



Peter's Patch  
Forest School - Day Care - After School Club

## Absence of the Manager

Peter's Patch will always try to always have a member of management available onsite.

If you need to contact management regarding your child or any issues that you may have please make Natasha your first point of contact.

If Natasha is unavailable, another member of the management team will be able to assist you.

Update: 01/02/2021



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## Access to Records

### Personal Records

We keep certain personal records about the children attending the setting. These include registration and admissions forms, signed consents, and correspondence concerning the child or family, reports or minutes from meetings concerning the child from other agencies, an ongoing record of relevant contact with parents, and observations by staff on any confidential matter involving the child such as developmental concerns or child protection matters, incident and accident logs,

### Care plans, behaviour plans etc.

These confidential records are stored in a lockable cabinet. Parents have access, in accordance with the access to records procedure, to the files and records of their own children but do not have access to information about any other child. Staff will not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs. Staff induction includes an awareness of the importance of confidentiality in the role of the key person.

We ask parents/carers to ensure they keep us up to date with changes to information such as address, contact numbers etc.



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## Access To Personal Records

Parents/carers may request access to any records held about their child and family following the procedure below:

- Any request to see the child's personal file by a parent or person with parental responsibility must be made in writing to the Manager Natasha Ferson.
- Natasha will prepare the file for viewing. As part of this process all third parties are written to, stating that a request for disclosure has been received and asking for their permission to disclose to the person requesting it. A copy of these letters are retained on the file.
- 'Third parties' include all family members who may be referred to in the records. Workers from any other agency, including Social Care, the Health Authority, etc. It is usual for agencies to refuse consent to disclose, preferring the individual to go directly to them
- When all the consents/refusals to disclose have been received these are attached to the copy of the request letter



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## Access To Personal Records

- A photocopy of the complete file is taken
- Natasha will then go through the file and remove any information which a third party has refused consent to disclose. This will be done with a thick black marker, to score through every reference to the third party and information they have added to the file
- What remains is the information recorded by the setting, detailing the work initiated and followed by them in relation to confidential matters. This is called the 'clean copy'
- The 'clean copy' is photocopied for the parents/carers who are then invited in to discuss the contents. The file will not be handed directly to the parent/carer without an explanatory meeting taking place.



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## Staff Records and Access

We keep records relating to each staff member and students work at Peter's Patch. This information is kept in an individual file in a lockable filing cabinet in the office. Individuals may request to see their record at any time. The access to records policy previously outlined will be used for this purpose.

## Other Records

Some parents sometimes share information about themselves with other parents as well as staff; the setting cannot be held responsible if information is shared beyond those parents whom the person has 'confided' in.



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## Other Records

Information shared between parents in a discussion or training group is usually bound by a shared agreement that the information is confidential to the group and not discussed outside of it.

Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.

When students are observing in the setting, they are advised of our confidentiality policy and required to respect it.

Confidentiality is also covered in the employee handbook and confidentiality agreement signed by all staff and volunteers.

Update: 01/02/2021



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## Accidents

### Prevention, Reporting, Recording and Notification

We aim to make all children, parents and staff aware of health and safety issues and to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment.

### Prevention

Risk assessments:

Our Risk assessments include:

- Checking for hazards and risks indoors and outdoors, in our activities and procedures. Our assessment covers adults and children.
- Deciding which areas need attention.
- Developing an action, the person responsible for the action.
- The member of staff responsible for health and safety undertake regular training in risk assessments.

All members of staff must report faulty equipment to their supervisor, who will inform management.



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## Reporting

All members of staff must inform faulty / broken equipment to their supervisor, who will inform management. Broken equipment will be thrown in the bin and faulty equipment will be fixed if possible if not able to be fixed then it will be discarded.

All members of staff must inform management of all accidents and complete the relevant accident form. This should be shown to and signed by the parent before being brought to the office and placed in the child's folder.

A report to RIDDOR must take place within 10 days of an accident occurring in the following categories:

- accidents resulting in the death of any person
- accidents resulting in specified injuries to workers or children
- non-fatal accidents requiring hospital treatment to workers or children
- dangerous occurrences





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The responsible person must notify the enforcing authority without delay, in accordance with the reporting procedure. This is most easily done by reporting online. Alternatively, for fatal accidents or accidents resulting in specified injuries to workers only, you can phone 0345 300 9923. If you are in doubt if an accident needs to be reported please refer to the RIDDOR website.

### Recording

An accident book must be completed by the member of staff who witnessed the accident; this must be signed and dated by the staff members and the shown to the parents to sign when they are collecting their child.

### Notification

Staff must notify management of all accidents and contact parents if required. Parents will be contacted if management feel it is necessary, usually only when a serious accident has happened, or the child is very anxious.

Updated: 18/3/2021



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## Administration of Medication

THIS POLICY HAS BEEN WRITTEN TO PROTECT CHILDREN AND STAFF IN THE ADMINISTRATION OF MEDICINES WHILST IN THE CARE OF PETER'S PATCH DAY NURSERY.

The statutory guidance to which providers should have regard states:

Providers should ask parents about the medicines that their child needs to take and provide details of any changes to the prescription or the support required.

If the administration of prescription medicines requires technical/medical knowledge, then individual training should be provided for staff from a qualified health professional.

Medicines should not be administered unless they have been prescribed for that child by a doctor, dentist, nurse, or pharmacist.

Non-prescription medication e.g., Calpol or teething gel may be administered, but only with the prior written consent of the parent and only when there is a health reason to do so.

Nursery Nurses will enquire about all children's well being at the start of each session and record this in daily record books and on the white boards situated in each room area.



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## Administration of Medication

Supervisors will find out the following information and record it on the administration of Medicine recording sheet:

### Obtaining Consent

- When, how much and why a child has had medicine before attending Peter's Patch.
- Record details of any dosage given when it was given and the amount of the dose.
- Record the date, Childs name, DOB, Parents name.
- Ask parents to stipulate medication and the amount required and sign the consent.

### Administrating Medicine

Two Nursery Nurses are required for the administration of medicines. One Nursery Nurse stays with the child while the Supervisor collects the medicine and administers it.



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## Administration of Medication

Contact the parent by telephone prior to administering any medication.  
(not required for prescribed medication such as antibiotics all other procedures remain unchanged)

- Check the expiry date for the medicine has not elapsed.
- Two Nursery nurses check the identity of the child, record and sign the record sheet.
- Administer the medication.
- If a child is reluctant to take the medicine, or is immediately sick following administration, this should be noted on the records and the parents informed.
- Close observation / recording of child's temperature (where appropriate) should be undertaken on  $\frac{1}{2}$  hourly intervals throughout the child's session.
- The parent should be informed of any deterioration in condition and asked to collect the child in accordance with the infection control sheets.

If your child's rash is not linked to a fever or any other symptoms he can probably go to nursery. So, if he has slapped cheek disease he can go to nursery if he is feeling well.



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## Administration of Medication

### In case of emergency

Calpol may be given in for aches and pains or when a child develops a high temperature whilst at nursery and a consent form has not been signed. Nursery Manager/Deputy or Supervisor must ring to inform parents of the situation.

- Gain written consent where possible.
- If written consent cannot be achieved the Manager may take verbal consent in extreme circumstances.
- The manager must obtain written consent when the child is collected at the end of their session.



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## Administration of Medication

Following items should also apply:

Storage of antibiotics. Children's antibiotics are stored in the fridge, labelled with the child's name and d.o.b. The procedure for the storage of self - held medication such as inhalers is to be kept in the child's room in the high cupboard at all times.

Storage of children's sun creams, lotions and nappy creams are within the changing area labelled and named for each child.

Staff medication is stored in the office where children do not have access.

### Records

Children's records are completed and remain in the child's room under the supervision of supervisors until completion by the end of the session.

Updated: 01/02/2021



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## Admissions

### Principles

All children who register with us will be given equal rights with regard to admissions regardless of their race, religion, disability, language, sexual orientation and gender.

### Statement of Intent

It is our intention to make Peter's Patch accessible to all children and families. We strive to have a multicultural setting and encourage families from all backgrounds. We will celebrate festivals from all cultures and incorporate this into our menus by having different foods from around the world.



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## Procedures

We aim to achieve this policy by:

- Ensuring the nursery is advertised in places accessible to all sections of the community.
- Making our Equal Opportunities policy known and accessible.
- Admitting our Pre-school children according to the set criteria.
- Admitting the children according to our registration between the ages of 0-12.
- To secure a place for your child we will hand out a registration form which will include fees (Daycare only), medical information and permission slips etc. Then we will send out a letter to confirm the place for your child once the registration fee has been received.
- When the nursery reaches its daily number of children we will put names onto a waiting list. Preference will be given to siblings of those already attending, on a first come basis depending on the needs of the family.
- We welcome visits at any time ( Temporarily suspended due to COVID-19).





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## Procedures

Peter's Patch is committed to ensuring that it fulfils its obligations to operate fairly, justly and in accordance with the laws. In particular, no family or potential family shall be discriminated against on grounds of gender, race or disability. Peter's Patch extends the concept of equal opportunity to include discrimination on grounds of religious or political beliefs or sexual orientation.

## Admissions Criteria

A timetable of pre-school admissions procedures setting out the dates by which an application is to be submitted is available at [www.eani.org.uk/admissions](http://www.eani.org.uk/admissions) under 'Pre-School Admissions'. During the admissions procedure when applying the criteria punctual applications will be considered before late applications are considered.



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## Admissions Criteria

The application procedure opens at the start of January each year at 12noon (GMT) and an application submitted by the closing date at the end of January at 12noon (GMT) will be treated as a punctual application. An application received after 12noon (GMT) at the end of January will be treated as a late application.

As the pre-school admissions procedure is in two stages the timetable also specifies the relevant dates at Stage 2 which will determine if an application is to be considered as punctual or late.

Funded places can only be considered for children in their pre-school year born between relevant dates.

In the event of oversubscription, the following criteria will be applied in the order set down:

1. Children from socially disadvantaged circumstances who were born between relevant dates set in place.
2. Other children born between relevant dates set in place.



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## Procedures

### Note:

Children from 'socially disadvantaged circumstances' means a child whose parent is in receipt of (i) Income Support, or (ii) Income-based Jobseeker's Allowance, or (iii) an award of Income Support which has been converted into an Employment and Support Allowance and the level of benefit remains the same, or (iv) Universal Credit.

When parents apply for places for their child on this basis they must provide Benefit Verification to confirm that they are in receipt of a qualifying payment. This should be provided to the Pre-School of first preference and the application procedure for Pre-School will outline how this can be submitted.

### Sub-Criteria

If oversubscribed in any of the above criteria 1-2, the following sub-criteria will be applied in the order set down:

- (a) Children who are currently attending Peter's Patch Day Nursery.
- (b) Children whose parent's home is the closest to the nursery as measured by walking distance, using Google Maps.

The remaining places will be allocated on the basis of the initial letter of the surname (as entered on the Birth Certificate) in the order set down below:-

ADGJLKHFSZCBMN VXQETUOPIYRW



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## Sub-Criteria

This order was determined by a randomised selection of the letters of the alphabet. In the event of surnames beginning with the same initial letter the subsequent letters of the surname will be used in alphabetical order. In the event of two identical surnames the alphabetical order of the initials of the forenames will be used.

## Duty to Verify

The Management Committee reserves the right to require such supplementary evidence as it may determine to support or verify information on any application form.

If the requested evidence is not provided to the Management Committee by the deadline given, this will result in the withdrawal of an offer of a place. Similarly, if information is supplied which appears to be false or misleading in any material way, the offer of a place will be withdrawn.

## Waiting List

The Waiting List is available directly from the office.

Updated: 15/02/2021



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## Aims & Objectives

It is the objective of Peter's Patch to provide the highest standards of care and education for all the children.

Peter's Patch aims to provide a friendly, clean, comfortable and safe environment which the children will find stimulating and challenging, and where enjoyment and fun are linked with discovery and learning. Staff are sensitive and responsive to the individual needs of each child.

To meet the above needs Peter's Patch are committed to:

- Deliver a service of the highest standards that will develop and improve each child's quality of life.
- Respect each child as an individual taking into account their appropriate needs.
- Ensuring that our service is in accordance with the latest Standards for Care.
- Ensuring that our staff are selected, trained and supervised to meet the needs of the children in their care.
- Ensuring that the children are in the care of staff who are fully checked according to the Law.
- Ensuring that all staff have access to further training.
- Manage our services efficiently and effectively.
- Value partnerships with parents/carers.



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## Allegations and Complaints Policy: Against Staff, Students or Volunteers

Staff in the provision are privileged to be able to work closely with children and their families forming warm and caring relationships. However, because of the nature of their work staff are also vulnerable to allegations or complaints. Gateway / Social services will be informed of any allegations of abuse against a staff member, student or volunteer.

From the outset the Peters Patch Day Nursery will:

- Require all staff, students and volunteers to complete an Access NI Certificate and Social services check.
- When appointing staff take up references, including the candidate's last employer and we will question gaps in employment history.
- Encourage an open door ethos to enable staff to talk to managers if they have concerns about the conduct of any of their colleagues.
- All staff need to be aware that it is a disciplinary offence not to report concerns about a colleague that could put a child at risk.
- All staff will have access to Child Protection training.



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- For their part staff need to avoid situations that may lead to allegations being made against them. This will be done by:
  - Any injuries sustained to a child in our care will be recorded on an accident form with signatures from witnesses and parents.
- If a child arrives with a prior injury this will be recorded on an incident form with parent's explanation, staff response and signature from parents and staff member.
- Situations where 1 adult will be left in sole charge of a child or children will be avoided, and in extreme circumstances that person must inform another member of staff of their intentions.
- Staff, student and volunteers will be encouraged to avoid rough physical play with children and contact sports such as football will be adequately supervised at all times. This will avoid the situation of persons causing accidental injury to a child.
- Staff will encourage children wherever possible to carry out personal tasks independently.
- All allegations made by a child or adult will be recorded, including if any action is taken. Signatures will be sought from any witnesses to the incident.



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## Reporting Procedure

If anyone makes an allegation of abuse against a member of staff, the Designated Persons, Natasha Ferson & the management team must be informed immediately and will contact;

Nikki McAleese 028 44513807 they will assess whether the allegation reaches the threshold for referral to Police/Social Services and advise accordingly regarding further action to be taken in respect of the child and member of staff.

- Management will complete the appropriate form for recording allegations and complaints made against staff.
- Management will not discuss the allegation with the member of staff concerned, unless advised to do so by Social Services.
- If Social Services and/or the police decide to carry out an investigation it may be possible that Social services will advise the suspension of the member of staff whilst enquiries are carried out.
- Peters Patch Day Nursery will not carry on an independent investigation unless Social Services or the police decide that it is not appropriate for them to do so.

It is understood that Social services may wish to undertake further investigations.

Updated: 01/02/2021





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## Anti-Bullying Policy

### Ethos

It is the objective of Peter's Patch to provide the highest standards of care and education for all the children.

Peter's Patch aims to provide a friendly, clean, comfortable and safe environment which the children will find stimulating and challenging, and where enjoyment and fun are linked with discovery through 'In the moment planning' an approach where early years settings plan a topic spontaneously based on what a child is interested in and learning through 'The Curiosity Approach' which focuses on natural resources.

### Mission Statement

We believe that every person has the right to expect an environment which:

- Is safe and caring.
- Provides challenges but is non-threatening.
- Encourages everyone to feel secure.
- Values opinions.
- Shows an awareness of each persons individual needs and attempts to meet them.



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### Through our Aims we hope to:

- Create a safe, happy and secure environment for all.
- To prevent, reduce and eradicate bullying in any form.
- To have a consistent approach for dealing with incidents of bullying.
- To ensure that all staff members are aware of this policy.

### What is Bullying?

Bullying affects lots of people and can happen anywhere: at school, travelling to and from school, in sporting teams, in friendship or family groups or in the workplace.

There is no legal definition of bullying. But it is usually defined as repeated behaviour which is intended to hurt someone either emotionally or physically, and is often aimed at certain people because of their race, religion, gender or sexual orientation or any other aspect such as appearance or disability.

### Bullying can take many forms including:

- Physical assault.
- Social bullying.
- Threatening behaviour.
- Name calling.
- Cyberbullying.



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Peter's Patch Day Nursery believes that bullying is action taken by one or more children or one or more adults with the deliberate intention of hurting a child, either physically or emotionally. All bullying is unacceptable. Peter's Patch recognises the harmful effects of bullying and will work towards preventing it.

Bullying damages individual children and adults. We therefore do all we can to prevent it. As a company we will produce a safe, secure environment where all children can learn without anxiety, and adults can come to work without feeling anxious.

### Action to Reduce Bullying

If a child or adult is being bullied, we will listen to them in an appropriate area and every effort will be made to establish the facts. Action will be taken to address his/her concerns, and to ensure that there is no reoccurrence of bullying. If a child or adult is accused of bullying, they will be listened to in a suitable area and efforts will be made to collect all of the facts. He/she will be informed of the actions that could be and will be taken by Peter's Patch Day Nursery.

As a company we will produce a consistent response to any incidents of bullying which may occur within our nursery. We will make all those connected with the company aware of our opposition to bullying and make clear each person's responsibilities with regard to eliminating bullying from our services.



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### Staff in Peter's Patch will:

- Take all reports of bullying seriously.
- Log all incidents.
- Communicate with all concerned, in line with procedures.
- Participate in training.
- Acknowledge appropriate behaviour.

