



Special Educational Needs and Disability

Principles

- This nursery understands its responsibility to ensure positive attitudes to diversity and difference – not only so that every child is included and not disadvantaged, but also so that they learn from the earliest age to value diversity in others and grow up making a positive contribution to society.
- We aim to meet the needs of each child as an individual regardless of difference and diversity.
- All children are entitled to enjoy a full life in conditions which will help them take part in society and develop as an individual, with their own cultural and spiritual beliefs.
- We believe that all children should feel valued and confident and should be cared for in a warm and loving environment. We will work with parents at all stages of the child's education and care to ensure our principles are put into practice.

Our Special Educational Needs co-ordinator is Joanne McAllister

In line with guidance from the E.Y.F.S. and in line with the SEND Code of Practice 0-25 years 2014, we will endeavour to:

- Be alert to the early signs of needs that could lead to later difficulties and respond quickly and appropriately, speaking to parents/carers and involving other agencies as necessary.
- Stretch and challenge all children.
- Encourage children to recognize their own unique qualities and the characteristics they share with other children.
- Challenge any inappropriate/negative attitudes displayed by staff, parents/carers or children.

- Engage children in anti-bias activities e.g. stories or persona dolls, which promote positive attitudes to all people regardless of their level of ability, appearance, mobility etc.
- Have regard to the need to eliminate discrimination, promote equality of opportunity and foster good relations between children with and without disabilities
- Maintain records suitable for sharing with colleagues in an inter-agency team while acting as a point of contact for a child and their family.
- Ensure our admissions policy states how we ensure that all children will be supported to enable admission to our setting and also shows our accessibility plan.
- Make reasonable adjustments, including the provision of auxiliary aids and services, to ensure that disabled children and young people are not at a substantial disadvantage compared with their peers. (This is an anticipatory duty) Where this is necessary we will have regard to the following legislation: *Reasonable adjustments for disabled pupils (2012)*

The SEND Code of Practice 2014 states:

A child or young person has SEN if they have a learning difficulty or disability which Calls for special educational provision to be made for him or her.

For children aged two or more, special educational provision is educational or Training provision that is additional to or different from that made generally for other children or young people of the same age by mainstream schools, maintained nursery schools, mainstream post-16 institutions or by relevant early years providers. For a child under two years of age, special educational provision means educational provision of any kind.

A child under compulsory school age has special educational needs if he or she is likely to fall within the definition of the above paragraph when they reach compulsory school age or would do so if special educational provision was not made for them. (Section 20 Children and Families Act 2014)

Progress Check at Age 2

When children are between 2 and 3 years of age we will review their progress and give a brief written report of progress to parents/carers highlighting any areas for concern – this applies to all children in the setting.

Where staff feel that a child is not progressing in line with his/her peers they will speak to parents in the first instance to seek their opinion and to discuss how the child can best be helped. We aim to make any reasonable adjustments required by individual children or parents. No outside agencies will be contacted without parental permission.

Where children are identified as needing extra support within the setting this will involve the SENCO the parents/carers and the child's key person working together to write an individual education plan to identify how the child will be given extra support. IEPs will be reviewed monthly by the SENCO, the child's key person and the parents/carers. Should this group, and particularly the parent, decide that the child needs further support then outside agencies will be contacted as appropriate.

For the very small number of children whose needs cannot be met in the above way and whose needs are more severe and complex, the nursery staff will, with parent's/carer's permission request a formal assessment from the Local Education Authority.

When children transfer to their next setting we will work closely with that setting and the child's parents to ensure a smooth transition for the child.

If one or both parents have significant needs, we will support them to the best of our ability whilst keeping a focus on the child's needs.

All information kept on each child is confidential and Parents and Carers have free access to all information kept on their own child. (Except in exceptional cases where the Data Protection Act 1998 stipulates it is against the best interests of the child to do so.)

