

Tiddly Toes Family Run Preschool – Policies and Procedures

Date of Issue: April 2025

Next Review Date: April 2026

All of our policies are centered around the EYFS and based on the following key principles and values:

1. All children deserve the care and support they need to have the best start in life. Children learn and develop at a faster rate from birth to five years old than at any other time in their lives, so their experiences in early years have a major impact on their future life chances. A secure, safe, and happy childhood is important in its own right. Good parenting and high-quality early learning provide the foundation children need to fulfil their potential.
2. The EYFS sets the standards that all early years providers must meet to ensure that children learn and develop well and are kept healthy and safe. It promotes teaching and learning to ensure children's 'school readiness' and gives children the right foundation for good future progress through school and life.
3. The EYFS is about what children learn, as well as how they learn. Effective practice is a mix of different approaches. Children learn through play, by adults modelling, by observing each other and through adult-guided learning.
4. The EYFS seeks to provide:
 - 4.1. Quality and consistency in all early years settings, so that every child makes good progress, and no child gets left behind.
 - 4.2. A secure foundation through planning for the learning and development of each individual child and assessing and reviewing what they have learned regularly.
 - 4.3. Partnership working between practitioners and with parents and/or carers.
 - 4.4. Equality of opportunity and anti-discriminatory practice, ensuring that every child is included and supported.
5. Four guiding principles should shape practice in early years. These are:
 - 5.1. Every child is a unique child, who is constantly learning and can be resilient, capable, confident, and self-assured.
 - 5.2. Children learn to be strong and independent through positive relationships.
 - 5.3. Children learn and develop well in enabling environments with teaching and support from adults, who respond to their individual interests and needs and help them to build their learning over time. Children benefit from a strong partnership between practitioners and parents and/or carers.
 - 5.4. Importance of learning and development. Children develop and learn at different rates.

Admissions Policy

1. **Eligibility:**
 - 1.1. Children aged up to 5 years are eligible for enrolment in our preschool for daily care
 - 1.2. Children aged between 5 and 11 are eligible for enrolment in our preschool for wrap around care and holiday club
2. **Enrolment Process:**
 - 2.1. Parents or guardians interested in enrolling their child must complete the contract and all applicable enrolment forms.
 - 2.2. A non-refundable registration fee is required upon submission, to be deducted from the first bill
 - 2.3. Enrolment is on a first-come, first-served basis, with priority given to siblings of current students.
3. **Settle in:**
 - 3.1. Prospective parents are encouraged to schedule a tour of the preschool.
 - 3.2. A 4 hour settle in session is offered to familiarize parents and children with our facilities, staff, and daily routines. To be used as and when the parents or guardians choose
4. **Withdrawal Policy:**
 - 4.1. Parents are required to provide a one-month notice before withdrawing a child from the preschool.
 - 4.2. Tuition fees for the notice period are non-refundable.
5. **Special Considerations:**
 - 5.1. The preschool is committed to providing a safe and inclusive environment for all children.
 - 5.2. Special considerations will be made for children with specific learning needs or medical requirements.
6. The preschool reserves the right to make changes to this admissions policy as needed, with proper notification to parents.

Equality, Diversity, and Inclusion

Tiddly Toes Family Run Preschool is committed to providing a safe, inclusive, and nurturing environment where every child, family, and staff member is valued and respected. We recognize the importance of promoting equality, celebrating diversity, and fostering inclusion in all aspects of our preschool.

We aim to ensure that no child, family, or staff member is discriminated against or excluded based on age, gender, race, ethnicity, cultural background, religion, disability, sexual orientation, socioeconomic status, or any other characteristic protected by law.

Aims and Objectives

1. **Promote Equal Opportunities**
 - 1.1. Ensure all children have equal access to learning opportunities and resources.
 - 1.2. Challenge stereotypes and bias through our curriculum, interactions, and policies.
2. **Celebrate Diversity**
 - 2.1. Acknowledge and celebrate cultural, religious, and linguistic diversity.
 - 2.2. Foster a positive understanding and appreciation of differences.
3. **Foster Inclusion**
 - 3.1. Create an environment where every child feels valued and supported.
 - 3.2. Adapt teaching methods and resources to meet the diverse needs of all children.

SEND

1. Jessica Cooper is our Special Educational Needs and Disabilities Coordination Officer.
2. We follow the **SEND Code of Practice (2015)** and the **Equality Act (2010)** to ensure all children have equal opportunities.
3. We identify and support children with SEND as early as possible through observation, assessment, and collaboration with parents and professionals.
4. Our **SENCo** oversees SEND provision, ensuring appropriate support and reasonable adjustments are in place.
5. We work closely with parents, outside agencies, and specialists to create **individual support plans** tailored to each child's needs.
6. Staff receive regular training to provide high-quality care and learning experiences for children with SEND.
7. We promote an inclusive environment where all children feel valued and are encouraged to reach their full potential.

For more information, please speak to our SENCo or a member of staff.

Learning and Development

At Tiddly Toes Family Run Preschool, we are committed to providing a nurturing and stimulating environment where children can learn and develop in line with the Early Years Foundation Stage (EYFS) framework. We recognise that every child is unique and aim to support their individual learning journey through play-based, child-centred activities.

