Staff Handbook

Clophill Preschool Ltd

July 2026

Welcome to our setting.

This is our ethos:

'To nurture every child and broaden their perspective, enrich their knowledge and spark the magic of wonder, providing a unique and stimulating outdoors setting and experience where each child can fulfil their potential giving them the confidence and skills to shape their lives'

Our setting is a little different from most, we are based outdoors all day, every day and provide an interesting and challenging natural environment that inspires awe and wonder, encouraging participation, exploration and collaboration.

We are overseen by OFSTED and Central Bedfordshire Council. All employees are expected to work within the Early Years Foundation Stage (EYFS) framework. We use elements of different teaching approaches that we amalgamate to create our own very considered way to support and guide children's learning and development these range from Anna Ephgrave's 'In the Moment Planning', degrees of the Steiner and Montessori approach as well as have a firm foundation in the beliefs of A.S. Neill who created the Summerhill School in Suffolk. All work on the premise of allowing children freedom to learn in an enabling environment, we consider it important that learning is not dissociated from real life, children learn through nature and become respectful of their environment and those in it. They develop into lifelong self-motivated learners who take responsibility for their own actions and are interested and care for the world around them.
Clophill Preschool Ltd has these expectations of **you**:

- To treat children and their families with respect and kindness understanding that everyone is different and valuing those differences
- To support and guide our children to become resilient, confident, interested learners who make a positive contribution to the world
- To make and engender positive secure relationships with children and their families by truly engaging, listening and giving people time and support

This document gives an overview of the terms and conditions of your employment, and outlines what you can expect from us as your employer. In return we ask you for a high degree of commitment, dedication and loyalty to help us achieve the aims and objectives of the company.

We hope you find this a useful guide during your employment with us. However, if you are unable to find the answer to your question here, please feel free to contact a manager who will certainly be able to find an answer for you.

You can find more information about us on our website:
https://www.thenestlingskindergarten.co.uk/

Clophill Preschool Ltd believes its employees are its greatest asset and recognises its responsibility to ensure they are afforded appropriate development throughout their employment. This development begins at the Induction stage when a new employee joins.

Our aim is to support and develop employees in their role so that they feel confident to undertake the responsibilities placed upon them and ultimately are able to contribute to the success of the preschool through their own personal development. We place great importance on the health and wellbeing of our staff, our children and their families. Please see our Mental Health and Wellbeing policy for more information.

STARTING WORK AT THE NESTLINGS

You have accepted the role offered at The Nestlings and confirmed in writing to a job offer letter. Please could you ensure you follow the next 6 steps as soon as possible and before starting your role.

1. **DBS AND PROOF TO WORK**

   You are required to complete an application for an enhanced Disclosure and Barring Service (DBS) check. We pay for this check. Once you have completed the online form you are required to evidence original identification documents to Sophie to complete the online check. Staff are all required to complete a Disclosure of Disqualification form every term, this is a paper document that will be given to you to complete. Copies of your id documents from your DBS check will then be kept in your personnel file.

2. **SELF DESCRIPTION**

Please can you provide a brief description of yourself for us to use on our information boards and website. Please see examples of the window boards for inspiration. We will also put your photo up on our staff website page with your permission.

3. **SAFEGUARDING -** Please ensure you are familiar with our Safeguarding policy and Procedure for dealing with disclosures

Safeguarding is part of our embedded culture, and we all hold equal responsibility to keep everyone in our setting safe and to report any concerns in a timely manner. The Designated Safeguarding Lead is Imogen, we have three deputies: Chris, Carol and Sarah. There is a Safeguarding reporting red file on the office trolley.

Each morning during the briefing and during your supervisions are opportunities to bring up any concerns, you **CAN** report a concern at **ANY OTHER TIME** and indeed it is your responsibility to do so. There will be safeguarding updates and reminders at regular intervals e.g. at INSETs.

