



Policies and Procedures

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Admissions, Arrivals and Settling In Policy and Procedure

It is the policy of Cynfran Pre-school to welcome all children and families who, in line with our statement of purpose, may want to attend.

We do this by:

- Accepting applications from families for their children regardless of gender, sexual orientation, culture, religion or disability
- Taking account of the Equality Act 2010
- Welcoming parents who want to be actively involved in the running of Cynfran Pre-school
- Implementing an effective settling in policy and procedure
- Operating the following procedures

Fees:

Fees are paid weekly in advance. This is to cover staff wages and other business costs. If there is a problem with paying on time please contact the management. Your child's place is dependent on their fees being paid on time. **If fees are not paid your child's place will be cancelled** and passed to a child on the waiting list. We are a cash free setting so please ask for ParentPay details.

Allocation of places:

Cynfran Pre-school allocates places fairly in the following way:

- While available places exist they are allocated on a first come first served basis and when places are full we maintain a waiting list.
- Places can be reserved in advance on payment of the registration fee of £5.

Starting in Cynfran Pre-school:

- Parents complete and sign the contract and registration form and confirm they have read and understood the policies and procedures and agree to the terms and conditions **before their child attends(SEE CONTRACT FORMS)**
- Parents agree to inform Cynfran Pre-school of any changes to information they have provided, including medical information and allergies.

Settling in policy:

Cynfran Pre-school acknowledges the importance of parents and staff working together to help children settle in and develop confidence to participate in all the activities offered. Some children take longer than others to do this and we respond to their needs on an individual basis.

To help children settle quickly and feel comfortable and confident in their new surroundings parents are advised to dress their child in clothes that are suitable for messy play and help their child towards independence (for example, toileting).

- **All parents should provide a change of clothes for their own child, in case of accidents,** During toilet training parents should supply several pairs of underwear and easy to pull up and down trousers, leggings or joggers. Parents should provide appropriate clothing for the weather – for example a cardigan or jumper and winter coat during cold seasons. Parents and their child are invited to meet the management before registering so that their needs and requirements can be discussed
- Parents are encouraged to discuss the settling in process for their child with the management at any time.

- Parents/visitors are not allowed on school site / inside the setting during session times. Please contact us via telephone in advance if you would like a meeting.

Arrival policy:

Parents can be confident that Cynfran Pre-school places the highest priority on their child's safety and wellbeing while in our care.

- Parents are responsible for informing Cynfran Pre-school of any changes to details of named persons who can collect their child, in writing and verbally. If someone other than the stated person is collecting the child the parents must provide us with the information during the session and we ask the parents to give a password to the person collecting and for them to bring Photographic ID. **(SEE CONTRACT FORM)**
- We have a main register and an entrance register. The entrance register shows what time the child entered and exited the facility and whether they went home or to school. We also note who picked the child up – this is for security reasons. The main register is taken at 9.15am and 1.00pm each day. Children self register by taking their name tags from their peg and placing them in the designated area within the Pre-school.
- Parents are advised that by signing the contract and registration form they agree to inform Cynfran Pre-school of any planned or unplanned absences. **(SEE CONTRACT FORM)**

This **Admissions, Arrivals and Settling In** Policy and Procedure was passed for use in **Cynfran Pre-school**

On: **September 2017**

Amended: **January 2023**

By: **Bethan Watkins**

Position: **Responsible Individual**

Date of planned review: **January 2025**

Medication Policy and Procedure (Including Any Ongoing Medical Conditions)

Cynfran Pre-school *does not* accept children who are unwell at the time of arrival at the provision.

This policy relates to:

- Children who become unwell while attending Cynfran Pre-school
- The medication management for children in specific circumstances and links to the contract for parents, admissions policy and equality and inclusion policy.

It is the policy of Cynfran Pre-school to support any child who becomes unwell during their time in our care; and to welcome children who require prescribed medication to be administered to maintain their wellbeing while attending this provision, in line with the equality and inclusion policy.

We do this by operating the following procedure:

- In the event of a child becoming unwell, their needs are assessed and met as far as practicable, and the health and safety policy is implemented
- Parents will be contacted and asked to pick their child up as soon as possible. During this time the child will be cared for in a quiet, calm area
- Parents complete the contract and registration form at admission and must provide information about any changes to their child's health needs as soon as is practicable.
(SEE CONTRACT FORMS)
- Medication is administered only if it is prescribed by the child's doctor, is provided in the original container and label, with instructions and possible side effects included
- Parents' written permission is obtained before any medication is administered
- In circumstances where technical or medical knowledge is required for specific medication to be administered to a child Cynfran Pre-school may arrange for a nominated person to be trained by a qualified health professional, prior to the admission of the child, and update the training as needed (in agreement with parents)
- Medicines are stored at the correct temperature and records kept
- Medicines are returned to parents after the prescribed period of treatment or at the end of the session
- All medication is inaccessible to children at all times
- Medication that is found to be out-of-date is not administered
- Written information about when the medication was last administered is obtained from the parent
- The parent is required to sign the record of administration of medication on the same day when they collect the child
- Children are not subjected to the usual 'busyness' of a normal day, which requires socialising with other children and being part of a group setting, when they have first become ill and require a course of antibiotics. Our policy, therefore, is to exclude children on antibiotics for the first 24 hours of the course and with at least two doses administered
- The setting has the right to refuse admission to a child who is unwell. This decision will be taken by the manager on duty and is non-negotiable
- Information about head lice is readily available and all parents are asked to regularly check their children's hair

Children with longer term/ongoing medical conditions

It is the policy of Cynfran Pre-school to promote an effective partnership between all concerned to promote the safety, welfare and best interests of any child with an ongoing medical condition in our care.

We do this by operating the following procedure:

- Discussing each child's individual needs with their parents and agreeing how we can best support their child while in our care
- Encouraging and supporting all children to participate fully in activities
- Providing guidance, and where needed, training for staff which best supports the child while in the setting and ensures the child's welfare in the event of an emergency
 - Any training to administer specific medication will be delivered by the appropriate health professional
- Ensuring that written records are kept clearly detailing information of what medicine is to be taken, when and how often
- Informing parents that:
 - Medication must not have passed its expiry date
 - A record is kept each time it is used
 - Any on-going medication left in the setting must be checked regularly, labelled clearly with the child's name and parents informed if replacements are needed
- Keeping and using emergency contact details for next of kin but in the case of an emergency dial 999 (in line with our registration form)
- Making sure the person collecting the child is informed if the child has had to take their medicines and to sign the form (in line with our medication policy)
- Parents are also referred to our admissions and equality and inclusion policies and procedures.

Exclusion Periods

If a child or member of staff becomes ill outside of operational hours, they should notify the setting as soon as possible. The minimum exclusion periods outlined below will then come into operation.

A more detailed list can be found at

<http://www.wales.nhs.uk/sitesplus/documents/888/PHW%20HPT%20Recommended%20Time%20%20to%20Keep%20Individuals%20Away%20from%20Settings%202019%20v3%20ENGLISH.pdf>

Illness	Exclusion Period
Antibiotics prescribed	24 hours of the course with at least 2 doses administered for medication that has not previously been prescribed
Chicken Pox	5 days from onset of rash AND until all vesicles (blisters) have crusted over
Conjunctivitis	After medication
Diarrhoea/Vomiting	48 hours from last episode of diarrhoea or vomiting
Diphtheria	Must not attend setting. HPT to be contacted. Family contacts must be kept away from setting until cleared to return by the HPT.
Gastroenteritis, food poisoning	48 hours or until advised by the doctor

Glandular Fever	None
Hand, Foot and Mouth disease	None
Hepatitis A	7 days from onset of jaundice and 7 days if no jaundice
Hepatitis B	Until clinically well
Impetigo	Until affected areas are crusted and healed, or 48 hours after commencing antibiotic treatment
Measles	4 days from when the rash first appeared
Meningitis	Until certified well or have received appropriate antibiotic treatment
Mumps	5 days minimum or until the swelling has subsided
Pediculosis (lice)	None
Pertussis (Whooping cough)	48 hours from antibiotic treatment or 21 days from onset of illness if no antibiotic treatment
Warts	None but should be treated and covered
Poliomyelitis	Until certified well
Ringworm of scalp	None – treatment is recommended
Ringworm of the body	None – treatment is recommended
Rubella (German Measles)	4 days from onset of rash
Scabies	After 1 st treatment
Scarlet fever /streptococcal	24 hours from the start of antibiotic treatment
Tuberculosis	HPT to be contacted
Norovirus	48 hours clear
E. coli / Dysentery/ Typhoid Fever	48 hours – under 5s until evidence of microbiological clearance. HPT to be contacted

This **Medication and On-going Medication** policy and procedure was passed for use in **Cynfran Pre-school**

On: **August 2019**

Amended: **February 2022**

Amended: **July 2023**

By: **Bethan Watkins**

Position: **Responsible Individual**

Date of planned review: **January 2025**

Behaviour Policy

At Pre-school we expect good behaviour from the children. We try to achieve this through encouraging and praising good behaviour. We value and respect the children and through example and discussion (when appropriate and applicable), we motivate the children to respect themselves, each other, adults, property and play equipment. We apply simple rules fairly and consistently. We aim to provide a happy caring environment with fun and age appropriate activities. Children will always be offered choices in the activities provided for them.

Under no circumstances do we use physical punishment in the case of a particular incident or persistent unacceptable behaviour. We will discuss any behaviour issues with parents and try to work together to resolve any difficulties.

Procedures for promoting good behaviour:

We will provide a calm and stimulating environment to promote good behaviour. Staff will set a good example by speaking to one another in a pleasant manner.

- Rules and boundaries will be set and each child and parent will be aware of them.
- Good behaviour will be recognised and rewarded with praise.
- Unacceptable behaviour will be redirected into something more constructive.
- No child will ever be smacked, shouted at, shaken or humiliated in any way.

Good behaviour will be encouraged by:

- Prevention, anticipation and removal of any potential problems.
- Interaction and plenty of positive adult attention.
- Good behaviour is rewarded with praise.
- Provision of a wide variety of activities and opportunities for children including physical exercise.
- Clear expectations applied in a positive way and leading by good example.

A child's age and understanding will be taken into account before taking action about unwanted behaviours. The sanctions given at the time will be fair and relevant to the behaviour.

The following procedures would be used for dealing with unwanted behaviour.

Redirect – distract to another activity or join in with activity.

A firm 'NO' and clear explanation WHY the behaviour is unacceptable.

Speaking calmly, clearly and firmly to gain control.

Bullying will not be accepted.

If your child is demonstrating behaviour that may injure themselves, property or others a member of staff will safely remove them to the outside area where they can self regulate calmly. This may require a member of staff to gently pick up the child. Parental consent will be a part of our contract forms.

This **Behaviour** policy was passed for use in **Cynfran Pre-school**

On: **September 2018.**

Amended: **July 2023**

By: **Bethan Watkins**

Position: **Responsible Individual**

Date of planned review: **January 2025**

Equality and Inclusion (Including Additional Learning Provision)

Policy and Procedure

It is the policy of Cynfran Pre-school to be fully committed to the active promotion of equality of opportunity for all children and adults involved in our provision.

We do this by:

- Taking account of the Equality Act 2010
<http://www.legislation.gov.uk/ukpga/2010/15/contents>
- Operating an inclusive admissions policy and procedure
- Recognising and respecting individuality and potential of all children and adults who may work, use, or visit Cynfran Pre-school
- Ensuring that Cynfran Pre-school reflects and meets the needs of the local community and incorporates equal opportunities into all areas of our work
- Challenging discrimination where it may be perceived in the way we operate - this includes staff recruitment, employment and training, and how resources, facilities and activities are arranged and available for use by children and their parents
- Offering children activities that give them the opportunity to explore, value and acknowledge similarities and differences between themselves and others, and learning about the impact of discriminatory remarks and behaviour
- Providing activities that give children and adults the opportunity to understand they are part of a multicultural and racially diverse society; and to respect cultures, lifestyles, languages and religions other than their own
- Respecting all children's privacy and dignity when intimate care is being provided
- Operating an effective participation policy that ensures children's views are listened to, acted on and feedback given to children
- Advertising Cynfran Pre-school's service in ways that reflect the needs (including language needs) of the community, by placing information with **Flying Start, Conwy County Borough Council L.E.A, SaLT, CIW, Early Years Wales.**
- Obtaining and providing resources such as books, posters and activities that positively and accurately reflect the diversity of our society.

Additional Learning Provision:

- Cynfran Pre-school has regard for the Additional Learning Needs and Education Tribunal (Wales) Act 2018 and the Equality Act 2010 on the Identification, Assessment and Education of Children with Additional Learning Needs. Please also see our separate policy for Additional Learning Needs.

We do this by:

- Welcoming and providing support as needed to staff, students and volunteers, parents and visitors who have additional learning needs
- Welcoming children with additional learning needs who may be admitted (in line with our admissions policy) after full consultation with parents, staff, referral scheme co-ordinators and any other relevant agency workers involved

- Informing parents of relevant health and safety procedures prior to admission of a child, and by undertaking risk assessments as needed to ensure the best interests of the child are met
- Giving consideration to disabilities and individual needs when arranging meetings, outings and events, and recording and taking action on any recommendations and decisions made
- Operating an effective medication policy
- Including children with additional learning needs and in routine activities, adapting our resources to meet the specific needs of the child as far as is practicable
- Requesting additional assistance as appropriate, such as via a local referral scheme
- Learning of external agencies who may provide additional support and/or advice and will signpost the family as appropriate, for example Referral, Portage, and so on
- Maintaining records of children’s progress that are reviewed regularly and released only to other agencies and professionals with the full written permission of parents
- Co-operating fully with all appropriate agencies (subject to parental permission), such as health visitors, medical staff, therapists, social workers, psychologists, or portage workers, involved in the care of a child with specific needs
- Arranging for members of staff to attend relevant training to help meet the individual needs of a child
- Delegating the role of Additional Learning Needs co-ordinator (ALNCO) to **Tracy Barrett-Chalk** who manages the day-to-day requirements of the Additional Learning Needs and Education Tribunal (Wales) Act 2018.

The role of the ALNCO:

The ALNCO should have responsibility for:

- Ensuring liaison with parents/carers and other professionals in respect of children with additional learning educational needs
- Advising and supporting other practitioners in the setting
- Ensuring that appropriate Individual Development Plans are in place
- Ensuring that relevant background information about individual children with additional learning educational needs is collected, recorded and updated
- Ensuring that parents/carers are aware of the local parent partnership service.

This **Equality and Inclusion (Including Additional Learning Needs)** policy and procedure was passed for use in **Cynfran Pre-school**

On: **September 2017**

Amended: **August 2021.**

Reviewed: **July 2024**

By: **Bethan Watkins**

Position: **Responsible Individual**

Date of planned review: **January 2025**

Equal Opportunities Policy

We are an equal opportunities setting. We accept children or staff from all cultures, lifestyles or religions or disabilities. We aim to be friendly, non judgemental and promote a positive environment where staff and children can grow.

No person will be denied the chance to work at Cynfran Pre-school due to gender or racial differences, disability or cultural and religious practices.

We have adopted a multicultural approach within the Pre-school. We have multicultural dolls, dress up clothing and books; we try to reflect diversity in our talks with the children. We allow all children to explore all adult roles in society and any stereotypical views will be challenged. Children are allowed to explore all aspects of the play areas and gender neutral/non stereotypical play is encouraged (i.e. boys can play with dolls, doll houses, girls can play with cars, trains etc.). We aim to use neutral colours and natural equipment within the setting. **Staff have attended anti-racist training to further our understanding.**

We promote Welsh in our setting and sing songs in Welsh and English as well as promoting bilingual books and using Welsh word labels within our displays.

We talk to the children about a variety of festivals held all over the world as well as more local and country wide festivals and celebrations held in Wales and the UK. These are talked about throughout the year and are not just limited to specific days.

Some of the celebrations and Special Awareness Days we follow during the year are

- Holi
- Diwali
- Hanukkah
- Earth Day
- European Day
- Easter
- Christmas
- Patron Saints Days (St George, St Patrick, St Dwynwen etc)
- Children in Need Day
- Red Nose Day
- Lunar New Year

We have a One World display board in our setting displaying the children's work they have done relating to these celebrations / special awareness days.

We encourage parental involvement by inviting them for a chat about their child before they start. All children will be allowed to speak in their home language in the setting. Language will be used in a non-discriminatory way, an interpreter will be sought if needed for adults/children and letters translated into their language. Support will be given to all children for whom English is a second

language. Staff will try to learn a few key words in the child's language to support the child's transition from home to setting.

We will recognise all religions; no child will be forced to join in with something, which goes against their own faith. We aim to celebrate all major festivals of all religions; we will respect and acknowledge each child's individual needs through discussion with parents/guardians and by keeping staff updated with specific literature. If a child has a festival which we are not aware of we will endeavour to educate ourselves on the relevant cultural information and integrate it into our planning. Religious diets will be catered for.

We value all people equally and promote inclusion in all our areas. No child should feel like they cannot join in with an activity because of a cultural difference or because of a disability etc. We recognise family diversity and consideration is given when the children make cards or work in the Pre-school for days such as Mother's Day or Father's Day.

We aim to make all our areas accessible to everyone and our plans are written to enhance activities and areas to keep them fun for all while respecting children's feelings. Circle time allows all children to discuss their lives at home and other children can talk about what they do differently at their home.

This **Equal Opportunities** policy was passed for use in **Cynfran Pre-school**

On: **August 2021**

Amended: **July 2023**

By: **Bethan Watkins**

Position: **Responsible Individual**

Date of planned review: **January 2025**

Confidentiality Policy

Statement of intent

It is Cynfran Pre-school's intention to respect the privacy of children and their parents and carers, while ensuring that they access high quality early years care and education in our setting.

Aim

We aim to ensure that all parents and carers can share their information in the confidence that it will only be used to enhance the welfare of their children.

Methods

We keep two kinds of records on children attending our setting:

1. Developmental records

- These include observations of children in the setting and samples of their work. Data from observations may be shared with outside agencies or the school. Please refer to our GDPR and Privacy policies for more detailed information on how data is stored and used.
- They are usually kept in the office and can be accessed, and contributed to, by staff, the child and the child's parents.

2. Personal records

- These include registration and admission forms, signed consents, and correspondence concerning the child or family, reports or minutes from meetings concerning the child from other agencies, an ongoing record of relevant contact with parents, and observations by staff on any confidential matter involving the child, such as developmental concerns or child protection matters.
- These confidential records are stored in a lockable filing cabinet and are kept secure by the manager in the office.
- Parents have access, in accordance with our GDPR and Privacy policies, to the files and records of their own children but do not have access to information about any other child.
- Staff will not discuss personal information given by parents outside of Pre-school unless it affects the child's needs or is a safeguarding issue. Staff induction includes an awareness of the importance of confidentiality.

Other records

- Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.
- Students on recognised qualifications and training, when they are observing in the setting, are advised of our confidentiality policy and required to respect it.

Access to personal records

Parents may request access to any records held on their child and family following the procedure below.

- Any request to see the child's personal file by a parent or person with parental responsibility must be made in person directly to the manager.
- These files will remain on the premises at all times in locked cupboards.
- Personal files are subject to disclosure to relevant parties as required by law.
- If documents are required to be disclosed by law, sensitive information regarding third parties may be blacked out, as appropriate.

All the undertakings above are subject to the paramount commitment of the setting, which is to the safety and well-being of the child. Please also refer to our policy on child protection.

This Confidentiality policy and procedure was passed for use in Cynfran Pre-school		
On: August 2019.	Amended: March 2022	Reviewed: July 2024
By: Bethan Watkins	Position: Responsible Individual	
Date of planned review: January 2025		

Late Collection and Non-Collection of Children

At Cynfran Pre-school we expect all parents to agree an approximate time to collect their child from the setting. We give parents information about the procedures to follow if they expect to be late.

