



St Georges Church Nursery, Pastures Avenue, St Georges, Weston-Super-Mare, BS22 7SA
Tel no: 01934 426901 Email: office@stgeorges.bwmat.org
<http://www.stgeorgeschurchschool.co.uk/nursery/>

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Behaviour Management Policy

St Georges Church Nursery recognises the importance of positive & effective behaviour management strategies in promoting children's welfare, learning and enjoyment. Managing behaviour forms a key part of Personal, Social and Emotional Development.

Mrs Karen Mogg is the named practitioner for behaviour management in the Nursery setting.

The aims of our Behaviour Management Policy are to help children to:

Managing Feelings & Behaviour

- Develop an awareness of their own feelings & know that some actions and words can hurt other's feelings.
- Learn how to regulate their own actions / behaviours e.g. stop themselves from doing something they shouldn't.
- Develop an understanding and co-operation with the routines & boundaries of the Nursery.

Making Relationships

- Form good relationships with peers and adults and learn how to work alongside other cooperatively.
- Learn how to take steps to resolve conflicts with other children e.g. finding a compromise.

Self-Confidence & Self-Awareness

- Develop a growing understanding of what is right & wrong and why & learn about the impact of their words and actions on themselves and others.
- Develop a sense of self with their own views, needs, wants and interests.
- Learn to understand & respect the needs, views, culture & beliefs of other people.

This also links in with promoting the British Values of understanding the rule of law and mutual respect and tolerance.

We require all staff, volunteers and students to provide a positive model of behaviour by treating children, parent / carers and one another with friendliness, respect, care and courtesy. We familiarise new staff, volunteers, students & parent / carers with our behaviour management policy and its guidelines for behaviour.

All parent / carers are encouraged to contribute to these strategies, raising any concerns or suggestions.

We work hard to create a calm, positive environment where boundaries are clear and consistent. Staff will make every effort to set a positive example to children by behaving in a friendly & tolerant manner themselves, promoting an atmosphere where children and adults respect and value one another.

Nursery staff will manage behaviour according to clear, consistent and positive strategies and they consider carefully how to praise effectively.

When words or actions hurt or upset another person, the incident is dealt with immediately in a calm and quiet manner on an individual basis. We try to encourage the children to develop an understanding of what is right & wrong and why. We help children to learn about how their words or actions may impact on others.

When confronted by negative behaviour, staff will be clear to distinguish between 'disengaged', 'disruptive' or 'unacceptable' behaviour.

'Disengaged' behaviour may indicate that a child is bored, unsettled or unhappy. With sensitive interventions, staff will often be able to re-engage a child in purposeful activity. **'Disruptive' behaviour** describes a child whose behaviour prevents other children from enjoying themselves. Staff will collectively discuss incidents and agree on the best way to deal with them.

'Unacceptable' behaviour refers to non-negotiable actions and may include discriminatory remarks, violence, bullying or destruction of equipment. Staff will be clear that consequences will follow from such behaviour, including in the first instance, asking the child to go to the 'thinking' mat temporarily.

Behaviour Management Strategies:

- Staff will use positive strategies for handling negative behaviour by helping children to find solutions in ways that are appropriate for the child's age and stage of development.
- All practitioners carry emotion cards. Children are encouraged to use these to name and express their own feelings and to help to resolve difficulties between each other.
- When a child gets hurt, staff will support both children. Staff will comfort the hurt child and then use the emotion cards to ask the child to find the card that reflects how they are feeling. Staff will encourage the upset child to express how they feel

to the child who committed the unacceptable behaviour, which is then repeated by the adult. Staff will point out that the hurt child is feeling sad / crying & encourage the child who committed the unacceptable behaviour to think of a way to help.

N.B The child might say sorry but staff dealing with the situation need to be wary of enforcing the word sorry when the child may not have the emotional understanding to do this in a meaningful way.

The child who committed the unacceptable behaviour is supported by an adult, who may guide them to play and learn in a different area of Nursery if appropriate.

- When an incidence of negative behaviour occurs, staff will listen to the child or children concerned and hear their reasons for their actions. Staff will then explain to the child or children what was negative about their behaviour and that such actions have consequences for both themselves and for other people.
- Staff will make every attempt to ensure that children understand what is being said to them. Children will always be given the opportunity to make amends for their behaviour and, unless it is judged inappropriate, be able to re-join the activity.
- We avoid creating situations in which children receive adult attention only in return for negative behaviour.
- Nursery use a visual 'sun & cloud' behavioural system to support children to manage their own behaviour.

Use of Physical Intervention

Nursery staff must never threaten corporal punishment and not use or threaten any punishment which could adversely affect a child's wellbeing.

Staff will use physical intervention only as a last resort and only then if they have reasonable grounds for believing that immediate action is necessary to prevent a child from significantly injuring themselves or others or to prevent serious damage to property.

Before reaching this stage, staff will have used all possible non-physical actions, such as dialogue and diversion, to deal with the behaviour. The child or children concerned will be warned verbally that physical intervention will be used if they do not stop.

A dialogue will be maintained with the child or children at all times, so that the member of staff can explain what they are doing and why they are doing it. Only the minimum force necessary to prevent injury or damage should be applied, for example, by diverting a child or children by leading them away by using an assisted Team Teach manoeuvre.

Nursery Team Teach trained practitioners are Mrs Karen Mogg & Miss Lisa Bavin. In school, Team Teach trained staff members are Mrs Sarah Seaton & Mrs Deborah Liddiard. These are the only members of staff members that can use any physical intervention on a child in Nursery and school.

Where physical intervention is necessary, this is recorded, and parent / carers are informed on the same day or as soon as reasonably possible.

Physical intervention (that is holding a child to reassure them as their parents leave) may be used with the parent's consent to help in the early stages of a child learning to separate from parent / carer.

Where a behavioural incident causes significant concern, this will be recorded on an incident form and parents will be informed on the same day or as soon as is reasonably possible.

Incidents such as when a child bites another child, the injured child will have an accident form and the biter will have an incident form. Parents will be informed on the same day or as reasonably possible.

