

St Philip's Pre-School,



*'Growing and learning together with
kind words, kind hands and a kind
heart'*

PROSPECTUS 2024

St. Philip's Pre-School

Ellison Road, Dunston,
Newcastle upon Tyne,
NE8 2QU
Telephone 01914602475

WELCOME TO THE PRESCHOOL

St. Philip's Pre-school provides education and childcare in pre-school sessions for children from age two years up to school age. Please be advised that an offer of placement to Pre-school does NOT guarantee an offer of placement to St Philip Neri primary school.

MISSION STATEMENT

Our mission is to provide families with high quality childcare and education while embracing the Early Years Foundation Stage (EYFS).

We believe that a homely atmosphere is paramount and we aim to provide a safe, caring and friendly environment where all children can feel happy and relaxed and develop to their full potential.

The first five years of a child's life are important, informative years and at St Philip's Pre-School we focus on the needs of the whole child.

St Philip's Pre-School is committed to providing equal opportunities for all children and families. The diversity of all individuals and communities is respected and all families are welcomed and valued. No child or family is discriminated against. Here at St Philip's Pre-School, we promote daily the importance of respect, trust, tolerance, patience, understanding and an appreciation of one another and each other's' cultures and beliefs.

Our aim

At St Philip's Pre-School our aim is to provide a caring, safe, secure, nurturing, fun and stimulating environment for the children to learn and develop to their full potential and at their own pace. We aim to provide a home from home experience for children where we build positive relationships with all children and parents.

We will meet the needs of the children by ensuring parents' wishes are followed, the Key person will liaise with parents and develop individual care and development routines taking into account home care. All children will be encouraged to learn through play and explore through a wide range of sensory experiences.

We work within the Statutory Framework and Practice Guidance for the Early Years Foundation Stage which aims to help children achieve the Every Child Matters outcomes to: 'Be Healthy, Stay Safe, Enjoy and Achieve, Make a Positive Contribution and Achieve Economic Well-being.

We provide an environment that supports and extends all children's learning and development, including children with English as Additional Language and Special Educational Needs.

We implement the Early Years Foundation Stage and planning a learning journey which is responsive to individual children's needs, interests and experience.

At St Philip's Pre-School we support all children to be keen happy and confident learners by providing a wide and varied range of play experiences. Key persons will support children and be "tuned into" their needs and interests to make sure these are appropriately met.

The children will be supported to become active, inquisitive and independent learners by providing an educational plan based on individual needs and interests and providing a structured approach to play. Key persons will continue to support the children and monitor their individual needs and interests.

We keep children safe by providing an environment where all children's safety is paramount. We do this by maintaining staff to child's ratios, carrying out regular risk assessments and ensuring staff are trained to meet the health and safety of all children including safeguarding.

Parents

At St Philip's Pre-School, we recognise that parents are the first and most important educators of their children. Therefore, we aim to work in partnership with parents by listening and responding to their views and concerns and respecting them as their child's first educators;

- By sharing and discussing their child's development, achievements and progress. We achieve this through daily feedback, weekly newsletters, parent's evenings, and inviting parents as 'helpers' or sharing skills or occupations.

- By offering support and advice to families and signposting them to other professionals or services that may be able to offer them support.

Staff

Our staff will ensure to;

- Meet all the requirements set out in the Early Years Foundation Stage.
- Ensure best practice quality of care by continuously evaluating our practice through the Ofsted self-evaluation.
- Hold regular team meetings and training and development sessions.
- Develop individual training plans for staff which support qualification and continuous professional development.

OPENING DAYS AND TIMES

Pre-school sessions are held on weekdays from 8.45am until 11.45am. We offer wrap around lunch care and afternoon sessions will run from 12.15-3.15.

Holiday's mirror those of St. Philip Neri RC School, though INSET days may vary.

STAFFING

Mrs Bernadette McNally is the Pre-school manager. She is involved in the supervising and planning of the pre-school.

There are 3, permanent members of staff:

Mrs Bernadette McNally Pre School Manager
SENCO lead, Child Protection Lead, Health & Safety Officer, Curriculum Planning lead and Resource Coordinator.

Mrs Karan Robson Deputy Pre-School Manager
SENCO deputy lead, Training Officer, Safer Recruitment Officer, Risk management lead and Resource Coordinator.

Miss Carmel McNally Pre-School Assistant
IT/Admin Coordinator, Behaviour Management Coordinator, Settling-in Coordinator, Observation, Tracking and Assessment Coordinator and Home Learning Coordinator.

All staff are Level 3 qualified and experienced at working with young children and attend further training in order to keep up-to-date with current practice. Our adult: child ratio is at least 1:8 for children aged three and over.

STARTING PRE-SCHOOL

We are well aware that the transition to pre-school can be an unsettling time for a child; we will contact you if your child becomes distressed or does not settle quickly after being left with us, parents and carers are not permitted to remain in pre-school due to health and safety and safeguarding reasons. Familiar comfort items, such as a small toy, may be brought into pre-school to use if the child becomes upset during the settling in period. Please try to avoid bringing any other toys from home to pre-school. Staff may occasionally ask the children to bring in certain items, such as objects for a display table; on these occasions, please do not send any item, which if damaged would cause distress to you or your child.

THE CURRICULUM PROVIDED BY ST PHILIP'S PRE-SCHOOL

Children start to learn about the world around them from the moment they are born. The care and education offered by St Philip's Pre-school helps the children to do this by providing the children with interesting activities that are appropriate for their age and stage of development.

For children from age 2 years old up to school age, the St Philip's Pre-school provides a curriculum for the Early Years Foundation Stage of education. This curriculum is set out in a document, published by the Qualifications and Curriculum Authority and the Department for Education and Skills, and called Curriculum guidance for the Early Years Foundation Stage. St Philip's Pre-school follows this guidance.

The guidance divides children's learning and development into seven areas:

- Personal, social and emotional development;
- Language for Communication
- Literacy
- Mathematical development;
- Understanding of the world;
- Physical development; and
- Expressive Arts & Design

For each early learning goal, which describe the stages through which children are likely to pass as they move to achievement of the goal. St Philip's Pre-school uses the early learning goals and their tracking system to help us trace each child's progress and to enable us to provide the right activities to help all of the children move towards achievement of the early learning goals.