### Children will be taught and encouraged to:

- Report all incidents of bullying even if it does not involve them personally.
- Respect and support peers.
- Adhere to and promote our Positive Behaviour policy.
- Adhere to and promote our Anti-Bullying policy.
- Be aware that respect should be shown to all children and adults and that sanctions will be imposed if this is not adhered to.

### Parents are asked and encouraged to:

- Promote good behaviour.
- Report any concerns or incidents to management.
- Actively support the positive behaviour and Anti-bullying policies.
- Be responsible for their child's behaviour outside of our setting.



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### Monitoring and Evaluation

- In order to assess the effectiveness of this policy, staff will measure reported incidents over a given period of time.
- Through meetings staff will be asked for their opinions on how they feel the policy is working and what changes could be made.
- Through curricular activities, it is hoped that staff will be able to measure more directly how it has affected our children.
- The use of children and parent questionnaires will provide a means of consultation and assessment of impact.

### Guidelines for Parents, Children and Staff

#### Parents

- Parents should stress the importance of good social behaviour to their children.
- Report any concerns to management.
- Actively support our Anti-Bullying policy.
- Discuss with their child the importance of good behaviour in our setting.



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### What Signs Should Parents Look For?

#### If your child:

- Does not want to attend.
- Has damaged or lost clothing possessions.
- Is quieter than usual, withdrawn or distressed.
- Sleeps badly or cries at night.
- Stops eating.
- Has unexplained bruises.

#### What Staff will do:

- We will employ the most appropriate of a range of strategies e.g. the no blame approach.
- We will take the issue seriously and deal with the concerns.
- All events will be recorded in writing.
- Staff will record discussions with both parties.
- Parents of the child/children involved will be contacted.
- Time to investigate and will make an appointment to discuss their findings with you.



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### Staff

- Staff will have a good communication with each other.
- Behaviour management will be as positive as possible.
- Responsible behaviour strategies and preventative strategies will be put in place and discussed with the children i.e. during circle time.
- Self-respect and self-esteem will be promoted at all times.

Updated: 10/02/2021



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## Biting Policy

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

Evidence suggests that up to a quarter of all very young children will bite others at some stage. We understand that this is a difficult situation for parents whether it is your child that has been bitten or your child that has been responsible for biting others.

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





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

### Why does biting happen?

Whilst biting is more common at nursery or in other group situations than at home, a biting incident is not a negative reflection on the biter, the staff or the nursery. We have very clear behavioural expectations at the nursery and children are expected and encouraged to share, wait their turn, be respectful and play happily together.

However, very young children often do not have the coping mechanisms, nor the self-regulation skills which adults and older children have that help us to diffuse and express our emotions in socially acceptable ways. Young children may resort to hair pulling, hitting and biting which is upsetting for us, but at the same time, developmentally normal.



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## The most common reasons for biting are:

### Teething and Painful Gums -

Swelling gums can be painful and cause discomfort; this can be relieved by biting or chewing.

### Physical Exploration -

Babies and young children explore the world around them using their senses and young children do not always know the difference between gnawing on a toy and biting someone.

### Seeking Attention -

When children are in situations where they feel they are not receiving enough attention, biting is a quick way of becoming the centre of attention.

### Expressions of Frustration -

Children can be frustrated by a number of things, such as wanting to be independent and doing things for themselves. Unfortunately, they do not have the vocabulary to express themselves clearly and this can sometimes lead to biting as a way of dealing with the frustration.



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## What is our Procedure following a Biting Incident?

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

Once we have identified the possible trigger for the biting incident, we will then make changes to reduce or remove the cause. For example, we may buy duplicates of favourite toys to prevent disputes. We may encourage a biting child to take part in activities which help release frustration such as outdoor play or other physical activities. In certain exceptional circumstances we may also consider moving the biting or bitten child to another playroom, where such an action does not adversely impact the care of either child. This is very much a last resort and will only be considered if evidence suggests a positive outcome for both children.



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In brief, our procedure in the event of a biting incident is as follows:

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



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

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

Please remember that staff cannot give you any information about any other children in the nursery, and cannot disclose who has bitten your child or who your child has bitten. Very young children do not bite maliciously, they bite because they don't know how else to act or react.



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Whilst most parents/carers understand this, there are cases in which parents/carers of the bitten child are naturally very angry about the incident. Conversely, the parents/carers of a child who bites feel very upset and sometimes guilty about the situation. Revealing identities in these emotionally charged circumstances would be unfair and serve no real purpose.

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

If a child's re-occurring behaviour, such as biting, is having a negative impact on their experience at nursery, we will work closely with all involved to attempt to resolve these issues. The nursery is well trained and resourced in the areas of behaviour management and special needs, and we can also draw upon external expertise to inform our options.

Overall, it is important that all parties involved work closely together. Each case will be different, as will the resolution. Please feel free to arrange time to talk with your child's keyworker or management.

Updated: 01/02/2021



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## Care In The Sun

Young children need special care when they are in the sun. They love playing outdoors, but they are not aware of how the sun can damage their skin. So as adults it is important that we take precautions for them. Getting sunburnt as a child leads to greater risk of skin cancer in later life, but the good news is that sun damage can be avoided. Experts believe that four out of every five cases of skin cancer are preventable. It is important that children, especially young children, are given the protection they deserve.

Sun Know How  
Health Education Authority 1998

### Our Aims:

- To protect children while they are in our care at nursery.
- To help work in partnership with parents to protect children at other times.
- To help children understand the importance of keeping themselves safe in the sun.

### How Aims are to be Achieved:

- Staff to educate themselves about the risks of sunburn.
- Staff to provide protective care over the summer months between April and September.
- Staff to take particular care when children are outside during the hottest part of the day between 11 a.m. and 3 p.m.



## Peter's Patch

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During this period children should:

- Wear hats
- Wear clothing covering shoulders and arms
- Only be outside for limited periods, when it is sunny
- Wear appropriate sunscreen
- Provide shady areas in the playground.

Parents will be informed about the nursery policy and be encouraged to keep their safe in the sun through:

- Informal information from staff
- Appropriate use of sunscreen
- Appropriate eye protection with a brimmed hat and ideally sunglasses with UV filters

At the beginning of the summer term staff will explain to children about the need to keep safe in the sun and how to do this.

Updated: 01/02/2021





Peter's Patch  
Forest School - Day Care - After School Club

## CCTV Policy

Peter's Patch is securely monitored by a CCTV surveillance system. It reassures parents that their children are in a safe environment. It also acts as a deterrent against unauthorised people, vandals, break-ins after hours and anti-social behaviour in the vicinity of the nursery.

The use of CCTV located throughout our nursery and the associated images are covered by 'The General Data Protection Regulation (GDPR) 2018'. According to (GDPR) every organisation that processes personal information must pay a fee to the Information Commissions Office unless they are exempt. Peter's Patch is registered and complies with the Information Commissioners Office CCTV Code of Practice to ensure it is used responsibly.

The way we capture, and handle CCTV footage will fit the new guidelines.



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## CCTV Policy

### Recording

Digital recordings are monitored 24 hours a day.

### Access

Viewing of the recorded images of CCTV will be restricted to the Managers within the office and to staff or appropriate persons who need to have access to the system.

Updated: 01/02/2021



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## Child Photograph Policy

We will have the opportunity to take photographs of your child engaged in activities and/or events whilst they are at nursery.

My Nursery pal is an app that will enable you to access these photographs through your own account and password.

We appreciate that this is a matter of personal preference and that there are certain guidelines we must follow (including compliance with the Data Protection Act 2018). We assure you that we will exercise the utmost care in using any photographs and it is not our intention to use them as part of our prospectus, website or any other marketing materials, without additional consent.

Updated: 01/02/2021



Peter's Patch  
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## Child Protection - Policies and Procedures

Peter's Patch complies with the procedures approved by the Area Child Protection Committee. We intend to create in our nursery an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to.

In order to achieve this we will:

Exclude known abusers

All applicants for work within the nursery, whether voluntary or paid, will be interviewed before an appointment is made and will be asked to provide at least two references and have a police check before coming into work.

All such references will be followed up.

In the case of applicants with unexplained gaps in their employment history, or who have moved rapidly from one job to another, explanations will be sought.



## Peter's Patch

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All appointments, both paid and voluntary, will be subject to a probationary period and will not be confirmed unless the nursery is confident that the applicant can be safely entrusted with children.

### Seek and Supply Training

We will seek out training opportunities for all adults involved in the group to ensure that they recognise the symptoms of possible physical abuse, neglect, emotional abuse and sexual abuse.

Prevent abuse by means of good practice.

Adults who are not employed by the nursery, e.g. students, will not take children unaccompanied to the toilet.

The layout of the playroom will permit constant supervision of all children.

### Keep Records

Whenever worrying changes are observed in a child's behaviour, physical condition or appearance, a specific and confidential record will be set up, separate from the usual on-going records of children's progress and development.



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The record will include, in addition to the name, address and age of the child: timed and dated observations, describing objectively the child's behaviour/appearance, without comment or interpretation:

Peter's Patch will where possible, record the exact words spoken by the child; the dated name and signature of the recorder. Such records will be kept in a separate file and will not be accessible to people other than nursery management.

### Liaise with other Bodies

The nursery operates in accordance with guidelines laid down by the Registering authority. Confidential records kept on children about whom the nursery is anxious will be shared with Social Services. We will pass on concerns without judgement on what is adequate and inadequate in explanation and if in doubt-pass on also.

The group will maintain ongoing contact with the registering authority, together with names, addresses and telephone numbers of individual social workers, to ensure that it would be easy, in any emergency, for the nursery and the Social Services Department to work well together.

Records will also be kept of the local N.S.P.C.C. contact, or other contact(s) as appropriate.



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### Support families

The nursery will take every step in its power to build up trusting and supportive relationships between families and staff and volunteers in the group. Where a child protection issue is suspected, the nursery will continue to welcome the child and family while investigations proceed.

#### We Will:

- Ensure all our staff/ students have undergone the appropriate background checks.
- Ensure all our staff are familiar with child protection procedures and have a clear understanding of the action which must be taken where abuse or neglect are suspected.
- Make sure all staff have undergone appropriate training and are familiar with various signs and symptoms of abuse.
- Provide up to date training.
- Ensure all children are collected only by those adults listed in our records.
- Provide a safe and secure environment through appropriate security systems.
- Provide activities which will help children acquire the skills and confidence needed to protect them.

Staff in Peter's Patch will not ignore any child protection issues, the children's needs and welfare are paramount, and therefore it is imperative that we care, protect and act when necessary.



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## Physical Abuse

### Domestic and Sexual Violence and Abuse

The Stopping Domestic and Sexual Violence and Abuse in Northern Ireland Seven Year Strategy (2016) defines domestic and sexual violence and abuse as follows:

#### Domestic Violence and Abuse:

'Threatening, controlling, coercive behaviour, violence or abuse (psychological, virtual, physical, verbal, sexual, financial or emotional) incited on anyone irrespective of age, ethnicity, religion, gender identity, sexual orientation or any form of disability by a current or former intimate partner or family member'.

#### Sexual Violence and Abuse:

'Any behaviour (physical, psychological, verbal, virtual/online) perceived to be of a sexual nature which is controlling, coercive, exploitive, harmful, or unwanted that is incited on.

Anyone (irrespective of age, ethnicity, religion, gender, gender identity, sexual orientation or any form of disability)'





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## Physical Abuse

### Types of Domestic Abuse

Domestic abuse is any type of controlling, bullying, threatening or violent behaviour between people in a relationship. It can seriously harm children and young people and witnessing domestic abuse is Child Abuse. It's important to remember domestic abuse:

- Can happen inside or outside the home
- Can happen over the phone, on the internet and on social networking sites
- Can happen in any relationship and can continue even after the relationship has ended
- Both men and women can be abused or abusers



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## Physical Abuse

### Signs of Domestic Abuse

It can be difficult to tell if domestic abuse is happening and those carrying out the abuse can act very differently when other people are around. Children and young people might also feel frightened and confused, keeping the abuse to themselves.

Signs that a child has witnessed domestic abuse can include:

- Aggression or bullying
- Anti-social behaviour, e.g. vandalism
- Anxiety, depression or suicidal thoughts
- Attention seeking
- Bed-wetting, nightmares or insomnia
- Constant or regular sickness, like colds, headaches and mouth ulcers
- Eating disorders
- Problems in school or trouble learning
- Tantrums
- Withdrawal
- Drug or alcohol use (older children)

Our priority is to ensure the abuse stops and that children have a safe and stable environment to grow up in.



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## Physical Abuse

### Safeguarding procedures relating to Domestic Abuse

- Listen carefully to what the child is saying. Ask open ended questions
- Let them know they've done the right thing by telling you
- Tell them it's not their fault
- Say you'll take them seriously
- Do not confront the alleged abuser
- Explain what you will do next
- Record and report what the child has told you as soon as possible to the Designated Child Protection Officer and to Gateway Team



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## Physical Abuse

### Psychological and emotional abuse

Some level of emotional abuse is present in all types of abuse or neglect, though it may also appear alone. It is the persistent mistreatment of a child that has a severe and negative impact on their emotional development. Emotional abuse may also be perpetrated by other young people through serious bullying and cyber-bullying.

- Overprotection – preventing someone accessing educational and social opportunities and seeing friends
- Intimidation, coercion, harassment, use of threats, humiliation, bullying, swearing or verbal abuse
- Conveying feeling of worthlessness, inadequacy or that a child is unloved
- Threats of harm or abandonment
- Placing inappropriate expectations on children
- Witnessing or hearing the abuse or ill-treatment of others (including domestic violence)



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## Physical Abuse

Possible indicators of emotional abuse;

- Concerning interactions between parents or carers and the child (e.g. overly critical or lack of affection)
- Lack of self-confidence or self-esteem
- Sudden speech disorders
- Self-harm or eating disorders
- Lack of empathy shown to others (including cruelty to animals)
- Drug, alcohol or other substance misuse
- Change of appetite, weight loss/gain
- Signs of distress: tearfulness, anger



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## Neglect

### Types of neglect

Neglect is found to be a factor in 60 per cent of child deaths that are investigated through Serious Case Reviews. However, even though it is often suspected by those who work with children, it is under-reported. Neglect is a persistent failure to meet basic needs (physical or emotional) and it leads to serious harm to the health or development of a child.

- Failing to provide adequate shelter, clothing or food
- Failing to protect a child from harm or danger
- Failing to ensure that a child is supervised appropriately
- Failing to access medical care or treatment for a child when it is needed.

### Possible indicators of neglect;

- Excessive hunger
- Inadequate or insufficient clothing
- Poor personal or dental hygiene
- Untreated medical issues
- Changes in weight or being excessively under or overweight
- Low self-esteem, attachment issues, depression or self-harm
- Poor relationships with peers
- Self-soothing behaviours that may not be age-appropriate (e.g. rocking, hair-twisting, thumb-sucking)



## Peter's Patch

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Peter's Patch will keep improving practice by;

- Keeping records of discussions and meetings and build a chronology that can help to identify parenting capacity over time
- Don't accept presenting behaviour as fact: seek evidence to make sure that you get a balanced view of what is happening
- Challenge the views of staff: being overly optimistic of what parents can achieve means that support is offered too late
- Be child-focused: keep the child at the centre of planning and information gathering and always seek and record their perspectives

A parent's or carer's behaviour can make it difficult for us to recognise abuse or neglect at an early enough stage or delay reporting it.

Disguised compliance involves care-givers presenting an appearance of being co-operative and supportive in order to avoid scrutiny, suspicion or concern.



## Peter's Patch

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These behaviours may include;

- Doing 'just enough'
- Hard to engage
- Being critical of other professionals
- Giving accounts that are different to a child's
- Dominating discussions
- Misdirecting

### Bullying

This is the repeated verbal, physical, social or psychological aggressive behaviour that can be caused by one person, or a group of people to a less powerful person or group of people.

The signs and symptoms include;

- Withdrawal.
- Reluctance to be with certain individuals.
- Unexplained injuries.
- Loss of valuables.
- Aggressive towards others.
- Being afraid to voice opinion.
- Lowering of confidence and self esteem.
- Tearfulness.

Bullying can occur by other children, or by adults.





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## Discriminatory Abuse

This occurs when individuals are not treated equally in line with legislation, their values, beliefs and cultures are ignored.

Signs and symptoms are:

- Poor care and support that does not meet the individual's needs.
- Verbal abuse.
- Disrespect towards the individual.
- Exclusion from activities and services.

### Fabricated or Induced Illness

This form of child abuse is quite rare, however it is still serious, it occurs when a parent or carer (often it is most likely the child's biological mother) exaggerates or deliberately causes the symptoms of illness in the child.

Signs and symptoms include:

- The child's parent/s attempting to persuade healthcare professionals that their child is ill when it is evident that they are perfectly healthy.
- Lying or exaggerating symptom's.
- Manipulating test results - such as putting sugar into the child's urine test to suggest that they have diabetes.
- Deliberately inducing symptoms, such as poisoning a child.



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## Female Genital Mutilation (FGM)

FGM is the partial or total removal of female genitalia, through cutting, injuring or changing when there is no medical reason to do so. It is usually carried out on young girls between infancy and the age of 15, most commonly before the onset of puberty. It is illegal in the UK.

Signs and symptoms include;

- Difficulties with urination.
- Constant pain.
- Incontinence.
- Frequent vaginal, pelvic or urinary infections.
- Menstrual problems.
- Discomfort when sitting or standing.
- Appearing anxious and depressed.
- Reluctant to undergo medical examinations.
- Unusual absence from school or college.



