

DOCUMENTATION

Aim:

To maintain records, policies and procedures required for the safe and efficient management of the settings and to meet the needs of the children.

Rationale:

To ensure that records relating to individual children are accurately maintained and held in accordance with the legal requirements detailed in the Data Protection Act 1998 and Freedom of Information Act 2000.

Procedure:

- Parents are given free access to developmental records about their child, for example, EYFS profile and observations.
- An exception to this may be in exceptional circumstances where data protection laws stipulate it is against the best interests of the child to do so.
- Where requested, comments from parents are incorporated into children's records.
- Written requests need to be made to share information from third parties.
- Providers will take into account data protection rules when disclosing records that refer to third parties.
- Providers keep records of the following information for each child in their care - full name; date of birth; name and address of every parent and carer who is known to the provider; which of these parents and carers the child normally lives with; emergency contact details of the parents and carers.
- Where appropriate, records are kept and the following information submitted to the local authority about individual children receiving the free entitlement to early years provision as part of the Early Years Census - full name; date of birth; address; gender; ethnicity (voluntary); special educational needs status; the number of funded hours taken up during the census week; total number of hours (funded and unfunded) taken up at the setting during the census week.

- The following information and documentation is kept - name, address and telephone number of the provider and any other person employed on the premises; name, home address and telephone number of anyone else who will regularly be in unsupervised contact with the children attending the early years provision; a daily record of the names of the children looked after on the premises, their hours of attendance and the names of the children's key workers.
- The certificate of registration will be displayed and shown to parents on request.
- A record of all risk assessments clearly stating when it was carried out, by whom, date of review and any action taken following a review or incident, will be kept.
- Records will be easily accessible and available for inspection by Ofsted and their locations are listed on the following page.
- With prior agreement by Ofsted, records may be kept off the premises and their locations are listed on the following page.
- Where Ofsted notifies providers in advance of the period in which an inspection will take place, this information will be passed onto parents.
- Copies of inspection reports are made available to all parents.
- We are aware of our responsibilities under the Data Protection Act 1998 and Freedom of Information Act 2000.
- Records relating to individual children are retained for a reasonable period of time after the children have left the provision, for example, 3 years.
- Confidential information will be stored in a suitable secure area. Records on staff and children should only be accessible to those who have a right or professional needs to see them.
- All staff are aware of the need for confidentiality.

Links:

EYFS Welfare Requirements - Safeguarding and Promoting Children's Welfare
Suitable People Policy
Suitable Premises, Environment and Equipment Policy
Organisation Policy
Documentation Policy

This policy will be reviewed in 12 months.
Date: January 2011 Date of Review: January 2012

CONFIDENTIALITY

Aim:

To ensure that all those working or learning within the centre have a clear understanding of the meaning and importance of maintaining confidentiality.

Rationale:

All parents/carers should be aware that information divulged about their family will be treated in confidence. No information regarding the family will be discussed with any third party without the consent of the responsible adult and their agreement, except in the case of safeguarding children.

Procedure:

We will respect confidentiality in the following ways:

- As part of their induction, all staff/students are reminded of their responsibility to maintain confidentiality.
- Staff will ensure that discussions regarding families will not take place in the presence of children; such discussions will only take place in private to maintain confidentiality.
- Care will be taken with informal records such as diary notes, telephone messages etc. and these are also treated with sensitivity.
- Any anxieties/evidence relating to a child's personal safety will be kept in a confidential file. Information about individual children will be shared between staff on a need to know basis.
- Parents are welcome to access information on their child which has been recorded by our staff, but we are unable to share information recorded by other professionals without their permission. Parents/Carers will not have access to any information about other children.
- Children/young people may wish to have access to their own files. However, it must be recognised that there may be information in their file that parents have requested not to be shared with their child. In which case parents would be consulted as to the best course of action.
- All records will be stored in a secure office. Access to this office is restricted to named personnel.

· Any confidential information will be shredded and disposed of appropriately.
Information which is stored on a computer will be password protected.

Links:

Individual contracts of employment.

Safeguarding and Promoting Children's Welfare Procedure

Rochdale Borough Safeguarding Children Board Child Protection Procedures

This policy will be reviewed in 12 months.