Aims and Objectives

1. To provide a safe, inclusive, and engaging learning environment that supports all areas of development.
2. To follow the EYFS curriculum, ensuring a balance of adult-led and child-initiated activities.
3. To promote the Characteristics of Effective Learning, fostering curiosity, resilience, and independence.
4. To support children's personal, social, and emotional development, encouraging positive relationships and self-confidence.
5. To regularly assess and track each child's progress to ensure they are meeting key developmental milestones.

Implementation

1. We provide activities that cover all seven areas of learning as outlined in the EYFS framework:
 - 1.1. Communication and Language
 - 1.2. Physical Development
 - 1.3. Personal, Social, and Emotional Development
 - 1.4. Literacy
 - 1.5. Mathematics

- 1.6. Understanding the World
- 1.7. Expressive Arts and Design
2. Learning is planned around children's interests and developmental needs, incorporating indoor and outdoor experiences.
3. Practitioners engage in high-quality interactions, modelling language and behaviour to support children's learning.
4. Observations and assessments are used to inform planning and identify any additional support needs.

Partnership with Parents

1. We believe in working closely with parents and carers to support children's learning and development. Regular communication, including progress reports and meetings, ensures families are actively involved in their child's early education.

Assessment

1. The Development Matters curriculum is used to plan for, observe and assess children's ELGs.
2. Children are assessed on an ongoing basis, which involves practitioners knowing and understanding what the children know and what they can do.
3. Observations are uploaded to an online learning journey as evidence of progress and to assist with planning for next steps
4. An initial baseline assessment is completed when a child is first enrolled
5. Progress checks are also completed between the ages of 2 and 3, a copy of which will be provided to the parents.

Nappy and toileting

At Tiddly toes family run pre-school we provide all nappies, wipes and barrier creams for all children who require them. Throughout the day the children will have a minimum of 3 nappy changes if attending for a school day (morning, lunch and afternoon) and a minimum of 4 nappy changes if doing a full day (one extra in the evening). If any child needs to be changed in between these times then they will be.

1. Nappy changing procedure

- 1.1. Where possible the child's key person will change their nappy, describing what they are doing whilst they are doing it, also what the child has done in their nappy.
- 1.2. The child will be taken to the bathroom and lifted up onto the nappy change unit. The child **MUST NEVER BE LEFT UNATTENDED ON THE NAPPY UNIT.**
- 1.3. Lifting Children

Assess the Need: Determine if lifting the child is necessary (e.g., assisting in toileting, comforting, or ensuring safety).

Get Help: For heavier or uncooperative children, ask for assistance from a colleague.

Maintain Proper Posture:

- Stand close to the child.
- Bend your knees and keep your back straight.
- Lift with your legs, not your back.

- 1.4. The staff member will put a pair of disposable gloves on before removing any clothing or the nappy from the child.
- 1.5. A clean nappy will be placed underneath the child before undoing the nappy and cleaning the child with the wipes provided.
- 1.6. Once the child is clean the used nappy and any used wipes will be placed into a nappy sack, leaving it open for when the gloves are finished with
- 1.7. Once the clean nappy has been done up the gloves can be removed and placed into the nappy sack, then being placed into the bin.
- 1.8. The child will then be re-dressed and lifted down from the nappy unit, the nappy mat will then be sprayed and wiped down before the staff member washes their hands with warm soapy water

Info: As Tiddly Toes Family Run Pre-School is a "pre-school" one of our many objectives are to get the children prepared to start school, and being able to use the toilet and clean themselves properly is a requirement for them to begin school. We understand that all children will start toilet training at different ages and stages of development, but to ensure all children are ready for school, if they have not already begun toilet training, we will introduce this at 3 years 6 months (unless there is a medical reason why they still require nappies). We will of course work closely with Parents and carers to make sure the child is supported consistently between home and the setting.

Toileting

1. As the toilets are within the room children will have access to them when they need to, the toilets will be checked regularly to make sure they are kept in clean and safe conditions. Staff will also check to make sure the children in the bathroom are using the toilets appropriately.
2. When the children first begin toileting staff will accompany the children to help and support them while they use the toilet and will help them to clean themselves after using the toilet. As they get older and are more confident in using the bathroom staff will encourage the children to clean themselves in order to be school ready. After using the toilet staff will also make sure all children wash and dry their hands

Accidents

1. When children begin toilet training it is inevitable that they will have accidents while learning to use the toilet. Children who have had an accident will be taken to the bathroom and into a cubicle to give them privacy as they get changed.
2. Staff will wear a pair of disposable gloves to help the children get changed. However, staff will actively encourage the child to remove the wet or soiled clothes themselves
3. If the child is just wet then staff will support the child in cleaning themselves to begin with, giving them a final wipe over. However, if it is a soiled accident then the staff member will clean them to ensure they are clean and do not get sore
4. Children will be helped and supported to get into clean clothes before washing their hands and returning to play.

Safeguarding Policy

1. Introduction

- 1.1. Tiddly Toes Family Run Preschool is dedicated to ensuring the safety and well-being of all children in our care. This safeguarding policy outlines our commitment to creating a secure environment for children aged 1 to 5 years and the procedures in place to address any concerns related to their welfare. This will also extend to the children who attend the setting after-school and throughout the school holidays. Everyone who comes into contact with children has a responsibility to safeguard and promote their welfare.
- 1.2. Children must have all of their basic needs met including food, warmth, water, rest, security and safety, in the setting and at home. We have a responsibility to ensure we meet these needs whilst children are in our care.
- 1.3. Children should have positive role models and relationships with all the adults that help them to grow, learn and develop. At the setting all staff will display behaviour that promotes positive interactions and communication between children and adults.
- 1.4. All areas of the setting must be safe as well as stimulating, inviting and interesting to allow children to display high levels of well-being and allow them to learn, grow and develop. Activities on offer will help and support them to reach their next steps and development milestones.

