

THE CHILTERN  
COLLEGE  
DAY NURSERY

POLICIES AND PROCEDURES  
BOOKLET

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POLICIES AND PROCEDURES

MISSION STATEMENT

The Chiltern College aims to provide the highest standards of excellence in early years care, education and training.

We aim to provide the best possible care and education for children and a high standard of service for all parents. The policies and procedures in this booklet are intended, to inform parents and support staff in the provision of this service. Where the term parent/parents' has been used it refers to the child's primary carer/carers. The policies and procedures in this booklet are covered in-depth during staff and student inductions. All policies and procedures in this booklet are reviewed at least annually and more frequently if circumstances require.

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## ADMISSIONS POLICY

The college aims to ensure the provision of quality childcare while providing flexibility for parents, balanced with the effective running of the nurseries.

Applications for nursery places will be considered on the following basis.

Priority will be given to parents requiring full time places.

A minimum of 4 sessions per week (half a day = 1 session) must be booked in line with good childcare practice and to enable effective planning within the nurseries.

Where possible, within the above criteria, priority will be given to siblings of children already attending the nursery.

Initial contracts will be signed for a three-month period. Following this one-month notice is required in writing. Full fees will be charged for the notice period.

Nursery Sessions are offered as follows:

Full time places are from	8.00 am to 6.00 pm
Part time places are	8.00 am – 1.00 pm
	1.00 pm - 6.00 pm

The college acknowledges that parents' needs may change. Consideration will be given to a reduction in sessions subject to the changes being compatible with the efficient running of the nurseries. If agreement is given to a reduction in sessions, one calendar month's notice must be given in writing. Full fees will be charged for the notice period. A reduction of less than 4 sessions per week will not be considered.

Refunds cannot be given for non-attendance, family holidays, sickness or other reasons, as our staffing costs are incurred whether your child attends or not.

Additional sessions may be agreed according to availability of spaces and in consultation with the Nursery Co-ordinator.

Once a place has been offered and accepted the agreed start date must stand. In exceptional circumstances the Principal may agree to extend the start date by a maximum of 2 weeks. If a place is to be kept open after this period full fees will have to be charged.

Flexibility in days and sessions applied for may increase the possibility of a place being offered.

Reviewed June 2009

## CARE, LEARNING AND DEVELOPMENT POLICY

We aim to provide children with high quality care and a wide and varied range of activities and experiences, which promotes their learning and all round development. We recognise the importance of play for all children and ensure that we provide the opportunity for play both inside and outside throughout the day.

Provision for children's care, learning and development is based on the Early Years Foundation Stage (EYFS) framework. This is a framework for all OFSTED registered early years settings for children from birth to five and is part of the Government's strategy to promote the five 'Every Child Matters' outcomes. The EYFS takes into consideration the care, development and learning opportunities that should be provided for all children.

We aim to ensure that the care, activities and experiences provided:

- Are enjoyable and fun for the children
- Are accessible to all children, including those with special educational needs
- Promotes the children's self-esteem
- Promotes the children's independence and self-help skills
- Meets the individual learning needs of all children
- Provides the children with challenging and rewarding activities and experiences
- Are appropriate for the children's age/stage of development
- Builds on the children's own interests and experiences
- Promotes all areas of development and learning
- Provides a balance of activities and experiences across all areas of learning
- Uses every day routines and experiences as learning opportunities
- Encourages the children to become active and confident learners
- Prepares children for the next stage of their learning and development.

We ensure that we:

- Use the outdoor area, local community and environment to enhance learning opportunities for children
- Reflect positively the multi-cultural society in which we live
- Reflect positively the diversity of families that live in our society today
- Reflect positively the diversity of differently able people who live in our society today.

Children are encouraged to create their own play opportunities and make choices about their play. They are given the opportunity to use their imaginations, develop their natural curiosity and take part in a range of challenging activities within a safe environment.

We recognise the unique opportunities that outside play can provide and the importance of encouraging children to be interested in the natural environment. The outside area is used as much as possible. Outdoor play is not restricted by weather conditions, providing that it does not present a Health and Safety risk to children or staff.

Reviewed: June 2009

## PARENTS AS PARTNERS POLICY

We aim to work in partnership with parents to provide a high standard of care and education for children and foster a positive relationship with parents.

We acknowledge parents as the primary carers and first educators of their children and recognise the vital role that they play in their child's life.

We operate an open door policy; parents are welcomed in at any time (providing it is in the best interest of the children). If parents have particular skills or an area of expertise that they would like to share we welcome and value their contribution.

Parents are kept fully informed and consulted about all aspects of their child's care and education and will have open access to their child's records. The nursery/play club promotes a two way sharing of information between parents and staff members.

Parents are given copies of, or have access to, all policies and procedures to enable them to understand fully how our service operates.

Parents have input into the formulation and review of policies and procedures through an elected Parent Representative on the College Board of Governors.

Information for parents is regularly updated on the parents' notice boards.

Parents are given a contract clearly stating the conditions of the partnership agreement.

We aim to give parents and families as much support as possible, especially those experiencing difficulties.

The nursery/play club has a strict code of conduct regarding confidentiality. Information about parents, children and their families is always treated as strictly confidential. We do not pass on information about a child, unless we have the permission of their parents or it is essential for a child's welfare.

Reviewed June 2009

## INCLUSION AND DIVERSITY POLICY

The Chiltern College is committed to providing equality for all. We believe that all people have a right to live in an environment that is free from prejudice and discrimination. We welcome all sections of the community as children, parents/carers, students and staff. The college aims to ensure that in the recruitment, employment, promotion and training of staff and in the admission, care and education of children and students, all individuals are given equal concern and treatment.

The college aims to treat all children, families, students and staff members fairly and as individuals regardless of, for example, their age, gender, marital status, sexual orientation, race, religion, culture, differing ability or health status.

We believe that all people:

- Should be valued and respected as individuals.
- Have their needs recognised and met and be given the opportunity to develop to their full potential.
- Have the right to grow and learn in an environment that is free from prejudice and discrimination.

We aim to achieve this by:

- Treating all individuals with courtesy and respect.
- Providing positive role models.
- Positively reinforcing each individual's self-esteem.
- Celebrating diversity.
- Providing an anti-bias curriculum.
- Working with parent/carers to ensure that their children's individual needs are met.
- Ensuring that, as far as possible, all children and students have full access to the curriculum.
- Ensuring that the college displays a range of materials and images that offer a positive and non-stereotypical view of different cultures, religions, genders, family backgrounds etc.
- Encouraging children, students and staff members to celebrate differences, ask questions and learn about people who are different from themselves.
- Working within the local and wider community to develop the children's, students' and staffs' knowledge and understanding of the diverse society in which we live.
- Challenging discriminatory remarks, behaviour and practice.
- Regularly reviewing our practice to ensure that it is non-discriminatory.
- Ensuring that no form of intimidation, bullying or harassment is tolerated.