These include:

- Agreeing a safety password with the Pre-school in advance to be used by anyone collecting a child who is not the parent (designated adult)
- Calling the Pre-school as soon as possible to advise of their situation
- Asking a designated adult to collect their child wherever possible
- Informing the Pre-school of this person's identity so the Pre-school can talk to the child if appropriate. If the designated person is not known to the Pre-school staff **the parent must ask the designated person to bring photographic ID and provide the Pre-school with their full name and a safety password** in order for the Pre-school to release the child into their care. **This is the responsibility of the parent. We will not release your child to anyone that has not been authorised to collect. This is to safeguard your child.**

If a child has not been collected from the Pre-school after a reasonable amount of time [**½ hour**] has been allowed for lateness, we initiate the following procedure:

- The Responsible Individual will be informed that a child has not been collected
- The manager will check for any information regarding changes to normal routines, parents' work patterns or general information. If there is no information recorded, the manager will try to contact the parents on the telephone numbers provided for their mobile, home or work. If this fails the manager will try the emergency contacts shown on the child's records
- The manager/staff member in charge and one other member of staff must stay behind with the child (if outside normal operating hours). During normal operating times, the Pre-school will plan to meet required staff ratios. If the parents have still not collected the child, the manager will telephone all contact numbers available every 10 minutes until contact is made. These calls will be logged on a full incident record after 30 minutes of no contact
- In the event of no contact being made after one hour has lapsed, the person in charge will ring the Social Services Emergency Duty Team
- The Pre-school will inform CIW as soon as convenient
- The two members of staff will remain in the building until suitable arrangements have been made for the collection of the child
- The child's welfare and needs will be met at all times and to minimise distress staff will distract, comfort and reassure the child during the process.
- In order to provide this additional care **a late fee of £5 per every 15 minutes** will be charged to parents. This will pay for any additional operational costs that caring for a child outside their normal Pre-school hours may incur.

If a pattern of late collections becomes apparent, parents will be contacted to ascertain if there are any problems relating to collection times. Parents will be reminded that Pre-school is registered to operate between the hours of 9.00am and 3:00pm and insurance does not cover operations **before or after** this point.

In the event of any delays collecting children during Pre-school hours (11am, 11.30am and 12.25pm collections) parents should contact Pre-school as soon as possible and report to the school reception where the secretary will inform us of your arrival.

If parents are persistently late for collections the Pre-school reserves the right to suspend care provision.

This Late Collection and Non-Collection of Children policy and procedure was passed for use in Cynfran Pre-school	
On: August 2019	Amended: July 2023
By: Bethan Watkins	Position: Responsible Individual
Date of planned review: January 2025	

Lost Children Policy

Lost Children Policy and Procedure

It is Cynfran Pre-school's intention to promote children's safety and welfare at all times. We will implement the following procedure immediately in the unlikely event of a child going missing within/from the premises

- All staff will be aware of the procedure when a child goes missing and supply information to support the search, e.g. A recent photograph and a detailed description of clothing
- The manager will be informed immediately and all staff present will be informed. Staff will be deployed to start an immediate thorough search of the setting, followed by a search of the surrounding area, whilst ensuring that other staff are with the remaining children so they are supervised, calm and supported throughout
- The manager will call the police as soon as they believe the child is missing and follow police guidance. The parents of the missing child will also be contacted.
- A second search of the area will be carried out
- During this period, available staff will be continually searching for the missing child, whilst other staff are with the remaining children
- Staff maintain as near to normal routine as possible for the rest of the children in the setting
- The manager will meet the police and parents
- The manager will then await instructions from the police
- In the unlikely event that the child is not found in the setting we will follow the local authority and police procedure
- Any incidents must be recorded in writing as soon as practicably possible including the outcome, i.e. who was lost, time identified, notification to police and findings
- CIW must be contacted and informed of any incidents
- In any cases with media attention staff will not speak to any media representatives
- Post-incident risk assessments will be conducted following any incident of this nature to enable the chance of reoccurrence being reduced

Lost Children on Outings

It is Cynfran Pre-school's intention to promote children's safety and welfare at all times. We will implement the following procedure immediately in the unlikely event of a child going missing on outings and visits.

- We carry out regular head counts of children throughout any outing or visit. In the unlikely event of a child going missing whilst on an outing we have the following procedure which we implement immediately:
- All staff will be aware of the procedure when a child goes missing and supply information to support the search, e.g. A recent photograph and a detailed description of clothing
- The organiser will be informed immediately and all staff present will be informed. Some staff will be deployed to start an immediate thorough search of the area, ensuring that all other children remain supervised, calm and supported throughout
- If appropriate, on-site security will also be informed and a description given
- The designated person in charge will immediately inform the police

- The designated person in charge will then inform the nursery who will contact the child's parents giving details of what has happened. If the whole setting is on an outing, all contact details will be taken on the trip by the person in charge
- During this period, staff will be continually searching for the missing child, whilst other staff maintain the safety and welfare of the remaining children
- It will be the designated person in charge or the manager's responsibility to ensure that there are adequate staff to care for the children and get them back safe, a member of staff to meet the police and someone to continue the search (this may mean contacting relief staff)
- In the unlikely event that the child is not found we will follow the local authority and police procedure
- Any incidents must be recorded in writing as soon as practicably possible including the outcome, i.e. who was lost, time identified, notification to police and findings
- CIW must be contacted and informed of any incidents
- In any cases with media attention staff will not speak to any media representatives
- Post-incident risk assessments will be conducted following any incident of this nature to enable the chance of reoccurrence being reduced

This **Lost Children** policy and procedure was passed for use in **Cynfran Pre-school**

On: **August 2019**

Reviewed: **July 2024**

By: **Bethan Watkins**

Position: **Responsible Individual**

Date of planned review: **January 2025**

Child Protection

This policy has been drawn up to safeguard children from abuse and neglect. It sets out the procedure that we must follow in the event of any allegation of abuse or neglect. The duty of the Pre-school to protect the child from harm comes before the need to maintain confidentiality. The safety of the child must be the paramount consideration, and comes before the needs of the parents or carers. We are aware that suspicion of abuse may take the form of concerns rather than known facts. Any person who works as an assistant on the premises understands to inform the management staff if they have any concerns about a child and that the management ensures that concerns can and will be shared with Social Services as our first port of call.

As a Pre-school we need to be aware of child abuse and neglect. Somebody may abuse or neglect a child by inflicting harm, or failing to prevent harm.

Physical abuse may involve hitting, shaking, throwing, poisoning, scalding, drowning, suffocating or otherwise causing physical harm to the child. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child whom they are looking after.

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate or valued only in so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children.

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative and non-penetrative acts. They may include non contact activities such as involving children looking at, on in the production of, pornographic material or in watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment.

Child Protection and Safeguarding Policy and Procedure

It is the policy of Cynfran Pre-school to make children's safety, wellbeing and protection our highest priority while they are in our care.

We do this by:

- Recognising that it is our legal duty to respond to and refer all allegations of child abuse and without delay
- Having regard for the Rights of Children and Young Persons (Wales) Measure 2011 and specifically Article 19 of the UN Convention on the Rights of the Child which states:

“Governments should ensure that children are properly cared for, and protect them from violence, abuse and neglect by their parents or anyone else who looks after them”

- Working in line with the All Wales Child Protection Procedures, 2008
- Having regard for the Safeguarding Children: Working Together Under the Children Act 2004
- Having regard for Welsh Government's statutory guidance on safeguarding children under the Social Services and Well-being (Wales) Act 2014 and Wales Safeguarding Procedures 2019
- Developing a professional link with the child protection co-ordinator in this Local Authority and the Local Safeguarding Children's Board (LSCB)
- Ensuring that all who use and work here know that child protection is the responsibility of everyone
- Operating a clear and thorough recruitment policy and procedure for staff and volunteers. These include maintaining current enhanced criminal records checks within the Disclosure and Barring Service (DBS) scheme and checks on suitability references, in addition to qualifications in line with the day care regulations
- Implementing an induction process and code of conduct for staff, students, visitors and volunteers. This includes:
- Informing staff that any failure to report suspected abuse will result in disciplinary action being taken
- Procedures for staff who work in a 1:1 capacity and provide personal care for children
- Designating a suitable child protection officer **Andrea Knight and deputy Tracy Barrett-Chalk** to act in their absence, who acts on behalf of Cynfran Pre-school in any child protection matters including making sure that appropriate training and information is available and accessible to all staff, students, visitors and volunteers
- Ensuring all staff are trained in child protection procedures (this includes recognition signs of abuse within the categories of sexual, emotional, physical and neglect)
- Maintaining staff ratios for the supervision of children that are in line with or exceed regulatory requirements
- Operating and keeping an up-to-date risk assessment of all activity within Cynfran Pre-school and ensuring adequate insurance cover is provided
 - Informing all parents about the child protection policy and procedures (including relevant contact numbers) as each family starts to use Cynfran Pre-school
 - Operating an effective range of policies and procedures that support and safeguard

children within the setting

- Reporting, recording and monitoring any injuries sustained by a child (while away from the setting, or in our care). We note changes in a child's behaviour and discuss any issues with parents who will normally be the first point of contact, except when this may be considered to place the child at risk.

The local authority (social services duty social worker) is the prime authority for dealing with child protection investigations although concerns may be reported to a police officer or an officer of the National Society for the Prevention of Cruelty to Children (NSPCC) or CIW.

There are two types of disclosure:

1. A disclosure about a child
2. A disclosure about professional abuse

1. Action to be taken in the event of a disclosure about a child:

In the event of a member of staff having a concern/suspicion that a child has suffered abuse/neglect or if someone tells them that they or another child or young person is being abused/suffering neglect:

The member of staff acts without delay and (as is appropriate to the age/stage of the individual child):

- Listens, showing that they have heard what they are being told and that they take the allegations seriously
- Does not prompt or ask leading questions
- Does not ask the child to tell their story more than once
- Explains what actions they must take (using agreed procedures)
- Does not promise to keep what they have been told a secret or confidential, but explains that they will share information only on a 'need to know' basis.

The member of staff:

- Writes down, using the exact words, what they have been told. This is done immediately
- Makes a note of the date, time, place and people present in the discussion.
- Does not confront the alleged abuser
- Reports the concerns to the responsible individual and/or designated child protection officer as soon as possible, but without delay.

The responsible individual/designated child protection officer:

- Reports the concerns immediately (but within 24 hours) to the intake and assessment team duty officer of the local social services department. Verbal referrals are followed up in writing
- Informs CIW that a referral has been made and that procedures are being followed.

2. Action to be taken in the event of a disclosure about professional abuse:

If the behaviour of a colleague, adult (including volunteers and members of the public) towards children or young people causes concern:

- The procedure above (in **1. Action to be taken in the event of a disclosure about a child**) is implemented (and adapted to who is making the disclosure)
- The Responsible Individual considers the options for removal/suspension of the member of staff/volunteer from duty without prejudice pending decisions made at the strategy discussion
- The member of staff/volunteer is informed and written records of discussions and decisions are made in line with the staff disciplinary policy and procedure
- The Responsible Individual informs CIW of any allegations of serious harm to a child committed by any person looking after children in Cynfran Pre-school, or by any person living, working, or employed on the premises, or any abuse alleged to have taken place on the premises without delay
- If the allegation is about the Responsible Individual it is the responsibility of the designated child protection officer (or deputy) to inform CIW without delay
- Failure by a member of staff to report suspected abuse will result in disciplinary action being taken.

Making the referral

- The referral is made to social services as soon as a problem, suspicion or concern about a child becomes apparent, and at least **within 24 hours**
- Outside office hours, referrals are made to the social services emergency duty team or the police.
- The duty social worker taking the referral is given as much of the following information as possible by Cynfran Pre-school's referrer, (using the form agreed with the LA Child Protection Co-ordinator):
- The nature of the concerns
- How and why those concerns have arisen
- The full name, address and date of birth (or age) of the child
- The names, addresses and dates of birth/ages of family members, along with any other names which they use or are known by
- The names and relationship of all those with parental responsibility (where known)
- Information on any other adults living in the household
- Information relating to other professionals involved with the family, including the name of the child's school and GP
- Any information held on the child's developmental needs and his/her parents'/carers' ability to respond to these needs within the context of the wider family environment
- Any information affecting the safety of staff.
- The Responsible Individual Jennifer Haven / Bethan Watkins has responsibility to ensure that child protection concerns are taken seriously and followed through, remaining accountable for their role throughout the child protection process.
- If they remain concerned about a child they will make representations to the intake and assessment team duty officer of social services.

Record Keeping

- Cynfran Pre-school keeps accurate, concise and clear records in straightforward language to underpin good child protection practice
 - Cynfran Pre-school's arrangements for retention, storage and destruction of

electronic and paper records of child protection matters meet the relevant regulations (including Data Protection Act 1998) and requirements made by the Information Commissioner's Office

- Records kept by Cynfran Pre-school are shared on a need to know basis with social services departments

Cynfran Pre-school's child protection records:

- Use clear, straightforward language
- Are signed, dated and timed
- Are concise, legible and comply with professional standards and requirements
- Are accurate in fact and distinguish between fact, opinion, judgement and hypothesis
- Are organised and include detailed recording and chronologies and summaries, including all contacts
- Are comprehensive
- Clearly record judgements made and actions and decisions taken
- Clarify where decisions have been taken jointly across agencies, or endorsed by a manager
- Record both formal and informal supervision discussions
- Record directions given and agreements or disagreements made in consultation with supervisors or managers.
 - Cynfran Pre-school's representative/child protection officer attends any multi agency discussion (this may be a meeting or via telephone) and provides reports as necessary and appropriate
 - The strategy discussion considers risk associated with any allegation and should determine whether or not a member of staff will be suspended from duty without prejudice (reference staff recruitment and employment, and whistle blowing policy)
 - Decisions are recorded in writing.

Throughout a child protection investigation

Cynfran Pre-school will:

- Make every effort to build and maintain trusting and supportive relationships between families, staff and volunteers
- Do all it can to support and work with the child's family
- Share any confidential records on a child with the child's parents, except in cases in which parents are implicated and evidence gives rise for concern.

The following contact details are also kept in the register and checked and updated as needed by Andrea Knight.

Social Services Intake and Assessment Team: Children & Family Services Conwy County Council P.O. Box 1 Conwy LL30 9GL Contact number/s: 01492 575111
Local Safeguarding Children's Board Contact: Regional Administration Officer to the Safeguarding Board Email: regionalsafeguarding@denbighshire.gov.uk Tel: 01824 712903
Police: North Wales Police Headquarters. Glan-y-Don Abergele Road Colwyn Bay. LL29 8AW Contact number: 0300 330 0101
NSPCC: Warren Drive, Prestatyn LL19 7HT Contact Number: 0844 892 0275
CIW regional office: Care Inspectorate Wales – North Wales Region Government Buildings Sarn Mynach Llandudno Junction LL31 9RZ Contact Number: 03007900126

<p>This Child Protection (Safeguarding) policy and procedure was passed for use in Cynfran Pre-school On: September 2017. Amended: December 2019 Reviewed: July 2024 By: Bethan Watkins Position: Responsible Individual Date of planned review: January 2025</p>

Procedure to be Followed in the Event of an Allegation of Abuse Being Made Against Staff or Volunteers.

Allegations and suspicions of professional abuse (abuse by a staff member or volunteer) will be referred to social services department or the Police.

The member of staff will only be informed of the allegations of abuse after permission have been given for the responsible individual to do so by either the Police or the Child Protection Co-ordinator. The procedure to then be followed by the proprietors would be in accordance with section 4.3-4.6 of the Wales protection measures.

Staff, volunteers, parents and children can request to see a copy of All Wales Child Protection Procedures by asking the supervisor.

The Child Protection Co-ordinator would consider, with the Police, whether immediate suspension of the member of staff is required in order to safeguard any children. If this is required, they will contact and inform the responsible individual.

The Police and social services would be responsible for any investigations.

In all cases where abuse is alleged, the child's parents/carers would be informed at an early stage by social services of details of allegations and procedures to be followed unless to do so may further endanger the child or compromise any investigation.

The Care Inspectorate Wales would be informed of the incident by the responsible individual in accordance with the National Minimum Standards for Regulated Child Care 2011 and Childminding and Day Care (Wales) Regulation 2010.

This **Procedure To Be Followed In The Event Of An Allegation Of Abuse Being Made Against Staff Or Volunteers** was passed for use in **Cynfran Pre-school**

On: **March 2019.**

Reviewed: **July 2024**

By: **Bethan Watkins**

Position: **Responsible Individual**

Date of planned review: **January 2025**

General Data Protection Regulation Policy

Statement

GDPR stands for General Data Protection Regulation and replaces the previous Data Protection Directives that were in place. It was approved by the EU Parliament in 2016 and came into effect on 25th May 2018.

GDPR states that personal data should be 'processed fairly & lawfully' and 'collected for specified, explicit and legitimate purposes' and that individuals data is not processed without their knowledge and are only processed with their 'explicit' consent. GDPR covers personal data relating to individuals. Cynfran Pre-school is committed to protecting the rights and freedoms of individuals with respect to the processing of children's, parents, visitors and staff personal data.

The Data Protection Act gives individuals the right to know what information is held about them. It provides a framework to ensure that personal information is handled properly.

Cynfran Pre-school is registered with the ICO (Information Commissioners Office). Certificates are on display on the parents' information boards in our parents' notice board area.

GDPR includes 7 rights for individuals

1) The right to be informed

Cynfran Pre-school is registered with CIW and is subject to inspections from CIW alongside inspections from Estyn and we are a member of Early Years Wales, and as so, we are required to collect and manage certain data. We need to know parents names, addresses and telephone numbers. We need to know children's' full names, addresses, date of birth, doctor's name and address of surgery, allergy information and parental responsibility.

We are required to collect certain details of visitors to our Pre-school. We need to know visitors names, telephone numbers, addresses and where appropriate company name. This is in respect of our Health and Safety and Safeguarding Policies.

As an employer Cynfran Pre-school is required to hold data on its employees; names, addresses, email addresses, telephone numbers, date of birth, National Insurance numbers, certificates of qualifications are to be held for a retention period of 6 years.

The Responsible Individual holds a set of the financial accounts and information pertaining to staff hours and pay is shared with the Responsible Individual and the Governing Committee of our charity on a need to know basis.

2) The right of access

At any point an individual can make a request relating to their data and Cynfran Pre-school will need to provide a response (within 1 month). Cynfran Pre-school can refuse a request, if we have a lawful obligation to retain data i.e. from CIW but we will inform the individual of the reasons for the

rejection. The individual will have the right to complain to the ICO if they are not happy with the decision.

3) The right to erasure

You have the right to request the deletion of your data where there is no compelling reason for its continued use. However Cynfran Pre-school has a legal duty to keep children's and parents details for a reasonable time. Cynfran Pre-school retain these records for 3 years after leaving Pre-school, children's accident and injury records for 19 years (or until the child reaches 21 years), and 22 years (or until the child reaches 24 years) for Child Protection and Insurance records. Staff records must be kept for 6 years (or 7 years if there is a breach of contract, senior management records are kept for life) after the member of staff leaves employment, before they can be erased. This data is archived securely onsite and shredded after the legal retention period.

4) The right to restrict processing

Parents, visitors and staff can object to Cynfran Pre-school processing their data. This means that records can be stored but must not be used in any way, for example reports or for communications.

5) The right to data portability

Cynfran Pre-school requires data to be transferred from one IT system to another; such as from Cynfran Pre-school to Flying Start or the Local Authority, These recipients use secure file transfer systems and have their own policies and procedures in place in relation to GDPR.

6) The right to object

Parents, visitors and staff can object to their data being used for certain activities like marketing or research. Cynfran Pre-school does not use personal data for such purposes.

7) The right not to be subject to automated decision-making including profiling.

Automated decisions and profiling are used for marketing based organisations. Cynfran Pre-school does not use personal data for such purposes.

Storage and use of personal information

All paper copies of children's and staff records are kept in a locked filing cabinet in Cynfran Pre-school. Members of staff can have access to these files but information taken from the files about individual children is confidential and apart from archiving, these records remain on site at all times. These records are shredded after the retention period.

Some records are stored on Cynfran Pre-school's laptop. This is password protected, and stored in a locked cabinet. The documents are stored in encrypted folders. These **MAY BE** emailed using the Egress secure mail service to the L.E.A liaison team, Flying Start team or 30 hours funding team.

Information about individual children is used in certain documents, such as, a weekly register, medication forms, referrals to external agencies and disclosure forms. These documents include data such as children's names, date of birth and sometimes address. These records are shredded after the relevant retention period.

Cynfran Pre-school collects a large amount of personal data every year including; names and addresses of those on the waiting list. These records are shredded if the child does not attend or added to the child's file and stored appropriately.

Information regarding families' involvement with other agencies is stored both electronically, which is password protected and in paper format, this information is kept in a locked filing cabinet on Cynfran Pre-school. These records are shredded after the relevant retention period.