A child who displays ongoing difficulties in managing their feelings and behaviours will be referred to the Nursery's Inclusion Co-ordinator (INCCO) and given additional support as part of the Nursery's SEND policies. An ABBC (Antecedent, Behaviour, Consequence, Communication) chart will be completed and shared with parents and carers.

Document Review:

Date reviewed: Summer Term 2019

Review date: Spring Term 2021

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Collection of Children and Lost Child Procedure

At St. Georges Church Nursery we do all in our power to look after and supervise all children whilst they are in our care as their health, safety and well-being is paramount.

Arrival of Children to the Nursery

A member of staff will always be on the Nursery door and will record your child's arrival on the register sheet. If an adult, other than yourself is collecting your child that day please let the member of staff at the door know and this will be recorded on the register sheet.

In order to safeguard children, accurate attendance registers are maintained. If a child on the register misses several sessions, the Nursery will contact the family to ascertain a reason for their absence, unless we have been informed.

Collection of Children

It is important that children are collected promptly by the end of each session.

Unexplainable delays in collecting may cause unnecessary distress to children as they see other children going home with their parents/carers.

If someone else should arrive to collect the child (even if the person is well-known to us), other than the designated adults named on the Nursery registration forms, they will not be permitted to collect the child until we have contacted the child's parent/carer.

No child will be allowed to leave the Nursery unaccompanied or with a primary-aged sibling.

In an emergency, staff will contact parents and designated adults on the registration forms.

Any changes to the emergency contact telephone numbers and designated adults permitted to pick up in the parent/carer absence, should be given to the school office as soon as possible.

A member of staff stands by the Nursery exit door to ensure children don't leave the Nursery unaccompanied. If a parent/carer needs to talk, they will be directed to their

child's key person. If this is the person on the door, another member of staff will be called to replace this staff member and they will not move away from the door until the replacement staff member arrives.

Late Collection

If a parent/carer is running late please contact the school office on 01934 426901 and inform them of the situation or alternative arrangements for the collection of their child. We will then be able to explain to your child why you have been delayed and this can help to reassure them.

In the unlikely event that a parent is late collecting their child and no information has been received, the Nursery Manager and / or school office staff will use all authorised contact telephone numbers from the registration form to arrange collection.

Updating Information of the Registration Forms

It is essential that all information on the registration form is kept up to date so please inform us in writing of any important changes to:

- Domestic arrangements that could affect collection of the child e.g. a court order in respect of the residence of the child or who the child is able to have contact with.
- Parental responsibility arrangements.
- Home and work telephone numbers.
- Change of designated adults authorised to collect the child in the absence of parent/carer.

Lost Child Procedure

If a child goes missing whilst in our care, we would:

- Gather the children into one large group, do a head count and check the register.
- Immediately check all areas of the Nursery and outdoor spaces.
- Check all exits for any doors / gates left open and check immediately outside these.
- Inform the school office / senior management.
- If the child cannot be found, the Nursery Manager or senior management will contact the police to report the incident and follow their advice.
- Contact the parent/carers of the missing child.
- Fully record the incident in line with the school / Nursery policies.
- Inform Ofsted.

If a child goes missing when out on an outing:

- Gather the children into one large group, do a head count and check the register.
- Immediately check the surrounding areas / exits / lost child points.

- If the child cannot be found, the senior staff member will contact the police to report the incident and follow their advice. The school office / senior management will also be informed.
- Contact the parent/carers of the missing child.
- Fully record the incident in line with the school / Nursery's policies.
- Inform Ofsted.



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Nursery Compliment & Complaints

At St. Georges Church Nursery we believe that parent/carers are entitled to expect courtesy and prompt, careful attention to their individual needs and wishes. We hope that at all times parent/carers are happy with the service provided and we encourage parent/carers to voice their appreciation to the staff concerned.

We record all compliments and share these with staff.

We welcome any suggestions from parent/carers on how we can improve our services and will give prompt and serious attention to any concerns that parent/carers may have. Any concerns will be dealt with professionally and promptly to ensure that any issues arising from them are handled effectively to ensure the welfare of all children, enable ongoing co-operative partnership with parents and to continually improve the quality of the Nursery.

We have a formal procedure for dealing with complaints where we are not able to resolve a concern. Where any concern or complaint relates to child protection, we follow our Safeguarding / Child Protection Policy.

Concerns & Complaints

If a parent/carer have any concerns, they are encouraged to share them firstly with their child's key person or the Nursery Manager. In line with the Bath & Wells MAT Complaints Policy, if these concerns remain or you are unhappy with the response, you will be given form Appendix B (see MAT complaints policy) to complete. This will refer the complaint to:

- The Head Teacher, Ms Nina Walker
- The School's Governing Body, chaired by Ms Lyndsay Markham
- Multi Academy Trust of Bath and Wells

Where parent/carers feel the Nursery is not meeting the requirements of the EYFS, OFSTED can be contacted and these contact details are on display in the Nursery Foyer.

Ofsted Unique Reference Number: 143136

Tel: 0300 123 1231

www.ofsted.gov.uk/parents

Email: enquiries@ofsted.gov.uk

The National Business Unit Ofsted Piccadilly Gate Store Street, Manchester. M1 2WD

The Nursery will keep a record of any complaints or significant concerns it receives and their outcome. It will investigate written complaints relating to its fulfilment of the EYFS requirements and notify complainants of the outcome of the investigation within 28 days of having received the complaint.

The Nursery would make available to OFSTED any record of such complaints on request.

Parent/carers will also be informed if the Nursery becomes aware that they are going to be inspected and after the inspection, the Nursery will provide a copy of the report to parent/carers of all children.



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Nursery Facebook Page Policy

St. Georges Church Nursery have a Facebook page which is a communication tool for the setting. It is a business page that provides information about our setting including a description of what we provide, our contact details and opening hours.

Our Facebook page provides us with an opportunity to promote our setting to potential new customers, helps to provide a strong parentship with parent/carers and their families and ensures we are able to build partnerships within the local community.

We use our Facebook page to:

- Promote certain events such as open days, trips, social events & special visitors
- Share term dates and events.
- Share news and show photos of what we have been doing in Nursery; activities, trips or special events.
- Update parents on staff training and development.

We encourage parent/carers to like and follow our Nursery Facebook Page.

