



EARLY YEARS POLICIES	
Reviewed by:	Jane Hunt – Head of Pre-Prep Chris Jackson – Deputy Head (Pastoral) Jacqui Besley – School Nurse Jan Brook – Head of Department of Enhanced Learning Alex Robinson – Director of Estates
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## Early Years Policies

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## 1 SAFEGUARDING & CHILD PROTECTION

### 1.1 Children's rights and entitlements

#### Policy statement

We promote children's right to be *strong, resilient and listened to* by:

- Creating an environment in our School that encourages children to develop a positive self-image, which includes their heritage arising from their colour and ethnicity, their languages spoken at home, their religious beliefs, cultural traditions and home background;
- Encouraging children to develop a sense of autonomy and independence;
- Enabling children to have the self-confidence and the vocabulary to resist inappropriate approaches.

We help children to establish and sustain satisfying relationships within their families, with peers, and with other adults.

We work with parents to build their understanding of, and commitment to, the principles of safeguarding all our children.

#### **What it means to promote children's rights and entitlements to be '*strong, resilient and listened to*'.**

To be strong means to be:

- Secure in their foremost attachment relationships where they are loved and cared for, by at least one person who is able to offer consistent, positive and unconditional regard and who can be relied on;
- Safe and valued as individuals in their families and in relationships beyond the family, such as school;
- Self-assured and form a positive sense of themselves – including all aspects of their identity and heritage;
- Included equally and belong in school and in community life;
- Confident in abilities and proud of their achievements;
- Progressing optimally in all aspects of their development and learning;
- To be part of a peer group in which to learn to negotiate, develop social skills and identity as global citizens, respecting the rights of others in a diverse world;
- To participate and be able to represent themselves in aspects of service delivery that affects them as well as aspects of key decisions that affect their lives.

To be resilient means to:

- Be sure of their self-worth and dignity;
- Be able to be assertive and state their needs effectively;
- Be able to overcome difficulties and problems;
- Be positive in their outlook on life;
- Be able to cope with challenge and change;
- Have a sense of justice towards self and others;
- To develop a sense of responsibility towards self and others;
- To be able to represent themselves and others in key decision-making processes.

To be listened to means:

- Adults who are close to children recognise their need and right to express and communicate their thoughts, feelings and ideas;
- Adults who are close to children are able to tune in to their verbal, sign and body language in order to understand and interpret what is being expressed and communicated;
- Adults who are close to children are able to respond appropriately and, when required, act upon their understanding of what children express and communicate;
- Adults respect children's rights and facilitate children's participation and representation in imaginative and child centred ways in all aspects of core services.

## **1.2 Child Protection (Whole School including EYFS)**

See whole School Safeguarding and Child Protection Policy for further information.

The School will safeguard and promote the welfare of all children who are pupils at the School in compliance with DfE Guidance "Keeping Children Safe in Education" which is a response to the Government guidelines "Working Together to Safeguard Children." Safeguarding children is a primary responsibility for all members of the School staff at all times when we are in contact with children. This policy covers all children in all areas of the School.

## **1.3 Uncollected child**

### **Policy statement**

In the event that a child is not collected by an authorised adult at the end of a session/day, the School puts into practice agreed procedures. These ensure the child is cared for safely by an experienced and qualified practitioner who is known to the child. We will ensure that the child receives a high standard of care in order to cause as little distress as possible.

We inform parents/carers of our procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for.

### **Procedures**

Parents of children starting at the School are asked to provide the following specific information, which is recorded.

- Home address and telephone number;
- Place of work, address and telephone number (if applicable);
- Mobile telephone number (if applicable);
- Names, addresses, telephone numbers of adults who are authorised by the parents to collect their child from School, for example a child-minder or grandparent;
- Who has parental responsibility for the child;
- Information about any person who does not have legal access to the child.

On occasions when parents are aware that they will not be at home or in their usual place of work, they inform the School in writing of how they can be contacted.

On occasions when parents or the persons normally authorised to collect the child are not able to collect the child, they provide the School with details of the name and telephone number of the person/s who will be collecting the child, and the School will verify the identity of the person who is to collect the child by use of a known password.

Parents are informed that if they are not able to collect the child as planned; they must inform the School so that it may begin to take back-up measures.

The School informs parents that it applies its child protection procedures as set out in the Safeguarding and Child Protection Policy in the event that their children are not collected from School by an authorised adult within one hour after the School has closed and the staff can no longer supervise the child on its premises.

If a child is not collected at the end of the session/day, the School follows the following procedures:

- The child's file is checked for any information about changes to the normal collection routines;
- If no information is available, parents/carers are contacted at home or at work.

If this is unsuccessful, the adults who are authorised by the parents to collect their child from School - and whose telephone numbers are recorded on the Registration Form - are contacted.

All reasonable attempts are made to contact the parents or nominated carers.

The child does not leave the premises with anyone other than those named on the Registration Form or held in their pupil file.

If no one collects the child after one hour and there is no one who can be contacted to collect the child, the School applies the procedures for uncollected children.

The School contacts the local authority children's social services care team.

- The child stays at the School in the care of two fully vetted members of staff until the child is safely collected either by the parents or by a Social Care worker;
- Social Care will aim to find the parent or relative; if they are unable to do so, the child will become looked after by the local authority;
- Under no circumstances do staff go to look for the parent, nor do they take the child home with them;
- A full written report of the incident is recorded in the child's file;
- Depending on circumstances, the School reserves the right to charge parents for the additional hours worked by our staff;
- The emergency Social Worker contact number is:
  - Hampshire Children Services:
    - 8.30am - 4.30pm Tel: 0300 555 1384; or
    - Out of hours Tel: 0300 555 1373
  - BCP Children Services:
    - 9.00am – 5.00pm Tel: 01202 123 334; or
    - Out of hours Tel: 01202 738 256

## **1.4 Missing child**

### **Policy statement**

Children's safety is maintained as the highest priority at all times both on and off premises. Every attempt is made through carrying out the outings procedure and the exit/entrance procedure to ensure the security of children is maintained at all times. In the unlikely event of a child going missing, the missing child procedure is followed.

## Procedures

### Child going missing on the premises

- As soon as it is noticed that a child is missing the key person/staff alerts the Head of Pre-Prep.
- The staff will carry out a thorough search of the Pre-Prep buildings and garden.
- Doors and gates are checked to see if there has been a breach of security whereby a child could wander out.
- The register is checked to make sure no other child has also gone astray, and an immediate head count of all children and staff in Pre-Prep will be carried out.
- Estates staff will be alerted by radio (channel 2) or through Reception and a thorough sweep of the wider grounds is conducted followed by a sweep of the buildings. Staff will be stationed at entrance and exit points to the grounds during the search. After the initial warning all radio communication will be on channel 1, the emergency channel. Director of Estates or Estate Manager will conduct the wider search.
- If the child is not found after 15 minutes, the parent is contacted by the Headmaster (or in his absence a Deputy Head). The missing child is then immediately reported to the Police by the Headmaster (or in his absence a Deputy Head).
- Normal Pre-Prep teaching is suspended, and children are grouped to release maximum staffing to manage the incident and complete statements.
- An incident control point is set up in a chosen classroom, required to have a phone, computer, radio and writing materials.
- The Head of Pre-Prep talks to the staff to find out when and where the child was last seen, and a timeline of events is created.
- The key person/staff member writes an incident report detailing:
  - The date and time of the report
  - What staff/children were in the group and the name of the staff designated responsible for the missing child
  - When the child was last seen in the group
  - What has taken place in the group since the child went missing
  - The time it is estimated that the child went missing
  - Offsite locations around the School that might be known to the child
  - Clothing and description of the child (A-H) for emergency services along with recent photo
    - Age, Build, Colour (of Skin), Distinguishing marks, Elevation (height), Face, Gate (walk), Hair colour
- The incident is reported in full, directly to the Headmaster (or in his absence a Deputy Head) who liaises directly with the parent(s) and the Police in the incident control room.
- The Head of Pre-Prep and the Headmaster (or in his absence a Deputy Head) carry out a full investigation receiving written statements from all the staff involved.
- A conclusion is drawn as to how the incident happened. Temporary measures will be put in place to stop it happening again until formal changes can be made.

If the incident warrants a Police investigation, all staff co-operate fully. In this case, the Police will handle all aspects of the investigation, including interviewing staff. Children's Social Care may be involved if it seems likely that there is a child protection issue to address.

In the event of disciplinary action needing to be taken, Ofsted is informed.

The insurance provider is informed by the Bursar.

## **Child going missing on an outing**

- As soon as it is noticed that a child is missing, staff on the outing ask children to stand with their designated person and carry out a headcount to ensure that no other child has gone astray.
- One staff member searches the immediate vicinity but does not search beyond that.
- Use of radio and phone communications if groupings are split to try and account for the child.
- If ratios allow, consolidate children and send staff to look on designated route and with radio/phone. Designate clear search areas and times to return. Ensure all searchers know where to return to.
- If at a formal location, then talk to staff and raise the alarm and site-specific procedures may be put in place to lock down the location and stop anyone from leaving. The site team may choose to conduct their own search in support and may call the Police which might not be in the trip leader's control.
- The School is contacted immediately, and the incident is reported.
- The Headmaster (or in his absence a Deputy Head) contacts the Police immediately and reports the child as missing. It is likely the Headmaster or other staff from School will relocate to the incident site to support or retrieve other children and staff.
- Immediately after contacting the Police the Headmaster (or in his absence a Deputy Head) contacts the parent, who makes their way to the School or outing venue as agreed with the member of staff.
- The teacher, or designated staff member may be advised by the Police to stay at the venue until they arrive.
- Staff may need to take the remaining children back to the School.
- The School is to update the parent as to the best meet location as by the time the parent may arrive, the child may have already been found and returned to the School.
- The incident may continue for several hours so dynamic planning must be put in place at the time and specific to the incident. The School will likely be led by the venue staff and the police.

## **The investigation**

- Staff keep calm and do not let the other children become anxious or worried.
- The Head of Pre-Prep together with the Headmaster (or in his absence a Deputy Head) speaks with the parent(s).
- The Head of Pre-Prep and the Headmaster (or in his absence a Deputy Head) carry out a full investigation taking written statements from all the staff in the room or whomever were on the outing.
- The key person/staff member writes an incident report detailing:
  - The date and time of the report;
  - What staff/children were in the group/outing and the name of the staff designated responsible for the missing child;
  - When the child was last seen in the group/outing;
  - What has taken place in the group or outing since the child went missing;
  - The time it is estimated that the child went missing;
  - Clothing and description of the child (A-H) for emergency services along with recent photo
    - Age, Build, Colour (of Skin), Distinguishing marks, Elevation (height), Face, Gate (walk), Hair colour.
- A conclusion is drawn as to how the breach of security happened.

If the incident warrants a Police investigation, all staff co-operate fully. In this case, the Police will handle all aspects of the investigation, including interviewing staff. Children's Social Care may be involved if it seems likely that there is a child protection issue to address.



In the event of disciplinary action needing to be taken, Ofsted is informed.

The insurance provider is informed by the Bursar.

