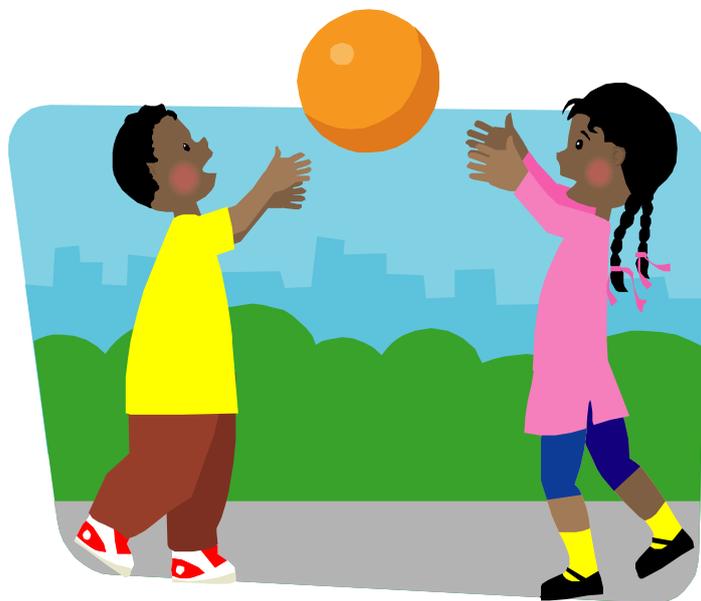


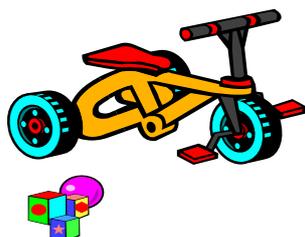


# Parent's Handbook

Centre Point Trust  
Green Street Nursery



Updated September 2016



## General Information

Centre Point Trust was founded in 1982 and is run by a Board of Governors who strive to provide quality, affordable childcare. The Department of Education, Sport and Culture register Centre Point Trust for 32 children aged 3-4 years and 24 children aged 2-3 years.

### Hours

The nursery is open Monday to Friday from 7.30am to 6.00pm. We are closed on all Public Bank Holidays. We run on a sessional basis offering different sessions to cater for your needs.

### Butterflies 3+4 year olds (NEF) fee structure Sep 2016 - Sep 2017

#### 3 and 4 years NEF OVERTIME CHARGED AT £5.15

#### Session cost include lunch, breakfast and snack where applicable

Session Times	Session Price	Session name	Session Times	Session Price	Session name
<b>7.30-1.00</b> <b>5.5 hours</b>	<b>£30.33</b>	<b>Half day am</b> <b>HDAM</b>	<b>1.00-6.00</b> <b>5 hours</b>	<b>£25.75</b>	<b>Half day PM</b> <b>HDPM</b>
<b>7.30-2.30</b> <b>7 hours</b>	<b>£38.05</b>	<b>Long morning</b> <b>LM</b>	<b>2.30-6.00</b> <b>3.5 hours</b>	<b>£18.03</b>	<b>Short afternoon</b> <b>SA</b>
<b>9.00-1.00</b> <b>4 hours</b>	<b>£22.60</b>	<b>Morning</b> <b>AM</b>	<b>1.00-5.00</b> <b>4 hours</b>	<b>£20.60</b>	<b>Afternoon</b> <b>PM</b>
<b>7.30-6.00</b> <b>10.5 hours</b>	<b>£56.08</b>	<b>Full day</b> <b>FD</b>			

Centre Point Trust offers 20 hours of care, paid for by the States of Jersey, for 38 weeks of the year. Known as the Nursery Education Funding (NEF) these 20 hours per week are available from the September after your child's 3<sup>rd</sup> birthday. Any additional hours of care each day are to be paid as at £5.15 an hour. The sessions above include meals, such as breakfast, lunch and afternoon snack. Lunch is served between 12 and 1pm. Please discuss with the Nursery Manager about the 14 weeks holidays and how this can be managed, as your child must attend during the holidays. The 20 free hours during term time will be deducted from your monthly fees.

### Caterpillars 2+3 year old (NON NEF) fee structure Sep 2016 - Sep 2017

**2 and 3 years OVERTIME CHARGED AT £7.00 for 2 year olds and £5.15 for 3 year olds**

**Sessions cost include lunch, breakfast and snack where applicable**

Session Times	Session Price 2yrs	Session Price 3yrs	Session name	Session Times	Session Price 2ys	Session Price 3yrs	Session name
7.30-1.00 5.5 hours	£39.50	£30.33	Half day am HDAM	1.00-6.00 5 hours	£31.50	£25.75	Half day PM HDPM
7.30-2.30 7 hours	£49.50	£38.05	Long morning LM	2.30-6.00 3.5 hours	£18.50	£18.50	Short afternoon SA
7.30-6.00 10.5 hours	£62.00	£56.08	Full day FD				

Ad hoc pre-arranged overtime for 2 year olds is charged at £7.00 per hours and 3 year olds it is 5.15 per hour. The nursery offers these children a minimum of 2 sessions a week all year round. The session costs above include meals, such as breakfast, 2 course lunch and afternoon snack. Lunch is served between 12 and 1pm.