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## Modern slavery

This type of abuse includes slavery, sex trafficking and forced labour.  
The signs and symptoms include;

- Signs of physical and emotional abuse.
- Rarely allowed to travel alone.
- Appearing to be under the control of someone else.
- Few or no personal belongings.
- Hesitation when speaking with strangers.
- Not being registered with a school or a GP practice.
- Reluctant or can't share personal information or where they live.
- Orphaned or living apart from their family.

### Useful contact numbers for Parents and Children

Relate 0300 003 0396

National Domestic Violence Helpline 0808 2000 247

Childline 0800 1111



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## Reporting concerns-

Concerns about possible abuse are reported to our Designated Officers Natasha Ferson, Lyn Sloan, Amy Cousins, Victoria Savage, Nicola Gregory and Nicole Williams and in turn they will follow the procedures and inform social services.

If a child makes a disclosure to a member of staff or a member of staff has concerns about suspected child abuse, they must act promptly, staff should not investigate, this is a matter for Social Services. Instead, record fully all details as accurate as possible everything they have been told, heard and seen stating facts not opinions, contact one of the designated officers immediately who will carry out the correct procedures. This information should never be disclosed to another of member of staff it must always be treated with full confidentiality and only people who need to know will know.



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## Complaints about Staff:

If there is a complaint made about suspected child abuse against a member of staff, the procedure listed above will apply. This should be reported immediately, however if the complaint is about one of the designated persons, the concerns should be made to the other designated person who will carry out the procedure outlined. Where a matter is referred to social services the member of staff may be subject to precautionary measures i.e. pending an investigation by social services.

Please note that information given to members of staff about possible child abuse cannot be held in confidence, to ensure the safety of the child, staff have an obligation morally and legally to share this information with other professionals. Information is kept in a safe secure place.



Peter's Patch  
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Our Designated Child Protection Officers are:

Natasha Ferson, Nicola Gregory, Nicole Williams, Victoria Savage and  
Judith Reid



Contact Details:

Telephone Number: 02892 028 92688005

Email: [peters-patchdaynursery@live.co.uk](mailto:peters-patchdaynursery@live.co.uk)



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The procedure for reporting a suspected Child Protection concern.  
Room Supervisor --> Child Protection officer --> Gateway Team

Useful contact numbers:

Designated officers- Natasha, Nicola, Nicole, Victoria and Judith:  
02892 688005

Early Year's Team- Nichola McAleese:  
02844 513807

Gateway Team:  
0300 1000 300

Out of hours - Please contact Northern Ireland Health and Social Care  
(HSC) trusts Gateway Services for Children's Social work emergency  
out of hours:  
028 95049999

P.S.N.I:  
101

Updated: 09/04/2021



Peter's Patch  
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## Drop-off /Collection Policy

It is the aim of Peter's Patch to provide the highest standards of care as the welfare of the children is paramount.

All parents will be asked to bring in a photograph of their child/children as proof of identity for school drop-offs and collections.

All our staff are made fully aware of what each individual child looks like. If any staff are unsure about what a particular child looks like they will need to inform a member of the management team and check the individual child's folder for a photograph.

## Dropping off Children

If any children are attending Breakfast club parents should ensure that their child/children are dropped off at our setting between the hours of 7:30 am and 8:30am. Breakfast is available for all children during this time.

At 8:30am trained staff who are on duty that morning will walk the Primary school children to school according to the child/staff ratio. During the walk to school staff will adhere to the child protection policy with regards to safeguarding children in their care.

Any children who attend primary schools that are further away will be taken to school either in the Peter's Patch bus or the Peter's Patch people carrier. Designated staff will take children to their schools via these methods of transport.





## Peter's Patch

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Any Children who attend nursery are dropped off at Peter's Patch Play-school / Afterschool by the Peter's Patch bus and are then walked down to their nursery for their start time by trained staff who are on duty that morning.

Any children who attend nursery schools that are further away will be taken to school either in the Peter's Patch bus or the Peter's Patch people carrier. Designated staff will take children to their schools via these methods of transport.

### Collection of Children

It is the responsibility of trained staff who are on duty in the afternoon to collect children from the school when they finish. The number of staff present will be according to the child staff ratio which is 1 adult to 8 children. Staff will bring the sheet listing the children they have to collect on it. They also will bring the high-vis shoulder bag which includes a First-Aid kit and any medication any of the children may acquire i.e. An epi pen (For nut allergies)

Any children who attend primary and nursery schools that are further away will be collected from school either in the Peter's Patch bus or the Peter's Patch people carrier. Designated staff will collect children from these schools via these methods of transport.

Please note that children will be taken to outside school activities when pre-arranged with parents and permission has been obtained.

Updated: 01/02/2021



Peter's Patch  
Forest School - Day Care - After School Club

## Complaints Procedures For Parents / Children

If a parent feels that they have cause for complaint they should either speak to a qualified member of staff or the manager or deputy. Where a complaint is made to a staff member, the manager or deputy should be informed immediately. The manager or deputy will respond to any complaint as quickly as possible. They will talk with staff and parents to overcome the problem. Complaints will be recorded and dated in the complaints folder along with the Standard/Outcome that it relates to. The outcome of the investigation will be recorded, along with the action that has been taken. Parents will be informed in writing of the outcome of the investigation and any action taken within 28 days of the original complaint date.

If parents feel that the complaint has not been resolved satisfactorily they are then requested to contact:

Early year's team  
Nichola McAleese 028 44513807



Peter's Patch  
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## Complaints Procedures For Parents

Person Raising The  
Complaint



Speaks To The  
Supervisor / Staff  
Member



Supervisor / Staff  
Member Passes On  
To Management



Management Follows  
Steps In The Complaints  
Register



## Peter's Patch

Forest School - Day Care - After School Club

### Flow Chart on process when a complaint is raised regarding children

Children often do not realise that adults sometimes find it difficult to recognise that they are worried or unhappy about something and unless they tell someone, their worries or concerns may go unaddressed.

Children can also allow a concern that may seem to an adult to be minor, to become far more troublesome and escalate to a perceived level which is then monumental to the child. We should always be mindful of this phenomenon and seek to interact positively with them.

We strive to ensure that there is, at all times, a culture within us which is conducive to encouraging all children to feel able to speak to staff about their worries or concerns.

The following is a guide to the recommended process of dealing with a disclosure by or on behalf of a child which may be a parent, guardian, carer or friend in relation to the severity of the disclosure. Such action must be immediate where possible and all stages outlined within this document 'must' be on the basis of 'as soon as practicable'. The timescales shown should be adhered to and only in exceptional cases may they be breached.



## Peter's Patch

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It should always be remembered that complaints from or concerning a child or young person have become quite serious in the mind of the child or young person long before the complaint is made.

A child or young person cannot feel valued or cared for if he / she have cause for concern. There is no doubt that complaints are almost invariably 'better dealt with at the earliest opportunity' and the outlined procedures should be a last resort.

Note: If the disclosure is of a serious nature which 'demands' referral to the Police or the social services - the referral to these agencies **MUST** take immediacy over the following guidelines. In such cases, adherence to the Child Protection Policy & Procedures must be observed.



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## Timescales

All timescales shown refer to that 'maximum' period that action should commence. Whilst the time taken to address the appropriate action will vary from case to case, every effort should be made to resolve issues as soon as practicable.

Please see below for procedure:

### Chronological Order

- Complete incident form signed & dated by person raising complaint.
- Bullet point on incident sheet by step by step what has happened.
- Include all information i.e. minutes taken, notes & witness statements.
- Letter from management to person raising complaint about what steps have been taken and the procedure followed, stating the outcome also.
- The person raising the complaint must sign to say they have read and are satisfied with the outcome.
- If persons are not satisfied they can contact Early years on 02844 51807
- If persons are still not satisfied they can contact the NI Public Services Ombudsman on 0800343424

Updated: 01/02/2021



Peter's Patch  
Forest School - Day Care - After School Club

## Complaints Procedures for Staff

Peter's Patch Day Nursery aim to provide the highest quality care and education for all our children. We aim to offer a warm welcome to each individual child and family and to provide a caring and stimulating environment within which all children can learn and develop as they play.

We believe children, parents and staff are entitled to expect courtesy and prompt, careful attention to their needs and wishes. Our intention is to work in partnership with parents, staff and the community generally and we welcome suggestions on how to improve our nursery at any time. Our nursery believes that children and parents are entitled to expect courtesy and prompt careful attention to their needs and wishes.

We welcome suggestions on how to improve our nursery and will give prompt and serious attention to any concerns about the running of Peter's Patch day nursery. We anticipate that most concerns will be resolved quickly by an informal approach to the appropriate member of staff. If this does not achieve the desired result: we have a set of procedures for dealing with concerns.



Peter's Patch  
Forest School - Day Care - After School Club

## MAKING CONCERNS KNOWN

- A parent or member of staff who is uneasy about any aspect of the nursery's provision should first of all talk over their worries and anxieties with the room supervisor. This will result in a record of the meeting being written and kept on record you will be asked to sign to say you agree with what has been written and what action is going to take place.
- If this does not have a satisfactory outcome within a couple of weeks, or if the problem recurs, the parent /staff should put the concerns or complaint in writing and request a further meeting with the Nursery management. Both parents/staff can have a friend or partner present if required and an agreed written record of the discussion will be made.
- You can also contact the Early Years team our social worker is Nichola McAleese, 028 44513807.





Peter's Patch  
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## MAKING CONCERNS KNOWN

MOST COMPLAINTS SHOULD BE RESOLVED INFORMALLY AT THIS STAGE

- If parent/staff and Peter's Patch management cannot reach an agreement, it might be helpful to invite an external mediator, one who is acceptable to both parties, to listen to both sides and offer advice. A mediator has no legal powers but can help to clarify the situation.
- The mediator will help define the problem, review the action so far and suggest further ways in which it might be resolved.
- The mediator will keep all discussions confidential. She/he will keep an agreed written record of any meetings that are held or any advice she/he has given.

Updated: 01/02/2021



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## Confidentiality

The nursery has a strict confidentiality policy. We aim to provide a safe environment where parents and staff feel secure that any personal information will be treated in confidence. Information related to children and parents will only be disclosed on a need-to-know basis. Staff will not discuss the children or information to others outside the nursery.

Parents will have access to information regarding their own child. Individual files will be used for each child to ensure confidentiality and will be kept in a secure place without public access. Issues relating to members of staff must only be discussed with the manager.

Updated: 01/02/2021



Peter's Patch  
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## Consent

Peters Patch requires written consent from parents/ carers.

Permission slips that are attached to registration form that parents must sign.

- Walking trips
- Field trips
- School runs
- Visitors
- Photographs
- Clothing/ toileting and nappy changing
- Tooth brushing
- Medical needs
- Administration of Calpol/medinol, piriteze, arnicare cream and plasters and sun cream.
- Observations.

Updated: 01/02/2021



Peter's Patch  
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## Control, Management and Discipline Policy

At Peter's Patch we believe all children need time to develop the ability to control their own lives and make their own choices. Here we give children the opportunity to do this and develop an understanding that actions have consequences. We believe that all approaches to behaviour management are done in a positive manner and consistent with our children reaching this goal.

We do not believe that there should be any form of punishment practiced, either in the form of smacking, slapping or shaking a child, or anything that humiliates the child or attacks their sense of self, or deprives the child. We also do not feel that time out is a generally effective way to manage a child's behaviour so do not implement this. In circumstances where a parent feels like it is something that they feel they want to use we will try it with the parents written consent and with regular consultation with the parents. If we feel like it isn't working we will not pursue it. Shouting or using raised voices in an inappropriate way is not permitted.

Updated: 01/02/2021



Peter's Patch  
Forest School - Day Care - After School Club

## Control, Management and Discipline Policy

In Peter's Patch we continually encourage positive behaviour with all children by creating a positive environment for them to grow, develop in and enjoy. We praise all positive behaviour through our language used with the children daily. All rules set are set equally and fairly for all children.

We encourage our children to respect each other, themselves and all property. We strive to have a friendly, welcoming, caring, home away from home environment where children can be challenged daily through activities and supported throughout their development. If we do have a child who is persistently showing any disruptive behaviour all management of this will be discussed openly with the parents/ carers.

### Our procedure for encouraging positive behaviour

If a child in our care is displaying disruptive behaviour we will start by looking at the life of the child to see if there are any obvious triggers to the behaviour. Changes in their behaviour can indicate changes in their circumstances. We believe that partnership with parents and good observations are a vital to recognising any changes in behaviour and understanding why this might be.



Peter's Patch  
Forest School - Day Care - After School Club

## Control, Management and Discipline Policy

If a child in our care is continually disruptive or displaying unwanted behaviour, we use gentle tones with the child and calming voices, talking to the child and encouraging them to move to another activity. For small children we gently move them and encourage them to play in a different area of the room. We use this distraction method and then explain to them using simple words so that they understand why they have been moved.

The aim of distraction is to take their attention away from whatever is causing the difficulty e.g. if a child wants a toy which another child has we offer an alternative toy instead and encourage them to play in another area of the room. Some of our older children can become disruptive e.g. line up time when coming indoors, and they may need distracted. We encourage our staff to help avoid this by using some engaging and fun, simple ways. Some of things we encourage our staff to do are singing songs and rhymes as they form a line or while waiting on their lunch to be brought to them, playing games of I-Spy. This helps to focus children as they wait and helps to keep their attention through this fun activity.



Peter's Patch  
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## Control, Management and Discipline Policy

Additionally, in Peter's Patch, we offer all our children a quiet space where they can go to, to take time away from the intensity of the daily routine of the room. There is a story corner with soft comfortable flooring where children can sit or lie if they want to spend some time away from busy activities. This is something that helps children remain calm throughout the day and encourages continuous positive behaviour.

It is also a space where the children can go to talk to a staff member away from the rest of the children in the room. If a staff member feels it is necessary for them to have a conversation with the child about their behaviour this can be done here where the child is not the main focus in the room. They are giving the opportunity to talk about their behaviour and how they are feeling. The staff member will work with the child to help them to find a calming activity that will work for them.

If we feel that we have explored all the possible ways to manage disruptive behaviour whilst working with the parents/ carers of the child to ensure there is consistency, we reserve the right to ask the parents to remove their child from the nursery. We strive to only do this where the child poses a danger to themselves or other children in the nursery.



Peter's Patch  
Forest School - Day Care - After School Club

## Control, Management and Discipline Policy

We expect our staff in Peter's Patch to be good examples to our children as they teach them and help them to grow. By positively promoting good behaviour, valuing co-operation and having a caring attitude to each other as staff members and to all our children, we hope to ensure that our children will develop into responsible members of society making positive choices throughout their lives.

It is important to keep in mind that in some cases a change in a child's behaviour may indicate abuse. We ask parents and staff to ALWAYS pass on concerns to a designated person. Be careful though when assessing behaviour. It is important to remain objective. Additionally, it is vital that cultural values are respected and understood, where of course this does not bring harm to the child and others.

Updated: August 2020





Peter's Patch  
Forest School - Day Care - After School Club

## Covid 19 Reassurance Policy

Peter's Patch is responsible for caring for all children including vulnerable children, and the children of key workers critical to the coronavirus (COVID-19) response (subject to change) We will continue to liaise with our local Trust Early Years Social Services Teams and the Education Authority during the current pandemic to agree the provision needed locally to support the needs of our setting. Risks to children, staff and families presented by a global pandemic will be kept to a minimum.

### What is COVID-19?

COVID-19 IS A NEW STRAIN OF CORONAVIRUS THAT HAS NOT BEEN PREVIOUSLY IDENTIFIED IN HUMANS. It was first identified in Wuhan, Hubei Province, China and has caused an outbreak which has spread and still is continuing to do so throughout the world.

COVID-19 VIRUS IS CLOSELY RELATED TO A BAT CORONAVIRUS.

There is so much information currently unknown about this particular virus. A vaccine has been made that protects against COVID-19. This vaccine is given in order of priority to selected persons but as more become available this will change and will be filtered through the community.



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## Covid 19 Reassurance Policy

### How is the virus spread?

Human coronaviruses are spread from someone infected with the virus through contaminated droplets spread by coughing or sneezing, or by contact of contaminated hands, surfaces or objects.

### What are the symptoms?

Infected persons may have a temperature over  $37.8^{\circ}\text{C}$  and a new continuous cough. Symptoms usually start to appear within 5 to 6 days after exposure, although this is not always the case and may be from as early as 2 days until 14 days. Due to this people are being asked to self-isolate for 10 days. Most cases of Covid-19 have been spread from one person to another to whom they have been in contact with. A small number of people may be unaware they already have the virus, their symptoms may not have developed and they could have potentially passed it without realising.

There is clear evidence that there is a very low rate of severe disease in children compared to adults even if they contract the virus. The percentage of symptomatic cases requiring hospitalisation is estimated to be 0.1% for children aged 0-9 and 0.3% among those aged 10-19. Most of these children make a rapid recovery.



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There is also clear evidence from many studies that the great majority of children and teenagers who catch COVID-19 have mild symptoms or no symptoms at all. There is also reasonable evidence that young children have a significantly lower rate of infection than adults (they are less likely to catch it). It is important for parents and for child care workers to accept that no interpersonal activity is without risk of transmission. We at Peter's patch have put safety measures in place to operate safely and effectively with minimum risk to our children and staff.

### How long does the COVID-19 infection last?

If infected it may vary from person to person. In some cases where a person has a mild case it may only be a few days. If a person has an underlying health issue i.e. Asthma (respiratory condition) recovery may take a lot longer and in severe cases can be potentially fatal.