Upon a child leaving Cynfran Pre-school and moving on to school, data held on the child may be shared with Ysgol Cynfran or other schools/agencies with parental consent. **(SEE PARENT CONTRACT FORM TO GIVE CONSENT)**

Photographs and stored images policy

Photographs are taken of your child during Pre-School hours and used in wall displays around the setting. These images could be used in our evidence books. The images (group and individual) will be seen by professionals and or visitors to the setting. Photographs taken of children who are leaving the setting are no longer provided on a CD or in a photo book as these photographs may show other children who attend the setting. Instead we use a secure online platform called Seesaw to distribute children's photographs. Seesaw provides a profile for the child that is only visible to the parent and the staff of Cynfran Pre-School and is password protected.

- Parents can refuse or sign a consent form giving Cynfran Pre-School permission to distribute any images that show their child to other parents.
- On occasion display photographs taken during your child's time at our setting may be provided on a CD or in a photo book and given to parents/ carers when their child leaves for full time school. These photographs may show other children who attend the setting.
- No names are stored with images on the website or on Cynfran Pre-School's social media sites.
- Group and individual photographs are taken twice a year by Tempest, when Tempest are due Cynfran Pre-School will display a poster with time and date, and will post this information on Facebook and WhatsApp.
- Digital photographs are taken on the group's camera using an encrypted memory card and may be stored securely in encrypted folders on the Pre-school laptop to be distributed to parents/carers only. Photographs will be printed and put into children's files or used in our displays or uploaded to private folders on the Seesaw platform.
- Seesaw - Seesaw is a secure digital portfolio accessible for parents. A consent form must be signed for Seesaw access; parents must provide Cynfran Pre-school with a email address in order to gain access to their child's portfolio. Seesaw uses TLS 1.2 security at the network level to ensure all account information and journal content is transmitted securely. Journal Content (e.g., the photos, video, audio, and other content that can be added to the Seesaw journal) is encrypted at rest. All passwords are salted and hashed using PBKDF2.
- In the event of evidence books, these images are shredded after the relevant retention period **(PLEASE REFER TO THE DATA RETENTION SHEET)**

- Once given to parents we are no longer responsible for how images will be used – please let us know on the photograph consent form if you do not wish for your child to appear in other children’s pictures. **(SEE PARENT CONTRACT FORM TO GIVE CONSENT)**
- As Cynfran Pre-School is on the school site there maybe occasions that the head teacher asks to take a photograph of Cynfran Pre-School children taking part in school life (sitting in the dinner hall) which could appear in Ysgol Cynfran’s newsletters or displays.
- All pictures will be retained for a period of time **(SEE RETENTION CHART FOR RETENTION TIMES OF IMAGES)**

Cynfran Pre-school reserves the rights to refuse filming and taking of photographs during public events. Cynfran Pre-school will not be held responsible for the consequences of non compliance to this rule.

Phone Numbers - Staff and Parent /Carers

Telephone numbers provided may be stored on the Pre-school mobile phone as a point of contact or on the personal mobile phones of the Manager and Deputy Manager as an emergency contact.

GDPR means that Cynfran Pre-school must;

Manage and process personal data properly

Protect the individual’s rights to privacy

Provide an individual with access to all personal information held on them.

This **General Data Protection Regulation** policy was passed for use in **Cynfran Pre-school**
On: May 2018 Amended: **March 2022** Reviewed: **July 2024**
 By: **Bethan Watkins** Position: **Responsible Individual**
 Date of planned review: **January 2025**

Privacy Policy

The Data Protection Act 1998 gives you various rights to do with the information that businesses, the Government and other organisations hold about you. Personal information that Cynfran Pre-school uses and holds is covered by the Data Protection Act. This policy is to make sure you are fully aware of how we may use your personal information should you send your child to Cynfran Pre-school. It covers the areas set out below:

How We Collect Information about You

When you send your children to Cynfran Pre-school, we receive information about you and any children who attend Cynfran Pre-school in a number of different ways.

You may give us the information. This may happen when you:

- Fill out the form in our welcome pack
- When you let us know about a change in your personal circumstances (e.g., change of name or address).
- We may receive it from another organisation, for example, Flying Start or Social Services.

How We Use Personal Information

We use information that we have about you and your children for business purposes. These purposes generally fall into the following areas.

1) Administration – This applies to past, current and potential future children and their parents / guardians.

We use this information for the provision of child care.

The types of personal information we collect and use may include:

- The personal details of your child;
- The payment of fees due;
- Details of the child's family (so we can contact you in case of an emergency);
- Medical information (so we can cater for any allergies/illnesses or additional needs)

2) Provision of Education – This applies to past, current and potential future children and their parents / guardians.

We use this information to ensure that your child's development needs are catered for.

The types of information we collect and use include:

- Observations (so we can ensure your child's development needs are catered for).

3) Keeping you informed – This applies to current, past and potential future children and their parents / guardians. We use this information to keep you updated about events at Cynfran Pre-school (e.g. to let you know about events and changes to schedules).

The types of information we collect and use may include:

- Email address. So we can email you updates.
- Phone numbers. So we can text you with changes in our service

- Details of all events and notices will be posted on the Cynfran Pre-school Facebook page.

How Long We Keep Personal Information

We are required to keep certain personal information including registers, medication record books and accident record books pertaining to the children for at least 3 years after the child has left Cynfran Pre-school (sometimes much longer – please refer to the Data Retention Chart). This is in order to comply with Child Minding and Day Care (Wales) Regulations 2010 and other legislation (e.g. Limitation Act 1980/The Statute of Limitations (Amendment) Act 1991).

As Cynfran Pre-school is a cash free setting payments are to be made to ParentPay through the school. The school will hold onto your personal information until your child leaves or you request the data to be deleted.

Who We Share Personal Information With

Generally we only use your information within Cynfran Pre-school. There are some occasions when we need to share personal information about you and / or your child with third parties. These are:

- If your child is entitled to 3 year funding, we will liaise with Conwy County Borough Council Education Department with regards to your child's educational progress / needs.
- If your child is entitled to a Flying Start place we will liaise with the Flying Start team with regards to your child's progress/needs.
- We may on occasion use your personal information for the purposes of recovery of overdue fees.
- In case of an emergency, we may need to share with the emergency services details of your child including details of any medical conditions as provided to us by you.
- Any safeguarding concerns.

Where We Process Personal Information

We will only store and use your personal information in the United Kingdom.

Our Commitment to You

We will process your personal information in line with the Data Protection Act 1998 and GDPR. This means that we will:

- only collect and hold information about you which we need for some reason;
- keep your personal information up to date and accurate (to help us do this please inform us as soon as possible to any changes)
- take appropriate steps to protect your personal information from being used without permission, or illegally, and to safeguard your rights; and
- destroy your personal information by shredding or deleting from our computer systems once we no longer need it.

What Rights You Have Over Your Personal Information

You have certain rights over your personal information. Most importantly, you have a right to ask for a copy of all the personal information we hold about you but there are some legal exceptions to this, such as information which is confidential to Cynfran Pre-school. If you would like a copy of your personal information, you should contact our Manager. If a security breach occurs we will contact the ICO and inform the people affected.

Use of Cookies by Cynfran Pre-school

Cynfran Pre-school's website currently does not use cookies.

This **Privacy** policy was passed for use in **Cynfran Pre-school**

On: **November 2018.**

Reviewed: **July 2024**

By: **Bethan Watkins**

Position: **Responsible Individual**

Date of planned review: **January 2025**

Data Retention Chart

Children's records	Retention period	Status	Authority
Children's records	3 years	Requirement	CIW
Photographs	3 Years	Requirement	CIW
Registers, medication record books and accident record books pertaining to the children	Until the child reaches the age of 21 - or until the child reaches the age of 24 for child protection records	Recommendation	Early Years Wales Insurance Providers
Records of any reportable death, injury, disease or dangerous occurrence	3 years after the date the record was made	Requirement	The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) (as amended)
Personnel records	Retention period	Status	Authority
Personnel files and training records (including disciplinary records and working time records)	6 years after employment ceases Senior management records are kept for life.	Recommendation	Chartered Institute of Personnel and Development
Pay			
Wage/salary records (including overtime, bonuses and expenses)	5 years	Requirement	Taxes Management Act 1970
Statutory Maternity Pay (SMP) records	3 years after the end of the tax year to which they relate	Requirement	The Statutory Maternity Pay (General) Regulations 1986
Income tax and National Insurance returns/records	At least 5 years after the end of the tax year to which they relate	Requirement	The Income Tax (Employments) Regulations 1993 (as amended)
Redundancy details, calculations of payments, refunds, notification to the Secretary of State	6 years after employment ends	Recommendation	Chartered Institute of Personnel and Development
Health & Safety			
Staff accident records (for organisations with 10 or more employees)	3 years after the date the record was made (there are separate rules for the recording of accidents involving hazardous substances)	Requirement	Social Security (Claims and Payments) Regulations 1979
Records of any reportable death, injury, disease or dangerous occurrence	3 years after the date the record was made	Requirement	The Reporting of Injuries, Disease and Dangerous Occurrences Regulations 1995 (RIDDOR) (as amended)

Accident/medical records as specified by the Control of Substances Hazardous to Health Regulations (COSHH)	40 years from the date of the last entry	Requirement	The Control of Substances Hazardous to Health Regulations 2002 (COSHH)
Assessments under Health and Safety Regulations and records of consultations with safety representatives and committees	Permanently	Recommendation	Chartered Institute of Personnel and Development
Financial records	Retention period	Status	Authority
Accounting records	3 years from the end of the financial year for private companies, 6 years for public limited companies	Requirement	Companies Act 2006
	6 years for charities	Requirement	Charities Act 2011
ParentPay	School keep ParentPay records for the duration your child is at the school. This information can be deleted on request.		
Administration records	Retention period	Status	Authority
Employers' liability insurance records	40 years	Recommendation	Child Minding and Day Care (Wales) Regulations 2010 (as amended)
Public Liability Insurance records	21 years 4 months	Requirement	Child Minding and Day Care (Wales) Regulations 2010 (as amended)
Minutes/minute books	10 years from the date of the meeting for companies	Requirement	Companies Act 2006
	6 years from the date of the meeting for Charitable Incorporated Organisations	Requirement	The Charitable Incorporated Organisations (General) Regulations 2012
	Permanently	Recommendation	Chartered Institute of Personnel and Development

This chart was sourced from the Pre School Alliance - Retention Periods for Records Aug 13.pdf

Useful information

Guide to the General Data Protection Regulation (GDPR) - <https://ico.org.uk/media/for-organisations/guide-to-the-general-data-protection-regulation-gdpr-1-0.pdf>

This **Data Retention Chart** was passed for use in **Cynfran Pre-school**

On: **May 2018**

Reviewed: **July 2024**

By: **Bethan Watkins**

Position: **Responsible Individual**

Date of planned review: **January 2025**

Complaints Procedure and Children's Complaints Procedure

It is the policy of Cynfran Pre-school to share our achievements, reflect on our work and look for ways to improve our service. We welcome suggestions and constructive criticism from all who use our service and aim to resolve any complaints quickly and informally.

We do this by:

- carrying out a regular review of our service (at least annually) that includes asking parents, children and others who may use our service for their views about the way we work, and acting on suggestions where practicable
- Responding to comments, suggestions, concerns and complaints within specific time scales in line with relevant legislation and in a confidential and sensitive manner
- Designating a complaints officer (Jennifer Haven) to work with complainants to produce satisfactory resolution at the earliest opportunity
- Ensuring that all staff (including volunteers and students on placement) are familiar with the complaints policy and procedure and confidentiality is maintained at all times.

If you have a suggestion or a concern we hope you will:

- Speak to the person in charge (a mutually convenient arrangement can be made to discuss any issues in confidence and outside operational hours)

If you want to make a complaint about the service you or your child receives, address your complaint to: *Bethan Watkins*

In all cases a written record of complaints is kept, which includes the following information:

- Name of complainant
- Nature of complaint
- Date and time of complaint
- Action taken in response to complaint
- Result of complaint investigation
- Information given to the complainant, including the date of response.

At any time, a parent can contact CIW about a registered service and at any time while a complaint is being resolved, the complainant has the right to complain to CIW or, where relevant, the local authority if they have arranged for the care of a child at this setting.

The role of CIW in complaints: CIW is happy to receive information about any social care service, but is not a complaints agency. In the event that CIW receives information about a registered service they will consider it and inform the complainant they will take one of the following actions:

- Refer the complainant back to the provider for resolution under their own complaints procedure
- Advise the complainant to contact an identified agency
- Undertake an inspection of the service within an identified timescale (a copy of the focused inspection report is sent to the complainant)
- Consider the information within the next planned inspection of the service.

Regional contact details for CIW are:

Care Inspectorate Wales – North Wales Region
Government Buildings
Sarn Mynach
Llandudno Junction
LL31 9RZ
Contact Number: 03007900126

If the complaint is of a child protection nature, please speak to:

Andrea Knight and Tracy Barrett-Chalk

Our child protection policy is implemented without delay.

If the complaint is about the responsible individual (where a committee managed provision, the chairperson/lead officer is informed): the formal procedure must be followed and the regional office of CIW is informed. CIW may ask for a verbal complaint to be followed up in writing. The Responsible Individual for Cynfran Pre-school is Jennifer Haven / Bethan Watkins.

How we respond to a complaint: in Cynfran Pre-school we aim to deal with complaints quickly and effectively 'in house' within the following process.

- Local resolution of a complaint (complaints are resolved within 14 days)
- The complaint is acknowledged within 2 days.
- The complaint is investigated. The Responsible Individual or Andrea Knight, Manager has been delegated to resolve complaints decides how best to do this in each case, but may involve:
 - Making arrangements for a meeting with all relevant parties to discuss the issues, when it is appropriate, and with the complainant's agreement
 - Advising the complainant about the availability of advocacy (someone of the complainant's choice who can advise them and/or act on their behalf) to assist during the procedure
- A written record is made of the investigation, any discussion (including any witness statements) and any decisions or agreements made at any meeting
 - A written report and draft response is made for the Responsible Individual and presented within 5 days of receipt of the initial complaint
 - The complainant is sent a letter within 14 days of receipt of their complaint informing them that their complaint has been resolved, and of any action that has been taken as a result
 - In certain circumstances, with the complainant's agreement, the 14 days can be extended for a further 14 days
 - The complainant is also advised that if they are unhappy with this process or the outcome of the complaint they can contact CIW
 - Cynfran Pre-school makes a written record of outcomes of the investigation, and any action taken
 - A copy of the complaint record is kept for our records and a summary is made available for CIW at their request.

If your complaint is not resolved by the process above, you can use a more formal approach (or in some cases you may want to take your complaint to an external agency – such as the police or local authority - from the start).

Formal consideration of a complaint (for example by the complaints investigation department if you belong to a chain of settings owned by a provider/organisation):

The formal consideration can begin if either:

- The initial discussion has not been resolved and the complainant requests a formal consideration or
- The complainant wishes to go straight to this formal stage from the start.

This decision rests with the person making the complaint.

- These types of complaints are resolved as soon as reasonably practicable, and in any event within 35 working days of the request for formal consideration
- The outcomes of a formal consideration are confirmed in writing by the Responsible Individual to the complainant and summarise the nature and substance of the complaint, the conclusions and the action to be taken as a result
- A copy of a written response is sent by the Responsible Individual to the appropriate office of the body conducting the formal investigation and if applicable, to any local authority which has arranged for care for a child within Cynfran Pre-school
- The time limit may be extended with the complainant's agreement
- If the complaint has not been resolved within 35 working days of the request for formal consideration, the Responsible Individual notifies the appropriate office of the complaint and reasons for the delay in resolution.

Where complaints are subject to concurrent consideration: a complaint may be part of another wider investigation where another agency is also making an investigation. In these circumstances, or where a complaint relates to any of the following matters:

- About which the complainant has stated in writing that they intend to take legal proceedings or
- The Responsible Individual is taking, or proposing to take, disciplinary proceedings or
- About which the Responsible Individual has been notified that an investigation is being conducted by any person or body in contemplation of criminal proceedings.

The Responsible Individual considers, in consultation with the complainant and any other relevant agency, how the complaint will be handled. In this case the Responsible Individual may decide to discontinue investigating the complaint subject to concurrent consideration if it appears that to continue would compromise or prejudice the handling of the wider investigation. In this case, the Responsible Individual:

- Asks CIW for advice
- Informs the complainant of the decision to discontinue
- Can resume the investigation at any time
- Ascertains the progress of the concurrent consideration and notifies the complainant when it is concluded
- Resumes consideration of the complaint where the concurrent consideration is discontinued or completed and the complainant requests that the complaint be considered.

At all times during any complaint investigation Cynfran Pre-school places safeguarding and protection of children as their highest priority.

Children's Complaints Procedure:

It's important to Cynfran Pre-school that you enjoy being here, and you feel safe and have fun. We like to know what you think about your time here and if there's anything we need to do.

If there's something you need to tell us, these are some ways you can use:

- Tell a staff member. We will listen and tell you what we will do about your concern
- We use emotion boxes daily for you to let us know how you are feeling. If you are feeling upset about something place your name tag into the box and we will come and chat with you.
- If you're still unhappy then you or your parent can get in touch with the people who check Cynfran Pre-school. They are CIW:

Care Inspectorate Wales – North Wales Region

Government Buildings

Sarn Mynach

Llandudno Junction

LL31 9RZ

Contact Number: 03007900126

Someone from CIW will listen to you and tell you how they can help.

Another person who may help is the Children's Commissioner for Wales at:

Write: Children's Commissioner for Wales,

Freepost RRGL XLYC BHGC,

Swansea SA7 9FS

Tel: 01792 765600; email: advice@childcomwales.org.uk

This **Complaints and Children's Complaints** procedure was passed for use in **Cynfran Pre-school**

On: **September 2017.**

Amended: **July 2024**

By: **Bethan Watkins**

Position: **Responsible Individual**

Date of planned review: **January 2025**

Outings policy

It is the policy of Cynfran Pre-school to provide safe outings for children in our care as part of their learning experience, sharing the events with and involving, the children's parents and children wherever possible.

We do this by:

- Informing parents of the proposed outing by displaying information on Facebook or the notice board and by letters containing all details and consent forms which are required to be returned at an agreed date
- Inviting parents to participate in the outing and outlining their responsibilities
- Implementing an adult/child ratio in line with the risk assessment, (a minimum of 1:2)
- Maintaining levels of staff qualifications in line with the risk assessment (minimum: in line with regulatory requirements)
- Ensuring all details for contacts and individual needs are taken on the outing and held by a named person
- Ensuring **at least** two mobile phones (that have signal coverage and battery use throughout the outing's duration and location) are available:
 - All adults attending know the number and who is responsible as the main 'phone holder'
 - The mobile phone holds any relevant emergency contact numbers
- Maintaining a register of all attending, checking children are present at regular intervals throughout the outing as well as at the beginning and end
- Issuing on the day, identification (including a mobile contact number) to be worn by all children
- Operating a robust 'children who are lost or missing policy and procedure'
- Identifying and informing all adults attending of the named first aider who will carry a first aid kit and any appropriate equipment such as inhalers
- Asking parents to supply any packed lunch/refreshments/drinks for their children in safe containers
- Asking parents to dress their children in clothing that is suitable for the event
- Reviewing the success of the outing and amending the written risk assessment and any other documentation to improve future outing arrangements.

Outings to farms or animal parks:

In addition to the above procedure, Cynfran Pre-school issues the following guidance to adults accompanying children when visiting farms or animal parks in line with the risk assessment undertaken for the specific outing:

- Parents and staff are advised of risks that can occur to women who are pregnant while visiting farms, particularly during the lambing season
- Cynfran Pre-school ensures the children treat the animals with respect and consideration in line with our 'looking after our environment policy'
- Children are encouraged to listen carefully and follow instructions given by the adults
- All participants approach and handle the animals quietly and gently
- All participants wash hands thoroughly after any contact with the animals, particularly

before eating, and before leaving the farm

- All participants eat only in designated areas
- Children are not allowed to place their faces close to, or kiss the animals
- Children are not allowed to suck fingers or objects which may have been in contact with the animals
- Children are not allowed to pick up any tools unless permitted to do so by farm staff

This **Outings** policy and procedure was passed for use in **Cynfran Pre-school**

On: **August 2019** Amended: **March 2022**

By: **Bethan Watkins** Position: **Responsible Individual**

Date of planned review: **January 2025**

Health and Hygiene Policy and Procedure

It is the policy of Cynfran Pre-school to promote a healthy lifestyle and a high standard of hygiene in our day-to-day work with children and adults.