A standing order will need to be set up for all hours paying for. This will be taken out from your bank account on the 1<sup>st</sup> of the month. You are responsible for cancelling this standing order on termination of your contract with us. The Finance Department, based at our La Pouquelaye site, can answer all financial enquiries and help you make payment arrangements. Telephone Number 735151 ex 4.

Requests for changes to you contracted hours/days/dates must be made in writing in the first instance one month prior to the change.

**Collection of children**

Please ensure that a member of staff is informed immediately should someone not listed on the enrolment pack be collecting your child. This person will be required to have photo identification with them. We will not allow a child to leave the nursery unless this criterion is met. Children not been collected by parents should contact us to inform us of the change of collection. **It is very important that you lock and bolt all gates behind you whenever you come to the nursery.**

**Phones/ Mobiles**

Please ensure that mobile phones are kept on at all times. We will only ring you if we feel it is necessary. If you are unable to answer your telephone please ring us back as soon as possible or give us an alternative number when you leave your child.

The nursery can be contacted direct on 878850 Ex 1 for the office, Ex 2 for the 2-3 Caterpillars and Ex 3 for the 3-5 Butterflies. Please feel free to ring and check on your child whenever you feel necessary or would like to discuss any information with their key worker. We can also be contacted by email on [tanja.haynes@cpt.je](mailto:tanja.haynes@cpt.je)

## Lunches

We have a Chef who is very much an integrated member of our team. All children have lunch at noon and enjoy the social development this brings. All dietary needs can be met. Lunch is a two course meal, which consists of a main and dessert. Food is prepared fresh on site. We avoid processed food and we attempt to use local produce where possible. The menu is displayed where the charts are "What we ate for lunch today" and your child's key-worker will show you on induction where this is. Any ideas for healthy nutritious meals and snacks are greatly appreciated.

## Signing in and out for children

All parents/carers must sign their child in and out, at the actual time of arrival and departure. This is a legal document used during emergencies so please ensure you adhere to this requirement.

## Jewellery

Please refrain from allowing your child to wear any form of jewellery to nursery. If your child does wear earrings then please ensure they are stud earrings.

## Key worker

A key worker is a member of staff who is responsible for recording your child's development whilst at nursery. This person will hold observations of your child, which she/he will share with you and is your immediate point of contact with regards to the care and development of your child. Please build a relationship with this person, as working in partnership will give strong support to your child. It is important that you let your key worker know what your expectations are so we can keep you and your child happy. At the setting staff work in shifts but we do try and ensure that you will see your child's key-worker at least once a day, although sometimes this may not be possible. You are very welcome to phone the setting to speak to your child's key worker during the day so they can fill in any details and have a quick chat if you have been unable to see them. The child to staff ratios for a 2-3 year old is 1 adult to 4 children and for children aged 3-5 it is 1 adult to 8 children.

## Outings

The staff ratio is one adult to four children when out of the building on an outing this is set down by registration requirements.

As part of the curriculum we take children out both on foot or in the minibus. The children like to go to some of the places i.e. harbour, beach, parks, zoo, farms, Heritage Sites railway walks and many more places of interest.

We are a member of the library, on a Tuesday morning the staff in the Butterflies Foundation stage will sometimes take 8 children down to the library to change books and enjoy a story telling session.

The child to staff ratios for a 2-3 year olds and 3-5s on trips is 1 adult to 4 children. We have walking wagons for the younger children and take the children on walking trip around town and the neighbouring area.

### **Swimming**

We are fortunate to be able to use the Jersey Cheshire Homes hydrotherapy pool where we do water safety. Children must be completely toilet trained to attend these sessions; the aim is so that children gain confidence and learn how to play safely in the water. This is an additional charge to the nursery fees and if interested then please speak to the Nursery Manager and your name can be added to the waiting list. If your child does not attend on a Wednesday morning you will need to drop off and pick up your child for the first session which takes place at 10.30.

### **Outside area**

The nursery has many outside areas. We have an area for bikes, which is safe to the front and side of the building. We have a walled area for the 2-3 year old group and a large garden mostly used by the Foundation Stage although the children do mix and all use the different gardens. The children learn a great deal from being outside so do take the opportunity to find out what they are doing outside i.e. mini beast hunts, bear hunt, obstacle courses and many more interesting activities. As part of healthy eating we do grow our own fruit and vegetables to encourage children to try what we have grown. The nursery has a Wild area, which helps children to explore and investigate natural materials and living things as well as a Forest School area.