### **Managing people**

- Missing child incidents are very worrying for all concerned. Part of managing the incident is to try to keep everyone as calm as possible.
- The staff will feel worried about the child, especially the key person or the designated carer responsible for the safety of that child for the outing. They may blame themselves and their feelings of anxiety and distress will rise as the length of time the child is missing increases. A decision must be taken about their immediate ability to continue caring for pupils if they are too distressed.
- Staff may be the understandable target of parental anger, and they may be afraid. The School will ensure that staff under investigation are not only fairly treated but receive support while feeling vulnerable.
- The parents will feel angry and fraught. They may want to blame staff and may single out one staff member over others; they may direct their anger at that teacher. When dealing with a distraught and angry parent, there should always be two members of staff, one of whom is the Head of Department together with the Headmaster (or in his absence a Deputy Head). No matter how understandable the parent's anger may be, aggression or threats against staff are not tolerated, and the Police should be called.
- The other children are also sensitive to what is going on around them.; they too may be worried. The remaining staff caring for them need to be focused on their needs and must not discuss the incident in front of them. They should answer children's questions honestly in a child-friendly way and reassure them.
- In accordance with the severity of the final outcome, staff may need counselling and support. If a child is not found, or is injured, or worse, this will be a very difficult time. The Head of Department together with the Headmaster will use their discretion to decide what action to take.
- Staff must consult with the Headmaster and refer any Press enquiries to him, the Chair of Governors or their appointed Deputies.

## **1.5 Mobile phones, cameras, tablets and other electronic devices with imaging and sharing capabilities**

Mobile phones, cameras, tablets and other electronic devices with imaging and sharing capabilities, play an increasing part in everyone's lives, but Ballard Pre-Prep believe that in order to fully ensure the protection of the children in its care, certain procedures for mobile phone use within this setting need to be abided by.

### **Procedures**

- Staff should store their mobile phones with their personal belongings, away from areas accessed by pupils.
- A mobile phone and/or a walkie talkie is carried by a staff member during activities outside the classroom, beyond the Pre-Prep playground. The Estates team can be contacted (on channel 2) at any time for more support.
- Staff may access their mobiles in the staff-only areas during breaks. Staff are aware that the staff room is accessed at times by the children, for cooking and to enter and exit the Dance Studio and will not use their phones at these times in this area.
- Staff should provide the School telephone number in case of emergency contact.
- Visitors are advised that mobile devices cannot be used whilst in the Pre-Prep and signs are in place on all the entrances into Pre-Prep to this effect.
- Photographic evidence is used as a method of recording children's development, to share special moments with parents and peers or as a training support for staff and pupils.

- Parents' consent is sought before images may be taken.
- Staff iPads or the School marketing phone are used in the Pre-Prep for this purpose; no photos are taken with staff personal cameras.
- No photographs are uploaded onto social media sites such as Facebook or YouTube. Only the marketing team will upload photos onto social media sites, such as Facebook, with parental permission.
- No photographs are permitted to be taken in the toilets/nappy changing areas or when children are changing for PE, etc.

## **1.6 Whistleblowing Policy (Whole School including EYFS)**

Please refer to the School's Whistleblowing Policy for further information.

## **2 SUITABLE PEOPLE**

### **2.1 Employment**

Ballard School meets the Safeguarding and Welfare Requirements of the Early Years Foundation Stage, ensuring that our staff and volunteers are appropriately qualified, and carries out checks for criminal and other records through the Disclosure and Barring Service (DBS) in accordance with statutory requirements.

#### **Procedures**

##### **Vetting and staff selection**

The School works towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection.

All its staff have job descriptions, which set out their roles and responsibilities.

It welcomes applications from all sections of the community. Applicants will be considered on the basis of their suitability for the post, regardless of disability, gender reassignment, pregnancy and maternity, race, religion or belief, sexual orientation, sex, age, marriage or civil partnership. Applicants will not be placed at a disadvantage by imposing conditions or requirements that are not justifiable.

It follows the requirements of the Early Years Foundation Stage and Ofsted guidance on checking the suitability of all staff and volunteers who will have unsupervised access to children. This includes carrying out an online search, obtaining references and ensuring they have a satisfactory enhanced criminal records check with barred list(s) check through the DBS. This is in accordance with requirements under the Safeguarding Vulnerable Groups Act (2006) and the Protection of Freedoms Act (2012) for the vetting and barring scheme.

Where an individual is subscribed to the DBS Update Service, the School will carry out a status check of their DBS certificate, after checking their identity and viewing their original enhanced DBS certificate to ensure that it does not reveal any information that would affect their suitability for the post.

The School keeps all records relating to the employment of its staff and volunteers; in particular those demonstrating that suitability checks have been done, including the date of issue, name, type of DBS check and unique reference number from the DBS certificate, along with details of its suitability decision.

The School requires that all its volunteers keep their DBS check up to date by subscribing to the DBS Update Service throughout the duration of their volunteering with the School.

Staff are expected to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children – whether received before, or at any time during, their employment with the School.

The School obtains consent from its staff and volunteers to carry out on-going status checks of the Update Service to establish that their DBS certificate is up to date for the duration of their employment with the School.

Where the School becomes aware of any relevant information which may lead to the disqualification of an employee, it will take appropriate action to ensure the safety of children. In the event of disqualification, that person's employment with the School will be terminated.

### **Notifying Ofsted of changes**

- The School informs Ofsted of any changes to the Registered Person.

### **Training and staff development**

- The School provides regular in-service training to all staff.
- The School budget allocates resources to training.
- The School provides its staff with induction training in the first half term of their employment. This induction includes Health and Safety Policy and Safeguarding and Child Protection Policy. Other policies and procedures are introduced within an induction plan.
- The School supports the work of staff by holding regular supervision meetings and appraisals.
- The School is committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice.

### **Staff taking medication/other substances**

- If a member of staff is taking medication which may affect their ability to care for children, the School ensures that they seek further medical advice. Staff will only work directly with the children if medical advice confirms that the medication is unlikely to impair their ability to look after children properly.
- Staff medication on the premises will be stored securely and kept out of reach of the children at all times.
- If the School has reason to believe that a member of staff is under the influence of alcohol or any other substance that may affect their ability to care for children, they will not be allowed to work directly with the children and further action will be taken.

### **Managing staff absences**

- Where a member of staff may need to take time off for any reason other than sick leave or training, this is agreed with the Headmaster with sufficient notice.
- Where staff are unwell and take sick leave in accordance with their contract of employment, cover will be organised to ensure that ratios are maintained.
- Sick leave is monitored, and action is taken where necessary, in accordance with the individual's contract of employment.

## **2.2 Student placements**

The School recognises that qualifications and training make an important contribution to the quality of the care and education provided. As part of its commitment to quality, placements are offered to students undertaking Early Year's qualifications and training. Placements are also offered for students on work experience.

The School aims to provide students on placement with experiences which contribute to the successful completion of their studies, and which provide examples of quality practice in Early Years care and education.

### **Procedures**

- We require students on qualification courses to meet the Suitable Person requirements of the Early Years Foundation Stage and have a satisfactory enhanced DBS check with barred list check(s).
- The School requires schools, colleges or universities placing students under the age of 17 years to vouch for their good character.
- The School always supervises students under the age of 17 years and does not allow them to have unsupervised access to children.
- Students undertaking qualification courses who are placed with the School on a short-term basis are not counted within the staffing ratios.
- Trainee staff and students over the age of 17 may be included in the ratios if they are deemed competent and responsible.
- The School takes out Employers' Liability Insurance and Public Liability Insurance which cover both students and voluntary helpers.
- The School requires students to abide by GDPR.
- The School co-operates with students' tutors in order to help students to fulfil the requirements of their course of study.
- The School provides students, at the first session of their placement, with a short induction on how the School is managed, how the sessions are organised and the policies and procedures.
- The School communicates a positive message to students about the value of qualifications and training.
- The School makes the needs of the children paramount by not admitting students in numbers which may hinder the essential work of the School.
- The School ensures that trainees and students placed with it are engaged in bona fide Early Years training, which provides the necessary background understanding of children's development and activities.

## **3 STAFF QUALIFICATIONS, TRAINING, SUPPORT AND SKILLS**

### **3.1 Induction of employees and volunteers**

The School provides an induction for all employees and volunteers in order to fully brief them about the setting, the families served, the policies and procedures, curriculum and daily practice.

### **Procedures**

- The School has a written induction plan for all new staff, which includes the following:
  - Introductions to all employees and volunteers;
  - Familiarisation with the building, health and safety, and fire & evacuation procedures;
  - Ensuring policies and procedures are read and adhered to;
  - Introduction to the parents, especially parents of allocated key children where appropriate;

- Familiarisation with confidential information in relation to any key children where applicable;
- Details of the tasks and daily routines to be completed.
- Following the satisfactory completion of the probationary period, e.g., six months or one academic year, the School continues to support staff to deliver high quality performance through regular supervision and appraisal of their work.

### **3.2 EYFS Staff Supervision Policy**

This policy is to meet the EYFS Regulations 3.21 and 3.22.

**3.21** Providers must put appropriate arrangements in place for the supervision of staff who have contact with children and families. Effective supervision provides support, coaching, and training for the practitioner and promotes the interests of children. Supervision should foster a culture of mutual support, teamwork and continuous improvement, which encourages the confidential discussion of sensitive issues.

**3.22** Supervision should provide opportunities for staff to:

- discuss any issues – particularly concerning children’s development or wellbeing;
- identify solutions to address issues as they arise;
- receive training/coaching to improve their personal effectiveness.

#### **Purpose of the meetings**

- To encourage professional development through self-evaluation;
- To identify appropriate professional support and training needs;
- To ensure effective communication between staff and Head of Pre-Prep;
- To ensure that personal concerns and issues are addressed regularly and effectively;
- An opportunity to discuss children’s progress and development;
- To give staff the opportunity to discuss any issues they feel appropriate.

#### **Agreed procedure for staff supervision meetings**

- Supervision meetings held each term;
- Discussions for supervisions will be held in a private area;
- In case of cancellation, the Head of Pre-Prep will arrange an alternative date as soon as possible.

Confidentiality - all items of discussion will remain confidential, unless the member of staff gives permission, with the exception of:

- Cases of suspected abuse;
- Any issue which could affect compliance with ISI regulations;
- Any legal, health or safety issues.

All records of Supervision Meetings will be held by the Head of Pre-Prep in the member of staff’s professional development folder and kept confidential.

### **3.3 First aid – to be read in conjunction with the whole School First Aid policy**

Ballard School employs two part-time registered nurses who have professional responsibility for the care of the pupils who need or seek advice and support for their medical/health needs. The School Nurses are contactable in the medical room on phone number 530, by mobile phone on 07850 503483 or via email on [schoolnurse@ballardschool.co.uk](mailto:schoolnurse@ballardschool.co.uk). There will be a nurse in School between 8.00am - 4.00pm Monday to Friday.

Outside of these hours and when the School Nurse is off-site, a First Aider will be available, contacted via Main Reception. A list of qualified First Aiders is held in Main Reception and each staff room.

There are several staff who have a Paediatric First aid qualification and there is always a member of staff with this qualification on duty in Early Years.