The College is committed to providing appropriate and high quality care and education to all the children and students who attend. We believe that all children and students, including those identified as having special educational needs, have a common entitlement to a broad and balanced academic and social curriculum, which is accessible to them, and fully inclusive.

We pay particular attention to the provision for and the success and achievement of different groups, including:

- Male and Female
- Children/students for whom English is an additional language (EAL)
- Children/students with special educational needs
- Children/students with disabilities
- Children/students who are gifted and talented
- Others such as: those who are sick; those who are young carers; those who are in families under stress; any learners who are at risk of disaffection and exclusion.

We recognise that children and young people learn and develop at different rates and that there are many factors affecting achievement, including ability, emotional state, age and maturity. We believe that all children and young people may experience difficulties which affect their learning, and recognise that these may be long or short term. At Chiltern College we aim to identify these needs as they arise and provide support, which enables every child and young person to achieve his or her full potential.

We believe that every member of staff is entitled to a working environment that promotes dignity and respect to all.

We aim to achieve this by:

- Ensuring that promotion, training and development of staff are determined on capability alone.
- Ensuring that members of staff who are involved in the recruitment, training and promotion of staff understand their responsibility for the practical application of this Equal Opportunities Policy.
- Ensuring that all staff members have sufficient training to enable them to fulfil their role.
- Ensuring that any staff member who considers that they have been unfairly discriminated against has access to the college's Grievance Procedure.
- Ensuring that any member of staff who has been determined to have committed an act of discrimination is subject to disciplinary action according to the college's Disciplinary Rules and Procedures.

We aim to achieve inclusion and diversity through college policies and procedures, staffing, relationships with parents/carers and through links with the local and wider community. We aim to make the College environment as inclusive as possible within the restrictions of the buildings in which we are situated.

All members of staff and students have personal responsibility for the practical application of this policy, which applies to the treatment of children, families and the general public as well as to fellow members of staff and students. The Principal is the College's named Inclusion and Diversity Co-ordinator and is responsible for keeping up to date with relevant legislation and good practice and for monitoring and influencing practice across the College in relation to equality of opportunity.

Reviewed June 2009

## BEHAVIOUR MANAGEMENT POLICY

We believe that it is important for all children to learn to behave in a caring and appropriate way, to enable them to develop socially and to increase their self-esteem. We believe that everyone has a right to be treated with respect, addressed correctly and politely and be treated with equal concern.

We aim to achieve this by:

- Treating children and adults with courtesy and respect.
- Providing positive role models for the children.
- Working in partnership with parents.
- Encouraging children to share and care for each other.
- Encouraging children to care for and respect their environment.
- Encouraging acceptable behaviour through praise and encouragement.
- Developing a sense and understanding of what is right and wrong.
- Setting children clear and consistent goals and boundaries.
- Appointing a designated behaviour management advisor to liaise with and support staff and parents.
- Developing consistent approaches to behaviour management both at home and in the setting.

All children may from time to time display signs of unacceptable behaviour. When this happens in the nursery it will be managed appropriately and according to the children's understanding.

All adults coming into contact with the children (including staff members, students, parents and visitors) are expected to provide a good role model and to behave in an appropriate way. Any adult behaving inappropriately will be asked to leave the area and to discuss the matter with a senior member of staff.

Positive techniques that are appropriate to the age of the child and to the situation will be used to avoid unacceptable behaviour and conflict, for example:

- Distracting children if they become frustrated.
- Early intervention to avoid disagreements.
- Time out with adult support, if appropriate.
- Encouraging appropriate behaviour by setting attainable targets with the children.
- Encouraging children to settle disputes by compromise and negotiation.
- Helping children understand what is and what is not acceptable behaviour.
- Encouraging children to empathise with others people's feelings.

When dealing with situations staff members will maintain a calm and consistent approach at all times.

Situations will be dealt with immediately to avoid escalation.

If a child is continually showing signs of unacceptable behaviour the Key Person will discuss this with the child's parents and the Nursery Co-ordinator. The Key Person, Nursery Co-ordinator and parents will agree a plan of action, whereby staff and parents can work in partnership to provide a consistent approach.

When disputes occur between children, the identity of the children involved in the dispute will remain confidential.

Staff will be alert to signs of bullying and will challenge it in a way that is appropriate to the children's age/stage of development and understanding.

In no circumstances will physical punishment, humiliation, denial of food or drink be used as punishment in line with the Children Act 1989, Child Care Act 2006, the Statutory Framework for the Early Years Foundation Stage and Practice Guidance for the Early Years Foundation Stage and the Convention for the Rights of Children.

Physical intervention will only be used to manage a child's behaviour if it is necessary to prevent personal injury to the child, other children or an adult. Any occasion where physical intervention is used to manage a child's behaviour will be recorded and parents will be informed about it on the same day.

Nicola Richards is the Behaviour Management Co-ordinator for the Day Care Departments.

The role of the Behaviour Management Co-ordinator is to:

- Advise and support staff and parents in appropriate ways of dealing with challenging behaviour.
- Keep up to date with current thinking and research on effective ways of managing behaviour.
- Advise staff on appropriate training in relation to behaviour management.

Reviewed: June 2009

## HEALTHY EATING POLICY

We aim to provide a varied, well-balanced, nutritious diet that reflects a variety of different cultures, for all children.

We aim to ensure that meal times are a relaxed, enjoyable experience. Children will be encouraged to develop good eating habits, increase their self-help skills and develop socially.

In order to achieve this:

- We seek expert advice on our menus to ensure that they meet the nutritional requirements of the children.
- We use as much fresh produce as possible.
- We avoid the use of highly processed foods.
- We use well-respected local suppliers when possible.
- Provide nutritious snacks at appropriate times during the day.
- Offer regular drinks to all children. Water is readily available for children throughout the day.
- Salt will not be added during the preparation of food and salt content will be kept to a minimum in all foods provided.
- Provide full fat milk and yoghurts for children under the age of five, as recommended.

Menus will be displayed for parents in the nursery.

Children's individual dietary needs will be discussed with parents and an appropriate menu drawn up.

The consistency of food will be appropriate to the child's age and stage of development.

An appropriate environment will be provided which encourages independence, the development of good eating habits and the children's social skills, such as:

- Staff will, when possible, eat with children to encourage social interaction and provide a good role model.
- Tables will be arranged in small groups with room for adult interaction and supervision.
- Sufficient space will be provided for each child to eat comfortably at the table.
- Appropriately sized cutlery and crockery will be provided suitable for the children's age and stage of development.
- Children will be given sufficient time to eat their meal to ensure that it is a sociable occasion.
- Babies who require bottle-feeding will be held by a member of staff (if possible their Key Person) and never left unsupervised.
- Food and drink will not be used as a bribe or punishment.
- Children will not be denied food or drink, for example if they have not eaten their first course they will still be offered a second course.
- Staff members will liaise with parents if they have any concerns about the child's eating habits or diet.
- Children will be encouraged to help with preparation, serving and clearing away at meal times, as appropriate to their age and stage of development.
- When serving meals, staff will take account of individual children's appetites and appropriate portion sizes will be provided.