Personal, Social and Emotional

This area of children's development covers:

- Having a positive approach to learning and finding out about the world around them;
- Having confidence in themselves and their ability to do things, and valuing their own achievements;
- Being able to get on, work and make friendships with other people, both children and adults;
- Becoming aware of, and being able to keep to, the rules which we all need to help us to look after ourselves, other people and our environment;
- Being able to dress and undress themselves, and look after their personal hygiene needs; and
- Being able to expect to have their ways of doing things respected and to respect other people's ways of doing things.

Language for communication

This area of development covers:

- Being able to use conversation with one other person, in small groups and in large groups to talk with and listen to others;
- Adding to their vocabulary by learning the meaning of, and being able to use, new words;
- Being able to use words to describe their experiences;
- Getting to know the sounds and letters which make up the words we use;
- Listening to and talking about stories;
- Knowing how to handle books and that they can be a source of stories and information;
- Knowing the purpose for which we use writing; and
- Making their own attempts at writing.

Mathematics

This area of children's development covers:

- Building up ideas about how many, how much, how far and how big;
- Building up ideas about patterns, the shape of objects and parts of objects, and the amount of space taken up by objects;
- Starting to understand that numbers help us to answer questions about how many, how much, how far and how big;
- Building up ideas about how to use counting to find out how many; and
- Being introduced to finding the result of adding more or taking away from the amount we already have.

Understanding of the World

This area of children's development covers:

- Finding out about the natural world and how it works;
- Finding out about the man made world and how it works;
- Learning how to choose and use the right tool for the task;
- Learning about computers, how to use them and what they can help us to do;
- Starting to put together ideas about past and present and the links between them;
- Beginning to learn about their locality and its special features; and
- Learning about their own and other cultures.

Physical Development

This area of children's development covers:

- Gaining control over the large movements which we can make with our arms, legs and bodies, so that they can run, jump, hop, skip, roll, climb, balance and lift;
- Gaining control over the small movements we make, with our arms, wrists and hands, so that they can pick up and use objects, tools and materials; and;
- Learning about the importance of and how to look after, their bodies.

Expressive arts and design

This area of children's development covers

- Using paint, materials, music, dance, words stories and role-play to express their ideas and feelings; and
- Becoming interested in the way that paint, materials, music, dance, words, stories and role-play can be used to express ideas and feelings.

Play helps young children to learn and develop through doing and talking, which research has shown to be the means by which young children think. St Philip's Pre-school uses the early learning goals and their stepping stones to plan and provide a range of play activities which help children to make progress in each of the areas of learning and development. In some of these activities' children decide how they will use the activity and in others, an adult takes the lead in helping the children to take part in the activity.

St Philip's Pre-school has the correct ratio of adults to children, this helps us to:

- Give time and attention to each child;
- Talk with the children about their interests and activities;
- Help children to experience and benefit from the activities we provide; and
- Allow the children to explore and be adventurous in safety.

ORGANISATION / MANAGEMENT

The Pre-school is managed through Directors and Trustees. The pre-school has its own policies and operating procedures, a summary of which is enclosed. All policies and procedures are available for parents to access on request. Safeguarding, Complaints and non collection of children policies are available at all times via the parent notice board.

We ask you to sign on the last page of this booklet that you have read and accepted these policies and return the page to us when your child next attends.

The pre-school is registered with OFSTED as a provider of day care and nursery education and will be inspected at the recommended intervals. The pre-school is also a member of the Pre-school Learning Alliance, whose resource centre in Gateshead provides advice, support and training for parents as well as pre-school staff.

Overall responsibility for each session rests with the senior member(s) of staff on duty. Regular staff meetings are held to plan and review activities, organise resources and maintain equipment. One member of staff will be your child's key worker who will take a special interest in your child and keep your child's record of achievement up to date. You can exchange information about your child's interests with the staff informally at the beginning and end of each session, or by appointment at a mutually convenient time.

FEES

Children who are eligible for the Nursery Education Grant attend free of charge for up to 5, 3-hour sessions per week. However, working parents who children receive 30-hour funding are entitled to 10, 3-hour sessions per week. Contact the pre-school for current fees for children not yet eligible for the grant or those using more than their 5 weekly sessions.

Fees may be revised on a termly basis.

We try to keep fees as low as possible, and for this reason you must still pay if your child is absent through illness or on holiday.

SNACK TIME

Parents are asked to bring in an item of fruit each day. Milk and water are also provided for the children.

LUNCH CLUB

11.45 -12.15 p.m. children bring their own packed lunch. Contact Pre-school for current prices.

CLOTHING

In Pre-School the children wear, grey pants, skirts and pinafore dresses. These items are accompanied by, grey sweatshirt, cardigans and white polos displaying our Pre-School logo. However, it is not essential to wear the logo items. The logo items can be bought from our uniform supplier, Tots to Teams. Aprons are provided but paint and glue still manage to find a way past them at times.

Try to avoid clothes with fiddly fastenings so that your child can be independent when going to the toilet - the time taken to unfasten belts, buckles, buttons and zips can make all the difference between an embarrassing accident and success.

Please bring your child's bag with a full change of clothing every day in case of toileting accidents or spills. This bag can be left on the child's peg at home time if unused. We try to spend some time outdoors each day if possible.

On sunny summer days children must bring a sun hat and have sunscreen applied by the parent/guardian before the session. Staff will re-apply sunscreen to the children staying for the lunch club.

St. Philip's Pre-School is a dedicated pre-school established in order to provide sessional pre school education for children aged 2-4 year. Children can attend on a full/part time basis.

Please be advised that an offer of placement to St Philip's pre-school does NOT guarantee an offer of placement to St Philip Neri Primary school.

Priority will be given to applicants in the following order:

1. Catholic Children in the care of the Local Authority
2. Catholic Children who will be in their Pre-School year whose home address is within the parish (es) served by the school.
3. Catholic children who are in their pre-school year whose home address is out side the parish (es) served by the school
4. Other Children in the care of the Local Authority
5. Children who are baptised or dedicated members of other Christian Churches as recognised by Churches Together in England.
6. Children who are members of other Faith traditions
7. Other children

Children may be allocated places subject to availability, beginning the term/half term following their third birthday.