2. Legal Framework

- 2.1. This policy adheres to relevant legislation, including the Children Act 1989 and 2004, Working Together to Safeguard Children 2018, and any other pertinent statutory guidance.

3. Designated Safeguarding Lead (DSL)

- 3.1. Amy Kenchington is our appointed Designated Safeguarding Lead (DSL). Amy is responsible for overseeing the implementation of this policy and ensuring that all staff members are aware of and trained on safeguarding procedures, and are comfortable and confident in reporting any concerns they may have.

Phone: 07889451989

4. Staff Training

- 4.1. All staff undergo comprehensive training on child protection and safeguarding, which meets the criteria set out in Annex C on the EYFS. This includes recognizing signs of abuse (such as sexual, emotional, physical, neglect, radicalisation and FGM), responding to and reporting concerns to the DSL and understanding the local safeguarding procedures (listed later in this policy). All training will be renewed AT LEAST every 2 years.

5. Child Protection Procedures

- 5.1. Staff are trained to identify signs of abuse and to be vigilant for any changes in a child's behaviour, demeanour or well-being.
- 5.2. Tiddly Toes Family Run Pre-school provides a healthy, safe and secure environment where individual needs are met and children can explore all areas and activities available to them, whilst being supported and encouraged by staff.
- 5.3. We are alert to any issues of concern in the child's life, at home or elsewhere. It is important to build a professional relationship with the children's parents in order to best support the children with any difficulties they or their families may face.
- 5.4. To enhance security, a one time password system will be implemented during collection for anyone who is not on the approved list of collectors.
- 5.5. We support children to be aware of their own safety and develop strategies to learn about their bodies, give consent and say no. For example, we will use "pant-osaurus" to help teach children about appropriate behaviour with our bodies and the importance of keeping our privates, private.
- 5.6. Any concerns regarding the welfare of a child should be reported immediately to the DSL. Staff members understand the importance of promptly reporting concerns. Any and all concerns will

be discussed with the DSL immediately, who will then determine the best way to proceed with the information obtained. At Tiddly Toes Family Run Pre-school, we will not hesitate to make a referral where it is deemed necessary.

5.7. We have risk assessments in place to identify hazards that could cause injury or illness, and procedures in place to minimize the risks to the staff, children, parents and any visitors to the setting.

5.8. We pay due regard to the Prevent Duty guidance with regards to radicalisation and work in partnership with other professionals, such as children's protective services and when necessary the police.

5.9. We ensure that at least one person who has a current paediatric first aid certificate is on the premises at all times and accompanies children on outings. At Tiddly Toes Family Run Pre-school we ensure that all staff who have direct responsibility for providing direct care to the children hold an up to date paediatric first aid certificate.

5.10. We ensure that all staff maintain confidentiality and understand the legal and GDPR requirements that exist to protect information relating to the child in line with Information and Records Policy and Acceptable Use Policy.

5.11. At Tiddly Toes Family Run Pre-school we operate a no mobile phone, camera or other electrical device policy, other than the works phones that are designated for recording observations. All staff's personal mobile phones will be kept in their bags inside the kitchen throughout the work day. During staff lunch breaks staff are able to use their mobile phones downstairs in the lower hall, or outside the building. The same will apply to all parents; when they enter the building they must put their phone away in their bag or pocket while collecting their child. If a parent is invited in for a meeting they may keep their phone on them if there are no other children in the building.

5.12. Any member of staff that is a smoker will not be permitted to smoke or vape on the premises. If a staff member would like to smoke throughout the day they must wear a coat over their clothes worn when around the children, they must be away from the building and the primary school next door. On returning to the setting they must either have chewing gum or mouth wash and wash their hands before coming back to join the children.

5.13. At Tiddly Toes Family Run Pre-school we will from time to time hold days, activities and performances which the parents will be invited too. It is our policy that parents DO NOT take photos of their's or other people's children, this is to protect each child within our care. The staff at the setting take photos of the children enjoying these events and will post them to their child's "Tapestry" account, and/or WHATSAPP. We will however only send photos of the parents own child or children, not including any other children. As in the permissions parents are asked to sign to say that they are happy for the pre-school to be able to use children's photos on our social media pages and on the settings website. Should you have answered no to this question in the permissions paperwork we will not use the child's photograph.

6. Reporting Pathway

6.1. If a staff member has a concern, they should report it to the designated safeguarding office (Amy Kenchington).

6.2. The staff member reporting the concern will document the concern in writing. After reporting their concern to the DSL, if necessary, the DSL will make a referral to the Integrated Front Door team/MASH and Ofsted.

Integrated Front Door team contact information:

Phone: 01403 229900

Email: WSChildrensServices@westsussex.gov.uk

6.3. If the parent or carer has a concern about a staff member but does not feel that they can make the complaint directly to Tiddly Toes Family Run Pre-School, then they can contact LADO (Local Authority Designated Officer) directly for advice:

6.4. Any allegations made against staff will, where appropriate, result in the member of staff being suspended from work while an immediate investigation is carried out.

