



Chalk Hill Pre-school & Toddler Group

Charity Reg. No. 1033149

St Mary's Church Hall, Church Street, Willingdon,
Eastbourne BN20 9HT

Tel: 01323 504659

Email: chalkhillpreschool@live.co.uk

WELCOME PACK

2019-2020

Why Choose Chalk Hill Pre-school?

*At Chalk Hill Pre-school we believe that
Childhood is precious and that each child is special.*

We believe in:-

- * Children being allowed to be children.*
- * Children being treated as individuals.*
- * Children being safe and happy.*
- * Children being given quality time.*
- * Children learning best through play.*
- * Children having a say.*

The staff and committee members welcome you and your child to the pre-school. We hope the time that you and your child spend with us will be both happy and memorable.

Venue & Opening Times

The pre-school meets during term time at: St. Mary's Church Hall
Church Street
Willingdon
Eastbourne
East Sussex
BN20 9HT

Our hourly rate is £5.50 but maybe *subject to change* due to rising costs. If this is the case a terms notice is given to families.

Every day we operate a 3 hour session between 9.15am and 12.15pm.

The cost of this session is £16.50 and £5.50 per hour for additional lunch clubs.

We offer lunch clubs till 2.15pm on Mondays, Thursdays and Fridays.

Till 1.15pm on Tuesday and till 2pm Wednesday

Children are required to bring packed lunches if they stay after 12.15pm

Please note that the Pre school is not insured to receive children into the session before 9.15 am. Our staff spend this time setting up the day's activities and are unable to supervise the children whilst doing so. There is a parents room where you can wait whilst you are supervising your child.

Should the occasion arise whereby you need to make urgent contact with the pre-school the telephone number is **01323 504659**.

(Mon to Fri 0830- close of session term-time only. The 1571 service is available out of these hours or if staff are unable to get to the phone at the time of your call).

Our website www.chalkhillpreschool.org has up to date details of activities and news. We also have a Facebook page (Chalk Hill Preschool) which we use to keep parents updated of any school closures and up-and-coming events.

We have a parent text message system to tell all of any reminders, emergencies, contractible illnesses etc....

Email contact between Mon-Fri of term time till 6pm:

The Manager can be contacted via E mail on chalkhillmanager@hotmail.co.uk regarding any pre-school matters.

The treasurer can be contacted via E mail on treasurerchalkhill@hotmail.co.uk regarding anything to do with bills, funding, payments etc....

The committee can be contacted via E mail on chalkhillpreschool@live.co.uk. Please feel free to raise any questions with regards to fundraising, support, ideas etc... This email address will be picked up once a week.

Admissions

The Pre-school takes children from 2 years to school age.

The Pre-school has 2 Groups:

- Caterpillars- Children from 2-3 years old all mornings except Wednesday.
- Butterflies- Children Aged 3-4 years that are in the final year at the Pre school before going to school. All sessions are available to this age group.

The Pre-school does have a waiting list. We can accommodate up to 30 children on a Monday, Tuesday and Friday, 25 on a Thursday and 16 on a Wednesday. As a general rule children should be clean and dry during the day or wearing “pull-ups”. Exceptions will be made for children wearing nappies in the caterpillar group. Once they are in the Butterfly group we do require the children to be dry.

We offer children a minimum of two sessions per week to help them settle into a routine. In the event of being full we may initially only be able to offer one session.

Removing your child from Preschool

If for any reason you need to withdraw your child 3 weeks written and paid term time notice is required if you withdraw without a 3 week notice then a payment for 3 weeks by personal payment will still be required.

Fees *late payment will incur a charge of £15

The current fees are £5.50 per hour. Fees are reviewed regularly and at least a half terms notice is given on any raises that may have to be incurred. These are listed on the Committee notice board in the hall.

Fees are payable at the beginning of each term. You will receive an invoice from the treasurer detailing the sessions your child is due to attend. *Please ensure fees are paid within the time frame on your invoice as late payment will incur a £15 late payment charge.

Fees can be paid via BACS and the details are on the invoice for this. Please just use your child's name for reference so we know who the payment is from.

Please note that non payment of fees may result in your Child's place being withdrawn.

