



Little VIPs Student Information Booklet

This information booklet is a summary only of the key points. Staff and students should refer to specific nursery policies and procedures for definitive guidance. Policies are available for staff, students and parents on our website and staff and student specific procedures are available on FamilyApp.

Aims

The needs of the children are paramount in all that we do. If we find that a student placement is not working in the best interests of our children then we will terminate the placement and remove the student from contact with children.

This nursery recognises that qualifications and training make an important contribution to the quality of the care and education provided by nursery settings. As part of our commitment to quality, we offer placements to students undertaking early year's qualifications and training. We aim to provide for students on placement with us experiences which contribute to the successful completion of their studies and which provide examples of quality practice in early years.

Induction

We co-operate with students to help them fulfil the requirements of their course of study. We communicate a positive message to our students about the value of qualifications and training. This will include giving our students the opportunity to be included in all staff meetings/training. Students must be engaged in bona fide early years training which provides necessary background understanding of children's development and activities. Our student Induction is a process of familiarising a student with the daily operations of our nursery. This is an opportunity to give them the information that they need to start settling into the team and work effectively as soon as possible.

If the student doesn't already hold a current DBS check, the nursery will require the student to complete this along with some registration forms.

Policies and Procedures

We require all of our students to complete an induction within the nursery in order to familiarise themselves with the nursery's policies, procedures and practice.

Behaviour Policy

At Little VIPs, our mission is that we:

ACHIEVE, CARE and ENJOY

We follow Lowther Endowed School's policy which is that we teach and model behaviours so that children learn to:

RESPECT, BE READY and BE SAFE.

All adults including students will aim to provide a positive role model for the children in their interactions with each other and with the children, showing care and having regard to each child's unique personality and stage of development. We aim for our children to enjoy coming to nursery because they feel cared for and are supported to grow and develop.

Rules governing the conduct of the group and the behaviour of the children will be discussed and agreed with the nursery and explained to all new comers, both children and adults.

All adults in the nursery will ensure that the rules are applied consistently, so that children have the security of knowing what to expect and can build up useful habits of behaviour.

Adults in the nursery will praise and endorse positive behaviour such as kindness and willingness to share.

We will take positive steps to avoid a situation in which children receive adult attention only in return for undesirable behaviour.

Adult intervention

When children behave in unacceptable ways:-

- They will be given one-to-one adult support to understand how to cope more appropriately.
- Children will never be sent out of the room by themselves.
- Physical punishment such as smacking or shaking will NEVER BE USED OR THREATENED by any adult either students, staff, parents or volunteers.
- Techniques intended to single out and humiliate individual children such as the "naughty chair" will not be used.
- Physical restraint, such as holding, will be used only to prevent personal injury to children or adults and/or serious damage to property. Any significant event of this sort will be recorded and the parent informed the same day.
- In cases of serious misbehaviour, it will always be made clear to the child or children in question that it is the behaviour and not the child that is unwelcome.
- Adults will not shout or raise their voices in a threatening way.
- Adults in the nursery will make themselves aware of, and respect, a range of cultural expectations regarding interactions between people.
- Any behaviour problems will be handled in a developmentally appropriate fashion, respecting individual children's level of understanding and maturity.
- Recurring problems will be tackled by the whole nursery, using objective observation records to establish an understanding of the cause.

- Adults will be aware that some kinds of behaviour may arise from a child's special needs. Where this is the case, discussion with the SENDCO will take place and where appropriate with support from the Local Authority SEND team.