Consultation Contact Number: 0330 222 6450 (Available 09.00 – 17.00)

LADO Service email address: LADO@WestSussex.gov.uk

7. Confidentiality

7.1. All concerns and investigations will be handled confidentially, sharing information only on a need-to-know basis and in accordance with data protection legislation.

8. Communication with Parents/Carers

8.1. Parents and carers will be informed about the safeguarding policy and procedures upon enrolment. Tiddly Toes Family Run Preschool will work in partnership with parents to promote the safety and welfare of the children.

Health and Safety

1. Introduction

1.1. The safety and well-being of our children, staff, and visitors are paramount. This Health and Safety Policy outlines our commitment to maintaining high standards of safety, particularly given our location on the first floor and the use of a child stair gate at the top of the stairs. We are dedicated to providing a secure and nurturing environment.

2. Responsibilities

2.1 Management Responsibilities

The management of Tiddly Toes Family Run Pre-School is responsible for implementing and maintaining this health and safety policy.

Regularly review and update the policy to ensure its effectiveness, especially regarding the child stair gate.

Allocate adequate resources and training to support health and safety initiatives.

Appoint a designated health and safety officer who will oversee safety matters.

Conduct regular risk assessments, with a specific focus on stair safety, to identify potential hazards and implement control measures.

2.2 Staff Responsibilities

All staff members are responsible for adhering to safety guidelines and procedures, including the proper use of the child stair gate.

Report any hazards, incidents, or unsafe practices promptly to the designated health and safety officer.

Attend training sessions to enhance their understanding of health and safety practices, including stair safety.

Ensure that children are accompanied and supervised while using the stairs and the child stair gate is securely in place.

2.3 Parent and Guardian Responsibilities

Parents and guardians should cooperate with the preschool's safety policies and procedures, especially regarding the child stair gate.

Emphasize the importance of using the child stair gate and adhering to stair safety practices at home.

Be aware of and adhere to drop-off and pick-up procedures to ensure the safety of children on the stairs.

3. Stair Safety

3.1. The child stair gate at the top of the stairs will remain closed at all times, except during supervised and authorized access.

3.2. Stairs will be kept free of clutter and obstacles.

3.3. Children will be educated on safe stair usage, including using handrails and taking one step at a time.

3.4. Staff will provide assistance to children when navigating the stairs.

3.5. Regular inspections of the child stair gate and stairs will be conducted to ensure they are in good condition.

4. Emergency Procedures

4.1. Emergency procedures, including fire drills, will be practiced termly, and staff will be trained in evacuating children safely, considering the location on the first floor.

4.2. First aid kits and trained personnel will be available on-site, and staff will be well-versed in emergency response.

4.3. Procedures for handling accidents and incidents, including those related to stairs, will be clearly defined and communicated to staff.

5. Training and Awareness

5.1. Staff will receive specific training on stair safety and the proper use of the child stair gate.

5.2. Staff will be kept informed about any changes in health and safety regulations and policies.

5.3. Regular health and safety meetings will be held to discuss concerns and improvements

6. Review and Monitoring

6.1. This policy will be reviewed annually or more frequently if necessary, with a special emphasis on stair safety.

6.2. Any incidents or near misses related to stairs or the child stair gate will be investigated, and corrective actions will be taken.

6.3. Feedback from staff, parents, and visitors regarding stair safety will be considered to improve safety practices.

6.4. All accidents and incidents in the preschool are recorded and reviewed, in order for us to take corrective actions.

7. Legal Compliance

7.1. We will comply with all relevant local, state, and federal health and safety regulations, with specific attention to stair safety.

8. Contact Information

8.1. For any health and safety concerns or inquiries, please contact Sam or Jess Cooper on 07889451989 or info@tiddly-toes.co.uk.

8.2. This Health and Safety Policy, with a focus on stair safety and the child stair gate, will be regularly reviewed and updated to ensure that Tiddly Toes Family Run Pre-School continues to

provide a safe and healthy environment for everyone associated with our preschool.

8.3. This Health and Safety Policy is not exhaustive. A full risk assessment of the setting and outdoor areas have been completed and will be reviewed regularly

Whistleblower Policy

1. Purpose

We are committed to the highest standards of integrity, transparency, and accountability. This policy provides a framework for employees, parents, carers, and other stakeholders to raise concerns about malpractice or wrongdoing within the preschool. It ensures that such concerns are addressed promptly and appropriately without fear of reprisal.

2. Scope

2.1. This policy applies to all employees, volunteers, parents, carers, and anyone associated with Tiddly Toes. It covers concerns related to:

- 2.2. Child safety and safeguarding issues
- 2.3. Financial mismanagement or fraud
- 2.4. Health and safety risks, including risks to children or staff
- 2.5. Unethical or illegal conduct by staff, volunteers, or others
- 2.6. Any other serious concerns that may harm the preschool's operations or reputation

3. What Is Whistleblowing?

Whistleblowing is the act of reporting concerns about wrongdoing or malpractice that affects others, including children, staff, or the preschool's integrity. It is distinct from raising personal grievances, which should be addressed through the preschool's grievance procedures.

