



# PEMBROKE HOUSE



# EARLY YEARS POLICY



## **EARLY YEARS BEHAVIOUR POLICY** (Pre-Nursery, Nursery and Reception)

Acceptable and unacceptable behaviour is part of daily Early Years life. Early Years Teachers use a range of strategies to promote positive behaviour and progress. They aim to constantly praise good behaviour with recognition, stickers, certificates and extra responsibility. Staff set good examples and act as role models particularly with regards to manners and caring for one another. Procedures for dealing with inappropriate behaviour depends on the maturity and emotional needs of each individual. Inappropriate behaviour is addressed through stories, role play, circle time and discussions. When inappropriate behaviour starts to become persistent, sensitive yet constructive communication with the parents is paramount. Children need subtle support so as not to become labelled. In some situations an adult will work alongside a child to support them. Stickers/smiley faces might be given to mark progress if appropriate. Children who repeatedly misbehave or are rude may have “time out on the thinking chair” and will be expected to apologise for their actions. All staff support each other and pass information about a child onto another colleague if necessary.

The person responsible for behaviour and discipline in the Early Years is the Head of Pre-Prep/EYFS.

Summary of rewards and sanctions in Early Years

Rewards: -

- Recognition eg. borrow the cuddly for the day
- Extra responsibility
- Stickers/Smiley faces
- Treat box

Sanctions: -

- Reasoning/discussion with the pupil of good and bad choices
- Thinking chair to think about what they did wrong
- Systems to clarify good and bad behaviour such as thumbs up and thumbs down or star of the day.
- Pupils behaviour discussed with the Head of Early Years
- Meeting with Parents and Class Teacher and Head of Early Years

## **MAINTAINING A SAFE AND SECURE ENVIRONMENT**

The safety of the children is our highest priority, and because they are so young, we need to be particularly vigilant.

The following procedures have been put in place:

- Parents are issued with a school gate pass to gain entry onto the school grounds at the beginning and end of the day.

**Reviewed: September 2019 - ER, CR & PO**

**Next Review: September 2020**



## Pembroke House Early Years Policy

- We will only allow your child to go home with you, unless we have received your advance permission that he or she may be collected by another adult.
- Children are never allowed to leave the premises unsupervised.
- Visitors must sign in at the school office. They are asked to wear security badges at all times and are escorted throughout their visit.

### **NAPPY CHANGING**

#### **Introduction**

This policy is written with the safety of our children as our first priority. The policy is also designed to ensure that our staff are not placed in a situation, which could unwittingly offend local customs, cultural sensitivities or potentially make any member of staff vulnerable to allegations.

#### **Nappy Changing procedure**

We ensure that, where possible, it is the Ayah who carries out the procedure of changing nappies. The only exception will be when they Ayah is absent. Then one of the assistants in the Early Years department will help.

- All children should be changed as and when needed. Wherever possible it should be the Ayah to change the child.
- Gloves are provided in the changing area.
- If a child alerts a staff member that they need a nappy change, it will be done immediately.
- No child will be left unattended on the changing mat.
- The changing area is a safe area to lie the child down if they need to have their bottom cleaned.
- There is a medical roll that is rolled out over the nappy mat every time a nappy needs to be changed.
- Nappies are put in a nappy bag and disposed of in the correct bin and they are taken away daily.
- Children will be encouraged to wash their hands after having their nappy changed.
- Staff/Ayahs will wash their hands immediately after.
- Staff will give children privacy when using potties, by sitting them out of sight of passers by and other children.
- Potties will be cleaned after every use
- We have child size toilets which the children will use (unless they are potty training)
- Ayahs will ensure that nappy changing is a relaxed, happy time and not a negative experience for the child (no negative comments)

Parents are asked to provide –

- Spare nappies
- Wet wipes

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## Pembroke House Early Years Policy

- Change of clothes/underwear
- Nappy cream (if appropriate)

### **Toileting Procedure**

All Early Years children who enter the Nursery and Reception are expected to be toilet trained, although we understand that children can and do have accidents, so we manage the situation with sensitivity. Pre-nursery children who come to school are still in nappies and this is why they come with an Ayah.

- Staff/Ayahs will give children privacy when using potties, by sitting them out of sight of passers by and other children.
- Children have the full support of potty training at school and we work closely with the parents.
- Potties will be cleaned after every use.
- Nursery and Reception children are encouraged to access the toilets independently according to their individual needs.
- Children are always allowed to access the toilets when needed.
- If a child has an accident staff will help them, if help is wanted. Ensuring the child has privacy but that both child and adult are visible.

### **SOFT TOUCH POLICY**

#### **Introduction**

At Pembroke House School, in the Early Years Department, we understand that appropriate relationships between staff and children are paramount to promoting the safeguarding of children at our school.

This Safe Touch Policy has been created with the aim of ensuring that all members of staff are aware of their responsibilities, in terms of appropriate and inappropriate touch, when involving children.

All children are entitled to receive an education in an environment where they feel safe, secure and respected. The school will dedicate itself to ensuring that no child feels threatened or disrespected, in terms of physical contact between themselves or a member of staff.

#### **Roles and Responsibilities**

- All members of staff at our school have a duty of care towards pupils, and must be aware of the boundaries involving physical contact.

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## Pembroke House Early Years Policy

- At Pembroke House we have a “Child led affection” rules, which means, if a child comes to you for affection that is acceptable, but it must not be the other way round.
- All members of staff are responsible for ensuring that no pupil feels threatened or unsafe at our school as a result of inappropriate touch. Staff must not touch any area of the body that a swimming costume covers.
- All members of staff have a responsibility to report any instances of inappropriate touch to the Headmistress.
- The school has a responsibility for ensuring that they create and promote a culture in which pupils’ wishes and feelings are respected.
- Staff to child ratios – ensuring that children are adequately supervised at all times.

### **Child Ratios**

We follow the guidelines of the NSPCC with regards to ratios of teachers to pupils.

- 0-2 years - One adult to 3 children
- 2-3 years - One adult to 4 children
- 4-8 years - One adult to six children

### **First Aid**

All 3 members of staff who teach in Pre Prep have undertaken a Paediatric/Infant first aid course which is renewed yearly.