The requirements in our Facebook page policy aims to provide a framework of good practice. The intent of this policy is to protect the privacy and rights of the Nursery, staff and families.

The purpose of this policy is to:

- Protect the Nursery from legal risks.
- Ensure that the reputation of the Nursery, School, staff and governors are protected.
- Safeguard all children.
- Ensure that any users are able to clearly distinguish where information provided via social media is legitimately representative of the school.

St. Georges Church Nursery's use of social networking applications is limited to Facebook only at this time. We do not have any other social networking account i.e. Twitter.

Safe User Agreement

The Nursery Manager, Mrs Karen Mogg and the Deputy Manager, Miss Lisa Bavin are the page administrators. The page administrators will update the page on a regular basis and have signed to state that they understand and agree to adhere to the Nursery Facebook Page Policy.

- Page administrators must log in to Facebook via a password protected log in system.
- Page administrators will not share log in or password details with any other person.
- Only school / Nursery iPads will be used to take photos. iPads are locked with a passcode that only the Nursery staff know.
- Page administrators will not be linked to the Nursery Facebook page via their own personal Facebook profiles.
- Nursery staff members will not have the Nursery name anywhere in their personal Facebook profile.
- The content of our Facebook page will be solely professional relating to the life of the Nursery
- Administrators will not name any children, make them identifiable in any photo or allow personally identifying information to be published on the Nursery social media account. Faces will be removed by cropping the photo to ensure individuals remain anonymous and unidentifiable to viewers.
- Any inappropriate comments on or abuse on the Facebook page will be removed and reported to the Head teacher.

The page administrators reserve the right to remove any comments or posts at any time.

Removal of Posts:

We will remove any posting that:

- Name specific individuals in a negative way.
- Are abusive or contain inappropriate language or statements.
- Use defamatory, abusive or generally negative terms about any individual.
- Do not show proper consideration for others privacy.
- Breach copyright or fair use laws.
- Contain any photos of children.

Any breach of the Facebook Page policy may result in disciplinary action being taken.

All Page Administrators must sign below to state that they understand and agree to adhere to the Nursery's Facebook Page Policy. Any breach of this policy will be taken very seriously and may result in disciplinary action.

Staff Name	Signature	Date
Karen Mogg		
Lisa Bavin		

Policy Dated: Spring 2018

Policy Review: Spring 2021



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Induction of New Children into Nursery

At St. Georges Church Nursery, we understand the importance of ensuring that all children feel safe and secure within our setting and we endeavour to build close relationships with all children and strong working partnerships with their parent/carers and families.

Home Visits

The first step in building these relationships and settling your child into our Nursery is the Home Visit. A pre-arranged appointment time will be arranged with you and on the day, two members of staff will meet with you and your child in their home environment.

Seeing your child within their home environment will help to support the start of building relationships and trust within a more relaxed, familiar environment. It is also an ideal opportunity for information to be shared about family practices & cultures, medical conditions and your child's current interests on a one-to-one basis as well as asking any questions you may have about our Nursery.

During the home visit, we will plan with you when and how your child will attend Nursery for the first few weeks as part of their settling-in process.

Stay and Play Session

Towards the end of the term before your child is due to start our Nursery, you and your child will be invited to a Stay and Play session. These one-hour sessions are outside of the normal Nursery hours and will allow you and your child to become familiar with the Nursery environment, meet other children and their parent/carers that are also starting at the same time and give you the opportunity to meet and chat with the Nursery team.

Settling In

To ensure your child's smooth transition into our Nursery, we work with parents and carers on an individual basis to support each child to settle-in and become familiar with our Nursery routine.

Key Person

Each child will be issued a key person. This named practitioner will be your first point of contact and is there to help your child feel safe and secure within Nursery.

We believe that children settle best when they have a key person to relate to, who knows them and their parents well and who can meet their individual needs. Therefore, the selection of your child's key person will be based on who your child relates well to and this subsequently may result in taking a few days to assign a key person to your child.

However, we are an extremely close working Nursery team, so all staff members will have close working relationship with every child.

At the Start of the Session

At the start of every session, there is always a member of staff on the door to welcome you and your child on arrival.

When you and your child arrive, please could you:

- Let the member of staff on the door know who is picking up your child.
- Help your child to find their registration star with their name and photograph on and put it on a numbered peg of their choice.
- Encourage your child to take their coat off and place it on their peg along with their bag.
- Encourage your child to place their water bottle and snack in the labelled trays.
- Come in to Nursery, look around and help your child to settle to an activity. This may be a good time to chat to your child's key person.

What if my child is upset?

Some children take longer to settle and may become upset when you leave. If this happens you can decide with your child's key person what will be best for your child. Often children settle once you have left or even before you have reached the door! If your child is upset when you leave, you are more than welcome to ring the school office on 01934 426901 when you get home, who can transfer your call to Nursery to make sure all is well.

Document Review:

Policy dated: Spring Term 2018

Review date: Spring Term 2021

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Nappy Changing Policy

At St. Georges Church Nursery we understand that children are at different developmental stages and no child is excluded from participating in our setting who may for any reason, not yet be toilet trained. We work in partnerships with parent/carers to support them towards independent toilet training.

As a setting we aim to be inclusive of all children and to give consideration to the individual needs of each child. We see toilet training as a self-care skill that all children should have the opportunity to learn through the full support and non-judgemental concern of adults. This policy will be used when supporting children requiring nappy changing and other related personal care tasks. It has been written to ensure that best practise is adhered to and that procedures followed comply with the legal requirements of the Early Years Foundation Stage Statutory Framework.

Aims:

- To safeguard the rights and promote the welfare of children.
- To provide guidance and reassurance to staff who are required to change children.
- To assure parent/carers that staff are knowledgeable about personal care and that their individual concerns are taken into consideration.
- To protect children from discrimination and ensure the inclusion of all.

Basic Principles:

At St. Georges Church Nursery we ensure the following key principles when nappy changing:

- Children have the right to feel safe & secure
- Children will be respected and valued as individuals
- Children have the right to privacy and dignity
- In order to promote and develop greater independence, children need to be supported in their understanding of toileting procedures

To ensure children are comfortable and happy, nappies will be checked at regular intervals and promptly changed when required i.e. wet or soiled.