### Distinguishing the difference between COVID-19 and the common cold

If a person is showing symptoms of COVID-19 they may have a new continuous cough, a high temperature and/or loss of taste and smell. If a person has cold like symptoms i.e. runny nose, sore throat, headache, muscle aches, a cough which isn't continuous they do not need to self isolate.



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### What is the difference between COVID-19 and the flu?

COVID-19 and influenza (flu) can be very similar and often but not always display the same symptoms. They both cause a high temperature and respiratory symptoms i.e. coughing. They can range from mild to severe and sometimes can be fatal.

Both viruses are transmitted in the same way through coughing, sneezing, contaminated hands, surfaces and objects. Therefore Peter's Patch adheres to good hygiene practices at all times.

Handwashing - All staff and children to wash hands thoroughly for 20 seconds frequently or after coming into contact with any of the above mentioned and/or use hand sanitiser to rapidly disinfect hands.

Cough into your elbow or sneeze into a tissue and immediately dispose tissue into the bins provided at the sneeze stations located on each floor in our setting.

Both viruses have similar symptoms. The percentage of people with severe and critical disease seems to be higher with COVID-19 than the flu. Whilst most people have mild symptoms, approximately 15% of people have severe infections and 5% require hospitalisation in the Intensive Care Unit.



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Influenza has a shorter incubation time (the time from infection to appearance of symptoms) than COVID-19. This means that the flu can spread faster than COVID-19.

### How long does COVID-19 last on surfaces?

According to the World Health Organisation, it is not certain how long the virus that causes COVID-19 lasts on surfaces, but it seems to show similarities to other coronaviruses. Studies suggest that coronaviruses (including preliminary information on the COVID-19) may stay on surfaces for a few hours or up to several days. This may vary due to temperatures of surfaces or air humidity.

### How is COVID-19 diagnosed?

If diagnosed with COVID-19 evidence of the virus will be in respiratory samples such as swabs from the back of the nose and throat or fluid  
took  
from the lungs.



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## Covid 19 Reassurance Policy

### What is the definition of the term close contact?

The definition of a close contact is a person who has had the following contact with a confirmed case from 2 days before the first day of symptoms and 10 days after:

- Lives in the same household
- Has been within 1 metre of the case and had face-to-face contact including – being coughed on, or having a face-to-face conversation, has had skin-to-skin contact or has been within 2 metres for more than 15 mins or has shared a small enclosed space like a car. Short periods of contact do not therefore present a significant risk to staff or children where face-to-face conversation is avoided.

### How can you prevent the spread of the virus?

- Soap and water and regular handwashing for at least 20 seconds is the best way of staying safe. Handwashing with soap employs mechanical action that loosens bacteria and viruses from the skin, rinsing them into the drain. Drying hands afterwards makes the skin less hospitable to the virus. Hand sanitiser can be effective if soap is not available or the situation makes using soap less feasible (i.e. when outside).



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- If a child displays symptoms of coronavirus (COVID-19), they should not come to the setting, or should be sent home with their parents/carers if symptoms arise during the day. If a child is awaiting collection, they should be moved, if possible, to our designated area where they can be isolated. Staff will clean in line with routine cleaning guidance after this.
- Some children and young people with special educational needs may be unable to follow social distancing guidelines or require personal care support. In these circumstances, staff need to increase their level of self-protection, such as minimising close contact (where appropriate), cleaning frequently touched surfaces and carrying out more frequent handwashing.
- Staff should thoroughly wash their clothes following a day in an educational or childcare setting as they may have come into contact with a contaminated person or area without realising.
- Staff, children, young people and families should be reminded to wash their hands for 20 seconds more frequently than normal, including on arrival at the setting, before and after eating and after sneezing or coughing.



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- Where healthcare and certain personal care support is delivered within our setting (particularly special schools), then additional measures may apply: we will clean and disinfect equipment, toys and surfaces more regularly. This includes keyboards, mouse, tables, chairs, door handles, light switches, bannisters, stair gates etc. A lot of our rooms will have loose parts and natural resources, these will be cleaned daily so our children still have the enjoyment of using these resources.
- Staff will supervise young children to ensure they wash their hands for 20 seconds with soap and water (or hand sanitiser if soap is not available/feasible in the particular situation) and catch coughs and sneezes in tissues. Bins at sneeze stations for tissues are emptied throughout the day.
- We encourage young children to learn and practice these habits through visuals, games, songs and repetition.
- It is fine to wear jewellery as normal, provided handwashing guidance is being followed.





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- Some children and young people with special educational needs and disabilities may require additional support in following public health advice, or may find frequent handwashing distressing. Staff will know where this is likely to be the case, and how they can best support individual children and young people.
- If anyone becomes unwell with a new, continuous cough or a high temperature in the setting they will be sent home and advised to follow the home isolation advice on the PHA website.
- If a member of staff has helped someone who has taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for at least 20 seconds after any contact with someone who is unwell.
- PPE will be worn during nappy changes and disposed off in nappy bin.
- Peter's Patch needs parents/carers the need to follow the advice on coronavirus (COVID-19), including the whole household entering 10 days of self-isolation if anyone in the household develops a fever or a new, continuous cough. Every morning but should be vigilant about signs of a temperature.



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- Staff should dispose of contaminated waste by putting them into a double bag and then into sealed bins provided.
- To prevent cross-contamination parents are advised to only bring in essential items into the setting.
- Parents **MUST** label all their children's belongings.
- Staff to use their own lockers for their personal belongings.
- Interactions between staff is minimised in our staff room. Only 3 members at a time and a distance of 2 metres apart.
- Staff comply with physical distancing in our setting, including parents at drop-off and pick-up times.

## Protection and cleanliness in Peter's Patch

In Peter's Patch good household cleaning duties are carried out to prevent spread of the virus.

All carpets and rugs are cleaned by our professional carpet cleaner regularly leaving them clean and hygienic.



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Staff to disinfect their own lunchbox/items before putting in fridge.  
One toilet and wash hand basin per 10 children over the age of 2 years.  
During COVID-19 babies 0-2 will remain as one pod in small consistent groups.

### Intimate care

The Intimate Care Policy and Guidelines regarding children have been developed to safeguard children and staff. They apply to everyone involved in the intimate care of children.

Intimate care plans have been reviewed in the light of Covid-19 in order to ensure they follow the best possible guidance, they give advice on appropriate PPE e.g. gloves, Aprons, masks or shields, how to follow social distancing measures and spraying changing mats with anti-bacterial spray after every use.

Staff follow the correct procedures in order to maximise their protection and minimise the risks involved.



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We ensure that staff are provided with the equipment, including PPE, necessary to provide intimate care in a safe manner. Taking all reasonable steps to minimise risk, PPE will be worn during nappy changes and disposed off in nappy bin.

Staff should dispose of contaminated waste by putting them into a double bag and then into sealed bins provided.

A staff member should never be behind a closed door alone with a child. All doors must remain open whilst protecting the child's dignity at the same time.

Increase cleaning of surfaces in rooms, including desks and handles, and within toilet blocks and nappy changing rooms, adhering to guidance on cleaning of non-healthcare settings. Flexible timetables will be used for toileting.

Visiting the toilet one after the other with flexible timetables.



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## Covid 19 Reassurance Policy

### How can I protect myself?

The best way to protect yourself is the same as you would against any respiratory infection. Practice good hygiene by:

- Making sure to clean your hands thoroughly for at least 20 seconds with soap and water, or an alcohol-based hand rub.
- Covering your nose and mouth when coughing and sneezing with tissue or a flexed elbow.
- Avoiding close contact with anyone with cold or flu-like Symptoms.
- Making sure you stay home if you are sick.

The scientific advice indicates that educational/daycare staff do not require personal protective equipment – this is needed by medical and care professionals providing specific close contact care or procedures that create airborne risk– such as suctioning and physiotherapy for anyone who has coronavirus (COVID-19) and is displaying symptoms.

If providing this care to someone with the virus and displaying symptoms, PPE is needed and will be supplied by Peter's Patch.



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## Covid 19 Reassurance Policy

The Education Authority can provide emergency supplies to our Pre-school that find themselves short of supplies. The Education Authority will be able to provide either a collection or delivery service if schools need supplies. Individual schools will need to contact the Education Authority's COVID-19 operations centre 8am to 8pm. The number is: 028 38368186.

### What does the term shielding mean?

Shielding is a measure to protect people, including children, who are at very high risk of severe illness from COVID-19 because of certain underlying health conditions. The aim of shielding is to minimise interaction between these individuals and others to protect them from coming into contact with the virus that causes COVID-19. People with these serious underlying health conditions are strongly advised to vigorously follow shielding measures in order to keep themselves safe.



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## Covid 19 Reassurance Policy

What if a parent raises a concern about taking a sick child to their GP or hospital during the pandemic?

The PHA and the Health and Social Care Board (HSCB) are urging parents and caregivers to be vigilant of other childhood illnesses during the COVID-19 pandemic.

While it is essential to be aware of and follow the guidance associated with COVID-19, it is also important to ensure that parents trust their instinct.

Parents should be advised that if a child is unwell and needs medical attention, they should continue to seek help.

While many children will be receiving appropriate care and treatment at home, parents should be advised not to put off bringing their children for medical attention because they are concerned about overloading the service or afraid that their child may come into contact with COVID-19 in a healthcare setting.

Parents should be made aware that robust infection control procedures are in place in Health and Social Care (HSC) settings to reduce the risk of spread of COVID-19.



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## Covid 19 Reassurance Policy

What staff do if a parent contacts the setting to advise that a child who recently attended has been diagnosed with COVID-19?

General interventions may include increased cleaning activity to reduce risk of retention of virus on hard surfaces (including play equipment), and keeping property properly ventilated by opening windows whenever safe and appropriate.

We will remind to parents/caregivers the need to follow the advice on coronavirus (COVID-19), including the whole household entering 10 days of self-isolation if anyone in the household develops a fever or a new, continuous cough or if they have been in contact with anyone who has tested positive for COVID-19.

The Health and Social care board will be informed and the PHA will contact those who have been in contact with anyone who has been infected or close contacts, risk assess the situation and work alongside the contact tracing cell company to take appropriate action. They are advised to follow the staying at home guidance.





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## Covid 19 Reassurance Policy

How can we work in partnership with parents/caregivers to keep them informed?

Parents/caregivers will be a major source of comfort and reassurance to their children. It will be important for Peter's Patch to keep parents/caregivers informed of what our setting is doing to protect their children including how they are preventing the spread of respiratory infections and what parents can do at home (e.g. reinforce hand hygiene and respiratory measures, cleaning and increased reassurance).

Parents/caregivers will be the ones who will make decisions about keeping their children home if they are sick and as such, open and frequent communication to parents will be important in ensuring sick children are not sent to the setting.



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## Covid 19 Reassurance Policy

Establish a plan for sharing information and guidelines with parents/caregivers that includes:

- A system to check with parents/caregivers daily on the status of their children when children are dropped off at the setting.
- Maintaining up-to-date email addresses and home, work, and mobile phone numbers from parents and guardians of children at Peter's Patch so that you can reach them at all times and testing that methods of communication work.
- Providing parents/caregivers with information on COVID-19 symptoms, transmission, prevention, and when to seek medical attention.
- Encouraging parents/caregivers to share the information with their children as appropriate.
- Communicating with parents/caregivers that children should stay at home if they are sick, have been in contact with someone who has tested positive for COVID-19, or if someone in the household has symptoms (cough, fever, shortness of breath).
- Requiring parents to advise the childcare provider if they, their child or any other family member with whom they live or have had contact has tested positive for COVID-19.



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## Covid 19 Reassurance Policy

How do we know the people who have had COVID-19 are no longer infectious?

People with confirmed COVID-19 infection, stay in isolation under the care of medical specialists until they are no longer experiencing symptoms of COVID-19 infection. Before they are released from isolation, they have tests to see if they still have COVID-19 and the specialist care team assesses they are no longer infectious. Once they are discharged, they have a follow up assessment by the medical team to make sure they remain well.

What is the meaning of the term infection control?

Infection control is the name given to policies and procedures intended to prevent the spread of infectious diseases. Everyone in a childcare setting is at risk of spreading infection if they do not take sensible precautions. Those who come into contact with bodily fluids, such as urine, faeces, vomit or sputum, are at most risk. Such substances may contain micro-organisms, such as bacteria and viruses. Also at risk of spreading infection are those involved in food preparation and handling soiled bedding. All bedding will be placed in each child's own drawstring bag and washed at 60 ° C.



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To combat the spread of such diseases, staff will ensure that the environment is kept in a clean and hygienic state and that staff comply with effective hygiene practice.

### Reporting outbreaks of Notifiable Disease

An outbreak is defined as "having two or more children or staff with an infection, caused by the same microorganism, at the same time in the same place". However, a single case of a serious disease may also require an outbreak response, e.g. E. coli O157, diphtheria or measles. We will report as normal to the PHA and the Trust Early Years teams any serious or unusual illness, including:

- Escherichia coli (VTEC) (also called E. coli VTEC or E.coli 0157) infection
- Food poisoning
- Hepatitis
- Measles, mumps, rubella (also called German measles)
- Meningitis
- Tuberculosis
- Typhoid
- Whooping cough (also called pertussis)
- COVID-19



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Outbreaks: If we suspect an outbreak we will contact the Trust Early Years Team.

What additional infection control measures should I be putting in place during the pandemic?

Peter's Patch will promote and facilitate best infection-control practice, including the following:

- Safely using cleaners and disinfectants on surfaces and objects, this includes
- Wearing gloves;
- Ensuring cleaners and disinfectants are used in a manner that does not endanger childcare workers or children in our setting.
- After a child or a staff member uses the toilet, the lid should be put down first, before flushing. Afterwards staff will always wash their own and the child's hands.



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## Covid 19 Reassurance Policy

### Is there a cure or vaccine?

A vaccine has been made that protects against COVID-19. This vaccine is given in order of priority to selected persons but as more become available this will change and will be filtered through the community.

### Our Aim

I know many people will be wondering how Peter's Patch could ever be compatible with social distancing when we focus on child led learning and interaction, together and with the help and guidance from Early Years Organisation, Local Social Services Team, Education Authority and the Local Government we will work towards this whilst taking the welfare of all children into consideration whilst providing the highest standards of care.

1. At an earlier stage of the pandemic it was recommended 12 children in each pod this has now changed, instead we organise children and staff in consistent constituted groups in line with the Department of Health Minimum Standards for Day care.



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## Covid 19 Reassurance Policy

2. A central part of our approach is to focus on child led learning which nurtures children's independence and confidence. Our children are given greater freedoms and responsibilities which encourages them to take responsibility for their actions and be considerate to others. The focus on independence of mind has also stood our children in good stead during lockdown from the messages we have received from parents and we know that the posts we have put on social media are a direct result of some of the contact we have had from parents promoting independence whilst at home.

3. From an early age, our children are encouraged to practice good hygiene. The children are encouraged to hang up their own coats and bags. Prior to COVID-19, children were encouraged to participate in buffet snacks and setting up the tables for meals, this has temporarily ceased and replaced with adults setting the table and giving snacks to ensure multiple hands aren't touching the cutlery. They are responsible for washing their hands and faces with adult assistance as necessary before and after eating, going to the toilet or playing outside or with art materials. As the Covid-19 crisis unfolded in March we increased our emphasis on good hygiene further with more frequent hand washing and our children will be able to continue these practices and adopt further measures as necessary.



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## Covid 19 Reassurance Policy

4. We are passionate for outdoor learning and we are committed to integrating nature into our children's daily learning. Our forest school has been loved by children who attend, we love our natural woodland environments and are glad to be back in the forest. Our children use the outdoor environments at our buildings daily and enjoy activities such as gardening, sports, and games, but they are also encouraged to bring the indoors out and to use these areas as an extension to their learning. An increased focus on outdoor time will be relatively seamless.

5. Many visitors to our nursery are surprised by the atmosphere of calm they find. We practice walking around the room, sharing materials and making an apology if needed. Our children have a lot of real life items from pottery cups and saucers in their home corners to pots and pans and glass water dispensers, our children have to carefully navigate the room and the items are rarely knocked over. This greater self awareness and self control helps our children navigate their own spatial awareness.

Recently the Department for Education (in England) published an overview of scientific advice and information on coronavirus (Covid-19).





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## Covid 19 Reassurance Policy

This shows that:

There is a high degree of confidence that the severity of the disease in children is lower than in adults; There is a moderate to high degree of confidence that the susceptibility to clinical disease of younger children (up to age 13) is lower than adults. Children, generally, are asymptomatic and do not appear to be spreaders.

### Social Distancing / Room Layout

Social distancing means reducing the number of close physical and social contact. Practising good hygiene with social distancing slows the spread of the pandemic down.

Social distancing will be hard to maintain especially with younger children. All rooms in the setting will be reviewed to adhere with guidelines.

Children will sleep in their own room on beds provided and spaced apart, this includes 18 months- 24 months and aged 2-3 year olds. 0-18 month children will sleep in cots provided in the cot room. If we have to open up a second pod divides will then be put in place.

Children are encouraged to hang up their own coats and bags.



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All staff to sanitise equipment with children having story time ensuring that the surfaces that children and staff are touching such as toys, books, desks, chairs, sinks, toilets, light switches, bannisters are cleaned more regularly than normal.

Children must wash their hands thoroughly before engaging in sand play and after using sand. Sand has a high value and therefore it may be used if:

- There are individual trays for each child and sand is sprayed with antibacterial spray.
- The sand tray is cleaned thoroughly on the outside between uses.
- Dry sand is used rather than wet sand.