Children who have special educational needs or other special circumstances will be considered equally with those who meet the same admission criterion.

Catholics and other Christian applicants must provide a copy of the child's baptismal certificate.

Applicants may be asked for a letter of support from their minister or faith leader or suitable equivalent.

Where there are places available for some, but not all applicants within a particular criterion, distance from home address to school will be the deciding factor, with preference being given to those whose home address is nearest to the school, when measured by the shortest walking route.

In order for the Pre-School to be run in a financially viable manner, applicants wishing to attend less than 5 mornings a week may be placed as a lower priority if the remaining places cannot be filled by another applicant.

There may still be places available even if your child is in a low priority group.

POLICY ON THE INVOLVEMENT OF VOLUNTEERS AND STUDENTS

All volunteers will be required to maintain confidentiality at all times.

No volunteer will be left alone with children: they will be supervised and supported by regular staff at all times.

Parents may at times be asked to take part in sessions, for instance on special occasions or to help provide appropriate adult: ratios on outings where extra adults may be needed according to the nature of the activities planned.

Parents will be kept informed of the pre-school's activities verbally by the pre-school staff, by occasional newsletters and via a notice board in the reception area and on our pre-school website.

All volunteers will be subject to clearance through the vetting and barring system.

SAFETY AND SECURITY POLICY AND PROCEDURES

Attendance register

Children are entered on the register as they arrive. If your child is absent from pre-school please can we ask that parents/carers inform us as soon as possible using pre-school telephone number only 01914602475.

Staff are listed on the duty rota and visitors are recorded in the diary.

Fire precautions

The premises have been inspected by the fire officer. Fire extinguishers are checked regularly. Fire drills are held every half term for children and staff and details are recorded in the diary. Fire drill procedure is displayed. All staff and volunteers are required to be familiar with it. Fire drills will be carried out on a termly basis and recorded on the log sheet.

Room, water and heater surface temperatures will be monitored and maintained at safe levels. Fire exit doors must be kept clear at all times. Prams and buggies should be left so as to leave the entrance area clear.

Smoking is NOT allowed anywhere on the premises.

Security

Children will be supervised at all times and never left alone.

The entrance door is kept locked during indoor session times and can only be entered by intercom system entry.

Visitors' identity will be checked before admittance.

Safety

Any reportable injuries, accidents and illnesses will be notified to the relevant authority. Equipment must be assembled correctly and regularly checked for safety and cleanliness, and damaged equipment must be removed for repair or discarded as soon as the damage is noticed. Large equipment must not be moved when children are present and staff should not attempt to move heavy equipment single-handed.

Equipment in use must be appropriately supervised. Adults must ensure that activities involving potential hazards, e.g. scissors or small parts, are constantly supervised. Adults must be aware of the dangers of equipment dropped on the floor, and should encourage children to keep equipment within the designated areas and to pick up anything that is dropped.

The floor should be kept clean at all times: spillages must be cleaned up immediately. Hazardous substances, e.g. cleaning materials are stored in areas out of the children's' reach.

HEALTH AND HYGIENE POLICY AND PROCEDURES

Infectious diseases

Infectious diseases are common among children, and can spread quickly where children are in close contact with each other. It is important for parents and staff to work together to minimise the opportunities for infection to spread, therefore:

- Children who are infectious should stay at home - this includes those with vomiting and/or diarrhoea within the previous 48 hours; as well as those with common childhood infectious diseases.
- If unsure as to whether children are likely to be infectious, parents should check with us before bringing the child back to pre-school.
- We will notify parents in person and by means of the notice board of any possible exposure to infection - parents should notify us if their child has been exposed to, or contracts any infection.
- If a child becomes ill whilst at pre-school, this will be reported to the person in charge, the child will be made comfortable away from other children, monitored by staff and parents will be contacted as soon as possible.

- Children who are not well should not attend pre-school, even if they are not infectious.

Head Lice

When a case of head lice is discovered at St Philip's Pre-School the situation will be dealt with sensitively and safely. The child concerned will not be isolated from other children and activities. When the child is collected, the parent/carer will be informed in a sensitive manner.

A notice will be given to the parents/carers stating that a case of head lice has been reported to us, and staff will advise parents to check their own children's hair and treat accordingly.

Staff are encouraged to check their own hair on a regular basis and treat where appropriate.

Minimum exclusion periods for illness and disease

<u>Disease</u>	<u>Exclusion period</u>
Prescribed Antibiotics	First 48 hours
Chicken Pox	7 days from when the first rash appeared
Salmonella and Dysentery	48 hours or until advised by a Doctor
Glandular Fever	Until doctor advised
Hand , Foot and Mouth	During acute phase and while rash and ulcers are present
Hepatitis A	7 Days from beginning of Jaundice and when recovered
Hepatitis B	Until clinically well
High temperature	24 hours
Impetigo	Until skin has healed
Measles	7 days
Meningitis	Until certified well
Mumps	7 days minimum or when swelling goes down
Pediculosis(Lice)	Until treatment has been given
Pertussis (Whooping cough)	21 days
Poliomyelitis	Until certified well
Ringworm of the scalp	Until cured
Ringworm of the body	Until treatment has been given
Rubella (German Measles)	4 days from rash breaking out
Scabies	Until treatment has been given
Scarlet Fever and infection of the throat(streptococcal)	3 days from the start of treatment
Tuberculosis	Until declared free from a GP
Typhoid Fever	Until declared free from a GP
Warts (including verrucae)	No need to exclude

This list is not exhaustive

Medication and allergies

Parents have a responsibility to inform us of any medical conditions and allergies in order to ensure the child's health and safety in pre-school. This information should be noted on the child's information form and all staff made aware of it. Routine (e.g. inhalers) and emergency (e.g. for children susceptible to severe allergic reactions, and asthmatics) medication may be administered to children by a designated member of staff only with prior written instructions from the parent together with training from an appropriate medical professional where necessary. Any administration of medication will be recorded in the medication book and this will be signed each day by a member of staff to say that medication has been given. Pre school staff do not administer calpol or any medication requiring administering 3 times per day.