Code of conduct

- If you are going to be absent for any reason, then please contact the room manager as soon as you know you will be absent. Please do not attend if you are unwell with sickness and diarrhoea or any other contagious disease.
- Staff, volunteers and students will conduct themselves in a professional manner in their relationships with children and their families, including not overstepping the boundaries into personal contacts outside school, unless the child is already known to them in another capacity. The safety and welfare of the children in our setting is paramount.
- To arrive at the setting on time, comply with our dress code and participate in an induction process.
- To be familiar with our policies and procedures and ensure they are followed.
- To know which children have allergies or care plans and DO NOT BRING FOOD ITEMS OR ANYTHING CONTAINING NUTS OR NUT PRODUCTS into the nursery.
- Ensure that you understand your job role and the current management ladder.
- Respect other colleagues and actively support them.
- Be polite and well-mannered and have regard to all those who access the nursery.
- Listen to others and speak clearly and ensure you have understood any requests – seek clarification if you are unsure
- Fulfil your responsibilities and duties to the children at the best of your ability
- Have an open mind and a positive attitude to further training and CPD
- Be attentive in health and safety matters including completing incident logs for those children who arrive with “markings”
- Report all accidents in line with nursery policy
- Do not use your mobile phone anywhere where children are present. You may use your mobile phone in the School House office during your break.
- Types of affection permitted within the setting:
 - Students are permitted to hold and comfort a child by picking the child up (being aware of manual handling and health and safety) place the child on the adults hip and cuddle for initial comfort.
 - Students are permitted to have child on their laps for comfort, security and reassurance however not when they have been advised otherwise by a practitioner
 - During group story/circle sessions children who may need that extra contact are permitted to receive it with individual staff members.
 - We shall always encourage children to sit independently. Having the children on staff laps will be monitored by observation.

- All students will be aware of their professional status and be mindful not to continually have the same child on their lap.
- Students will support the practitioners with the re-direct of children who continually need comfort and affection.
- Students will voice positive comments about our children's emotional development.

Confidentiality policy

At Little VIPs we pride ourselves on the professional relationship that we build with our families. We aim to ensure that all parents and carers can share their information in the confidence that it will only be used to enhance the welfare of their children. There are record keeping systems in place that meet legal requirements: means of storing and sharing that information take place within the framework of the data protection act and the human rights act. We ensure that staff are aware of their responsibility for confidentiality through induction and supervision.

Confidentiality Procedures

- We always check whether parents regard the information they share with us to be confidential or not. ●
- Parents may 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.
- 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.
- We inform parents when we need to record confidential information beyond the general personal information we keep - for example with regard to any injuries, concerns or changes in relation to the child or the family, any discussions with parents on sensitive matters, any records we are obliged to keep regarding action taken in respect of child protection and any contact and correspondence with external agencies in relation to their child.
- We keep all records securely

Disciplinary and grievance policy

We operate Westmorland and Furness policies on Disciplinary and Grievance. The policy is available from school.

Dress Code

Please wear casual but smart clothes. Students should dress appropriately for the environment. No facial jewellery. Footwear must be flat, comfortable and enclosed. Slippers are used for indoor use and outdoor shoes and wellies are used for outdoors. Other things to consider are long nails. Most of these issues are common sense but please be aware that you will be working with young children and you do not want to be responsible for hurting them with jewellery, long nails or stand

on their fingers with heavy or heeled shoes. Long hair will get in the way unless it is tied up and unfortunately head lice can be a problem when working with children.

Emergency evacuation procedure

We have clear evacuation notices in each room and you must familiarize yourself with the appropriate exits and assembly points. In the event of the alarm being raised:

- Evacuate the building immediately, using your nearest exit.
- Close all the doors behind you.
- DO NOT STOP TO COLLECT YOUR BELONGINGS
- DO NOT RE-ENTER THE BUILDING UNLESS INSTRUCTED THAT IT IS SAFE TO DO SO

Health and Safety Policy

The health and safety of our employees and placement students is of great importance to us. We aim to provide and maintain safe and healthy working conditions, equipment and systems of work for all of our employees and students. This will be achieved by providing them with the necessary information, training and instruction. Everyone is responsible for Health and Safety. Health and Safety is everyone's responsibility. It is your own responsibility to take reasonable care of your own health and safety and that of others who may be affected by what you do or don't do. If you do see something that concerns, then please raise it with your supervisor or with one of the management team. We have a Health and Safety policy which can be found on our website.

Hazards within the nursery

You should be aware of slips, trip and fall hazards in the nursery. These can be prevented by:

- Wearing sensible shoe
- Tidying up regularly after yourselves and the children (particularly the toys that the children are playing with)
- Manual Handling - please avoid the need for manual handling if at all possible. If in doubt, ask for help and advice. This hazard will apply to lifting and carrying babies and young children. If you are going to lift, then please remember to:
 - Get a good grip
 - Bend your knees
 - Lift using your leg muscles
 - Keep your back straight
 - Avoid twisting your trunk or sudden movements

Hazardous substances and materials

Hazardous substances and materials include cleaning chemicals and medication. Students will not be asked to administer medication to anyone.