### **First Aid and Emergency Procedures**

In the event of an accident resulting in injury:

- The closest member of staff will assess the seriousness of the injury and seek the assistance of the School Nurse or qualified First Aider who will provide treatment as necessary.
- If necessary, further medical assistance will be sought. The School Nurse or First Aider will remain on the scene until further help arrives.
- If the School Nurse or First Aider in her absence decides a pupil is too unwell to remain in School, parents will be contacted and asked to collect their child.
- The first aid box is kept easily accessible to adults and is kept out of the reach of children.
- Medication is only administered in line with our Medicines policy which can be found within the School's First Aid policy.
- Parents sign a consent form at Registration allowing a member of staff to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that they have been informed and are on their way to the hospital.
- In the event of minor injuries or accidents, the parents are always informed on the same day when they collect their child from School. If the child is unduly upset or there are concerns about the injury, contact will be made with the child's parents for clarification of what they would like to do; i.e. whether they wish to collect the child and/or take them to their own GP.
- An ambulance is called for children requiring emergency treatment. The School contacts parents immediately and informs them of what has happened and where their child has been taken.
- Accidents and injuries are recorded in the School accident record book and, where applicable, notified to the Health and Safety Executive and/or local child protection agencies.
- The School has 2 defibrillators on site – these are regularly checked and maintained. They are located outside the PAC and the maintenance office. All staff who are first aid trained are also trained in the use of the defibrillator.

## **4 KEY PERSON**

### **4.1 The role of the key person and settling-in**

The School believes that children settle best when they have a key person to whom to relate, who knows them and their parents well, and who can meet their individual needs. Research shows that a key person approach benefits the child, the parents, the staff and the School environment by providing secure relationships in which children thrive, parents have confidence, staff are committed, and the environment is a happy and dedicated place in which to attend or work.

The School wants children to feel safe, stimulated and happy in the environment and to feel secure and comfortable with the staff. The School also wants parents to have confidence in both their children's well-being and their role as active partners. The School aims to make the environment a welcoming place where children settle quickly and easily because consideration has been given to the individual needs and circumstances of children and their families.

The key person role is set out in the Safeguarding and Welfare Requirements of the Early Years Foundation Stage. Each child must have a key person. These procedures set out a model for developing a key person approach which promotes effective and positive relationships for children.

## Procedures

- A key person is allocated before the child starts. The classroom Teacher will be the key worker, and the Teaching Assistant will be the co-keyworker.
  - The key persons are responsible for:
    - Providing an induction for the family and for settling the child in;
    - Offering unconditional regard for the child and being non-judgemental;
    - Working with the parents to plan and deliver a personalised plan for the child's well-being, care and learning;
    - Acting as the key contact for the parents;
    - Developmental records and for sharing information on a regular basis with the child's parents to keep those records up to date, reflecting the full picture of the child in School and at home;
    - Having links with other carers involved with the child and co-ordinating the sharing of appropriate information about the child's development with those carers;
    - Encouraging positive relationships between children in their key group, spending time with them as a group each day.
- The School promotes the role of the key person as the child's primary carer whilst at School, and as the basis for establishing relationships with other adults and children.

## Settling-in

Before a child attends, the School uses a variety of ways to provide the parents with information. These include a tour of the School and an opportunity to meet with the child's key person and co-key person, an information sharing meeting prior to starting during which parents are given information such as the School handbook and policies, verbal or written information about activities available and individual meetings with parents.

The key person and co-key person welcomes and looks after the child and their parents at the child's first session and during the settling-in process.

The School considers a child to be settled when they have formed a relationship with their key person and co-key person; for example, the child looks for the key persons when they arrive at School, goes to them for comfort, and seems pleased to be with them. The child is also familiar with where things are and is pleased to see other children and participate in activities.

When parents leave, they are asked to say goodbye to their child and explain that they will be coming back, and when.

The School does not believe that leaving a child to cry will help them to settle any quicker. It is believed that a child's distress will prevent them from learning and gaining the best from their time at Ballard. If a child does not settle, staff will contact the parents to discuss future strategies.

## The progress check at age two

The Nursery Teacher carries out the progress check at age two.

The progress check aims to review the child's development and ensures that parents have a clear picture of their child's development.

Within the progress check, the key person will note areas where the child is progressing well and identify areas where progress is less than expected.

The progress check will describe the actions that will be taken to address any developmental concerns (including working with other professionals where appropriate) as agreed with the parent(s).

The key person will plan activities to meet the child's needs and will support parents to understand the child's needs in order to enhance their development at home.

## **5 STAFF: CHILD RATIOS**

### **5.1 EYFS Supervision Policy**

The School provides a staffing ratio in line with the Safeguarding and Welfare Requirements of the Early Years Foundation Stage to ensure that children have sufficient individual attention and to guarantee care and education of a high quality. Staff are appropriately qualified and checks for enhanced criminal records and barred list are undertaken through the Disclosure and Barring Service in accordance with statutory requirements.

#### **Procedures**

To meet this aim, the following ratios of adult to children is adopted:

- Children aged two years: 1 adult : 5 children:
  - at least one member of staff holds a full and relevant level 3 qualification
  - and at least half of all other staff hold a full and relevant level 2 qualification
- Children aged three years and over: 1 adult : 8 children:
  - at least one member of staff holds a full and relevant level 3 qualification
  - and at least half of all other staff hold a full and relevant level 2 qualification
- The School follows the Early Years Foundation Stage Safeguarding and Welfare Requirements where a Qualified Teacher, Early Years Professional or other suitable level 6 qualified person is working directly with children aged three and over between the hours of 8.00am and 4.00pm as follows:
  - there is at least one member of staff for every 13 children;
  - and at least one other member of staff holds a full and relevant level 3 qualification.
- Only included are those aged 17 years or older within these ratios. Where they are competent and responsible, we may include students on long-term placements and regular volunteers.
- A minimum of three staff/adults are on duty at any one time with another staff member designated as the 'reserve' in case of emergencies.
- The Head of Pre-Prep deploys staff, students and volunteers to give adequate supervision of indoor and outdoor areas, ensuring that children are usually within sight and hearing of staff, and always within sight or hearing of staff at all times.
- Staff, students and volunteers inform their colleagues if they have to leave their area and tell colleagues where they are going.
- Staff, students and volunteers focus their attention on children at all times and do not spend time in social conversation with colleagues while they are working with children.
- Each child is assigned a key person to help the child become familiar with the environment from the outset and to ensure that each child has a named member of staff with whom to form a relationship. The key person plans with parents for the child's well-being and development. The key person meets regularly with the family for discussion and consultation on their child's progress and offers support in guiding their development at home.

Regular staff meetings are held to undertake curriculum planning and to discuss children's progress, their achievements and any difficulties that may arise from time to time.



## 6 HEALTH

### 6.1 Administering medicines

While it is not school policy to care for sick children, who should be at home until they are well enough to return to School, the School will agree to administer medication as part of maintaining their health and wellbeing or when they are recovering from an illness. The School will ensure that where medicines are necessary to maintain health of the child, they are given correctly and in accordance with legal requirements.

Staff are responsible for the correct administration of prescribed medication to children. This includes ensuring that parent consent forms have been completed, that medicines are stored correctly and that records are kept according to procedures.

There is a lockable fridge and lockable cupboard in the Pre-Prep staff room where all medication can be kept.

#### Procedures

- Children taking prescribed medication must be well enough to attend school.
- Staff will usually only administer medication when it has been prescribed for a child by a doctor (or other medically qualified person). It must be labelled with the child's name, in-date and prescribed for the current condition.
- Non-prescription medication (Homely Remedies) such as pain relief (e.g. Calpol), may be administered by the School Nurse, but only with prior written consent of the parent on the completed medical form at registration, and only when there is a health reason to do so. The administering of any medication is recorded by the School Nurse on the child's medical records on iSAMS and parents informed.
- Children's prescribed medicines are stored in their original containers, are clearly labelled and are not accessible to the children without adult supervision. On receiving the medication, the member of staff checks that it is in date and prescribed specifically for the current condition.
- Parents must give prior written permission for the administration of prescribed medication. The staff member receiving the medication will ask the parent to sign a consent form stating the following information. No medication may be given without these details being provided:
  - the name of medication and strength;
  - the full name of child and their date of birth;
  - who prescribed it;
  - the dosage and times to be given whilst in school;
  - the method of administration; and
  - the signature of the parent, their printed name and the date for consent form was signed.
- The administration of prescribed medicine is recorded accurately in a medication record book each time it is given and is signed by the person administering the medication. Parents are shown the record at the end of the day and asked to sign the record book to acknowledge the administration of the medicine. The medication record book records the:
  - name of the child;
  - name and strength of the medication;
  - name of the doctor who prescribed the medication;
  - date and time the medication was administered;
  - dosage given and by which method;
  - signature of the person administering the medication and a witness; and
  - parent's signature
- Should the administration of prescribed medication require medical knowledge, training for the relevant members of staff will be provided by the School Nurse.

- No child in Pre-Prep may self-administer. Where children are capable of understanding when they need medication, for example with asthma, they should be encouraged to tell their key person what they need. However, this does not replace staff vigilance in knowing and responding when a child requires medication.
- The medication record book is monitored by the School Nurse to look at the frequency of medication given. For example, a high incidence of antibiotics being prescribed for a number of children at similar times may indicate a need for better infection control.

### **Storage of medicines**

- All prescribed medication is stored safely in a locked cupboard or locked refrigerator, as required. Where the cupboard or refrigerator is not used solely for storing medicines, the medication is kept in a marked plastic box.
- The person responsible for handing the child over to the parent/carer at the end of the session/day is responsible for handing back the medicine to the parent/carer.
- For some conditions, such as asthma or anaphylaxis, prescribed medication may be kept on the School premises to be administered on a regular or as-and-when required basis. The School Nurse will check that any medication held is in-date and return any out-of-date medication to the parent.

### **Children who have long term medical conditions and who may require on-going medication**

- The key person and the School Nurse will meet with parents to discuss any long-term medical condition which requires on-going medication. Other medical or Social Care personnel may need to be involved in such a discussion. Records of this meeting are kept in the child's file as well as with their medical form. This information will be shared with the relevant staff including the measures to be taken in an emergency.
- Subsequent meetings are held to review the medication; e.g., changes to the medication or the dosage, any side effects noted, etc.

### **Managing medicines on trips and outings**

- Where children are going on trips, the key person for the child will accompany the child and be fully informed about the child's needs and/or prescribed medication which will be taken on the outing.
- Prescribed medication for a child is taken in a sealed plastic box clearly labelled with the child's name and the name of the medication. Inside the box will be a copy of the consent form and a card to record when the medication has been administered, including all the details that need to be recorded in the medication record, as stated above.
- Upon returning to School the card is attached to the medicine record sheet and the parent will be asked to counter-sign it.
- Where a child on medication has to be taken to hospital, the child's medication is taken in a sealed plastic box clearly labelled with the child's name and the name of the medication. Inside the box will be a copy of the consent form signed by the parent.
- This procedure should be read alongside the Trips Procedure.

### **Legal framework**

- [Supporting pupils with medical conditions at school - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/supporting-pupils-with-medical-conditions-at-school)

## 6.2 Managing children who are sick, infectious, or with allergies

The School aims to provide care for healthy children through preventing cross-infection of viruses and bacterial infections and promote health through identifying allergies and preventing contact with the allergenic trigger.