Vulnerability to Abuse

As a Nursery we ensure all staff are familiar with our Safeguarding Policy as well as our procedures to help develop each child's resilience and protect them from any form of abuse.

It is important that children are changed in a reassuring and caring way by their key person or another member of staff that they have a close relationship with. Furthermore, it is important we signal our intention to change a child's nappy before doing so to ensure the child understands and anticipates what is going to happen, as appropriate to their level of development. This helps to give children the important message that not just anyone can pick them up, take them off and undress them.

Staff should always change children in the nappy changing area which, whilst allowing for privacy are not closed off. This is part of making sure there is a culture of openness which safeguards children and ensures all adults follow safe working practices.

Working with Parent/Carers

- We will work with parent/carers when developing a child's nappy changing routine.
- When parent/carers are present in the setting e.g. during settling in periods or stay and play sessions they will be asked to change their child's nappy.
- If a child has a disability or medical need that may affect their personal care routine a Health Care Plan will be drawn up in agreement with parent/carers.
- Parent/Carers will be asked when their child first starts at Nursery whether or not their child has any special words or actions used during their nappy changing procedure.
- Any significant observations made during a nappy changing procedure will be notified to the parent/carers at the end of the session i.e. badly soiled nappy / strong urine etc

Achieving Continence

At St. Georges Church Nursery we will encourage all children to achieve continence when they exhibit signs that they are ready. This will be achieved through modelling, positive praise, working with parents and having high expectations. In addition to this, a child's key person will ensure that nappy changing times are relaxed and a time to promote independence.

Protection for Staff

As far as possible nappy changing procedures will be carried out by a child's key person. Protection for that person will be undertaken in the following ways:

- Staff will be trained in good working practices which comply with Health and Safety regulations

- Staff will discreetly inform other key workers that they are taking a child to the changing area to change them.
- Each instance of intimate care will be recorded by the adult that completed it. Details recorded will include
 - what personal care tasks were carried out
 - by whom
 - the time and date it was completed
- If a situation occurs that causes a member of staff concern, a second member of staff will be called and the incident reported to the line manager and recorded.
- Where staff are concerned about a child's actions or comments whilst carrying out a personal care procedure, this should be recorded and discussed with the school's Designated Safeguarding Lead (DSL) immediately.
- Staff are specifically trained in the area of intimate / personal care for children with specific needs.
- To ensure the safe moving and handling of children, children will use steps to independently climb onto the changing table, with support provided if needed.

Changing procedures followed by staff:

- Prepare the changing mat by cleaning it with antibacterial spray.
- Ensure the following items are ready before changing a child's nappy; clean nappy, wipes and nappy cream if required (N.B - where cream is used the child should have their own named cream and written permission obtained from parents).
- Approach the child and say or sign that it's time for a nappy change.
- Wash and dry your hands and put on a pair of disposal gloves/disposable apron. N.B - staff must put a fresh set of gloves on for every child that has a nappy changed.
- Support the child on to the nappy changing unit using the steps.
- Remove the child's clothing to access the nappy.
- Staff member will then remove the child's nappy and clean the area, always from front to back, using wipes and cream provided by the parent/carers. The member of staff must ensure the child is clean and comfortable before putting on a clean nappy and a clean set of clothes if required.
- If the child's clothes are soiled, they should be bagged separately and sent home, they should not be rinsed by hand.
- Soiled nappies will be placed into a tie handle bag then placed into the designated nappy bin.
- The staff member must then place the used gloves in the bin provided and wash their hands with liquid antibacterial soap and running water. They must then dry them on a disposable paper towel.
- Staff will help the child to wash their hands using liquid soap, warm water and paper towel and then take them back to room to continue with their activities / play.
- Return to the nappy changing area, clean the changing mat, surrounding area and underneath the mat with antibacterial spray before leaving to dry.

Toilet Training

- If a child is old enough to meet their own toileting needs, the staff member can support the child according to age and ability to use a potty or toilet, ensure they are comfortable, clean and dry and have washed their hands afterwards.
- Staff members will also ensure that potties or toilet seats and steps are available for children being toilet trained and cleaned with antibacterial cleaner after every use.
- When supporting a child that needs to be changed, the staff member will approach the child and explain that they would need to clean and change them into some dry clothes.
- The staff member will put on a pair of disposable gloves /apron.
- Remove the wet /soiled clothes from the child.
- Clean the areas that need cleaning. The staff member will talk through with the child what they are about to do so that they are happy and understanding. If a child is capable of doing so, they can help with the removal of any clothing.
- Wet / soiled clothing will be put into a bag so that they can be sent home.
- Staff member will wash their hands with antibacterial soap and running water and then dry them using a disposable paper towel.
- Staff will help the child to wash their hands using liquid soap, warm water and paper towel and then take them back to the Nursery room to continue with their activities / play.
- Staff will return to the changing area and clean the area using the mop and cleaning liquids provided. Area will then either be closed until dry or a wet sign would be placed up.

Parental Responsibilities

At St. Georges Church Nursery we work in partnership with parent/carers and ask them to assist us by ensuring the following:

- Parent/Carers understand and agree the procedures that will be followed when their child is changed at school.
- Parent/Carers must sign a consent form granting permission for their child's nappy to be changed.
- The school requires parent/carers to supply nappies, wipes and sundries that will be used and applied as necessary.
- Parent/Carers understand that they will be asked to collect their child from Nursery if their child shows symptoms of illness or indication of ill health.
- Parent/Carers must send their child in nappies or protective underwear until they are dry and clean the majority of the time.

Policy Review:

Policy Date: Spring Term 2018

Review date: Spring Term 2021

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Special Educational Needs and Disability 0 to 25 Guidance

This is as a supplement to the school's SEND policy.

St. Georges Church Nursery values every child as a unique individual and welcomes all children into our setting where they can enjoy our warm, welcoming, inclusive and stimulating environment. We recognise that some children may need additional help and support to enable them to develop and fulfil their potential.

Our aim is to be inclusive and we encourage this through our environment, attitudes, language and Nursery ethos. According to current legislation it is unlawful to treat a child less favourably for a reason related to their disability (Disability Discrimination Act, 1996). This policy has been written in regard to the DfES Special Educational Needs and Disability (SEND) 0-25 years code of Practice, July 2014.