- Children will be encouraged to try all foods but never forced to eat anything they do not want to. Their likes and dislikes will be discussed with parents and taken into account.
- Children who require additional support at meal times will be seated close to a member of staff who will encourage and support them.

Reviewed June 2009

## PROCEDURES FOR CHILDREN WITH SPECIAL DIETARY NEEDS

We are committed to meeting the individual dietary needs of all children in our care. In order to ensure that children receive appropriate food and drink we follow the procedure outlined below.

- Before a child starts the nursery the child's parents will be asked by the Key Person to outline the child's dietary needs.
- If the child has a food allergy or requires a special diet the parents will be asked to complete a 'Special Dietary Needs Form' which identifies in detail any food allergies or special dietary needs that their child has.
- The Key Person will give the form to the Nursery Co-ordinator and ensure that all members of staff who may come into contact with the child know about the child's individual needs and any actions required.
- The Nursery Co-ordinator will ensure that a suitable individual menu is drawn up for the child in consultation with the Catering Manager/Baby Department Cook (expert advice will be sought if necessary).
- The child's parents will be given a copy of the individual menus and asked to sign an agreement that their child may have all the foods and drinks listed.
- The Catering Manager/Baby Department Cook will be given a copy of the child's signed menu and will inform all other staff who may be involved in preparing the child's food about the child's individual needs and any actions required.
- The child's parents will be asked to give permission for their child's individual allergies or individual dietary needs to be displayed discreetly in the nursery to ensure that all staff members are aware of what the child may and may not be given to eat and drink.
- In extreme circumstances parents may be asked to provide the child's food and drinks.

Kitchen procedures:

- During the preparation of meals, kitchen staff will check the child's individual dietary requirements outlined on their individual menu against any foods used. They will ensure that the child is permitted to have the entire ingredients included in the meal.
- Kitchen staff will ensure that food preparation for children with food allergies is kept separate from other food preparation areas to avoid cross contamination.
- Kitchen staff will ensure that the food for children requiring special diets is individually packed and labelled in an individual container with the child's full name and nursery clearly marked on it.
- If the child's menu has to be changed for any reason, kitchen staff will inform the nursery staff of the changes to confirm that the alternative food provided is suitable.

## Nursery procedures:

- When food from the kitchen arrives staff will check the child's name on the food container and the food provided against the child's individual menu for that day, before giving the child the food.
- If the food is not what they were expecting and staff have not been informed about any changes, they will not give the child the food until they have checked with the kitchen staff that the alternative food is suitable for the child needs.
- Once they are satisfied that the child can have the alternative food provided they will give the child the food and note down the food given on the child's individual menu.
- During the preparation of snacks and drinks staff will check the child's individual dietary requirements on their individual menu foods and ensure that the child is permitted to have the entire ingredients included in the snack or drink.
- Staff will ensure that food preparation for children with food allergies is kept separate from other food preparation areas to avoid cross contamination.
- Staff will ensure that the food for children requiring special diets is individually packed and labelled with the child's full name and nursery.
- Staff will ensure that they supervise students at meal times and make them aware of children's individual dietary needs and the procedures to be followed.

Reviewed June 2009

## REST AND SLEEP POLICY AND PROCEDURES

Throughout the day children will be given the opportunity to rest and sleep appropriate to their age/stage of development and their individual needs. The individual sleep and rest pattern of children will be discussed and agreed with parents and met as far as possible within the daily routine.

### Rest times

- Comfortable areas and an appropriate environment will be provided to allow children to rest as and when they wish to throughout the day.
- Opportunities will be given for children to sit quietly, listen to music, look at books and be read or sung to.

### Sleep times

- Staff will recognise that children have individual needs when being settled to sleep.
- Comfort items such as blankets, toys from home etc., will be used in line with parent's wishes and never used as a punishment or bribe.
- Staff will ensure that children are clean and comfortable before being put down to sleep.

An appropriate environment will be provided to encourage children to settle to sleep such as:

- Drawn curtains to darken the room.
- Sufficient room between beds and cots to prevent disturbance.
- Relaxing music played.
- Children who are not sleeping or unable to settle may be taken to another area to prevent disruption.

In order to ensure that children sleep safely:

- Children will be provided with a cot or bed for their use at nursery, dependent on parent's wishes.
- Personal bedding will be provided which is clean and in good condition.
- Babies will be slept in line with the most up to date guidance on safe practice from relevant bodies such as the Department of Health or FSIDS.
- Babies who are sleeping will be checked at a minimum of 10-minute intervals. A record of these checks will be maintained.
- In addition to these checks intercoms will be used when babies are sleeping in sleep rooms.
- Older children will be supervised at all times while sleeping.

Staff will help children to settle to sleep by:

- Rocking them.
- Comforting them.
- Rubbing their back or hair.
- Singing to them.
- Reading to them.

Physical restraint will never be used when settling a child to sleep.

If a child does not settle to sleep after a period of time, they will be allowed to get up and play in another room.

Reviewed: June 2009

## SAFEGUARDING CHILDREN/YOUNG PEOPLE POLICY AND PROCEDURES

We aim to create an environment in which children and young people are safe from abuse and in which concerns and suspicions are dealt with promptly and appropriately. The welfare and safety of the child/young person is always paramount. Any actions taken are in the best interest of the child/young person and confidentiality will be maintained at all times.

In order to achieve this we:

- Create an environment in which children/young people develop a sense of self worth and independence through adult support.
- Create an environment in which children/young people feel they can talk, are listened to and believed.
- Encourage and enable children/young people to develop the self-confidence and vocabulary to articulate their feelings.
- Build trusting and supportive relationships between staff and families.
- Ensure that all staff, students and volunteers complete satisfactory employment checks before being left unsupervised with children/young people.
- Provide clear induction and on-going training opportunities to raise staff awareness to signs and symptoms of abuse and procedures to be followed.
- Create clear and safe working practices for all adults coming into contact with the children/young people.
- Ensure that adults do not put themselves in a position whereby their behaviour could be seen to be inappropriate.
- Develop good working relationships with other professionals involved with children/young people and their families.
- Appoint a designated Safeguarding Children Co-ordinator who is appropriately trained.

The Safeguarding Co-ordinator is Mrs Chris Lawrence

The role of the Safeguarding Co-ordinator is to:

- Advise staff members on all matters relating to safeguarding.
- Keep up-to-date with Local Area Safeguarding Children Board Procedures.
- Ensure that there is no delay in the passing on of information.
- Co-ordinate the management of any suspected cases of abuse.
- Monitor the progress of any child/young person about whom concerns have been expressed.
- Ensure that all staff members are aware of the possible signs and symptoms of abuse.
- Ensure that staff members are aware of the correct procedures to follow in suspected cases of abuse.
- Support staff members throughout any suspected cases of abuse.
- Liaise with the Social Services department, the Police and OFSTED as appropriate.