Water play can also be used. The water should have added soap before use to enhance cleaning ability and promote infection control.

Each child has their own individual bag of play-dough with their name on it to avoid cross contamination.

Play pods are being put in place within the setting to help maintain social distancing this is explained below.



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## Covid 19 Reassurance Policy

### Play pods

A play pod is being described as a small group of children and adults, the purpose is to limit the number of people that the children encounter and to limit staff contact with each other. A Play pod will use their own resources and will not share any resource from any other pod (room).

Depending on the size of the pod a relief staff member may be necessary to ensure the staff get breaks and lunches, this will be limited as much as possible.

In exceptional circumstances pods can overlap but when this is the case a risk assessment will be carried out. When necessary written parental consent will be sought.

Play pods must remain positive with little to no talking about the virus unless in a positive matter with the children.

Outdoor play is in timed sessions. Only resources from pods to be brought outside and used by children. All outdoor toys/equipment will be used.

Sinks have been added to our gardens for all hand washing



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If a child or staff member has tested positive for the virus and is self-isolating all children and staff from that particular pod or any children who have been in direct contact with that pod must go home immediately and self isolate for 10 days. If either a staff member or staff shows symptoms they must get tested.

If a child or staff member has a temperature 37.8 degrees or above they cannot return until 48 hours after the onset of the temperature as they need to be symptom free even if they have been tested and had a negative result.

### Staff

Staff will remain in one play pod with the same staff and children. Only three staff will be allowed in the staff room at any one time and items need to be washed down after use.

If a staff member becomes unwell with a new continuous cough or high temperature over 37.8 ° c they need to go home immediately and get tested. If the result is positive, they need to self-isolate for 10 days.

If a staff member has been in close contact with someone who has tested positive, has symptoms or tests positive themselves, they must self-isolate for 10 days.



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Staff in pods won't change during the day, if staff become unwell and have to leave then the staff member will be replaced with a back-up from our staff team.

A single use staff member will be allocated to greet the grocery delivery driver whilst socially distancing, bring groceries to kitchen to unpack, put away and wipe down. They will cover a single room's breaks and lunches and also staff holidays and will go in and out of pods as needed but will socially distance themselves from staff and children so not to transmit when going in and out of pods.

Staff covering lunches will work for a staff member who takes ill. Management will take over relevant staff duties for that single member until a relief member comes in to work for the person who has took ill.

Management will also go in and out of the pods as needed but will socially distance themselves from staff and children so not to transmit when going in and out of pods.

Management are in charge of the building so if a child or staff member takes ill and has to be taken to hospital a nominated supervisor will act in Management's place as they are unable to leave Peter's Patch.



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Three staff where possible will be in each room to ensure staff can remain consistent throughout the day, staff will work full days.

Staff can speak to management in the office if needed. Management take into consideration staff's mental health and well-being and promote awareness during the COVID-19 outbreak. We will offer support to staff and they can refer to well-being leaflet which offers a counselling service.

If staff share a car with people who are not part of their household, they should share with the same people and with the minimum number of people at any one time. Good ventilation (keeping the car windows open and facing away from each other may help to reduce the risk of transmission.)

Staff are not allowed to share a car to eat their lunch unless they have travelled to work together. Working within the same pod does not mean you can share a car as you can maintain distance within a pod from other staff but not in a car. Being within a car if someone tests positive you would be deemed a close contact. By not sharing a car you will be helping to reduce risk of transmission.



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## Covid 19 Reassurance Policy

Management will regularly check and share with any pregnant staff the new [www.ni-maternity.com](http://www.ni-maternity.com) website, which offers specific advice in relation to pregnancy and incorporates the latest COVID-19 advice for pregnant Staff who are pregnant women. A Risk Assessment will also be carried out.

Social distancing is not recommended for under 8-year olds however we will still use the below measures:

- All staff and children wash their hands for 20 seconds frequently
- All staff need to be available to help children who may not be able to wash their own hands properly
- Increased cleaning
- Suspending the use of soft toys
- Staff will maintain social distancing with each other
- Ensuring each pod has their own resources to use
- Both Baby rooms will have their own changing units and supplies in their own room as mixing pods is not allowed.



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Children over 8 years old are encouraged to stay 1 metre apart and ways that we can encourage this are as follows:

- Reducing the number of children at one table
- Non-contact sport
- Buffet snacks will no longer take place

Our staff will use a friendly approach without making the children feel excluded or isolated.

While social distancing is necessary, we must ensure that our children, parents and staff wellbeing is considered so please don't hesitate to contact us if any concerns arise.

Social distancing within Peter's patch with very young children may be harder to maintain. Staff should implement the above measures as far as they are able, whilst ensuring children are safe and well cared for within their settings.

We have restricted visitors to our setting unless your child attends five days a week and needs to see an outside professional e.g. speech therapist. Social distancing rules apply at all times.





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In Peter's Patch the following is carried out:

- Make sure anyone who is feeling ill stays at home.
- Ensure all staff and children wash their hands with soap and water for 20 seconds frequently, they are encouraged not to touch their face, while using a tissue or elbow to cough or sneeze and using bins for tissue waste. If children or young people have trouble washing their hands we will help them.
- Inform parents, carers and communities about the measures we are taking and get their help to implement them.
- Increase cleaning of surfaces in rooms, including desks and handles, and within toilet blocks and nappy changing rooms, adhering to guidance on cleaning of non-healthcare settings. Flexible timetables will be used for toileting.
- For children and young people with a statement of Special Educational Needs (SEN), work with HSC Trusts as well as with parents and carers to decide how best to continue supporting these children and young people to stay healthy.



Peter's Patch  
Forest School - Day Care - After School Club

## Covid 19 Reassurance Policy

- Do not gather at entrances or in the garden, and model social distancing so that children learn good practice;
- visiting the toilet one after the other with flexible timetables, avoiding unnecessary staff gatherings. Social distancing measures should also be in place when providing meals.
- Clear messaging to children attending the setting about the purpose of social distancing and personal hygiene particularly important.
- We acknowledge that social distancing for our children may be hard to maintain. Staff will implement the recommended measures as far as they are able, whilst ensuring children are safe and well cared for.
- Staff will pay particular attention to handwashing before and after supporting children who need help with toileting or eating, as well as avoiding touching their own face whilst at work. Staff will want to use age and developmentally appropriate ways to encourage children to follow social distancing, hand-washing and other guidance, including through games, songs and stories, visual supports and videos. We encourage parents/carers to reinforce these messages at home, by asking them to remind their children.
- As much as possible, Peter's Patch will seek to prevent the sharing of food, drink, utensils, equipment and toys. Equipment, toys and surfaces will be cleaned and disinfected more frequently.
- Stationery is not to be shared between rooms, brought home or brought into the setting.



Peter's Patch  
Forest School - Day Care - After School Club

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Peter's Patch  
Forest School - Day Care - After School Club

## Covid 19 Reassurance Policy

### Arrival/ departure

At Peters Patch we have a drop off and collection point (subject to change) We think this is the safest and friendliest approach to maintain social distancing.

One parent is to drive up to the door where a staff member will greet you. Please wait in your car or a safe area if walking if there is another parent at the door and come over when it is safe to do so. Social distancing must be adhered to.

Temperatures will be checked on arrival, this will be a quick process.

When coming to collect your child/children phone our new direct line system so the staff can get your child ready to see you at the collection point.



Peter's Patch  
Forest School - Day Care - After School Club

## Covid 19 Reassurance Policy

### Settling in and supporting children returning to Peter's Patch

We understand that this is a very daunting time for parents and their children as we have had little to no contact outside our families. One way we think will ease this process is by holding settling days for children to come in. A settling in booklet will be drawn up and sent to each family before this commences.

We understand parents are going to be anxious about dropping their child off at the front door. To help this process we are increasing My Nursery Pal communication and we have new phone systems installed, this means parents can call their child's room to speak directly to a staff member.

Fire drills will now be carried out separately and at different intervals so that only one pod evacuates at a time. Staff will be notified prior to the evacuation a few days before.



Peter's Patch  
Forest School - Day Care - After School Club

## Covid 19 Reassurance Policy

Policies in general will stay the same with a risk assessment put in place associated with Covid-19 in relation to aspect of change under the current Coronavirus pandemic

We have looked at all Implications of COVID-19 on Health and Safety at Work Statutory Provisions

Last Updated: 27/01/2021



Peter's Patch  
Forest School - Day Care - After School Club

## Disability - Special Needs

At Peter's Patch we are committed to treating all children as individuals meeting all their needs.

Special needs are defined under three categories:

- 1: Sensory
- 2: Physical
- 3: learning

At Peter's Patch we have put two wheelchair accessible ramps at the front entrance of the building and have installed a lift.

We aim as your child care provider to promote and demonstrate the following:

A positive attitude with awareness of disability issues and equal opportunities.

- The willingness to learn how to maximise individual children's potential.
- Show compassion, sensitivity and respect.
- Always have a warm, friendly manner with the children.



Peter's Patch  
Forest School - Day Care - After School Club

## Disability - Special Needs

- A good listener and communicator, providing emotional stability.
- Always be patient, positive and provide praise to every child for accomplishing their tasks.
- Enable the children to make their own choices, encourage independence.
- Be a positive role model for your children to look up to.
- Show understanding that for a child to learn they require tasks and activities which relate to their existing knowledge and understanding.
- Provide guidelines for suitable behaviour for all ages, factors affecting behaviour and intervention for unwanted behaviour.

All children with disabilities require an understanding of their needs and a flexible approach is required to meet those needs. Wherever possible we will promote images of those with special needs.





Peter's Patch  
Forest School - Day Care - After School Club

## Disability - Special Needs

Staff will work together in partnership with parents, main carers to give day to day care of their child, parents will be given support by all the staff team in Peter's Patch.

### Peter's Patch procedure:

In the first instance staff will liaise with their supervisor and management to voice any concerns they may have over a specific child; the supervisor will work closely with the child's parents keeping them informed of all the relevant issues raised. Supervisor and keyworker will observe child closely keeping all daily records in all areas of learning and development. Parents will be fully involved as much as possible in the process of assessment, recording and reporting.



Peter's Patch  
Forest School - Day Care - After School Club

## Disability - Special Needs

Triggers of detection:

- Child who displays poor communication skills,
- Child whose levels of play or development are significantly below that of a child their own age.
- Child presenting notably different emotional behaviour.
- Child requiring greater attention than other because of their behaviour / learning difficulty.
- A pre-school child who is making little or no progress in their development areas.

Updated: 01/02/2021



Peter's Patch  
Forest School - Day Care - After School Club

## Exclusion Policy

Our policy is to ensure the safety and well being of all children in our care, the staff who work in the nursery and the parents/carers and visitors who come to our setting. By putting an exclusion policy and procedures into place we aim to cut down the spread of infection and therefore the amount of illness, which can affect those at the nursery.

All staff are trained to spot signs of illness and how to deal with them. However, it must be pointed out that staff are not medically trained to diagnose illnesses but will give an honest opinion that a child is not well. Parents are asked to be vigilant when it comes to letting us know that their child is unwell and what illness has been diagnosed by a medical professional. This way we can keep a record and try to ensure we minimise the risk to others.

As such we promote a no tolerance attitude to diarrhoea and vomiting. No matter what the reason for diarrhoea or vomiting we cannot condone a child attending nursery, as it is very easy to pass on illness and infection in this manner.



Peter's Patch  
Forest School - Day Care - After School Club

## Exclusion Policy

If a child appears unwell when they arrive with parents/carer's or it is reported that the child is unwell, they will not be allowed to attend nursery for that day or for the relevant amount of time, which will be indicated in the administration of medication policy.

If after the correct period of exclusion your child returns to nursery and needs to complete their course of medication, we will continue to administer the medicine subject to the following:

- The antibiotics display a clear prescription stating the child's name, the dose to be given and the times.
- It is a current prescription relating to the period of absence.
- That we have a signed authorisation from a contracting parent or carer.

We can administer Calpol, Piriton, Piriteze, Plasters and Anbesol if we have permission from the registration form, the parents will be informed immediately and will be reminded that if the child's illness does not improve they will have to collect the child.



Peter's Patch  
Forest School - Day Care - After School Club

## Exclusion Policy

Peter's Patch reserves the right to exclude your child from the setting for any of these reasons: -

### Unacceptable Behaviour

In the case of unacceptable behaviour, where the child is inflicting emotional or physical abuse on another child or adult, this procedure will be followed:

The Management team will liaise with the child's parent / carer to ensure full awareness of the issue at Peter's Patch and will draw up an action plan and an individual Behaviour Management Plan to ensure all of the child's needs are being met and the issues are being dealt with sympathetically, constructively and consistently.

If the plans are not successful in combating the unacceptable behaviour within the time allocated and the child is still inflicting emotional or physical abuse on other children or adults, steps will be taken to exclude the child from the setting. At this point it is at management's discretion as to whether a 4-week notice period to the parent / carer is in the best interest of the children and adults at the nursery or whether immediate termination of the contact is required.



Peter's Patch  
Forest School - Day Care - After School Club

## Exclusion Policy

Before any final decisions are made regarding a child in this situation we would get help and advice and support from Early Years and will work alongside them to ensure all best interests are put into consideration ensuring safeguarding the child in question and the other children within the setting.

## Unforeseen Circumstances

There may be circumstances that arise where it is not in your child's best interest to attend nursery.

For Example: Your child is unwell – please see appropriate Policy.

The Nursery may experience problems with their utilities, staffing or issues may occur with the ownership of The Nursery that prevent them from keeping The Nursery open. In the event of any of these problems, you or your emergency contacts will be telephoned and asked to collect your child as soon as possible.

Updated: 01/02/2021



Peter's Patch  
Forest School - Day Care - After School Club

## Forest School Fire Policy

Emergency whistle attached to clothing of all staff working in Forest School is blown.

The children come to the staff upon the blowing of the whistle. The Supervisor will look for the nearest safest place for the children to come to.

One staff member will lift the Walkodiles if possible. Children will be put into this at a safe time.

Another staff member will phone the emergency services while evacuating the forest.

The children will be encouraged to stay calm and walk safely back to their base in our Forest School building.



Peter's Patch  
Forest School - Day Care - After School Club

## Forest School Fire Policy

Staff will quickly assess what the safest route to take will be if the normal route back to the building is obstructed in any way.

All staff are trained in fire evacuation procedure and are aware of this policy.

When doing circle time, the children will be taught daily about the risk of fire and the procedure they need to follow if they are in a Forest Fire situation.

Updated: 01/02/2021



# Guidance on infection control in schools and other childcare settings

Prevent the spread of infections by ensuring: routine immunisation, high standards of personal hygiene and practice, particularly handwashing, and maintaining a clean environment. Please contact the Public Health Agency **Health Protection Duty Room (Duty Room) on 0300 555 0119** or

visit [www.publichealth.hscni.net](http://www.publichealth.hscni.net) or [www.gov.uk/government/organisations/Public-health-england](http://www.gov.uk/government/organisations/Public-health-england) if you would like any further advice or information, including the latest guidance. Children with rashes should be considered infectious and assessed by their doctor.