Alternative arrangements for payment can be made. We are happy to accept Childcare vouchers, however we need to pre approve this to check that we are eligible for any scheme you wish us to consider. Please contact the pre-school treasurer (treasurerchalkhill@hotmail.co.uk) if you would like to discuss this.

In addition to the above, we ask you to pay a yearly Membership Fee of £25.00. A Gift aid registration form was provided with your application form and allows the school to claim back tax relief on this membership fee. We will also provide your child with a Pre-school t-shirt when starting.

There is no holiday entitlement. Sessions missed due to sickness or other reasons are payable in full, except if your child is hospitalised where no fees are payable but notice does need to be given. No refund or waiver of fees will be given in the event of a term or month being shortened, or the child is absent or sent home early, or if the setting is closed due to an event out of it's control, such as the weather or a pandemic.

Funding

We take 2 year funding for up to 15 hours a week. To see if you are eligible please fill in the form at eastsussex.gov.uk/childcare. If you are entitled you need to give us the code of acceptance so your funding can be activated.

As the pre-school is a participant in Early Years Funding every child is entitled to up to 15 hours of funded placement per week, from the funding period after their third birthday (This is the start of the term 1, 3 and 5 after they are 3years). This funding is subject to Government changes. Any additional sessions/hours taken will be billed to you each term.

Children born between:

Funding will start from:

1 April and 31 August (inclusive)

1 September following their 3rd birthday

1 September and 31 December (inclusive)

1 January following their 3rd birthday

1 January and 31 March (inclusive)

1 April following their 3rd birthday

In order for us to claim your entitlement you will be asked to provide a copy of their birth certificate or passport when you initially register your child. Once they become eligible for funding you will be required to fill in a form terms 1, 3 and 5. Failure to do so will mean that you will become liable for your child's fees.

You may be eligible for the 15-30 hours of funding and will need to go online at eastsussex.gov.uk/childcare If you are entitled you need to give us the code of acceptance so your funding can be activated and re-activate this before each funding term.

Funding hours start from the beginning of your child's first session of the week and run consecutively. Any hours after the funded hours will then be billed to you.

NB If you continually miss a session or sessions the EYEE have the right to withdraw funding.

Sickness/illnesses

All absence must be phoned in on first day of along with information of absence /illness by 0930. Registers are audited and if no notification is given we will have to mark your child as absence unknown. The 1571 service is available to leave a message. As part of safeguarding you may then receive a call from us asking why your child is absent. We ask that you keep your child away from the pre-school for 48 hours after the last episode of any sickness/diarrhoea. Although your child may appear well because they are fighting the bacteria that others can still become ill from. If you find that your child has head lice or worms, please inform a member of staff. Please do not feel embarrassed. The information will be treated in a confidential manner, but used to highlight a possible problem for the group as a whole. If your child is generally not well and on a course of antibiotics please refrain from bringing them back into pre-school

until they are completely well.

Staff will be happy to administer prescribed medication to those children with ongoing health problems such as inhalers etc. (Please note that we are unable to administer over the counter type medication i.e. Calpol). If your child is sick or very distressed we will contact the parent/ carer to come and collect their child.

In the unlikely event of a child having an accident that required hospital treatment, the Manager would contact the parent/carer to enable them to take their child to hospital. If we were unable to contact the parent/carer/emergency contact or if treatment were needed urgently, a member of staff and one other parent would take the child to hospital. The Manager would then contact the parent/carer. We must stress that we go to great lengths (as outlined in our Health and Safety Policy) to prevent accidents from happening.

Philosophy Of Education

At Chalk Hill Pre-school we provide a caring, secure and happy environment where parents, carers and staff work closely together to help each child feel valued, confident and successful. We treat each child as an individual regardless of its ability, gender, race or beliefs. We encourage them in making good relationships with other children and adults and in showing respect for their environment, as well as helping them to think for themselves and gain a sense of independence. We provide a wide range of play experiences in a stimulating and stress free environment where children can learn at their own pace and develop a lively and enquiring mind. We use a positive approach to behaviour, reinforcing good behaviour with praise and rewards and encouraging children to reflect on any inappropriate actions.