All staff members have a duty to inform the Safeguarding Co-ordinator or a senior member of staff if they suspect that a child is being or is at risk of being abused.

## Procedures for dealing with suspected abuse

- All concerns, issues and suspicions relating to safeguarding will be kept confidential and shared only with appropriate people.
- Clear documentation will be kept about all concerns raised. This will be stored in a safe and confidential place.
- Any concerns about a child/young person will in the first instance be discussed with the child's parents or the young person concerned depending on their age, (in some cases staff members may wish to seek advice from their manager before they speak to parents or the young person).
- If a staff member suspects a child/young person is being abused or is at risk of being abused they will discuss their concerns immediately with their manager.
- Concerns will be recorded on an incident form. This will be factual information, not opinion. Parents or/and the young person will normally be asked to sign this form.
- The manager and member of staff concerned will seek advice from the Safeguarding Co-ordinator.
- If, following these discussions, there are still concerns that the child/young person is being abused or at risk of being abused the Safeguarding Co-ordinator will, in consultation with the staff members concerned, contact Social Services, outline the concerns and ask for advice.
- If it becomes necessary to refer these concerns to Social Services, parents will be informed, unless in the opinion of the Safeguarding Co-ordinator, it would put the child/young person at further risk.
- Once a referral has been made The Safeguarding Co-ordinator will complete a referral form in consultation with the staff members concerned, (within two working days of the referral).
- The Safeguarding Co-ordinator and staff concerned will fully support and co-operate with any investigations undertaken by Social Services, OFSTED or the Police.
- In all suspected cases of abuse the Safeguarding Co-ordinator will keep in close contact with Social Services, the Police and OFSTED.
- Staff members dealing with cases of abuse or suspected abuse will be supported throughout by the Safeguarding Co-ordinator and appropriate help sought for them, if necessary.
- If necessary a Common Assessment Framework (CAF) will be implemented in response to the child's/young person's individual needs.

All staff members have a duty to inform the Safeguarding Co-ordinator or a senior member of staff if they suspect that a child is being or is at risk of being abused by another staff member.

## Procedure for dealing with suspected abuse by a staff member

- If a member of staff is suspected of abuse, the Safeguarding Co-ordinator will inform Social Services and OFSTED immediately and ask for advice.
- The staff disciplinary procedure will be implemented.
- The Safeguarding Co-ordinator or a senior member staff will conduct a full investigation following any guidance given by the Social Services Department and OFSTED.
- Depending on the circumstances the staff member concerned may be suspended while the investigation takes place.
- Clear written records will be kept of any allegations of abuse and the outcome of any investigations and a complaints log will be completed.

- Staff members dealing with cases and/or being accused of abuse or suspected abuse will be supported throughout and appropriate help sought for them.

This policy and procedure is in line with the Berkshire Local Safeguarding Children Board procedures, the OFSTED “What to do if you suspect a child is being abused” guidance, the Statutory Framework for the Early Years Foundation Stage and the Practice Guidance for the Early Years Foundation Stage.

Social Services Access and Assessment Team: 0118 9553641  
Open 9.00 a.m. – 5.00 p.m.

Social Services Emergency Duty Team (out of office hours): 01344 786543  
Open 5.00 p.m. – 9.00 a.m.

Thames Valley Police Station: 01865 291046

This policy is subject to annual review.

Reviewed: June 2009

## SPECIAL EDUCATIONAL NEEDS POLICY AND PROCEDURES

We recognise that children and their families within the community have a wide range of needs and we will endeavour to play a part in meeting those needs. The nursery is committed to inclusion. We understand the importance of children with special education needs having access to mainstream settings and whilst we have some physical constraint with our buildings, we will do our utmost to overcome these, if at all possible, to allow access to all children. The best interests of the child will always be paramount.

In order to achieve this we will:

- Have regard to the DfES Code of Practice in the Identification and Assessment of Special Educational Needs
- Appoint a Special Needs Co-ordinator (SENCO) to co-ordinate provision throughout the nurseries.
- Work in partnership with parents
- Recognise the importance of early intervention in identifying and meeting the individual needs of children
- Ensure that all children have access to a broad range of activities and experiences, irrespective of their special educational need
- Explore all opportunities to provide additional resources to match the individual needs of children
- Develop areas of knowledge and specialism within the staff team and the setting
- Provide appropriate opportunities for the development of every child's self esteem and encourage full integration into the setting
- Support parents/carers in obtaining help and advice from outside agencies, such as health visitors, psychologists, paediatricians etc.
- Regularly consult parents/carers and appropriate professionals regarding the child's progress and the way forward. This will ensure a planned, co-ordinated approach for provision of the child's needs
- Observe children, in conjunction with parents/carers, to assess the effectiveness of the provision made for the child and act accordingly
- Make available appropriate training and offer it to all staff
- Encourage staff to establish relationships with other local Early Years settings to share expertise and training
- Evaluate the success of this policy by monitoring the progress of children with Special Educational Needs
- If parents are at all dissatisfied with the provision for their child they should contact the Nursery Co-ordinator in the first instance. If they remain unhappy they should contact the Nursery Educational Needs Co-ordinator (SENCO). If they remain unhappy following this they should follow the Nursery complaints procedure, as detailed in this booklet.

Nicola Richards is the SENCO for the Day Care Departments.

The role of the Special Needs Co-ordinator is:

- To take responsibility for the day to day operation of the Special Educational Needs Policy
- To liaise with nursery staff and primary carers to ascertain which children are giving cause for concern
- To take the lead in observation and assessment of identified children, considering their strengths, weaknesses and consequent needs
- To take the lead in planning future support for children with SEN, in discussion with the child's parents and Key Person

- To liaise with parents and other professionals in respect of children with special educational needs
- To co-ordinate provision for children with special educational needs through Early Years Action and Early Years Action Plus Stages
- To implement a Common Assessment Framework (CAF), if appropriate
- To take responsibility for the transfer of SEN records to the child's next setting
- To offer support and advice to nursery staff, key person and primary carers. This will include attendance at meetings between staff and primary carers, attendance at meetings between staff and outside agencies, provision of written Individual Education Plans, containing targets for the child, review date and strategies to be used, taking the lead in monitoring and reviewing the action taken
- To maintain an up to date Monitoring of Concerns Register
- To ensure that relevant background information about individual children with Special Educational Needs is collected, recorded and updated
- To keep up to date with changes in legislation and methodology regarding Special Education Needs and to attend such training as may be required
- To provide training, both internal and external, for nursery staff
- To perform any other duties in connection with children with Special Educational Needs as may be deemed necessary by the management.

## Procedure

When a child with special educational needs is admitted to the nursery, the SENCO will work closely with the child's parents, other professionals and other settings, if applicable, to ensure smooth transition and admission for the child in line with our Transition, Continuity and Inter-agency Working Policy.

Staff members will perform regular observations and on-going assessments of all children, in order to identify and support their individual needs as early as possible.

If a parent or member of staff is concerned about a child's progress the nursery staff will work with the parents to try to address these concerns.