4. IMPORTANT DOCUMENTS

You must read:
Keeping children safe in education (2022)

You should read:
Working together to safeguard children (2023)

What to do if you're worried a child is being abused (2015)

There is a lot to read in these documents, the most important is that you read Keeping children safe in education **part one** (please see the above link) It is also important that you read our own Safeguarding policy, that you understand who the DSLs are and what to do if you are concerned. We do regular safeguarding updates, quizzes and discussion as a team.

If you are ever in any doubt, please ask.

CONTRACT AND JOB DESCRIPTIONS

You will be given a contract that details your pay and hours, with this you will find a job description for your role:

- Key worker job description
- SEND team support worker job description

TRAINING

When starting your role, we require you to complete as soon as possible:

- **Paediatric 12-hour First Aid** these tend to be blended courses at the moment (part virtual, part face to face) you will need to book and then check in with Chris that the dates are ok.

- **Level 2 Safeguarding Children** *(E-learning on Enable)*

- **Radicalisation and Extremism** *(E-learning on Enable)*

We also ask you to please complete **Food and Hygiene Level 2** *(on the Learning Management System).*
We will pay for any cost that the above training may incur (not including if you start a course and incur a fine for not completing within the allotted time).

CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

You need to register with Central Bedfordshire Learning Management System online if don't already have an account. Select 'new user' from the menu and follow the instructions.
Joining the Learning System allows you to find and sign up for some courses. You do not need to ask our permission to complete a free on-line qualification, there are many good courses on the Learning System, and this is a great way to develop your CPD. If you'd like to do a course that requires you to miss working hours, please discuss with a manager first.
For most safeguarding courses, you will need to get onto the Safeguarding platform Enable.

Please let Sophie know when you have joined the Learning Management System so that she can join you to the team and we can make recommendations for you.

There is an expectation to complete a minimum of one safeguarding online course a year though we would recommend doing more than this to keep yourself up to date with current concerns. Recommendations will be given at induction and then in monthly staff emails and at supervision.

It is a requirement of your role to keep on top of your CPD, and to develop your learning and understanding of topics that are related to your job. This is your responsibility. Most online courses are free, but you will be charged by Central Bedfordshire if you start and don't finish them within the allotted time frame. All certificates should go in your personnel file, you can bring them in or ask us to print them, please hand to Chris. If you do a new course, please feedback your opinion on it which we can then share with other staff.

Managers will check your progress so please make sure you keep up to date with requirements and show how you are actively improving your knowledge and understanding.

INDUCTION

Induction will be spread over your first few weeks in post. The content and duration of the induction programme will be dependent on the scope and complexity of your job, and a manager will start this process with you on your first day with us. Any evaluation sheets completed to monitor your progress will be kept in your personnel file.

What you should be shown and explained on your induction day:

- Safeguarding
- How to sign into the Learning Management System and Enable websites and access courses
- Staff toilets
- Staff lunch times, where you go, where you sit depending on how long you work in the day
- Safeguarding in the setting including safety posters on the doors
- Emergency evacuation and lockdown explained on the doors
- How to check the setting is safe at opening up (including how to use front door lock and codes for padlocks)
- First aid and accident/existing injury forms both inside and out
- Children's medical traffic lights
- Childrens toilets
- White board information
- Time sheets
- Explain there will be times you need to complete some work out of paid hours
- CPD- is all about developing your knowledge, some CPD will be completed outside of work hours, this will be unpaid. If you attend a training course on a

day that you usually work, then we pay a set rate for half a day or a full day training

Before your next probationary meeting, you will need to read:

- Keeping Children Safe in Education (2023)
- Working Together to Safeguard Children (2018)
- What to do if you're worried a child is being abused (2015)
- Our Safeguarding Policy
- Our whistleblowing Policy
- Phone, photo and internet safety

You will have the following points explained and shown to you over the following three weeks:

- How breakfast, snack, and lunch works, for the children
- How the day runs
- Rules of the garden, where staff need to be and the use of communication when moving from different areas
- Toilet rules, wet bags, how to change nappies etc
- Where to find resources to refill toilet boxes and tissues etc
- Where to look to find staff rotas for lunch and weekly jobs for staff
- Our approach to teaching and learning
- Risky play in the setting
- Group times
- Cookery
- Learning Journey books
- Setting up for the day
- Packing the setting down
- Packing away the outdoor toilets