Toileting

Pre school have always and will continue to work hand in hand with parents with regards to toilet training, we work together with families to ensure a smooth transition from pull-ups to becoming independent with their own needs. We fully appreciate that children will occasionally have toileting accidents, therefore, we ask that all parents send into pre-school a few changes of clothing and extra pull ups for the children who are continuing with their toilet training.

Accidents and allergies

Parents are asked to give written consent for first aid and emergency medical treatment when they register their child with us.

Accidents will be recorded in the accident book and parents will be informed of minor accidents at the end of the session.

There will always be at least two members of staff with a current full first aid certificate on the premises.

The first aid box is regularly checked and any used items replaced promptly.

Hygiene

Children and adults are expected to wash hands after using the toilet, and before eating or helping to prepare food. Soap and paper towels are provided.

Open cuts, grazes etc. must be covered with a plaster or dressing.

Disposable gloves and aprons should be worn when dealing with sickness or incidents involving spillage of body fluids. All such spillages will be dealt with

following normal hygiene precautions in accordance with Health Authority guidelines.

Routine cleaning procedures are carried out in line with Health Authority guidelines.

Food hygiene - see refreshments policy.

EQUAL OPPORTUNITIES POLICY

St. Philip's Pre-school welcomes values and respects all children, families, staff, and volunteers.

The pre-school will through activities, attitudes and mutual respect, seek to create an environment which is free from prejudice and discrimination, which provides positive images of adults and children living in our society and which allows opportunities to talk about the rich and varied differences between us all.

No one is excluded from taking part in pre-school activities because of any aspect of their identity. All children are encouraged to join in all activities, and where appropriate the pre-school will try to obtain the necessary support and equipment to enable them to do so. It is not acceptable for anyone to make fun of any aspect of a person's identity.

If members of staff hear children or adults making hurtful remarks, or see any discriminatory behaviour, they will act immediately. The action will be:

- To say at once that this behaviour is not acceptable.
- To let the victims know that you care about their feelings and to support them in standing up for themselves.
- To explain what was offensive.
- To point out untrue statements and give correct information.

The pre-school wishes to deploy the best possible staff and will try to ensure equality of opportunity for employees. No person will be discriminated against when seeking employment with the pre-school.

SPECIAL EDUCATIONAL NEEDS POLICY

Pre-school welcomes all children, and aims to provide appropriate learning experiences for them, whatever their abilities, so that all have access to the Foundation Stage curriculum and are enabled to work towards the Early Learning Goals. The pre-school will endeavour to provide appropriate support

and equipment for all children, and where our own resources are not adequate, we will try to seek funding to enable us to do so.

Children with special educational needs will be admitted into the pre-school after consultation between parents, pre-school staff and any professionals involved with the child. Staff, in particular the child's key worker, will work closely with parents and outside agencies involved with the child, seeking advice and support where appropriate, and will try to undertake any necessary training to ensure that specific needs are met.

It is our policy to observe and assess all children so that particular needs can be identified and provided for. The progress of all children is monitored, recorded and reviewed. Information is made available to other professionals involved with the child, in consultation with the parents. When the child is ready to move on to primary school or to another early years setting, pre-school staff will liaise closely with staff from the new setting so that the child is able to move on with appropriate support. Our registered SENCO for the setting is Mrs Bernadette McNally Pre-School Manager.

BEHAVIOUR MANAGEMENT POLICY

The aim of this policy is to foster a consistent, caring atmosphere within our pre-school. In order to do this effectively we have two members of staff who will deal with behaviour management and put together a suitable plan of action.

We recognise the need for rules within the pre-school and the necessity for procedures for dealing with difficult behaviour. Our rules aim to help children to develop self-discipline and respect for the needs of others.

We expect courtesy between staff and volunteers and towards children and adults in the pre-school.

Children will be encouraged to co-operate in the social organisation of the pre-school and given opportunities to develop social skills.

We use positive methods of guidance, praising children when they co-operate, share toys, take turns and help each other or adults.

If children create dangers or disruption for themselves or others, or are likely to damage property or equipment, they will be distracted, or gently restrained and/or removed from an activity. The child will always be told why such behaviour is not acceptable.

Under no circumstances will a child ever be physically punished.
Gentle physical restraint may only be used to prevent children injuring themselves or others, or damaging property.
Shouting at, humiliating, embarrassing or frightening a child is not allowed.
If difficult behaviour is persistent or serious a record will be made in the incident book, staff will discuss the matter with the child's parents, and if necessary staff and parents together, will consult with any relevant professionals involved with the child and decide on a course of action.

All staff and volunteers are aware of this policy and must comply with it.

CHILD PROTECTION POLICY AND PROCEDURES

We aim to make the pre-school a place where children are safe from abuse, so we will:

- Designate an experienced member of staff with responsibility for Child Protection issues Mrs Bernadette McNally
- Verify the identity of all employees and volunteers and ensure that they undergo the range of checks carried out by OFSTED.
- Take up references for all job applicants.
- Make all new appointments conditional upon satisfactory completion of a probationary period.
- Check the identity of all visitors before admitting them to the premises.
- Require parents to notify us of who may collect their child or of anyone who may be refused access, and we will not release children to unauthorised persons.
- Notify the Duty Social Worker if any child is not collected within a reasonable amount of time after the end of the session, and a parent or other authorised person cannot be contacted.
- Make sure that children are constantly supervised.
- Ensure that no adult is left alone with a child for long periods.
- Give all employees the opportunity to attend appropriate training so that they can recognise symptoms of abuse.
- Listen to children and follow up any concerns
- Any suspicion of abuse will be promptly, appropriately and sensitively followed up:
- If staff are concerned about a child's welfare, for example if they notice changes in behaviour or unexplained marks or bruises, these concerns will be referred to the member of staff responsible for Child Protection

issues and the pre-school manager, who will then discuss the matter with the child's parents and offer appropriate support and advice.

- Pre-school staff may seek advice from the Health Visitor, Duty Social Worker or EYDCP Officers.
- If concerns still exist, then a confidential record will be set up, including objective descriptions of the child's appearance or behaviour, an exact record of the child's words, a note of the date and time, and the signature of the person making the record, and the Duty Social Worker will be informed.
- The child's parent will be informed of the action taken.