We do this by:

- Developing and maintaining professional links with Ysgol Cynfran, Conwy County Early Years team, Early Years Wales, Flying Start, healthcare professionals and information services to obtain relevant and current professional knowledge and practice
- Following the guidance in the Health Protection Team Infection Prevention and Control Guidance (2019) for Childcare Settings (0-5 years) in Wales (Nurseries, Childminding and Pre-schools)
- Meeting requirements made by the Food Standards Agency – we have achieved **Grade 5** in our kitchen
- Providing opportunities for parents to discuss health issues with staff when their child starts attending or at any time, either informally or formally
- Providing training opportunities for staff in first aid and food preparation safety that meet or exceed regulatory requirements
- Operating an effective cleaning schedule in accordance with the Health Protection Team Infection Prevention and Control Guidance (2019) for Childcare Settings (0-5 years) in Wales (Nurseries, Childminding and Pre-schools) guidance
- Using domestic-strength only cleaning fluids and storing them safely in line with our risk assessments
- Operating an effective policy about children who are ill and have infectious illnesses
- Providing opportunities and activities in day-to-day practice that encourage children in our care to discuss and learn about the benefits of healthy lifestyle choices
- Providing food and snacks that are healthy and wholesome, promoting and extending the children's understanding of a healthy and varied diet
- Encouraging children to become independent in dealing with their personal needs

The following procedures are in place to limit the spread of infection:

- A box of tissues is available for children to blow and wipe their noses as necessary. Soiled tissues are disposed of hygienically in a yellow bin and PPE and anti-bacterial gel is available for staff. PPE must be worn for any contact with soiled tissues/wipes. The tissue bin will be regularly sanitised during each session. Antibacterial spray used in the setting conform to BS EN 1276.
- Children are encouraged to shield their mouths when coughing and sneezing – hands will be washed immediately after sneezing or coughing.
- Toilet facilities meet or exceed regulatory requirements and nappy changing facilities are available as needed
- Hands are washed after using the toilet and before handling food
- Individual hand drying facilities are provided and disposal of paper towels is appropriate
- Arrangements for changing and disposal of nappies/soiled clothes meet environmental health requirements – wet and soiled nappies are disposed of appropriately in yellow bags and removed to the school trade waste bin at the end of each day, soiled clothing is returned to the parents

- Staff wear PPE (gloves, aprons) when changing children's nappies.
- Staff and any volunteers are aware of how infections are transmitted and training is provided to deal with spillages and bodily fluids
- Personal items such as toothbrushes are not shared
- Children with head lice are not excluded; advice about treatment for the whole family is given to all parents
- Tables and work surfaces are cleaned and wiped with an antibacterial product before meals
Disposable blue nitrile gloves and aprons, along with IIR face masks and visors are always used when cleaning spills of bodily fluids
- Any spillage of blood, vomit or excrement is wiped up and disposed of in the appropriate bin or in yellow bags. The soiled area is disinfected with a product as stated on our COSHH data sheets. Full PPE will be worn by any staff member sanitising the area.
- Any fabric contaminated with bodily fluids are bagged and removed, then washed in hot water (minimum temperature 60°)
- We have minimal spare clothing, we ask all parents to provide spare clothes in case of accidents. During toilet training we request that parents provide several pairs of underwear and trousers, joggers or leggings that are easy for the child to pull up and down. Plastic bags are available in which to wrap soiled garments.

Cleaning Equipment

Cleaning equipment is colour coded to each area of the setting

RED – Toilet area

GREEN – Kitchen area

BLUE – Main room

Food Hygiene – see also our Food, Drinks and Healthy Eating Policy and Procedure

Cynfran Pre-school ensures the practice of storing, preparing and serving food meets (or exceeds) regulations for a food provider.

We do this by:

- Requiring all members of staff to attend food hygiene training
- Meeting requirements set by the Food Standards Agency

Food area cleaning

Kitchen – the preparation area and sink are cleaned with hot soapy water and dried with disposable paper roll. The preparation area are then cleaned with antibacterial spray and dried with disposable paper roll. All equipment used in the preparing of food is cleaned in the dishwasher. PPE is worn during the preparation of food.

Main room – snack preparation area / tables

The snack preparation area and tables are cleaned with antibacterial spray conforming to BS EN1276 and dried with disposable paper roll. Food is disposed of in the food recycle bin and placed in the appropriate outside bin at the end of session.

Food as an activity - When cooking or handling food as an activity Cynfran Pre-school takes full account of the above.

Toileting

- Children who are in nappies are checked and/or changed at approximately 11am and 2.30pm unless they require/request a change before this time - we do not invade their privacy unnecessarily. If they refuse a change we will try to encourage them to come along but if they are adamant then we will telephone a parent to come and change them or collect if they wish.
- Children have access to toilet facilities at all times. Help and assistance is given where needed
- Children are accompanied to the toilet as soon as they indicate their need
- Independence is encouraged and privacy is respected - We will only wipe a child's bottom if you have given us written consent and/or it is deemed that they cannot do this independently due to SEND.
- **If a child who is potty trained is having continual soiling (more than 2 times per session) we will ring the parent to come and change them or collect if they wish**
- Personal care is delivered only by fully checked members of staff
- Children are taught good hygiene practice in relation to their own personal care as they grow to independence
- Warm water and soap are available for children to wash their hands
- Water temperature is controlled
- Toilets are checked regularly and cleaned/disinfected daily (or according to need) using 1/1000ppm Milton solution which is prepared and discarded daily
- Changing mats and related equipment are disinfected after each use using 1/1000ppm Milton solution which is prepared and discarded daily
- The setting uses disposable paper towels for hand drying and cleaning purposes

Illness (see admissions and medication policies)

- Parents are asked to keep their children at home if they have any infection
- Parents are asked to inform the provision about any infection so that prompt attention can be given to other children who may appear unwell
- Information about exclusion periods for the more common communicable diseases is made available to parents
- Parents of a child who has been vomiting or had diarrhoea are asked not to bring their child in to the provision **until at least 48 hours** has elapsed since the last attack
- Parents are informed of any outbreak of a significant infectious disease within the provision (in a confidential manner)
- Members of staff whose children are unwell are not permitted bring their child to the provision
- Sticking plasters are not used, unless supplied by a parent, in case of a child's allergic reaction
- First aid equipment is kept clean, replenished and replaced as necessary.
- Spill kits are available for accidents involving bodily fluids. Any spill kits used during a session will be disposed of in the same way as nappy waste. The soiled area will then be

cleaned by following our toilet area cleaning procedures.

Outdoor play and sun safety

- Children have the opportunity to play in the fresh air throughout the year, either in Cynfran Pre-school's own outside area or on outings to parks or other community play spaces
- A daily check of the outside area is carried out prior to children's use at each session
- Please provide a sunhat/wellingtons for use in days with extreme weather
- We have a purpose built canopy to allow children to play outside during all weathers. The roof is UV safe and children should not get sunburn from playing under this area during hot weather. **However, we do ask parents to apply sun cream daily during the summer season.**

This **Health and Hygiene** policy and procedure was passed for use in **Cynfran Pre-school**

On: **August 2019**

Amended: **July 2023**

By: **Bethan Watkins**

Position: **Responsible Individual**

Date of planned review: **January 2025**

Infection Control Policy

To prevent the spread of infection, adults in the group should ensure the following good practices are observed as per National Minimum Standards/Infection Control in Childcare Settings in Wales Guidance.

Personal Hygiene

- Hands washed after using the toilet
- Tissue paper will always be available and children will be encouraged to blow and wipe their noses when necessary. Soiled tissues will be disposed of hygienically.
- Children will be encouraged to cover their mouths when coughing.
- Toilets are available on site with access to basins for washing hands
- Hygiene rules related to bodily fluids will be followed with particular care as per National Minimum Care Standards, and all staff and volunteers will be aware of how infections (including HIV infection) are transmitted.

Cleaning and clearing

- Spills of blood, vomit or excrement will be wiped up and bagged in yellow bags and disposed of appropriately. Disposable blue nitrile gloves will always be used when clearing up spills of bodily fluids. Floors and surfaces will be disinfected using safety appropriate cleaners diluted according to manufacturer's instructions.
- We have minimal spare clothing, we ask all parents to provide spare clothes in case of accidents. During toilet training we request that parents provide several pairs of underwear and trousers, joggers or leggings that are easy for the child to pull up and down. Plastic bags are available in which to wrap soiled garments.

Food

- Always wash hands under running water before handling food and after using the toilet. There is a handwashing sink in the kitchen area.
- Ensure the kitchen area is free from contamination, e.g. rodents, flies etc.
- Never smoke in the kitchen or any room storing food.
- Never cough or sneeze over food.
- Use different cleaning cloths for the kitchen and toilet areas (**Green** for kitchen – **Red** for Toilet – **Blue** for Main Room).
- Keep food covered and refrigerated if appropriate.
- Ensure waste is disposed of properly.

This **Infection Control** policy and procedure was passed for use in **Cynfran Pre-school**

On: **September 2018**

Amended: **August 2022**

Reviewed: **July 2024**

By: **Bethan Watkins**

Position: **Responsible Individual**

Date of planned review: **January 2025**

Hand Hygiene Policy

This Policy is to ensure that children and adults are kept as healthy as possible.

Cynfran Pre-school aim to provide a hygienic and safe environment for children and other users of the premises.

Cynfran Pre-school aim to educate children about good hygiene practices throughout the session and will talk to the children to explain that hand washing is the best way to limit the spread of germs and infection.

All Pre-school staff follow the [Infection Prevention and Control Guidance \(2019\) for Childcare Settings \(0-5 years\) in Wales \(Nurseries, Childminding and Playgroups\)](#) and have been trained in infection control through [Virtual College](#) and the [World Health Organisation Covid-19 training package](#)

All staff can demonstrate effective hand hygiene techniques.

Pre-school staff will prompt and support children to wash their hands at the following times:

- on arrival at the setting
- after use of the toilet
- before and after eating
- after returning indoors from outdoor play
- after being in physical contact with other children
- after sneezing or coughing.

Staff can demonstrate to children how to wash their hands. This can be done by:

- Pulling up sleeves
- Dispense soap onto hands
- Rub soap over hands; making sure to wash front and back of hands including thumbs and in between fingers for at least 20 seconds or as long as it takes to sing “Happy Birthday” twice.
- Rinse soap off and shake water from hands
- Dry thoroughly with paper towels
- Place used paper towels in a foot operated bin

Posters for effective hand washing will be displayed in the bathroom area for children to refer to.

Hand sanitiser

Children must not bring hand sanitiser from home due to cross contamination from home/Pre-school. Hand sanitiser is readily available in the Pre-school. Parents must sign a form permitting us to dispense hand sanitiser to children.

How to Handwash?

WASH HANDS WHEN VISIBLY SOILED! OTHERWISE, USE HANDRUB

 Duration of the handwash (steps 2-7): 15-20 seconds

 Duration of the entire procedure: 40-60 seconds



Wet hands with water;



Apply enough soap to cover all hand surfaces;



Rub hands palm to palm;



Right palm over left dorsum with interlaced fingers and vice versa;



Palm to palm with fingers interlaced;



Backs of fingers to opposing palms with fingers interlocked;



Rotational rubbing of left thumb clasped in right palm and vice versa;



Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;



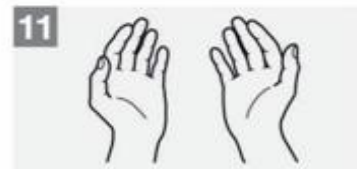
Rinse hands with water;



Dry hands thoroughly with a single use towel;



Use towel to turn off faucet;



Your hands are now safe.



World Health Organization

Patient Safety

A World Alliance for Safer Health Care

SAVE LIVES

Clean Your Hands

May 2009

This **Hand Hygiene** policy and procedure was passed for use in **Cynfran Pre-school**

On: **June 2020**

Amended: **September 2021**

Reviewed: **July 2024**

By: **Bethan Watkins**

Position: **Responsible Individual**

Date of Planned review: **January 2025**

Infectious and Notifiable Diseases Policy

To prevent illness outbreaks within the Pre-school parents will be asked to

- Keep their children at home if they have any infection
- Inform the Pre-school about any infection so that prompt attention can be given to other children who may appear unwell

In the event of an outbreak

- Parents are informed of any outbreak of a significant infectious disease within the provision (in a confidential manner)

Notifiable Diseases in Wales

Any outbreaks of the following illnesses must be reported to **Public Health Wales - Health Protection Office - 0300 00 300 32**

- Meningococcal Meningitis / Septicaemia
- Meningitis due to other bacteria
- Viral Meningitis
- Mumps
- Measles
- Rubella
- Scarlet Fever
- E Coli
- Typhoid Fever
- Shigella (Dysentery)
- Tuberculosis
- Whooping Cough (Pertussis)
- Diphtheria
- Hepatitis A, B, C
- HIV

Further Information

<https://phw.nhs.wales/services-and-teams/aware-health-protection-team/guidance-for-childcare-preschool-and-educational-settings/>

This Infectious and Notifiable Diseases policy was passed for use in Cynfran Pre-school	
On: March 2020	Amended: July 2024
By: Bethan Watkins	Position: Responsible Individual
Date of planned review: Monthly	

Intimate Care and Hygiene policy

Introduction

Starting Pre-school is an important and potentially challenging time for children, parents and the setting. It is also a time of growth and very rapid developmental change for all children, particularly those about to embark on the Curriculum for Wales. As with all developmental milestones in the early years, there is wide variation in the time at which children master the skills involved in being fully toilet trained. Children may:

- be fully toilet trained
- have been fully toilet trained but regress for a little while in response to the stress and excitement of beginning the Curriculum for Wales
- be fully toilet trained at home but prone to accidents at Pre-school or school
- be on the point of being toilet trained but require reminders and encouragement
- not be toilet trained at all but likely to respond quickly to a well structured toilet training programme
- be fully toilet trained but have serious disabilities or learning difficulties
- have delayed onset of full toilet training in line with other development delays but will probably master these skills during the transition from Pre-school to school
- have SEN and/or a disability/medical condition that make it unlikely that they will be toilet trained

Admitting children who have continence problems into Curriculum for Wales provision can present a challenge. The purpose of this policy and guidelines is to identify best practice and, where support and advice can be obtained, to achieve the full inclusion of such children. **Please note that parents will be called to change or collect a child who is toilet trained and who has persistent soiling (more than 2 times per session).**

These guidelines will ensure Cynfran Pre-school (in concordance with CIW and National Minimum Standards) overcomes these challenges and can be confident they are meeting the requirements of the Equalities Act (2010) as they apply to children with toileting and continence needs.

Guidance on the following subjects is provided within this document

- Health and Safety
- Facilities
- Resources
- Job Descriptions
- Safeguarding

Health and Safety

Cynfran Pre-school procedure for dealing with spillages of bodily fluids (such as when a child accidentally wets or soils himself, or is sick while on the premises) also applies for nappy changing. This includes:

- staff to wear disposable aprons and gloves while changing a child
- soiled nappies should be securely wrapped and disposed of appropriately
- changing area/ toilet to be left clean
- site supervisor/ cleaning staff to be informed
- hot water and soap available to wash hands as soon as changing is done
- paper towels to be available to dry hands.

Pre-school has a nappy disposal bin for the disposal of nappies and other bodily fluid waste items, following current guidance from Environmental Health. Nappy bins are emptied twice a day at 11am - 3pm. We have a spill kit available for bodily fluid accidents. This would be discarded in our nappy bin.

Facilities

Toilets are available on site with along with handwashing facilities. All hygiene procedures are strictly adhered to as per National Minimum Standards, the [Public Health Wales infection Control guidance for childcare settings in Wales 2014](#) and the [Health Protection Team Wales Infection Control Guidance for Childcare Settings 2019](#). Cleaning equipment and solutions are stored in a locked cabinet on site. This is strictly no access to children. Antibacterial spray used conforms to BS EN 1276. We keep a COSHH file with safety data sheets for cleaning fluids on the premises.

Nappy changing is provided via a changing station in the toilet area. Cynfran Pre-school staff will always consider the child's preference for changing and the outcome of any risk assessments. The dignity, privacy and independence of the child is always respected. The station has a mat on top for comfort, we apply blue roll on top of the mat. The mat and station are cleaned each time a child is changed as per our Infection Control guidance. Children will never be left unattended when on the changing station.

The toilet area is cleaned with hot soapy water and sanitised daily with Milton solution diluted to 1/1000ppm. Floors are mopped daily by the school caretaker with equipment conforming to the [Infection Control](#) audit. We also have a mop bucket and disposable mops colour coded **RED** for any spillages that may occur during sessions.

Resources

Members of Cynfran Pre-school staff always endeavour to make changing time a positive learning time and an opportunity to promote independence and self-worth. Staff are allocated so that children's individual toileting needs are met.

The facilities have:

- hot running water and soap
- paper towels
- disposable aprons and gloves, visor and mask
- nappy bags and large yellow bin bags as per National Minimum Standards for the disposal of human waste.
- cleaning equipment (stored safely out of reach of children)
- nappy bin

Job Descriptions

At Cynfran Pre-school most of the personal care will be undertaken by one of the Pre-school staff. This issue is addressed as appropriate within the Pre-school's overall staffing and recruitment.

Safeguarding Children: Policy & Procedures

The normal process of assisting with personal care, such as changing a nappy, should not raise child protection concerns as they are carried out with due care and appropriate checks. Although there are no regulations that state that a second member of staff must be available to supervise the changing process, Cynfran Pre-school staff will always try to ensure that there is a second member of staff in the vicinity, following Section 18 in the Government guidance 'Safe Practice in Education' that states:

'Staff should ensure that another appropriate adult is in the vicinity and is aware of the task to be undertaken.'

The adult who is going to change the child will inform the supervisor or another member of staff that they are going to do this.

DBS checks are carried out as part of a rigorous safer recruitment process to ensure the safety of children with staff employed at Cynfran Pre-school. If safeguarding concerns arise about a member of staff who is carrying out changing procedures, the setting policy regarding staff and safeguarding will be followed. If safeguarding concerns about the child arise (for instance marks on their body seen during changing) then Cynfran Pre-school's child protection policy will be followed.

Should Cynfran Pre-school staff feel for whatever reason their concerns will not be addressed by senior managers then they should follow the procedures as outlined in the Whistleblowing Policy contained in the Staff Policies booklet.

Parents/ Carers agree to:

- provide spare nappies, wet wipes, flushable wipes if child is toilet trained but struggles wiping and a change of clothes
- understanding and agreeing to the procedures that are followed during changing at Pre-school
- to inform Pre-school should the child have any marks/rash and sign a consent form if cream is to be applied
- the child being routinely changed
- to encourage the child's independence and participation in toileting procedures wherever possible
- **to come and change/collect the child if the child is refusing a nappy change upon soiling/excessive wetness**
- **to come and change/collect the child if the child has persistent soiling (more than 2 times per session) when fully toilet trained.**

Cynfran Pre-school agree to:

- change the child should they soil themselves or become wet (*unless child adamantly refuses a change*)
- the child should be routinely changed at 11am/2.30pm or more if required
- a minimum number of changes
- report to the parent/carer should the child be distressed or if marks/ rashes are seen
- review arrangements, in discussion with parents/ carers, should this be necessary
- encourage the child's independence and participation in toileting procedures wherever possible
- discuss and take the appropriate action to respect the cultural practices of the family.

This **Intimate Care and Hygiene** policy and procedure was passed for use in **Cynfran Pre-school**

On: **March 2018**

Amended: **July 2023**

By: **Bethan Watkins**

Position: **Responsible Individual**

Date of planned review: **January 2025**

Biting Policy and Procedure

Biting happens for different reasons with different children and under different circumstances. This is part of some children's development and can be triggered when they do not yet have the words to communicate their anger, frustration or need. Biting usually tapers off around age 3 when a child's language and social skills become more developed.

It is Cynfran Pre-school's policy to promote positive behaviour at all times, even in the event of biting.

Aim:

- We aim to act quickly and efficiently when dealing with any case of biting.
- We will treat each incident with care and patience, helping children to manage their feelings and talk about them to help resolve issues and promote understanding.