You will be shadowing these activities in the following 6 Weeks:

- Children's paperwork for new starters, monitoring and feeding back to parents
- All About Me – when the child starts
- Settling in record – for first 3 sessions
- Packing the setting down
- Packing away the outdoor toilets
- Monitoring and assessing children using Birth to Five

- Tell us about – termly
- Summary forms – termly
- Sharing forms - termly
- Two-year check
- Transition form – when moving to another setting/school
- Relationships with parents including child feedback

PROBATIONARY PERIOD

There is an initial probationary period **of 6 weeks/ half a term for all new employees** after which you will meet with a manager to go through your induction checklist and discuss your progress, this may include setting targets to improve or develop your practice and help you reach the required standards. Extension of the probationary period may be granted to enable the required standards to be achieved, but failure to do so could result in termination of your employment. If there are any outstanding elements of the induction the manager will book another date for within the next 3 weeks to review this.

SUPERVISION Please ensure you are familiar with our Supervision policy
Supervisions take place every term for all staff and are carried out by Sophie, they take around 30 minutes and a date for them will be agreed with you in advance.

As stated in the EYFS 2021, supervision should provide opportunities for staff to:
• discuss any issues – particularly concerning children's development or wellbeing, including child protection concerns
• identify solutions to address issues as they arise
• receive coaching to improve their personal effectiveness

These meetings take place in a confidential manner and are recorded via an email to you following the meeting. You are welcome to print this for your personnel file. We also ask you to complete an online wellbeing supervision form in advance which will be referred to in the meeting.

MENTAL HEALTH AND WELLBEING WE place these at the heart of our setting for our children, families and staff. If you need support please come to Sophie, Alex or Chris who form The Nestling's Wellbeing team alongside Annette the counsellor.

IMPORTANT CONSIDERATIONS FOR STARTING WORK (letters a-g)

a. OUR EXPECTATIONS

We expect positive and professional behaviour from all our staff, we expect them to act without prejudice and with kindness, to be friendly and smile. How you present yourself in

terms of appearance, your communication with others, body language and attitude should be a model for the children and be considerate of other adults. We expect you to be responsible and accountable, be problem solvers, ask if you're not sure and show willing.

b. APPEARANCE

The Nestlings does not seek to inhibit individual choice in relation to your appearance. However, you are expected to dress appropriately at all times in relation to your role, and to ensure that your personal hygiene and grooming are properly attended to prior to presenting yourself at work. Please no long nails extensions for work, long hair should be tied back, shorts should be no high than above the knee and please change you clothing if you have recently smoked prior to starting work.

c. UNIFORM

You will be supplied you with a uniform which you are asked to wear every time you are working for The Nestlings in public; it is your responsibility to ensure that this is clean and presentable.

It is important that you dress appropriately for the weather, we advise wearing (please click the links for ideas):

- close fitting base layers,
- waterproof over trousers
- sturdy waterproof boots
- hat and gloves – sun hat when appropriate and throughout the summer term
- sunglasses on bright days – you must however uncover your eyes when talking to children or other adults, this is an important part of communication (those with medical conditions are exempt but must report the condition to a manager)

We provide a polo shirt, a t-shirt (vest top in the summer if required) and zip up fleece, these must all be cared for appropriately and returned in good condition if you leave our employment. Any damage or loss will be at your expense. The full cost of uniform to you is over £300 so please take care of it.

In the summer it is appropriate to wear shorts if you would like; they should be no shorter than just above the knee and no cycling shorts please unless worn under loose shorts. If you have any queries about what is appropriate, these should be directed to a manager.

You will be issued with a lanyard with id badge, on the back it has safeguarding information. Your photo will go up on our website and in setting (with your permission) with your name and role.

d. HOURS OF WORK

Your normal hours and working pattern will be specified in your Contract of Employment. You must complete you time sheet for every session you work, or you risk not getting paid.

The Nestlings reserves the right to vary your hours and pattern of working, following consultation and agreement with you.