If necessary, information regarding this concern will be passed to the SENCO.

The SENCO will speak to the child's Key Person, observe the child in the nursery, assess the child's needs and offer advice to staff members and parents.

Once the child has been identified as having special educational needs and following consultation with the parents, if it is deemed necessary, the child will be placed on the Monitoring of Concerns Register (at this stage it may be necessary to intervene through Early Years Action).

When the child has been placed on the Monitoring of Concerns Register an Individual Education Plan (IEP) may be drawn up (the IEP will be drawn up by the College SENCO and the child's Key Person, in consultation with the child's parents and other professionals).

The SENCO, the child's Key Person and the child's parents will meet regularly to review the IEP and determine whether it continues to meet the child's needs (reviews need not be formal meetings). The child's IEP may be revised in the light of reviews held.

If, following a further review, the child still fails to make progress, the child will move on to the Early Years Action Plus Stage.

The Early Years Action Plus Stage involves accessing external support services, which can provide more specialist assessments, help with advice on new IEP and targets, give advice on the use of new or specialist strategies or materials and in some cases, provide support for particular strategies.

If the child still fails to make progress, a statutory multi-disciplinary assessment may be required. The LEA will determine the child's need for a statutory assessment. This assessment will enable the correct choice of school to be made and determine the type and level of support that the child requires.

If necessary a Common Assessment Framework (CAF) will be implemented in response to the child's individual needs.

This policy is subject to annual review.

Reviewed: June 2009

## TRANSITION, CONTINUITY AND INTER-AGENCY WORKING POLICY

We aim to ensure that children moving to new settings, both internally and externally, do so with the minimum disruption.

We aim to ensure that during transition:

- Each child's individual needs are taken into account.
- Parents are consulted and involved in the transition and information is regularly shared with them.
- The transition is arranged with both the old and new setting or the setting and the child's parents working closely together. Information is shared and a settling in period is arranged appropriate to the child and the setting.
- The management team will support staff in order to allow them sufficient time to induct and settle new key children in.

### Procedure for children moving within the setting

The following procedure is aimed at ensuring a smooth transfer for both the child and the parents within the setting.

- A timetable of visits, based around the child's needs, will be agreed between the current Nursery Co-ordinator and the new Nursery Co-ordinator. Parents will be kept informed about these arrangements.
- The current Key Person will inform the parents about the move date and discuss the arrangements with them. They will introduce the parents to the child's Key Person and staff in the new nursery. (This will usually be done several weeks before the child is due to begin the move).
- Any relevant information about the child (special diets etc.) will be outlined on a Department Transfer form which will be completed by the child's current key person and passed onto the child's new key person. The department co-ordinator will be notified of any relevant information on this form.
- The child's new Key Person will arrange an induction meeting with the parents.
- This induction should take place before the child begins visiting the new nursery. This will enable the Key Person to familiarise the child and the parents with the new nursery and the nursery staff. At this time parents will be given a copy of the Nursery Policies and Procedures and a Welcome Booklet introducing them to the new department.
- Parents will be required to complete a Child Detail Form or confirm that all the details previously given are still correct. This is to ensure that the nursery has the most up to date information and permission signatures. The Child Detail Form should be completed during the induction meeting. However, if this is not possible, the parents may take the form home to complete, but will be asked to return it to the Key Person as soon as possible.
- During the first few visits the nursery staff will ensure that they are based in the nursery room and garden, to help the child become familiar with the new surroundings. The child's Key Person will be available to greet and settle them into the nursery.
- During the visits a member of staff from the child's current room, usually the child's Key Person, will spend a short period of time settling the child depending on the child's individual needs.
- The child's current Nursery Co-ordinator will be responsible for ensuring that the child's records are transferred to new department.

- Staff will have an awareness that at times of change a child may regress a little and may need some additional support until they have settled in, for example, the child may want to carry a comfort item with them. Nursery/play club staff will keep the child's parents fully informed of their progress.

#### Procedure for children moving out of the setting

- With the parent's permission all relevant information about the child will be shared with the new setting.
- Staff from the new setting will be welcome to visit the child in the nursery.
- Staff will complete transition reports on the child's progress in nursery, which will be shared with the child's parents and the new setting.
- The nursery will take into consideration any external setting's procedures. They will undertake to carry out, where appropriate, any requests from the new setting, to help smooth the child's transition. Parents will be kept informed of these requests at all times.

#### Inter-agency working

We are committed to providing the best possible care and education for all children. In order to help us to do this we actively seek advice from a broad spectrum of other professionals. This will always be done with the parent's informed consent (unless the safety of the child is at risk) and all information will be shared with the child's parents. Other professionals are welcomed into the setting and their knowledge and advice is valued. Parents are encouraged to share any information from other professionals with staff to enable us to support the development of the child.

Reviewed: June 2009

## COMPLAINTS PROCEDURE

We aim to provide the highest standards of care and education for all children. We believe that all parents and children should be treated courteously and with respect and that prompt and careful attention should be given to their needs, wishes and concerns.

In order to achieve this we will:

- Treat all children and parents with courtesy and respect at all times.
- Expect parents to treat staff and students with courtesy and respect at all times.
- Deal promptly with any concerns raised by parents about their child's care and education.
- Make every attempt to resolve concerns and complaints informally.
- Fully investigate any complaints made about the nursery.
- Welcome suggestions that may improve any aspect of the services that we provide.

### Procedure

The following procedure will be followed when a parent has concerns about any aspect of their child's care and education.

Any concerns should initially be discussed with the child's key person or a member of staff based in the child's room. Wherever possible this should be done on the day the concern arose so that it can be dealt with promptly.

The staff member dealing with the concerns will make every attempt to resolve the matter with the parents. It is anticipated that most concerns will be resolved at this stage.

If, following these discussions, the matter is unresolved and parents are still concerned, they should discuss their concerns with the relevant Nursery Co-ordinator who will make every attempt to resolve the matter with the parents.

If, following these discussions, the matter is still unresolved and the parents are still concerned they should discuss the matter with the Head of Day Care.

If, following these discussions, the matter is still unresolved and the parents are still concerned, they should put their concerns in writing to the College Principal.

The College Principal will fully investigate the written complaints and make every attempt to resolve the matter with the parents. The College Principal will notify the complainants of the outcome of the investigation within 20 days of having received the complaint. The College Principal will keep a log of any complaints made and of how they were resolved.

Parents have a right to appeal against the outcome of this investigation to the College Board of Governors. Parents should put their concerns in writing to the Chair of Governors via the main College office. This should be done within 10 working days of them receiving the outcome of the investigation. The Chair of Governors will consider the appeal fully and will notify the parent of the outcome of the appeal within 10 working days.

All information relating to individuals involved in the complaint will be kept confidential. These records will be kept for a minimum of three years.

We are regulated by OFSTED (The Office for Standards in Education). Any parent who feels that their complaint has not been dealt with appropriately should contact OFSTED at the address given below.

