

## **Slade and Headington children's centre: The Slade Day Nursery**

### **Our Policies reflect the Statutory Requirements of the Early Years Foundation Stage.**

We are in the process of reviewing our policies and will make them available as they become available. They include the following:

#### **Security**

All outdoor areas are securely fenced and gateways fitted with secure locks. There is a secure main entrance and coded key pads to other doors. The registration form asks you who is authorised to collect your child from nursery. If in an emergency someone else needs to collect your child, please inform the nursery.

Please do not let any other person into nursery that you are not familiar with. This may appear rude but it is necessary to protect your child.

#### **Accidents**

We have a file where we record any incidents that happen. We get you to sign this once you have been told. If your child has an accident outside of the nursery, please tell your child's key person and this will also be recorded. If staff feel that urgent medical advice or treatment is required an ambulance will be called and the child will be escorted where possible by their key person to Accident & Emergency Dept.

#### **Safeguarding Children**

The nursery has a duty to inform the Local Authority of any significant concern regarding the welfare of the children in our care. The nursery will follow the procedures set out in our Safeguarding Children Policy and those of Oxfordshire Area Child Protection Committee. Ofsted have a legal right to be informed of any allegations against staff.

#### **Confidentiality**

Information given to us is held under the data protection act 1998. Exceptions would apply if we have any information which suggests a child is suffering, or is at risk of suffering, significant harm. Then this information cannot remain confidential and we would have to share it with the appropriate agencies.

#### **Complaints**

Queries and complaints can usually be dealt with immediately but appointments may be made to see the Nursery Manager if required. A copy of our complaint procedure is available, including contacts for Ofsted (governing body).

#### **Late collection**

The session times are detailed on our registration form. We expect children to be collected promptly. Parents/carers who know they are going to be late (due to unforeseen circumstances) must telephone the nursery to inform staff of the expected time of arrival.

Parents/carers who are consistently late should be aware they will be charged according to our late collection charges, which will be added to your next invoice.

### **Illness & Medication**

Children who show signs of illness should not be brought to nursery. If a child becomes ill during the day parents/carers will be requested to collect them. Please inform us if your child has any contagious illness.

Prescribed medication will be administered providing we have signed permission and full instructions.

### **Equal Opportunities**

We endeavour to provide and actively promote an environment free from prejudice and discrimination where children, regardless of religious and cultural backgrounds, colour and gender, disability or spoken language can develop freely in an atmosphere of mutual respect.

### **Code of Conduct**

We have a behaviour policy, which states our overall aim to treat each other, equipment and the learning environment with respect and to care for one another. We also expect parents/carers and staff to follow the behaviour guidelines.