Procedure:

In the event of a child being bitten the procedure is as follows:

- To comfort the bitten child and administer appropriate first aid.
- Explain to the child who is biting why biting is unacceptable, that it hurts the other child. Move the child onto a different activity and then ignore the negative behaviour as per our behaviour training.
- We will always inform the parents of the bitten child as soon as it has happened, offer further advice and advise to seek medical advice.
- We will always inform the parents of the child that has bitten and discuss with them strategies for dealing with such incidents if they occur at home or elsewhere. Parents will be reassured that it is part of a child's development and not made to feel that it is their fault.
- In a small minority of cases where biting is persistent to the point of serious concern, it may be appropriate to enlist the help of other professionals e.g. health visitor, referral, speech and language to investigate other contributory factors. This will be discussed with parents before we approach any outside agencies.
- We do not exclude children for biting. Instead we will work with parents to diminish further incidents.

We ask for your support in the event of your child biting or being bitten and hope that you will understand the need for our policy and procedures which are in place to safeguard all who are involved.

This **Biting** policy and procedure was passed for use in **Cynfran Pre-school**

On: **December 2019**

Amended: **March 2022**

Reviewed: **July 2024**

By: **Bethan Watkins**

Position: **Responsible Individual**

Date of planned review: **January 2025**

Dummies Policy

At Cynfran Pre-school we advise parents to start to phase out dummies as soon as reasonably possible after starting at the setting. However, we recognise that a dummy can be a source of comfort for a child who is settling and/or upset, and that it may often form part of a child's sleep routine.

We also recognise that overuse of dummies may affect a child's language development as it may restrict the mouth movements needed for speech. If toddlers are allowed to continue to suck a dummy and talk with it in their mouths, there is also a risk that the child will learn distorted patterns of speech because the teat prevents normal movements at the front of their mouth. These patterns may be difficult to change later on. Children who suck dummies through the day make fewer sounds, gain less experience of using their voices, and hear less language from adults around them.

Aim:

- To discuss the use of dummies with parents as part of their child's initial transition from home to setting
- To only allow dummies for comfort if the child is really upset / struggling with their transition or require the dummy when sleeping
- Store dummies in the child's bag when not in use
- Immediately clean the dummy if dropped to the floor or is touched by another child.

When phasing out or discouraging use of the dummy staff will:

- Make the child aware of where the dummy is stored
- Comfort the child and, if age/stage appropriate, explain in a sensitive and appropriate manner why they do not need their dummy
- Distract the child with other activities and ensure they are settled before leaving them to play
- Offer other methods of comfort such as a toy, teddy or blanket
- Explain to the child they can have their dummy when they go home or at sleep time.

This **Dummies** policy was passed for use in **Cynfran Pre-school**

On: **December 2019**

Amended: **March 2022**

Reviewed: **July 2024**

By: **Bethan Watkins**

Position: **Responsible Individual**

Date of planned review: **January 2025**

Food, Drinks and Healthy Eating Policy and Procedure

It is the policy of Cynfran Pre-school to promote social skills and a healthy lifestyle when providing food or food-related activities to children.

We do this by:

- Registering our premises with the local authority according to the Food Premises (Registration) Regulations Act 1991, Food Safety Act 1990 and Food Hygiene Amendment (Regulations 1990).
- Noting information about their child and family needs provided by parents at admission and agreeing an allergy plan as needed. Parents of children on special diets will be asked to provide as much information about suitable foods and drinks. In some cases they may be asked to provide the food themselves. Up to date records will be kept, detailing specific children's dietary needs.
- Ensuring that any food based activities and play are carried out so that children are introduced to the concept of nutrition and physical activity linked with health.
- Ensuring children will have opportunities to be involved with activities and experiences where they make decisions about healthy food choices and trying new foods such as role play, tasting, feely games.
- Ensuring that we use an inclusive approach to meeting children's dietary/cultural/health and age and stage needs when providing food and food-related activities
- Encouraging children to play outside regularly (*weather permitting*), to ensure they are exposed to daylight which helps their bodies make essential Vitamin D
- Semi skimmed milk or water will be offered to children
- Ensuring staff receive training about food hygiene which is updated within regulatory requirements
- Offering nutritious foods at snack and meal times that meet the children's individual dietary needs
- Water is available for children all day
- Avoiding foods that contain high proportions of fat, sugar or salt and the use of foods containing additives, preservatives and colourings are minimised
- Keeping parents informed about what their child eats (please refer to the Snack menu).
- Encouraging children to try a range of food experiences and activities that broaden their taste and understanding of their own and other cultures, in addition to valuing and respecting other traditions.
- Ensuring that food that is part of a celebratory event is discussed in advance and continues to meet this policy and procedure.
- Never using food as a form of punishment – or reward.
- Giving children the time they need to eat and drink. Eating their main course is highly encouraged but children will be allowed to have dessert if they do not eat their main course
- Encouraging children to set the table and prepare foods such as practicing pouring, spreading and chopping skills.
- Ensuring adults sit with children at meal times and model and encourage social skills and behaviour.

- Using appropriate furniture, crockery and cutlery and serving food in ways that develop and encourage social skills.
- Ensuring all children have their hands washed (with liquid soap and running water) before and after snack time, and all staff wash their hands before preparing food and helping children to eat.
- Cleaning tables with an antibacterial spray that conforms to BS EN1276 before and after snacks.
- Checking and recording fridge temperatures daily.

This Food, Drinks and Healthy Eating policy and procedure was passed for use in Cynfran Pre-school		
On: November 2018	Amended: August 2022	Reviewed: July 2024
By: Bethan Watkins	Position: Responsible Individual	
Date of planned review: January 2025		

Outdoor Play Policy

Outdoor play is a vital part of a child's development and children will be given every opportunity to explore and experience this throughout the year at Pre-school.

Pre-school provides:

- Tricycles / balance bikes appropriate to the age of the children
- Slide
- Climbing frame
- Aeroplane Seesaw
- Reading area
- Den building
- Music area
- Water and sand activities
- Ball games
- Table top activities (weather permitting)
- Purpose built canopy for all weather activities

The Pre-school will ensure that:

- The whole area is checked for hazards and then cleared of them if necessary.
- Before going outside ensure that children are wearing suitable clothing to keep warm or sun hats if sunny.
- Children will be counted before going outside.
- Count all children back indoors and check the total tallies with the figure on the way out.
- Ensure correct staff to child ratio is maintained.
- Escort children inside to the toilet or for first aid.
- Supervise play area at all times.
- Engage with the children in play when invited.
- We ensure that sufficient, suitable toys and play materials are available to provide stimulating activities and play opportunities for the children in all areas of learning.
- We ensure that all equipment is regularly maintained and cleaned and checked for breakages.

This **Outdoor Play** Policy and Procedure was passed for use in **Cynfran Pre-school**

On: **September 2019**

Amended: **March 2022**

Reviewed: **July 2024**

By: **Bethan Watkins**

Position: **Responsible Individual**

Date of planned review: **January 2025**

Physical Activity and Active Play Policy

Statement of Intent

Evidence shows that children who are physically active have a better chance of becoming healthy adults. Key messages from guidelines issued by the four U.K. Chief Medical Officers include:

- Children of Pre-school age who are capable of walking unaided should be physically active daily for at least 3 hours, spread throughout the day.
- All under 5's should minimise the amount of time spent being sedentary (being restrained or sitting) for extended periods (except time spent sleeping)

Cynfran Pre-school aims to promote the physical well being of our children by:

- Equipment, indoors and outdoors will be arranged so that it is accessible to children to allow them to select their own resources.
- A wide variety of activities and experiences will be offered. Indoor activities include Welsh, role play, small world, construction, sand and water play, craft. Outdoor activities include slides, seesaws, palettes, tyres and tricycles. All children will be encouraged to participate in physical play through positive reinforcement. We have a purpose built canopy to allow us outside access during all weathers.
- Obtaining and arranging furniture / equipment that is child sized, good quality and appropriate to the ages and stages of development of the children enabling children to achieve their own levels of independence. All rooms and spaces will be arranged to facilitate ease of movement between them for staff and children, and help children feel secure and confident.
- Decorating/structuring areas to stimulate and calm as appropriate. We provide display areas that stimulate and promote the children's current interests and ideas.
- Arranging equipment indoors and outdoors that is accessible so the children can select their own resources. Provide a range of equipment and resources that are made from natural materials as well as manmade.
- Children will be encouraged to play outside every day. We ask that sun cream is applied by parents before the Pre-school session; this will ensure your child is protected whilst in Pre-school. Extreme weather conditions will be considered. We have wet weather clothes to enable children to explore the outdoors in all weather. **Please provide your child with a pair of wellingtons.**
- We would like to remind all parents/carers that their children are likely to get dirty or messy during physical play and would ask that children are sent to Pre-school in old clothing suitable for messy play or an Ysgol Cynfran school uniform.
- All activities, equipment and outside play areas will be safe and accessible. Risk assessment of the outdoor and indoor play areas are checked daily. All activities are inclusive and will be adapted if necessary to ensure all children are able to participate.

This **Physical Activity and Active Play** Policy and Procedure was passed for use in **Cynfran Pre-school**

On: **August 2019**

Amended: **March 2022**

By: **Bethan Watkins**

Position: **Responsible Individual**

Date of planned review: **January 2025**

Looking After Our Environment Policy and Procedure

It is the policy of Cynfran Pre-schoolto:

- Appreciate and value our living world and our environment
- Encourage and enable children in our care to develop their understanding of the living world and the impact we all have on it, and to be ‘mindful citizens’
- Ensure our working practice supports the environment.

We do this by appreciating living things and learning about and respecting our local and wider community in the following ways:

- Children take part in planting and caring for plants (flowers and vegetables) both indoors and outside during summer months
- Children take an active role in growing, harvesting and eating vegetables during summer months
- Activities are planned to explore and reinforce the concept of caring for living things in our world
- Adults are positive role models, showing their respect for living things in our world
- Children are taken on walks in the immediate vicinity, where discussion is encouraged
- Children are encouraged to use litter and recycling bins inside and outside our premises and understand why
- Children take part in tidying, clearing and cleaning activities as appropriate to their age and stage of development
- Children help clear dishes after meals, clearing leftover food into the food caddy and learn to understand what happens to it
- Activities are planned to develop and nurture children’s natural curiosity about their location and the world around them, including cultural diversity (please refer to our equality and inclusion policy)
- Members of the local community (such as post people, police, fire service, farmers and so on) are invited to our setting to tell us about their roles and responsibilities, how they help us and how we can help them

This Looking After Our Environment policy and procedure was passed for use in Cynfran Pre-school	
On: November 2017	Reviewed: July 2024
By: Bethan Watkins	Position: Responsible Individual
Date of planned review: January 2025	

Play Equipment and Resources Policy and Procedure

It is the policy of Cynfran Pre-school to arrange the premises and use resources and equipment so that the needs of children in our care are met. Children are provided with opportunities to develop their skills and learn through play and activities that support their natural curiosity and encourage independence in a safe environment.

We do this by:

- Arranging rooms and spaces to facilitate ease of movement (including toileting facilities)
- Providing a security system for entering and leaving the premises
- Decorating/structuring areas to stimulate and calm as appropriate
- Obtaining furniture, fixtures and fittings that are child size where appropriate, enabling children to achieve their own levels of independence
- Arranging equipment indoors and outside that is accessible to children who can select their own resources
- Observing and recording what children do so that we can plan next steps for their play, learning and development
- Understanding and applying the principles of the Curriculum for Wales for the age range in our care
- Maintaining and implementing an effective written risk assessment of premises and activities
- Providing display areas that:
 - Stimulate and promote the children's current interests and ideas
 - Maintain an open dialogue with parents and visitors to our provision.

The equipment and resources

We do this by:

- Obtaining equipment and resources that are of good quality and appropriate to the ages and stages of development of children
- Ensuring that furniture, equipment and resources conform to BS EN safety standards or relevant Toys (Safety) Regulations where applicable
- Providing a range of resources that reflects the multicultural nature of our society, in line with our equality and inclusion policy
- Providing a range of equipment and resources that are made from natural materials as well as manmade

This Play Equipment and Resources policy and procedure was passed for use in Cynfran Pre-school		
On: August 2019	Amended: August 2022	Reviewed: July 2024
By: Bethan Watkins	Position: Responsible Individual	
Date of planned review: January 2025		

Non Smoking Policy

As members of Conwy County's Healthy & Sustainable Pre-School Scheme we take the safeguarding of children from environmental factors very seriously. We have designed this Non-Smoking Policy to be compliant with Employment Law, National Minimum Standards and the scheme's ethos.

- NMS (Childcare) 10.17: Smoking is not permitted in the presence of children being looked after or on premises in which day care is provided.

Cynfran Pre-school premises are strictly no smoking. This includes the use of cigarettes, cigars, pipes and E-cigarettes.

No staff member is permitted to smoke inside the building or in the outside area of the premises or the adjoining school grounds or in any vehicle used in the workplace.

Staff members who do smoke are not entitled to smoke during working hours or while wearing their work uniform – this is to reduce the risk of secondary smoke being passed on.

All staff, parents and volunteers are made aware of our No-Smoking Policy.

Staff members are made aware that failure to adhere to this policy may result in disciplinary action and that it is a criminal offence for employees to smoke in smoke free areas, with a fixed penalty of £50 or prosecution and a fine of up to £200.

There are notices for parents within Cynfran Pre-school's cloakroom area pertaining to information about where to receive help if they are considering giving up smoking.

Cynfran Pre-school display No-Smoking signs throughout our indoor areas.

Legal Framework

- The Smoke-Free (Premises and Enforcement) Regulations (2006)
- The Smoke-Free (Signs) Regulations (2012)

This **Non Smoking** Policy was passed for use in **Cynfran Pre-school**

On: **February 2018**

Amended: **August 2021**

Reviewed: **July 2024**

By: **Bethan Watkins**

Position: **Responsible Individual**

Date of planned review: **January 2025**

Safety Policy and Practice

The safety of young children is of paramount importance. In order to maintain the safety of both children and adults the group will ensure that:

- All children will be supervised at all times; a book will be made available at each session for the reporting of any accident/incident.
- Regular safety monitoring will include checking of the accident and incident book.
- All adults will be aware of the systems in operation for the arrival and departure of children and an adult will be at the door during these periods.
- Children will only leave the group with authorised adults.
- A safety check on premises, both indoor and outdoor will be made every session/day.
- The main entrance to Pre-school are locked and can only be accessed by staff fobs.
- Outdoor space will be securely fenced.
- Equipment/toys will conform to all relevant safety regulations and will be sound and well made.
- Equipment will be checked regularly and any dangerous items repaired/discarded.
- Rules of behaviour will be set for children, staff and helpers in relation to the use of equipment.
- The layout and space ratios will allow children to move freely and safely between activities.
- Fire doors will not be obstructed.
- Rooms will be well lit and windows will be able to be shaded by blinds/curtains which are non flammable.
- Fire, heaters, electrical points and leads will be adequately guarded or out of reach of children. Sockets are covered with socket protectors.
- Heating and ventilation systems will enable comfortable and legally required temperatures to be maintained.
- All dangerous materials, including medicines and cleaning materials will be stored out of reach of children.
- All cleaning solutions and equipment conform to BS EN 1276:20009
- Children will not have unsupervised access to kitchens, cookers or any cupboards storing hazardous materials including matches.
- Adults will not walk with hot drinks or place hot drinks within reach of children. All hot drinks are to be kept strictly within the staff room area.
- Fire drills will be held at least once a term as per Ysgol Cynfran's fire safety procedures.
- A register of both adults and children will be completed as people arrive alongside our standard register, so that a complete record is available in an emergency.
- There will be no smoking in any part of the building at any time and never around any of the children.
- A correctly stocked first aid box will be available at all times.
- Parents who are deemed to be acting inappropriately to staff, other parents and volunteers will be asked to leave the premises immediately. They may be asked to take their child with them depending on the time of day. The Pre-school will not accept any abusive actions or any behaviour which will have a detrimental effect on the well being of the child and the overall setting. If parents are asked to leave, they should do so immediately. If they are not happy with the situation they are entitled to put in a written complaint. (Please refer to our

Complaints Procedure). Do remember that our senior staff are highly qualified, capable and have many years of experience with children; we are here to help you, not hinder. So please remain courteous at all times.

- Cynfran Pre-school reserve the right to refuse the filming or taking of photographs of staff or children during public events.
- If Cynfran Pre-school becomes aware of any radical behaviour regarding a child in our care then, as per our Duty of Care and our Prevent Duty Policy, we will inform Social Services.

This Safety Policy and Practice Procedure was passed for use in Cynfran Pre-school		
On: January 2019	Amended: January 2023	Reviewed: July 2024
By: Bethan Watkins	Position: Responsible Individual	
Date of planned review: January 2025		

Accident and Injury Policy

Purpose of Policy

The purpose of this policy is to ensure that when an accident occurs in Cynfran Pre-school appropriate action is taken and accurate information is recorded and communicated. An accident is classed as an occurrence which has resulted in an injury to one or more persons.

Who is Responsible?

It is the responsibility of every member of staff to ensure that accidents and injuries are dealt with in a timely manner. It is the responsibility of the manager to ensure that all members of staff have knowledge of first aid and that there is at least one member of staff on duty at all times who has a valid first aid certificate. It is the responsibility of the member of staff who has administered the first aid to write the accident report and ensure that it is signed by the parent or carer of the child or children involved. All members of staff have a responsibility to ensure that the manager is informed when items from the first aid box are used.

How the Policy is implemented

When creating the staff rota, the manager must ensure that at least 1 member of staff on duty has a valid first aid certificate. The manager will check the first aid box each month to ensure that the box is fully stocked, if there are any items that need to be ordered this should be done as soon as possible. The manager is responsible for making sure that all medical information and emergency contact details on the children's registration documents are up to date and accurate. When an accident occurs it is the responsibility of the first aider to determine whether the injury can be dealt with in the setting or if medical assistance is required.

Minor Injuries

If the injury is minor and does not require medical assistance the first aider should address the injury and complete an accident record, this record will be signed by the first aider and by the parent or carer of the child. If the injury is minor but requires medical assistance, the first aider will call the parent. If the parent cannot reach the setting in an appropriate time, the child may be taken to the nearest health centre with the first aider, the child's medical information and registration forms should be taken with them. A member of staff at the setting should contact the parent or carer to inform them of the actions that have been taken. Upon returning to the setting the first aider should complete the accident report and have it ready for the parent to sign.

Serious Accidents and Injuries

If the injury is serious and hospital treatment is required a member of staff should call an ambulance immediately and a member of staff should accompany the child to the hospital. The child's registration form containing medical information should accompany them to the hospital. A member of staff should inform the parent or carer of the child (or an emergency contact) immediately and inform them of the accident and what hospital the child has been taken to.

Recording Accidents

All accidents and injuries, however minor must be recorded in the accident book. Each child has their own page in the book and parents have access to their child's records and those alone.

The accident record should include the following:

- Name of the child

- Date and time of accident
- How the accident occurred
- The extent of the injury
- What treatment if any was given
- Regular monitoring

The child's parent or carer must sign the accident record and any incidents which required hospital treatment will be reported to the CIW within 24 hours.

This **Accident and Injury** Policy and Procedure was passed for use in **Cynfran Pre-school**

On: **February 2018**

Amended: **March 2022**

Reviewed: **July 2024**

By: **Bethan Watkins**

Position: **Responsible Individual**

Date of planned review: **January 2025**

Health and Safety (Environment) and Emergency Evacuation Policy and Procedure

It is the policy of Cynfran Pre-school to place the safety of anyone who uses our provision as the highest priority, and that the safety of children in our care is paramount.

