



Policy for the Provision of Two Year Olds

November 2017

Signed (Chair of the Local Governing Body):	
Date:	November 2017
Date of Review:	November 2018

The Arbor Academy Trust reviews this policy annually. The Trustees may, however, review the policy earlier than this, if the Government introduces new regulations, or if the Trust receives recommendations on how the policy might be improved. This document is also available in other formats e.g. e-mail and enlarged print version, on request to the School Offices and is displayed on the schools' websites.

This document is in addition to the policies ratified by the Local Governing Body of The Arbor Academy Trust.

Policy and Procedures for Emergencies at the provision:

Emergency during the Session

In the event of an emergency such as a fire, every effort will be made to contact the parents or authorised adults of children within our setting. If this is not possible the setting will ensure a responsible adult will care for your child. In such cases please contact the office at your earliest convenience.

Accident or Serious Illness

The First Aider will assess the severity of the situation and comfort the child. If required the supervisor, or nominated adult will call for further medical aid. The other adults in the session will ensure the children are kept away from the area of the accident/illness and are reassured if necessary. The supervisor or nominated adult will contact the parent as soon as possible and arrange to meet them at the setting or hospital. If an ambulance has been called and the parent cannot be with the child a member of staff will accompany the child.

The circumstances of the accident/illness will be recorded in The Accident and Incident Book as soon as possible after the child has been cared for.

The Care and Social Services Inspectorate England (Care Quality Commission (CQC) Finsbury Tower, 103–105 Bunhill Row London EC1Y 8TG Tel: 03000 616161) and The Health and Safety Executive will be informed if necessary.

There will be a review of the accident/ incident as soon as possible, during which procedures of the setting and any equipment responsible or damaged during the accident will be closely inspected and changed if necessary.

The above procedures will be followed for accidents involving adults as well as children.

Critical/Major Incident

Critical/Major incident may include:

- Serious accident while travelling to setting/ on an outing during session time.
- Death of a child attending the provision.
- Abduction of a child.
- A fire/flood in the setting.
- Plane crash or serious incident in the vicinity of the setting.
- A critical/major incident that may have a profound impact upon all who access the provision, not just those directly affected, and the impact could last for a considerable time.

Any of those incidents could trigger an **Emergency Closure**:

Emergency Closure

Any decision to close the provision will be made on Health and Safety or Statutory Regulation grounds, by the Provision Manager and Chair of the Local Governing body.

In the event of closure the setting:

- Holds a list of all children's emergency contact details in a readily accessible file that is regularly updated and will ensure that this information, with the support of parents and carers is accurate.
- Establish and record essential details of any incident – what has happened, to whom, when, where, details of any injuries, witnesses or persons at the scene, immediate support made available and how they maintained the

safety of the remaining children and adults. The facts will be clarified as quickly as possible, to ensure that accurate information is given to parents.

- Follow all procedures required by the registering authority and notify the relevant authorities – Police, Care Inspectorate and RIDDOR.
- Regular checks are made to ensure all necessary phone numbers are at hand, correct and up to date.
- Not release or confirm any information regarding the identity of those involved in an incident to the media until the authorities have confirmed identity and the parents have been informed. Media contact will be dealt with by the Governors of the setting only.
- Contact children's parents to inform them of the situation as outlined below.
- Aim to offer support to all who use the setting and enlist guidance from the Local Authority with regard to counselling/support systems that are available.

Evacuation:

- If it is necessary to evacuate the building, we will do so following the Fire Safety Procedure, displayed on all exits of the setting.

Parent/Carer notification:

- We will notify parents by phone (Critical/Major Incident) as sensitively as possible, as soon as we are aware of an event that will result in the setting being closed, giving as much notice as possible. We will give an indication of when the setting is likely to re-open, if we are able to do so.

Collection of Children:

- If the provision is closed because of a Critical Incident/Emergency, parents/carers will be contacted by a member of staff requesting them to collect their child/children immediately. In the event that the building has been evacuated, we will contact parents as soon as it is safe for us to do so. For the alternative provision safe place see appendix a1 (Davies Lane Primary), appendix a2 (Selwyn Primary) and appendix a3 (Acacia Nursery school).