“Playing and talking are the main ways through which children learn about themselves and the world around them”

(“First Things First” Early Years Curriculum Group R.S.A. Report)

Through a gentle and consistent approach of free play and conversation we help each child to develop further: -

Their personal, social and emotional skills.

A variety of language skills, including communication and a love of books.

Their creative ability and imagination.

A variety of physical skills.

Knowledge and understanding of the world around them and a respect for morals and religious values.

The understanding and use of every day mathematics.

We use The Department For Education’s skills document “every child matters” for guidance in planning our play sessions. We also refer to other pre-school publications

when planning for both the long-term and curriculum.

Chalk Hill Pre-school is Ofsted accredited. Our last inspection was in May 2018, and we were rated 'Good' in all areas.

Starting At Pre-school

As each child approaches pre-school age we invite them and their parent/ carer to a taster session, in the hope of establishing a rapport with the family and aiding the child in making a gentle transition from home to pre-school. We aim to help each child build on the foundation of learning experiences already laid at home.

We understand that each child will take varying lengths of time to settle into pre-school, therefore we will work closely with the parents/carers to work out a strategy that is right for the individual child to help them with the settling in process.

As it is a busy time in preschool when the children first arrive each morning, please can we ask that you take your child to the toilet or ensure their pull up is fresh before the beginning of the session.

Dropping Off and Collection

When coming into school at 9.15am you are welcomed into the entrance hall.

Whilst you are in the entrance hall hanging up coats and taking your children to the toilet they remain in your care and under your supervision.

Once you bring your child into the pre-school (main hall or class room) and your child has been marked into the register we are then responsible for their care and safety. A member of staff is at this door to prevent children following parents out. At 9.30am the external door will be locked as will all the internal doors.

Any one arriving late will need to ring the bell for a member of staff to let them in via the same procedure.

On Thursday, as the "classroom" is used by the church the external door is left unlocked for access by the members of the church to that room. The pre-school door, however, is locked as usual.

When collecting your children you will be welcomed back into the entrance hall.

Parents/carers are requested to inform the preschool if another person is collecting their child and this person must produce photo Identification. Please inform the person to make themselves known to staff when they arrive.

Please **DO NOT** stand by the door the children will be exiting as this causes problems for staff trying to get children to their grown up.

All your childrens belongings should be in the entrance room for you to find and take. If you have anything you wish to ask please wait until all children have been returned to their adults.

The internal door of the children's room will be opened. At this point **please watch for your child** as you will need to **step forward** to collect your child from the staff member.

We do not like to send your child across the room. From a child's eye level seeing lots of people can be frightening and their view of you can become obscured.

At this point the children are now safely returned to your care and are back to being **under your parental supervision.**

When leaving the premises can we please just remind all parents and carers to hold on to their little ones to keep them safe from the outside steps/road.

Child NOT collected.

If a parent/carer fails to collect a child, the Manager will firstly telephone the parent/carer. If she cannot contact them she will telephone the emergency contact number which was given on the registration form. Staff will then wait 30-45 minutes on the premises after the end of the session. If the child has not been collected by then, it is required that Social Services are to be called.

What To Wear

There is no formal uniform policy. It is however a good idea to send your child to preschool in loose fitting comfortable clothes, which are clearly labelled and are suitable for "messy" activities and easy for staff to manage when toileting and equally easy for your child's self help skills when toileting. Some spare clothes are available if needed but all children should have spare clothes in their bags in case of any problems. Aprons are provided for messy activities and children are encouraged to wear them.

Suitable safe footwear is also encouraged for use on the climbing frame or slide etc. flip flops are not appropriate for wear at the Pre School. Shoes with Velcro rather than laces are preferred please.

Additional uniform can be ordered via the company we use and this information will be in the first newsletter for you.

What Will Your Child Be Doing At Pre-school?

At pre-school there is always a wide range of activities for the children to do. These are carefully planned and rotated. Each month there is a different theme around which many of these activities are organised. Children are encouraged to bring in relevant items to display on the "Topic Table" or "Show and Tell". Details of these sessions will appear on the main notice board. This provides a great source of discussion during sessions either at drinks time or story time. Children are gently encouraged but never forced to participate in the activities available. They may choose to do a lot or very little on paper. Most activities are practical in nature.