Review Process:

This setting is aware of the need to constantly review, monitor and evaluate our practices to ensure that they are effective. It is the duty of the S.E.N. Co-ordinator and the Manager to review the S.E.N. policy annually and to be aware on a daily basis of how this policy works in practice. Also to comply with all relevant legislation including the Equality Act 2010, The Human Rights Act 1998 and the SEND Code of Practice 0-25, 2014.



Safeguarding Children

At this nursery, we comply with all the legal requirements set out in the 'Statutory Framework for the Early Years Foundation Stage' – September 2012 and with the new requirements which came into force in September 2014. We work in line with the guidance and procedures of the Local Safeguarding Children Board and the Government's statutory guidance 'Working Together to Safeguard children'. Which can be seen here. <https://www.gov.uk/government/publications/working-together-to-safeguard-children>

We seek to share information about children in an appropriate manner whilst continuing to maintain confidentiality. We follow the guidance 'Good Practice in Information Sharing in the Foundation Years found here: http://www.foundationyears.org.uk/files/2013/11/Good_Practice_Support_in_Information_Sharing.pdf

- All members of staff are registered with OFSTED and have undergone enhanced CRB checks. Staff are aware that they are expected to disclose any convictions, cautions, court orders, reprimands and warnings that may affect their suitability to work with children (whether received before or during their employment at the setting).
- All Students are supervised at all times (see policy on students).
- Written parental permission will be obtained before children are taken on outings.
- Staff will keep records/observations of all children in the setting. This includes detailed written notes on any disclosure of abuse made by a child.
- Mobile phones are not allowed to be carried by staff in the setting. All personal phones must be put away with personal possessions. The manager may, in exceptional circumstances, allow a member of staff to keep their mobile phone with them for a limited amount of time.
- Only cameras owned by the nursery and kept on nursery premises can be used in the setting.
- Staff will inform Ofsted without delay or within 14 days at the latest, of any allegations of serious harm or abuse by any person living, working, or looking after children at the premises (whether that allegation related to harm or

abuse committed on the premises or elsewhere), or any other abuse which is alleged to have taken place.

- Staff will also inform Ofsted of the action taken in respect of any allegations as soon as is reasonably practical but in any case, within 14 days.
- Staff will also notify local children's social care services and, if appropriate, the police of any allegations as above.
- All concerns will be kept confidential.
- We meet our responsibilities under the Safeguarding Vulnerable Groups Act 2006 in respect of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of child protection concern.
- We work in line with the Government's statutory guidance: 'Working Together to Safeguard Children 2013'.
- Each child will be assigned a key person. Their role is to help ensure that every child's care is tailored to meet their individual needs, to help the child become familiar with the setting, offer a settled relationship for the child and build a relationship with their parents.

The Prevent Duty

(In order for schools and childcare providers to fulfil the Prevent duty, it is essential that staff are able to identify children who may be vulnerable to radicalisation, and know what to do when they are identified.)

From: The Prevent Duty June 2015, Department of Education)

We are aware of the Prevent duty which came into force on July 1st 2015. This states that all early years providers must promote British Values. The fundamental British values of democracy, rule of law, individual liberty, mutual respect and tolerance for those with different faiths and beliefs are already implicitly embedded in the 2014 Early Years Foundation Stage on which our curriculum is based.

Early years providers serve arguably the most vulnerable and impressionable members of society. (*Prevent Duty Guidance in England and Wales*). We are aware of the need to assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology. If we have concerns we will contact the most appropriate authority which could include Channel or Social Care Services. In all events we would contact Ofsted as soon as possible and consider their advice.

The E.Y.F.S. makes clear that to protect children in their care, providers must be alert to any safeguarding and child protection issues in the child's life at home or elsewhere (paragraph 3.4 EYFS). We take this very seriously and all staff are aware of their responsibilities in this area.

Our Lead Practitioner for Safeguarding children is Nichola Potts

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2nd: Joanne McAllister

The lead officer is responsible for liaison with statutory children's services agencies, and with the LSCB. It is their duty to provide support, advice and guidance to other members of staff.