What are Special Educational Needs?

Children have special educational needs if they have a learning difficulty which calls for special educational provision to be made for them. Children have a learning difficulty if they fall within the definition of 'A' or 'B' below, or would do so if special educational provision was not made for them.

- A. Have a significant greater difficulty in learning than the majority of children of the same age or
- B. Have a difficulty, which either prevents or hinders them from making use of educational facilities of a kind generally provided for children of the same age in Nursery / Pre-schools / schools within the area of the local authority.

Admissions and Inclusion

St. Georges Church Nursery intention is that our Nursery is accessible for all children and their families from all sections of the local community. The Nursery maintains a waiting list and all children / families are treated with respect and as individuals.

All children have a home visit and parent/carers are encouraged to attend a stay and play session. This gives us the opportunity to discuss and address any specific needs of the children and their families.

Prior information about a child or information gained on a home visit may result in a pre-Nursery entry meeting being planned before the child is admitted to the setting in order for effective planning to be put in place to support the child.

Identification and Assessments

As part of the Early Years Foundation Stage (EYFS) observation, assessment and planning are key elements of our practice.

The SEND Code of Practice 2014 emphasises the importance of the early identification of Special Educational Needs. Staff are continually observing the children on Tapestry, with the Areas of Learning and Development within the EYFS framework and Characteristics of Effective Learning being the focus.

Staff plan 'next steps' and seek ways in which they can move the children on so that they achieve their full potential. If any concerns are raised through this observation cycle, staff are aware that they should approach the Nursery's named Inclusion Co-ordinator (INCCO).

Nursery's INCCO – Mrs Karen Mogg

The INCCO will meet with the parent/carers along with the child's key person. If the child needs further support, help will be provided from the School's SENCO Mrs Diane Anderson and/or Area SENCO. After meetings with the School SENCO and / or Area SENCO, other agencies or professionals may be approached but this will be done with the parent/carer's permission.

Area SENCO

Our Area SENCO supports a group of nurseries and providers in the local area. They will liaise with Early Year settings to ensure maximum progression is made for children with SEND. The Area SENCO works proactively with professionals across the Early Years sector, the Local Authority and outside agencies to ensure a cohesive service for Early Year settings.

Record Keeping

Once the Nursery's INCCO and child's key person have met with the child's parent/carers, a support plan may be put in place. These are written with the parent/carers, key person, Nursery INCCO and sometimes the school SENCO and Area SENCO will be involved.

A support plan contains information on a child's special educational needs, monitors the child through long- and short-term targets and gives detailed action on the support and interventions that will be put in place to meet these needs.

The plan put in place will be available for all staff to read and become familiar with and therefore supports the child in both their day-to-day interactions and specific focused activities which are recorded and kept with the plans.

Parent/carers will be encouraged to be involved, where appropriate, in reinforcing these interventions or contributing to progress at home. The plan will have a clear review date which is normally between 6-8 weeks because children's needs can change rapidly.

The Nursery INCCO and school SENCO / Area SENCO when involved, will provide advice and support and ensure appropriate support plans are in place. They will also ensure appropriate information about children with SEND is collated, recorded and updated.

We will hold confidential information / assessments and will only share these with outside agencies with parent/carers permission e.g. Health Visitors, Speech and Language Therapists etc.

Early Years Action Funding can be applied for. The Nursery INCCO will complete the necessary funding application and keep the parent/carers informed of the process and outcome. The decision regarding funding is made by the Local Authority and not the Nursery.

The Nursery INCCO along with the school SENCO, will ensure that any funding that is allocated is spent in an appropriate manner to best meet the needs of the child. This may be in the form of one-to-one support, additional training or specific resources.

Role of Staff

The INCCO is responsible for co-ordinating provision for children with SEND. The INCCO will liaise with parent / carers, staff and where necessary outside agencies and will be responsible for ensuring children's needs are met. The Nursery INCCO completes specific, on-going training to carry out their role. The INCCO will make sure this policy is reviewed and kept to date with the current legislation on an annual basis. The INCCO will also update staff at regular team meetings as the needs arise.

Key Person

Each child starting Nursery will be appointed a member of staff who will be their key person. They will be responsible for keeping observations and assessments, records of meetings with parents organised in the child's file along with photographs as evidence. They will also help the child to settle into Nursery, will take a lead in implementing and monitoring targets on any support plan and play a key role in identification, assessment and care of the child. The key person will liaise with the parent/carer, the INCCO and Nursery Manager as well as outside agencies when necessary. The key person will be there for advice and support for the parent/carers.

Working in Parentship with Parent/Carers

The Nursery acknowledges the importance of parental / carer knowledge and experience in relation to any child. We aim to build close relationships with the parent/carers through the initial home visit, daily interactions and regular meetings both formal and informal. Parent/carers can access their child's files at any time and meet the key person regularly to review their child's learning journal and plan next steps of learning together.

Parent/carers are encouraged to contribute to their child's learning journal on Tapestry.

Staff will work together with the parent/carers to give day-to-day care and support for the child and their family. Staff respect differing perspectives and have positive attitudes to meeting the individual needs of the parent/carers.

Staff will discuss any information relating to the child and encourage parent/carers to inform us of any changes to ensure good communication between both parties occurs.

Parents are asked on home visit if any professionals are involved and inform all parents that we aim to work with all professionals involved with their child and ask for their signed permission to do so. The setting is experienced in liaising with other professionals such as Health Visitors, Speech and Language Therapists etc. to ensure the best and possible outcomes for this.

Participation of children

St. Georges Church Nursery is committed to determining and taking into account the views of the children who attend our setting, including the very young and those with communication difficulties. We provide children with opportunities to reflect on their learning journals through looking through their Tapestry observations on the iPads, at their photos in their individual photo books and on the Learning Journey display.