### Procedures for children who are sick or infectious

- Where a child appears unwell during the day – for example, if they have a temperature, sickness, diarrhoea etc. – the School Nurse will be contacted and will assess the child. If required, the parents will be contacted to collect the child, or to send a known carer to collect the child on their behalf.
- If a child has a temperature, they are kept cool and are taken to the School Nurse who will decide what course of action is necessary. The School Nurse may administer paracetamol or another similar analgesic, if written consent has been given on the child's medical form. This is to reduce the risk of febrile convulsions, particularly for very young children. Parents will be notified when medication is administered.
- In extreme cases of emergency, an ambulance may be called, and the parents will be informed.
- The School may refuse admittance to children who have a temperature, sickness and diarrhoea or a contagious infection or disease.
- Where children have been prescribed antibiotics for an infectious illness or complaint, parents are asked to keep their child at home for 24-hours.
- After diarrhoea and/or vomiting, parents are asked to keep their child home for 48-hours following the last episode.
- Some activities, such as sand and water play, and self-serve snacks where there is a risk of cross-contamination may be suspended for the duration of any outbreak.
- The School holds a list of excludable diseases and current exclusion times. The full list is obtainable from <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities> and includes common childhood illnesses such as measles or can be found on the noticeboard in the Pre-Prep entrance.

### Reporting of 'notifiable diseases'

- Where a child or adult is diagnosed as suffering from a notifiable disease under the Health Protection (Notification) Regulations 2010, the GP or School Nurse will report this to Public Health England.
- When the School becomes aware, or is formally informed of the notifiable disease, the School Nurse will contact Public Health England, and acts on any advice given.

### Staff Infection Control Procedures

- Wear single-use vinyl gloves and aprons when changing children's nappies, pants and clothing that are soiled with blood, urine, faeces or vomit;
- Use protective rubber gloves for cleaning/slucing clothing after changing;
- Rinse soiled clothing and/or bag it for parents to collect;
- Ask the maintenance team to clear spills of blood, urine, faeces or vomit using mild disinfectant solution and mops; any cloths used are disposed of with the clinical waste;
- Clean any tables and other furniture, furnishings or toys affected by blood, urine, faeces or vomit using a disinfectant.
- Head lice are not an excludable condition; although parents will be informed and advised to treat at the earliest opportunity
- On identifying cases of head lice, we will inform all parents and ask them to check and treat their child and all of the family if they are found to have head lice.

- A letter is also sent out to the class to inform parents that there has been a case of head lice.

#### **Procedures for children with allergies - to be read in conjunction with the School Allergy Policy**

- When children start at the setting, we ask their parents if their child suffers from any known allergies. This is recorded on the Registration Form and medical form, and all staff are informed.
- If a child has a severe allergy, the School Nurse displays details (including the child's photograph) around the School of the following:
  - The allergen (i.e., the substance, material or living creature the child is allergic to such as nuts, eggs, bee stings, cats, etc.);
  - The nature of the allergic reactions (e.g. anaphylactic shock reaction, including rash, reddening of skin, swelling, breathing problems, etc.);
  - What to do in case of allergic reactions, any medication used and how it is to be used (e.g., EpiPen).
- These details are kept in the child's personal file.

#### **Allergy awareness and nut free school**

The School supports the approach advocated by Anaphylaxis UK towards nut bans/nut free schools. They would not necessarily support a blanket ban on any particular allergen in any establishment, including in schools.

This is because nuts are only one of many allergens that could affect pupils, and no school could guarantee a truly allergen free environment for a child living with food allergy.

They advocate instead for schools to adopt a culture of allergy awareness and education.

A 'whole school awareness of allergies' is a much better approach, as it ensures teachers, pupils and all other staff are aware of what allergies are, the importance of avoiding the pupils' allergens, the signs and symptoms, how to deal with allergic reactions and to ensure policies and procedures are in place to minimise risk.

### **6.3 Recording and reporting of accidents and incidents**

(Including procedure for reporting to HSE, RIDDOR)

We follow the guidelines of the Reporting Injuries, Diseases and Dangerous Occurrences (RIDDOR) for the reporting of accidents and incidents. Child protection matters or behavioural incidents between children are NOT regarded as incidents and there are separate procedures for this.

#### **Procedures**

Our accident book:

- Is kept safely and in the Pre-Prep staff room;
- Is accessible to all staff and volunteers, who know how to complete it;
- Is reviewed and noted by the Health and Safety Committee at least half termly; and
- The Director of Estates is informed of any potential or actual hazards as they arise.

Ofsted is notified of any serious accident, illness or injury to, or the death of, a child in while in our care and of the action taken. Ofsted is notified as soon as is reasonably practicable, but in any event within 14 days of the incident occurring.

We meet our legal requirements for the safety of our employees by complying with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations).

## 6.4 Nappy changing

No child is excluded from participating in our setting who may, for any reason, not yet be toilet trained and who may still be wearing nappies. We work with parents towards toilet training, unless there are medical or other developmental reasons why this may not be appropriate at the time.

Staff provide nappy changing facilities and exercise good hygiene practices in order to accommodate children who are not yet toilet trained.

Staff see toilet training as a self-care skill that children have the opportunity to learn with the full support and non-judgemental concern of adults.

### Procedures

- The key persons have routine changing times for the children in their care who are in nappies and change nappies according to this schedule, or more frequently where necessary.
- The key persons or co-key persons undertake changing children in their groups.
- The changing area is warm, with a safe area to lay children down.
- Each child has their own basket to hand with their nappies, changing wipes and nappy bags.
- The staff put on gloves and aprons before changing starts and the areas are prepared. Disinfectant is sprayed and wiped with a paper towel which is disposed of in the nappy bin. Paper changing sheet is put down on the changing mat freshly for each child. A second member of staff is always nearby when a nappy is changed. Nappy rash spray is used with parental permission; parents supply the appropriate spray.
- All the staff are familiar with our hygiene procedures and carry these out when changing nappies.
- The staff never turn their back on a child or leave them unattended whilst they are on the changing mat.
- The staff wipe and clean children's bottoms before a new nappy is put on.
- In addition, staff ensure that nappy changing is relaxed and a time to promote independence in young children.
- Staff encourage children to take an interest in using the toilet; they may just want to sit on it and talk to a friend who is also using the toilet.
- Staff encourage children to wash their hands and have soap and towels to hand.
- Staff do not use anti-bacterial hand wash liquid or soap for young children; young skin is quite delicate and anti-bacterial products kill off certain good bacteria that children need to develop their own natural resistance to infection.
- Older children access the toilet when they have the need to and are encouraged to be independent.
- Staff dispose of nappies hygienically. Ordinary pants that have been wet or soiled are placed in a bag for parents to take home.

## 6.5 Food and drink

Staff regard snack and mealtimes as an important part of the day. Eating represents a social time for children and adults and helps children to learn about healthy eating. At snack and mealtimes, staff aim to provide nutritious food, which meets the children's individual dietary needs.

### Procedures

The School follows these procedures to promote healthy eating in our setting and to keep children safe.

- Before a child starts to attend the setting, the School asks their parents about their dietary needs and preferences, including any allergies.

- The School records information about each child's dietary needs on the medical form and parents sign the form to signify that it is correct.
- The School regularly consults with parents to ensure that our records of their children's dietary needs – including any allergies - are up to date.
- The School displays current information about individual children's dietary needs in the staff rooms and main kitchen so that all the staff and volunteers are fully informed about them.
- The School's catering department plan the menus in advance on a three-week rotation. The Head of Pre-Prep attends regular menu meetings with the Head of Catering.
- The School displays the menus for pupils and parents to view in the dining room and on the school website.
- The School provides nutritious food for all meals and snacks, avoiding large quantities of saturated fat, sugar and salt and artificial additives, preservatives and colourings.
- The School includes a variety of foods from the four main food groups:
  - meat, fish and protein alternatives;
  - dairy foods;
  - grains, cereals and starch vegetables; and
  - fruit and vegetables.
- The School include foods from the diet of many cultural backgrounds, providing children with familiar foods and introducing them to new ones.
- The School encourages a culture of allergy awareness and takes care not to provide food containing nuts or nut products and we are especially vigilant where we have a child who has a known allergy to nuts.
- Each child will have a nominated member of staff who is responsible for ensuring that any food and drink offered is safe for them to consume. This member of staff will be the Diet and Allergies Co-ordinator from the Catering Department.
- Through discussion with parents, the School obtains information about the dietary requirements for each child such as vegetarians and vegans, as well as about food allergies or intolerances. The school takes account of this information in the provision of food and drinks.
- The School provides a vegetarian alternative every day.
- The School shows sensitivity in providing for children's diets and allergies. Staff do not use a child's diet or allergy as a label for the child, or make a child feel singled out or excluded because of her/his diet or allergy.
- The School organises mealtimes so that they are social occasions in which children and adults participate.
- The School uses meal and snack times to help children to develop independence through making choices, serving food and drink and feeding themselves.
- The School provides children with utensils that are appropriate for their ages and stages of development.
- The School has fresh drinking water constantly available for the children and inform the children that they can ask for water at any time during the day.
- For young children who drink milk, the School will provide them with milk at snack time.
- A member of staff with a valid Paediatric First Aid certificate will be present during all mealtimes and snack times.
- Food will be prepared in accordance with EYFS choking prevention guidance, including cutting small round foods lengthwise and avoiding high-risk items such as whole nuts and popcorn.

## **6.6 Food hygiene - to be read in conjunction with the School's Health and Safety Policy and the School's Allergy Policy**

The School provides and/or serves food for children for snacks and meals.

The School maintains the highest possible food hygiene standards with regard to the purchase, storage, preparation and serving of food.

## Procedures

- Staff who are involved in the preparation and handling of food have received training in food hygiene.
- The catering department carry out daily opening and closing checks on the main kitchen to ensure standards are met consistently.
- Staff use reliable suppliers for the food purchased.
- Food is stored at correct temperatures and is checked to ensure it is in-date and not subject to contamination by pests, rodents or mould.
- Food preparation areas are cleaned before and after use.
- There are separate facilities for handwashing and for washing-up.
- All surfaces are clean and non-porous.
- All utensils, crockery etc. are clean and stored appropriately.
- Waste food is disposed of daily.
- Cleaning materials and other dangerous materials are stored out of children's reach.
- Children do not have unsupervised access to the Pre-Prep kitchen.
- When children take part in cooking activities, they:
  - are supervised at all times;
  - understand the importance of hand-washing and simple hygiene rules;
  - are kept away from hot surfaces and hot water; and
  - do not have unsupervised access to electrical equipment, such as blenders etc.

## Reporting of food poisoning

Food poisoning can occur for a number of reasons; not all cases of sickness or diarrhoea are as a result of food poisoning, and not all cases of sickness or diarrhoea are reportable.

- Where children and/or adults have been diagnosed by a GP or hospital doctor to be suffering from food poisoning and where it seems possible that the source of the outbreak is within our setting, the Director of Estates will contact the Environmental Health Department to report the outbreak and will comply with any investigation.
- Staff notify Ofsted as soon as reasonably practicable of any confirmed cases of food poisoning affecting two or more children looked after on the premises, and always within 14 days of the incident.