Persistent poor timekeeping means that colleagues are put under pressure to cover your duties. This is not acceptable and will therefore be treated as a potential disciplinary offence under our disciplinary procedures.
We understand that staff may have occasional family commitments during session time such as children's sports days, please ask us in advance if you need time off, where we can we will accommodate but of course this is seen as a reciprocal agreement, therefore, supporting us at events out of preschool time e.g. Church Fete would be most appreciated.

e. MORNING BRIEFING

Every morning, a manager will host the morning briefing, please ensure you are ready to listen at this time and respectfully refrain from chatting to others. You will be given information on what is happening in the setting that day or coming up. You will be given the opportunity to report any safeguarding concerns or health and safety issues. Should you wish to offer up information in the briefing, please inform the management team before the meeting starts, some things may not be appropriate to bring up.

f. HOW THE DAY RUNS

From 8:00 – set up for the day
8:45 - morning briefing
9:00 – start of session
10:00 - group time
10:15 – snack
12:00 – end of morning session/start of afternoon sessions and start of lunch
(12-1:00 – lunch club)
2:00 – afternoon snack
3:00 – end of day

g. BREAKS AND LUNCHES

Staff are entitled to a 25 minute paid lunch break if they work over 6 hours. This time should include any food prep or using the toilet. Breaks are taken in the Catton Room. The timing of this will be agreed with you by a manager. Please be mindful, if you are late in starting or finishing your lunch it impacts upon everyone else.

We ask that you please clear up after yourself, leaving the table clean and washing up things you may have used in the kitchen. There is an oven and microwave on site and tea and coffee available in the kitchen cupboard and milk in the fridge. You are also encouraged to

bring a water bottle which you can take out in the setting though please keep out of the reach of children.

If you are only working a half day and therefore not entitled to a lunch break, you may bring in your lunch and have it with the children outside. You may access you phone during your lunch break but it must be left in the Catton Room while you work. All bags should also be put in here at the start of the day. Children do not have access to the Catton Room, on the rare occasion they do, they are always accompanied and bags etc will be put out of reach.

Every Monday we supply a hot jacket potato for all staff and some fillings. You will be offered this at briefing that morning.

FURTHER INFORMATION

SALARY AND EXPENSES

Your salary will be paid into your bank account in the last week and before the end of the last day of each month (usually on the 28th unless this date falls on a weekend day). Any agreed additional expenses incurred by members of staff will be reimbursed following the submission of a valid receipt.

If you are off work due to completing an agreed CPD course for your role and you will miss your contracted hours, we will pay £30 for a full day or £15 for a half day loss of earnings, if you attend a course that is not on a day you work, you will not be paid for your time. We do however, pay the fee for your course which contributes to you CPD and, obviously, goes with you should you leave us.

PARKING

Please park your car on the right hand side in front of the hall alongside the horse field fence, park with care to ensure as many people can fit there as possible, being mindful not to block anyone in.

FOOD AT PRESCHOOL Please ensure you are familiar with our Food policy

We are a no nuts setting.

We try to lead by example with a healthy and well-mannered approach to food and eating. If you are in all day your lunch break can be eaten in the Catton Room as mentioned, if you leave at 1:15, you may eat you lunch with the children, however, the children remain your priority, not your lunch. Food handling

Staff can bring in their own flasks of hot drink to have at lunch and water bottles to use around the setting. Please don't leave them around for children to touch.

PERSONAL PROPERTY

Any personal property such as jewellery, cash, credit cards, clothes, cars or bicycles etc. left on The Nestlings premises is done so entirely at your own risk. If you bring in a handbag, please leave in the Catton Room. Please do not leave any personal medication in bags or pockets that could be accessed by children. The Nestlings does not accept liability for loss or damage to any personal property whatsoever.

PHONES, INTERNET AND MESSAGING– please make yourself familiar with The Nestling's Photo, phone and internet safety Policy
Staff are required to leave phones in the Catton Room for the duration of their shift or to leave them in their cars. All staff should give The Nestlings' telephone numbers as their emergency contact for children's schools etc.
Phones may be used at lunch breaks when limited personal use of the internet is permitted.