CONFIDENTIALITY POLICY

The purpose of this policy is to ensure that confidential information relating to children, their families, staff, volunteers, and the pre-school is protected at all times.

Therefore, the pre-school will:

- Keep written personal information in a locked filing cabinet.
- Keep any other information deemed to be of a confidential nature with regard to the pre-school or any individual connected to the pre-school in a locked filing cabinet.
- Ensure that unauthorised persons cannot access any confidential information in the pre-school/school computer.
- Disclose information about children only to authorised persons and with the parent's knowledge.
- Require staff to share with colleagues in the pre-school and outside agencies involved with the child only such information as is necessary to ensure the child's well being, safety and progress.
- Obtain the parents' permission to use photographs or other material, which may identify their children in any way outside the pre-school.
- Disclose information about staff only in line with legal requirements.

Pre-school staff, Committee members, parents, students and volunteers must treat all information relating to the pre-school with the utmost confidentiality and refrain from disclosure to any outside party. They must not:

- Discuss individual children or incidents outside the pre-school with family, friends or in public places where they could be overheard.

- Identify children by name or otherwise in any circumstances such as: assignments or course work; verbally in discussion with tutors and fellow students.
- Disclose any personal information about each other, which they may learn during the course of their duties or as visitors to the pre-school.
- Disclose any other confidential information about the pre-school.

OUTINGS POLICY

The aims of this policy are:

- To ensure the safety and well being of the children at all times.
- To keep parents fully informed of any outings that their children take part in.

To achieve these aims we will:

- Plan activities carefully, making prior assessment visits to the venue whenever possible to ensure that all aspects of the outing are suitable for the ages and stages of development of the children involved.
- Take with us parents' contact numbers, children's and staff details, first aid kit and appropriate equipment.
- Maintain appropriate adult: child ratios according to the nature of the outing, e.g. 1:4 for coach trip to farm etc.
- Obtain written parental consent to all group outings, giving parents full information as to destination, proposed activities, date, departure and return times, mode of transport, adult to child ratio, equipment and clothing required.
- Ensure that all parents are made aware, at the time when their child is registered with the pre-school, that small groups of children may take part in spontaneous outings during the session, for example to the library or park, and obtain written consent for such outings on the acceptance sheet at the end of this prospectus.
- Respect the wishes of any parents who may not wish their children to take part in such outings and ensure that these children remain in the pre-school.
- Keep records of all outings, both planned and spontaneous, including date, time, names of children and staff, venue, details of activities.
- Inform parents when their children have participated in spontaneous outings.

REFRESHMENTS POLICY

It is the parents' responsibility to inform the staff of any allergies or special dietary requirements, whether medical, cultural or religious, that their child may have.

- Snacks provided will be nutritious, varied and offer choice.
- Staff and children must wash hands before preparing or eating food.
- Cuts or open wounds must be covered with a waterproof dressing.
- Separate cloths/sponges must be used for washing up and cleaning work surfaces.
- Tables must be cleaned with anti-bacterial cleaner.

COMPLAINTS PROCEDURE

Any complaint made against staff/setting must be made within 14 days of the incident occurring.

If parents or carers are, unhappy about anything in the pre-school, they can be assured that their concerns will be dealt with sympathetically, promptly and in strictest confidence. We believe that most complaints are made constructively and can be settled quickly, but the following procedure is in place to protect the best interests of the children, parents and the pre-school, and to ensure that complaints will be taken seriously and dealt with fairly. Any complaint will be dealt with accordingly within 28 days of the incident occurring

Any parent with a complaint should first of all speak to the pre-school staff or to the Directors of St Philip's Pre-School if this is more appropriate.

If they are not satisfied, then they should put their concerns in writing to the Directors of St Philip's Pre- School and make an appointment to discuss the matter. Parents and the pre-school may both ask someone else to be present to support them, and an agreed written record of the discussion should be made. Any complaints will be investigated and rectified within 28 days. These complaints will be recorded and kept on file for a period of three years.

If the problem cannot be resolved at this stage, then the parents or pre-school may:

- Seek advice from Gateshead LADO
- Seek advice from the Gateshead branch of the Pre-school Learning Alliance
- Bring in an independent mediator to listen to both sides, help to define the problem, review action taken so far, and suggest further ways of resolving the situation
- If appropriate, inform OFSTED, which has a duty to ensure that the pre-school meets the registration requirements.

Any member of staff who wishes to make a complaint should follow the above procedure.

Useful telephone numbers:

St. Philip's Pre School: 01914602475

St Philip Neri RC Primary School: 01914604378

OFSTED: 0845 6014771

Gateshead Early Years Development & Childcare Partnership: 01914824133

Gateshead Pre-School Learning Alliance: 01914771254

Epidemic and Pandemic Policy **(COVID 19)**

Statement of Intent

St Philip's Pre-School intend to use this policy to provide precautionary measures to minimize transmission risks of disease in the setting during an epidemic or pandemic.

Legislation and leading authorities which have guided and influenced this policy are:

Coronavirus Act 2020, Health and Safety at Work Act (1974), Health and Safety Executive (HSE), Government Briefings, Public Health England (PHE) and World Health Organization (WHO). Advice from but not limited to, The Secretary of State, The Chief Medical Officer, Local Authority (LA) and Department for Education (DfE). The policy also has regard to Ofsted and Early Years Foundation Stage (EYFS) guidance where appropriate.

Aim of Policy

This Policy defines and assists the operating arrangements in place within the setting that assures compliance to the Government and leading bodies requirements with relation to the outbreak of a pandemic such as Covid19. This policy will be reviewed regularly in line with the government guidelines.

As early years providers we ensure to offer a continuum of extremely high standards of practice of childcare and education. The fundamental principles to be outlined in this policy are set out to ensure physical distancing is enabled and implement good hygiene practices as well as avoiding coming into contact with infected children and adults or anyone displaying symptoms. It states the protective measures put in place for children, parents, and staff as best as possible to ensure the risk of transmission is reduced. We will continue to follow our other policies if they do not conflict with this policy.