**Child's Health - Any medication must be given to a member of staff on arrival and NOT left in bags.**

### **Antibiotics**

Should antibiotics be prescribed for your child he/she cannot attend nursery for a 48-hour period. This is to ensure that they are on the road to recovery, that they are no longer infectious and that they do not have an allergic reaction to the medication. On returning to nursery if your child should still have antibiotics to finish, staff can only administer them if there is signed permission for the key worker/ co-worker to administer. (Please see a member of staff for the correct sheet to be completed).

### **High temperature**

If your child is at nursery and they have a high temperature we will telephone you. We are not able to administer Calpol to children unless prescribed by the child's GP. Should your child's temperature be 38° C or above you will need to collect him/her.

### Infectious diseases

No children are allowed to attend the nursery if they have an infectious disease. Environmental Health guidelines for infectious diseases must be followed. Please contact Le Bas Centre for this information on 789933. The nursery must be informed of any illness so that other parents can be informed if necessary.

### Vomiting and Diarrhoea

If your child has the Noro virus or is suffering from vomiting or diarrhoea they must not attend nursery for a **full 48 hours** after vomiting/diarrhoea has stopped. If medication for this virus has been prescribed your child must remain at home until the medication has been completed.

### Conjunctivitis

If your child has conjunctivitis then your child must have had the treatment on the eye and remain off nursery for 24 hours so the lotion can work.

### Free Choice

We try to encourage the children to be as independent as possible by allowing them plenty of free choice. To do this we have lower shelves and cabinets which are accessible to children.

We feel this provides the following benefits to children:

- ☺ It gives freedom of expression
- ☺ The freedom to explore and experiment with activities at their own pace and level
- ☺ It allows your child to repeat their play with desired objects as often as he/she needs
- ☺ It encourages an enjoyable, sociable atmosphere
- ☺ It supports the social development of your child by allowing him/her to interact with chosen others: it develops understanding of relationships
- ☺ It focuses on what your child can do rather than what he/she can't do; this re-enforces positive learning
- ☺ It reduces your child's frustration as he/she can do what he/she wants at his/her own pace
- ☺ It allows a much calmer atmosphere for all involved

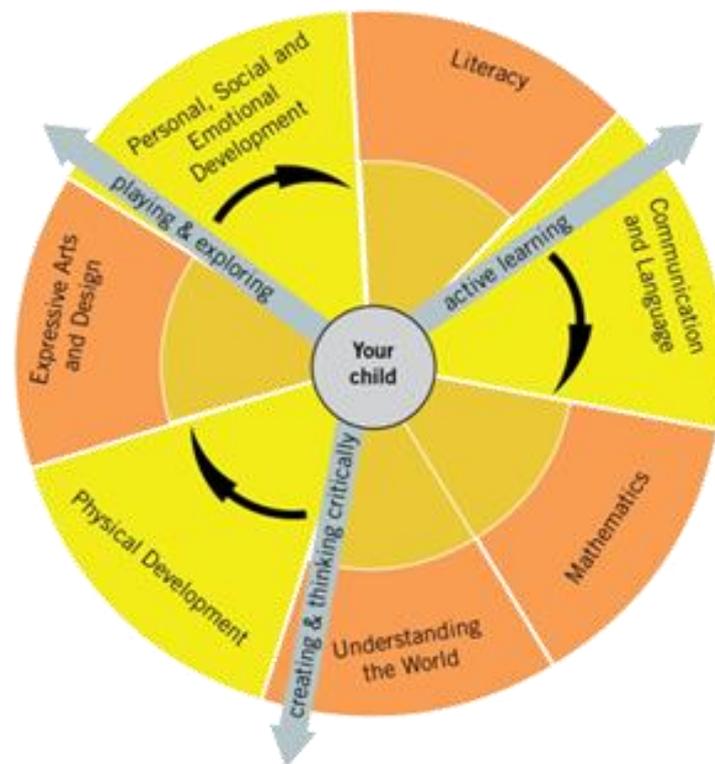
# Curriculum: Development Matters in the Early Years Foundation Stage

## (EYFS)

Centre Point Trust have chosen to move onto a new Framework which will be introduced in September 2014. Development Matters in the Early Years Foundation Stage (EYFS) links in to the island's school nurseries and reception classes. The curriculum covers children aged between Birth-60 months meaning that both the Butterflies and Caterpillars will be accessing this curriculum.

Children develop quickly in the early years, and our early years practitioners aim to do all they can to help children have the best possible start in life. We aim to offer each unique child opportunities to interact in positive relationships and enabling environments.

The EYFS Framework explains how and what your child will be learning to support healthy development. Your child will be learning skills, acquiring new knowledge, and demonstrating their understanding through 7 different areas.



Children typically develop the following 3 prime areas first; Communication and Language, Physical Development and Personal, Social and Emotional development.