All staff at this nursery have an up-to-date understanding of safeguarding children issues and, through in-house training, are aware of the contents of this policy and how to respond to:

- Significant changes in children's behaviour.
- Deterioration in children's general well-being
- Unexplained bruising, marks or signs of possible abuse or neglect
- Comments children or adults make which give cause for concern
- Inappropriate behavior displayed by other members of staff, or any other person working with children e.g. inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role or inappropriate sharing of images.
- issues which cause concern in the child's life at home or elsewhere.

The Nursery manager is available to discuss initial concerns with parents/carers and offer support and assistance. Should a member of staff have concerns about the well-being of a child they will inform the Nursery manager or Lead Practitioner for Safeguarding who will take the following action:

- Speak to the child's key worker
- Speak to Parents/carers

If there are still concerns about the child:

- Contact Children's Social Care Services, Ofsted and if necessary, the police, and take advice.

All members of staff have a responsibility to ensure that appropriate steps are taken.

Where staff suspect sexual abuse has occurred or is likely to occur, the Lead Officer for Safeguarding Children and the Nursery Manager may contact Children's Social

Care Services without first speaking to parents or carers. For all other concerns, parents or carers will be consulted immediately

Procedure for checking the identity of visitors

- If a visitor or prospective parent is unknown to the setting their credentials will be checked before allowing them to enter the setting
- We ask for at least 1 form of identification and proof of which organization they may work for.
- We ensure that any visitor or prospective parent is supervised throughout their visit
- We record that ID has been checked, together with the visitor's name, reason for visit, time and date in our Visitor's book/log.

Parents and Carers have free access to all information kept on their own child. (Except in exceptional cases where Data Protection Act 1998 stipulates it is against the best interests of the child to do so.)

Essential Contact Details:

Consult School Safeguarding Policy

Procedure to be Followed if an Allegation of Child Abuse is made against a Member of Staff

Part of the Safeguarding Policy

- We ensure that all parents know how to complain about staff or volunteers within the setting, including an allegation of abuse.
- The person making the allegation will be treated with respect and assured of a thorough investigation.
- The member of staff will be informed of the allegation and given information about possible actions of other agencies.
- Ofsted will be informed as soon as is reasonably practical and in any case within 14 days of the event occurring and advice taken
- Social Services will be informed and advice taken
- The member of staff may need to be suspended pending further enquiry
- The member of staff will be supported through the process of investigation
- The person making the allegation will be kept informed of progress.
- All information will be kept confidential
- All actions will be in line with the complaints procedure.

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Non Collection of Children Policy

This nursery will work closely with parents and plan time for each key person to work with parents so that they really know and understand the children in their key group. In this way we hope to meet the needs of parents and children to ensure that, among other needs, we provide a service which meets parent's needs for childcare.

However, if a child is not collected at the expected time the following actions will be taken:

The child's key person should inform the nursery manager.

The child should continue to be cared for as usual and every effort should be made to make sure the child is not upset by the situation.

It is the manager's duty (or deputy's) to use all contact numbers to contact a member of the family or approved friend.

If, after one hour the parent or carer has still not arrived and staff have been unable to make contact with another member of the family or family friend it may be necessary to contact Children's Social Care Services and take their advice.

Children will not be allowed to go home with another parent unless signed permission has been given previously by the child's parent or carer.

Parents should always be aware of the procedure to be followed in this situation and note that in the case of late collection without good reason, charges will be made.



Behaviour Management Policy

Our named practitioner responsible for Behaviour Management is:

.....Karen Hill.....

This member of staff has the necessary knowledge and skills to advise other staff on behavior issues and to access expert advice if necessary.

Our aim is to provide an environment where children have happy, stimulating lives thus preventing them feeling the need to behave inappropriately. To this end we will:

- Praise children for good behaviour on a regular basis.
- Model good behaviour by treating children and adults around us with respect.
- Provide interesting and stimulating activities within a child friendly environment thus preventing children from becoming bored and irritable.
- Observe children closely and use our weekly planning to provide for their individual needs.
- Work closely with parents to support children's exploration of appropriate and inappropriate behaviour.