The main areas we will be considering are:

- Minimising contact with individuals who are unwell
- Maintaining personal and respiratory hygiene (handwashing, catch it, kill it, bin it)
- Ensuring cleanliness of the environment (especially frequently touched surfaces and resources)
- Minimising general contact and mixing (creating bubbles)
- The use of Protective and Personal Equipment (PPE)
- Testing

Focus/ Areas of Consideration / Recommendations

Children

Attendance

- Only children who are symptom free or have completed the required isolation period should attend the setting.
- Staff will be taking temperatures of children on arrival and risk assessing with regular health questionnaires for returning children Physical distancing/ grouping.
- It is the parent / careers responsibility to be open and honest with the setting and keep your child at home if they or anyone in the same household is showing any of the following symptoms: HIGH TEMPRETURE, CONTINUOUS COUGH, LOSS OF TASTE OR SMELL or has had a positive test result or been contacted by track at trace.
- Where possible it is still preferred that children only attend St Philip's Pre-School. However, we understand that children may need to attend an additional setting/childminder, therefore we ask parents to inform staff immediately of the name and address of the additional setting or childminder in order for us to ensure that the same Covid regulations are being met and adhered to.

Physical Distancing/grouping

- Children and staff are no longer operating as separate 'bubbles' and now operate as one 'big bubble'
- We ask that all sunscreen to be applied by the parents / carers before the child arrives at the setting.

Wellbeing and education

- Children should be supported in age appropriate ways to understand the steps they can take to keep themselves safe including regular hand washing on entry and continuously throughout the day, coughing/ sneezing into an elbow, using a tissue and adopting a catch it, kill it, bin it regime.
- Children should be supported to understand the changes and challenges they may be encountering because of Covid-19 and staff need to ensure they are aware of children's attachments and their need for emotional support at this time.
- EYFS framework will continue to be delivered through play and adult led activities.

- Children will have access of fresh drinks of water throughout the day if they are thirsty, staff will monitor this to ensure no cross contamination of beakers.

Workforce

Attendance

- Staff should only attend preschool if they are symptom free, have completed the required isolation period or achieved a negative test result. All staff and their household are eligible for testing if they display symptoms.
- Temperature of staff will be taken on arrival and risk assessing with regular health questionnaires for returning staff.
- Staff hours, days they work and length of day may change in order to meet childcare demands and considerations within this policy.

Physical distancing/ grouping /safety

- Staff to be informed of measures in place and any new or updated policies and procedures.
- Staff have been advised by the government not to wear PPE such as facemasks during their day, but should continue to wear PPE at the usual times such as intimate care and wear disposable gloves and apron if completing one to one care and if supporting an ill child, a face mask and visor should also be worn if a 2-meter distance cannot be maintained.
- After dealing with an ill child who displayed symptoms the staff member should continue to wear PPE and clean the affected area with disinfectant.
- All PPE should be removed and disposed of following current government guidelines, the staff member should wash their hands for at least 20 seconds.
- The staff member who supported the unwell child does not need to go home unless they are developing symptoms themselves.
- Staff may be required to oversee specific rooms or areas including the outdoors to minimise their contact with surfaces etc. This includes potentially working from one table if tabletop toys are available. Staff will be responsible to ensure appropriate cleaning takes place and enough ventilation is in the room such as opening windows. If doors are open, staff will ensure the safety of the children is maintained through continuous risk assessments.

- Staff members should avoid physical contact with each other including handshakes, hugs etc.
- Staff to wear fresh, clean clothes for each session.
- Advise staff to remove their work clothes before they enter their home and take a shower immediately to remove any germs they may have picked up.

Training

- Where possible, meetings and training sessions should be conducted through virtual conferencing.
- All staff members must receive appropriate instruction and training in infection control and the standard operating procedure and risk assessments within which they will be operating.
- Online training may be available to allow their training levels to be maintained if appropriate.
- All staff to complete the COVID-19 Training online.

Parents

Physical distancing

- Only parents who are symptom free and or have completed the required isolation periods will be able to drop off or collect their child.
- Stagger the drop off and collection timings where possible will avoid a queue of families waiting to enter nursery.
- Arrange drop off and pick up at preschool entrance's to avoid parents entering the setting unnecessarily.
- When parents are waiting to drop off or collect their child, physical distancing should be maintained in a safe area sticking to government social distancing policies.
- The provider should consider measures to minimise contact between the parent and other children and staff members.
- Parents will not be allowed the setting; they must stay 2 meters away from staff

Communications

- Parents should receive clear communication regarding the role they play in the safe operating procedure and all measures being taken to ensure the safety of their children and themselves.

- Parents should inform the setting of their circumstances and if they plan to keep their child away.
- Although handovers are kept to minimum, we encourage parents and staff to have continuous communication via phone calls throughout the day.
- Any parent meetings can be arranged via zoom at a convenient time for both the key person and parent/ guardian.

Visitors

- Attendance to the setting is still restricted to only children and staff as far as practically possible and visitors should not be permitted to the setting unless essential (e.g. essential building maintenance). However, certain professionals will be admitted in order to support the learning and development of the children.
- Where essential visits are required, these should be made outside of the usual setting operational hours where possible, if this is not possible the area will be cleared of children, staff and the visitor will be asked to wear appropriate PPE. Any Visitors **MUST** sign a COVID-19 disclaimer and have their temperature taken upon arrival. Any Visitor that refuses to comply will be denied access to the setting.
- Parents and carers should not enter the premises, unless necessary in an emergency.

Travel

- If public transport is necessary, current guidance on the use of public transport must be followed.
- Outings from the setting will still continue to local parks and outside walks but will be restricted in more confined areas to ensure mixing with members of the public does not happen.
- Staff to Provide a change of clothes before they start their shift if traveling to work Via public transport.
- If children travel on public transport or taxis, parents will be responsible for removing their outer clothing which will not enter the premises.

Hygiene and Health & Safety

Hand Washing

- All children and staff must wash their hands upon arrival at Pre-School for at least 20 seconds.
- Children and staff members should be encouraged to wash their hands frequently, this includes before and after eating food, after visiting the

toilet or playing outdoors, after sneezing, blowing their nose or coughing into their hand and dealing with unwell individuals.

- Bodily fluid spills should follow the correct procedures as normal.

