

Stay & Play Nursery

Policies and Procedures Manual

1. Safeguarding & Child Protection

At Stay & Play Nursery, safeguarding children is our highest priority. We are fully committed to protecting children from harm, ensuring their welfare, and providing a safe, nurturing environment at all times. We follow the Early Years Foundation Stage (EYFS) statutory requirements and national safeguarding guidance.

We ensure:

- Children are protected from abuse, neglect, and exploitation
- Staff are trained to recognise and respond to concerns
- Concerns are acted on immediately and appropriately
- The child's welfare always comes first

We work in line with:

- Children Act 2006
- Working Together to Safeguard Children
- Early Years Foundation Stage (EYFS)

Designated Safeguarding Leads (DSL)

- DSL: **Azita Parsa**
- Deputy DSL: **Maria Zargari-samani**

A trained safeguarding lead is always available during nursery hours.

Staff Responsibilities

All staff must:

- Report concerns immediately to the DSL
- Record concerns factually and promptly
- Never investigate allegations themselves
- Listen carefully and reassure children
- Maintain confidentiality unless a child is at risk

Safeguarding Concerns

Concerns may include:

- Unexplained injuries or changes in behaviour
- Disclosures from a child
- Neglect or unsafe home conditions
- Concerns about adults or staff conduct

All concerns are taken seriously and may be referred to:

- Children's Social Care
- Police
- LADO (Local Authority Designated Officer)

Allegations Against Staff

Any allegation involving staff will be:

- Reported immediately to the LADO
- Handled without internal investigation
- Managed under strict safeguarding procedures
- Reported to Ofsted if required

Whistleblowing

Staff are encouraged to raise concerns about unsafe practice. All concerns will be taken seriously and staff will be protected when raising genuine concerns.

Prevent Duty

We actively promote British values and protect children from radicalisation by encouraging:

- Respect
 - Tolerance
 - Individual liberty
 - Safe and inclusive learning
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2. Health, Safety & Emergency Procedures

We are committed to providing a safe environment for all children, staff, and visitors.

We ensure:

- Regular risk assessments
 - Safe equipment and supervision
 - Clean and secure environment
 - Staff training in safety procedures
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Accidents & First Aid

- A paediatric first aider is always present
 - All accidents are recorded and shared with parents
 - Serious incidents are reported appropriately
 - Emergency services will be contacted when needed
 - Parents are informed immediately
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Fire Safety

We follow strict fire safety procedures:

- Regular fire drills every 3 months
 - Clearly marked fire exits
 - Fire doors kept closed
 - Evacuation procedures practised and recorded
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Emergency Closure

We may close the nursery due to:

- Severe weather
- Flooding or building damage
- Staff shortages affecting ratios
- Health and safety risks

Parents will always be informed as quickly as possible.

3. Illness, Medication & Medical Care

We aim to prevent the spread of illness and ensure children receive safe care when unwell.

Sickness & Exclusion

Children must not attend nursery if they have:

- Vomiting or diarrhoea (48-hour exclusion after last episode)
- High temperature or infectious illness
- Symptoms of serious infection

Children may be sent home if they become unwell during the day.

Medication Policy

We only administer medication with:

- Written parental consent
- Original packaging with label (if prescribed)
- Correct dosage instructions

We never exceed recommended doses unless medically directed.

Non-Prescription Medication

We may administer limited medication such as:

- Paracetamol (with consent)
- Allergy relief medication

This is only given when absolutely necessary and authorised by management.

Allergies & Medical Conditions

We work closely with parents to create:

- Individual care plans
- Allergy risk assessments

- Emergency treatment plans

Medication such as EpiPens or inhalers must always be provided by parents.

Care Plans

Care plans are required for:

- Allergies
- Asthma or chronic illness
- Seizure conditions
- Any long-term medical need

Plans are reviewed regularly and updated with parents.

4. Food, Nutrition & Oral Health

We promote healthy eating and positive mealtime experiences.

Meals Provided

We provide:

- Breakfast, lunch, tea, and healthy snacks
- Fresh fruit and vegetables daily
- Fresh drinking water throughout the day

We avoid excessive sugar, salt, and processed foods.