If children behave in a consistently inappropriate manner e.g. hurting other children, verbally abusing children or staff, destroying play equipment, then we will:

- Use our observations to try to pinpoint trigger points and to improve our environment if appropriate.
- Help children who find it difficult to get on with others by showing them how to play and be friendly with other children.
- Give the child more one to one time in which they may be able to explain why they are behaving in this way.
- After consultation with parents, use a time out system for children aged over 2 years, of between 2 and 5 minutes when they will be removed from the play area to a quiet area. During this time the child's key person will explain why

they have been taken away from the play area. This system will be used consistently by all staff. Children under two years of age will be distracted from any situation which the staff feel is a problem and supported to join in more appropriate activities.

Where this does not result in an improvement of behaviour we will ask parents for permission to seek outside help.

If, after consultation with the parents/carers, we feel the child may have a Special Educational Need, we will follow our Policy on Special Educational Needs and Disability.

Staff at this nursery will not use corporal punishment or any other punishment which physically hurts the child or may humiliate them. Nor will they threaten to do so. Parents are asked not to smack their children or shout at them whilst on nursery property in order to ensure consistency for all children.

Physical intervention will only be used to manage a child's behaviour if it is necessary to prevent personal injury to the child, other children or an adult, to prevent serious damage to property, or in what would reasonably be regarded as exceptional circumstances. Any occasion where physical intervention is used to manage a child's behaviour will be recorded and parents will be informed about it on the same day or as soon as is reasonably practicable.

Biting

Many children go through a stage of biting other children and adults. We know this is an emotive subject and when this occurs, particularly if a child bites regularly, the following procedure will be followed:

The victim will be comforted by their key person and any required medical treatment given.

The perpetrator will be taken from the play area and told, in a manner appropriate to the child's age that the behaviour was unacceptable. The child will not be shouted at and only one member of staff, preferably the child's key person will deal with this.

Sanctions will be applied as stated in the behaviour management policy.

Staff will use their written observations and knowledge of the child to try to pinpoint trigger points and reasons.

The incident will be reported in the accident book

Parents of both children will be informed.

Parents of the victim will not be told the name of the perpetrator.



Confidentiality

At this nursery staff understand that all information about children and their families is confidential and should never be discussed outside the nursery. The nursery manager ensures that all staff members are aware of the need to maintain privacy and confidentiality.

All information kept on children will only be shared with the parents/carers, key worker and Nursery Manager. Occasionally we may need to share records with other staff or outside agencies. Parents/carers will always be consulted first about this.

Staff will not discuss any child with anyone other than parents/carers or senior staff at the setting.

All members of staff and students will have this policy explained to them and be expected to sign to say they agree to it.

Records of progress across the Early Years Foundation Stage are usually passed on to schools when the child leaves our Nursery. If parents prefer this not to happen then their wishes will be respected.

No information will be passed on to other agencies without permission from parents/carers. Where there is an issue about child protection then the child's welfare will be put first and the Safeguarding Children policy will be followed.

Parents and Carers have free access to all information kept on their own child. (Except in exceptional cases where Data Protection Act 1998 stipulates it is against the best interests of the child to do so.) We also have regard to the Freedom of Information Act 2000.



Working in Partnership with Parents and Carers

Close working between early years' practitioners and parents is vital for the welfare and education of the children in our setting. It is also essential for the early identification of children's learning needs and to ensure a quick response to any area of particular difficulty. Parents, carers and families are central to a child's well-being and we aim to provide a regular two-way flow of information between them and the setting. With this in mind staff will:

- Involve parents/carers in planning what their child will be doing at the nursery.
- Discuss on a regular basis what each child has done during the day.
- Give information on what children have eaten, how long they have slept and any relevant toileting information. Record and act on information from parents about a child's dietary needs.
- Regularly discuss progress and development along with any concerns parents or staff may have.
- Ensure that copies of the inspection report are provided to all parents.

Each child will be allocated a Key Person whose role is to help the baby or child to become familiar with the provision and to feel confident and safe within, developing a genuine bond with the child (and the child's parents) and offering a settled, close relationship.