We do this by:

- Operating a system of regular and written risk assessments of the premises, equipment and activities and recording actions taken as a result
- Ensuring entrances and exits of our premises are secure and children are always supervised
- Recognising that health and safety is the responsibility of each individual
- Appointing a staff member as **safety officer/coordinator** who is responsible for bringing the safety policy to the attention of everyone, and for monitoring all aspects of safety in Cynfran Pre-school. This includes maintaining compliance with the Regulatory Reform (Fire Safety) Order 2005, including six monthly - as a minimum - drills and logs)
- Ensuring that Fire Safety recommendations are implemented
- Asking that all concerns are brought to the attention of the manager
- Carrying out a safety check on premises, both indoor and outdoor every day, and recording the results
- Using, maintaining and storing any specialist equipment according to relevant legislation and manufacturer's instructions
- Making available at all times the means for reporting and recording any accident or incident,
- Regularly monitoring and reviewing the accident and incident logs and reports of findings and actions taken
- Informing parents, staff, students and visitors of safety procedures (this includes children as appropriate to their age and stage of development)
- Maintaining a register of both adults and children as they arrive and leave, which is kept accessible in case of emergency
- Maintaining (or exceeding) the regulatory adult:child ratios at all times
- Ensuring that at least one member of staff has a current first aid qualification in paediatric First Aid and is present during operational hours
- Maintaining food safety and hygiene measures in line with legislation
- Maintaining first aid equipment that is available and accessible for staff during operational hours
- Monitoring children who are sleeping on the premises
- Maintaining a minimum presence of two adults on the premises, when at least one child is present
- Taking account of health and safety arrangements as each child is admitted and as each member of staff is recruited
- Operating an effective admissions and collection policy, including a lost or missing child policy
- Operating a rigorous staff recruitment policy
- Operating an effective emergency evacuation policy and procedure
- Maintaining an effective outings policy
- Operating an effective safeguarding and child protection policy and procedure
- Implementing an effective outdoor play policy and procedure
- Operating an effective confidentiality policy and procedure
- Operating an effective use of electronic equipment policy and procedure.

Fire and emergency evacuation procedure:

The persons responsible for fire safety in Cynfran Pre-school are: *Andrea Knight and Tracy Barrett-Chalk*

Emergency/fire evacuation drills are carried out termly and recorded. Regular reviews take place to ensure action is taken to improve the process.

On discovering a fire:

- Give the alarm – everyone stands still, remains calm and staff and children line up
- Andrea Knight or Tracy Barrett-Chalk will collect the register
- Staff lead children outside via the fire exits and walk to the muster point in Ysgol Cynfran's playground
- Andrea Knight or Tracy Barrett-Chalk will check the premises – only if it is safe to do so – such as toilets and side rooms
- A member of staff will call the emergency services – and take any advice while the person in charge checks staff and children against the register and parents called to collect the children
- No-one must re-enter the building unless the Fire Officer says it is safe to do so

After the emergency:

- A management meeting is held to discuss any matters for future action
- CIW is informed of the emergency within 14 days.

Emergency Evacuation/Closure Procedure

Cynfran Pre-school will make every effort to keep the Pre-school open, but in very exceptional circumstances, the Pre-school may need to be closed at very short notice due to an unexpected event. Such incidents could include:

- Serious weather conditions (combined with heating system failure)
- Burst water pipes
- Discovery of dangerous structural damage
- Fire or bomb scare/explosion
- Death of a member of staff or child
- Serious assault on a staff member or child by a member of the public
- Serious accident or illness
- Chemical contamination

In such circumstances, the manager and staff will ensure that all steps are taken to keep both the children and themselves safe. Should an incident occur that necessitates emergency evacuation/closure of the Pre-school, the following steps will be taken:

- The manager will alert staff and children as soon as the need for evacuation becomes apparent and if appropriate the emergency services will be called at the earliest possible opportunity.
- All children will immediately be escorted out of the building to the assembly point using the nearest safe exit.

- No attempt will be made to collect personal belongings, or to re-enter the building after evacuation.
- The Designated Staff member will check the entire premises and will collect the register (including emergency contact details) in order to contact parents to collect their children if necessary, providing that this does not put anyone at risk.
- On exiting the building, the designated person will close all accessible doors and windows. The register will be taken and all children and staff accounted for. If any person is missing from the register, the emergency services will be informed immediately. If for any reason the register is not to hand, the manager should contact parents via the Seesaw app.

Steps will then be taken to inform parents/carers and the Responsible Individual and to take the necessary actions in relation to the cause of the closure.

All children will be supervised until they are safely collected. If after every attempt, parent/carers cannot be contacted, the Pre-school will follow its Uncollected Child procedure. A child will never be left alone on the Pre-school premises.

If the registration is affected it is necessary to inform CIW of a closure.

Ysgol Cynfran Fire Evacuation Procedure

The Fire Assembly Point is located in the school playground by the main field. When the fire alarm rings all the children must exit the premises via the fire exits. A member of staff will be last out of the building and will do a visual check before leaving the building.

At the fire assembly point

A member of staff will call the register. Once the Headteacher/Person in charge gives the all clear to return to the building, a member of staff will enter the building first and check it is safe for the children to enter. Any fire drills will be recorded in the Health and Safety file and the register.

This **Health and Safety (Environment) and Emergency Evacuation** Policy and Procedure was passed for use in **Cynfran Pre-school**

On: **August 2019**

Amended: **January 2023**

Reviewed: **July 2024**

By: **Bethan Watkins**

Position: **Responsible Individual**

Date of planned review: **January 2025**

Fire Safety Policy

Aim

Our aim is to ensure everyone's safety in the case of a fire. This policy states the measures we take to protect children, staff and visitors and also states the procedure we would follow if we needed to evacuate the building.

The persons responsible for fire safety in Cynfran Pre-school are:

- ***Andrea Knight and Tracy Barrett-Chalk***

Fire Protection

- Smoke detectors are installed
- Fire alarms are installed
- Checks are made to ensure the fire door is kept clear
- Electrical equipment is PAT tested annually (recorded in Health and Safety file)
- All switches which can be turned off are switched off at the end of the session
- All internal doors are closed and locked at the end of the session

Fire Drills

Emergency/fire evacuation drills are carried out termly and recorded. Regular reviews take place to ensure action is taken to improve the process.

- We follow our evacuation procedure and re-enter the building when the Headteacher says we can return to premises.
- All children and adults present on the day are included

Fire Alarm Tests

- Alarms and emergency lights are tested

Fire Fighting Equipment

- 2 fire extinguishers – located in the entrance hall
- 1 fire blanket – located in the kitchen/staff room
- 2 fire extinguishers located in main room by the far door

Staff Fire Action Routine

- Evacuate the building by the fire exit
- Inform school or operate nearest fire alarm
- Call the Fire Brigade

Evacuation procedure in the event of a fire:

- Give the alarm – everyone stands still, remains calm and staff and children line up
- Andrea Knight or Tracy Barrett-Chalk will collect the register
- Staff lead children outside via the fire exits and walk to the muster point in Ysgol Cynfran's playground
- Andrea Knight or Tracy Barrett-Chalk will check the premises – only if it is safe to do so – such as toilets and side rooms
- A member of staff will call the emergency services – and take any advice while the person in charge checks staff and children against the register and parents are called to collect the

children

- No-one must re-enter the building unless the Fire Officer says it is safe to do so

After the emergency:

- A management meeting is held to discuss any matters for future action
- CIW is informed of the emergency within 14 days.

This Fire Safety policy and procedure was passed for use in Cynfran Pre-school		
On: August 2021	Amended: September 2021	Reviewed: July 2024
By: Bethan Watkins	Position: Responsible Individual	
Date of planned review: January 2025		

Emergency Lockdown Procedure & Policy

Cynfran Preschool recognises the potentially serious risks to children, staff and visitors in emergency or harmful situations. A lockdown may take place where there is a perceived risk of threat to the pre-school, its children, staff and visitors, for example:

- A reported incident or disturbance in the local community
- An intruder on site
- A warning being received regarding an environmental risk locally
- The close proximity of a dangerous animal

Procedure

A lockdown will be initiated by a member of staff shouting a keyword to gather all of the children together as quickly as possible (and take them inside the building as necessary).

All Staff will

- Calmly move the children into the children's toilet area and close the door.
- Headcount the children in your care, alerting the manager if any are missing
- Remain inside the children's toilet area until the manager deems the premises as safe
- Attempt to keep the children as quiet and calm as possible until the dangerous situation is over
- If the staff and children are outside and a lockdown is initiated then staff will carry children who refuse to come inside to the designated area – this is to safeguard the child.

The manager(s) will

- In the event of an intruder the Manager or Deputy Manager will immediately call 999
- Collect the first aid box, register, visitors book and contact information
- Sweep through the building to check for children or visitors left behind
- Secure all external windows and doors and close the blinds
- Turn off lights and put smartphones on silent
- Push the changing table in front of the internal door
- Remain inside the children's toilet area until a member of the police deems it safe to come out

Once the danger has passed:

- When completely sure that the danger is over, leave the children's toilet area and continue activities as far as possible
- Manager to telephone all parents (if not already contacted) and inform them of the incident
- Send a letter to parents to inform parents of the context of the lockdown in more detail
- Records to be made of the event and what actions were taken
- Estyn and the Local Authority will be informed within 24 hours of the incident occurring

Lockdown Drills

We hold lockdown drills once a year and record the following information about each lockdown drill

- The date and time of the drill.
- Number of adults and children involved.

- How long it took to enter the children's toilet and secure the area
- Whether there were any problems that delayed entry.
- Any further action taken to improve the drill procedure.

This **Emergency Lockdown** policy and procedure was passed for use in **Cynfran Pre-school**

On: **August 2024**

By: **Bethan Watkins**

Position: **Responsible Individual**

Date of planned review: **Monthly**

Prevent Duty Policy and British Values

Statement

It is Cynfran Pre-school's policy to place children's safety and wellbeing as the highest priority. We are fully aware of the Prevent Duty Guidance and are committed to protecting children from radicalisation, extremism and being drawn into terrorism.

The Prevent Duty requires early year's providers to identify any children who are considered to be at risk of being involved with terrorism or radicalised and refer them to the relevant authorities.

Definitions

Terrorism - The use or threat of action designed to influence the government or an international government organisation or to intimidate the public, or a section of the public; made for the purposes of advancing a political, religious, radical or ideological cause; and it involves or causes serious violence against a person; serious damage to a property; a threat to a person's life; a serious risk to the health and safety of the public; or serious interference with or disruption to an electronic system (The Terrorism Act 2000).

Radicalisation – refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups (The Prevent Duty 2015).

Extremism - The Government has defined extremism in the Prevent strategy as: “vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces” (Revised Prevent duty guidance: for England and Wales).

Under the Counter-Terrorism and Security Act 2015 we have a duty to refer any concerns of extremism to the police.

British Values – alongside the Prevent Duty, the government has stated that all early years' providers must teach children about and actively promote fundamental British values. The promotion of fundamental British values will be reflected in the Curriculum for Wales and exemplified in an age appropriate way through practice guidance (DfE, 2014).

The Rule of Law

- Children are taught about right and wrong.
- Children are made aware of appropriate behaviour and why rules are necessary and their reasoning behind them.
- Children are encouraged to reflect on their behaviour.
- Children learn about the police and emergency services and their role in our society.

Individual Liberty and Personal Responsibility

- Children are taught to understand the need for rules to keep them safe.
- They support the younger children.
- Children are given shared responsibility for each other.

- Independence is promoted from the earliest age.

Mutual Respect

- Children learn how to show empathy for and understanding of others.
- Children learn how they can share and take turns with others.
- Positive images and stories of disability, race, religion, gender and age promote equality of opportunity for all.
- Children are always spoken to respectfully.
- Children learn about British celebrations and traditions.
- They learn about Christianity as the major religion of the country in which they live.
- Children learn about their place in the wider world.

Tolerance of those of different cultures, faiths and beliefs

- Children mark special days from other religions, countries and cultures to teach them to respect the views and beliefs of others.

Harmful Cultural Practices

When a person who is subject to or at risk of abuse through harmful cultural practices is a child (under 18 years of age) they must be considered as a Child at Risk under the Social Service and Well-being (Wales) Act 2014.

Female Genital Mutilation/ Breast Ironing

(Information from Safeguarding Children from Harmful Practices Related To Tradition, Culture, Religion or Superstition – An All Wales Practice Guide - <https://www.safeguarding.wales/chi/c6/c6.p2.html> has been used to write this guidance)

Female Genital Mutilation (FGM) is a traditional cultural practice that can have a detrimental effect on a female's mental and physical health. Also known as female circumcision, it involves the removal of normal healthy genital tissue from a female. It has no health benefits and can interfere with the natural function of girls and women's bodies. The procedure may be carried out on girls who are new born up to when a woman has their first pregnancy. The majority of cases of FGM are carried out before a girl is 8 years old.

If a staff member is concerned that a child may have undergone FGM or a child/parent has disclosed to them that the procedure has taken place then, in accordance with our Safeguarding procedure, they should inform the designated Child Protection officers at the Pre-school immediately. The Pre-school has a duty of care to follow safeguarding procedures and inform the local Safeguarding team immediately of their concerns. The Pre-school can also contact the national NSPCC FGM helpline for advice: National NSPCC FGM Helpline: 0800 028 3550 [Email: help@nspcc.org.uk](mailto:help@nspcc.org.uk).

Child Abuse linked to faith or belief (CALFB)

Child abuse or neglect linked to faith or belief is not confined to one faith, nationality, ethnic group or community. Not all with such a belief go on to harm children. However, some beliefs and superstitions can and have resulted in the abuse of children. The Pre-school staff members have regular safeguarding training to be aware of the signs of abuse. Further reading of the document ***Safeguarding Children from Harmful Practices Related To Tradition, Culture, Religion or Superstition***

– **An All Wales Practice Guide** gives more guidance on the indicators of abuse relating to beliefs or faith.

As with FGM the staff member is to inform the designated Child Protection officers of their concerns immediately and the officers will follow safeguarding procedures and inform the local Safeguarding team.

This **Prevent Duty and British Values** policy was passed for use in **Cynfran Pre-school**

On: **March 2018** Amended: **February 2022** Reviewed: **July 2024**

By: **Bethan Watkins** Position: **Responsible Individual**

Date of planned review: **January 2025**

Mental and Emotional Health, Wellbeing and Relationships Policy

Aim

A healthy setting actively seeks to promote emotional health and wellbeing alongside physical health, and helps children to understand their feelings.

At Cynfran Pre-school we work towards positive Emotional Health and Wellbeing in the whole of our Pre-school for adults as well as children.

Emotional health and wellbeing promotes our settings success and improvement by:

- helping children and staff feel happier, more confident and more motivated
- contributing positively to priorities such as enhancing teaching and learning, raising standards, promoting social inclusion and improving behaviour
- involving children and staff in the operation of the Pre-school.

By keeping our focus on health and wellbeing alongside our other policies we aim to have:

- happier and more motivated children and staff who get more out of life.
- children who are more engaged in the learning process
- children who can learn better
- more effective teaching and learning
- children and staff with high self-esteem, self confidence and resilience
- everybody achieving their full potential
- improved morale
- good recruitment and retention levels
- positive and effective relationships for children, families and staff.

Vehicles for Emotional Health and Wellbeing

Cynfran Pre-school promotes and provides a range of services to our children:

- a well planned settling-in procedure
- planning for learning through first-hand experiences, play and individual needs
- regularly updated Learning Journeys

Cynfran Pre-school provides the child with a voice through:

- conducting regular quality of care questionnaires
- providing choices of activities and resources to cater for all stages of development and individual preferences
- observing body language, facial expressions and emerging language
- involving the children with planning for learning

Cynfran Pre-school facilitates a context for learning through:

- enhancing the Pre-school layout, facilities and resources
- developing a strong outdoor learning environment
- a rich learning environment

- recognising the background of individual children and their physical, social and emotional needs
- establishing clear rules, routines and expectations about behaviour
- encouraging positive, caring and constructive relationships

Cynfran Pre-school promotes an anti-bullying culture through:

- promoting tolerance and respect, including respect for difference and diversity
- encouraging all staff to be active listeners
- regular staff supervisions and appraisals

Cynfran Pre-school promotes the involvement of parents and carers through:

- annual parent questionnaires
- regular communication, including social media
- fundraisers, open days and concerts
- involvement in trips

Cynfran Pre-school enhances staff motivation, learning and professional development through:

- holding supervisions regularly
- annual appraisals
- staff meetings and reviews
- access to external and internal training
- involving all staff in decision making and proposed changes
- a clear induction process

This **Mental and Emotional Health, Wellbeing and Relationships Policy** was passed for use in **Cynfran Pre-school**

On: **June 2019**

Reviewed: **July 2024**

By: **Bethan Watkins**

Position: **Responsible Individual**

Date of planned review: **January 2025**

Use of Electronic Equipment, Media and Publicity Policy and Procedure

To be used in concordance with our child protection / safeguarding policy and procedure.

It is the policy of Cynfran Pre-school to place children's safety and wellbeing as their highest priority, whilst acknowledging the advantages of information and communications technology in today's world of social media.

We will do this by:

- Maintaining and implementing a rigorous child protection, confidentiality and code of conduct policy for staff.
- Ensuring all adults in Cynfran Pre-school are clear about their duty of care when in a childcare environment.
- Setting appropriate controls on computer use by any children in our care, including access to the internet and any software provided by Cynfran Pre-school or by parents/carers or children.
- Cynfran Pre-school reserve the right to refuse the filming or photographing of staff or children during any public events held by Cynfran Pre-school. Public events may include open days, Christmas concerts or fundraising events. Disallowing use of social networking sites within the workplace except those strictly within the terms of Cynfran Pre-school's business.
- Having a clear expectation that staff maintain a professional boundary in terms of their use of social networking sites outside of work.
- Using Cynfran Pre-school's designated camera for recording activities and events related to our practice for the purpose intended and no other and in line with written consents obtained and the confidentiality policy.
- Ensuring mobile phones belonging to staff members (including students or volunteers) are not brought into the childcare environment.
- Ensuring smart watches belonging to staff members (including students or volunteers) are not brought into the childcare environment
- Ensuring that specific and appropriate arrangements are made for any member of staff (including students or volunteers) who – exceptionally – may have a reason to maintain access to their personal mobile phone.
- Bringing into account via the disciplinary procedure any member of staff (including students or volunteers) who, by failing to comply with this policy, is deemed to bring Cynfran Pre-school into disrepute. This may include legal proceedings.

Media and Publicity

It is Cynfran Pre-school's policy to place children's safety and wellbeing as the highest priority in any event that places Cynfran Pre-school in the public arena.

Cynfran Pre-school will do this by:

- Dealing with any public attention focussed on Cynfran Pre-school through a designated person (Responsible Individual Jennifer Haven / Bethan Watkins).
- Informing parents/carers and staff on a need-to-know basis of the situation as soon as practicable and their role within it.

- Ensuring staff (including students and volunteers) have clear instructions to forward and queries from the media and/or parents/carers to the designated communications officer.
- Keeping parents/carers and staff updated and informed of any changes and impact they may have on Cynfran Pre-school and the children in their care.

This **Use of Electronic Equipment, Media and Publicity** policy and procedure was passed for use in **Cynfran Pre-school**

On: **February 2018**

Amended: **January 2024**

By: **Bethan Watkins**

Position: **Responsible Individual**

Date of planned review: **January 2025**

Mobile Phone and Electronic Device Use (including E-Safety/Internet Usage)

This policy refers to all electronic devices able to take pictures, record videos, send or receive calls and messages. This includes cameras, mobile telephones, tablets and any recording devices. More and more devices are technically, capable of connecting us to the outside world. We will adapt the policy to include all devices we deem required to safeguard children.

Mobile phones and other devices that accept calls, messages and video calling

At Cynfran Pre-school we promote the safety and welfare of all children in our care. We believe our staff should be completely attentive during their hours of working to ensure all children in the setting receive good quality care and education.

This policy should be used in conjunction with our Use of Electronic Equipment, Media and Publicity policy to ensure children are kept safe when using the Pre-school devices.

Staff must adhere to the following:

- Mobile phones are either turned off or on silent and not accessed during your working hours
- Mobile phones can only be used on a designated break and then this must be away from the children
- Mobile phones should be stored safely in the kitchen/staff room area at all times during the hours of your working day
- The use of Pre-school devices, such as tablets, must only be used for Pre-school purposes
- Any apps downloaded onto Pre-school devices must be done only by management. This will ensure only age appropriate and safe apps will be accessible to staff or children using them
- Passwords for Pre-school devices must not be shared.
- The manager/person in charge may need to use their personal phone while on duty if there is no signal on the Pre-school phone. This phone may also be used for internet access to send emails
- Messenger: Pre-school has requested parents do not contact any staff member's private messenger. If they do so, Pre-school staff will not be held responsible for any misuse. From September 2019, private messenger will NOT be answered and messages deleted.
- Facebook: Staff can comment and access the Pre-school Facebook page from their mobile phones but must follow the media policy code of practice.
- Smart watches are not permitted. Fitbit's or similar devices are allowed as long as they do not have a camera or can be used for text messaging.

During outings, staff will use mobile phones belonging to the Pre-school wherever possible. Only Pre-school owned devices will be used to take photographs.

Pre-school devices such as iPads and Android players may be taken by a manager to replace software/apps on the player during holiday times only. All devices will be cleared of images and other information before removing from premises.