Policy dated: Spring Term 2019

Review: Spring term 2021

St Georges Church Nursery, Pastures Avenue, St Georges, Weston-Super-Mare, BS22 7SA
Tel no: 01934 426901 Email: office@stgeorges.bwmat.org
<http://www.stgeorgeschurchschool.co.uk/nursery/>

Sun Safety Policy

St. Georges Church School Nursery understands that too much exposure to ultraviolet light (UV) radiation from the sun causes sunburn, skin damage and increases the risk of skin cancer. Sun exposure in the first 15 years of life contributes significantly to the lifetime risk of skin cancer.

St. Georges Church School Nursery has successfully completed the Sun Safe Nurseries Scheme and has gained Sun Safe Nursery Status. Our certificate is displayed in the parent / carer area in the foyer.

As an early childcare provider, we have the potential to help prevent skin cancer in future generations by:

- Playing a significant role in changing behaviours through role modelling and educating children from an early age.
- Understanding that children and staff are at risk of sunburn within 10-15 minutes of being exposed to strong sunlight
- Understanding that skin cancer is largely preventable through behaviour modification and sun protection during a child's early years.

Aims

The main aims of this Sun Safety policy are:

- To promote and work in partnership with parent / carers, nursery staff and the wider community to reinforce awareness about sun safety and promote a healthy nursery.
- To provide an environment that enables children and staff to stay safe in the sun.

- To educate children, parent /carers and staff about sun safety to increase knowledge and influence behaviour.

Partnership

Sun Safety will be promoted through working with parent / carers, staff and the wider community to improve our understanding and provision to avoid the harmful effects of too much exposure to ultraviolet light (UV).

Staff should act as positive role models and set a good example by seeking out the shade whenever possible and wearing suitable clothing and sunscreen.

Education

On enrolment, Parent / Carers will be given a sun safety fact sheet and asked to fill in a Sunscreen permission form. Parent /Carers will be asked through letters / newsletters to support this policy by encouraging their child / children to adopt the Slip, Slop, Slap message and act as role models.

Children will be taught the 'Slip, Slop, Slap' Song which will help them remember the basic Sun Safe message and by being read 'George the Sun Safe Superstar', an illustrated rhyming story that educates children on the importance of Sun Safety and staff will regularly reinforce the sun safe messaging through discussion.

Protection

The Nursery outdoor area has shade provided by the permanent sun parasol and wooden roof shelter. The children will be encouraged to use the shaded areas during outdoor play when appropriate.

The children will be encouraged to wear clothes that provide good sun protection. Parent /Carers will be duly informed about the importance to provide the Nursery with appropriate sun hats and sunscreen as advised by the national skin charity 'Skcin'

The Nursery will provide spare, appropriate sun hats and quality sunscreen, which will be on site, at all times.

Fresh drinking water is always available to the children. Children will be encouraged to increase their water intake in hot weather and are encouraged to drink water during outdoor play.

Policy Review:

Policy date: Summer Term 2019

Review date: Spring Term 2021



St Georges Church Nursery, Pastures Avenue, St Georges, Weston-Super-Mare, BS22 7SA
Tel no: 01934 426901 Email: office@stgeorges.bwmat.org

Tapestry Policy

At St. Georges Church School & Nursery, in the Early Years Foundation Stage we provide all children attending with an 'online learning journal'. We use the online system 'Tapestry' to record observations, photos, videos and assessments. As these are shared with the child's parent/carers, it provides an opportunity for parent/carers to comment and add their own observations to their child's learning journal. This helps to build a strong partnership with parents as information on the children's development is shared both from parents and staff.

Procedures

- At St. Georges Church School & Nursery we use the secure online system 'Tapestry' which allows staff and parent/carers to access the information via a personal protected login
- Each Nursery child has an allocated key person who is responsible for the compilation of their learning journals, however, as we work as closely as a team, all staff are able to capture and record observations of all children.
- Parent/carers logging into the system are only able to see their child/ren's learning journal.
- Parent/carers access allows them to comment (or reply) to observations that staff have added as well as adding their own observations and photos/videos.
- Before parent/carers are linked to their child/children's learning journal they are asked to give permission for their child's photo and first name to appear in other children's learning journals.
- Before accessing the system, parent/carers have to sign to agree not to download and share any information on any other online platforms or social media networking sites such as Facebook.
- Observations are regularly monitored by the Nursery Manager and Deputy Manager to ensure they are relevant and informative.

Safe Use Agreement

- Staff have pin access to the Tapestry app, which logs out when staff exit the application. All staff must logout when they access the desktop version of Tapestry.
- Staff will not share log in or password details with any other person.
- Only school / Nursery iPads will be used to take photos / videos. iPads are locked with a passcode that only the Nursery staff know.
- Staff should take all responsible steps to ensure the safe keeping of the iPads that they are using and report any missing devices immediately.
- iPads should not be taken into the toilet / changing areas. Where pictures are needed of hand washing, two members of staff should be present.
- Any inappropriate photos seen should be reported to the Designated Safeguarding Lead using child protection/ allegations procedures.
- Staff are able to access Tapestry offsite.
- All staff are DBS checked and have attended safeguarding training.
- Staff have signed to agree to adhere to the following:
 - No personal information must be downloaded.
 - Passwords must be kept confidential and staff must log out of Tapestry whenever they finish working on it.
 - Passwords must not be saved on any device.
 - Staff must ensure confidentiality is maintained at all times - nobody else in the household must be able to access Tapestry or see any information or media.
 - Any information e.g. data downloaded to a setting or personal computer must be password protected.

Any breach of this policy may result in disciplinary action being taken.

All members of staff must sign below to state they understand and agree to adhere to the Nursery Tapestry Policy. Any breach of this policy will be taken very seriously and may result in disciplinary action.