If Parents/carers wish to speak to their key worker or any other member of staff in private then this can be arranged.

The following information will be provided for parents:-

- How the EYFS is being delivered in the setting, and how parents and/or carers can access more information;
- The range and type of activities and experiences provided for children, the daily routines of the setting, and how parents and carers can share learning at home;

- Our policies and procedures.
- The food and drinks which we provide
- Staffing in the nursery; the name of their child's key person and their role; and a telephone number to contact in an emergency.

Parents and Carers have free access to all information kept on their own child.
(Except in exceptional cases where Data Protection Act 1998 stipulates it is against the best interests of the child to do so.)



Accidents and Emergencies

Most children will have occasional falls and minor accidents at some point during their time in nursery. Whilst staff will take all reasonable steps to ensure that hazards to children – both indoors and outdoors – are kept to a minimum, we recognise that children need to explore and test their own developing physical abilities and may therefore occasionally injure themselves. When such an accident occurs staff will:

- Comfort the Child and provide any necessary first aid treatment.
- Record details of what happened in the accident book including any treatment given.
- Sign two copies in the accident book and ensure that whoever collects the child also signs it and takes a copy.
- Bring the accident to the notice of the manager who will consider any changes which need to be made to nursery equipment or routines etc. in order to prevent the same accident happening to another child.

We keep an appropriately stocked first aid box on the premises.

In the extremely rare event that your child needs hospital treatment we will contact you immediately and arrange to meet you at the hospital. Your child will be transported by ambulance or taxi at our expense and the child's key person or another member of staff will travel with them.

We will notify Ofsted and the local child protection agency as soon as possible and in any case within 14 days, of any serious accident or injury to, or serious illness of any child whilst in our care and act on any advice given.

At least one member of staff who has a current paediatric first aid certificate will be on the premises at all times when children are present and also on any outings.



Medication and Sickness Procedure

(See also – Accident and Emergency Policy)

We have a duty to ensure that all children at our nursery are helped to stay healthy. Our policy therefore is that when a child is ill they should be taken home as soon as possible and not return until they feel well and are not contagious. When a child is absent from nursery due to illness, parents should inform nursery as soon as possible of how their child is and when they are likely to return. Also if the child has a specific diagnosis it would be helpful for staff to have that information. We also need to have sufficient information about the medical condition of any child with long-term medical needs.

If a child becomes ill at nursery staff will:

- Care for the child appropriately
- Inform parents so that the child can be collected as soon as possible.

Medication

We are happy to administer medicine to your child where it has been prescribed by a doctor, dentist, nurse or pharmacist. Medicines containing aspirin will only be administered when prescribed by a doctor. Parents will be asked to sign a form showing the name of the medicine, dosage and times the medicine is to be given.

For non-prescription medication e.g. pain and fever relief or teething gel we require prior written consent of the parent and will only administer this when there is a health reason to do so.

Staff working with children are not legally obliged to administer medication and therefore the person giving the child medicine may not be the child's key person.

When medicines are administered, an extra member of staff will be present to ensure the correct amount is given at the correct time. Both members of staff will sign a form giving details and this will be passed to the parent/carer at the end of each day.

If we have reason to believe that any child is suffering from a notifiable disease identified as such in the Public Health (Infectious Diseases) Regulations 1988 we will inform Ofsted. We will act on any advice given by the Health Protection Agency and inform Ofsted of any action taken.

Intrusive Medication

If a child needs to have intrusive medication at nursery such as suppositories then the parents must first speak to the nursery manager to arrange this. In cases such as this where the administration of prescription medicines requires technical/medical knowledge then individual training must be provided for staff from a qualified health professional. Training should be specific to the individual child concerned.



Existing Injury Form

Child's Name	
Parent/Carer's Name	
Name of Staff who observed injury	
Signature of Staff	
Date	
Injury Observed	
Any other relevant details	

Parent/carer's signature	

Students

Like most nurseries we often have students working here with the children. This gives an opportunity for them to gain first hand experience and is good for the children who benefit from the extra attention. Students are always supervised.