Activities available include:

1. Craft activity / cooking
2. Play dough / cornflour / clay

3. Painting
4. Book Corner
5. Topic Table
6. Puzzles
7. Drawing / writing / “mark making”
8. Comparing / sorting / matching / sequencing activities
9. Cutting and sticking / threading / tracing
10. Creative role play / dressing up
11. Construction toys
12. Sand & water play
13. Large apparatus / games
14. Bicycles and other wheeled toys to ride on.
15. Outdoor games

Each session usually ends with a group activity such as a story, singing or music and movement and from time to time we have visitors to the setting such as Drusillas, police, Diddi-Dance.....

Snack Time

Half way through the morning the children sit together around tables and have a drink of milk or water and a healthy snack. At snack time the group develop their self help skills and freedom of choice with plates for snacks pouring drinks into cups. We use this time to talk about healthy food choices and develop social skills.

Should your child have any allergies or special dietary needs please fill these in on your child registration form and also discuss them with the staff and arrange to provide a suitable alternative.

If your child has a birthday and would like to bring in biscuits, they are most welcome to do so and these will be offered after their healthy snack. We explain to the children about treats on special social occasions.

Special Educational Needs

We welcome any children with Special Educational Needs (SEN). If you would like to discuss our ability to meet your child’s needs, please speak to the pre-school Manager or our Special Needs Co-ordinator Deborah Kefford. All information will be treated confidentially.

Our full SEN policy is available on our website.

Key People

Each child is allocated a “Key Person”. Details of your child’s Key Person can be found on the notice board. Whilst all staff work closely as a team, your Key Person takes ultimate responsibility for monitoring, assessing and recording your child’s development and needs whilst at pre-school. With your written consent we record details of your child’s development in a confidential online file (“TAPESTRY”) which is available to be viewed by you at any time and we welcome your additions to this developmental

journal. We are always glad to discuss this with you. On leaving pre-school this information will be forwarded to your child's new school where it will continue to the end of the reception year.

If you wish to discuss any issues or concerns about your child at any time please feel free to speak to your child's Key Person or Manager. The best time for this is at the beginning and end of each session.

Butterfly Group (Children in their final year before school)

These popular weekly sessions are designed to further prepare children for their progression to school and are open to children in their final year before they go to school. Although carefully planned and structured, each session includes opportunities for free play and to practice number, letter and name recognition. The children work both independently and in small groups, being encouraged to complete one activity before going onto the next. This session is organised in a similar way to other mornings, however, there is much more emphasis on helping children to develop greater independence.

This is achieved through the use of a carefully structured routine including using name cards, calling a register and P.E sessions where we like children to bring in slip on/off plimsolls to promote self help skills & preparation for school. Observations and work completed during these sessions enable staff to compile each child's learning journey which will then go on to their class teacher.

Moving On To School

Choosing a school for your child can be bewildering especially if it is the first time you have had to do it. Pre-school staff can help in explaining the selection process and keep you informed of events for prospective parents at local schools. Wherever possible we also arrange for teachers to visit the child in the setting. The selection criteria which the Local Education Authority use do not include pre-school details, and so contrary to what many believe, the pre-school that your child attends has no bearing on them getting a place at any particular school.

Health, Safety & Hygiene

All children are fully supervised at all times and are never left alone in any room. We always have a minimum ratio of one member of staff to four children (2 year olds) and one member of staff to eight children (3-4 year olds) and one member of staff/rota parent or carer to two children on visits out. The door is monitored by a staff member at the beginning and end of each session and is secure at all times. Admission during other times is by ringing a bell. No child will be released until a parent/carers arrives. Once the parent/carers is on the premises at the end of a session they resume total responsibility for their child once they are in the entrance room with you.

The Health and Safety regulations for the premises and equipment are adhered to at all

times and we carry out fire drills during the school year. Accidents are recorded in the Accident Book; parent/carers are informed of any accident at the end of the relevant session and are asked to sign the book.