Staff are not permitted to take any photographs or recordings of a child on their own information storage devices e.g. cameras, mobiles, tablets and may only use those provided by the Pre-school.

There may be occasions that picture of activities **without children present** are taken on staff phones for the purpose of Facebook. The manager will monitor all photographs and recordings to ensure that the parents' wishes are met and children are safeguarded.

Parents' and visitors' use of mobile phones

In order to ensure the safety and welfare of children in our care and share information about the child's day, **parents and visitors are kindly asked to refrain from using their mobile phones whilst inside the Pre-school**. Visitors are requested to leave their mobile phones or smart watches in the safety of the office area. In cases of emergency, we kindly request that parents step outside the Pre-school to make phone calls.

Photographs and videos

At Cynfran Pre-school we recognise that photographs play a part in the life of the Pre-school. We ensure that any photographs taken of children in our setting are only done with prior written permission from each child's parent and only share photos with parents in a secure manner. We obtain this when each child is registered, parents must make us aware if circumstances change.

Please note that all children will be filmed on Ysgol Cynfran's CCTV cameras displayed around the school. Please speak to the school secretary for more information about how this data is stored or used.

We ask for individual permissions for photographs for a range of purposes including:

- use in the child's learning journey
- for display purposes
- Evidence books **(See Parent/Pre-school Contract Page)**
- Seesaw – Seesaw is a secure digital portfolio that parents can access via a secure login

Please note that children may be photographed by the school and appear in school newsletters.

We ensure that parents understand that their child may appear on a group photograph or be in the background when another child has been photographed. This image may be used in another child's learning journey. If a parent does not wish to consent to this, we will respect their wishes and remove the child from the image. **(See Parent/Pre-school Contract Page)**

Parents are not permitted to use any recording device or camera (including those on mobile phones) on the Pre-school premises.

We politely ask that photos of events such as Christmas events are not posted online or any social media websites without permission from parents of all the children included in the picture. However, we cannot be held accountable to what happens to these photographs once they have left our setting.

Cameras and Tablets

At Cynfran Pre-school we use a camera in the rooms to take photos of the children to record their play or work. We ensure that the camera is used for Pre-school purposes only.

E-Safety

Use of internet during Pre-school operations

Staff members at Cynfran Pre-school are permitted to use the internet on the Pre-school phone or computer providing it is for the educational benefit of the children. This may be for gathering information, images or to use an age appropriate learning programme or video footage for the children.

Staff may access the internet for personal use via their personal phones in their own time or during a staff break only.

Use of email

Emailing of personal, sensitive, confidential or classified information should ideally be sent via Egress. When Egress is unavailable then a child's initials should be used where possible.

Staff members are asked not to contact parents from their personal email accounts nor give out their personal email addresses. Staff members are also asked to not befriend parents on social media whose children are currently attending the setting, unless they have a previous relationship with the parent. Staff members are reminded that the setting has a confidentiality policy and should adhere to this at all times.

Social Media

- When using social media sites no reference should be given to specific children or parents by name or in a way that someone could identify them by.
- No pictures taken at the Pre-school should be published on ANY social media pages.
- If staff have chosen to accept friend requests from parents of children who previously attended the setting or have a previous relationship with a parent of a child currently attending the Pre-school are asked to ensure any posts made are respectful of the setting and always maintain a professional attitude towards their work.
- Under no circumstances should friend requests be accepted from any children under the age of 13.
- Social media sites other than the setting's own Facebook page should not be accessed on the Pre-school computer.
- Staff may access their own social media pages from their own phones but only during their agreed breaks.
- Staff are asked to not make disparaging remarks about their employer/colleagues. Doing this in the presence of others may be deemed as bullying and/or harassment.

Cyberbullying – Online Bullying and Harassment

Online bullying and harassment via Instant messaging, mobile phone texting, e-mail and chat rooms are potential problems that can have a serious effect on children or staff. We aim to prevent online bullying/harassment by doing the following

- Children do not have access to the internet – including access to public chat-rooms, Instant Messaging services and bulletin boards.
- Complaints related to child protection are dealt with in accordance with Pre-school child protection/safeguarding procedures.
- We encourage staff to discuss any concerns or worries they have about online bullying and harassment with the management and/or chairperson.
- We will respond to all incidents thoroughly and sensitively.

Contact details and privacy

Children's personal details, identifying information, images or other sensitive details will never be used for any public Internet-based activity unless written permission has been obtained from a parent or legal guardian.

This **Mobile Phone and Electronic Device Use (including E-Safety/Internet Usage)** policy and procedure was passed for use in **Cynfran Pre-school**

On: **August 2019**

Amended: **March 2022**

Reviewed: **July 2024**

By: **Bethan Watkins**

Position: **Responsible Individual**

Date of planned review: **January 2025**

Welsh Language Policy and Procedure

It is the policy of Cynfran Pre-school to support children in our care to learn and use the Welsh language.

We do this by:

- Recognising that Welsh language development can be the starting point for children to begin to communicate in Welsh
- Including the Welsh language in developing understanding of Welsh culture, feelings of belonging and a sense of heritage, roots and community with children in our care
- Understanding that Welsh language development can provide additional social and cultural opportunities in later life
- Supporting staff to undertake Welsh language training opportunities
- Considering applicants' ability in the Welsh language when recruiting staff
- Maintaining a range of adult resources and contact details of relevant individuals and organisations to support staff in promoting Welsh language development
- Supporting the learning of Welsh, gradually and naturally, in a rich and lively environment, through firsthand experiences that are fun
- Ensuring that learning is supportive and respected and that children's and adults' efforts are acknowledged and praised
- Encouraging and promoting Welsh as an integral part of everyday activities and practice
- Providing a range of resources and activities that include and support the development of the Welsh language and culture
- Monitoring the contribution that the use of Welsh language makes in the provision and seeking ways to increase and improve it.

This **Welsh Language** policy and procedure was passed for use in **Cynfran Pre-school**

On: **March 2018**

Amended: **August 2019**

Reviewed: **July 2024**

By: **Bethan Watkins**

Position: **Responsible Individual**

Date of planned review: **January 2025**

Parental Involvement

Cynfran Pre-school is a member of Early Years Wales and supports their vision, mission statement and statements of principles:

Vision: Inspiring quality childcare while learning through play.

Mission: To promote the delivery of high quality childcare through guidance, support and representation across Wales.

Five statements of principle:

- The development, education and care of Pre-school children is of paramount importance to improve their life chances
- All children have the right to high quality care
- Parents and families are the prime educators of children
- Active parental/carer participation should be encouraged and supported
- All children and adults should have the right to equality of opportunities and be treated with respect.

It is the policy of Cynfran Pre-school to:

Encourage and welcome parents' involvement in the management and day-to-day running of this provision

- Provide high quality care that enhances the development, care and education of Pre-school children in a safe and stimulating environment, where they learn through play in partnership with parents
- Welcome parents who want to become directly involved in the activities of the provision and provide opportunities to do so.

We do this by:

- Encouraging parents to visit us with their child before attending
- Informing parents of the ethos, statement of purpose, operational plan and policies and procedures of Cynfran Pre-school prior to their child starting
- Recognising and respecting that parents have the prime responsibility for their children
- Asking parents to provide a comprehensive and detailed account of the needs and preferences of their child before starting
- Working in partnership with parents to meet the needs of the children, both individually and as part of a group
- Recognising that parenting is a shared responsibility for parents who live apart and providing an inclusive approach to involving and providing information to both parents (where this does not conflict with the child's safety and well-being)
- Making every effort to communicate clearly with all parents.
- Operating a settling-in policy for all children who attend Cynfran Pre-school
- Welcoming and helping new parents to become familiar with the day-to-day routine and good practice of the provision
- Providing regular information about our provision to parents and inviting them to contribute
- Encouraging parents to take part in the provision's activities, learn about the [Curriculum for Wales](#) and the importance of play in their child's development in Cynfran Pre-school and at

home

- Welcoming all contributions (skills, knowledge and interest) from parents to the benefit of Cynfran Pre-school
- Sharing details of a child's achievements, any changes of behaviour, and so on, and encouraging all parents to discuss the progress of their child formally or informally, in confidence and in privacy, as they need
- Recognising that parents have the right to access their child's records in line with our policy about privacy and confidentiality and safeguarding. (Any third party requests for information will be discussed with parents and information shared only with their consent - unless this may place the child's welfare at risk)
- If a child is identified as a child in need (Section 17 of the Children Act 1989) information will be given to referring agencies, with parents' permission
- Informing all parents about how to make any queries, compliments complaints, concerns or suggestions, including providing a copy of Cynfran Pre-school's complaints procedure
- Involving parents to contribute to any review of the quality of Cynfran Pre-school's care service
- Encouraging parents to play an active part in the committee of Cynfran Pre-school and a role in the democratic decision making of Early Years Wales
- Operating effective and accessible policies and procedures.

In line with Ysgol Cynfran school policy, parents are only allowed on school site after school hours, by appointment only.

This Parental Involvement policy and procedure was passed for use in Cynfran Pre-school	
On: March 2018	Amended: March 2022
By: Bethan Watkins	Position: Responsible Individual
Date of planned review: January 2025	

Children's Participation Policy and Procedure

Cynfran Pre-school recognises that involving children in decisions about their care increases their self-esteem and it is our policy to include the voice of the children in our care in all aspects of our work.

We will do this by:

- Ensuring staff (students and volunteers) implement positive attitudes about children's participation in their work which foster warm relationships, a child's sense of security, self-esteem, independence and confidence in a responsive, nurturing atmosphere
- Providing training for staff as appropriate
- Incorporating child-led activities as routine
- Taking account of the Children's Voice (National Standards for Children and Young People's Participation) in our management and staff team meetings
- Engaging with the children in our care in ways that are appropriate to their age and stage of development to enable their involvement in review and feedback activities.
- Respecting children's decisions to **not** engage in review and feedback activities as they may choose
- Using a separate complaints procedure for children
- Listening to what children say to us, and taking action as needed
- Feeding back to children who have contributed and informing them of any actions that have been taken as a result
- Operating an effective 'working in partnership with parents' policy
- Involving children in the annual review of the quality of care provided in line with regulatory requirements.

This **Children's Participation** policy and procedure was passed for use in **Cynfran Pre-school**

On: **March 2018**

Reviewed: **January 2024**

By: **Bethan Watkins**

Position: **Responsible Individual**

Date of planned review: **January 2025**

Separated Families Policy

At Cynfran Pre-school we recognise that when parents separate it can be a difficult situation for all concerned. We understand that emotions may run high and this policy sets out how we will support the all parties in within the setting including our staff team.

Parental responsibility

While the law does not define in detail what parental responsibility is, the following list sets out some key features of someone holding parental responsibility. These include:

- Providing a home for the child
- Having contact with and living with the child
- Protecting and maintaining the child
- Disciplining the child
- Choosing and providing for the child's education
- Determining the religion of the child
- Agreeing to the child's medical treatment
- Naming the child and agreeing to any change of the child's name
- Accompanying the child outside the UK and agreeing to the child's emigration, should the issue arise
- Being responsible for the child's property
- Appointing a guardian for the child, if necessary
- Allowing confidential information about the child to be disclosed.

If the parents of a child are married to each other at the time of the birth, or if they have jointly adopted a child, then they both have parental responsibility. Parents do not lose parental responsibility if they divorce and this applies to both the resident and the non-resident parent.

This is not automatically the case for unmarried parents. According to current law, a mother always has parental responsibility for her child. A father, however, has this responsibility only if he is married to the mother when the child is born or has acquired legal responsibility for his child through one of these three routes:

- By jointly registering the birth of the child with the mother (From 1 December 2003)
- By a parental responsibility agreement with the mother
- By a parental responsibility order, made by a court.

Registration

During the registration process we collect details about the parents who the child lives with. We request these details on the child's registration form along with details and a password of other people who can collect the child in their absence (including separated parents).

If a child is registered by one parent of a separated family, we request disclosure of all relevant details relating to the child and other parent such as court orders or injunctions. This will make sure we can support the child and family fully in accordance with the procedures set out below.

We will:

- Ensure the child's welfare is paramount at all times they are in the setting

- Comply with any details of a court order where applicable to the child's attendance at the setting where we have seen a copy/have a copy attached to the child's file
- Provide information on the child's progress, e.g. learning journeys, progress checks within the setting, to both parents where both hold parental responsibility if requested
- Invite both parents to Pre-school events, including parental consultations and social events where both hold parental responsibility
- Ensure any incident or accident within the setting relating to the child is reported to the person collecting the child
- Ensure that all matters known by the staff pertaining to the family and the parent's separation remain confidential
- Ensure that no member of staff takes sides regarding the separation and treats both parents equally and with due respect
- Not restrict access to any parent with parental responsibility unless a formal court order is in place. We respectfully ask that parents do not put us in this position.

We ask parents to:

- Provide us with all information relating to parental responsibilities, court orders and injunctions
- Update information that changes any of the above as soon as practicably possible
- Work with us to ensure continuity of care and support for your child
- Not involve Pre-school staff in any family disputes, unless this directly impacts on the care we provide for the child
- Talk to the manager away from the child when this relates to family separation in order to avoid the child becoming upset. This can be arranged as a more formal meeting or as an informal chat
- Not ask the setting to take sides in any dispute. We will only take the side of your child and this will require us to be neutral at all times.

This Separated Families policy and procedure was passed for use in Cynfran Pre-school	
On: August 2019	Reviewed: January 2024
By: Bethan Watkins	Position: Responsible Individual
Date of planned review: January 2025	

Payment of Fees Policy

Aim

In order to run a high quality childcare setting it is essential that fees are paid on time. Childcare fees are payable weekly and must be **paid in advance on the Monday of each week**, unless other arrangements have been made with management.

We are a cashless setting and payments are to be made through ParentPay within Ysgol Cynfran. Please speak to the school secretary for details on how to set up your ParentPay account.

Procedure

Any account falling into arrears will trigger the following procedure:

- If an account falls into arrears a letter will be issued highlighting said arrears and a request for payment to be made within the required time period
- If this fails a letter will be issued informing that if account is not paid in full by the end of the second week the account arrears will be passed to a Debt Collection Agency and the child will be unable to attend the setting.

Any child leaving the setting with outstanding fees will trigger the following procedure:

- In order to give a last opportunity to settle an account the parent / carer will be informed of the date that information will be passed to the Debt Collection Agency.
- If the account is not settled it is out the hands of the setting, and all payment plus any additional charges by the debt collection agency will have to be paid to them.
- Cynfran Pre-school uses the services of Proserve Debt Collection to recover debt.

This **Payment of Fees** policy was passed for use in **Cynfran Pre-school**

On: **August 2019**

Reviewed: **January 2024**

By: **Bethan Watkins**

Position: **Responsible Individual**

Date of planned review: **January 2025**

Conflict Resolution with Parents and Aggressive Behaviour Policy

At Cynfran Pre-school we believe that we have a strong partnership with our parents and an open door policy to discuss any matters arising (if applicable). Please do not use emails or social media to complain the setting. If as a parent you have any concerns or issues you wish to raise with the setting then please follow the complaints procedure.

WE HAVE A ZERO TOLERANCE ON ABUSIVE CALLS, EMAILS, SOCIAL MEDIA CONTACT AND FACE TO FACE CONFRONTATION.

Abusive Calls

The call taker receiving an abusive call will ask the caller to follow the complaints policy. If the abuse continues the call taker will end the call. Any abusive calls will be logged with an outline of the conversation.

Abusive Emails

The responder will ask the parents to come into the setting to speak in person, as per our complaints policy. If the emails persist the manager may seek legal action. All emails will be kept as evidence until the matter is resolved.

Social Media

If slanderous or abusive messages appear on any social media sites we will address these immediately with a request to follow our complaints procedure. We will endeavour to resolve any issues raised through our complaints procedure. If slanderous/abusive messages continue we will seek legal action against the complainant.

In the unlikely event that a parent starts to act in an aggressive or abusive way at the setting, our policy is to:

- Ensure the safety of the children by securing the area with the children and other staff
- Direct the parent away from the children and into a private area (where appropriate)
- Ensure that a second member of staff is in attendance, where possible, whilst continuing to ensure the safe supervision of the children
- Act in a calm and professional way, ask the parent to calm down and make it clear that we do not tolerate aggressive or abusive language or behaviour
- Contact the police if the behaviour escalates
- Once the parent calms down, the member of staff will then listen to their concerns and respond appropriately
- An incident form will be completed detailing the time, reason and action taken
- Management will provide any support and reassurance that staff may need following the experience and seek further support where necessary

This **Conflict Resolution with Parents and Aggressive Behaviour** policy was passed for use in **Cynfran Pre-school**

On: **August 2019**

Reviewed: **January 2024**

By: **Bethan Watkins**

Position: **Responsible Individual**

Date of planned review: **January 2025**

Anti Racism Policy and Procedure

Cynfran Pre-school is an anti racist setting. Racial equality is central to the ethos and core values of Cynfran Preschool. We are committed to addressing racism in any form and as such, racism will not be tolerated at this setting.

Racial inequality can have a serious negative impact on the mental health and wellbeing of the individual. Mind (Racism and mental health - Mind) tells us that:

“Experiencing racism can make us more likely to develop mental health problems. It can also lead to internalised racism and internalised colourism, and racial trauma. Our experiences of racism are also personal to each one of us. And they intersect with many other factors.”

Racism can make people feel unwelcome, isolated and lonely. This can lead to anxiety or stress that may then develop into anger issues, stress or depression. (Mind, 2023).

Cynfran Preschool strives to make our setting a safe and welcoming environment for all children and adults who are involved with the running of, attend or visit our setting. We aim for all children to achieve success, irrespective of their nationality or ethnic background. Our anti racism policy helps to ensure that there is equality and opportunity for all as it is impossible to achieve success if people face prejudice or hostility because of their ethnic background. We actively seek to avoid following stereotyping and tokenism regarding other cultures and celebrations.

It is the policy of Cynfran Pre-school to be fully committed to the active promotion of racial equality for all children and adults involved in our provision.

We will:

Challenge racism in all forms

We do this by:

- Addressing any racial incidents promptly
- Supporting victims of racial harassment
- Keeping records of any racial incidents
- Taking account of the Equality Act 2010 - Equality Act 2010 (legislation.gov.uk)
- Taking into account the Race Relations (Amendment) Act 2000 - Race Relations (Amendment) Act 2000 (legislation.gov.uk)
- Eliminate unlawful racial discrimination
- Promoting equality and opportunity and positive relationships between people of different racial groups within and extending beyond our community
- Promote positive attitudes to a multicultural and racially diverse society; and to respect cultures, lifestyles, languages and religions that may differ to your own
- Recognising and respecting the individuality and potential of all children and adults who may work, use, or visit Cynfran Pre-school

- Ensuring that Cynfran Pre-school reflects and incorporates racial equality into all areas of our work
- Challenging racial discrimination where it may be perceived in the way we operate - this includes staff recruitment, employment and training, and how resources, facilities and activities are arranged and available for use by children and their parents
- Welcoming and providing support as needed to staff, students and volunteers, parents and visitors who may be impacted by racial inequality
- Arranging for members of staff to attend anti racism courses to further their understanding of racial equality
- Arranging for members of staff to attend training that helps them to define and respond to racist incidents
- To encourage children to recognise and challenge examples of racism in everyday life

Black, Asian and Minority Ethnic histories and experiences are now a mandatory part of the New Curriculum for Wales and as such we aim to:

- Offer children activities that give them the opportunity to explore, value and acknowledge similarities and differences between themselves and others, and learning about the impact of discriminatory remarks and behaviour
- Provide activities that give children and adults the opportunity to understand they are part of a multicultural and racially diverse society; and to respect cultures, lifestyles, languages and religions other than their own
- Obtaining and providing resources such as books, posters and activities that positively and accurately reflect the diversity of our society.

Responsibilities of Cynfran Preschool

The managers of Cynfran Preschool are responsible for

- Ensuring that this policy is implemented on a daily basis.
- Ensuring that adequate training and support is given to staff.
- Taking the appropriate action in any cases of racial discrimination.

All staff are responsible for

- Dealing with racial incidents
- Promoting racial equality and positive relationships with all children and adults involved with Cynfran Preschool and not discriminating on racial grounds

This **Anti Racism** policy and procedure was passed for use in **Cynfran Pre-school**

On: **October 2023**

By: **Bethan Watkins**

Position: **Responsible Individual**

Date of planned review: **Ongoing**

Snack Policy

Statement of Intent

We regard snack and meal time as an important part of the day. Eating represents social time for children to learn about healthy eating.