## 6.7 Sun Protection

The sun's rays are particularly strong over the summer months, and they can damage children's skin. As the health and wellbeing of our children is so important to us, sun protection guidance has been developed as follows:

- We avoid exposing pupils to the mid-day sun and actively encourage all children to wear a hat when they play outside. These hats, which come in a variety of styles, can be purchased from our uniform shop.
- Parents are asked to apply an all-day sunscreen before they come into School.

## 7 MANAGING BEHAVIOUR

### 7.1 Achieving positive behaviour

Ballard School believes that children flourish best when their personal, social and emotional needs are met and where there are clear and developmentally appropriate expectations for their behaviour.

Children need to learn to consider the views and feelings, needs and rights of others and the impact that their behaviour has on people, places and objects. This is a developmental task that requires

support, encouragement, teaching and setting the correct example. The principles that underpin how we achieve positive and considerate behaviour exist within the programme for promoting personal, social and emotional development.

We have a weekly Pre-Prep celebration assembly where children are awarded a variety of School and outside achievement certificates. This includes 'Worker of the Week', 'Healthy Eater of the Week', 'Citizen of the Week', 'Magnificent Manners' and awards for demonstrating our seven School values.

## **Procedures**

There is a shared staff responsibility to

- To promote positive behaviour and liaise closely with staff regarding children's behaviour where it may require additional support.
- Access relevant sources of expertise on promoting positive behaviour within the programme for supporting personal, social and emotional development.
- We recognise that codes for interacting with other people vary between cultures and require staff to be aware of and respect those used.
- We require all staff, volunteers and students to provide a positive model of behaviour by treating children, parents and one another with friendliness, care and courtesy.
- We familiarise new staff and volunteers with Ballard School's Behaviour Policy and its guidelines for behaviour.
- We expect all members of our School - children, parents, staff, volunteers and students - to keep to the guidelines, requiring these to be applied consistently.
- We work in partnership with children's parents. Parents are regularly informed about their children's behaviour by their key person. We work with parents to address recurring inconsiderate behaviour, using our observation records to help us to understand the cause and to decide jointly how to respond appropriately.
- We reward all positive behaviour and efforts seen. This is evident in the weekly celebration assembly and the children's names who are awarded a certificate are published in the weekly Bulletin.

## **Strategies with children who engage in inconsiderate behaviour**

- We require all staff, volunteers and students to use positive strategies for handling any inconsiderate behaviour, by helping children find solutions in ways, which are appropriate for the children's ages and stages of development. Such solutions might include, for example, acknowledgement of feelings, explanation as to what was not acceptable and supporting children to gain control of their feelings so that they can learn a more appropriate response.
- We ensure that there is enough equipment and resources and sufficient activities available so that children are meaningfully occupied reducing conflict over sharing and waiting for turns.
- We acknowledge considerate behaviour such as kindness and willingness to share.
- We support each child in developing self-esteem, confidence and feelings of competence.
- We support each child in developing a sense of belonging in our School, so that they feel valued and welcome.
- We avoid creating situations in which children receive adult attention only in return for inconsiderate behaviour.
- When children behave in inconsiderate ways, we help them to understand the outcomes of their action and support them in learning how to cope more appropriately.
- In cases of serious misbehaviour, such as racial or other abuse, we make clear immediately the unacceptability of the behaviour and attitudes, by means of explanations rather than personal blame.
- We do not shout or raise our voices in a threatening way to respond to children's inconsiderate behaviour.



- Classes have star-sun-cloud behaviour management system, in every classroom in Pre-Prep, which supports the Ballard School charter. This shows steps and sanctions should behaviour become inappropriate.

### **Use of physical intervention**

- The term physical intervention is used to describe any forceful physical contact by an adult to a child such as grabbing, pulling, dragging, or any form of restraint of a child such as holding down. Where a child is upset or angry, staff will speak to them calmly, encouraging them to vent their frustration in other ways by diverting the child's attention.
- Staff should not use physical intervention – or the threat of physical intervention, to manage a child's behaviour unless it is necessary to use "reasonable force in order to prevent children from injuring themselves or others or damage property" (EYFS).
- If "reasonable force" has been used for any of the reasons shown above, parents are to be informed on the same day that it occurs. The intervention will be recorded as soon as possible within the child's file, which states clearly when and how parents were informed. Details of such an event (what happened, what action was taken and by whom, and the names of witnesses) are brought to the attention of the Head of Pre-Prep and are recorded in the child's personal file.
- Corporal (physical) punishment of any kind should never be used or threatened which could adversely affect a child's wellbeing.

### **Further guidance**

Special Educational Needs and Disability Code of Practice (DfE 2014).

### **Children under three years**

- When children under three behave in inconsiderate ways we recognise that strategies for supporting them will need to be developmentally appropriate and differ from those for older children.
- We recognise that babies and very young children are unable to regulate their own emotions, such as fear, anger or distress, and require sensitive adults to help them do this.
- Common inconsiderate or hurtful behaviours of young children include tantrums, biting or fighting. Staff are calm and patient, offering comfort to intense emotions, helping children to manage their feelings and talk about them to help resolve issues and promote understanding.
- If tantrums, biting or fighting are frequent, we try to find out the underlying cause - such as a change or upheaval at home, or frequent change of carers. Sometimes a child has not settled in well and the behaviour may be the result of 'separation anxiety'.
- We focus on ensuring a child's attachment figure in the setting, their key person, is building a strong relationship to provide security to the child.

### **Rough and tumble play, hurtful behaviour and bullying**

Our procedure has been updated to provide additional focus on these kinds of inconsiderate behaviours.

### **Rough and tumble play and fantasy aggression**

Young children often engage in play that has aggressive themes – such as superhero and weapon play; some children appear pre-occupied with these themes, but their behaviour is not necessarily a precursor to hurtful behaviour or bullying, although it may be inconsiderate at times and may need addressing using strategies as above.

- We recognise that teasing and rough and tumble play are normal for young children and acceptable within limits. We regard these kinds of play as pro-social and not as problematic or aggressive.
- We will develop strategies to contain play that are agreed with the children, and understood by them, with acceptable behavioural boundaries to ensure children are not hurt.
- We recognise that fantasy play also contains many violently dramatic strategies, blowing up, shooting etc., and that themes often refer to 'goodies and baddies' and as such offer opportunities for us to explore concepts of right and wrong.
- We are able to tune in to the content of the play, perhaps to suggest alternative strategies for heroes and heroines, making the most of 'teachable moments' to encourage empathy and lateral thinking to explore alternative scenarios and strategies for conflict resolution.

### **Hurtful behaviour**

- We take hurtful behaviour very seriously. Most children under the age of seven will at some stage hurt or say something hurtful to another child, especially if their emotions are high at the time, but it is not helpful to label this behaviour as 'bullying'. For children under seven, hurtful behaviour is momentary, spontaneous and often without cognisance of the feelings of the person whom they have hurt.
- We recognise that young children behave in hurtful ways towards others because they have not yet developed the means to manage intense feelings that sometimes overwhelm them.
- We will help them manage these feelings, as they have neither the biological means nor the cognitive means to do this for themselves.
- We understand that self-management of intense emotions; especially of anger, happens when the brain has developed neurological systems to manage the physiological processes that take place when triggers activate responses of anger or fear.
- Therefore, we help this process by offering support, calming the child who is angry as well as the one who has been hurt by the behaviour. By helping the child to return to a normal state, we are helping the brain to develop the physiological response system that will help the child be able to manage his or her own feelings.
- We do not engage in punitive responses to a young child's rage, as that will have the opposite effect.
- Our way of responding to pre-verbal children is to calm them through holding and cuddling. Verbal children will also respond to cuddling to calm them down, but we offer them an explanation and discuss the incident with them to their level of understanding.
- We recognise that young children require help in understanding the range of feelings they experience. We help children recognise their feelings by naming them and helping children to express them, making a connection verbally between the event and the feeling. "Adam took your car, didn't he, and you were enjoying playing with it. You didn't like it when he took it, did you? Did it make you feel angry? Is that why you hit him?" Older children will be able to verbalise their feelings better, talking through themselves the feelings that motivated the behaviour.
- We help young children learn to empathise with others, understanding that they have feelings too and that their actions impact on others' feelings. "When you hit Adam, it hurt him, and he didn't like that and it made him cry."
- We help young children develop pro-social behaviour, such as resolving conflict over who has the toy. "I can see you are feeling better now, and Adam isn't crying any more. Let's see if we can be friends and find another car, so you can both play with one."
- We are aware that the same problem may happen over and over before skills such as sharing and turn taking develop. In order for both the biological maturation and cognitive development to take place, children will need repeated experiences with problem solving, supported by patient adults and clear boundaries.
- We support social skills through modelling behaviour, through activities, drama and stories. We build self-esteem and confidence in children, recognising their emotional needs through close and committed relationships with them.

- We help a child to understand the effect that their hurtful behaviour has had on another child; we do not force children to say sorry but encourage this where it is clear that they are genuinely sorry and wish to show this to the person they have hurt.
- When hurtful behaviour becomes problematic, we work with parents to identify the cause and find a solution together. The main reasons for very young children to engage in excessive hurtful behaviour are that:
  - They do not feel securely attached to someone who can interpret and meet their needs – this may be in the home, and it may also be in the setting;
  - Their parent, or carer in the setting, does not have skills in responding appropriately, and consequently negative patterns are developing where hurtful behaviour is the only response the child has to express feelings of anger;
  - The child may have insufficient language, or mastery of English, to express him or herself and may feel frustrated;
  - The child is exposed to levels of aggressive behaviour at home and may be at risk emotionally, or may be experiencing child abuse;
  - The child has a developmental condition that affects how they behave.
- Where this does not work, we use the Code of Practice to support the child and family, making the appropriate referrals to a Behaviour Support Team where necessary.

### **Bullying involving Early Years Children**

We take bullying very seriously. Bullying involves the persistent physical or verbal abuse of another child or children. It is characterised by intent to hurt, often planned, and accompanied by an awareness of the impact of the bullying behaviour.

A child who is bullying has reached a stage of cognitive development where he or she is able to plan to carry out a premeditated intent to cause distress in another.

If a child bullies another child or children:

- We show the children who have been bullied that we are able to listen to their concerns and act upon them;
- We intervene to stop the child who is bullying from harming the other child or children;
- We explain to the child doing the bullying why her/his behaviour is not acceptable;
- We give reassurance to the child or children who have been bullied;
- We help the child who has done the bullying to recognise the impact of their actions;
- We make sure that children who bully receive positive feedback for considerate behaviour and are given opportunities to practise and reflect on considerate behaviour;
- We do not label children who bully as 'bullies';
- We recognise that children who bully may be experiencing bullying themselves, or be subject to abuse or other circumstance causing them to express their anger in negative ways towards others;
- We recognise that children who bully are often unable to empathise with others and for this reason we do not insist that they say sorry unless it is clear that they feel genuine remorse for what they have done. Empty apologies are just as hurtful to the bullied child as the original behaviour;
- We discuss what has happened with the parents of the child who did the bullying and work out with them a plan for handling the child's behaviour; and
- We share what has happened with the parents of the child who has been bullied, explaining that the child who did the bullying is being helped to adopt more acceptable ways of behaving.
- In extreme cases of bullying, we follow the whole School Anti-Bullying policy.