These prime areas are essential for your child's healthy development and future learning. As children grow, the prime areas help them to develop skills in 4 specific areas; Literacy, Mathematics, Understanding the World and Expressive Arts and Design.

These 7 areas are used to plan your child's learning and activities. At Centre Point Nursery we will ensure that the activities are suited to your child's unique needs and are designed to be flexible so that staff can follow your child's particular interests.

Area of development	Aspect
<b>Prime Areas</b>	
Personal Social and Emotional Development	Making relationships
	Self-confidence and self-awareness
	Managing feelings and behaviour
Physical Development	Moving and handling Health and self-care
Communication and language	Listening and attention Understanding Speaking
<b>Specific Areas</b>	
Literacy	Reading Writing
Mathematics	Numbers Shape space and measure
Understanding the world	People and Communities The World Technology
Expressive Arts and Design	Exploring and using media and materials Being Imaginative

Children in the EYFS learn by playing and exploring, being active, and through creative and critical thinking which takes place in our well-equipped indoor and outdoor areas.

Here are some examples of what activities your child will be involved in.

#### Personal, Social and Emotional Development

- \*Circle Time and group time
- \*Encourage growth in confidence and self-awareness by offering achievable activities
- \*Ensure that children are given choices
- \*Building relationships, sharing and seeking others' company and friendship
- \*Exploring identity, role play
- \*Snacks and lunchtime

#### Communication and Language

- \*Using props such as telephones and other resources to support role play
- \*Rhymes and songs
- \*Encourage thinking by discussion through involvement in play

- \*Raising awareness of sounds, word patterns and hearing and telling repetitive stories
- \*Practical experiences that encourage children to ask and respond to questions
- \*Activities where talk is used to anticipate or initiate what is happening

### Physical Development

- \*Climbing frames and soft play - encouraging mobility, balancing, negotiating space
- \*Energetic opportunities for gross motor movement.
- \*Bikes and scooters
- \*Balls, nets, bats, hoops and beanbags encouraging kicking, throwing, catching, rolling
- \*Playdough, clay, painting and cooking activities
- \*Opportunities to develop fine manipulative skills – threading, cutting and small world
- \*Encouraging dressing, undressing and independence in self-help skills and toileting
- \*Healthy varied menus, encouraging them to try new foods

### Literacy

- \*A variety of children's books, poetry, song, interactive and sensory.
- \*Listening to and reading books, fact and fiction
- \*Stories and books supported with puppets and soft toys and real props
- \*Offer opportunities to make marks and talk about them
- \*Supporting children in recognising their own name and when ready writing them and other symbols

### Mathematics

- \*Puzzles of varying sizes and degrees of difficulty
- \*Using equipment that encourages counting and using numerals in play and songs
- \*Domestic tasks that encourage counting and being aware of amounts
- \*Opportunities to explore measure, shape and space – sand and water play.
- \*Threading - making patterns
- \*Small and large block play

### Understanding of the World

- \*Science activities- magnets, floating and sinking, cookery exploring the changes
- \*Discussion about the weather and seasonal changes
- \*Encouraging positive attitudes, representing the words' diverse background and celebrate difference
- \*Forest school and gardening and weekly minibus outings
- \*Technology- building and constructing loose parts play
- \*ICT- computers, gaining confidence in operating program

### Expressive Arts and Design

- \*Musical Instruments
- \*Singing
- \*Opportunities to dance and perform
- \*Imaginative Play
- \*Painting - experiment with different tools i.e. brushes, fingers, sponges
- \*Multi-media expressive activities, small and large scale

## Caterpillars' Daily Routine

7.30am	Both Caterpillars and Butterflies downstairs till 8/8.30 Breakfast/Activities/Free Play set out as per the planning sheet and EYFS inside and outside
9.30am	Breakfast is cleared away and Focused Activity set up in the Messy area.
10.50am	Tidy up time with the children.
11.05am	Coats, hats, gloves or sun-cream and sun hat on if not been out yet.
11.10am	Outside play using a mixture of all gardens and outside equipment.
11.40am	Singing/Music/Story-time/Dancing.
12.00pm	Lunch time.
12.40pm	Washing hands and faces (care routine)
12.45pm	Inside and outside free play whilst rooms are cleaned and re-set for the afternoon.
1.00pm	Activities/Free Play set out as per the planning sheet and EYFS.
2.30pm	Coats, hats, gloves, sun-cream and sun hat on for outside play using a mixture of all gardens.
3.00pm	Singing/Music/Story-time/Dancing
3.15pm	Café style snack time.
5.00pm	Start to tidy up some of the areas with the children. Upstairs children come down
5.00-6.00pm	Free choice of activities

