through the things that interest them.

We implement adult led activities around the children's interests. We are flexible with our planning, adapting to the children's needs as they develop. The majority of their learning happens through long periods of uninterrupted play. The Kindergarten works in partnership with other settings when tracking development, developing next steps and creating transition reports for school.

We want to provide the children with a rich learning environment through our:

- Continuous Provision
- Weekly plans and activities
- Tracking development closely, planning activities suited for children's ages and stages.

For children whose first language is not English, we would refer you to the EYFS, section 1.7.

The Outdoors Group Ltd. Not to be reproduced without permission or reference.
Company number: 10755829

Characteristics of Effective Learning
Playing and exploring – engagement Finding out and exploring Playing with what they know Being willing to 'have a go'
Active learning – motivation Being involved and concentrating Keeping trying Enjoying achieving what they set out to do
Creating and thinking critically – thinking Having their own ideas Making links Choosing ways to do things

We aim to work in partnership with parents and children whose first language is not English. We can provide

- Flash cards with words from children's first language and translation.
- Picture feelings cards to express how they are feeling, when they are struggling to communicate.
- Parent/Carer involvement- parents coming in to help run activities sing some songs in their native language.

Special Educational Needs and Disabilities Policy

Our setting has regard for the SEND code of practice (September 2014). A child is considered to have special educational needs (SEN) if they have significant learning difficulties in comparison to their peers. This means they need extra special attention, or if a child has a disability that hinders or prevents the child from using educational facilities generally provided for the same age range. If your child is identified to have special educational needs/disabilities, we will adopt a graduated approach, this aids us in identifying children with SEND – We will Assess, Plan, Do, Review.

The company policy in relation to children who experience difficulties in learning or in adapting to the physical, social or behavioural demands of the nursery environment is described below. The Outdoors Group recognises the right of each individual child, including those with SEND, to an appropriate quality under 5's experience, which combines care and learning through play and education.

The designated Special Educational Needs Co-ordinator (SENCO) is Katie Robertson. We understand supporting children with SEND, is the responsibility of all staff within the setting.

The kindergarten is sensitive to the needs and feelings of children with SEND and their families, and will ensure individual needs are recognised and addressed. Parents/Carers will be involved at every stage and in any plans that are made to meet a child's individual special needs.

It is a priority in our setting for every child to achieve and reach their full potential. Equality of opportunity for all children is essential, and it is important that children with special needs have the opportunity of learning alongside their peers. For this reason, the special educational needs of children will normally be met in the mainstream setting.

If your child has special needs of any kind, we will discuss:

- How the child and parent/carer can be helped.
- How nursery staff can be helped.
- What advice and practical help we can get from outside agencies.
- What adaptations need to be made.
- How we can support and help the parent/carer.
- What behavioural or educational plan needs to be devised, with outside agency help, tailored to each individual child.
- A graduated approach- assess, plan, do, review for your child's needs.
- **IEP** – Use Individual Education Plans as a means of reviewing your child's progress.

- **EHC** – Educational Health Care Plan (EHC to replace statements as of September 2014). A plan tailored to suit your child with different agencies to be involved.
- Any additional funding options available to help your child within the kindergarten.

Please note that the setting we operate from is not your average nursery setting, the Forest School Kindergarten is run and operated in a very different way. Please discuss with us prior to application and please visit the site to see for yourself whether you feel it would be appropriate for your child/ren's needs.

Behaviour Management Policy

Emma Sheffield is the Behaviour Management Officer.

Any ongoing behaviour problems, must be reported to and discussed with Emma Sheffield. The setting may suggest a Behaviour Management plan for ongoing disruptive behaviour.

Sometimes it is necessary to help children understand their own and other's boundaries in certain situations, explaining why we do not accept certain behaviour and we may need to exercise firm and consistent restraint.

At no time during disciplining your child would staff use physical punishment.

If a child presents at any time with unacceptable behaviour, staff will approach the situation in the following way:

- intervene at the time of conflict in order to establish the cause of upset;
- talk to the children involved to gauge their feelings and reactions to the situation;
- ask each child how they/the other must be feeling so that both may realise that it is not just one person involved;
- in younger children who are not yet able to reason, distraction techniques may be used;
- where possible staff will anticipate and defuse difficult situations before disagreements arise

From the EYFS; where physical intervention was taken for the purpose of averting immediate danger of personal injury to any person (including the child) or to manage the child's behaviour if absolutely necessary, providers must keep a written record where physical intervention is used and Parents/Carers must be informed on the same day.

Bullying Policy

Bullying at any level will not be tolerated. If a situation of bullying occurs a member of staff will step in immediately.

First and foremost any concerns should be discussed with the Kindergarten Manager. They will ask what you have seen. If the bullying is of a particularly serious nature it should be recorded in our incident log.

The kindergarten manager may wish to involve Parents/Carers. Here is a list of additional people that can help.