## 8 SAFETY AND SUITABILITY OF PREMISES, ENVIRONMENT AND EQUIPMENT

### 8.1 Health and safety general standards

We believe that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, parents, staff and volunteers. Please also see detailed handout sheet shared with parents and carers at the start of each new year, detailing how we keep their children safe throughout the day.

- We aim to make children, parents, staff and volunteers aware of health and safety issues and to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment.
- Our member of staff responsible for health and safety is the Director of Estates who is competent to carry out these responsibilities.
- The Director of Estates has undertaken health and safety training and regularly updates his knowledge and understanding.
- We display the necessary Health and Safety poster in **the Pre-Prep Staff Room**.

#### Insurance cover

We have public liability insurance and employers' liability insurance. The certificate for public liability is displayed in **the Pre-Prep Staff Room**.

#### Procedures

##### Awareness raising

- Our induction training for staff and volunteers includes a clear explanation of health and safety issues, so that all adults are able to adhere to our policy and procedures as they understand their shared responsibility for health and safety. The induction training covers matters of employee wellbeing, including safe lifting and the storage of potentially dangerous substances.
- As necessary, health and safety training is included in the annual training plans of staff, and health and safety is discussed regularly at our staff meetings.
- We operate a no-smoking rule.
- We make children aware of health and safety issues through discussions, planned activities and routines.

##### Windows

- Low level windows are made from materials that prevent accidental breakage, or we ensure that they are made safe.
- We ensure that any blind cords are secured safely and do not pose a strangulation risk for young children.

##### Doors

- We fit additional safety features to self-closing doors to prevent children's fingers from being trapped.

##### Floors and walkways

- All our floor surfaces are clean and not uneven, wet or damaged. Any wet spills are mopped up immediately.
- Walkways are left clear and uncluttered.

## **Electrical/gas equipment**

- The Director of Estates ensures that all electrical/gas equipment conforms to safety requirements and is checked regularly, including annual PAT testing.
- Our boiler/electrical switch gear/meter cupboard is not accessible to the children.
- Wires and leads are properly guarded, and we teach the children not to touch them.
- We ensure that the temperature of hot water is controlled to prevent scalds, and it is checked every three months.
- Lighting and ventilation is adequate in all areas of our setting, including storage areas.

## **Storage**

- All our resources and materials, which are used by the children, are stored safely.
- All our equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

## **Outdoor area**

- Our outdoor area is securely fenced. All gates and fences are childproof and safe.
- Our outdoor area is checked for safety and cleared of rubbish, animal droppings and any other unsafe items before it is used.
- We leave receptacles upturned to prevent collection of rainwater. Where water can form a pool on equipment, it is emptied and cleaned before children start playing outside.
- Our outdoor sand pit is covered when not in use and is cleaned regularly.
- We check that children are suitably attired for the weather conditions and type of outdoor activities; we encourage sun hats to worn during the summer months.
- We supervise outdoor activities at all times; and especially children on climbing equipment.

## **Hygiene**

- We seek information from the Public Health England to ensure that we keep up-to-date with the latest recommendations.
- Our daily routines encourage the children to learn about personal hygiene.
- We have a daily cleaning routine for the School.
- Resources and equipment, including dressing-up clothes and furnishings are cleaned on a regular basis.
- The toilet area has a high standard of hygiene, including hand washing and drying facilities and disposal facilities for nappies.
- We implement good hygiene practices by:
  - cleaning tables between activities
  - cleaning and checking toilets regularly
  - wearing protective clothing - such as aprons and disposable gloves - as appropriate
  - providing tissues and wipes

## **Activities, resources and repairs**

- Before purchase we check equipment and resources to ensure that they are safe for the ages and stages of the children currently attending the setting.
- The layout of our play equipment allows adults and children to move safely and freely between activities.
- All our equipment is regularly checked for cleanliness safety, and any dangerous items are repaired or discarded.
- We make safe and separate from general use any areas that are unsafe because of repair being needed.
- All our materials, including paint and glue, are non-toxic.

- We ensure that sand is clean and suitable for children's play.
- Physical play is constantly supervised.
- We teach children to handle and store tools, such as gardening equipment, safely.
- We check children who are sleeping regularly.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.
- Any faulty equipment is removed from use and is repaired. If it cannot be repaired, it is discarded.

#### **Jewellery and accessories**

- Our staff do not wear jewellery or fashion accessories, such as large belts or high heels, that may pose a danger to themselves or children.

#### **Safety of adults**

- The Director of Estates ensures that adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.
- The Director of Estates ensures that all warning signs are clear.
- We record the sickness of staff and their involvement in accidents.

#### **Control of substances hazardous to health**

- The Director of Estates implements the current guidelines of the *Control of Substances Hazardous to Health Regulations (COSHH)*.
- The Director of Estates keeps a record of all substances that may be hazardous to health - such as cleaning chemicals, or gardening chemicals if used and where they are stored.
- Hazardous substances are stored safely away from the children.
- The Director of Estates carries out a risk assessment for all chemicals used in the setting. This states what the risks are and what to do if they have contact with eyes or skin or are ingested.
- We keep the chemicals used in the setting to the minimum in order to ensure health and hygiene is maintained. We do not use:
  - bleach;
  - anti-bacterial soap/hand wash, unless specifically advised during an infection outbreak such as Pandemic flu; or
  - anti-bacterial cleaning agents, except in the toilets, nappy changing area and food preparation areas. Anti-bacterial sprays are not used when children are nearby.
- Environmental factors are taken into account when purchasing, using and disposing of chemicals.
- All members of staff are vigilant and use chemicals safely.
- Members of staff wear protective gloves when using cleaning chemicals and eye wear is obtainable from the Estate's Office should it be required.

### **8.2 Maintaining children's safety and security on premises**

We aim to maintain the highest possible security of our premises to ensure that each child is safely cared for during their time with us.

#### **Procedures**

##### **Children's personal safety**

We ensure all employed staff and volunteers have been checked for criminal records via an enhanced disclosure with children's barred list check through the Disclosure and Barring Service.

- Adults do not normally supervise children on their own.
- Children are supervised by adults at all times.
- Whenever children are on the premises, at least two adults are present.
- Risk assessments for learning both in and out of class are completed daily to ensure all environments and equipment are safe for the children to use.

## Security

- Systems are in place for the safe arrival and departure of children; the times of the children's arrivals and departures are recorded and include the name of the adult collecting. An agreed code word is required when parents are not able to collect their child themselves.
- The arrival and departure times of adults – staff, volunteers and visitors - are recorded.
- Our systems prevent unauthorised access to our premises. Doors are kept locked during the School day and access is obtained by coded keypad locks or by ringing the doorbell.
- Our systems prevent children from leaving our premises unnoticed. Doors leading into the Pre-Prep Department are kept locked during the School day, children are closely supervised by adults.
- Our staff check the identity of any person who is not known before they enter the premises.
- We check the gates are locked shut before the outdoor area is used.
- The personal possessions of staff and volunteers are securely stored in lockers or cupboards during sessions.

## 8.3 Supervision of children on outings and visits

Children benefit from being taken outside of the setting on visits or trips for activities which enhance their learning experiences. We ensure that there are procedures to keep children safe on outings; all staff and volunteers are aware of and follow the procedures as laid out below.

### Procedures

- We ask parents to sign specific consent forms before major outings; and the risks are assessed before the outing takes place.
- Our adult to child ratio for taking children off the School premises is 1 : 4 for Reception Class. Children in Nursery and Kindergarten classes do not leave the setting. When Nursery, Kindergarten and Reception children visit other areas of the School the usual class ratios apply; under 2's 1:3, 2-3 1:4, and 3-5 1:8.
- A minimum of two staff accompany children on an outing. The Key Person is responsible for ensuring that each child is well supervised, that no child goes astray and that there is no unauthorised access to children.
- Outings are recorded and records are kept in a Trips File kept in School, stating:
  - The date and time of the outing.
  - The venue and mode of transport used.
  - The names of the children and staff members on the trip.
  - The time of return.
  - Any risk assessments undertaken.
- We take a mobile phone on outings, as well as supplies of tissues, wipes, spare clothing and medicines required for individual children, a mini first aid kit, snacks and water. The amount of equipment will vary and be consistent with the venue and the number of children, as well as how long they will be out for. Parents apply an all-day sun cream to children as needed and staff ensure they are dressed appropriately for the type of outing and weather conditions.
- We take a list of children with us with contact numbers of parents/carers, a copy of their medical forms and a copy of our Child Missing from Education Policy.
- Records are kept of the vehicles used to transport children, with named drivers.

- We ensure that seat belts are worn whilst travelling in School minibuses. As a precaution, we ensure that children do not eat when travelling in vehicles.
- All children are counted and checked off on a list at the start before departure and again before returning as well as on a regular basis throughout the trip.

#### 8.4 Risk assessment

We believe that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, parents, staff and volunteers by assessing and minimising the hazards and risks to enable the children to thrive in a healthy and safe environment.

Risk assessment means:

*Taking note of aspects of your workplace and activities that could cause harm, either to yourself or to others, and deciding what needs to be done to prevent that harm, making sure this is adhered to.*

The law does not require that all risk is eliminated, but that 'reasonable precaution' is taken. This is particularly important when balancing the need for children to be able to take appropriate risks through physically challenging play. Children need the opportunity to work out what is not safe and what they should do when faced with a risk.

This is based on the five steps below:

- Identification of a risk: where is it and what is it?
- Who is at risk: staff, volunteers, children and parents.
- Assessment as to whether the level of a risk is high, medium, low. This takes into account both the likelihood of it happening, as well as the possible impact if it did.
- Control measures to reduce/eliminate risk.
- Monitoring and review.

#### Procedures

- Our Director of Estates undertakes training and ensures our staff and volunteers have adequate training in health and safety matters.
- Our risk assessment process covers adults and children and includes:
  - checking for and noting hazards and risks indoors and outside, in relation to our premises and activities;
  - assessing the level of risk and who might be affected;
  - deciding which areas need attention;
- the risk assessment is written and is reviewed regularly.
- We maintain lists of health and safety issues, which are checked daily before the session begins, as well as those that are checked on a weekly and termly basis when a full risk assessment is carried out.
- Our Director of Estates ensures that checks, such as electricity and gas safety checks, and any necessary work to the setting premises are carried out annually and records are kept.
- Our Director of Estates ensures that staff members carry out risk assessments that include relevant aspects of fire safety, food safety for all areas of the premises.
- Our Head of Pre-Prep or Nursery Teacher ensures that staff members carry out risk assessments for work practice including:
  - Nappy changing children;
  - preparation and serving of food/drink for children;
  - cooking activities with children;
  - supervising outdoor play and indoor/outdoor climbing equipment;
  - assessment, use and storage of equipment for disabled children;



- the use and storage of substances which may be hazardous to health, such as cleaning chemicals; (See also whole School Health & Safety Policy)
- The Deputy Head Co-Curricular and Operations ensures that staff members carry out risk assessments for off-site activities if required, such as children's outings;

## 8.5 Fire safety and emergency evacuation

We ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. The staff are familiar with the current legal requirements. Where necessary we seek the advice of a competent person, such as our Fire Officer, or Fire Safety Consultant.