Accident Procedures

All accidents must be reported and all injuries, no matter how small must be recorded. Please ask your manager for support in completing the correct accident logs.

First Aid

Students will not carry out any first aid task unless they hold a full Paediatric First Aid Certificate which is on date. All our staff are currently qualified. First Aid boxes are provided and are located in the Kitchen, in the Baby Room, in the bathroom and in the pre-school room. A further first aid kit and Defib is located in the school office.

Infection Control

Students can help to prevent the spread of infection by not attending nursery if they have been ill with a contagious illness such as sickness and diarrhoea and ensuring they thoroughly wash their hands on a regular basis.

Personal Protective Equipment

Students should not be asked to carry out any tasks involving the use of personal protective equipment. Gloves and aprons are provided for the staff by the nursery for certain tasks such as changing nappies.

Internet acceptable use policy

- Many devices and emerging technology are equipped with internet access. We access the internet at time in order to enhance our provision – however children do not have access to devices in our nursery.

Data Protection and GDPR

The nursery is registered with the Information Commissioner's Office. We ensure that we store information covering all aspects of our setting in ways which comply with GDPR. This will include documents, images and children's records and being able to share information through FamlyApp.

Staff passwords will be used at all times to gain access to our FamlyApp and other confidential data.

Staff, students and volunteers must never share or discuss any information about the nursery, school, parents or children outside of the nursery except in the specified ways to communicate with individual parents.

Social Media

Little VIPs using FamlyApp. However there are times when we will also use the school facebook page to share news. As part of our Confidentiality policy staff members and volunteers of the

nursery will only feedback information to parents/carers about their own child only through FamlyApp, verbally at drop off or collection, or on the work telephone or face to face; not through social media.

Students, staff and volunteers must not refer to any children, activities, families or staff linked to the nursery or the school on their personal social media sites

Staff and students must not be 'friends' with children, families or parents in our care

Staff and students must not post online information that could bring the nursery or school into disrepute.

Mobile Phone and acceptable use Policy:

- Mobile phones are devices that can access the internet, social networking sites as well as offering video recording, audio recording and camera facilities.
- Children understand that they are an effective communication tool.
- Children need to learn the skills to manage changes in technology, understand the risks that are linked with these devices so they help themselves to stay safe.
- In order to effectively manage and minimise the potential for misuse we will have dedicated Mobile Free Zone within the children's rooms, creative area and the toilets and a Mobile User Zone will be available to all staff, parents, students and volunteers in the nursery office.
- Staff are aware that mobile phones are not used within the zone and will challenge any adult using their device within the zone
- Mobile phones are not to be used in any situation that may cause embarrassment or discomfort for students, staff or visitors to the nursery.
- Mobile phones can be kept on but must be kept in the staff storage areas, this will help to eliminate the potential risks and reduce the disturbance that a phone call can make.
- All staff as part of induction will informed of this policy and allowed to receive private phone calls on the nursery landline number in cases of emergency. The office staff can transfer a private call to staff as and when necessary.
- Staff and students should only use their mobile phones in the rest and lunch breaks.
- Practitioners and managers must not use their personal mobile phone for contacting, children, parents and carers unless it is an emergency.
- The Nursery accepts no responsibility for replacing lost, stolen or damaged personal mobile phones.
- Personal mobile phones should not be used by staff or parents to take photos/videos or use any other application during Nursery sessions and other educational activities, such as outings unless the nursery has a special event, eg performance.
- During a special event parents and carers (staff are not permitted) are encouraged to film their child at these events, however are expected to support the nursery by following these steps:

- Images and videos should be used for their own or their family's personal use only.
- If images are shared online, access should be limited to immediate family only and not PUBLIC.
- Work Mobile Phone: Staff have access to an emergency mobile phone which is kept in the School House. These phones are used as an essential part of an emergency toolkit when taking children on outings and in the event of evacuation.
- Where the mobile permits we shall place a password on the mobile to protect from misuse.
- If the landline phone fails then our work mobile phone will be a natural choice for a back-up.