You must not refer to The Nestlings or its services or represent yourself on behalf of the preschool on social media without formal permission from the managers to do so. You may like our FB page and share from it, but we ask that you do not comment. Staff are requested not to connect with parents as friends on Facebook or other social media sites.

There is a time and a place for phone messaging, and between staff and management these should always be done in a professional manner. **You should never message to say you will be absent from work but phone a manger instead.** Phone messages should not be sent at weekends, holidays or past a reasonable end of working day time, e.g. 6pm. Any communications you wish to send out of these times should be done via email.

From time to time, we will send out staff emails, **please ensure you respond to each email to confirm you have received and read them.** We may also blind copy you into communications that go out to parents, for example newsletters so that you can keep informed of what is happening at The Nestlings, these you do not need a response. We may also pass forward information from Central Bedfordshire Council for example CPD info.

If you have access to the company's Drop Box account or email as part of your job, you must not abuse this by using these facilities for purposes unrelated to company business, retain confidentiality and keep computer access secure.

SMOKING AND OTHER SUBSTANCES AT WORK Please ensure you are familiar with our Smoking, Drugs and Alcohol policy

Legislation exist which makes it illegal to smoke in enclosed public spaces. Smoking (including e-cigarettes) is therefore strictly prohibited on all company premises including entrances, exits and car park.

Bringing alcohol or any unlawful drugs to the workplace to imbibe them there is strictly prohibited both during work time or during a period prior to work where the effects carry over to the workplace. Any such instances will be dealt with under the disciplinary procedure and may lead to your summary dismissal.

CONFIDENTIALITY

It is a condition of your employment that you have a duty of confidentiality with regards to The Nestlings. You will be required to sign a confidentiality agreement in your initial paperwork.

During the course of your employment, you may find yourself in possession of sensitive information, the disclosure of which could be construed as a breach of confidentiality. It is a condition of your employment that you have a duty of confidentiality to the company, and you must not discuss any company sensitive or confidential matter whatsoever with any outside organisation including the media without prior permission by the co-owners.

Any such breach of confidentiality would be deemed as gross misconduct except as otherwise provided or as permitted by any current legislation (e.g. the UK Public Interest Disclosure Act 1998) and could lead to your dismissal.

INSETS AND TWILIGHTS

You will need to look at the academic calendar we provide to note our INSETs, these are deemed to be part of your working hours and are used for CPD and training **you are therefore expected to attend all INSETs.** We also hold some **twilight sessions**, this means instead of one of the allocated training days we will hold three 2-hour evening sessions throughout the year. **Everyone is expected to attend all training sessions**, all day sessions usually start at 9am and finish by 3pm, twilights start at 7pm and finish at 9pm. Training days do not require uniform to be worn and you are paid for your time. As a result of holding the twilight sessions instead of a full day, we will be adding an extra days holiday to our calendar in December.

OUT OF HOURS EVENTS

From time to time, we hold out of hours events, these are usually fundraisers or to offer support and engagement to children and families. For all fundraising events e.g. holiday Stay and Play, church fete etc we would expect staff to be able to assist and attend without pay, for other events, such as sports day, will pay staff their usual hourly rate. While we appreciate you will not always be available, it is an expectation that you will be able to assist from time to time and this is reflected in the owner's financial contribution to end of term events for staff.

RECEIPT OF GIFTS
From time to time, staff may be offered gifts from parents or carers. The managers need to be informed of these whether or not they are accepted. When the gift comes in the form of an invitation to an event, permission should be sought from the managers before accepting.

DATA PROTECTION AND ACCESS TO INFORMATION Please ensure you are familiar with our GDPR policy.

Clophill Preschool Ltd comply with all statutory requirements of Data Protection Law including the requirements of the General Data Protection Regulations (GDPR). Any personal or sensitive information on an individual which The Nestlings holds is covered by this legislation. This includes emails.
When dealing with personal information at The Nestlings, it is important to remember not to:

- Use data which has not been kept up-to-date – if in doubt, ask
- Pass on or process personal information about an individual without their consent

Employees can request access to the information held on them by The Nestlings , this will all be kept in your personnel file which is kept in the filing cabinet in the cupboard.