4. Protection for Whistleblowers

Tiddly Toes is committed to ensuring that anyone who raises a concern in good faith is protected from harassment, victimization, or any adverse consequences. Whistleblowers will not face retaliation, even if their concerns turn out to be unfounded, provided the disclosure was made with honest intentions.

5. Confidentiality

All concerns will be treated with the utmost confidentiality. The identity of the whistleblower will not be disclosed without their consent unless required by law or necessary for the investigation.

6. Raising a Concern

Concerns can be raised through the following steps:

6.1: Speak to Your Line Manager or Supervisor

Employees and volunteers should first raise their concerns with their immediate manager or supervisor. Parents and carers may speak to the preschool manager.

6.2: Contact the Preschool Manager or Designated Safeguarding Lead (DSL)

If the concern involves your line manager or if you feel uncomfortable raising it with them, you should report it directly to the preschool manager or DSL.

6.3: External Reporting

If internal procedures do not address the concern satisfactorily, or if there is a valid reason to bypass internal channels, whistleblowers can report their concerns to an appropriate external body such as:

Ofsted: 0300 123 1231 or whistleblowing@ofsted.gov.uk

Local Authority Designated Officer (LADO): 0330 222 6450 or LADO@westsussex.gov.uk

Accident policy

1. At Tiddly Toes Family Fun Pre-School, our main aim is to keep children safe at all times, while we understand that allowing them to take measured and careful risks is essential in their development. Tiddly Toes Family Fun Pre-School recognise that accidents and incidents may still occur, in all cases we will fill out an accident sheet detailing where the accident or incident took place and what happened. These forms are reviewed monthly to see if there is anything we as a setting need to look at in order to reduce the risks in a particular area. All accident forms are kept in the office area of the kitchenette. They are also reviewed in order to check that it is not the same child having accidents, as this may be an indication of something else going in.

2. At Tiddly Toes Family Fun Pre-School any member of staff who witnesses an accident is responsible for writing up an accident form, if there was another member of staff witnessing the accident, they must countersign the form. In cases of more serious accidents then the staff involved will need to write a statement explaining in their own words what they saw, and how they responded. These statements should be written as soon as possible to ensure they are as accurate as possible. At the end of the child's session the parents must be made aware of the accident and shown the accident form, signing at the bottom to acknowledge they were told about the accident.

3. HOWEVER, IN CASES OF HEAD INJURIES, a phone call will be made to the parent(s) to inform them about the accident. The child will be closely monitored and if there are any changes in behaviour or condition the parent(s) will be asked to collect the child and seek medical advice immediately. Where medical treatment is required from a medical professional, the parent(s) will be informed as soon as possible, while the child is being cared for by staff or medical staff. In all cases where medical treatment is sought outside the setting Tiddly Toes Family Fun Pre-School will inform the insurance company, following their reporting procedure.

4. Any accident that is deemed a serious accident will be reported to RIDDOR (Reporting of injuries, diseases, dangerous occurrences regulations) and OFSTED as soon as possible so if they feel a further investigation needs to be carried out they can do this in a timely manner. Contact details are listed below.

OFSTED	0300 123 1231
Environmental health	0344 225 3861
Local children social care team	0300 555 1384
RIDDOR	www.hse.go.uk/riddor/report

Head injuries

If a child sustains a head injury at the setting we will follow the procedure below

1. Calm the child down
2. Assess the child's condition to determine whether they need to be seen at the hospital or an ambulance called for them.
3. If it has not been broken then a cold compress will be applied to the area they have bumped. If the skin is broken it will need to be treated as an open wound.
4. Parent(s) must be contacted and made aware of what has happened and the treatment plan and arrange collection.
5. Whilst awaiting collection the child should be kept calm and quiet and under supervision at all times. An accident form must be completed.
6. If the child requires attention at the hospital and the parent(s) are going to be a while then an ambulance will be called, and a member of staff will accompany the child taking all information about the child and the accident with them. The member of staff will remain with the child until their parent(s) arrive.

First aid

The first aid box is kept in the kitchenette and is always made accessible to staff trained to use it. The first aid kit is checked monthly to ensure everything is still in date and everything that may be needed is available. All staff aid are first aid trained.

Medication policy

At Tiddly Toes Family Run Pre-School, we promote the children's health and take steps to stop the spread of infections and illness. If a child requires medication, we will collect information about the need for the medication and ensure this information is updated regularly.

1. Medication prescribed by a doctor, dentist, nurse or pharmacist.

- 1.1. Prescription medication will only be given to the child named on the label and given the dosage stated on the label.
- 1.2. All medication must be in the original packaging, with the original label of prescription from the pharmacy.
- 1.3. Parents should hand the medication to a member of staff who will fill in a medication form with all the appropriate information.
- 1.4. At the end of the child's session the parent must sign to acknowledge the time and dosage of the medication given, before they collect the medication to take it home again.
- 1.5. A new form must be completed if a new medicine is brought to the setting, if the dosage changes or the number of times the medication must be given in a day.
- 1.6. Parents MUST tell the staff if any of the medication information changes immediately.
- 1.7. When a child arrives with medication, they must be asked what time the child last had the medication and how much they had, this information must be noted on a medication form. When the child is collected, whoever collects them must be told what time the child last had the medication and sign as acknowledgement of this information.
- 1.8. If a child starts anti-biotics, then the child must stay at home for 48 hours to allow them time to settle with the medication and to make sure they do not have any reactions.