Policy and Procedures In the event of a child missing or uncollected from the provision:

Missing child

The provision will ensure that the premises are safe and secure to ensure children will not be able to leave the premises without a staff member or other adult authorised by the parent/carers.

The following procedures will be implemented in the extraordinary circumstances where a child either becomes lost whilst on an outing or leaves the premises unaccompanied.

- A senior staff member will be alerted and enquiries made as to when the child was last seen, and where
- The safety and security of the other children must be maintained and at least one adult must remain with these children
- As adult/child ratio will be reduced the remaining children will be kept suitably occupied
- At least one staff member will search the premises and any outside space in the immediate vicinity
- If the child is not found within 5 minutes then the Police will be called and the parent/ carer informed.
- The search will continue, and staff will keep in touch by mobile phone
- There will be a review of the situation which allowed the child to become lost and measures taken to ensure the situation will not happen again

- The parent/carer will receive written evidence of the review and measures being put in place to prevent further incidents.

Uncollected children

In the event that a child is not collected by an authorised adult at the end of a session/day, the setting puts into practice agreed procedures. These ensure the child is cared for safely by an experienced and qualified practitioner who is known to the child. We will ensure that the child receives a high standard of care in order to cause as little distress as possible.

- No child will be left unattended if their parent/carer has not arrived to collect them by the end of the session and two members of staff will supervise the child
- All reasonable attempts are made to contact the parents/ nominated carers or emergency contacts
- Children will not be released into the care of any person without the written permission of the parent/carer. However, in an emergency situation, a telephone call from the parent/carer stating that another adult will collect the child will be accepted provided that an accurate description of the adult is given and that the adult can give proof of their identity
- If no-one collects the child after one hour and there is no-one who can be contacted to collect the child, we apply the following procedures for uncollected children;
- After this time the nominated adult will contact our local authority children's social services care team on the out of hour's number: 020 8496 3000
- The child will remain at the setting in the care of two fully-vetted workers until the child is safely collected either by the parents or by a social care worker.
- We follow advice provided by the local authority on how to ensure the child is most suitably cared for.
- Under no circumstances do staff go to look for the parent, nor do they take the child home with them.
- A full written report of the incident is recorded in the child's file.
- Depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff.

Policy and Procedures In the event of sickness at the provision:

Sickness

Our Sickness policy at the provision has been prepared to ensure that the emotional and physical well-being of the child comes first.

Our guidelines are as follows:

- Children should not attend the setting if they are clearly unwell or distressed through illness.
- Children prescribed antibiotics to treat an infection should remain at home for at least 24 hours, after the first administration, to support them with their recovery, returning only when they are well enough to participate in a normal session. Children who are regularly being prescribed antibiotics to deal with an ongoing medical problem may be allowed to attend during the first 24 hours at the discretion of the managers or senior leaders.
- Parents/Carers need to make arrangements for emergency care to be available should their child become unwell during the day and leave adequate contact numbers.
- When your child has an infectious disease or another illness advice should be sought from either your GP or Health Visitor. Appropriate exclusions will apply. Please refer to the Public Health England 'Guidance on infection control in schools and other childcare settings' (September 2014 Version 2).

- Children and staff who have suffered a bout of sickness and / or diarrhoea must not return to the setting until they are eating a reasonable diet and have been symptom free for at least 48 hours. Parents / Carers will be asked to remove children with an isolated incident of sickness and / or diarrhoea from the setting but with the agreement of the management team may be able to return to setting the following day when circumstances have been considered.
- Parents of children with minor ailments should seek medical advice and may be excluded from the setting.
- Staff are only able to administer prescribed medicines. Please refer to our Medication Policy.

Policy and Procedures for transition at the provision:

Transition

In our settings children and parents in the early years may have to cope with the following stages of transition:

From Home to the Two to Three Year room, Two to Three Year room to the Nursery Room, from the Nursery Room to the Reception Classroom.

Change can be stressful and for some, transition can cause anxiety; not only for children but for parents too. The key to successful transition is effective communication between the child, parents and practitioners. Practitioners need to provide information about expectations to both parent and child. Parents need to be given opportunities to voice concerns, opinions and ask questions.