Please ask a manager for access to this and do not access it yourself.

Your personnel file contains -

- your contract
- your job description
- copies of all required qualifications
- copies of your completed CPD
- supervision documents (if you have requested your supervision email to be printed)
- any relevant communication forms
- any change of particulars forms
- staff disqualification declarations

Other necessary paperwork, as detailed below, that you have signed agreement to or completed:

1. New employee form
2. Staff emergency contacts
3. Staff medical form
4. Supervision agreement

5. Code of conduct

CHANGES IN PERSONAL INFORMATION FOR EMPLOYMENT PURPOSES

It is important that our records are correct, as inaccurate or out of date information may affect your salary or cause difficulties in situations where contact is required for emergencies. You **must** notify a manager immediately of all changes in the following personal information:

- name
- home address
- telephone number
- bank account details
- examinations passed/qualifications gained
- emergency contact
- criminal charge, caution or conviction
- your level of health and wellbeing to conduct your role

Personal data on employees is held in accordance with the provisions of the preschool's GDPR Policy.

a. YOUR ATTENDANCE AT WORK

The Nestlings values good attendance and is committed to supporting the wellbeing of its employees. We aim to promote regular attendance, but we do not expect employees to attend work if they are unwell. If you need support with your wellbeing or mental health, please speak with a member of the management team, who will provide guidance and support where possible.

Your line manager should be notified as early as possible if you will be absent for hospitalisation or other medical treatment.

Absence Due to Sickness or Injury

If you are unable to attend work due to sickness or injury:

1. Notification:
    - You must phone Sophie on the first day of absence before 8:00am, giving the nature of your illness or injury and your likely date of return:
        - Sophie: 07908162354
    - Notification should be made personally unless this is impossible due to the nature of the illness, in which case someone may call on your behalf.
2. Ongoing Communication:
    - During prolonged absences, keep your managers informed of your progress and expected return date.
3. Documentation:

    - Complete an absence form on your return to work.
    - If absent for more than 7 days, provide a doctor's 'fit note'.
4. Return-to-Work Interview:
    - A return-to-work meeting will be conducted with Sophie to support your reintegration, discuss any adjustments required and ensure accurate record-keeping.

Additional Information

- The setting uses the Bradford Factor to monitor patterns of frequent short-term absence. This tool helps identify when additional support may be needed and does not automatically lead to disciplinary action.
- Any employee found to have claimed sickness pay without genuine illness may face disciplinary action, up to and including dismissal.

This approach ensures that attendance is managed fairly, consistently, and in line with statutory obligations, while supporting employee wellbeing.

Statutory Sick Pay (SSP)

From 6 April 2026, SSP is payable from the first day of sickness absence for eligible employees.

- Employees qualify if they:
    - are off work due to illness or injury
    - meet the eligibility criteria under the government scheme
- The current SSP rate is £112.50 per week (from April 2026).
- SSP is payable for up to 28 weeks.

Note: Employees may also be entitled to additional contractual sick pay as described elsewhere in this handbook.

Absence Monitoring and the Bradford Factor

- The setting uses the Bradford Factor to monitor patterns of frequent short-term absence:

$B = S^2 \times D$

    - *S = number of separate absences*
    - *D = total number of days absent*
- This tool highlights when additional support or discussion may be appropriate. It does not automatically result in disciplinary action; each case will be considered individually, taking circumstances into account.

Disciplinary Action

- Any employee found to have claimed sickness pay without being genuinely ill may face disciplinary action, up to and including dismissal.
- All absences will be monitored fairly and consistently in line with this policy.

PENSION ARRANGEMENTS

All eligible employees are automatically enrolled in the Pension Scheme/National Employment Saving Trust (NEST) in accordance with the company's obligations under the Pensions Act 2018.

Employees may opt out of the auto-enrolment scheme. Full details regarding the auto-enrolment scheme will be given to employees should they become eligible.