Occasionally, individual students aged 17 and over who are on long-term placements may be included in the ratios if we are satisfied they are competent and responsible.

All students and staff will be subject to an enhanced CRB check.

As part of their college work, students may wish to observe specific children.

Permission will always be sought from parents/carers before this happens.



Health and Safety

(See also: Accidents and Emergencies, Medication and Sickness Policies)

This nursery is committed to the highest standards of health and safety for children, staff, parents and visitors. In order to ensure this, we will:

- Conduct a risk assessment and review it regularly – at least once a year or more frequently where the need arises. The risk assessment will cover outdoor and indoor spaces, furniture, equipment and toys. A record will be maintained of areas which have been checked.

The following areas will be considered when a risk assessment takes place:

- Boundaries and gates
- Water hazards, e.g. ponds, drains and pools
- Hazardous substances and equipment
- Hazardous plants
- Pets and other animals
- Electricity and gas
- Socket covers
- Doors, windows and glass
- Floors and stairs
- Stacked furniture
- Kitchen and food preparation/access to the kitchen
- Hot appliances
- Hygiene, cleanliness and minimising the risk of infection
- Outings and trips
- Fire safety
- Condition of prams, pushchairs, highchairs and low chairs
- Use of safety harnesses
- Condition of toys and other equipment
- Sandpits and their protection from contamination
- Furniture, equipment and toys
- The arrangements for monitoring children who are sleeping
- Linens such as bedding and towels

- Any hanging cords such as those on window blinds or drawstring bags

It is the duty of all staff to:

- Ensure that all children are supervised by adults at all times.
- Keep an accident book (see Accident and Emergency Policy)
- Maintain a system for children's arrivals and departures to ensure children's safety and make sure all staff members and parents are aware of this system.
- Check outdoor space daily before children are allowed to go outside.
- Ensure fire regulations are adhered to including regular fire drills and that all smoke alarms, fire extinguishers etc. are in working order.
- Ensure adults do not have hot drinks in the rooms where children are present.
- Maintain a correctly stocked first aid box
- Ensure that when potentially dangerous activities such as woodwork and cooking take place, these activities are closely supervised.
- Ensure that sleeping children are always within sight of an adult.
- Ensure that materials offered to children are developmentally appropriate, as equipment suitable for older children may pose a risk to less mature or younger children.
- Teach children hand-washing routines and other health related issues in a developmentally appropriate way.
- To ensure that when children are on outings a risk assessment has taken place to include staff ratios. This risk assessment may not be written but must have taken place and all staff must be aware of it.

It is the duty of the Manager to:

- Know and implement the nursery policies and national safety requirements relating to the premises, the staff and the children. This includes all new legislation as and when it becomes legally required.
- Ensure that fire and safety equipment conform to the required safety standards.
- Ensure there is a clearly understood evacuation procedure which is practiced on a regular basis.
- Ensure fire doors are clearly recognized and are free from obstructions.
- Ensure that the required number of staff have regular updated safety training from relevant agencies and receive certificates as evidence of this.
- Ensure insurance policies are relevant and up to date.
- Ensure that vehicles in which children are transported, and the driver of those vehicles, are adequately insured.



Equality of Opportunity/Diversity

(See also Behaviour Management Policy, Admissions policy and Special Educational Needs and Disability Policy)

This Nursery works in accordance with all relevant legislation including the Equality Act 2010, the Human Rights Act 1998, the SEND 0-25 Code of Practice 2014 and the Prevent Duty 2015. Staff at this nursery believe in promoting equal opportunities for everyone and value diversity in children, parents, carers, staff, visitors and all others we come into contact with.

We believe that all children have an entitlement to equal access to a broad, balanced, relevant and differentiated curriculum. Staff strive to ensure that all children develop self-confidence and high esteem whilst recognising and valuing differences between themselves and others.

The diversity of individuals and communities is valued and respected. No person including children, families or staff members are discriminated against.