Staff Name	Signature	Date
Karen Mogg		
Lisa Bavin		

Policy Dated: Summer 2018

Policy Review: Spring 2021



St Georges Church Nursery, Pastures Avenue, St Georges, Weston-Super-Mare, BS22 7SA
Tel no: 01934 426901 Email: office@stgeorges.bwmat.org

Parent / Carers' Guide to Tapestry

Introduction

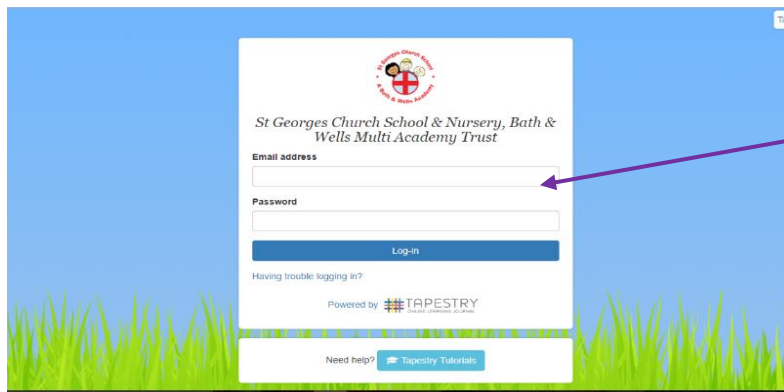
All children who attend St. Georges Nursery will have a personal online Learning Journal which records photos, observations and comments in line with the Early Years Foundation Stage. This enables us to build up a record of each child's learning and achievements during their time with us.

We use the online system 'Tapestry' which is hosted on secure, dedicated servers based in the United Kingdom. You will have passworded protected access to your child's online Learning Journal and we encourage you to contribute to it by uploading photos, videos and comments of their learning, development and experiences at home. You are also able to comment on observations made by St. Georges staff members.

If you do not have access to the internet at home or work, we are able to download your child's Learning Journal as a PDF file that can be printed or put onto a USB stick. We can also provide access to a school laptop that can be used to view your child's Learning Journal.

Where do I start?

Once you have signed and returned your permission slip and consent form, your child's Learning Journal will be set up as well as your parent account. You will be emailed, using the email address you provide with a link to the Tapestry log-on page, your username (which is your email address) and your password. **We strongly recommend that you change your password on your first visit.** You can also find a link to Tapestry log on page on the school website <http://www.stgeorgeschurchschool.co.uk/> clicking on the tab 'Key Information' - 'Nursery' - 'Tapestry'.



Login Page – enter your email address and password

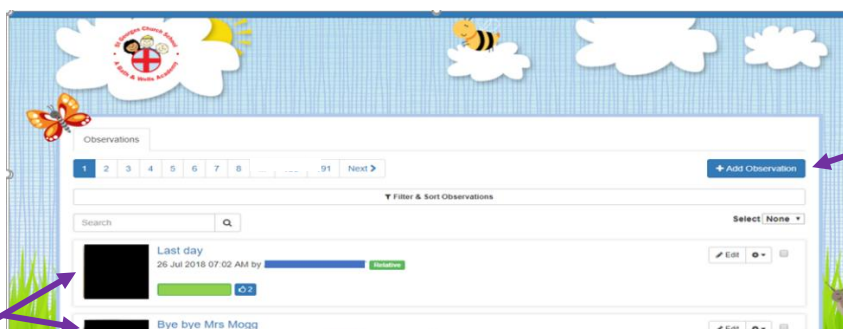
The Tapestry app is free of charge and available from iTunes and Google Play for both iPhones and android phones. On an iPhone / iPad visit the iTunes store and download the Tapestry app from the Education section (search for Tapestry Mobile). Tapestry can also be accessed through a web browser on

<https://tapestryjournal.com/s/st-georges-church-school-amp-nursery-bath-amp-wells-multi-academy-trust>

As a parent / carer, you can choose who also has access to your child's Learning Journal at any time. If you would like to add additional email addresses for both parents, grandparents etc. please complete the additional email section on the permission slip. They will then be set up with an account and emailed an activation link.

Viewing my child's Learning Journal

You will see your child's observations on your 'Observations' tab found on your home screen. Click on the title of the observation to read them in more detail. You may add comments in the box at the bottom of the observations if you would like to. Perhaps your child has done something similar at home or is showing a particular interest in the topic of the observation – if so, we would love to hear about it. You can display all entries or entries for a particular time frames or media types, by using the drop-down tabs on your Observation screen.



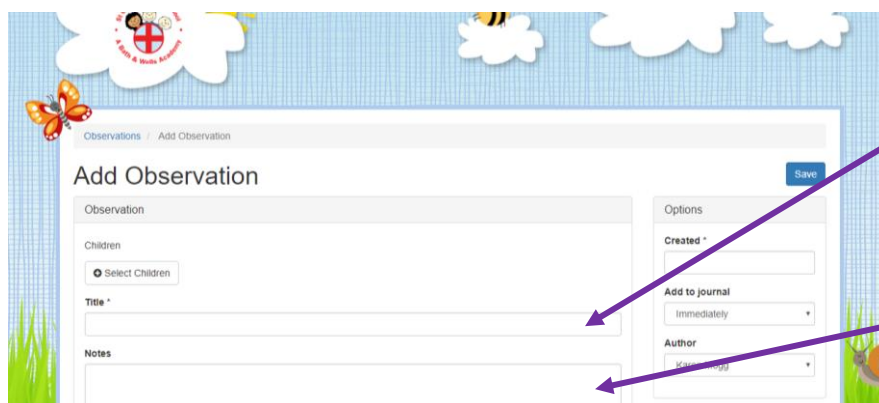
Add observation button. Press here if you want to add an observation from home.

Observations by staff. Click on the title of the observations to read them in more detail.

Adding an entry to my child's Learning Journal

One of the fantastic features of Tapestry is that parent/carers can also add observations / wow moments from home to your child's Learning Journal. This is a great way of providing us with opportunities to celebrate your child's achievements from home and also supports us in assessing your child's development outside of the school environment. To add an observation, choose the 'Add observation' option (or the plus icon on your iPhone / iPad) and add the relevant information into the boxes on the screen. Photos and videos may be uploaded by choosing the 'add media' option.

Once you have clicked add observation, you will arrive at this page.

The screenshot shows the 'Add Observation' form in the Tapestry app. The form has a header 'Observations / Add Observation' and a 'Save' button. The main section is titled 'Add Observation' and contains several fields: 'Children' with a 'Select Children' button, 'Title' with an asterisk, and 'Notes'. On the right side, there is an 'Options' panel with a 'Created' field, an 'Add to journal' dropdown menu set to 'Immediately', and an 'Author' dropdown menu. A purple arrow points from the 'Add to journal' dropdown to a text box on the right. Another purple arrow points from the 'Save' button to a text box at the bottom right.