Rashes and skin infections	Recommended period to be kept away from school, nursery or childminders	Comments
Athlete's foot	None	Athlete's foot is not a serious condition. Treatment is recommended
Chickenpox*	Until all vesicles have crusted over	See: Vulnerable children and female staff – pregnancy
Cold sores, (Herpes simplex)	None	Avoid kissing and contact with the sores. Cold sores are generally mild and self-limiting
German measles (rubella)*	Four days from onset of rash (as per "Green Book")	Preventable by immunisation (MMR x 2 doses). See: Female staff – pregnancy
Hand, foot and mouth	None	Contact the Duty Room if a large number of children are affected. Exclusion may be considered in some circumstances
Impetigo	Until lesions are crusted and healed, or 48 hours after commencing antibiotic treatment	Antibiotic treatment speeds healing and reduces the infectious period
Measles*	Four days from onset of rash	Preventable by vaccination (MMR x 2). See: Vulnerable children and female staff – pregnancy
Molluscum contagiosum	None	A self-limiting condition
Ringworm	Exclusion not usually required	Treatment is required
Roseola (infantum)	None	None
Scabies	Child can return after first treatment	Household and close contacts require treatment
Scarlet fever*	Child can return 24 hours after commencing appropriate antibiotic treatment	Antibiotic treatment recommended for the affected child. If more than one child has scarlet fever contact PHA Duty Room for further advice
Slapped cheek (fifth disease or parvovirus B19)	None once rash has developed	See: Vulnerable children and female staff – pregnancy
Shingles	Exclude only if rash is weeping and cannot be covered	Can cause chickenpox in those who are not immune i.e. have not had chickenpox. It is spread by very close contact and touch. If further information is required, contact the Duty Room. SEE: Vulnerable Children and Female Staff – Pregnancy
Warts and verrucae	None	Verrucae should be covered in swimming pools, gymnasiums and changing rooms

Diarrhoea and vomiting illness	Recommended period to be kept away from school, nursery or childminders	Comments
Diarrhoea and/or vomiting	48 hours from last episode of diarrhoea or vomiting	
<i>E. coli</i> O157 VTEC*	Should be excluded for 48 hours from the last episode of diarrhoea	Further exclusion is required for young children under five and those who have difficulty in adhering to hygiene practices
Typhoid* [and paratyphoid*] (enteric fever)	Further exclusion may be required for some children until they are no longer excreting	Children in these categories should be excluded until there is evidence of microbiological clearance. This guidance may also apply to some contacts of cases who may require microbiological clearance
Shigella* (dysentery)		Please consult the Duty Room for further advice
Cryptosporidiosis*	Exclude for 48 hours from the last episode of diarrhoea	Exclusion from swimming is advisable for two weeks after the diarrhoea has settled

Respiratory infections	Recommended period to be kept away from school, nursery or childminders	Comments
Flu (influenza)	Until recovered	See: Vulnerable children
Tuberculosis*	Always consult the Duty Room	Requires prolonged close contact for spread
Whooping cough* (pertussis)	48 hours from commencing antibiotic treatment, or 21 days from onset of illness if no antibiotic treatment	Preventable by vaccination. After treatment, non-infectious coughing may continue for many weeks. The Duty Room will organise any contact tracing necessary

Other infections	Recommended period to be kept away from school, nursery or childminders	Comments
Conjunctivitis	None	If an outbreak/cluster occurs, consult the Duty Room
Diphtheria *	Exclusion is essential. Always consult with the Duty Room	Family contacts must be excluded until cleared to return by the Duty Room. Preventable by vaccination. The Duty Room will organise any contact tracing necessary
Glandular fever	None	
Head lice	None	Treatment is recommended only in cases where live lice have been seen
Hepatitis A*	Exclude until seven days after onset of jaundice (or seven days after symptom onset if no jaundice)	The duty room will advise on any vaccination or other control measure that are needed for close contacts of a single case of hepatitis A and for suspected outbreaks.
Hepatitis B*, C, HIV/AIDS	None	Hepatitis B and C and HIV are bloodborne viruses that are not infectious through casual contact. For cleaning of body fluid spills. SEE: Good Hygiene Practice
Meningococcal meningitis*/septicaemia*	Until recovered	Some forms of meningococcal disease are preventable by vaccination (see immunisation schedule). There is no reason to exclude siblings or other close contacts of a case. In case of an outbreak, it may be necessary to provide antibiotics with or without meningococcal vaccination to close contacts. The Duty Room will advise on any action needed.
Meningitis* due to other bacteria	Until recovered	Hib and pneumococcal meningitis are preventable by vaccination. There is no reason to exclude siblings or other close contacts of a case. The Duty Room will give advice on any action needed
Meningitis viral*	None	Milder illness. There is no reason to exclude siblings and other close contacts of a case. Contact tracing is not required
MRSA	None	Good hygiene, in particular handwashing and environmental cleaning, are important to minimise any danger of spread. If further information is required, contact the Duty Room
Mumps*	Exclude child for five days after onset of swelling	Preventable by vaccination (MMR x 2 doses)
Threadworms	None	Treatment is recommended for the child and household contacts
Tonsillitis	None	There are many causes, but most cases are due to viruses and do not need an antibiotic

## Good hygiene practice

**Handwashing** is one of the most important ways of controlling the spread of infections, especially those that cause diarrhoea and vomiting, and respiratory disease. The recommended method is the use of liquid soap, warm water and paper towels. Always wash hands after using the toilet, before eating or handling food, and after handling animals. Cover all cuts and abrasions with waterproof dressings.

**Coughing and sneezing** easily spread infections. Children and adults should be encouraged to cover their mouth and nose with a tissue. Wash hands after using or disposing of tissues. Spitting should be discouraged.

**Personal protective equipment (PPE).** Disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons must be worn where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing). Goggles should also be available for use if there is a risk of splashing to the face. Correct PPE should be used when handling cleaning chemicals.

**Cleaning** of the environment, including toys and equipment, should be frequent, thorough and follow national guidance. For example, use colour-coded equipment, follow Control of Substances Hazardous to Health (COSHH) regulations and correct decontamination of cleaning equipment. Monitor cleaning contracts and ensure cleaners are appropriately trained with access to PPE.

**Cleaning of blood and body fluid spillages.** All spillages of blood, faeces, saliva, vomit, nasal and eye discharges should be cleaned up immediately (always wear PPE). When spillages occur, clean using a product that combines both a detergent and a disinfectant. Use as per manufacturer's instructions and ensure it is effective against bacteria and viruses and suitable for use on the affected surface. Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below. A spillage kit should be available for blood spills.

**Laundry** should be dealt with in a separate dedicated facility. Soiled linen should be washed separately at the hottest wash the fabric will tolerate. Wear PPE when handling soiled linen. Children's soiled clothing should be bagged to go home, never rinsed by hand.

**Clinical waste.** Always segregate domestic and clinical waste, in accordance with local policy. Used nappies/pads, gloves, aprons and soiled dressings should be stored in correct clinical waste bags in foot-operated bins. All clinical waste must be removed by a registered waste contractor. All clinical waste bags should be less than two-thirds full and stored in a dedicated, secure area while awaiting collection.

**Sharps, eg needles,** should be discarded straight into a sharps bin conforming to BS 7320 and UN 3291 standards. Sharps bins must be kept off the floor (preferably wall-mounted) and out of reach of children.

## Sharps injuries and bites

If skin is broken as a result of a used needle injury or bite, encourage the wound to bleed/wash thoroughly using soap and water. Contact GP or occupational health or go to A&E immediately. Ensure local policy is in place for staff to follow. Contact the Duty Room for advice, if unsure.

## Animals

Animals may carry infections, so wash hands after handling animals. Health and Safety Executive for Northern Ireland (HSENI) guidelines for protecting the health and safety of children should be followed.

**Animals in school** (permanent or visiting). Ensure animals' living quarters are kept clean and away from food areas. Waste should be disposed of regularly, and litter boxes not accessible to children. Children should not play with animals unsupervised. Hand-hygiene should be supervised after contact with animals and the area where visiting animals have been kept should be thoroughly cleaned after use. Veterinary advice should be sought on animal welfare and animal health issues and the suitability of the animal as a pet. Reptiles are not suitable as pets in schools and nurseries, as all species carry salmonella.

**Visits to farms.** For more information see <https://www.hseni.gov.uk/publications/preventing-or-controlling-ill-health-animal-contact-visitor-attractions>

## Vulnerable children

Some medical conditions make children vulnerable to infections that would rarely be serious in most children, these include those being treated for leukaemia or other cancers, on high doses of steroids and with conditions that seriously reduce immunity. Schools and nurseries and childminders will normally have been made aware of such children. These children are particularly vulnerable to chickenpox, measles and parvovirus B19 and, if exposed to either of these, the parent/carer should be informed promptly and further medical advice sought. It may be advisable for these children to have additional immunisations, for example pneumococcal and influenza. This guidance is designed to give general advice to schools and childcare settings. Some vulnerable children may need further precautions to be taken, which should be discussed with the parent or carer in conjunction with their medical team and school health.

## Female staff\* – pregnancy

If a pregnant woman develops a rash or is in direct contact with someone with a potentially infectious rash, this should be investigated by a doctor who can contact the duty room for further advice. The greatest risk to pregnant women from such infections comes from their own child/children, rather than the workplace.

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Report exposure to midwife and GP at any stage of pregnancy. The GP and antenatal carer will arrange a blood test to check for immunity. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles.
- German measles (rubella). If a pregnant woman comes into contact with german measles she should inform her GP and antenatal carer immediately to ensure investigation. The infection may affect the developing baby if the woman is not immune and is exposed in early pregnancy.
- Slapped cheek disease (fifth disease or parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), inform whoever is giving antenatal care as this must be investigated promptly.
- Measles during pregnancy can result in early delivery or even loss of the baby. If a pregnant woman is exposed she should immediately inform whoever is giving antenatal care to ensure investigation.
- All female staff born after 1970 working with young children are advised to ensure they have had two doses of MMR vaccine.

\*The above advice also applies to pregnant students.

## Immunisations

Immunisation status should always be checked at school entry and at the time of any vaccination. Parents should be encouraged to have their child immunised and any immunisation missed or further catch-up doses organised through the child's GP.

For the most up-to-date immunisation advice and current schedule visit [www.publichealth.hscni.net](http://www.publichealth.hscni.net) or the school health service can advise on the latest national immunisation schedule.

When to immunise	Diseases vaccine protects against	How it is given
2 months old	Diphtheria, tetanus, pertussis (whooping cough), polio and Hib	One injection
	Pneumococcal infection	One injection
	Rotavirus	Orally
	Meningococcal B infection	One injection
3 months old	Diphtheria, tetanus, pertussis, polio and Hib	One injection
	Rotavirus	Orally
4 months old	Diphtheria, tetanus, pertussis, polio and Hib	One injection
	Pneumococcal infection	One injection
	Meningococcal B infection	One injection
Just after the first birthday	Measles, mumps and rubella	One injection
	Pneumococcal infection	One injection
	Hib and meningococcal C infection	One injection
	Meningococcal B infection	One injection
Every year from 2 years old up to P7	Influenza	Nasal spray or injection
3 years and 4 months old	Diphtheria, tetanus, pertussis and polio	One injection
	Measles, mumps and rubella	One injection
Girls 12 to 13 years old	Cervical cancer caused by human papillomavirus types 16 and 18 and genital warts caused by types 6 and 11	Two injections over six months
14 to 18 years old	Tetanus, diphtheria and polio	One injection
	Meningococcal infection ACWY	One injection

This is the Immunisation Schedule as of July 2016. Children who present with certain risk factors may require additional immunisations. Always consult the most updated version of the "Green Book" for the latest immunisation schedule on [www.gov.uk/government/collections/immunisation-against-infectious-disease-the-green-book#the-green-book](http://www.gov.uk/government/collections/immunisation-against-infectious-disease-the-green-book#the-green-book)

From October 2017 children will receive hepatitis B vaccine at 2, 3, and 4 months of age in combination with the diphtheria, tetanus, pertussis, polio and Hib vaccine.

**Staff immunisations.** All staff should undergo a full occupational health check prior to employment; this includes ensuring they are up to date with immunisations, including two doses of MMR.

Original material was produced by the Health Protection Agency and this version adapted by the Public Health Agency, 12-22 Linenhall Street, Belfast, BT2 8BS.

Tel: 0300 555 0114.

[www.publichealth.hscni.net](http://www.publichealth.hscni.net)

Information produced with the assistance of the Royal College of Paediatrics and Child Health and Public Health England.

\* denotes a notifiable disease. It is a statutory requirement that doctors report a notifiable disease to the Director of Public Health via the Duty Room.

**Outbreaks:** if a school, nursery or childminder suspects an outbreak of infectious disease, they should inform the Duty Room.



Peter's Patch  
Forest School - Day Care - After School Club

## Health and Safety Policy

### Statement of Intent

Peter's patch day nursery believes that the health and safety of the children is of paramount importance. We make our nursery a safe and healthy place for children, parents, staff and volunteers.

### Aim

We aim to make children, parents and staff aware of health and safety issues and to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment.

The members of staff responsible for health and safety are Natasha Fearson and the management team.

### Risk Assessments

Our risk assessments include:

- Checking for hazards and risks indoors and outdoors, in our activities and procedures. Our assessment covers adults and children.
- Deciding which areas need attention.
- Developing an action plan which specifies the action required the timescale for action, the person responsible for the action.
- The member of staff responsible for health and safety undertake regular training in risk assessments.



Peter's Patch  
Forest School - Day Care - After School Club

## Health and Safety Policy

All members of staff must report faulty equipment to their supervisor, who will inform management.

### Insurance cover

Peter's Patch day nursery has liability insurance and employers' liability insurance. The certificates are displayed in the hallway.

### Awareness rising

- Our induction training for staff and volunteers includes a clear explanation of health and safety issues so that all adults are able to adhere to our policy and understand their shared responsibility for health and safety. (Refer to staff training policy.)
- Records are kept of these induction training sessions and new staff and volunteers are asked to sign the records to confirm that they have taken part.



Peter's Patch  
Forest School - Day Care - After School Club

## Health and Safety Policy

- Health and safety issues are explained to the parents of new children so that they understand the part they play in the daily life of Peter's Patch Day nursery.
- As necessary, health and safety training is included in the annual training plans of staff and health and safety is discussed regularly at staff meetings.
- Peter's Patch day nursery has a no smoking policy.
- Children are made aware of health and safety issues through discussions, planned activities and routines.

Updated: 01/02/2021



Peter's Patch  
Forest School - Day Care - After School Club

## Healthy Eating

At Peter's Patch we believe children should be encouraged to develop healthy choices. Our cook is fully qualified and experienced in preparing wholesome, nutritious meals for young children.

Our menus are healthy and well-balanced to meet the nutritional needs of children.

The weekly menu is sent home to all parents and reflects a diversity of cultures, enhancing children's experiences of the wider world. All the meals we offer are free from artificial colourings and additives and fresh fruit and vegetables are served every day.

All our food is supplied and delivered by Tesco's with exception of fresh fruit and vegetables. These are farm produce, locally supplied and delivered twice weekly.

We cater for special diets and have extensive experience of caring for children who are lactose intolerant, coeliac and those with nut allergies.



Peter's Patch  
Forest School - Day Care - After School Club

## Healthy Eating

Our cook is a vital member of the Nursery Team and has a major role in contributing to our focus on healthy eating.

Mealtimes are also an important social time for the children to share the enjoyment of food and we look to maximise these opportunities by involving the children in cooking and preparing food such as home baked bread and mini pizzas for tea.

All meals are homemade and so meet our healthy eating policies of no artificial additives or colourings, no added sugar or salt.

At Peter's Patch the children will have the opportunity to grow vegetables and fruit in our garden patch.

Children will be learning about growing and where food comes from. This will be an enjoyable experience for all, and the children will feel a sense of pride when they see it cooked and get to taste it.

Many of our parents will request recipes of their child's favourite meals at nursery which are always available from the nursery cook or manager.

Updated: 01/02/2021



Peter's Patch  
Forest School - Day Care - After School Club

## Homework Policy

Homework is defined as the time the children spend outside the classroom in assigned learning activities. Peter's Patch believes the purpose of homework should be to practice, reinforce, or apply acquired skills and knowledge.

In Peter's Patch we operate a Homework Club with a designated time slot which is incorporated into our After School routine, each child will get a maximum of 30 minutes to spend on their homework so that every child gets an opportunity to do some of their homework. We try to keep the homework room as quiet as possible so that children can concentrate on the work that has to be done. All staff and children are aware of this so there are no interruptions unless deemed necessary. Children are supervised by a staff member who checks and ensures that all homework's are completed, and help is given to those children who require it.

Ultimately it is the responsibility of all parents to check their children's homework to ensure it is done to a standard which they are happy with, therefore no problems should arise.



Peter's Patch  
Forest School - Day Care - After School Club

## Homework Policy

Homework serves to develop regular study skills and the ability to complete work out of the classroom independently. Peter's Patch further believes completing homework is the responsibility of the children, and as children mature, they are more able to work independently.

Therefore, childcare workers provide a supportive role through monitoring completion of homework's, encouraging children's efforts and promoting a conducive environment for learning.

Peter's Patch embraces the idea that each child is different and therefore has their own individual needs. We see homework as an opportunity to tailor lessons specifically for an individual child, meeting them where they are and bringing them to where we want them to be. Homework contributes towards building responsibility, self-discipline, and lifelong learning habits.

It is the intention of Peter's Patch staff to supervise and help children with relevant, challenging, meaningful, and purposeful homework's that reinforce classroom learning objectives. Homework should provide students with the opportunity to apply and extend the information they have learned.

Our staff will be on hand to offer their guidance and supervision but cannot check homework is correct as they are not qualified teachers.





Peter's Patch  
Forest School - Day Care - After School Club

## Homework Policy

### Procedure

- Homework will be facilitated within a quiet area of the setting away from regular activities. The children who are in early will do their homework in the After-school room before the older children join them.
- A staff member will supervise the homework session.
- Support will be given if the child requests it. (individual attention cannot be accommodated).
- Parents/guardians must check their individual child's homework and sign homework diary if needs be.
- Management reserves the right to defer homework at any given time to facilitate participation in special activities or events. (Where possible parents will be notified in advance.
- Any Child who is disruptive or who is not interested in completing his/her homework will be moved to another area and if they continue to be disruptive or are not interested in completing his/her homework will be asked to tidy up and return to regular activities and his/her parents will be advised accordingly.

Updated: 01/02/2021



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## Intimate Care Policy

### Toileting, potty procedures and routines

- Child indicates to staff member when he/she needs to use toilet or potty.
- Staff member will stand at door and assistant if/when required.
- Staff member will encourage good hygiene, flushing toilet and washing hands. Soap is in hand dispensers on wall above sink.
- Potties will be washed immediately with anti-bacterial spray.
- Staff member will always wash hands when assisting a child with toileting.
- Children will be treated with respect and dignity regardless of gender, race, or religion.



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## Intimate Care Policy

### Peter's Patch nappy changing routine

- Wash hands gather child's nappy, wipes appropriate cream. Only use children's own nappies, wipes, and creams.
- Put on disposable gloves.
- Place child on nappy changing mat.
- Change the nappy wiping from front to back.
- Soiled children should be wiped away from children's genitals. Use a different wipe for genital area. This will avoid infection. Remember to always talk to the child while changing nappy.
- Put nappy and disposable gloves in the dispenser.
- Place child back onto the floor.
- Wash child's hands as well as your own, this is an important preparation for good personal hygiene in the future and should be seen as part of the nappy changing routine.



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## Intimate Care Policy

SPRAY MAT WITH ANTI BACTERIAL SPRAY AFTER EVERY CHANGE, this will reduce cross infection and is vital.

\*The Intimate Care Policy and Guidelines Regarding Children have been developed to safeguard children and staff. They apply to everyone involved in the intimate care of children.