Mealtime Practice

We promote:

- Calm, social eating environments
 - Independence and self-feeding
 - Good manners and positive behaviour
 - No pressure to eat
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Allergies & Dietary Needs

- All dietary needs are recorded
 - Meals are prepared safely to avoid cross-contamination
 - Alternatives are provided where needed
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Toothbrushing

We support children's dental health by:

- Encouraging brushing routines
 - Working with parents to provide toothbrushes and toothpaste
 - Teaching healthy oral habits
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5. Behaviour, Inclusion & Wellbeing

We support children to develop positive behaviour through care, consistency, and respect.

Behaviour Management

We:

- Use calm and positive guidance
 - Support emotional development
 - Encourage sharing and turn-taking
 - Never use shouting, humiliation, or physical punishment
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Anti-Bullying

We:

- Take all incidents seriously
 - Support both children involved
 - Work with parents to resolve issues
 - Never label children
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Inclusion & SEND

We fully support children with additional needs.

We follow:
SEND Code of Practice 2015

We ensure:

- Equal access to learning
 - Individual support plans
 - Partnership with parents and specialists
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Equality & Diversity

We promote:

- Respect for all cultures and beliefs
 - Inclusive learning environments
 - No discrimination of any kind
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6. Safeguarding Procedures & Daily Operations

Mobile Phones & ICT Safety

- Staff phones are not allowed in play areas
 - Only nursery devices are used for photos
 - Images are stored securely and used only with consent
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Visitors

- All visitors sign in and out
 - No mobile phone use around children
 - Visitors may be challenged if policy is breached
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Outings

- Full risk assessments completed
- Emergency contact phone carried (non-camera device)

- Regular headcounts carried out
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Lone Working

- Minimum two staff on site at all times
 - EYFS ratios always maintained
 - Staff must communicate movements clearly
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7. Personal Care, Sleep & Hygiene

Nappy Changing

We ensure:

- Regular changing routines
 - PPE used (gloves/aprons)
 - Clean and safe changing areas
 - Respect for children's dignity
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Sleep & Rest

We follow safe sleep guidance:

- Babies always placed on backs
 - Regular 10-minute checks
 - Safe cots with no loose items
 - Children are monitored at all times
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Sun Care

We protect children by:

- Using sun cream provided by parents
 - Wearing hats outdoors
 - Limiting sun exposure during peak heat
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8. Staffing, Recruitment & Training

Safer Recruitment

We ensure all staff are safe to work with children through:

- Enhanced DBS checks
- Identity and reference checks
- Employment history checks

We comply with:
Children Act 2006

Training

All staff receive:

- Safeguarding training
 - First aid training
 - Prevent Duty training
 - Ongoing professional development
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Induction

New staff receive full induction covering:

- Policies and procedures
 - Safeguarding
 - Health and safety
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9. Confidentiality, ICT & Data Protection

We take confidentiality seriously and protect all personal information.

We ensure:

- Secure storage of records
- Password-protected systems
- Information shared only on a need-to-know basis

We comply with:
ICO (Information Commissioner's Office)

Parents may request access to their child's records.

10. Parents, Communication & Complaints

We value strong partnerships with families.

Communication

We provide:

- Daily updates where needed
 - Key Person communication
 - Regular meetings and feedback
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Complaints Procedure

Stage 1: Speak to staff

Stage 2: Speak to Manager

Stage 3: Contact Ofsted if needed

All complaints are recorded and investigated fairly.

Late Collection

- £5 per 10 minutes late fee applies
 - Emergency contacts will be used if parents cannot be reached
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11. Environment, Sustainability & Resources

We provide:

- Safe, clean and stimulating resources
- Regular equipment checks
- Age-appropriate learning materials

Recycling

We teach children:

- Reduce, reuse, recycle
- Environmental responsibility
- Care for the world around them

FINAL STATEMENT

All policies are reviewed regularly to ensure they remain in line with current legislation, EYFS requirements, and best practice guidance.

The safety, wellbeing, and development of every child remains the highest priority at Stay & Play Nursery.