Date: January 2011 Date of Review: January 2012

**Supertots Day Nursery
STAFF INDUCTION PROGRAMME**

Name..... Line Manager

Start Date Senior Manager

Leader

Days/Hours Worked

Personnel - Staff Issues	Date and Comment
Check Personal details: Name, Address, Phone No, Mobile No, Emergency contact name and number Any Medical issues, treatment, special needs.	
Check CRB - Record disclosure number and renewal date.	
Building Issues	Date and Comment
Tour of Building	
Introduce to full staff team	
Security issues.	
Car parking facilities	
Adult toilets/Disabled toilets	
Location of all keys	
Allocation of locker	
Supertots Practice Issues	Date and Comment
Supertots Management Structure - Meet core team if necessary.	
Roles and Responsibilities of staff team- Set dates/Make appointments if necessary.	
Show Guidance File and Operational Plans	
Explain own work plan (job description)	
Explain links with the community/other professionals	

Child Protection	Date and Comment
Supertot's policy and procedures. Your role within the policy.	
Named Child Protection officer. (co-ordinator)	
Rochdale Borough Safeguarding Children Board - Policies and Procedures.	
Government's booklet and flowchart - "What to do if you are worried a child is being abused".	
Reporting concerns regarding unsafe or poor practice.	
Health and Safety	Date and Comment
Health and Safety Policy	
Explain Fire evacuation procedure and role of the staff/manager. Named fire wardens.	
Show all fire exits and break glass points. Safety equipment e.g. Fire blankets, extinguishers.	
Smoke free environment law. See Policy	
Accident procedures - adults.	
Location of first aid boxes and designated first aiders.	
Security of the building. Safety doors and gates, latches, etc.	
Reporting Health and Safety issues. Role of Senior Manager and Manager Own role and responsibility for self and others. Recording any checks done.	
Lifting and handling	

To be completed by Line Manager - within First Week

Personnel / Staff Issues	Date and Comments
Dress Code - appropriate to role.	
Communications systems. Importance of passing on information	
Personal telephone calls Mobile phones must not be used whilst in the nursery.	
Medical/doctors appointments.	
Sickness absence procedure. Return to work interview Refer to policy	
Annual leave and booking procedure.	
Staff/Team meetings - frequency, agenda.	
Performance management/staff supervision. Personal file. Training Profile Two way process.	
Supervision of students and volunteers.	
Links with community/other professionals.	
Data Protection	
Monitoring/monitoring of own sessions. Monitoring training - set dates.	
Confidentiality	
General Issues	Date and Time
Supertots Newsletters	
Tea and Coffee Money—Supertots provide	
Birthdays and special occasions	

Child Related	Date and Comments
Location children's facilities and play areas.	
Parent's induction. Necessary record keeping/consent forms needed before parent leaves child. Completing registration forms with parents. Parents information booklet	
Location of Laundry	
Collection of children - refer to policy.	
Managing children's behaviour - refer to policy	
Accident reporting and recording - children. Refer to policy.	
Administering medication - Recording and seeking consent. Only when absolutely necessary.	
Dealing with complaints from parents/carers. Refer to policy.	
Named SENCO. Refer to Special Needs/Inclusion Policy.	
Care, cleaning and storage of equipment. Safety when storing equipment. Show storage areas.	
Explain nappy changing/dealing with soiled clothing or spillages - procedures and protective clothing used.	
Policies and procedures to be read. (see separate sheet)	

This will be reviewed in 12 months.
Date: May 2011 Date of Review: May 2012

Policies and Procedures

Health and Safety	Date Read and Signed
Child Protection Policy	
Health and Safety Policy	
First Aid Policy	
Accident Reporting and Recording Procedures	
Administering medication Procedures	
Use of images of children	
Use of mobile phones/video equipment	
Safe lifting and handling	
Working at heights/use of ladders	
Fire drill policy and procedures Written copy and sign to say received	
Nappy changing/dealing with soiled clothing and body fluids. Infection Control	
Sick/unwell children procedures	
Lost children procedures	
Hot drinks policy	
Healthy eating/snacks Policy	
Feeding Policy - Heating food and drink procedures	
Children who have not been collected	
Procedures for answering the door	
Procedures for collection of children	
Emergency Play	
Procedures in the event of a gas leak	
Person collecting child appearing intoxicated or under influence of drugs.	
Smoke free environment policy	

Individual/Special Needs	Date Read and Signed
Inclusion Policy	
Equal Opportunities Policy	
Race Equality	
Anti-bullying policy	
Special Educational Needs Policy	
Managing Children's behaviour	
Curriculum Related	Date Read and Signed
Outdoor play policy	
Outdoor safety policy	

Outings policy	
Curriculum Guidance	
Display policy	
Play policy	
Personnel / Staff Only Policies	Date Read and Signed
Booking leave and Flexi time procedures	
Supervision policy	
Sickness Absence policy	
General /Others	Date Read and Signed
Disciplinary	
Complaints procedures	
Policy for accommodating students, volunteers and work experience students	