2. Non-prescription medication – such as Calpol and Ibuprofen

- 2.1. Tiddly Toes Family Fun Pre-School WILL NOT give any child Calpol and Ibuprofen in the same day. It will be either one or the other.
- 2.2. Tiddly Toes Family Fun Pre-School will only administer non-prescription medication in the short term, no longer than 3 days. This time frame will also depend on the medication and the health of the child. After this the child must be taken to see a medical professional for further advice.
- 2.3. If staff believe that a child should be seen by a medical professional, we reserve the right to refuse care for the day or until the child has been seen by a medical professional.
- 2.4. If a child within our care shows signs and or symptoms of being unwell, and the parent has already given permission for non-prescribed medications to be given, we will still call for verbal permission before giving the child the medication. The prior permission is in case of an emergency and parents are unreachable. The child must have been in our care for at least 4 hours.

- 2.5. As Tiddly Toes provides all nappy creams for the children, a list of children will be kept by the nappy unit informing staff which creams children can not have used on them.

3. Staff medication

- 3.1. All staff at Tiddly Toes Family Fun Pre-School have a responsibility to work with children, only where they are fit to do so. Staff must not work with children if they are infectious or too ill to carry out the day-to-day care of the children. This includes any medication that affects their ability to meet the children's needs.
- 3.2. If any staff member believes that their condition, including any conditions caused by medication is affecting their ability they must inform the management for advice.
- 3.3. When staff may occasionally need medication or on a more regular basis this must be always kept in the kitchenette and stored out of sight of the children in the proper way.

4. Medication storage

- 4.1. All medication must be stored in accordance to the directions on the original packaging of a medication. The medication must still have the prescribing sticker/label displaying the name of who the medication is for, the dosage and how many times it is to be administered throughout the day, all this information must be legible and unchanged.

Behaviour policy

1. At Tiddly Toes Family Run Pre-School, we know and understand that children can behave in a variety of ways in order to communicate their needs and feelings with us.
2. Corporal punishment will never be used or threatened
3. As a setting we do not like to use negative language to describe a child or their behaviour, instead we draw attention to and praise positive behaviour. However, if an incident occurs that needs addressing we will follow these steps:
 - 3.1 Remove the child from the area and into a calm and quiet place.
 - 3.2 A member of staff will sit with the child and talk through what happened and why they acted in the way they did.
 - 3.3 Explain why the behaviour was wrong and discuss how they might react next time.
 - 3.4 If the child is distressed or angry the staff member will try calming them down by talking to them or doing some simple deep breathing techniques.
4. When a child is displaying positive behaviour or listening well to instruction then it is important to praise the child, describing what they have done well. E.g. well done Charlie you're doing really good tidying, thank you. If a child receives praise when displaying positive behaviour, they are more likely to repeat the behaviour.
5. Children will not be made to apologise to another child, as this would have no meaning. Instead, children will be asked to apologise and discuss why we say sorry.
6. If reasonable for needs to be used to prevent a child from hurting themselves or others, then this will be recorded and discussed with parents / carers

Complaints policy

1. If a parent or carer would like to make a complaint, they should speak to either Sam or Jessica Cooper on 07889451989 or in person. This is so the complaint can be dealt with as quickly as possible.
2. Any complaint made will need to be put into writing at info@tiddly-toes.co.uk, even if the complaint is made verbally in the first instance. This is so there is a paper record. Once the written copy has been received a copy and summary of the complaint will be sent to the parent or carer as well as kept on file at the setting for our own records.
3. Tiddly Toes Family Run Pre-School is OFSTED registered, therefore if the parent or carer feels that the complaint has not been dealt with in a timely manner or are dissatisfied with the way the complaint was handled they can contact OFSTED on 0300 123 1231 to speak to someone directly.
4. If the parent or carer does not feel that they can make the complaint directly to Tiddly Toes, then they can contact LADO (Local Authority Designated Officer) directly for advice:
Consultation Contact Number: **0330 222 6450** (Available 09.00 – 17.00)
LADO Service Contact Number: (Available through the MASH) **01403 229900**
LADO Service email address: LADO@WestSussex.gov.uk

Food Safety Policy

At Tiddly Toes Family Run Preschool, we are committed to:

1. Providing safe and nutritious food to meet children's dietary needs.
2. Preventing food-related illness through effective food safety practices.
3. Complying with all legal requirements, including the **Food Safety Act 1990** and relevant local authority guidelines.

1. Food Sourcing

- 1.1. Only reputable suppliers that comply with food safety regulations will be used.
- 1.2. All food deliveries will be checked for proper labeling, freshness, and temperature control upon receipt.

2. Food Storage

- 2.1. All food must be stored in appropriate conditions to prevent contamination:
 - Refrigerated items: Below 5°C.
 - Frozen items: Below -18°C.
 - Dry goods: In a cool, dry, and pest-free environment.
- 2.2. Regular stock rotation will follow the **FIFO (First In, First Out)** principle to ensure freshness.
- 2.3. Expired or damaged food will be disposed of immediately.

3. Food Preparation

- 3.1. Staff handling food must:
 - Wash hands thoroughly before and after food preparation.
 - Wear clean aprons and tie back hair.
 - Use color-coded chopping boards to avoid cross-contamination (e.g., red for raw meat, green for vegetables).
- 3.2. Ensure all food is cooked to the appropriate temperature:
 - Poultry: 75°C or higher.
 - Reheated foods: At least 82°C.
 - Keep raw and cooked foods separate at all times.