LEAVE

Annual holiday

All holiday must be taken outside of the academic terms. Any requests for leave during term time will be considered on an individual basis and granted at the discretion of the preschool owners. The more notice you give the more opportunity there will be to get cover for you.

Maternity/Paternity/ Shared Parental leave

Leave and pay is granted in line with statutory requirements:

https://www.gov.uk/maternity-pay-leave

Leave for dependents or bereavement or adoption leave will be handled with care and sensitivity and at the discretion of the managers while in compliance with government guidelines respectively:

https://www.gov.uk/time-off-for-dependants

https://www.gov.uk/adoption-pay-leave

Jury service and attendance at court as a witness

Leave is granted in line with statutory requirements. Loss of earnings forms must be completed and claimed from the courts.

NOTICE OF TERMINATION OF CONTRACT

The notice you must give to end your employment is half a term, this means you should finish your employment at the end of a term or half term unless otherwise agreed with management. **Please note that during the probationary period, notice of one week can be given by either party.**

DISCIPLINARY, GRIEVANCE AND CAPABILITY please see our Disciplinary, Grievance and Capability Policy.

We would hope the majority of concerns or development of skills could be resolved in the first instance through discussion and collaboration with the management team, when this doesn't happen, these are the guidelines the business works to.

HEALTH AND SAFETY Please ensure you are familiar with our Health and Safety policy. Clophill Preschool Ltd recognises and accepts its responsibility as an employer to maintain, so far as is reasonably practicable, the safety and health of its employees, and of other persons in the setting.

It is your duty as an employee not to put at risk either yourself or others by your acts or omissions. You should also ensure that you are familiar with our Health and Safety policy. Should you feel concern over any health and safety aspects of your work, this should be brought to the attention of a manager immediately.

We have a Sun Safety Policy for children, staff should also be aware of the dangers of the sun as we are out all day every day:

What are the harmful effects?

- In the short term, even mild reddening of the skin from sun exposure is a sign of damage. Sunburn can blister the skin and make it peel.
- Longer term problems can arise. Too much sun speeds up ageing of the skin, making it leathery, mottled and wrinkled. The most serious effect is an increased chance of developing skin cancer.

What can you do to protect yourself?

- Keep your top on
- Wear a hat with a brim or a flap that covers the ears and the back of the neck
- Stay in the shade whenever possible, during your breaks and especially at lunch time
- Use a high factor sunscreen of at least SPF15 on any exposed skin
- Drink plenty of water to avoid dehydration
- Check your skin regularly for any unusual moles or spots. See a doctor promptly if you find anything that is changing in shape, size or colour, itching or bleeding.

SAFEGUARDING REPORTING RESPONSIBILITIES

RIDDOR

All serious incidents can be reported online but a telephone service is also provided for reporting fatal/specified incidents only - call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

Out of hours you can use an online form: https://services.hse.gov.uk/adviceenquiries/

A useful document to read: Childrens play and Leisure: Promoting a balanced approach

The HSE is not the enforcing authority for settings, this is our local Council Health and Safety department, however after much communication and due to a lack of information from CBC we will, until further notice, complete a RIDDOR form for all accidents which are of the appropriate level.

Please see the posters in setting that give instruction on:

- Health and Safety at work
- Manual Handling
- Emergency evacuation and lockdown
- Reporting a concern
- Safeguarding contacts
- Visitor information

ACCIDENTS AND FIRST AID - Please ensure you are familiar with our Accidents and Injuries policy.
Accidents that occur on site must be tended to by First Aid trained staff. Not all accidents merit first aid treatment, if you are ever unsure, please check with a manager. If first aid has been given it is your responsibility to ensure an **Accident form** is correctly completed and passed to the correct folder for the parent to sign. If a child presents with an injury as they enter preschool, staff must ask the parent or carer to complete an **Existing Injury form**. Understanding and recording of existing injuries are an important part of safeguarding.