### Procedures

- The basis of fire safety is risk assessment. A 'competent person' carries these out.
- A competent person has received training in fire safety sufficient to be competent to carry out risk assessment. This will follow the guidance as set out in the *Fire Safety Risk Assessment – Educational Premises* document. Fire Marshalls for Pre-Prep are Mrs Jo Edwards and Mrs Sarah Goodfellow.
- Fire doors are clearly marked, never obstructed and easily opened from the inside.
- Smoke detectors/alarms and firefighting appliances conform to BSEN standards, are fitted in appropriate high-risk areas of the building and are checked as specified by the manufacturer.
- Our emergency evacuation procedures are approved by the Fire Safety Officer and are:
  - Clearly displayed in the premises;
  - Explained to new members of staff, volunteers and parents;
  - Practised regularly at least once a term;
  - Records are kept of fire drills and the servicing of fire safety equipment.

### Emergency evacuation procedure

Procedures for practice drills including:

- How children are familiar with the sound of the fire alarm.
- How the children, staff and parents know where the fire exits are.
- How children are led from the building to the assembly point.
- How they will be accounted for and who by.
- How long it takes to get the children out safely.
- Who calls the emergency services and when in the event of a real fire.
- How parents are contacted.

The fire drill record book must contain:

- Date and time of the drill.
- How long it took.
- Whether there were any problems that delayed evacuation.
- Any further action taken to improve the drill procedure.

## 8.6 Animals in the setting

Children learn about the natural world, its animals and other living creatures, as part of the Learning and Development Requirements of the Early Years Foundation Stage. This may include contact with animals, or other living creatures, either in the setting or on visits. We aim to ensure that this is in accordance with sensible hygiene and safety controls. All pets in school require a risk assessment and approval from the Headmaster as per the Pets in School Policy.

## **Procedures**

### **Pets in our setting**

We welcome small pets into the setting, by arrangement, if it is part of a planned educational activity. Class parents are informed in advance of the visit. Children wash and dry their hands thoroughly after contact with animals.

### **Visits to farms**

- Before a visit to a farm, we carry out a risk assessment - this may take account of safety factors listed in the farm's own risk assessment, which should be viewed.
- We contact the venue in advance of the visit to ensure that there has been no recent outbreak of E-coli or other infections. If there has been an outbreak, we will review the visit and may decide to postpone it.
- We follow our outings procedure. Please see Educational Visits, School Trips and Activities Policy for further information.
- Children wash and dry their hands thoroughly after contact with animals.
- Outdoor footwear worn to visit farms is cleaned of mud and debris as soon as possible on departure and should not be worn indoors.
- We advise staff and volunteers who are, or may be, pregnant do not accompany the visit.

## **8.7 No-smoking**

We comply with health and safety regulations and the Safeguarding and Welfare Requirements of the Early Years Foundation Stage in making our setting a no-smoking environment - both indoors and outdoors.

### **Procedures**

- All staff, parents and volunteers are made aware of our no-smoking rule.
- No-smoking signs are displayed.
- Staff who smoke do not do so during working hours, unless on a break and off the premises.
- Staff who smoke during their break make every effort to reduce the effect of the odour and lingering effects of passive smoking for children and colleagues.



At Ballard, your child's safety is our number one priority. Below are details of how we work together to keep your child safe whilst in our care.

- Small classes and nurturing ethos
- Weekly pastoral meetings
- Strong behaviour charter which is followed consistently
- Pupils have access to ELSA trained staff
- Highly trained staff with strong sense of their duty of care who will question anything they feel uncertain about
- Sharing of policies and practices on our School website
- All visitors and parents report to Main Reception or Pre-Prep on arrival and sign in. Visitors issued with coloured lanyard which is worn throughout their visit
- Parents do not have direct access to classrooms
- Registers taken twice a day, regular head counts and secure signing out procedures
- Healthy variety of food choices
- Regular fire drills
- Lockdown procedure drills
- Onsite, highly qualified School Nurse
- Open communication and contact with parents
- 24 hours response time for staff to parent concerns about a child's wellbeing
- Termly training for staff regarding Safeguarding procedures in School
- ICT sessions on staying safe online for pupils and parents
- No personal mobiles or cameras allowed to be used outside of designated staff area

## 9 EQUAL OPPORTUNITIES

### 9.1 Valuing diversity and promoting equality

We will ensure that our service is fully inclusive in meeting the needs of all children. We recognise that children and their families come from diverse backgrounds. All families have needs and values that arise from their individual, social, economic, ethnic, cultural or religious backgrounds and situations.

We understand that many factors affect the well-being of children and can impact on their learning and attainment. We are committed to anti-discriminatory practice to promote equality of opportunity and valuing diversity for all children and families. We aim to:

- provide a secure and accessible environment in which all children can flourish and in which all contributions are considered and valued;
- include and value the contribution of all families to our understanding of equality and diversity;
- provide positive non-stereotyping information about gender roles, diverse family structures, diverse socio-economic, ethnic and cultural groups and disabled people;
- improve our knowledge and understanding of issues of anti-discriminatory practice, promoting equality and valuing diversity;
- challenge and eliminate discriminatory actions;
- make inclusion a thread that runs through all of the activities of the setting; and
- foster good relations between all communities.

### 9.2 Supporting Pupils with Special Educational Needs

#### **Definitions of special educational needs (SEN) taken from Section 20 of the Children and Families Act 2014**

A child or young person has SEN if they have a learning difficulty or disability which calls for special educational provision to be made for them. A child of compulsory school age or a young person has a learning difficulty or disability if they:

- (a) have a significantly greater difficulty in learning than the majority of others of the same age; or
- (b) have a disability which prevents or hinders them from making use of educational facilities of a kind generally provided for others of the same age in mainstream schools or mainstream post-16 institutions.

child under compulsory school age has special educational needs if they fall within the definition at (a) or (b) above or would do so if special educational provision was not made for them.

Children must not be regarded as having a learning difficulty solely because the language or form of language of their home is different from the language in which they will be taught.

You can view information describing the SEND local offer on the website in your area, Hampshire, Southampton, BCP or Dorset.

The SEND Local Offer is a resource which is designed to support children and young people with special educational needs and/or disabilities and their families. It describes the services and provision that are available both to those families in Hampshire, Southampton, BCP and Dorset that have an Education, Health and Care Plan and, in the EYFS only, those who do not have a plan, but still experience some form of special educational need. (See our EYFS SEND offer, Appendix 1) The SEND Local Offer includes information about public services across education, health and social care, as well as those provided by the private, voluntary and community sectors.

## 10 EARLY YEARS ADMISSIONS POLICY

Children are welcome to join our Nursery from the age of two years.

Admission is based on a variety of factors, which will include some, but not necessarily all, of the following:

- A visit to Ballard by the parent/guardian with the prospective pupil(s) to include a meeting with the Head of Pre-Prep, and the Nursery or Kindergarten teacher;
- A copy of the child's 2-year health check report, which will be considered by the Pre-Prep staff to ensure we can support the child;
- A written reference from the prospective pupil's previous nursery, playgroup or day-care centre. On occasion, a member of the Pre-Prep team may make a telephone call to a nursery, playgroup or day-care centre to clarify something in a reference or report;
- Consideration of a place at Ballard is given to the number of children within the Early Years setting who may already need individualised support for any reason. The School has a Disability Policy which takes note of legislation regarding 'reasonable adjustments'; and/or
- A child's place may be reviewed, and potentially withdrawn, if information comes to light that was withheld at the time of the application that suggests that, even after the reasonable adjustments, we may not be able to support the needs of a child, whilst supporting the needs of other children within the Early Years setting.

### Nursery Sessions

A minimum of four sessions are required for those children aged 2 years (there are 10 sessions in a week). A minimum of six (6) sessions are required in Kindergarten for those children aged 3 years and over. This is to support the wellbeing and development of the children.

Regular weekly sessions must be booked in advance for an entire term. A term's notice must be given in order to change weekly sessions, and before a child is withdrawn from Nursery or Kindergarten.

### Early Years Funding Scheme

Ballard participates in the Government's Early Years Education (EYE) scheme and offers working parents who earn between £8,670 and £100,000 per year, the opportunity to claim up to 15 hours per week of free early years education for children who are 2 years old. From September 2025, we will accept 30 hours funding per week for working parents.

For children who are aged 3 and 4 years old, we will accept the universal hours of 15 hours per week offered from Hampshire County Council (HCC). We will also accept the additional 15 hours per week for working parents offered from HCC.

The free entitlement starts from the term after a child reaches their third birthday and runs for six consecutive terms.

Ballard also accepts Childcare Vouchers until the term after the child's fifth birthday.

### Joining Reception

Those children who are staying at Ballard will have to attend eight (8) sessions per week in the Summer Term prior to joining the Reception class, to prepare them for the longer days they will experience when they move up to Reception.

When in Reception, all children will have to attend full time, to support the consistency of their education.

A Reception place is guaranteed for Kindergarten pupils providing we are happy to ascertain that the child possesses a positive character and will:

- demonstrate an enthusiastic approach to School life;
- make the most of the opportunities afforded them;
- be kind and accepting of others;
- buy into the Ballard values.

**Appendix 1**

**Ballard School Early Years SEND Offer.**

**SPECIAL EDUCATIONAL NEEDS AND DISABILITIES (SEND) LOCAL OFFER**

**EARLY YEARS EDUCATION PROVIDER NAME:**

<b>Ballard School</b> DfE 850/6012
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**CONFIRMATION THAT ‘CO-PRODUCTION’ HAS TAKEN PLACE WITH PARENTS, CARERS, STAKEHOLDERS:**  
YES/ NO

**LOCAL OFFER SUBMITTED BY:**

<b>Name</b>	Jane Hunt
<b>Date</b>	September 2025
<b>Signature</b>	J Hunt

**1. How does the early years setting know if children need extra help and what should I do if I think my child may have special educational needs or disabilities?**

Before each child starts Ballard School, we ask parents to supply information relating to any additional needs a child may have along with any medical needs and health history. Ballard School tracks each child's progress as they proceed through the School. We have regular parent meetings to exchange information and to maintain support for both the child and the family if additional help is needed and a formal School report is provided during the Spring Term.

The Pre-Prep department have a parent/carer handover at the beginning and end of each child's day. Should a parent or member of staff have concerns that cannot be dealt with at handover times a meeting is arranged between the parents and staff.

In the Early Years classes, a special education needs co-ordinator (SENCO) along with the class teacher puts into place a Pupil Passport and Enhanced Learning Plan (ELP). As the child progresses through Ballard School the Head of Learning Support (SENDCO) takes over the SEN provision.

**2. How will early years setting staff support my child?**

The class teacher will plan an educational programme for each child in their care. The class teacher works closely with the classroom assistants to monitor the individual needs of each child. Each day at the end of the session the teacher will feed back information relating to your child's day. Regular parent time meetings are held and information sharing between the staff and the individual child's parent/carer is encouraged to ensure each child's needs are met.

The class teacher is your child's Key Person, and the classroom assistants provide support as Co Key persons. The Pre-Prep SENCO, Mrs Acott works with both the teaching staff and parents to provide continuity of care. The SENCO will also support the process of obtaining extra care or support from outside professionals or agencies.