\*Intimate care plans have been reviewed in the light of Covid-19 in order to ensure they follow the best possible guidance, they give advice on appropriate PPE e.g. gloves, Aprons, masks or shields, how to follow social distancing measures and spraying changing mats with anti-bacterial spray after every use.

\*Staff follow the correct procedures in order to maximise their protection and minimise the risks involved.

\*We will ensure that staff are provided with the equipment, including PPE, necessary to provide intimate care in a safe manner. Taking all reasonable steps to minimise risk.



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## Intimate Care Policy

\*A staff member should never be behind a closed door alone with a child. All doors must remain open whilst protecting the child's dignity at the same time.

\*PPE will be worn during nappy changes and disposed off in nappy bin.

\*Staff should dispose of contaminated waste by putting them into a double bag and then into sealed bins provided.

\*Increase cleaning of surfaces in rooms, including desks and handles, and within toilet blocks and nappy changing rooms, adhering to guidance on cleaning of non-healthcare settings. Flexible timetables will be used for toileting.

\*visiting the toilet one after the other with flexible timetables.

Updated 27/01/21



Peter's Patch  
Forest School - Day Care - After School Club

## Management of risks associated with individual service Users

### Introduction

Peter's Patch is committed to the safety and well being of service users, staff and all people visiting or working within the Day nursery. Risk Assessment and Management is part of the nursery's overall risk management strategy and is fundamental to maintaining safety.

It should be used by all staff involved in the assessment and management of risk.

Safety is at the heart of Peters Patch approach to clinical risk assessment and management.

The policy and procedures aim to give a framework to staff in the nursery so that they can provide the safest possible services to our service users. It is intended that the procedures support staff, service users and carers.



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## Management of risks associated with individual service Users

Essentially clinical risk assessment and management is fundamental so that:

- Risks to the wellbeing of service users, staff and others are assessed and identified
- Indicators of possible adverse outcomes e.g. non-compliance with treatment or nonattendance at appointments are addressed
- Risks to service users, staff and others are regularly reviewed
- Risks to service users, staff and others are communicated appropriately
- Shortfalls in services are identified and addressed
- And ultimately Service users, staff and others are safeguarded.

Updated:01/02/2021



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## Managing Emergencies

This policy establishes an emergency control organisation including a system of response for an emergency and recovery for critical incidents.

Any event that may arise internally or from an external source, which may cause physical and or emotional distress onto staff or children In the event of an accident requiring hospital treatment, the Manager or Deputy Manager in charge will try to inform the parents immediately and take the child to hospital.

This person will stay with the child until the parents arrive.

If the parents do not arrive or we are unable to contact them, this person will stay with the child until the appropriate treatment has been given and then return the child to Peter's Patch, where he or she would be cared for until the arrival of the parents.





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## Managing Emergencies

Critical incident- that requires external emergency services who will assume overall management-

- Fire
- Violent attack
- Hostage
- Discharge of firearms
- Vehicle accident
- Natural disaster

### Phase 1

In the response phase an incident will be recognised by a member of staff and management will contact the emergency services. If emergency services attend, they will assume control of the incident scene upon arrival.

### Phase 2

Under direction of the emergency services Peter's Patch will be handed back control, we as a team will undertake remediation actions to return the nursery to normal operations and notify parents.

Updated: 01/02/2021



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## Missing Child Policy

In the unlikely event of a child, going missing within the nursery the following procedure will be implemented immediately.

- \* All staff present will be informed and an immediate thorough search of the nursery will be made followed by a search of the surrounding areas, ensuring that all other children remain supervised throughout.
- \* A staff member will notify the Manager, whilst other staff continue searching.
- \* The Manager will carry out a second search of the area.
- \* If the Child is still not been accounted for the Manager will contact the police.
- \* The Manager will also contact the parents of the missing child.



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## Missing Child Policy

- \* During this period, staff will be continually searching for the missing child, whilst other staff maintain normal routine as possible for the rest of the children in the Nursery.
- \* The Manager will meet the police and the parent/carers.
- \* The Manager will then await instructions from the police.
- \* Any incidents must be recorded in writing on an incident report form.
- \* Social Services must be contacted and informed of any incidents.

Updated: 01/02/2021



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## Nerf Wars

At Peter's Patch Afterschool we have introduced Nerf Wars to our setting. This children will play with these in a safe, secure and controlled environment.

- The children will be supervised at all times when they are using the Nerf guns
- They will be wearing safety goggles and there will be only 2 children playing with them at any one time
- They will be solely for use on the grass area of our back garden
- Children will discuss the rules of using Nerf Guns before they are allowed to play with them each time
- Children will have a set time before they have to give their friends a turn

### Rules

1. We stay on the grassy area of the garden
2. We keep foam bullets within that same area below the fence level
3. We keep goggles on at all times
4. Once time is up we will give our friends their turn
5. We don't shoot at other children who are not currently playing

Updated: 01/02/2021



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## Observation and Assessment Policy

### Rationale

Observing children throughout the day will enable Nursery Nurses to gather a wealth of information about each child. This information can be used in a variety of ways and is essential if we are to ensure that the learning experience of each child is of the highest quality.

Observations enable practitioners to:

- Celebrate each child's achievements.
- Share information with parents.
- Plan for a child's interests.
- Plan the next steps in learning.
- Develop and extend the learning of each child.
- Ensure each child receives a broad and balanced curriculum.
- Gather information over time about each individual child.

### Guidelines

#### Key Workers

We operate a key worker system. Each Nursery Nurse is responsible for a group of children. There is a mixture of full time or part time, morning and afternoon children in each group.



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## Observation and Assessment Policy

### Record of Achievement

The records consist of:

- A front sheet, with the name, D.O.B and photograph of the child and name of the key worker.
- An observations tick sheet, covering the majority of the stepping stones. Practitioners tick each box when an observation is made. A different colour is used for each term.
- Observations of the child and examples of paintings, collages, mark making etc.
- Parental contributions.
- Completed sheets.
- Individual Progress Profile.

Key workers maintain the Records for their group. To ensure every record is of the highest quality non-contact time is allocated during the week for the records to be kept up to date.



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## Observation and Assessment Policy

### Observations

All practitioners make observations of the children throughout the day. Where possible observations including examples of direct speech. Observations may be written, typed or pictorial. All staff are confident users of digital cameras; children are also encouraged to take their own photographs of their work.

Observations are made in all areas of the nursery and may arise from watching children during self-initiated play or during an adult led activity. Children targeted for a focused activity should always have an observation made.

Observations are dated, initialled and state the context/area of the nursery the observation was made.

They show the areas of learning the observation covers. For some activities a generic observation will be made for groups of children to indicate an experience they have had.



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## Observation and Assessment Policy

The key worker uses the observations in the Record of Achievement to make a judgement as to which stepping stone an individual child is working in. The Stepping Stones are highlighted in a different colour for each term to show the overall progress the child has made. Key workers and teams meet together to moderate judgements and ensure children are on target to make expected progress in all areas of the curriculum.

### Community Languages

We value the different languages children bring to Nursery. Staff teams identify which children are using a community language as their main spoken language.

### What's Next?

It is the overall responsibility of the key worker, to ensure every child has regular observations made and that these observations are used to plan activities and experiences for the child.





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## Observation and Assessment Policy

### Parents/Carers

We ensure the Records are always available and encourage the parent/carer to take the Record home overnight.  
In the event of a long term absence a back-up key worker will maintain the Records until the Key Worker returns.

### Monitoring

Monitoring plays an important part in maintaining the quality of the observations and the Records of Achievement.

These are examples of the way monitoring is undertaken:

- Regular monitoring of the Records by the room supervisor.
- Individual plan of a Key Workers group of children.
- Feedback from parents.
- Feedback from outside agencies e.g. Health Visitor.

Updated: 01/02/2021



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## Parental Behaviour Policy

### Statement of Intent

At Peter's Patch, we believe that staff, parents/carers and children are entitled to a safe and protective environment in which the setting conducts itself. Behaviour that will cause harassment, alarm or distress to users of the premises is contrary to the aims of the nursery.

Peter's Patch will not tolerate threatening, abusive or insulting words and aggressive behaviour towards staff, parents and children and these actions will result in suspension. This also includes but is not limited to, abusive and insulting language used on phones, social media or any form of written communication.

### Aim

Parents/carers are expected to behave with courtesy towards all staff, other parents/carers, children and other users of the premises. This policy is to ensure the safety of all users of the premises.

Updated: 01/02/2021



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## Parental Behaviour Policy

### Methods

Following an incident of misconduct, management can suspend a child and/or their parent with immediate effect. If a child is suspended there will be no refund of fees paid for those sessions from which they have been suspended.

Management will produce a written report of the circumstances and can extend the suspension to 7 days if necessary and will inform the parent accordingly.

In some cases the unacceptable behaviour is so extreme that Management may feel that there is no alternative but to impose a lengthy or permanent ban on the child/ parent. An example includes but is not limited to, a second offence.

Any staff or witnesses present will be interviewed and written notes will be made. Management will invite the offending parent/carer for an interview if it is deemed necessary. The interview must be conducted by management and another staff member who is not directly involved. The parent/carer is permitted to bring a person of their choice to the interview as well. An agreed written record of the discussion will be made for the official complaints' records.



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## Parental Behaviour Policy

All the parties present at the meeting must sign the record and be in receipt of a copy of the document.

If at this stage the parent/carer and management cannot reach an agreement, an external mediator is invited to help settle the complaint.

This person should be acceptable to both parties, listen to both sides and offer advice. A mediator has no legal powers but can help to define the problem, review the action so far and suggest further ways to which it might be resolved.

Peter's Patch will use outside agencies to help enforce any decisions, which may include but is not limited to summoning police to remove the parent/carer from the premises and applying for a court injunction to exclude the person or persons from the premises.

This policy is compliant with the Equality Policy. This Policy is based on best practice to ensure a consistent and effective approach. At Peter's Patch we have a particular responsibility to ensure that the processes are managed fairly, equitably, objectively and must not discriminate either directly or indirectly on the grounds of a person's race, sex, religion, belief, age, sexual orientation, gender reassignment, marriage or civil partnership, disability, pregnancy and maternity.

Updated: 01/02/2021



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## Parental Involvement

### Principles for working with parents

- Parents are equal partners.
- In most cases parents know more about their child than anyone else.
- Nursery nurses have a responsibility to involve parents.
- Nursery nurses must involve parents and their culture.
- All parents have a right to be consulted on changes which affect their children.
- Parents have the right to negotiate with staff when issues arise which affect their children.
- Parents and children benefit when a positive relationship is established between parents and staff.
- Parents may need encouragement in their parenting.
- Parents have the right to confidently.
- Parents sometimes need a little break from their children.

In Peter's Patch the children are our main responsibility and our focus - as such the children's parents have a major role to play. This role should be crucial in our understanding and caring for each individual child.



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## Parental Involvement

It is the policy of Peter's Patch day nursery to ensure that all parents have the opportunity to actively participate at all levels, as partners, in the policy/ decision making process of the organisation and in the planning and delivery of services to their children. Through this we aim to enable parents to feel comfortable in the nursery.

Peter's Patch will aim to do this by:

1. Ensuring staff consult with and seek guidance from parents / carers when planning and implementing childcare practices.
2. Ensuring that parents /carers have the opportunity to work with their children alongside staff in the nursery.
3. Ensuring that parents / carers have the opportunity to review their children's progress on a regular basis with nursery staff.
4. Ensuring that parents / carers are informed about the policies procedures and guidelines of Peter's Patch day nursery.
5. Offering parents / carers the opportunity to participate in celebrations, festivals and all nursery events throughout the year.



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## Parental Involvement

6. Ensuring that parents / carers can arrange a meeting with their child's key worker or management to discuss issues and concerns.
7. Providing resource information about local activities, community services in our meet and greet table in reception.
8. Arrange social events, special education visitors and outings for the children.
9. Providing monthly newsletters on themes, topics and current events.

Updated: 01/02/2021



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## Participation Policy

### What is Participation?

Participation is when people are given the opportunity to express their views effectively and for those views to be listened to and taken account of. It is about being involved in and influencing decision making on matters that affect you. There are a huge variety of ways that children and young people can participate, such as at one-off consultation events, through school councils, by completing surveys, or by becoming a member of an organisation such as the Youth Parliament.

### Why is it Important?

Participation is a right. The United Nations Convention on the Rights of the Child (UNCRC) states that it is the right of children and young people to express their views in relation to matters that affect them and to have those views taken into account.

Not only do children and young people benefit from being involved in decision-making but also organisations and services that involve children and young people will benefit from their involvement. Children and young people may gain new skills and confidence and make a real difference in something that matters to them.





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## Participation Policy

Agencies may gain a better understanding of what makes an effective service for children and young people or will build stronger relationships with the young people they work with.

### Our Participation Policy

Children parents and staff will be given the opportunity to express their views and for those views to be listened to and taken account of.

Methods of involvement will be accessible and relevant to all and take into account sensitivities.

The views of children, parents and staff will be recognised and will be reflected in nursery practice.

The nursery will continue to monitor and expand participation methods

Updated: 01/02/2021



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## Play

### What do we mean by Play?

Play is one of those terms which mean many things to different people; therefore, it is important that there is a common understanding of play.

"Play stands at the centre of human development, especially in the formative years, but its importance has to be defended by each generation anew, often on different grounds"

Sturrock, Else and Russell (2004)

- Play is something we all do, or have done. Most adults will recall the significant positive elements of their childhood in the context of play – in favourite places, alone or with friends, following their own instincts, ideas and interests.
- Play is universal; it is common to children of all countries and cultures.
- Play, although difficult to define, is one of the essential components in a child's life and is an intrinsic part of their learning, growth, well-being and development.



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## Play

- Play is essential for the enhancement of family and community life. Strong vibrant communities that are confident about their future have, at their heart, a clear and visible commitment to children and to play as the fundamental expression of childhood.
- Perhaps the best description of play is in the words of children - 'Play makes me happy; play is my best thing; play is having fun; play makes you strong.'

### What are the benefits of play?

For children and young people play is first and foremost about fun, relaxation and friendship. However, evidence shows that giving them access to a variety of play spaces and opportunities also helps ensure their health, growth and development.

To a child, play is their culture. Play stimulates children's learning imagination, helps develop social skills, allows them to experiment and discover things about themselves, their relationships, and their environment. It tests and stretches their boundaries, promotes their self confidence and self esteem and often promotes vigorous physical and mental exercise.



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## Play

Play is a process directed by children and as such, not driven by outcomes. However we know there will be tangible outcomes for individuals and society when children's play needs are met.

It is through play that children communicate, describe their reality and experience and voice their feelings; it is through play that children can contribute to the richness of society's cultural life. One of the objectives of a Shared Future is the "development of a shared community where people wish to learn, live, work and play together".

- Creative play is about drawing, painting, playing music, cooking, or making something (anything!). It doesn't matter what your child makes, or whether there's a perfect result. Through creative play, your child expresses his- or herself, learns about process, discovers cause and effect and gains pride in their achievements.
- Imaginative play starts in your child's head. It can be role-playing, creating a new game, giving toys a voice, inventing adventures or playing a word game. Through imaginative play your child begins to understand the world, investigates fact and fiction, and develops positive relationships with themselves and other people.



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## Play

- Active play is how your child moves in the world. It is running, jumping, catching and dancing - all of which build strength and boost coordination. Active play is also a great way to learn about teamwork, release tension and feel truly free.

Play is a serious business, as far as children are concerned. Play makes an immense contribution to your child's development in lots of important ways.

As a child plays, they learn all about themselves and what they can do. Play helps them make friends, enjoy company and discover the world around them. Your child has fun while playing and at the same time is exercising, discovering and developing both emotionally and physically. That's what makes play so wonderful!

### Improving Confidence through Play

Play boosts your child's self-confidence in many ways:

- Exploration. By learning through discovery, your child develops belief in their skills and abilities.



## Peter's Patch

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### Play

- **Movement.** As soon as your child can move, they want to play. The "I got there by myself" expression shows your child's growing confidence. Playing is also a fantastic form of exercise and as the facts show us, children need regular exercise.
- **Imagination.** Children use their imagination in pretend-play. This is a new and exciting experience for children, and they love it.
- **Creativity.** Every child can be creative in play. Your child will be delighted when you smile at their drawings and paintings.
- **Socialising.** Playing with friends is a great way for your child to learn important social skills like sharing and taking turns.
- **Problem-solving.** Your child's confidence is boosted by solving a puzzle - they would rather do it without too much help.
- **Language.** Playing with others builds up your child's vocabulary, speech and communication skills.



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## Play

### Top Tips to Boost Your Child's Confidence through Play

- Give lots of praise when your child plays well.
- Use age-appropriate toys that challenge your child's understanding.
- Gently encourage your child to play with puzzle toys.
- Aim for your child to increase learning in small stages.
- Let your child choose what toys to play with, most of the time.
- Prove that you are interested by watching your child at play.
- Be sympathetic when your child becomes frustrated in play.
- Avoid comparing the way your child plays with the way another child plays.
- Brag to your friends and relatives about your child's play achievements in front of them.
- Give your child a cuddle sometimes during play.

Updated: 01/02/2021

# Peters Patch Pre-School



# Parents Handbook



### Staff members

Miss Shannon Peake (Pre-School Leader)

Mrs Vicki Doherty (Pre-School assistant on Monday and Friday)

Mrs Heather Gault (Pre-School assistant Tuesday, Wednesday and Thursday)

### Opening times

9.30am- 12.00pm term time

These will be highlighted in the monthly newsletter.