This will be reviewed in 12 months.
Date: May 2011 Date of Review: May 2012

STUDENT INDUCTION PROGRAMME

(Please note - Modern Apprentice Students need to complete full staff induction)

Name..... Line Manager

Start Date Area Manager

Facilitator/Co-ordinator

Days/Hours Worked

To be completed by Line Manager/Supervisor - 1st Day

Personnel - Staff Issues	Date and Comments
Check Personal details: Name, Address, Phone No, Mobile No, Emergency contact name and number Any Medical issues, treatment, special needs. ID Card - appointment made	
Check CRB - Record disclosure number and renewal date.	
Building Issues	Date and Comments
Tour of Building	
Introduce to full staff team	
Signing in / out	
Car parking facilities	
Adult toilets/Disabled toilets	
Allocation of locker (if available)	
Supertots Practical Issues	Date and Comments
Roles and Responsibilities of staff team- Set dates/Make appointments if necessary.	
Links with the community/other professionals	

Child Protection	Date and Comments
Policy and procedures and Safeguarding Board Policies and Procedures. Student's role within the policy.	
Named Child Protection Officer.	
Reporting concerns regarding unsafe or poor practice	
Health and Safety	Date and Comments
Health and Safety Policy	
Explain Fire evacuation procedure and role of the student and other Staff. Named fire wardens.	
Show all fire exits and break glass points. Safety equipment e.g. Fire blankets, extinguishers.	
Smoke free environment law. See Policy	
Accident procedures - adults.	
Location of first aid boxes and designated first aiders.	
Security of the building. Safety doors and gates, latches, etc.	
Reporting Health and Safety issues. Role of co-ordinator/facilitator. Own role and responsibility for self and others.	
Lifting and handling	

To be completed by line manager/supervisor within First Week

Personnel / Staff Issues	Date and Comments
Dress Code - appropriate to role.	
Communications systems. Importance of passing on information	
Personal telephone calls	
Medical/doctors appointments.	
Sickness absence procedures for students. Their responsibility to inform college/trainer.	
Staff/Team meetings - frequency, agenda. If attending - may have to leave in matters of confidentiality.	
Performance management/ student supervision. Personal file. (If needed)	
Links with community/other professionals.	
Confidentiality	
General Issues	Date and Comments
Supertots Newsletters	
Tea and coffee money	
Birthdays and special occasions	

Child Related	Date and Comments
Collection of children - refer to policy.	
Managing children's behaviour - refer to policy	
Accident reporting and recording - children. Refer to policy. Students must not complete accident forms.	
Administering medication - Students NOT to administer or record any medication. Inform about the policy.	
Dealing with complaints from parents/carers. Refer to policy. Who to pass parents onto.	
Named SENCO. Refer to Special Needs/Inclusion Policy.	
Care, cleaning and storage of equipment. Safety when storing equipment. Show storage areas.	
Explain nappy changing/dealing with soiled clothing or spillages - procedures and protective clothing used.	
Policies and procedures to be read. (see separate sheet)	

This will be reviewed in 12 months.
Date: May 2011 Date of Review: May 2012

STUDENT PLACEMENT REQUEST

Setting Requested:

Student Name:

D.O.B:

School/College Name:

School/College Address:

Contact Person:

Telephone Number:

If a placement is agreed students must have a pre-placement visit prior to starting at the setting, to discuss expectations and the types of activities they will be involved in. This will also present an ideal opportunity for the student to ask questions about the setting.

Do you have any information regarding this student which suggests that they may pose a risk to the setting and/or the young children in it?

IF THE ANSWER IS YES- PLEASE CONTACT THE SETTING DIRECTLY TO DISCUSS SUITABILITY.

What interest has this student shown in relation to working with children?

Does the student have any prior experience of interacting with young children?
E.g. younger siblings, family members.

What qualities do you feel the student will bring to this placement?

Tell us some information about the student

Does the student have any special requirements/needs? (Dietary, health etc)

Give a brief outline why you feel this is a suitable placement for this student

Signed _____

Print

Relationship to Student _____

Date _____

A Manager/Senior Person from the setting will contact the School/College to confirm whether or not they are able to accommodate this request.

If any concerns arise during the placement the School/College will be contacted immediately.

Agreed by: _____

Date:

Placement Name: _____

This will be reviewed in 12 months.
Date: May 2011 Date of Review: May 2012