4. Serving Food

- 4.1. Food must be served at safe temperatures:
 - Hot foods: Above 63°C.
 - Cold foods: Below 5°C.
- 4.2. Allergens must be clearly identified and alternatives provided where necessary.

5. Cleaning and Hygiene

- 5.1. All food preparation areas and equipment must be cleaned and sanitized before and after use.
- 5.2. Cleaning schedules must be maintained and documented for compliance.
- 5.3. Waste must be disposed of promptly and hygienically.

6. Staff Training

- 6.1. All staff involved in food handling must hold up-to-date **Food Hygiene Certificates** appropriate to their role.
- 6.2. Ongoing training will be provided to ensure compliance with food safety regulations.

7. Allergies and Special Requirements

- 7.1. Information will be obtained about any special dietary requirements, preferences, and food allergies that the child has, and any special health requirements upon registration. Any children with allergies or special requirements will be given a red placement which will indicate clearly to and quickly to all staff when serving food

Fire Policy and procedure

1. Each staff member will be assigned a number every day. Each number has various responsibilities in case of a fire:
 - Phone - S1
 - First Aid - S2
 - Check bathrooms and sleep area - S2
 - Call 999 - S2
 - Call parents - S1
2. The above is an example, but numbers and responsibilities will change depending on who is on site. This board will be updated every morning.
3. Each staff member will also be assigned a "Fire Key Group," who they will be responsible for getting out of the building.

4. When the fire brigade arrive S1 will liaise with them and pass on information to the rest of the staff. If the fire brigade say it is safe to return, then a member of staff will enter first ensuring there is a safe place for the children to be whilst we wait for the parents to collect.
5. If the fire brigade say it is not safe for us to return into the building, then we will keep all children in a safe area, telling stories or playing games while we wait for the parents. It may not be possible to collect children's belongings from the setting, but they will be kept safe until they are able to be collected.

Procedure

1. Fire alarm rings, all children gathered in their key groups.
2. We exit the building as quickly but as safely as possible.
3. On the way out of the building staff will grab what they are responsible for (see above)
4. Once out of the building we will move to the fire evacuation point, on River Street adjacent to the school
5. Applicable staff will call 999, check the register and begin calling parents.
6. We will await instruction from the fire brigade.
7. If it is safe to return inside, we will do so, gathering children on the carpet talking about what happened, waiting for the parents to collect. If it is unsafe we will stay in the car park and wait for parents.

Sickness

In order to take care of the children who become unwell in our care and minimize the spread of infection we follow the following procedure:

1. If a child becomes unwell during the day, we will contact the child's parent(s) and ask them to come and collect their child as soon as possible. During this time the child will be cared for in a quiet and calm area where they can rest.
2. We follow guidance from PUBLIC HEALTH ENGLAND and the NHS on exclusion periods for certain childhood illnesses. E.G sickness and diarrhoea, measles, and chicken pox, in order to protect the other children as best we can.
3. If a child has an infectious disease such as sickness and diarrhoea, they must not return to the setting until they have had no episodes of vomiting or diarrhoea for 48 hours.
4. In the case of an infectious disease an email would be sent to all parents letting them know what is going round at the setting and the early signs to look out for.
5. If a child becomes unwell at home with an infectious disease it is the parent's responsibility to notify the setting at their earliest opportunity.
6. In the case of an infectious disease at the setting we will thoroughly clean all toys, surfaces, and equipment to help stop the spread of the illness.
7. If there was a case of food poisoning at the setting, staff or child, we would inform OFSTED within 14 days of the incident, and they would investigate how they see fit.
8. If a child is started on antibiotics for any reason, then they must be kept home for the first 48 hours to allow them to settle with the medication.
9. Tiddly Toes Family Run Pre-School reserves the right to refuse care to any child deemed to be too unwell to be at the setting.

Hygiene & Infection Control

At Tiddly Toes Family Run Preschool, we are committed to maintaining high standards of hygiene and infection control to protect the health and well-being of the children, staff, and visitors. This policy outlines the procedures we follow to minimise the spread of infections within our setting.

1. Hand Hygiene

- 1.1. All staff and children must wash their hands regularly with soap and water, especially before eating, after using the toilet, after sneezing or coughing, and after outdoor play.
- 1.2. Hand sanitiser will be available in key areas, but handwashing with soap and water is always prioritised.
- 1.3. Staff will supervise young children to ensure effective handwashing.

2. Cleaning and Disinfection

- 2.1. All toys, equipment, and surfaces will be cleaned and disinfected regularly using appropriate cleaning products.
- 2.2. High-touch areas such as door handles, tables, light switches, and toilets will be cleaned multiple times a day.
- 2.3. Any items that have been mouthed by children will be removed immediately for cleaning and disinfection.

4. Respiratory Hygiene

- 4.1. Children and staff will be encouraged to use tissues to catch coughs and sneezes, followed by immediate disposal in a bin and handwashing (Catch It, Bin It, Kill It).
- 4.2. Runny noses will be managed with tissues, and staff will assist younger children in wiping their noses, followed by proper handwashing.
- 4.3. Tissues and wipes will be readily available throughout the setting.