Cleaning

- - An enhanced cleaning schedule must be implemented that includes furniture, surfaces and children's toys and equipment and all staff are responsible in their area of work.
 - Communal area, touch points and hand washing facilities must be cleaned and sanitised regularly and cleaned thoroughly every night.
 - A deep clean may be needed after a child has become ill in the area they were waiting.
 - Staff will complete a vigorous deep clean once all the children have left the setting.
- Staff will use the disinfectant fogger daily, to disinfect each room to ensure walls floors and all other surfaces are completely germ free.

Waste disposal

- All waste must be disposed of in a hygienic and safe manner following government guidelines.
- Tissues must be immediately disposed of and placed in a bin with a bag.
- Bodily fluids must be double bagged and disposed of in a bin with a bag, lid, and foot pedal.

Risk assessment

- The setting and all activity should be risk assessed before opening or going ahead to address the risks from the virus and due consideration given to any adaptations to usual practice. Sensible measures should be put in place and policies and procedures followed.
- It is expected that would include, but not be limited, to the suspension of learning experiences involving materials which are not easily washable such as malleable materials (dough, clay) and the suspension of the sharing of food and utensils.
- Cut down on the available resources out in the setting.
- Remove anything which cannot be easily wiped down or washed at the end of the day.

- Play food, play cutlery and crockery etc, should be removed or anything else which may be 'mouthed' by many children.
- Baking, food play and finger painting should be avoided.

PPE

- Government guidance is that PPE is not required for general use in early years settings to protect against COVID- 19 transmission.
- PPE should continue to be worn and disposed of as normal for nappy changing, one to one care and the administration of first aid.
- If a child shows symptoms, staff should wear a face mask, visor, disposable gloves, and apron if a 2-meter distance cannot always be maintained. PPE should be disposed of following government guidelines

Premises Building

- Keep windows open where possible to ensure good levels of ventilation. If doors are opened ensure the children safety is maintained with locked gates.

Resources

- Children should not be permitted to bring items from home into the setting unless essential for their wellbeing. Anything that is brought in from home should remain in the child's bag on their peg.
- All resources required for play and learning experiences of children should be regularly washed and/or sterilized. Any resources which are difficult to clean should be removed.
- Equipment used by staff such as stationary, tablets etc, should be allocated to individual staff members where possible and cleaned regularly.

Supplies Procurement & monitoring

- The setting should ensure an adequate supply of essential supplies and contingency plans such as additional suppliers are in place to minimise the impact of any shortages of supplies.
- The setting will not be able to operate without essential supplies required for ensuring infection control.
- A monitoring system for the usage of PPE is essential to ensure that a supply of stock is available to all who require it as and when required to meet the operational needs of the setting. When stocks are low, other options may be considered, such as the use of washable tabards and

facemasks. These items will be washed at a high temperature in accordance with relevant guidelines and separate to any other washing.

Responding to a suspected case

- In the event of a child developing suspected coronavirus symptoms whilst attending the setting, they should be collected as soon as possible and isolate at home in line with the current NHS guidance.
- Whilst waiting for the child to be collected they should be isolated from others in a previously identified room or area. If possible, a window should be opened for ventilation.
- The staff member responsible for the child during this time should be a staff member from their 'bubble'. The provider may consider suitable PPE for this staff member such as the addition of face mask, visor disposable gloves and apron.
- The area should be thoroughly cleaned, immediately.
- The person responsible for cleaning ideally should be the person dealing with the unwell child and should continue to wear their PPE. This should then be disposed of according to current government guidelines.
- In the event of a staff member developing suspected coronavirus symptoms whilst working at Pre-School, they should return home immediately and isolate at home in line with the NHS guidance. They should also follow current testing advice for themselves and their household.

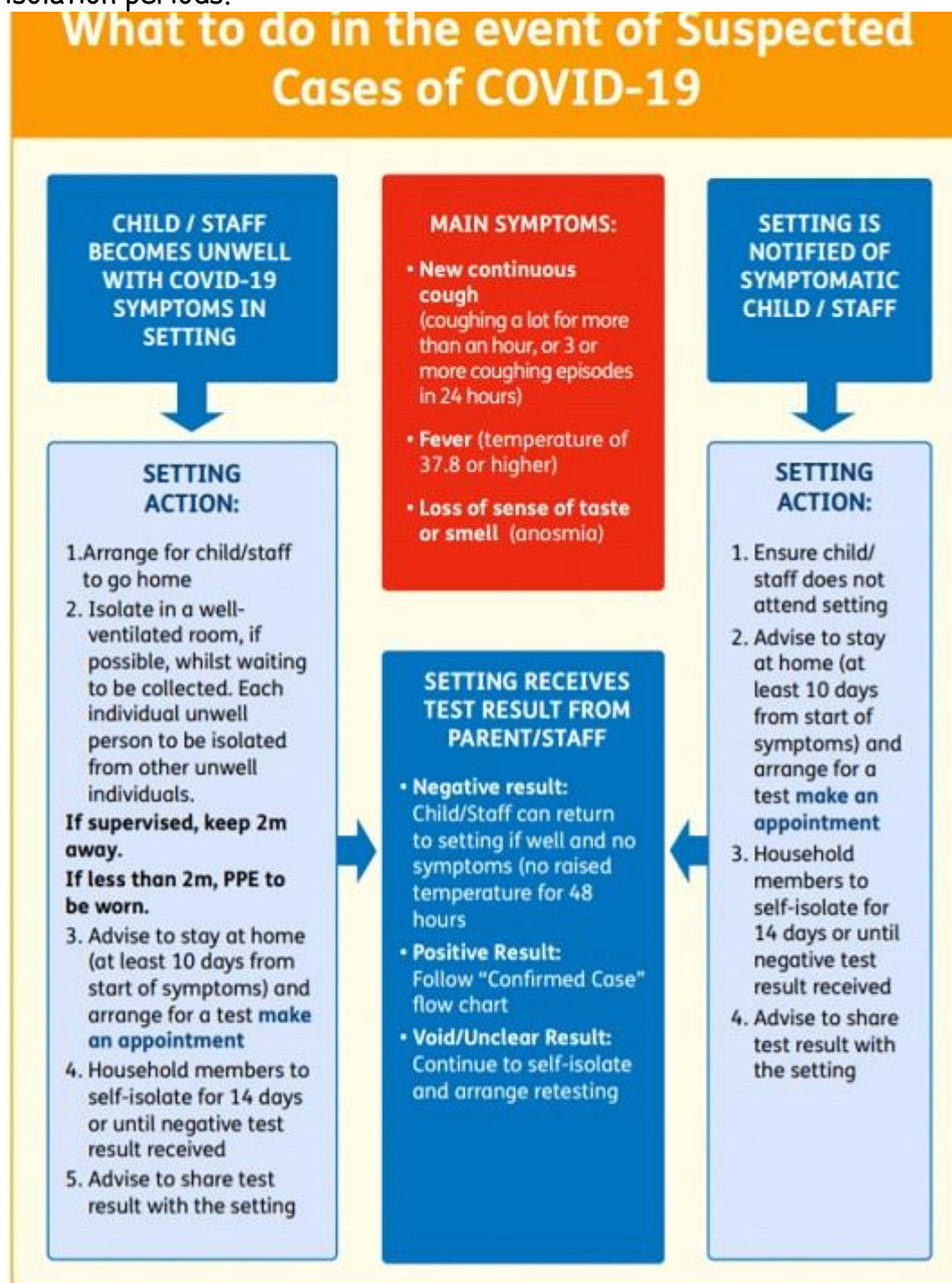
In the event of a positive case, outbreak, or closure.



