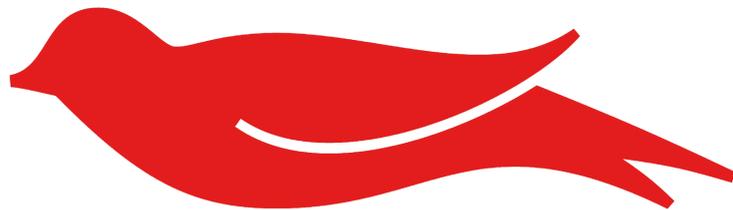




PEMBROKE HOUSE



EARLY YEARS AND MINI MARTLETS 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:

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

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- Spare nappies
- Wet wipes
- 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

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Pembroke House Early Years Policy

- All members of staff at our school have a duty of care towards pupils, and must be aware of the boundaries involving physical contact.
- At Pembroke House we have a “Child led affection” rule, 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 Head.
- 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 and Medical

All 4 members of staff who teach in Pre Prep have undertaken a Paediatric/Infant first aid course which is renewed yearly. All children within Pre Prep have access to the Sanitorium and the nurse on duty should they need medical attention.

Contagious Illnesses

If a child has vomiting, diarrhoea, an unknown rash, fever, Hand, foot and mouth or any other sign of illness they will be sent to San to be reviewed and advised accordingly. For Vomiting and Diarrhoea children should stay at home for 24 hours after the last episode. If it persists we recommend seeking medical advice. If a child is diagnosed with Hand, foot and mouth they should isolate for 7 days before returning to school.

Equestrian Policy

When Pre Prep (including Mini Martlets) go horse riding there is an increase in supervision. Please refer to the Equestrian Policy for further details.

Missing Child Policy

In the unlikely event that a Pre-Prep child goes missing, staff will follow the school’s Missing Child Policy.

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Pembroke House Early Years Policy

In addition to this policy, Early Years staff will also follow the procedure below, if a child is not collected at the end of the Pre-Prep school day.

Late Collection:

- If a parent or carer is late to pick up their child/children, they will be taken to the school office where they will sit and wait until their parent or carer arrives to collect them.
- The parents will be called and informed of where their child is and to find out if there is a reason for the late pick up.
- If **both** parents do not answer, the school secretary will contact other parents in the class to see if they are aware of a delay.
- After this point, the Head of Pre-Prep will leave the child in the care of the Head or an SLT member, until such time as the child is collected by their parents or carer.
- In a situation where a child has not been collected or looks like they might not be, an emergency care plan will be put in place by the Head, SLT and the DSL, until the situation is resolved. The school has a duty of care for that child until such time as they are handed over safely to their parents.
- If the situation escalates to this level, without a reasonable explanation for the late pick up, the Head, DHM - Pastoral and DSL will meet and decide on an action plan to formally address the situation with the parents, so such an event does not happen in the future.

Messy Play Policy

There are many benefits of messy play for babies and toddlers. All children are encouraged to participate in 'Messy Play' activities. They can feel and smell and mix to see what happens next, having fun while they learn! Messy play stimulates the senses. The tactile experience gained during messy play helps little ones experience a variety of textures. During messy play, babies and toddlers are developing eye hand coordination and fine motor skills. What looks like a mess on the surface is truly a learning experience for your child.

Messy Play activities are always carefully organised and materials used are thoroughly inspected to ensure the safety and well being of the children. We always check for allergies and dietary requirements before engaging in messy play with food.

Listed below are materials we use for "Messy Play" activities

:

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Children under 12 months:

- Water
- Cornflour
- Cooked Rice
- Cooked Pasta
- Cereal

Children over 12 months

- Water
- Chia seeds
- Sand
- Dried or cooked Rice and Pasta
- Jelly
- Ice
- Soil and Stones
- Cornflour and Water
- Cereal
- Powder Paint
- Bark/wood
- Wheat flour

The children are able to explore different textures freely on either large trays (tuff trays) on the floor or in smaller trays on low tables indoors or outdoors (weather permitting).

All activities are carefully supervised to ensure the children's Health and Welfare are top priority at all times. Utensils and other equipment used are cleaned and/or sterilised after each use and the children are encouraged not to put play equipment into their mouths, although sometimes this is unavoidable.

The messy play materials are put away each afternoon so they can be reused the next day. The materials used will only be used for appropriate amount of time and will not be used if considered a health risk to children.