Any changes will be highlighted on the notice board in the Pre-School hall and due to current restrictions via my nursery plan and the newsletter.

### Newsletter

You will receive a monthly newsletter with information on any upcoming events or closure dates.

### Library and book bags

In term 2 and 3 (after Christmas) your child will get to take a book bag home containing 7 books which are known as the Big Bedtime Read packs. These will go out on a Monday and be returned the following Monday and due to the current restrictions will be every other week to allow for quarantine.

### Uniform

Please ensure all items of uniform are clearly named. Uniform is available to buy from McCalls Lisburn.

### Change of clothes bag

Your child will need to have a change of clothes bag, which will be hung on their peg. Please send in a full set of clothes including shoes. Please check this bag regularly and replenish as needed.

### Snack

We provide snack for the children each day. This will consist of a variety of fruit, breads, milk, and water. Please let us know if there are any special dietary requirements.

Snack is included in the Pre-School fund of £30 per term.

### Money

Please send any money in a named and sealed envelope. We ask that £30 a term (£30 x 3) is handed in at the start of each term. This contribution goes towards snack, resources for the preschool, visitors throughout the year and end of term parties. You will receive a receipt of payment.

### Parental involvement

We operate an open door policy at Peters Patch and welcome all family members into the Pre-School unit. If you need to speak privately to your child's teacher she is available after the Pre-School session and available to contact by phone every afternoon. Due to current covid restrictions parents are not allowed into the building at present, this process will be reviewed as guidelines changed.

### Reports and interviews

You will be asked to attend an initial interview in October when your child has settled into Pre-School life.

Another interview will be held in February and a final transition report will be given to you in our final meeting in June. This transition report will be passed on to your child's Primary 1 teacher with your permission.

Due to the current restriction's interviews will be held over the phone and this will be reviewed as the guidelines are changed.

### Fundraising

At Peters Patch we enjoy planning fundraising events and hope to do a lot more throughout the year with the children. We welcome everyone's suggestions and look forward to hearing them.

### Trips and visitors

Most months we either take the children on a trip or we have a special visitor come to the Pre-School. These are usually planned around our topic for the month. Current restrictions have prevented this, but we will review when guidelines have been changed.

### Forest School

In Peter's Patch we strive to give children opportunities to learn and grow with a sense of freedom and exploration by connecting with nature, allowing them to build resilience, confidence, independence and self-motivation. Statistics show that now more than ever, children know less and less about the natural world. As educators we have a responsibility to make a positive change and what better way than to take our learning to Hillsborough forest once a week.

### What we are planning on doing

With encouragement, role modelling, suggestions and props, we can take their fun and exciting play from the classroom and provide them with high quality learning opportunities in our local forest. We will continue to plan for each day in accordance with The Northern Ireland Curriculum and carry out observations to ensure that your child is reaching his/her full development potential. The children will have the opportunity to explore the world around us using their senses, developing a love and respect for nature. They will be able to move freely, developing strength in their gross motor muscles and precision and manipulation in small fine motor movements. The forest will further allow them

to solve problems together with their peers as they grow in their relationships with each other. As normal, each child will be provided with a healthy snack including bread, fruit and water, spending this time together as a class to share thoughts, stories and songs.

### Where and when

We plan to take our preschool session to the forest each Thursday. Please bring your child dressed for forest school to the Main building at 9:30am as we will travel down in the Peters patch buses to the afterschool building and be brought back up for pick-up at 12pm. If your child attends day care on a Thursday please ensure to send their forest school clothing with them.

### Clothing

You are able to purchase a set of brightly coloured Didrikson's waterproof dungarees and a jacket from Peter's Patch for £50 or alternatively bring in your own waterproof overalls. Please send in wellie boots for your child.

### Safety

These brightly coloured overalls mean that the children are highly visible at all times. Children are always within line of sight of two or more adults making it easy for regular headcounts to take place. In the unlikely event of a severe storm, we will return to, or remain in our indoor facility as it is our priority to ensure the safety of the children at all times. However we aim to be outside in rain, wind or shine when it is safe to do so, always protected by our Didriksons.

Our high adult to child ratio means that if a situation arises, our staff are always on hand and prepared to deal with it.

### Safety Rules

- No picking or licking as eating something from the wild will make you sick.
- We talk about our boundary and the importance of staying in it
  - We never run off
  - Kind hands to our friends and the world around us
  - Discuss stranger danger

- Respect living insects and plants
- If a dog approaches, stand still and don't get excited.

### Daily routine

On arrival - outdoor story and discuss what we will do that day.

10am - Explore

10:45am - Snack

11am - planned activity

11:25am - 11:45am - Wind down/ reflect on our forest treasures and discuss what we have achieved today.

11:45 - Return back to the Peter's Patch afterschool building.

12pm - Home time

Our preschool team are really looking forward to taking on this adventure with your children! If you have any queries or would like more information, please do not hesitate to speak to one of our preschool team.

*There is no such thing as bad weather, just bad clothes!*

*The best kept classroom and the richest cupboard are roofed only by the sky  
(Margaret McMillan 1952).*

Shannon Peake



Peter's Patch  
Forest School - Day Care - After School Club

## Procedures for Outings

We have agreed procedures for the safe conduct of outings.

- Parents sign a general consent on registration for their children to be taken out as part of the daily activities of the setting.
- Parents always sign consent forms before major outings.
- A risk assessment is carried out before an outing takes place by the room supervisor.
- Our adult to child ratio is high, normally one adult to two children.
- Named children are assigned to individual staff to ensure each child is individually supervised and to ensure no child gets lost and that there is no unauthorised access to children
- Outings are recorded in an outing record book stating:
  - The date and time of outing
  - The venue and mode of transport
  - Names of staff assigned to named children
  - Time of return



Peter's Patch  
Forest School - Day Care - After School Club

## Procedures for Outings

- Staff will take a mobile phone on outings and supplies of tissues, wipes, pants etc. As well as a mini First Aid pack, a snack and water.
- When planning a trip or outing using vehicles, records of vehicles and drivers including licences, MOT certificates and business use insurance are checked.
- There will be a designated person in charge.
- A register must be taken containing contact numbers, allergies etc. The children must be counted before setting off and counting must be ongoing at regular intervals throughout the outing.
- A badge or wristband must be attached to all children showing the name and telephone number of the Nursery. Additionally, it should also show the mobile telephone number of one of the staff members on the outing.
- A minimum of two staff should accompany children on outings and a minimum of two should remain behind with the rest of the children.

Updated: 01/02/2021



Peter's Patch  
Forest School - Day Care - After School Club

## Retention

### Safe storage of children's records - Data Protection

At Peter's Patch we believe privacy is important. We are committed to complying with our data protection obligations and to being concise, clear and transparent about how we obtain and use personal information and how (and when) we delete that information once it is no longer required.

We will review and update our Data Protection Policy regularly in accordance with our data protection obligations.

To comply with the law all early years' groups collecting and storing information relating to individuals must comply with The General Data Protection Regulation (GDPR).

These principles require that personal data shall:

- 1: be obtained and processed fairly and lawfully and shall not be processed unless certain conditions are met.
- 2: be obtained for specific and lawful purpose and shall not be processed in any manner incompatible with that purpose.





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## Retention

### Safe storage of children's records - Data Protection

3: be adequate, relevant, lawful and not excessive for those purposes.

4: be accurate and kept up to date.

5: not be kept longer than is necessary for that purpose.

6: be processed in accordance with the data subject's right.

7: be kept secure from unauthorised access, accidental loss or destruction.

8: not be transferred to a country outside the European economic area, unless that country has adequate levels of protection of personal data.



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## Retention

### Safe storage of children's records - Data Protection

#### Purpose of policy

In order to work effectively, Peter's Patch Day Nursery needs to gather and process relevant information about the staff, parents, children and professionals along with others involved in the day to day running of the nursery. This will be done in accordance with the principles specified further in the document.

Peter's Patch Day Nursery by adhering to this policy will ensure that the data is handled properly and confidently at all times, this applies to data held on paper and computer. Peter's Patch Day Nursery recognises it's responsibly to ensure that all persons acting on behalf of the group are made aware of this policy and receive any necessary training.

This policy covers:

- Data collection
- Data storage / security
- Data updates
- Data disclosures
- Data access
- Data disposal / destruction



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## Retention

### Safe storage of children's records - Data Protection

Peter's Patch Day Nursery will review this annually to ensure that:

- Data is collected fairly
- Data is adequate, relevant and not excessive
- Data is accurate and up to date
- Data is stored securely
- Data is only retained as long as necessary
- New staff / parents are made aware of this policy

Data protection policy:

Peter's Patch Day Nursery will comply with:  
The terms of the 1998 data protection Act and subsequent relevant  
legislation.



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## Retention

### Safe storage of children's records - Data Protection

#### DATA COLLECTION

- Only relevant personal data will be collected. The person from whom it is collected will be informed of its uses and any personal disclosures that may be made.
- The Nursery will follow systems to facilitate updating information held.

#### DATA STORAGE / SECURITY

- Manual data will be stored in a secure place only accessible to those with legitimate reason to use it.
- Electronic data held on computer in office secured with a password.
- Any sensitive personal data will be recorded and access will be strictly limited.

#### DATA UPDATES

- Parents are encouraged to ensure staff is informed in changes of data in order to ensure data is up to date and accurate.
- Data will be updated promptly on receipt of information and the appropriate people informed if necessary.



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## Retention

### Safe storage of children's records - Data Protection

#### DATA DISCLOSURE

- The consent of the family will be obtained before the group discloses personal information to any organisation or individual.
- All requests for disclosure will be in writing and telephone enquiries advised accordingly.
- In cases of child protection, the law requires the disclosure of information, without consent, to relevant social services personnel and P.S.N.I. officers.
- If a request for information relating to child protection is received by telephone, steps will be taken to ensure that information. It is advisable only to disclose information only to those involved in child protection.
- Request made from parents for printed names and addresses will be politely refused.
- Personal data and images will not be used in newsletters, websites etc without the consent of the parent / carer.
- A record will be kept of any data disclosed so that the recipient can be informed should data be updated/ altered at a later date.



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## Retention

### Safe storage of children's records - Data Protection

#### DATA ACCESS

- Families have the right to access any personal data held about them.
- Any person wishing to access this must put their request in writing to management who will make the information available as soon as possible within the 40 day period recommended by data protection agency.
- Any delays in this will be put in writing to the family making the request.

#### DATA DISPOSAL / DESTRUCTION.

- Management will review personal data regularly and delete information which is no longer required for the purposes of the group.
- Management will keep a deletion file and record the type of deletion and the date it occurred.
- Management will keep all information regarding recruitment and selection of jobs for six years before discarding of the material.
- Management will not delete information relating to accidents on the premises or child protection issues until the statutory period has expired.

Updated: 01/02/2021



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## Road Safety Policy

The safety of your children will always be our paramount concern. Our most important priority is to prevent the injury of a child while in our care. If out and about with the children on foot, we will always ensure the children are walking safely, following our safety points which are highlighted to the children each time they go out.

When out walking along roadsides for trips and to and from the forest park and play park, the children who are of Primary 1 age and below will walk using a Walkodile where there is over a ratio of 2:1 of children to adults (unless otherwise requested by their parents or guardians). The adults will have a rope boundary and will have this around themselves and the group of children.

One adult will be outside the boundary to stop traffic to allow the children to cross the road safely. Only when there is no traffic or when traffic has stopped in both directions will the children cross. Staff will cross children in a safe place that is clearly visible in both directions away from corners and bends.

Children under 2 years of age will always travel in either a pram or one of our trains where they are strapped in and safe so will not be in danger when crossing the roads. Children who are over 2 years and up to primary school age will travel in a train or pram when necessary.



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## Road Safety Policy

The staff members pushing prams or pulling the trains will ensure the road is clear or that the traffic has stopped to let them across before moving out onto the road at all and crossing with the children in the pram/train. Where the adult to child ratio is 1:1 the adult will always walk closer to the road, keeping the child on the inside.

When transporting children by vehicle, we will always prioritise doing so safely, in line with the latest safety advice, using booster seats which are in line with the current legislation or, for younger babies and toddlers, using their own car seats installed into our vehicle by the parent / guardian.

We will discuss road safety within the nursery with all children but reinforce it with 2 years plus, integrating the learning into activities, art work and story time, discussing all aspects of safety when out of the nursery setting.





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## Road Safety Policy

We aim to always take the children out at quieter times of day when there will be less traffic, therefore it will be safer for them to cross the road and there will be a reduced risk of any danger.

We always use footpaths with the children and do not walk with them anywhere that they may be at risk from being too close to the road edge.

When there are fewer children staff will always hold the hands of the children following the road safety. When there are bigger numbers the staff will use equipment provided for safe travel along footpaths. Staffing ratios, as per the Minimum Day Care Standards will always be followed and were deemed necessary, we will provide extra staff for added safety.

<http://www.brake.org.uk/educators/21-facts-a-resources/resources/313-foottrips>

<http://www.walkodile.com/product/156/walkodilesafetyweb/ef7834a5bb53fea40e5f8021cee0cf4b>

Update: 01/02/2021



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## Security of the Setting

It is our aim at Peters Patch to maintain the highest possible security of our premises to ensure that each of our children is cared for safely at all times. The nursery main door will be locked at all times, the doorbell or buzzer will be rung by anyone wanting permission to enter and identification will need to be checked.

### Children's Personal Safety

- We ensure all our staff, students; volunteers have been checked for criminal records by an enhanced disclosure from Access NI and Social Services.
- All children are supervised by adults at all times
- Our nursery is designed so that no member of staff is out of visual contact from another member of staff at any time.
- We aim to always have at least two members of staff on the premises whenever children are present.
- We carry out risk assessments to ensure our children are not made vulnerable within any part of our nursery or when taking part in activities.
- Staff are not allowed to carry mobile phone on them.



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## Security of the Setting

### Security Measures in Place

- We have systems in place for the safe arrival and departure of children.
- The times of the children's arrival and departure are recorded.
- The arrival and departure times of all adults (staff, volunteers and visitors) is recorded.
- Photographs of staff are displayed at the entrance of each room.
- All visitors are asked for identification before being allowed into the setting and must sign in the visitor's book and sign out when they leave
- We have signs on the doors around the setting reminding staff, parents, and visitors that the doors must be locked.
- The doors into the gardens can only be opened from the inside allowing children access in to secure outdoor areas
- Children are only allowed to go home with the named person on their registration document, unless prior notification is given by letter from a parent/carer and identification must be shown when the person arrives before we allow the child to leave.
- If staff cannot identify a person coming to collect a child, the child's parents will be contacted for clarification.

Updated: 01/02/2021



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## Settling In At Nursery

We are aware that the settling in period can be unnerving for both the child and parents therefore we make every effort to try and make the child and parent feel comfortable, welcome, and take their individual needs into consideration.

We encourage three short trial sessions and visits to the nursery before a child starts. We recommend that the parent will stay with the child on the first settling in session for one hour and then stay half an hour on the second session, and the child to stay by itself for the third session. If we feel the child is not ready, we will introduce further settling in sessions.

The staff at Peter's Patch will do everything to make the child's time at the nursery happy, safe, and enjoyable.

Updated: 01/02/2021



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## Social Networking Policy

The widespread availability and use of social media applications bring opportunities to understand, engage, and communicate in new and exciting ways. It is important that we can use these technologies and services effectively and flexibly. However, it is also important to ensure that we balance this with our duties to the nursery, the community, our legal responsibilities, and our reputation.

For example, our use of social networking applications has implications for our duty to safeguard children, young people, and vulnerable adults.

The policy requirements in this document aim to provide this balance to support innovation whilst providing a framework of good practice. They apply to all members of staff within the nursery.

The purpose of the policy is to:

1. Safeguard all children
2. Protect the nursery from legal risks
3. Ensure that the reputation of the nursery and its staff are protected



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## Social Networking Policy

It is important that staff ensure proper practice when using the internet including social networking sites. This is to protect the children, parents and other staff in the nursery. It is also to guard the nursery and your personal reputation.

Peter's Patch Day Nursery policy states that staff members are allowed to use any social networking site as long as they follow these guidelines regarding the impact social networking has on the nursery. Failure to comply with the above is an invasion of privacy and may infringe the Confidentiality Policy. The guidelines include but are not limited to:

- Photos of the children will only be published on Peter's Patch Facebook page when signed permission has been received.
- Photos of staff will only be published on Peter's Patch Facebook page when signed permission has been received.
- Staff must not publicly mention any of the children from the nursery on their social networking sites
- Staff must avoid writing direct suggestive comments about the nursery on their social networking sites e.g. "I've had a bad day at work";



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## Social Networking Policy

- Staff must not publish photos of the children on their social networking sites
- Staff must not publicly write anything negative about other staff members in relation to work on their social networking sites
- Staff must not mention any of the companies in a negative manner that the nursery works with on their social networking sites
- Staff members are advised to set their online profiles as private so that only friends can see their information. This can help to prevent any accidental breaches of this policy.

Please be aware that serious breach of the Social Networking policy could result in disciplinary action.

Updated: 01/02/2021



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## Transport Policy

At Peter's Patch records are kept about vehicles in which children are transported during outings, including insurance details and a list of named drivers who have been vetted.

There is appropriate insurance cover and all drivers have an up to date driving license, vehicle road tax certificate and MOT certificate if required.

Child safety seats or appropriate booster seats are correctly installed and all children to and from the setting, are suitable for the purpose and meet all current road traffic legislation.

A risk assessment is carried out to ascertain the ration of staff or volunteers required when taking children on outings.

Updated: 01/02/2021