Office for Standards in Education (OFSTED)  
National Business Unit  
Royal Exchange Buildings  
St Ann's Square  
Manchester M2 7LA

Telephone: 0300 123 1231

Reviewed: June 2009

## HEALTH AND SAFETY POLICY STATEMENT

The Health and Safety at Work Act 1974 imposes a duty on employers to ensure, so far as is reasonably practicable, the health and safety of their employees whilst at work. This duty is also extended to others who may be affected by that work.

Employees have a statutory duty to take care of themselves and others who may be affected by their acts or omissions.

The Board of Governors and College Management team are committed to promoting the health and safety of all children, students and employees of the college and all visitors to the college.

The college will, so far as is reasonably practicable, ensure that:

- Employees and students are provided with such information, instruction, training and supervision as is necessary to secure their health and safety at work and the health and safety of others who may be affected by their actions.
- Risk assessments are carried out and periodically reviewed.
- Adequate resources are provided to ensure that proper provision can be made for health and safety.
- Working procedures and practices are maintained that are safe and without risk to health.
- Arrangements for the use, handling, storage and movement of articles and substances are safe and without risk to health.
- The provision and maintenance of all machinery and equipment is safe and without risk to health.
- The college environment is safe and there is safe access to and from the work place.
- The monitoring of activities is undertaken to maintain agreed standards.

It is the duty of all employees and students:

- To take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions and to work with the college management team to fulfil its statutory duties.
- Not to interfere with or misuse anything provided in the interest of health and safety.

### General

- This health and safety policy will be reviewed at least annually, amended and updated as necessary. Communication of any changes will be made to employees and students.
- Effective procedures are in place for consultation and communication on health and safety matters.
- Detailed reference information can be obtained via the college managers.

Reviewed: June 2009

## HEALTH AND SAFETY PROCEDURES

We are committed to promoting the health and safety of all children, students, staff and visitors to the nursery.

To promote the health and safety of all:

- Staff members are given full health and safety induction.
- Staff training is provided on health and safety matters.
- Regular risk assessments are completed.
- Individual risk assessments are completed on specific activities and trips.

To maintain a safe and healthy environment for all we ensure that:

- Health and safety checks are carried out daily on both the inside and outside areas.
- Risk assessments are carried out monthly on both the inside and outside areas.
- The building is clean, well ventilated and well maintained.
- The furniture and equipment are well maintained and suitable for the children's use.
- A non-smoking policy is strictly enforced throughout the College buildings and grounds.
- Regular cleaning routines are in place for toys and equipment.
- A high standard of hygiene is maintained throughout the nursery.
- All gates and doors are kept securely shut at all times. Door codes are used on external doors.
- When not in use the sandpits are covered, they are spot cleaned daily and deep cleaned regularly.
- Children are appropriately dressed and protected from the weather conditions (i.e. sun cream in hot weather). At times of extreme weather conditions the length of time spent outside will be limited.

To maintain the safe supervision of children:

- Adequate numbers of adults will supervise the children in all areas as appropriate to the area and the activity.
- Minimum required adult/child ratios will be adhered to at all times.
- All staff members, students and volunteers undertake a range of checks to ensure that they are suitable to work with young children.
- Any person who has not been cleared as suitable is not allowed unsupervised access to children.

To maintain the safe supervision of children during off site trips the following procedures will be followed:

- Parents will be asked to sign a general consent form for local outings.
- For outings further a-field parents will be asked to sign a separate consent form in advance and given appropriate information.
- If a form is not received the child will not be able to attend the trip.
- Staff will complete an outing information form and a risk assessment checklist. A full list of adults and children attending will be left in the department, together with information about the trip and the approximate return time. A mobile contact number will also be left in the nursery.

- Appropriate first aid equipment will be taken (including any medical equipment for children with medical or additional needs)
- At least two adults will accompany the children on off-site trips and at least one must be qualified and at least one member of staff must hold a current paediatric first aid certificate.
- If staff members experience any problems on the trip they will immediately telephone the nursery and back up help will be sent, if appropriate.
- Staffing ratios will be appropriate to the age of the children and the relevant legal requirements.
- Staff cars will not to be used for any journeys involving children.
- If public transport is going to be used a separate permission slip will be required from parents and a full risk assessment will take place.

To ensure the safe arrival/collection of children from the nursery the following procedures will be followed: (Also see Late Collection Policy and Procedures)

- On arrival parents must ensure that they hand their child over to a staff member who will immediately mark the child's arrival time in the register.
- To ensure the safe collection of children parents are required to give written permission as to any person who is authorised to collect their child.
- Staff will not allow children to go with any person who is not authorised to collect them.
- Staff will not allow children to be collected by anyone who is under the age of 16.
- Staff will not allow children to go with anyone who appears incapacitated by alcohol or drugs.
- In the event of an emergency and an authorised person not being available to collect the child, parents must telephone the nursery and inform staff.
- An identification procedure and a code word will be agreed between the staff member and parent.
- In the unlikely event of a child not being collected from nursery the late collection policy and procedures will apply.
- On collections parents must ensure that they tell a member of staff that they are taking their child and the member of staff will immediately mark the child's departure time in the register.

To prevent the spread of infection the following procedures will be followed:

- In order to prevent the spread of infection all staff members follow a high standard of hygiene procedures, these include regular hand washing and the use of disposal gloves for nappy changing. Children are encouraged to wash their hands as part of the daily routine.
- The nursery follows the guidance provided by the Thames Valley Health Protection Unit on exclusion periods for infectious illness.
- In line with this guidance, and in order to prevent the spread of infection, children and staff with diarrhoea and/or vomiting must not return to nursery until they have been symptom free for a minimum of forty-eight hours.
- Additional precautions are taken when there is a known infection in the nursery. Parents are informed about any infectious illness in the nursery and given as much information as possible about signs and symptoms etc. Additional hygiene procedures are put in place and additional cleaning is undertaken.

## Emergency evacuation procedures

- Clear notices are displayed in each area of the nursery as to the procedure to be followed in the event of a fire or the need to evacuate the building in an emergency.
- All staff and students receive full instructions on these procedures during their induction.
- These procedures are regularly practiced by staff, students and children to ensure that they are effective and that everyone is aware of what to do in the event of a fire or the need to evacuate the building in an emergency.
- All staff and students are made aware that the main priority during these procedures is to ensure that all children and adults are safely out of the building and accounted for.

## Accident procedures

- All staff members have first aid training and can call on more experienced First Aiders for advice and support on any actions to be taken.
- Staff members record all accidents, however slight, on an Accident Report Form. This includes any accidents occurring at home (which the parent informs them about).
- Parents will be told about the accident as soon as possible and asked to sign the Accident Report Form to confirm that they have been informed.
- Any child who has had an accident in nursery will be monitored carefully.
- Accident Report Forms will be checked frequently by the Nursery Co-ordinator to assess whether there are any on-going problems that need to be addressed.
- If the child requires hospital treatment the parents will be called immediately and informed of the situation. A member of staff will accompany the child to the hospital if the parent cannot get to the nursery in time.
- If appropriate a RIDDOR report form will be completed and sent to the Health and Safety Executive and a copy will also be sent to OFSTED.