Select your child from the drop-down menu. Enter a title and observation notes for your observation

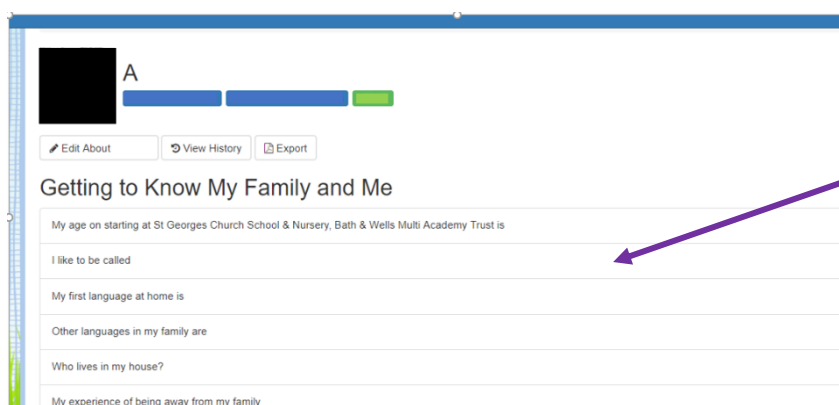
Add photos or video (max 1min in length) using the add files button then click start upload.

Finally, save your observation by clicking save.

When you have saved your observation, you may go back to the home screen at any time by choosing the 'Observations' tab.

Adding information about your child

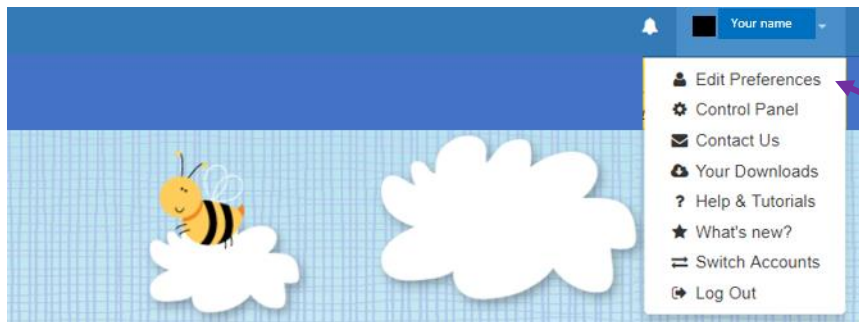
After logging in for the first time and changing your password, we would like you to complete the 'All about me' section for your child. This can be accessed by clicking the child button on the right-hand side of the screen. Under the picture section, you will see 'All about me' icon and after clicking on it, you will be able to edit the form. This enables us to learn a little more about your child and plan accordingly to their interests / likes over the first few weeks.

The screenshot shows the 'Getting to Know My Family and Me' form. At the top, there is a profile picture placeholder with the letter 'A' and a progress bar. Below this are buttons for 'Edit About', 'View History', and 'Export'. The form title is 'Getting to Know My Family and Me'. The form contains several text input fields: 'My age on starting at St Georges Church School & Nursery, Bath & Wells Multi Academy Trust is', 'I like to be called', 'My first language at home is', 'Other languages in my family are', 'Who lives in my house?', and 'My experience of being away from my family'. A purple arrow points from a text box on the right to the 'I like to be called' field.

Fill in your child's preferences

Change my setting in Tapestry

At the top right of your screen you will see your name, selecting this will give you the option to 'Edit Preferences'. Choose this option and you will be presented with a screen giving the option to change your email address and password.



Click on Edit Preferences to change your email address and password

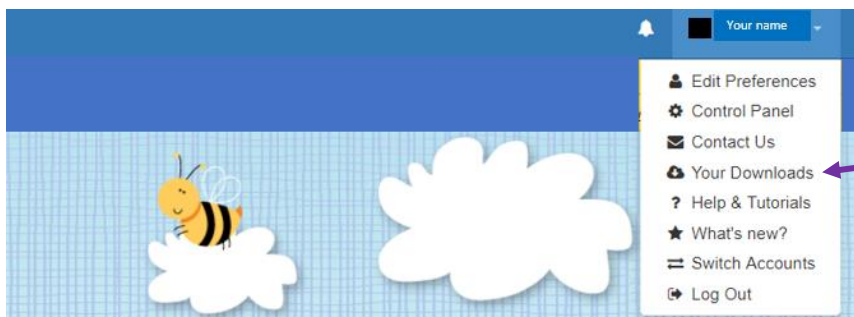
You also have the option to request an email to be sent to you whenever a new observation is added to your child's Learning Journal - just tick the relevant box if you would like to add this function. Please note that you will only receive notifications when new observations are added, not when replies to comments from parent/carers or staff members are posted.

To change your setting on the iPhone /iPad app, click the 'cog' button on the bottom right hand side of the application. This enables you to change your password / email address.

At the end of the academic year

At the end of the academic year, you will be given the option to download your child's Learning Journal as a PDF which enables you to save and / or print a copy. Once the PDF document has been generated, you will be sent a notification from Tapestry and then you will have 28 days to download your copy.

To download your child's learning journal, you will need to access Tapestry through a web browser. After logging into your account, click on your name at the top right-hand corner and then select downloads. Once you have clicked on download, you will receive a PDF version of your child's learning journal to your device.



Click on 'Your downloads' to download a PDF version of your child's Learning Journal

If your child is continuing their journey into our Reception class, your child's Learning Journal will be automatically transferred to their new class and you will still have access to

it throughout their year in Reception. However, it is advised that due to the size of the document that you download your child's Learning Journal at the end of their Nursery year rather than try and download the full two years Learning Journal in one go.

Remember any publishing of staff observations from Tapestry onto social media or any other online platform is strictly prohibited.

Enjoy celebrating your child's development by sharing their Learning Journal with them at home. We are sure your child would love to talk about what they have been doing at Nursery.

If you are unsure about how to use any of the Tapestry features, contact a member of the Nursery team who will be happy to help.

We look forward to working closely with you,

Karen Mogg

Nursery Manager & the Nursery team

Guidelines:

Guideline Date: Summer Term 2018

Review Date: Spring Term 2021