5. Food and Drink Hygiene

- 5.1. All food will be prepared and served in accordance with food safety standards.
- 5.2. Children will be encouraged to use their own water bottles, which must be labelled clearly.
- 5.3. If a child uses another child's water bottle by mistake, the bottle will be immediately washed and disinfected before being returned to its owner.
- 5.4. Any shared cups or utensils will be cleaned thoroughly after each use.

6. Nappy Changing and Toileting

- 6.1. Staff will wear disposable gloves and aprons when changing nappies.
- 6.2. Nappy changing areas will be cleaned and disinfected after each use.
- 6.3. Toilet areas will be checked and cleaned regularly throughout the day.

7. Laundry and Soft Furnishings

- 7.1. Bedding, towels, and soft toys will be washed regularly at high temperatures.
- 7.2. Any soiled clothing or bedding will be bagged and returned to parents for washing at home.

8. Training and Monitoring

- 8.1. All staff will receive training on infection control and hygiene procedures.
- 8.2 This policy will be reviewed regularly and updated in line with government guidance and best practices.

Suitable Person

1. 2 references will be requested for all new recruits, if possible. Open references or references from family will not be accepted.
2. References must be from the candidate's current/most recent employer, training provider or education setting and have been completed by a senior person.
3. All staff working at Tiddly Toes Family Run Preschool will either hold a relevant and approved qualification or be undergoing relevant training.
4. All qualifications will be verified.
5. Enhanced DBS checks are carried out on everyone working for Tiddly Toes Family Run Preschool
6. Any safeguarding concerns relating to any staff at Tiddly Toes Family Run Preschool will be reported to the Disclosure and Barring Service, as well as Ofsted.
7. All staff will have regular supervision meetings to discuss any issues, find solutions, and/or receive coaching
8. All staff will have sufficient understanding and use of the English Language and Mathematics to ensure that they can deliver the EYFS curriculum
9. All children will be assigned a suitable key person who will be responsible for ensuring that each child's care is tailored to meet their individual needs.

Staff/Child Ratio

1. Children must usually be within sight AND hearing of staff and always within sight or hearing.
2. For children under 2 the following criteria will be met:
 - There will be at least one member of staff for every three children.
 - At least one member of staff will hold an approved level 3 qualification and be suitably experienced in working with children under two.
 - At least half of all other staff will hold an approved level 2 qualification, at the very least
 - At least half of all staff must have received training that specifically addresses the care of babies.
 - The member of staff in charge of the Under 2 area, in our judgment, has suitable experience of working with under twos.
3. For children over 2 the following criteria will be met:
 - There will be at least one member of staff for every five children.
 - At least one member of staff will hold an approved level 3 qualification.
 - At least half of all other staff will hold an approved level 2 qualification.

Absence

1. Parents/Carers must notify the preschool at their earliest opportunity if their child is going to be absent.
2. Any unexplained or prolonged absences will be followed up in a timely manner by contacting the parents carers or alternative/emergency contacts.
3. We will consider patterns and trends in a child's absences and their personal circumstances and use our professional judgement when deciding if the absence should be considered as

prolonged. Consideration will also be given to the child's, parent's and/or carer's vulnerability and home life.

4. Any concerns will be referred to local children's social care services and/or a police welfare check will be requested.

Sleepers

1. Each child who sleeps will be given a sleep mat or cot, bottom sheet and blanket.
2. During lunch time a member of staff will set up sleeping area ready for when the children have finished lunch. Any children who have a comforter to sleep with, these will be placed on the child's bed.
3. When the children come to the sleep area their shoes and jumpers will be removed and placed at the foot of their sleep mat for when they wake up.
4. The blinds will all be closed and the lights will be off for a short while, to aid the children in falling asleep, but to also encourage quiet time for those children not sleeping. There will also be soft and gentle music played quietly throughout quiet time.
5. Each child is laid down on their mat, covered with a blanket and encouraged to snuggle in and get comfy. A member of staff will be sat with the children as they drift to sleep.
6. As each child falls asleep a note of the time will be made, children with sleep limits will be gently woken up at their given time, after a few minutes they will be encouraged to get dressed and join their friends for activities in the main rom.
7. Every 10 minutes the children will be checked on by a member of staff and a note will again be made in the sleep chart to show they were checked on.
8. At 2.30pm any child who is still asleep will be gently woken up and given a few minutes to properly wake up before they are dressed and encouraged to join their peers.
9. After all the children are awake the children whose mats will be reused through the week will be folded up and put away. Those whose mats will not be used again that week will be stripped of the sheet and blanket, the mat will be cleaned before being put away.

Suncream

1. To ensure the safety and wellbeing of all children in our care, Tiddly Toes Family Run Preschool follows the guidance below regarding sun protection:
 - 1.1. Suncream Application:** Suncream will be applied to all children before going outside when the **UV index is 3 or above**.
 - 1.2. Parental Consent:** Parents/carers must provide written consent for staff to apply suncream.
 - 1.3. Preschool Suncream:** If a child does not have their own suncream, we will use the preschool's child-safe suncream (details available upon request).
 - 1.4. Application:** Staff will help children apply suncream to exposed areas including face, neck, arms, and legs. Older children will be encouraged to apply it themselves under supervision to promote independence.
 - 1.5. Reapplication:** Suncream will be reapplied throughout the day as needed, especially after water play or prolonged outdoor periods.