The Department of Enhanced Learning within the School support the child as they proceed through each year group. They work closely with the children before exams to ensure they have an equal opportunity to succeed.

**3. How will the curriculum be matched to my child's needs?**

The initial parent meeting which is held before your child starts School will enable the teacher to get background information and discuss and plan with the parents the most suitable approach to plan for and support the individual child's needs. We encourage each child to come in for a short taster session so that we are able to get to know them before they start. This allows time for planning and differentiating play to enable them an equal opportunity to pursue the various activities that are completed within the sessions.

In Early Years each child with additional needs will have an ELP (Enhanced Learning Plan) compiled with the help of the class teacher and the SENCO. We work with outside professionals, such as speech therapists and occupational therapists, and they will often provide individual targets for the teacher to use in School.

The children's progress is documented by regular observations that enable us to assess and plan for the individual child's needs on a continuing basis.

Children with English as a second language will be supported to gain confidence in English language skills.



<b>4. How will both you and I know how my child is doing and how will you help me to support my child's learning?</b>
<p>Through tracking their progress during the session and by regular observations, we will constantly monitor the individual child's progress. Reports and parent meetings are held on a regular basis. Holding regular meetings with the parents / carers enables Ballard School to support the family as well as the child. We value the support of the parents/carers to share information and knowledge of the individual child's progress and needs.</p>
<b>5. What support will there be for my child's overall well-being?</b>
<p>At Ballard School we have a qualified School Nurse on hand for any medical emergencies or Health concerns. There are also staff in Pre-Prep who have paediatric first aid training. Only prescribed medication is administered unless a medical concern arises then the School Nurse will administer paracetamol or other homely remedies having received parental consent at entry to Ballard School on the medical consent form.</p> <p>Parents/carers are asked to fill out a medication form when handing over the prescribed medicine. This is signed and witnessed by staff as the medicine is given and then signed again by the parent/ carer on collection of the child. Parents are given a copy and the School retains a copy of this form.</p> <p>We seek training, where available, on administering medication and work closely with the outside professionals that are involved in the care of the child.</p> <p>Staff attend various training throughout the year to enhance their knowledge and understanding on the care and development of the Early Years child.</p> <p>Details of all our Early Years Policies, including the administration of medicines, can be found at <a href="http://www.ballardschool.co.uk">www.ballardschool.co.uk</a> on the Pre-Prep page.</p>
<b>6. What specialist services and expertise are available at or accessed by the early years setting?</b>
<p>All class teachers hold relevant qualifications. At Ballard School we have an Early Years Special Educational Needs Coordinator, Mrs Acott, who is also the Nursery Teacher. The Kindergarten teachers, who work with children the year before Reception, liaise with all Reception teachers where the children transition to. If the child moves into the Reception class at Ballard School and continues to progress into the main body of the School, the Department of Enhanced Learning oversee and assist subject teachers, to provide Quality First Teaching to all as part of the staged approach and support the child as they proceed on through each year group. Mrs Jan Brook is Head of the Department of Enhanced Learning.</p> <p>The School will contact and liaise with external agencies as the need arises in the Early Years. Further one to one support is available, if required, please see SEND policy.</p>
<b>7. What training have the staff supporting children with SEND had or are having?</b>
<p>The Early Years Special Education Needs Coordinator will attend regular refresher courses. When the child moves into the Reception class the Department of Enhanced Learning take over the learning needs of the child. It is staffed by fully qualified Specialist Teachers, details of which can be found on our School website <a href="http://www.ballardschool.co.uk">www.ballardschool.co.uk</a></p>
<b>8. How will my child be included in activities outside the early years setting including trips?</b>

<p>Children attending the Early Year's section of the School from Nursery until Kindergarten remain on site. The School has extensive grounds for the children to explore on regular nature walks and outside play. We discuss the individual child's needs and address those needs where possible. Risk assessments will be undertaken as necessary.</p>
<p><b>9. How accessible is the early years setting environment? (Indoors and outdoors)</b></p>
<p>All classrooms in the Early Year's section of the School are on ground level. We have made a small ramp to enable walking frame or wheelchair user's access to the main corridor leading into the dining room and Sports Hall. Children with a walking frame or wheelchair can access the outside play area but not the woodchip area surrounding the climbing frame.</p> <p>Consideration will be made for children with English as a second language to include resources that reflect their home language or environment. Please see the School's EAL policy.</p>
<p><b>10. How will the early years setting prepare and support my child to join the early years setting, transfer to a new setting/school?</b></p>
<p>Before each child starts Ballard School we ask parents to supply information relating to any additional needs a child may have along with any medical needs and health history. Upon joining Ballard School if an additional need is known, a supportive plan is put into place in order to support the child's individual and/or additional needs.</p> <p>We encourage any new schools, to which the child may be transferring, to visit and see the child in session; parents are also welcome at these meetings.</p> <p>We liaise with the new school offering any information, including the latest reports, which they may need at the time of transfer and are willing to receive contact from the new school at any time.</p>
<p><b>11. How are the early years setting's resources allocated and matched to children's special educational needs?</b></p>
<p>Special educational needs funding may be applied for where appropriate from the Local Education Authority and may involve use of outside agencies. If the application is successful, the funding would be used to provide additional resources to support the child.</p>

<b>12. How is the decision made about what type and how much support my child will receive?</b>
<p>Ballard staff work closely with both the children and the parents. Regular assessments are carried out on each child. If a child appears to need extra support in a certain area, we work together with the parents. Some children behave differently at School, and a different approach may be needed for that child. If support is still needed and progress is slow the special educational needs coordinator will work with the class teacher and compile a personalised programme that is monitored and reviewed regularly. The next step would be to call on outside professional help. The teacher and parents work together throughout this process.</p>
<b>13. How are parents involved in the early years setting? How can I be involved?</b>
<p>At Ballard School we hold regular parent meetings and feedback information on a daily basis at handover time. Parents can also contact teaching staff through email and phone. When recording each child's progress, we take into consideration any developmental milestones that have occurred in the home environment.</p>
<b>14. Who can I contact for further information?</b>
<p>A parent's first port of call would be their class teacher who is also their Key Person. The Early Years SENCO is Mrs Acott who can be contacted by email at <a href="mailto:lara.acott@ballardschool.co.uk">lara.acott@ballardschool.co.uk</a>. All of the above staff can also be contacted by phone on 01425 626900.</p>

## **Appendix 2**

### **Reasonable Adjustments Policy**

#### **Introduction**

Ballard School is committed to treating its pupils and applicants fairly. According to the Equality Act 2010, we must take reasonable steps to ensure that disabled pupils and applicants are not put at a substantial disadvantage by comparison with pupils and applicants who are not disabled.

The declared aim of Ballard School is to meet the unique needs of every boy and girl. This policy does not seek to cater for every situation but is intended as a general statement of our policy which sets out the principles underlying our approach to making adjustments for disabled pupils and the factors the School will take into account when considering requests for adjustments.

Reference should be made to two other School policy documents which relate to reasonable adjustments: firstly, the School disability policy; secondly, the SEND policy. These contain specific examples of where adjustments can be made/have been made.

#### **When does the duty arise?**

We have a duty to make reasonable adjustments for pupils and applicants who are disabled under the Equality Act 2010 when they are put at a substantial disadvantage compared with pupils and applicants who do not have disabilities. A pupil or applicant is disabled if (s)he suffers from a physical or mental impairment that has substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities. In most cases, disabilities will have lasted or be likely to last for 12 months or more. Special consideration will be given to any pupil suffering from a temporary disability caused, for example, by an accident.

#### **What is the scope of the duty?**

Ballard School seeks to ensure that disabled pupils and applicants are not put at a substantial disadvantage by making reasonable adjustments:

1. To our policies, criteria and practices (i.e., the way we do things); and
2. By providing auxiliary aids and services (i.e., additional support or assistance).

There is no standard definition of an auxiliary aid or service. Examples include:

- pieces of equipment;
- extra staff assistance;
- note-taking;
- induction loops;
- audio-visual fire alarms;
- readers; and
- assistance with guiding.

#### **What is not covered?**

We are not required to remove or alter physical features to comply with the duty to make reasonable adjustments for disabled pupils. Similarly, we do not need to provide auxiliary aids for personal purposes unconnected with the education and services provided by the School.

## **Entry tests**

We are allowed by law to apply an entry test, and we may do so as part of our admissions process. If necessary, we would make reasonable adjustments for disabled applicants sitting the entry test, such as, for example, allowing it to be completed on computer rather than by hand. However, the pass mark for any such test would not be altered as this would not be a reasonable adjustment. In the main, however, our admission process (as detailed in the Admissions' Policy) does not usually require an entry test (unless this is for a scholarship assessment). We rely primarily on a 'taster day' or days (during which some informal testing may take place), previous school reports and a school reference. Once admitted to the School we do carry out CATs (cognitive ability tests) to help with set placement, with target setting and to identify any particular weaknesses.

## **How do I request an adjustment?**

Ballard School prides itself on considering whether there is any adjustment it could make to overcome any substantial disadvantage suffered by a disabled applicant or pupil. However, we do not always think of all possible adjustments, and we want to work with parents to think as creatively as possible about this matter.

If your child is disabled and you believe that (s)he is being put at a substantial disadvantage compared with pupils without disabilities and there is an adjustment that we could make which would overcome this, you may write to the Head of the Learning Support (Head of DEL) at the School setting out in full the adjustment and (if necessary) how the School could put this into practice.

## **The School's response**

In some cases, the School will be able to agree to and implement the requested adjustment as soon as possible. In other cases, for example where the adjustment would be logistically difficult or more financially costly, we may need to consider in more detail how best to overcome the substantial disadvantage that the pupil or applicant is suffering and what measures it is reasonable for the School to take. In these cases, the School may seek input from teachers, other experts (such as doctors and/or educational psychologists), you and the child in question.

## **How will the School decide whether an adjustment is reasonable?**

When considering whether it would be reasonable to make the adjustment, the School will consider the following factors:

- whether it would overcome the substantial disadvantage the disabled child is suffering;
- the practicability of the adjustment;
- the effect of the disability on the pupil;
- the cost of the proposed adjustment;
- whether it will be provided under a statement of special educational needs from the Local Authority;
- the School's resources;
- health and safety requirements;
- the need to maintain academic, musical, sporting and other standards; and
- the interests of other pupils (and potential pupils).

## **Confidentiality**

You (or your child if the School believes (s)he has sufficient understanding of the nature of the request) may request that the existence or nature of your child's disability be treated as confidential by the School. We will take any such request into account when considering whether an adjustment is reasonable.

## **Outcome**

Once the School has determined whether the relevant adjustment is reasonable, we will write to you, setting out the decision and the reasons.

### **What can you do if you are not happy with the School's decision?**

If you are not happy with the School's decision about the reasonableness of the adjustment, you may lodge a complaint using the School's Complaints Procedure.

Jane Hunt  
Head of Pre-Prep  
September 2025

#### Policy Log:

Updated Aug 2021 by JHU  
Updated Aug 2022 by JHU  
Updated Sep 2023 by JHU  
Updated Sep 2024 by JHU  
Updated Sep 2025 by JHU