## Butterflies' Daily Routine

7.30am	Both Caterpillars and Butterflies downstairs till 8/8.30
8.00/8.30am	Breakfast/Activities/Free Play set out as per the planning sheet and EYFS
9.15am	Outside play
9.30am	Breakfast is closed
9.45 am	Whole group time
10.00am	Key group time
10.10am	Free play/individual planned activities
11.10am	Tidy up time with the children. Coats, hats, gloves or sun-cream and sun hat on.
11.55am	Come inside in key groups, coats away, toilet and hands washed ready for lunch

12.00pm	Lunch time
12.40pm	Washing hands and faces (care routine)
12.45pm	Outside free play whilst rooms are cleaned and re-set for the afternoon.
1.20pm	Activities/Free Play set out as per the planning sheet and EYFS.
2.35pm	Whole group time
2.50am	Small Group time
3.00pm	Free Play
3.15pm	Café style snack time.
4.00pm	Start to tidy up some of the areas with the children.
4.15pm	Outside play
5.00-6.00pm	Upstairs children go downstairs. Free choice of activities.

### **Personal Belongings**

Please name your child's clothes. Iron on tags can be purchased online.

Each day at nursery, your child will need to have:

- A named small bag, (not draw string) no plastic bags please, containing:
- Wellington boots – these can be left at nursery (optional)
- A named change of clothes, with spare pair of socks and underpants in case of accidents either toileting or water tray.

If your child is in nappies then you should bring in the following:

- \* Nappies for your child we have storage for a pack.
- \* Wipes
- \* Barrier cream

### Wintertime:

- A named hat for cold weather, named mittens or gloves on a ribbon slotted through the sleeves of the coat
- Named warm coat that is easy for your child to put on and take off waterproof coat when necessary

### Summer Time:

- Sun hats are provided but if you would like to bring your own in please ensure that your peaked hat is named.
- £5 for sun cream if not chosen the option on the contract to pay for this via standing order
- A swimming costume/trunks for water play outside

As children are often in and out of the water tray, changes of clothes are essential. When your child is toilet training please avoid dressing them in clothes that they may find difficult to use independently. (ie please avoid belts, dungarees and braces).

We understand the need for children to bring with them something from home. Please would you help us by trying to ensure that the objects are safe and small so that your child can store it in their own bag when they feel that they can let it go during the day? If possible toys and comforters should be clearly labelled. The nursery cannot be held responsible for loss or damage to the objects. Toys from home can be the source of disagreements and arguments so please only bring them if your child has a genuine need for a comfort toy. On a Friday the Butterfly children have a show and tell box so they can share their toy with others without the worry of them being mislaid or damaged.

Please find on following pages the Behaviour Policy, Outings Policy, Child Protection Policy, Settling In Policy, Biting Policy and Snow Policy

**Additional Policies should you require them are located in the Nursery Manger's office**

### Please ask!

- Health and Safety
- Equal Opportunities
- Working with parents

- Missing Persons
- Data Protection
- Confidentiality
- Whistle blowing
- Transition
- Lifting and Handling

## **Behaviour Policy**

At Centre Point Trust Nursery we believe in promoting behaviour which encourages respect for each individual, co-operation with each other and opportunities to play.

Children who attend the nursery have the right to relax, play and enjoy the activities on offer, where children can develop self-esteem in a caring atmosphere.

### **The objectives:**

1. Encourage independence and self discipline
2. Consistent approach to behaviour through out the nursery.
3. To establish clear boundaries with involvement from children
4. To raise awareness of appropriate behaviour.
5. Adults will praise and encourage good behaviour such as kindness and willingness to share.
6. We encourage firmly and fairly to observe simple rules (i.e. no hitting, no biting etc)
7. Offer praise whenever the children observe those rules encouraging good behaviour.
8. We encourage children to use good manners.

### **The adults' role:**

- To be a positive role model
- Demonstrate positive behaviour
- Have a consistent approach
- To give clear instructions to children
- To provide a broad balanced curriculum to stimulate all children in order to reduce likelihood of disciplinary problems.
- To understand the situation
- To intervene if necessary in a calm and diplomatic manner.
- To listen to both sides of the story

- Encourage the children to sort resolve their own disagreements
- Encourage the children to talk about their feelings.
- To liaise with parents when monitoring behaviour.
- To reinforce boundaries through visual aids.
- To inform parents how you have dealt with a situation at nursery and discuss how they would deal with this at home.

Most children at some point demonstrate behaviour that is negative both verbally and physically. We recognise that children may display negative behaviour due to the fact that they are still exploring their emotions and understanding of what is socially acceptable. There may be times when children may need time to reflect on their behaviour by moving to other activities or to another room.

### **Centre Point Trust Nurseries**

Green Street and La Pouquelaye Nursery

### **Outings Policy**

Outings are very beneficial to children and provide children with the basic needs for fresh air and light. The children learn about how to be safe while walking and going on transport.