- GP Family doctor: GPs can recognise problems linked to behaviour eg ADHD. They can also advise on specialists that can help in the problem area.
- Health visitor: can do home visits and may also advise specialists.
- Educational Psychiatrist: they will be able to help children with issues relating to mental health.
- Family Counsellor: lots of behavioural issues are linked back to the home. Here a family counsellor can address these issues helping the parents and the child.
- Play Therapist: Trauma can be a difficult emotion to manage. A child who experienced any type of trauma may see a play therapist.

Biting policy

Biting is often very painful and frightening for the child who is bitten. It can also be frightening for the child who bites, because it upsets the other child. It happens for different reasons with different children and under different circumstances. The first step in learning to control it is to look at why it may be happening.

Parents/Carers of the child that is biting will be informed and the key person will have an initial discussion with the Parent/Carer, but they will not be informed which child was bitten.

It is our policy to not disclose the name of the child who does the biting to the Parents/Carers of the bitten child although they will be informed of the incident.

The kindergarten staff will take steps to encourage an improvement in the child who bites' behavior with the aim to ultimately stop this behavior.

Advice will be sought where needed from outside agencies.

Safeguarding Policy

Please refer to The Outdoors Group's Safeguarding Policy.

The designated Safeguarding Officer for the Kindergarten is Emma Sheffield, Manager.

Publications we adhere to:

What to do if you're worried a child is being abused. Published March 2015

Working together to safeguard children. Published March 2015

Revised Prevent Duty Guidance: for England and Wales. Published July 2015

Information sharing advice for safeguarding practitioners. Published March 2015

Protecting children from radicalisation: The Prevent duty

If you are concerned about extremism in a school or organisation that works with children, or you think a child may be at risk of extremism, contact the helpline- Open Monday to Friday from 9am to 6pm (Excluding bank holidays).

Helpline: 020 7240 7264

Email: counter.extremism@education.gov.uk

The Outdoors Group Ltd. Not to be reproduced without permission or reference.
Company number: 10755829

Managing Allegations of Abuse Against Staff/Whistle Blowing Policy

Please refer to the Employee Handbook and The Outdoors Group Safeguarding Policy.

If allegations are made against staff members they will be reported the Local Authority Designated Officer (LADO).

LADO helpline: 01392 384964

Secure email address: ladosecure-mailbox@devon.gcsx.gov.uk

If allegations lead to disciplinary action we inform Ofsted and the DBS Service.

Reporting of Accidents/Incidents from Home Policy

Parents/Carers are required to inform kindergarten staff or the key person of any accident that their child may have had at home/whilst in their care. Parents/Carers will be asked to give a signed brief written report. A verbal report could be given if Parents/Carers are running late, this will be recorded by the kindergarten staff and Parents/Carers asked to sign when the child is collected.

Data Protection Policy

Please refer to The Outdoors Group Data Protection Policy.

Camera and Mobile Phone Use Policy

Please refer to The Outdoors Group Camera and Mobile Phone Use Policy.

In addition to the above the Kindergarten has an iPad, this has restricted access for staff members only (password / fingerprint), this will be used on site and on occasion at staff members homes. The information and images contained on this device will always be kept secure from non-staff members.

Kindergarten staff have access to a MacBook and Chrome Book whilst on site, these devices have inbuilt camera's but are not used to take pictures of the children.

Occasionally the company will retain pictures of children who no longer attend the Kindergarten for marketing / display / portfolio purposes; parental permissions will always be obtained in these circumstances.

Equal Opportunities Policy

Please refer to The Outdoors Group Equal Opportunities Policy.

Smoking, Drugs and Drinking Policy

Kindergarten staff will refer to the Employee Handbook.

Exeter Forest School and Kindergarten is a no smoking site.

The Kindergarten reserves the right to refuse access to any Parent/Carer who is/appears to be under the influence of alcohol or drugs.

Visitor Policy

Please refer to The Outdoors Group Camera and Mobile Phone Use Policy.

- No visitors are allowed on site without prior appointment.
- Visitors to the Kindergarten will be asked to meet staff Kindergarten Gate.
- The visitor will be asked to provide photographic ID and access will be refused if this is not presented or staff are unhappy with the ID provided.
- Visitors will sign in on arrival and be provided with a visitor's pass.
- The visitor will sign out on departure and return their pass.
- No visitors will be left alone with the children.

Date created: 16th October 2017

Signature of Director or Company Secretary:



Name: Shevek Pring

Review date set: 16th October 2018

Reviewed by:

Amended / updated? yes / no

Brief explanation of changes:

Signature of Director or Company Secretary:

Name:

New Review date set:

This policy in all its forms and copies are the property of The Outdoors Group Ltd. The Outdoors Group Ltd accepts no responsibility for misinformation caused by unauthorised copying, distribution or amending of policy documents where they exist in the public domain.