During this process we aim to:

- Provide children with adequate 'visits' to other rooms within the setting prior to internal transition.
- Provide parents with adequate information about internal transition.
- Always be available to parents to discuss concerns at all stages of internal transition.
- Provide a range of experiences for children which will support them in their transition through our settings.
- Provide information on transition to parents.
- Ensure continuity of experience and sharing forms of assessment including the Two Year Old Check by providing all relevant information to the receiving setting.

Policy and Procedures for attendance and registration at the provision:

Attendance and Registration Procedures

The attendance registers are completed on a daily basis when a child arrives and leaves at the provision for their session. Indications of holidays and absence will be marked on the register if parents have given prior notification to the setting.

If a child fails to arrive for their session the administrative staff of the setting will then phone the child's parents using the primary contact numbers held on file. The administrative staff will confirm the reasons for the child's absence and the expected date the child is due to return to the setting, this information will then be recorded and kept in the child's personal file for reference.

If parental contact is not made, additional contact telephone numbers listed on the child's registration form will be checked to establish why the child has not attended the setting on the specified dates.

If all efforts to make contact with the child's parents or next of kin, after the 2nd day of absence, are unsuccessful the Provision Manager will notify the child's Health Visitor of their concerns and co-operate fully with their procedures when dealing with this matter.

Policy and Procedures for assessing risks at the setting:

Risk assessment

Our risk assessment process includes:

- Checking for hazards and risks indoors and outside, and in our activities and procedures. Our assessment covers adults and children.
- Deciding which areas need attention and developing an action plan that specifies the action required, the timescales for action, the person responsible for the action and any funding required is the responsibility of the Provision Manager when evaluating risks each 7-8 weeks.

Policy and Procedures for the use of cameras, mobile phones and electronic media devices at the setting:

The introduction of the revised EYFS (September 2012) places a duty on all childcare providers to include information within safeguarding policies and procedures about the use of mobile phones and cameras. (Para 3.4 Statutory Framework EYFS)

Camera and Mobile phone usage

We recognise that a mobile phone is an effective tool for practitioners to support assessment and record keeping, and can also be of benefit to daily practice as an effective means of daily communication or in the event of an emergency.

However the following guidelines must be adhered to within the setting;

Visitors:

- Mobile phones are not to be used to make calls or send text messages on the premises or within the grounds of the setting
- They are only to be used to take pictures of their own child and these images must not be used on any social networking or media sites.
- Photographs of other children are strictly prohibited.
- Video recordings are strictly prohibited.

Members of staff:

- Personal mobile phones are not to be used to make phone calls or send/ receive text messages unless within confines of the staff room.
- Photographs of children will not be taken using personal mobile phones or cameras.
- The setting may use mobile phone devices for tracking or recording assessment data however those devices must remain on the premises and photographs/ video recordings must be removed from the device only to the network drives of the setting.
- I pads and mobile devices used by children contain only the applications installed by the setting manager and ICT manager. They can be used as a device for recording videos and capturing images however those images and videos must remain within the setting or saved to the provisions network drives as evidence of activities and work completed.

Camera usage within the setting

As with mobile phones, cameras are a very useful tool for practitioners to use in the setting. They are particularly helpful for observation purposes and documenting children's learning.

- On registration to the setting parents and carers sign an agreement indicating that they give permission for practitioners to take images (camera / video) for the purpose of record keeping and assessment tracking.
- Photographs and videos will be kept for a maximum of up to 2 years following the departure of a child leaving the setting as evidence of accurate assessment and developmental goals being achieved. Following this time frame all images/ videos will be permanently deleted from all network drives and devices.

Monitoring and Review:

This policy will be reviewed at any time at the request of the Governing body, or at least once every two years.

Appendices:

a1: Davies Lane Primary School (North Site) Davies Lane, Leytonstone London E11 3DR (02085392466).

a2: Selwyn Primary School (Cavendish building) Cavendish Road, Highams Park E4 9NG (0208 527 3814).

a3: Davies Lane Primary School (South Site) Davies Lane, Leytonstone London E11 3DR (02085392466).