Aim:

Outings provide children with knowledge about the world we live in, while we ensure that we carry out outings in a safe and professional manner, the staff at Centre Point Trust adhere to the following policy.

Related Policies

- Minibus Policy
- Health and safety

The objectives of the policy:

1. The correct staff to child ratio is adhered to 1:4
2. Students can assist staff but are not responsible. i.e. 2 staff and 1 student to 8 children in total and should never hold hands with more than 2 children. Students are expected to walk in between the 2 staff members, not at the back or the front.
3. A level 3 practitioner must be on the outing and is the responsible person.
4. Parents/carers are informed of the day and time of the outing where possible, although spontaneous outings are made weather permitting. Parents will be informed on that day if their child has been on an outing. See the code on the signing in and out form.
5. The nursery outings bag is taken and all medication required for the outing. i.e. asthma inhaler and pump

6. A mobile telephone must be taken and should not be on silent in-case the nursery needs to contact you while on an outing.
7. Ensure that a head count is made regularly when at the destination.
8. The destination is contacted prior to the outing if required

#### The adult's role

#### Preparing for the outing:

1. The outings form is filled in and 2 copies left at nursery, one with the manager and one on the nursery floor. The last sections to be completed, just before leaving are the parts that indicate that the children have visited the toilet, children are allocated to staff and a head count has been carried out. This should then be photocopied once it is complete and correct. It is the Level 3's responsibility to ensure that this has all happened.
2. Ensure you have allocated which children are going with which staff member. Staff initials should be put next to the children's name on the outings form.
3. Although staff are responsible for all the children in their care, the Level 3 member of staff has ultimate responsibility for the trip.
4. Outings bag is collected and the relevant items are added into the bag including First Aid Kit/spare clothes, tissues, wipes and nappies.
5. All children are dressed appropriately weather/location dependant. ie wellies on a farm
6. Take a bottle of drinking water and cups.

#### Outing on foot:

1. Always ensure that the staff member is nearest to the traffic not the children. This may involve swapping sides at crossings for example.
2. When walking ensure that the most confident children are on the outside.
3. Those children who are younger or less able should hold onto an adult's hand for safety. You can also hold each child's hand and have them walk in front of each other if this is safest.
4. Encourage children to hold hands.
5. Use the Zebra Crossing or pedestrian crossing when near one, teaching the children where it is safe to cross.

#### Outing on the minibus:

1. Children must wear seat belts whenever in a vehicle of any sort.
2. The driver is given due notice of any outings.
3. Car seats/booster seats are used if necessary (not required on the Green bus or the disabled bus)
4. Besides the driver, at least one adult accompanies the children in the passenger part of the bus.
5. The speed limit is adhered to at all times

April 2016

## **Centre Point Trust Nurseries**

Green Street and La Pouquelaye Nursery

### **Child Protection Policy**

#### **Policy Statement**

Centre Point Trust aims to adopt the highest possible standards and take all reasonable steps to protect and keep children safe who are in our care.

We have a duty to act upon any information received in respect of a child in our care and will contact all relevant agencies as appropriate.

Centre Point Trust's child protection procedures comply with all relevant legislation and other guidance or advice from Child Protection Agencies

#### **Code of Practice**

*\* The term 'child' refers to child throughout this document*

The following code of practice applies to all Centre Point Staff, whether acting in a paid or unpaid capacity:

- Physical contact should not be encouraged by an adult unless it is child initiated. Although some physical contact is necessary, especially if a child is upset and needs comforting or reassuring, staff need to be aware of when it is inappropriate.
- Taking children on car journeys is not permitted.
- Do not make suggestive or inappropriate remarks to or about a child even in fun, as this could be misinterpreted.
- Be aware that those who abuse children can be of any gender, ethnic background, class or age (even other children), and it is important not to allow personal preconceptions about people to prevent appropriate actions taking place.
- Good practice includes valuing and respecting children as individuals, and adult role modelling of appropriate conduct - which would exclude bullying, aggressive behaviour, racism, sectarianism or sexism.
- Know the children in our care and be aware of signs that may be out of character for that child.

#### **Implementation**

#### **Staffing**

- Centre Point Trust will inform all staff prior to their appointment of the Child Protection Policy, along with the Child Protection Whistle Blowing Policy
- All staff will be required to confirm their acceptance of the Child Protection Policy, and the Child Protection Whistle Blowing Policy by signing and dating the Policy Checklist.
- Centre Point Trust will undertake a DBS check and will obtain two written references on all new members of staff
- Registration Requirements dictate that all staff are DBS checked and all DBS certificates are shown to Child Care Registration prior to a staff member starting in the setting.
- All staff must attend Child Protection training sessions externally to support the nursery's work with children and to keep staff knowledge and awareness up to date. Basic Child Protection courses need to be renewed ideally every 3 years but every 5 years is acceptable.