The member of staff with responsibility for Equal Opportunities and Diversity is:
Karen Hill

It is this member of staff's responsibility to review, monitor and evaluate the effectiveness of our inclusive practice.

However it is the responsibility of all staff to understand and promote equal opportunities through:

- Attending suitable training.
- Encouraging children to recognise their own unique qualities and the characteristics they share with other children.
- Ensuring children are set appropriate, challenging targets which allow them to experience success.

- Providing a challenging curriculum which allows for different learning styles.
- Working with families to ensure that individual information is gained for each child about such things as family customs and beliefs, home language, dietary requirements etc.
- Monitoring the curriculum and use of resources to ensure a broad and balanced curriculum which promotes British values, reflects our culturally diverse society and which is suitable for both active and more passive children
- Promoting an anti-bias curriculum to actively challenge any negative feelings towards and/or stereotyping of others. This will be partly through using dolls, puppets and books to tell stories which help children to question their own feelings and views and to promote a sense of justice and fairness.
- Challenging negative comments from both children and adults.
- Providing a range of equipment which reflects a diverse society such as dual language books, home corner equipment which reflects a range of home cultures, stories which reflect the diversity of our society, small world equipment etc.
- Celebrating a wide range of cultural festivals using appropriate teaching materials.
- Writing notices in a variety of community languages.
- Ensure children take responsibility for their own actions and understand the concept of 'fairness'
- All children, irrespective of ethnicity, culture or religion, home language, family background, learning difficulties, disabilities, gender or ability will have the opportunity to experience a challenging and enjoyable programme of learning and development.

We aim to achieve educational equality and inclusion by continually reviewing our practice and outcomes, asking these key questions:

- do all the children in our setting achieve their best?
- are there differences in the achievement of different groups of children?
- what are we doing for those children who we know are not achieving their best?



Bullying

(See also Behaviour Management Policy)

Whilst bullying amongst children in the Early Years is rare due to their age and the level of supervision, should this occur, staff will take the issue seriously and will work with parents of both perpetrator and victim to deal with this.

The victim of bullying will be supported by their key person and other members of staff if appropriate.

The perpetrator will also be supported although sanctions will be applied in the short term as directed in the behaviour management policy.

We will always help children who find it difficult to get on with others by showing them how to play and be friendly with other children.

Parents will be informed and the situation will be reviewed regularly. With parents' permission, help may be sought from outside agencies if the situation does not improve.



Key Person

In order to meet the individual needs of all children this nursery will assign a key person to each child when they enter the nursery. Parents and/or carers will be informed who this person is and what their role is.

The key person will help the baby or child to become familiar with the provision and to feel confident and safe within it.

The key person will meet the needs of each child in their care and respond sensitively to their feelings, ideas and behaviour. This will include talking to the child, comforting them, making an appropriate environment for their needs and having input into planning an appropriate curriculum. The key person must ensure that learning and care is tailored to each child's individual needs.

The key person will endeavour to make close links with the parents or carers of their key children to make sure that each child is being cared for appropriately and in line with the wishes of each family. It is also the role of the key person to engage and support parents and/or carers in guiding their child's development at home and to help families engage with more specialist support if appropriate.



Missing/Lost **Children**

Whilst it is extremely unlikely that a child will go missing from nursery, should this happen, the following procedure will be followed:

- The Manager or senior member of staff present will be alerted. They will make enquiries of other members of staff to find out where and when the child was last seen.
- An immediate search of the premises will take place inside and out.
- Ensuring that other children are adequately supervised, one or two members of staff should search the immediate area outside nursery.
- If the child is not found within 10 minutes then police and parents should be contacted in that order.
- During this time, available staff should continue to search the surrounding area, widening the search over time. Mobile phones should be used to keep in touch with the staff remaining in the nursery if possible. In this situation, permission to use personal mobile phones is given automatically
- When the child has been found staff should meet as soon as possible to re-do the relevant risk assessment.
- Ofsted will be informed as soon as reasonably practicable, but not later than 14 days after the event has occurred.