Aim

To provide healthy and nutritious snacks in between meals to meet the dietary needs of children and to establish good food choices and social eating practices for life.

The Eating Environment

- Snack times will be at structured times not too close to meal times.
 - Staff will sit with the children when they eat and encourage good eating habits and table manners.
- Children will feed themselves with assistance from staff when necessary.
- Children will be given plenty of time to eat.
- Children will be allowed to serve themselves where possible and choose their own snacks.
- Staff will praise children for eating well.
- Food will not be used as a reward.

Food

- All snacks will be nutritious, and adhere to the Healthy and Sustainable Pre-School Scheme recommendations.
 - Snacks will be a combination of at least 2 of the food groups always including fruit or vegetables and in line with the recommended foods in the 'Food and Health Guidelines for Early Years Settings (2018).

Drink

- Each child will be offered one glass of milk each day. Water will be available throughout the day and at each snack.

Parents

- Parents will be advised if their child is not eating well.
 - Parents of children on special diets will be asked to provide as much information as possible about their child's dietary needs.
 - Advice will be given to parents about suitable foods to bring from home and in some cases parents may be asked to provide food themselves.

Birthday cakes

- We do let parents bring shop bought cakes from home. We do stipulate that the cake will be sent home and not eaten in group.

This **Snack** policy and procedure was passed for use in **Cynfran Pre-school**

On: **November 2018**

Amended: **March 2024**

By: **Bethan Watkins**

Position: **Responsible Individual**

Date of planned review: **January 2025**

Tiny Tums Awarded April 2024

Review Date April 2026

Summer Menu – March – July

Every child offered a glass of milk daily

Week One	Monday	Tuesday	Wednesday	Thursday	Friday
Morning Snack Approx 10am	Water Apple & Grapes with Crackers & spread	Water Seasonal fruit with Rice cakes	Water Carrot & Cucumber with Bread sticks	Water Seasonal fruit with Rice Cakes	Water Carrot & Cucumber with Bread sticks
Lunchtime Approx 11.30am	A choice of a hot school meal (£3.00) Or a packed lunch from home.	A choice of a hot school meal (£3.00) Or a packed lunch from home.	A choice of a hot school meal (£3.00) Or a packed lunch from home.	A choice of a hot school meal (£3.00) Or a packed lunch from home.	A choice of a hot school meal (£3.00) Or a packed lunch from home.
Afternoon Snack Approx 2pm	Water Seasonal fruit with Rice cakes	Water Carrot & Cucumber with Bread sticks	Water Apple & Grapes with Crackers & spread	Water Apple & Grapes with Bread sticks	Water Seasonal fruit with Rice cakes
Week Two					
Morning Snack Approx 10am	Water Seasonal fruit with Rice cakes	Water Carrot & Cucumber with Bread sticks	Water Seasonal fruit with Rice cakes	Water Apple & Grapes with Crackers & spread	Water Carrot & Cucumber with Bread sticks
Lunchtime Approx 11.30am	A choice of a hot school meal (£3.00) Or a packed lunch from home.	A choice of a hot school meal (£3.00) Or a packed lunch from home.	A choice of a hot school meal (£3.00) Or a packed lunch from home.	A choice of a hot school meal (£3.00) Or a packed lunch from home.	A choice of a hot school meal (£3.00) Or a packed lunch from home.
Afternoon Snack Approx 2pm	Water Carrot & Cucumber with Bread sticks	Water Seasonal fruit with Crackers & spread	Water Apple & Grapes with Breadsticks	Water Seasonal fruit with Bread sticks	Water Apple & Grapes with Rice cakes
Week Three					
Morning Snack Approx 10am	Water Apple & Grapes with Crackers & spread	Water Carrot & Cucumber with Bread sticks	Water Seasonal fruit with Rice cakes	Water Apple & Grapes with Bread sticks	Water Seasonal fruit with Rice cakes
Lunchtime Approx 11.30am	A choice of a hot school meal (£3.00) Or a packed lunch from home.	A choice of a hot school meal (£3.00) Or a packed lunch from home.	A choice of a hot school meal (£3.00) Or a packed lunch from home.	A choice of a hot school meal (£3.00) Or a packed lunch from home.	A choice of a hot school meal (£3.00) Or a packed lunch from home.
Afternoon Snack Approx 2pm	Water Carrot & Cucumber with Bread sticks	Water Seasonal fruit with Rice cakes	Water Apple & Grapes with Crackers & spread	Water Seasonal fruit with Rice cakes	Water Apple & Grapes with Breadsticks

*****Seasonal fruit will be a selection from tinned pineapple, melon, water melon

Winter Menu – September - February

Every child offered a glass of milk daily

Week One	Monday	Tuesday	Wednesday	Thursday	Friday
Morning Snack Approx 10am	Water Apple & Grapes with Crackers & spread	Water Seasonal fruit with Crumpet & spread	Water Carrots & Cucumber with Bread sticks	Water Seasonal fruit with Rice Cakes	Water Carrots & Cucumber with Bread sticks
Lunchtime Approx 11.30am	A choice of a hot school meal (£3.00) Or a packed lunch from home.	A choice of a hot school meal (£3.00) Or a packed lunch from home.	A choice of a hot school meal (£3.00) Or a packed lunch from home.	A choice of a hot school meal (£3.00) Or a packed lunch from home.	A choice of a hot school meal (£3.00) Or a packed lunch from home.
Afternoon Snack Approx 2pm	Water Seasonal fruit with Toast & spread	Water Carrots & Cucumber with Bread sticks	Water Apple & Grapes with Crackers & spread	Water Apple & Grapes with Crumpet & spread	Water Seasonal fruit with Rice cakes
Week Two					
Morning Snack Approx 10am	Water Seasonal fruit with Rice cakes	Water Carrots & Cucumber with Bread sticks	Water Seasonal fruit with Toast & spread	Water Apple & Grapes with Crackers & spread	Water Carrots & Cucumber with Crumpet & spread
Lunchtime Approx 11.30am	A choice of a hot school meal (£3.00) Or a packed lunch from home.	A choice of a hot school meal (£3.00) Or a packed lunch from home.	A choice of a hot school meal (£3.00) Or a packed lunch from home.	A choice of a hot school meal (£3.00) Or a packed lunch from home.	A choice of a hot school meal (£3.00) Or a packed lunch from home.
Afternoon Snack Approx 2pm	Water Carrots & Cucumber with Toast & spread	Water Seasonal fruit with Crackers & spread	Water Apple & Grapes with Bread sticks	Water Carrots & Cucumber with Toast & spread	Water Seasonal fruit with Rice cakes
Week Three					
Morning Snack Approx 10am	Water Apple & Grapes with Crackers & spread	Water Carrots & Cucumber with Bread sticks	Water Seasonal fruit with Toast & spread	Water Apple & Grapes with Bread sticks	Water Seasonal fruit with Rice cakes
Lunchtime Approx 11.30am	A choice of a hot school meal (£3.00) Or a packed lunch from home.	A choice of a hot school meal (£3.00) Or a packed lunch from home.	A choice of a hot school meal (£3.00) Or a packed lunch from home.	A choice of a hot school meal (£3.00) Or a packed lunch from home.	A choice of a hot school meal (£3.00) Or a packed lunch from home.
Afternoon Snack Approx 2pm	Water Carrots & Cucumber with Bread sticks	Water Seasonal fruit with Crumpet & spread	Water Apple & Grapes with Crackers & spread	Water Seasonal fruit with Toast & spread	Water Carrots & Cucumber with Bread sticks

*****Seasonal fruit will be a selection from pear, satsumas and peaches

- Week one start of term, week two second week of term, week 3 third week of term , week one fourth week of term
- Water is available throughout the day
- Lunch boxes are stored in the cloakroom **(STRICTLY NO NUTS)**
- Snack made on Pre-school premises in the kitchen.
- Fruit/Vegetables could vary. Please see our Summer and Winter menus
- Semi skimmed milk is provided by the Cool Milk scheme.
- School lunches are prepared by Ysgol Cynfran's School Cook, the menu is available [here](#).
- If for any reason we have to amend or change this menu, we will offer a suitable alternative.
- **Our snacks contain allergens. They COULD include gluten, milk, nuts/peanuts, sesame, celery, eggs, soya, shellfish, molluscs, sulphur dioxide, mustard, fish mustard and lupin.**
- **Please see attached allergen sheet**
- In order to protect children with food allergies, we have a **strict no food sharing and swapping food** with any other children.
- Staff members are trained to be aware of foods that may trigger an allergic response and are trained in how to respond to an allergic incident if it occurs.
- ******* Please inform us via the attached form if your child has any food allergies*******
- Menu and portions guidance: <https://gov.wales/food-and-nutrition-childcare-providers>

This Snack Menu was passed for use in Cynfran Pre-school

On: November 2019

Amended: April 2024

By: Bethan Watkins

Position: Responsible Individual

Date of planned review: January 2025

Tiny Tums award date April 2024

Review date: April 2026

Allergy Policy

Statement of Intent:

This policy is concerned with a whole Pre-school approach to the health care and management of those members of the Pre-school community suffering from specific allergies.

Cynfran Pre-school are aware that children who attend may suffer from food, bee/ wasp sting, animal or nut allergies and we believe that all allergies should be taken seriously and dealt with in a professional and appropriate way.

Cynfran Pre-school does not guarantee a completely allergen free environment, rather: to minimise the risk of exposure, encourage self-responsibility, and plan for effective response to possible emergencies.

Cynfran Pre-school is committed to no food and drink sharing.

The **Statutory Framework** states that the provider must obtain information about any dietary requirements/allergy. As such parents are asked to provide details of allergies in the child's Enrolment Form, which is submitted before starting Pre-school.

AIM:

The intent of this policy is to minimize the risk of any child suffering any allergic reactions whilst at Pre-school.

An allergic reaction to nuts is the most common high risk allergy, and as such demands more rigorous controls throughout the policy.

The underlying principles of this policy include:

- The establishment of effective risk management practices to minimise the child, staff, parent and visitor exposure to known trigger foods and insects.
- Staff training and education to ensure effective emergency response to any allergic reaction situation.
- This policy applies to all members of the Pre-school community:
 - Staff
 - Parents / Guardians
 - Volunteers
 - Children

Definitions

Allergy - A condition in which the body has an exaggerated response to a substance (e.g. food and drug) also known as hypersensitivity.

Allergen - A normally harmless substance that triggers an allergic reaction in the immune system of a susceptible person.

Anaphylaxis - Anaphylaxis, or anaphylactic shock, is a sudden, severe and potentially life-threatening allergic reaction to food, stings, bites, or medicines.

Adrenaline Auto-Injectors – A syringe style device containing the drug Adrenalin, which is ready for immediate inter-muscular administration. These can be referred to by their brand names Emerade, Jext and EpiPen.

Minimized Risk Environment- An environment where risk management practices (e.g. risk assessment forms) have minimised the risk of (allergen) exposure.

Risk Assessment/ Health Care Plan- A detailed document outlining an individual child's condition, treatment and action plan.

Procedures and Responsibilities for Allergy Management

General

- The involvement of parents and staff in establishing individual Risk Assessments/ Health Care Plans.
- The establishment and maintenance of practices for effectively communicating a child's healthcare plans to all relevant staff.
- Staff training in anaphylaxis management, including awareness of triggers and first aid procedures to be followed in the event of an emergency.
- Age appropriate education of the children with severe food allergies.

Medical Information

- Parents will initially highlight a child's allergies on Cynfran Pre-school's contract form or contact the manager before starting at Pre-school
- For children with a food allergy, parents will then be asked to fill out the detailed Dietary needs/ Food Allergy form in the contract form pack. This will enable parents to explain the condition, define any allergy triggers and any required medication. If needed, additional written or oral advice will be obtained from a doctor or allergy nurse.
- Any change in a child's medical condition during the year must be reported to the Pre-school.
- The Pre-school will ensure that, where needed, a Health Care Plan is established and updated for children with allergies.

Medical Information (Adrenaline Auto-Injectors)

Where Adrenaline Auto-Injectors (Adrenalin) are required in the Health Care Plan:

- Parents/ guardians are responsible for the provision and timely replacement of the Adrenaline Auto-Injectors. Two Adrenaline Auto-Injectors will be required.
- Adrenaline Auto-Injectors are located in the main room. This area is non-accessible and out of reach of children but quickly accessible for staff.
- Adrenaline Auto-Injector training will be provided for all staff when a child requires an Adrenaline Auto-Injector.

Parent's role

Parents are responsible for providing medical information about their child's allergy in writing, by filling out our initial risk assessment form for Food Allergies. The form includes:

- The allergen (the substance the child is allergic to)
- The nature of the allergic reaction (from rash, breathing problems to anaphylactic shock)
- What to do in case of allergic reaction, including any medication to be used and how it is to be used.
- Control measures – such as how the child can be prevented from getting into contact with the allergen.
- If a child has an allergy requiring an Adrenaline Auto-Injector, or the risk assessment deems it necessary, a “healthcare plan” must be completed and signed by the parents.
- It is the responsibility of the Parent to provide the Pre-school with up to date medication/ equipment clearly labelled in a suitable container.
- In the case of life saving medication like Adrenaline Auto-Injectors the child will not be allowed to attend without it.
- Parents are also required to provide up to date emergency contact information.
- Snacks and lunches brought into Pre-school are provided by each child's Parent.
- It is their responsibility to ensure that the contents are safe for the child to consume.
- Parents should liaise with staff about appropriateness of snacks and any food-related activities (e.g. cooking)

Staff's role

Staff are responsible for familiarising themselves with the policy and to adhere to health & safety regulations regarding food and drink.

- If a child's registration form states that they have an allergy then any appropriate actions identified will be put in place. If a child has an allergy requiring an Adrenaline Auto-Injector, a “healthcare plan” will be discussed between professionals and parents and any appropriate actions will then be put in place.
- Upon determining that a child attending Pre-school has a severe allergy, a team meeting will be set up as soon as possible where all staff concerned attend to update knowledge and awareness of child's needs.
- All staff that comes into contact with the child will be made aware of what treatment/medication is required by the Pre-school manager and where any medication is stored.
- All staff are to promote hand washing before and after eating.
- Snack time: snacks are monitored by staff depending on the children attending. All staff should know the procedures at snack and lunch time to ensure the safety of children with allergies. ****However staff cannot guarantee that foods will not contain traces of nuts.***

- All tables are cleaned with an approved solution.
- Children are not permitted to share food.
- As part of the staff first aid course, Adrenaline Auto-Injector use and storage has been discussed.
- We may ask the Parent for a list of food products and food derivatives the child must not come into contact with.
- Emergency medication should be easily accessible, especially at times of high risk.
- Staff should liaise with Parents about snacks and any food-related activities.

Actions

In the event of a child suffering an allergic reaction:

- We will delegate someone to contact the child's parents.
- If a child becomes distressed or symptoms become more serious telephone 999
- Keep calm, make the child feel comfortable and give the child space.
- If medication is available it will be administered as per training and in conjunction with the "Medication Policy".
- If Parents have not arrived by the time ambulance arrives, a member of staff will accompany the child to hospital.

This **Allergy** policy and procedure was passed for use in **Cynfran Pre-school**

On: **October 2019**

Amended: **January 2023**

Reviewed: **July 2024**

By: **Bethan Watkins**

Position: **Responsible Individual**

Date of planned review: **January 2025**

RISK ASSESSMENT – ADMISSION OF CHILD WITH SPECIFIC FOOD ALLERGY

INITIAL PARENTAL CONSULTATION

1.	<u>Name of Child:</u>
2.	<u>Child's Date of Birth:</u>
4.	<u>Name(s) of Parent(s):</u> <u>1.</u> <u>2.</u>
4.	<u>Emergency Contact Details:</u> <u>Name & Telephone No. of Doctor:</u> <u>Surgery:</u> <u>Contact Tel. No. for Parent:</u> 1. 2. Emergency Contact No. if parent unavailable: 1. <u>Name:</u> _____ <u>Telephone No:</u> _____ <u>Relationship to child/family:</u> 2. <u>Name:</u> _____ <u>Telephone No:</u> _____ <u>Relationship to child/family:</u>
5.	<u>Nature of Allergy:</u>
6.	<u>Severity of Allergy:</u>

7.	<u>Symptoms of Adverse Reaction</u>
8	<u>Details of Any Medication provided in the event of an allergic reaction/anaphylactic shock. (to include dosage, when + how medication is to be administered)</u>
9.	<u>Precautions to be taken to avoid allergic reaction</u>
10	<p><u>Signatures:</u></p> <p><i>Staff Signature</i> The above details have been provided by</p> <p>Parent of</p> <p>Signed:.....Date:</p> <p><i>Parent's Signature</i> The above details provided by myself in respect of my child are a correct and true record of the allergy, its symptoms, treatment and prevention suffered by child. I give permission for a risk assessment to be carried out by the above-named member of staff and the Pre-school Manager before admitting my child to the Pre-school.</p> <p>Signed:.....Date:</p> <p>Name in block capitals;</p> <p>Relationship to child</p>

14 ALLERGENS

coming to a food label near you

The way allergens are labelled on pre-packed foods is changing because of new regulations. The Food Information Regulation, which came into effect December 2014, introduces a requirement that food businesses must provide information about the allergenic ingredients used in any food they sell or provide.

There are 14 major allergens which need to be mentioned (either on a label or through provided information such as menus) when they are used as ingredients in a food. Here are the allergens, and some examples of where they can be found:



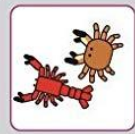
Celery / Celeriac

This includes celery stalks, leaves, seeds and the root called celeriac. You can find celery in celery salt, salads, some meat products, soups and stock cubes.



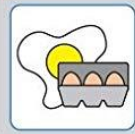
Cereals Containing Gluten

Wheat (such as spelt and Khorasan wheat/Kamut), rye, barley and oats is often found in foods containing flour, such as some types of baking powder, batter, breadcrumbs, bread, cakes, couscous, meat products, pasta, pastry, sauces, soups and fried foods which are dusted with flour.



Crustaceans

Crabs, lobster, prawns and scampi are crustaceans. Shrimp paste, often used in Thai and south-east Asian curries or salads, is an ingredient to look out for.



Eggs

Eggs are often found in cakes, some meat products, mayonnaise, mousses, pasta, quiche, sauces and pastries or foods brushed or glazed with egg.



Fish

You will find this in some fish sauces, pizzas, relishes, salad dressings, stock cubes and Worcestershire sauce.



Lupin

Yes, lupin is a flower, but it's also found in flour! Lupin flour and seeds can be used in some types of bread, pastries and even in pasta.



Milk

Milk is a common ingredient in butter, cheese, cream, milk powders and yoghurt. It can also be found in foods brushed or glazed with milk, and in powdered soups and sauces.



Molluscs

These include mussels, land snails, squid and whelks, but can also be commonly found in oyster sauce or as an ingredient in fish stews.



Mustard

Liquid mustard, mustard powder and mustard seeds fall into this category. This ingredient can also be found in breads, curries, marinades, meat products, salad dressings, sauces and soups.



Nuts

Not to be mistaken with peanuts (which are actually a legume and grow underground), this ingredient refers to nuts which grow on trees, like cashew nuts, almonds and hazelnuts. You can find nuts in breads, biscuits, crackers, desserts, nut powders (often used in Asian curries), stir-fried dishes, ice cream, marzipan (almond paste), nut oils and sauces.



Peanuts

Peanuts are actually a legume and grow underground, which is why it's sometimes called a groundnut. Peanuts are often used as an ingredient in biscuits, cakes, curries, desserts, sauces (such as satay sauce), as well as in groundnut oil and peanut flour.



Sesame Seeds

These seeds can often be found in bread (sprinkled on hamburger buns for example), breadsticks, houmous, sesame oil and tahini. They are sometimes toasted and used in salads.



Soya

Often found in bean curd, edamame beans, miso paste, textured soya protein, soya flour or tofu, soya is a staple ingredient in oriental food. It can also be found in desserts, ice cream, meat products, sauces and vegetarian products.



Sulphur Dioxide (Sulphites)

This is an ingredient often used in dried fruit such as raisins, dried apricots and prunes. You might also find it in meat products, soft drinks, vegetables as well as in wine and beer. If you have asthma, you have a higher risk of developing a reaction to sulphur dioxide.

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