### **Dealing with Concerns/Incidents**

#### **If a child makes a disclosure:**

You must listen carefully, and give assurances to the child, do not judge the situation and do not promise to keep the disclosure a secret.

Confidentiality must be maintained and concerns should not be discussed with your colleagues.

Any disclosure must be recorded as soon as possible after the disclosure/incident in a detailed dated account, stating the facts using the Safeguarding Concerns report form. The report can include professional opinion or judgements.

Report the disclosure immediately to the Manager/Deputy who will enquire with MASH (Multi Agency Safeguarding Hub). It is the Manager's responsibility to complete a MASH enquiry form as soon as possible using the report written by the member of staff and to email it to the MASH team on: [Enquiries-MASH@gov.je](mailto:Enquiries-MASH@gov.je) contact MASH on 519000 for any advice. Consult with MASH about informing parents of the enquiry. If they do not reply to email before the child is due to leave your care, the States of Jersey Police need to be contacted on 612612. They can also help with any advice if MASH are not contactable.

For new referrals a Child Protection file should be created and any future file notes/ Core group information/ Case Conference paperwork should be kept in a locked cabinet.

#### **If you have concerns about a child's physical or emotional wellbeing:**

Report any concerns to the Manager/Deputy. All concerns must be recorded as soon as possible after the disclosure/incident in a detailed, dated account, stating the facts using the Safeguarding Concerns report form. The report can include professional opinion or judgements.

It is the Manager's responsibility to complete a MASH enquiry form as soon as possible using the report written by the member of staff and to email it to the MASH team on: [Enquiries-MASH@gov.je](mailto:Enquiries-MASH@gov.je) contact MASH on 519000 for any advice. Consult with MASH about informing parents of the enquiry. If it is an on-going case, the Social Worker working on that case should be informed and sent a copy of the enquiry.

#### **If a child makes an accusation against a member of staff:**

Record the facts ensuring that all witnesses sign and date the entry using the Safeguarding Concerns report form.

Contact the Manager/Deputy immediately, who will conduct an investigation as appropriate and if deemed necessary enquire with MASH and staff disciplinary procedures regarding suspension/exclusion from Centre Point Trust.

**If a staff member believes another staff member is behaving inappropriately towards a child:**

Report any concerns immediately to the Manager/Deputy (see Child Protection Whistle Blowing Policy).

You will be asked to complete a report providing factual information relating to your concern including dates and times using the Safeguarding Concerns report form.

The Manager/Deputy will contact MASH as appropriate.

- If you feel that the Manager/Deputy has not responded appropriately to the concern/incident raised, the responsibility is on you to refer to the CEO for advice
- Information from a third party, i.e. someone who is not Centre Point Trust staff or management, regarding suspicions of child abuse cannot be ignored. If the person imparting the information has concerns, they should be encouraged to contact MASH. If they do not wish to do so, it should be explained to them that Centre Point Trust has an obligation to contact them. The concerns should be recorded. If in doubt about a concern or an incident, always seek advice from the Manager/Deputy.
- Confidentiality is of the utmost importance and any incidents/concerns **must** only be discussed with relevant persons e.g. Manager/Deputy and MASH. All referrals are taken seriously and considered with an open mind. Staff are reminded of the Declaration of Secrecy that they sign on employment is relevant.
- Centre Point Trust will routinely discuss all concerns/incidents with parents prior to involvement of another agency unless the circumstances preclude this. All conversations with parents must be recorded.

**Responsibility**

- Accountability and responsibility for the adoption and implementation of the policy rests with the Manager/Deputy.
- Dealing with any reported suspicions and allegations rests with trained members of Centre Point Trust

**People to Contact:**

**1st Contact:** Team Leader of your Unit

**2nd Contact:** Manager of the Nursery or Deputy in her absence.

**In the absence of the above designated members of staff, contact:**

CEO Jane Moy 735151 who will then contact the MASH team on: [Enquiries-MASH@gov.je](mailto:Enquiries-MASH@gov.je) tel 519000

**If unable to contact Designated Persons and/or in extreme emergency situations:**

States of Jersey Police on 612612

September 2015

## **Settling In Policy**

While at Centre Point Trust nursery we respond to the fact that we respect equal opportunities that people have different needs and requirements and we should not treat them the same. If these needs are not recognised, that people will not receive equal opportunities when settling in to the Caterpillars room or the Butterflies Foundation Stage we respect their needs.

### **The aim of the policy:**

To provide a smooth settling in to the Caterpillars room or the Butterflies Foundation Stage so that children feel comfortable with the move to the new setting.