Use of cameras/iPads and acceptable use:

- We aim to ensure safer and appropriate use of cameras/iPads and images through an agreed acceptable use procedure.
- Images will be used in a manner that meets data protection requirements;
- Images will be fairly and lawfully processed for limited, specially stated purposes only.
- Used in a way that is adequate, relevant and not excessive
- Accurate and up to date.
- Kept on file no longer than useful or necessary
- Processed in line with an individual's legal rights.
- Kept securely
- Personal photographic equipment must not be used within the setting.
- Designated work related equipment will only be used to capture still and moving images, this will include the setting's iPads for accessing FamilyApp
- As part of each child's registration: Parental permission will be gained to take photos and videos of each child. This will also include permission to use these photos offsite for marketing on our website, in local newspapers, posters, welcome pack and within the wider building.
- iPads will be available for staff to capture the children to support observation requirements for each child's learning journey and to share with parents
- Images of children who have left the setting will no longer be kept on a storage device and will be withdrawn from any publication. Consent of images will lapse when a child leaves the early years setting.
- Images which may cause distress upset or embarrassment must not be used.
- Under no circumstances must images be taken of children part dressed or undressed.
- Care must be taken to ensure that a child's name or any other identifying text which accompanies their photograph on a display is not generally visible to the general public.

Safeguarding Policy

Little VIPs has a statutory duty to make sure that the setting has an effective safeguarding policy and procedures in place and monitors that the setting complies with them. The nursery ensures that our policy is published on our website and made available to parents and carers if requested. It is the responsibility of the manager to ensure that all staff and volunteers are properly checked to make sure they are safe to work with the children who attend our setting, that the setting has procedures for handling allegations of abuse made against members of staff (including the Nursery Manager) or volunteers and ensure the safe and appropriate use of devices capable of capturing images, cameras, mobile phones, technology and on line equipment within the setting. The nursery has an appointed Safeguarding Designated Person (The Headteacher of the School) who has lead responsibility for dealing with all safeguarding issues in our setting. It is the responsibility of the Designated Person to ensure that all safeguarding issues raised in setting are effectively responded to, recorded and referred to the appropriate agency. They are also responsible for arranging the whole settings safeguarding training for all staff and volunteers who work with children and young people in our setting. The Designated person must ensure that the whole settings safeguarding training takes place at least every three years; which they can deliver within setting provided they are linked in to the support and quality assurance process offered by the Local Authority. The Designated Person is required to attend or ensure that a senior member of staff who has the relevant training and access to appropriate supervision, attends where appropriate, all child protection case conferences, reviews, core groups or meetings where it concerns a child at our setting and to contribute to multiagency discussions to safeguard and promote the child's welfare. The Designated Person is responsible for ensuring the acceptable, safe use and storage of all camera technology, images, and mobile phones through the implementation, monitoring and reviewing of the appropriate policies and procedures.

Little VIPs also has a Deputy Safeguarding Lead. This ensures that there is always a person with the necessary skills trained to deal with a safeguarding incident all year round.

The Prevent Duty

The Prevent Duty is part of our wider safeguarding duties in keeping children safe from harm, and reinforces our existing duties by spreading understanding of the prevention of radicalisation. Here at Little VIPs, we take safeguarding very seriously, therefore to ensure that we adhere to the Prevent Duty we ensure that all our staff and students receive awareness training and annual updates in order that we can effectively identify and respond to the risk of children being drawn into radicalism. We will work with Parents/Carers through our Key Person Approach to raise any concerns we may have. We will also look to the local safeguarding children partnership for advice and support.

Promoting British Values

The best way to help children resist or challenge extremist views is to teach them to think critically and become independent learners, which is fundamental to the Characteristics of Effective Learning and Teaching embedded in the EYFS. We endeavour to support our children through the

EYFS by providing playful learning opportunities to help them develop positive diverse and communal identities, as well as their well-being, their empathy and emotional literacy, while continuing to take action to eradicate inequalities, bullying, discrimination, exclusion, aggression and violence; all of which fosters and secures, children's positive behaviours and responsible citizenship and real sense of belonging. For further information with regards to how the EYFS can help children and staff understand British Values and The Prevent Duty, please refer to sections Personal, Social and Emotional Development (PSED) and Understanding the World (UTW).

Security Policy

Everyone who enters the School House rings the video doorbell for entrance to the building. The nursery staff will then permit access if the person is recognised.

Everyone who enters the Red Squirrels will first knock on the door and await staff to come to the door and unlock it. If the adult collecting a child is not the usual adult known to staff then a password will be used to identify the adult prior to them entering either building.

Students aren't permitted to open the door to let parents or visitors into the nursery.

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