- Parents/ carers are responsible to notify a member of the management team at the earliest point of receiving a positive test result.
- If a "bubble" has been exposed a member of the management team will then notify all families within that 'bubble' as early as possible to notify of closures or to arrange immediate collection of their child.
- Additional cleaning will be arranged for that 'bubble' to ensure minimal spread of the virus.
- Staff will continue to contact the parents and families via telephone to answer any questions and offer support.
- The manager will notify Ofsted, environmental health, and the local authority as well as gain advice from the Gateshead coronavirus cell and DFE (department for education).

Procedure

The child will have to isolate for 10 days of symptoms developing and anyone that lives within the same household will have to isolate for 10 days unless tested and has a Negative test result. Isolation **MUST** continue until results are back.

In the case of a **POSITIVE** result within the setting please see table below for isolation periods.



				Contact of Child 1 in their class bubble at school	
Mum	Child 1	Child 2	Dad	Friend of Child 1	Parent of Friend
					
DAY 1: Mum gets ILL with symptoms of coronavirus	DAY 1 – Child 1 has to isolate as a direct contact of symptomatic person (Mum)	DAY 1 - Child 2 has to isolate as a direct contact of symptomatic person (Mum)	DAY 1 – Dad has to isolate as a direct contact of symptomatic person (Mum)	Friend still in school	
DAY 2	Child 1 gets ILL with symptoms of Covid-19. DAY 2 of isolation now becomes Day 1 of illness and a new 10 day isolation period begins	DAY 2	DAY 2	DAY 1 Friend notified that Child 1 became sick; Last contact with Child 1 was within 48 hours, so must isolate	No need for Parent to isolate as they have not had direct contact with the positive case
DAY 3	DAY 2	DAY 3	DAY 3	DAY 2	
DAY 4	DAY 3	DAY 4	DAY 4	DAY 3	
DAY 5	DAY 4	DAY 5	DAY 5	DAY 4	
DAY 6	DAY 5	DAY 6	DAY 6 Now becomes DAY 1 : Dad is ASYMPTOMATIC but has POSITIVE Covid-19 test	DAY 5	
DAY 7	DAY 6	DAY 7	DAY 2	DAY 6	
DAY 8	DAY 7	DAY 8	DAY 3	DAY 7	
DAY 9	DAY 8	DAY 9	DAY 4	DAY 8	
DAY 10	DAY 9	DAY 10	DAY 5	DAY 9	
Isolation ends	DAY 10	DAY 11	DAY 6	DAY 10	
	Isolation ends	DAY 12	DAY 7	DAY 11	
		DAY 13	DAY 8	DAY 12	
		DAY 14	DAY 9	DAY 13	
		Isolation ends	DAY 10	DAY 14	
			Isolation ends	Isolation ends	

Any parent / career failing to inform the setting of anyone living in the household with symptoms, a positive result or being exposed to COVID-19 and has been advised to isolate from track and trace but continues to attend will risk immediate termination of their contract with St Philip's Pre-School for putting other children, staff and families at risk.

St Philip's Pre-school

Please complete, detach and return this sheet to the Pre-school at your next visit.

I confirm that I have read the preceding prospectus and accept the enclosed policies.

I understand that copies of the full policies are available for inspection in the Pre-school upon request.

Signature Date

Sunscreen

I do/do not give permission for Pre-school staff to apply hypoallergenic high SPF sunscreen to my child when necessary.

Signature..... Date.....

St Philip's Pre-School Settling In Policy

Statement Of Intent

We want children to feel safe, stimulated and happy in the setting and to feel secure and comfortable with staff. We also want parents to have confidence in their children's well being. Pre-school prides itself on children having a fun, happy, safe, learning experience during each session.

Aim

We aim to make the setting a welcoming place where children settle quickly and easily because consideration has been given to the individual needs and circumstances of children and their families.

Methods

- . Before a child starts to attend the setting, we use a variety of ways to provide his/her parents with information. These include written information (including our prospectus, policies and a number of essential medical and contact forms.
- . Before a child is enrolled to pre-school, we provide an opportunity for the child and his/her parents to visit the setting.
- . We allocate a key person to each child and his/her family once he/she has attended a number of sessions.
- . When a child starts to attend, we explain the process of settling in with his/her parents and jointly decide on the best way to help the child to settle into the setting.
- . We judge a child to be settled when they have formed a relationship with familiar adults, for example, the child looks for a member of staff when he/she arrives, goes to them for comfort and seems pleased to be with them. The child is also familiar with where things are and is pleased to see other children and participate in activities with peers and adults.
- . When parents leave, we ask them to say goodbye to their child and explain that they will be coming back, and when.
- . If after a period of time the child has not settled a discussion will be held with pre-school staff and parents to discuss the best way forward for the child.