### **The objectives of the policy:**

1. We encourage everyone who has access to our setting to appreciate individuality in order to develop a positive image when settling into the nursery.
2. A clear plan is drawn up below this is commenced the week before the child starts:
  - a. Day 1 for child and parent to attend for 1 hour (10am to 11am or 2pm to 3pm)
  - b. Day 2 for child and parent to attend for 1 ½ hours (10am to 11.30am or 2pm- 3.30pm)  
Parent to go and relax in the staff room or can go for a short walk around the block.
  - c. Day 3 for the child to stay on their own for 3 hours (10 am to 1pm or 2pm to 5pm)  
Child will have lunch with us or snack in the afternoon if applicable.

### **The Adult Role**

The adult can achieve the objectives:

For the child:

1. To provide the child with the opportunity of a smooth transition from parents to a new carer and establishment.
2. To ensure that the child knows when they will be collected.
3. Ensure the child understands where their individual items are kept i.e. pigeon hole, peg, name on entering the building.
4. Where the areas and toilets are so they are familiar with the nursery.

For the parents:

1. Check that they have received the Parent handbook and given if they have not received this.
2. To go through the induction checklist with the parents so that they are familiar with the nursery.

3. To go through the enrolment pack to check that details are still correct.
4. Introduction to the new key worker.
5. To allow the parent a chance to get to know the staff and building and allow them to ask questions if unsure.

## **Biting Policy**

### **Aim:**

The policy will give clear guidelines for all staff caring for young children so that they can work in partnership with parents when dealing with biting incidents.

### **Objectives:**

#### **When dealing with a young child who has been bitten we will:**

- 1 – Encourage the witness (a member of staff) where possible to deal with the child.
- 2 – Assess the situation while remaining calm in order to establish key information about the environment and the age and stage of development of the child.
- 3 – Comfort the child who has been bitten, identify the bite and clean with liquid soap and water if the skin has not broken.
- 4 – If the bite has broken the skin clean immediately with liquid soap and water and cover with a dressing then seek medical advice by going to the A&E department.
- 5 – Collect an accident form and fill it in, in detail, remembering not to use the name of the biter. If the Key worker is unavailable at the time of collection please inform a relevant staff member about the incident, so that they are aware of the form and can gain the appropriate signatures from the parents. Remember to maintain confidentiality at all times.
- 6 – Inform the parents that biting is a normal phase of development for a child. It is usually due to teething , being frustrated through limited language or inability to share objects or people.
- 7 – Monitor the children carefully and encourage them to play with other peers in smaller groups. Any further incidents will be recorded and dealt with in the same manner.

#### **When dealing with the child who has bitten we will:**

- 1 – Encourage the member of staff who saw the incident to deal with the child

- 2 – Assess the situation while remaining calm in order to establish key information about the environment and the age and stage of development of the child.
- 3 – Remove the biter from the area ensuring that their mouth is rinsed with water if they have drawn blood. Ring parents to inform and seek medical advice with regards to tetanus. Gloves to be worn.
- 4 – Get down to the child's level gaining eye contact and speak in a firm voice with age appropriate language.
- 5 – Monitor the children carefully and encourage them to play with other peers in smaller groups. While the child is playing co-operatively alongside their friends, extra efforts will be made to praise them for their positive behaviour.
- 6 – Inform the parent explaining that biting is a normal stage of development. It can be due to teething, being frustrated through limited language or their inability to share objects and people. We will work in partnership with them so that a consistent approach can be put in place that is both appropriate and effective to the age and stage of development of the child and which can be used both at home and at nursery/play care.

## **SNOW / POOR WEATHER POLICY**

**Please listen to local radio stations for information (Channel 103.7fm and BBC Radio Jersey – 88.8 mw) for closures.**

### **The aim of the policy:**

To ensure that parents are fully aware of the requirements relating to poor weather conditions, the following procedures are adhered to:

1. If a red weather warning is put in place by the Met Office all of CPT sites will be closed. As these are unforeseen circumstances we regret that we are unable to reimburse you for these days.
2. Under Amber weather warning every effort will be made to open each of the Centre Point Trust sites. However, the opening of each site will be reliant on a skeleton staff (see point 5)
3. At the nursery or at any time during the school holidays where an amber weather warning is issued CPT will contact parents / carers notifying them to collect their child or will be informed of early closure.
4. During Term Time in instances where schools close early, Centre Point Playcare will be closed as buses will not be used under these circumstances due the Health and Safety. Nursery may stay open until 3pm.
5. Each site will be opened on a "skeleton" basis only i.e. between the hours of 9.00am - 3.00pm, unless the snow clears during the day where normal closing times will apply.
6. Due to ratios, parents must be made aware that there will be a restricted number of places available and therefore they must contact either the Nursery Managers or the Play Care Manager for confirmation that their child(ren) can be accommodated prior to bringing them to the Nursery or Play Care Centre.
7. With regards to the Play Care children, priority places will be given to those children already attending before/after school.
8. Parents of children attending the Play Care centre will be charged the equivalent of a part-time holiday day i.e. £32.84 per child, per day.

February 2015