## Illness procedures

- The nursery follows the Health Protection Agency guidelines on infection control in schools and other childcare settings and seeks advice from them if necessary.
- The nursery reports any notifiable illness to the Health Protection Agency.
- The nursery reports any serious illness to OFSTED.
- When a child is unwell and unable to cope with the day, the parents will be contacted and asked to collect the child as soon as possible.
- If staff are concerned the child may be infectious, the child will be cared for in a separate area away from the other children until the parents arrive.
- If a child has a slight temperature but is otherwise well, a staff member will try to reduce the temperature by removing the top layer of clothing and sponging the child with tepid water. If the slight temperature persists but the child is otherwise well the staff may contact the parents and request permission to give a Paracetamol based suspension, such as Calpol. However, if the temperature persists or goes higher, parents would be asked to collect the child as soon as possible.

## Policy on supporting children with medical needs

The nursery aims to support individual children with long and short-term medical needs to enable them to fully access the service that we offer. In order to do this we:

- Gain as much information from parents about their child's individual medical needs. Ensure that an ongoing/long term medication form has been completed by the parents and the instructions detailed are followed by the staff member administering medication.
- Access training for staff, from a qualified health professional when technical/medical knowledge is required. Training will be specific to the individual child concerned.
- Ensure that the medication is stored and given in accordance with the manufacturer's instructions.
- Draw up individual care plans, if appropriate, and agree them with the parents.
- Implement an effective procedure on the administration of medicines as outlined below.

### Procedures for the administration of medication:

- If a child requires medication during the day parents must complete the permission side of a Medication Record Sheet before the medication can be given. The medication must be clearly labelled.
- It is the parent's responsibility to notify the nursery if there are any changes to the requirements during the course of medication.
- The staff member receiving the medication will ensure that all other staff members in the room are aware of the need for this medication. An agreement will be reached by the team as to who will be responsible for giving the medication to the child.
- The person responsible for giving the medication will check the child's medication record before giving the medication and ensure that the child receives the correct dose at the correct time.
- The person responsible for giving the medication will ensure that the medication record is completed immediately.
- A qualified member of staff will supervise the administration of the medication and a second member of staff/student will witness the administration of the medication and sign the medication record.
- Parents will be asked to sign a general consent form for the administration of a Paracetamol based suspension such as Calpol. In normal circumstances a medication record sheet should still be completed.
- If, however, a child suddenly develops a high temperature while at nursery, the staff member will inform a Co-ordinator of the situation and will then ring the parent or emergency contact person. They will inform the parent of the child's condition, signs and symptoms and ask them what action they would like them to take. If the parent asks for their child to be given Paracetamol suspension this will be recorded on the medication record and signed by the parent on collection. The staff member will only be able to do this if the general consent permission slip has also been signed.
- If the parent or emergency contact person cannot be contacted the staff member will try to reduce the temperature using methods such as removing some of the child's clothing, sponging the child with cool water or with the use of a fan.
- If the temperature does not go down the Nursery Co-ordinator will make an assessment of the situation and if the child is otherwise well they will give the suspension (providing that the general permission slip has been signed).

- In all of the above circumstances parents will be asked to sign the medication record sheet on returning to the nursery.

These procedures will in no way delay or prevent staff from seeking medical advice or assistance if they feel it is necessary. All medication will be stored appropriately, safely and in accordance with the manufactures instructions, away from the children. It will be checked regularly to ensure that it is in date.

#### Procedure for animals on site

- Staff will ensure that any animals on the premises are safe to be in the proximity of children and do not pose a health risk.
- After handling or being in contact with any animal children and staff will wash their hands.
- Animals, which are kept on the nursery premises, will have their habitats regularly cleaned to prevent the spread of infection.
- A risk assessment will be carried out on any occasion when animals visit the nursery.

Reviewed: June 2009

## MISSING OR LOST CHILD PROCEDURES

We are required by OFSTED to have a Missing or Lost Child Procedure. The security procedures that we have in place make this a very unlikely event.

To ensure that children are not lost while in the care of the nursery we:

- Carefully supervise children at all times.
- Maintain appropriate staff/child ratios at all times.
- Provide keypad codes on external doors.
- Provide high handles on all doors.
- Closely monitor children in and out of the building.
- Closely monitor children on outings and trips.
- Ensure that visitors to the nursery are supervised at all times.

In the unlikely event of a child being lost while in our care the following procedures will be followed:

- Staff members will immediately undertake a thorough search of the nursery and the immediate vicinity.
- The Nursery Co-ordinator will be notified and staff members will be called from other areas of the college to help with the search.
- If, following a thorough search of the nursery and immediate vicinity, the child cannot be found the Police will be called and the child's parents will be notified without delay.

In the unlikely event of a child being lost while on a trip or outing the following procedures will be followed:

- Staff members will immediately undertake a thorough search of the immediate vicinity.
- Staff members will be assigned to organise the supervision of other children on the trip in a safe area.
- The Nursery Co-ordinator will be notified and staff members will be called from other areas of the college to help with the search.
- If, following a thorough search of the immediate vicinity the child cannot be found the Police will be called and the child's parents will be notified without delay.

In the event of a child being lost while in our care we will also:

- Undertake a thorough and comprehensive investigation.
- Inform OFSTED.
- Keep the parents of the child concerned fully informed throughout.
- Take any action required following the investigation to prevent this happening again.

Reviewed: June 2009

## LATE COLLECTION OF CHILDREN POLICY AND PROCEDURES

We appreciate that there are times when the late collection of children is unavoidable; however this late collection policy applies in all circumstances.

The nursery is open from 8.00 am to 6.00 pm daily. Sessions run from 8.00 am to 1.00 pm and from 1.00 pm to 6.00 pm. Parents who do not collect their children by the end of a session, at whatever time of day, will be liable for additional payments. This policy applies to the late collection of children from both the morning and the afternoon sessions.

If parents are unable to collect their child on time, they must telephone the nursery to let us know what the situation is and when their child is likely to be collected.

If parents are late collecting their child, the late collection will be recorded in a book by staff and parents will be asked to sign the book.

On the third recorded late collection parents will be charged as follows:

- £10 for the first 10 minutes.
- £10 for the next 10 minutes and so on.

All late collections after the third late collection will be charged at the above rate and will apply throughout the child's time at nursery.

In the event of parents repeatedly collecting their child late they will be asked by the nursery to review their collection arrangements.

In the unlikely event of a child not being collected from the nursery at the expected time and no contact being made with the parents, the following procedure will apply:

- Two members of staff will remain on the premises with the child at all times. One of these staff members will be a senior member of staff.
- The child will be reassured and comforted.
- The parents will be telephoned on all available contact numbers.
- If the parents are not contactable the emergency contact person will be contacted and asked to collect the child.
- Every effort will be made to contact the parents or the emergency contact person.
- If no contact has been made with either the parents or the emergency contact person within one hour of the time at which the child was due to be collected the nursery will contact Social Services for advice.