Accident and Existing injury forms, once signed by the parent, will be placed, by a manager, into the Medical and Safeguarding folder where it is regularly reviewed by Chris to check for trends that may be of concern.
Staff accidents and injuries should also be recorded in the same manner, it is the responsibility of each individual employee to report and record any accident involving personal injury.

All staff are required to complete 12 hour paediatric first aid training as soon as possible if they don't already have the qualification. We do annual top ups in setting that usually focus on any health or injury concerns related to The Nestlings. Many staff have an additional Outdoor First Aid qualification.

We keep a full first aid kit in a **green bag on top of the office trolley in the hall**. There is also a **red first aid kit in the polytunnel and another in the 2s shelter** for use outside.

EMERGENCY PROCEDURE – Please ensure you are familiar with our Emergency evacuation and lockdown policy
In the event of an emergency that requires us to evacuate the setting, such as a fire, we have a procedure that we must follow. We have a regular Fire Drill week each half term so that staff and children are clear about the procedure. We also practice a Missing Child event as a staff team. The most important part of any incident at preschool is that staff stay calm and take control, this means having a clear understanding of their role in this event.

SEND - Please ensure you are familiar with our SEND policy and local offer and our SEND Handbook.
As a setting we pride ourselves on our inclusivity putting the support of children and their families at the heart of what we do. Our SENDCO is Sophie, and Chris is also a qualified SENDCO working as the deputy. We have fantastic links and support across the county from specialists in various fields.
It is the role of every staff member to act upon concerns they may have for a child's development, and to discuss with a manger in the first instance in case we can offer Early Help.
Some children may go on to get outside help or even a diagnosis, some children, or indeed parents, just need that little bit of extra support and care to help them succeed. Parents are a huge part of this, and our aim is to banish any stigma or negativity surrounding any child's additional needs. Please also see Central Bedfordshire's Local Offer website.

EARLY HELP – please see the Central Bedfordshire Early Help document

> *'Central Bedfordshire's Early Help Offer identifies the need for help for children and families as soon as problems start to emerge, or when there is a strong likelihood that problems will emerge in the future.'*
> *'The Early Help Offer includes universal and targeted services designed to reduce or prevent specific problems from escalating or becoming entrenched.'* (Central Bedfordshire Council 2022)

As a setting we rely on our staff to look out for any concerns they may have regarding the children in their care as well as for the wellbeing of the children's families and to discuss these to a manager in a timely manner. **Our aim is always to support our families.** There is a huge range of resources, organisations and professionals to which we have access to assist with everything from potty training or speech and language to domestic violence and more. Often the first step to helping someone is something we ourselves can offer at preschool.

Please be mindful to look behind the behaviour to what the cause may be, unless the child is in imminent danger, the first thought should be to support the parent and offer help

and NOT to point the finger and make assumptions. Just because they may not be behaving as you might yourself does not mean they are doing anything wrong. The language you use should be greatly considered when talking with the parent or with other staff members, we must be very aware of prejudice and unconscious bias.

CHILDREN'S PAPERWORK

There are various forms and documents that need completing for each child on a regular basis and others that will only need to be done once. Please see below.

Regular documents:

- Tell us about – termly
- Summary form – termly (this is also sent out termly to any shared setting)

'One off' documents:

- Discussion with parent – when the child starts
- Settling in record – for first 3 sessions
- Two-year check
- Transition form – when moving to another setting/school

All these completed documents are shared with the parents and go into the child's **Learning Journey** to create a diary of their time and development with us. Included in this will be photographs you have taken of the child that should be annotated appropriately, you will be shown how to do this with support from the managers.

ADVENTURE FRIDAYS

Our Adventure Fridays are a much more extreme version of our usual sessions, children are outside all session which can be very demanding in extremes of weather from the heat of summer to the icy cold and wet of winter. With a higher ratio of staff to children, we are usually outside the boundaries of the setting, tackling new experiences and terrains. Whatever the weather, we are out in it all day long therefore the correct clothing and enough food is paramount. **If we are appropriately dressed, then the weather is no barrier to what we can do and where we can go.**

Thank you for taking the time to read this important document and we welcome you to our team.

Please see the Policy page on the website to review all policies.