Social Services Access and Assessment Team: 0118 9553641  
Open 9.00 a.m. – 5.00 p.m.

Social Services Emergency Duty Team (out of office hours): 01344 786543  
Open 5.00 p.m. – 9.00 a.m.

Reviewed: June 2009

## CONFIDENTIALITY POLICY

The Chiltern College has a strict code of conduct regarding confidentiality.

All staff members are aware that when working at the College confidential information may be shared with them concerning families, children and young people. They understand that it is extremely important that they do not pass on this information, unless they have the permission of the person/parent concerned or it is essential for a child's/young person's welfare in line with the Local Safeguarding Children Board and the College's Safeguarding Children and Young People Policies and Procedures.

It is the policy of the College that confidential information is shared strictly on a 'need to know' basis and that the welfare of the child/young person concerned is always paramount.

All confidential information is kept and stored in line with the College Data Protection Policy and Procedures, a summary of which is outlined below.

### DATA PROTECTION

#### Introduction:

The Chiltern College is registered under the Data Protection Act and needs to keep certain information about its staff, students, parents and children. It is also necessary to process information so that employees can be recruited and paid. The Chiltern College must comply with the Data Protection Principles that are set out in the Data Protection Act 1998 and amended in 2002.

In summary these state that personal data will:

- Be obtained and processed fairly and lawfully and will not be processed unless certain conditions are met
- Be obtained for a specified and lawful purpose and will not be processed in any manner incompatible with that purpose
- Be adequate, relevant and not excessive for those purposes
- Be accurate and kept up to date
- Not be kept for longer than is necessary for that purpose
- Be processed in accordance with the data subject's rights
- Be kept safe from unauthorised access, accidental loss or destruction
- Not be transferred to a country outside the European Economic Area, unless that country has equivalent levels of protection for personal data

The Chiltern College and all staff who process or use any personal information should ensure that they follow these principles at all times. In order to ensure that this happens The Chiltern College has developed this Data Protection Policy.

#### Status of the Policy:

Any member of staff or any individual on whom the College holds information who considers that the policy has not been followed in respect of personal data about themselves should raise the matter with the designated data controller (the Bursar) initially. If the matter is not resolved it should be raised as a formal grievance.

## Notification of Data Held and Processed:

All staff or any individual on whom the College holds information are entitled to:

- Know what information The Chiltern College holds and processes about them and why
- Know how to gain access to it
- Know how to keep it up to date
- Know what The Chiltern College is doing to comply with its obligations under the 1998 Act

## Data Security:

All staff members are responsible for ensuring that:

- Any personal data that they hold is kept securely
- Personal information is not disclosed either orally or in writing, accidentally or otherwise to any unauthorised third party

Personal information should be:

- Kept in a locked filing cabinet, or in a locked drawer, or
- If it is computerised, be password protected, or kept only on disk which is itself kept securely.

## Rights to Access Information:

Staff or any individual on whom the College holds information at The Chiltern College have the right to access any personal data that is being kept about them, either on computer or in certain files. Anyone who wishes to exercise this right should report this to the Data Controller (the Bursar). Before gaining access, the person might wish to know what information is currently being held. This request should be made in writing. The College is entitled to make a charge on each occasion that access is requested. The Chiltern College aims to provide access to personal information as quickly as possible, but will make sure that it is provided within 21 working days unless there is good reason for delay. In such cases, the reason for the delay will be explained in writing to the person making the request.

## Subject Consent:

The Chiltern College can only process personal data with the consent of the individual. Agreement to The Chiltern College processing certain types of personal data is a condition of employment for staff. This includes information about previous criminal convictions.

All members of staff, volunteers and students who come into contact with children and students will be subject to CRB checks. The Chiltern College has a duty under the Children Act and other enactments to ensure that staff are suitable for the job. We also have a duty of care to all staff, volunteers and students, and must, therefore, make sure that employees and those who use The Chiltern College facilities do not pose a threat or danger to other users.

The Chiltern College will also ask for information about particular health needs, such as allergies to particular forms of medication, or any conditions such as asthma or diabetes. We will only use the information in the protection of the health and safety of the individual.

### Processing Sensitive Information:

When data is sensitive, express consent must be obtained to share the information with other specified individuals. Sometimes it is necessary to process information about a person's health, criminal convictions, race, ethnicity, gender and family details. This may be to ensure The Chiltern College is a safe place for everyone, or to operate other Chiltern College policies. Because this information may be sensitive and we recognise that the processing of it may cause concern or distress, staff and students will be asked to give express consent for the college to do this.

### Retention of Data:

A full list of information with retention times is available from the Data Controller.

### Disposal of information:

Printed information will be shredded. Any disks containing information will be physically destroyed and all computer information will be deleted permanently.

### Conclusion:

It is the legal responsibility of all members of The Chiltern College to ensure that they fulfil their role at the College within the terms of this policy and the legal framework for data protection. This policy lays out The Chiltern College's obligations to you under the legal framework for data protection and your obligations to The Chiltern College.

Reviewed: June 2009

## PHOTOGRAPH AND FILMING POLICY AND PROCEDURE

Throughout the College, staff members, students and children are encouraged to take photographs and record videos for a variety of purposes such as:

- To record events and activities
- To celebrate children's achievements
- To share activities/information with parents
- To record children's development and learning (observations)
- To use for training purposes
- To use for display purposes across the College

In addition photographs and videos may from time to time also be used for:

- Promotional materials (prospectus)
- The College website
- Newspaper and media articles
- Students' coursework

We recognise that it is important to have clear policies and procedures in place in order to safeguard children, for confidentiality reasons and to ensure that photographs and videos are used only for the purposes intended and with the full and informed consent of parents.

The following policy and procedures will therefore be used for the taking, use and storage of photographs and videos of children:

- Written parental consent will be obtained for the general purposes outlined in paragraph 1 of this document. Parents will, of course, have the right to refuse permission for all or some of the purposes outlined above.
- Specific parental consent will be obtained for the purposes outlined in paragraph 2 of this document on each occasion that it is required. Parents will, of course, have the right to refuse permission.
- Staff members, students and visitors are not be permitted to take photographs or video children for their personal use.
- Staff members, students and visitors are not permitted cameras or video recorders in the nursery.
- Staff members and students personal belongings, including mobile telephones, will be stored in the lockers provided and only used in staff areas.
- Photographs and video recordings will only be taken, processed and printed on equipment supplied by the College.
- Photographs and videos of children will not be taken away from the College campus.
- Photographs will not be stored on a computer and will be deleted from the camera memory and video memory as soon as is reasonable practicable.
- Cameras and memory cards that may contain images of children will be locked away when not in use.
- Parents will be informed that photographs and videos may be taken by parents and relatives at nursery events such as plays and performances and have the option of withdrawing their child if they wish.

Reviewed June 2009