All children are taken to the toilet before snack time and whenever they ask to go. At least one member of staff ALWAYS accompanies them. Water, soap and paper towels are always available alongside messy activities for children to wash their hands and also at toilet time.

Large apparatus, such as the climbing frame, are closely supervised by an adult at all times and are surrounded by suitable safety mats.

In the better weather, the children may play for most of the time outside under adult supervision. Please apply sunscreen before your child comes to pre-school as we are not allowed to do this for them. We also ask that a labelled sun hat is brought in for your child to be kept at Preschool. They should also bring a named bottle of water for them to drink throughout the morning if they wish.

Discipline

At Chalk Hill Pre-school we encourage children to develop self-discipline and self esteem in an atmosphere of mutual respect. When children behave in an unacceptable way we do not shout or use a threatening tone of voice. Physical punishment is never threatened or used; instead we discuss what was wrong with the child and talk about more appropriate behaviour. Good behaviour is praised and encouraged. We never use the word naughty in line with childcare requirements of good practise.

Special Events / Links With The Community

From time to time special events and visits are arranged. These have included visits from; Drusillas, the Dentist, the Police Schools Liaison Officer, Diddi Dance.... There are also walks around the community for the Butterfly group and annual end of term summer and Christmas parties and trips to St. Mary's church for special events.

Also if any parent has skills and/or interests they wish to share with the Pre-school please make contact with a member of staff.

Keeping You Informed

General information about pre-school for parents/carers can be found on two notice boards - one in the entrance hall and one in the main hall during each session. The information includes details of forthcoming events, meetings, our 'Topic Web' etc. This will inform you of topics and activities taking place during the current half-term. An upright information board in the entrance hall will inform you of imminent events, such as the need for your child to wear red on a certain day! Please check each session as some things have to change at short notice.

We use a parent text link so that we can text all about closures, contagious illnesses, reminders.....As well as emailing information.

Every term you will receive a newsletter from both the Pre-school Manager and the Committee.

Chalk Hill Pre-school Policies

A complete set of our policies is available for you to read at any time, including our Health and Safety Policy. Equality and Inclusion and Child leaving the setting unaccompanied are included at the back of the welcome pack all other policies are available on the website and a main copy is kept on the table in the reception area.

Problems / Complaints

If your child has any problems at pre-school, or there are any circumstances at home that may be affecting their behaviour, please don't worry in silence. Come and discuss the problem with a member of staff and we will try to work with you towards a satisfactory solution.

If you have a grievance or feel that you have cause to make a complaint in relation to the pre-school, please see the Manager or contact the chair of the pre-school committee. If you then feel that your grievance has not been settled satisfactorily through discussion with either of the above, there is a complaints procedure as outlined in our policy document.

Should you feel you need to contact Ofsted at any time please call:

0300 123 1231

Or write to:

Ofsted
Piccadilly Gate
Store Street
Manchester
M1 2WD

Ofsted would also like to hear from families with **good feedback** and you can also contact them using the above details.

Your Pre-school Staff

Christine Hipgrave - Manager

Christine joined the Pre-school in December 2002 as toddler group co-ordinator & pre-school assistant before becoming the Manager in April 2006. She is NVQ Level 3 qualified in Early Years Care and Education and is also trained in Paediatric First Aid and administering an Epi-pen. Christine is our Child Protection and Health & Safety Officer. She is also the curriculum facilitator for the setting.

Deborah Kefford – Deputy Manager and Special Needs Co-ordinator

Deborah has been working with the Pre-School since September 2000 and was promoted to Deputy Manager in June 2006. She is NVQ Level 3 qualified in Early Years Care and Education and our SEN co-ordinator and is active in co-coordinating the curriculum planning. Deborah is also trained as a first aider and administering an Epi-pen. Deborah is the settings second Health & Safety Officer.

Emma Poole - Butterfly room leader.

Emma had been with us a couple of years as bank staff before joining the team in the butterfly room in September 2014 where she worked her way up to room leader taking her NVQ qualifications. Emma is also a first aider and the second safe guarding officer.

Amy Biggs

Amy joined the preschool in the caterpillar group and now moved up to be a key person in the butterfly group. Amy has a Diploma in early years child care, a first aider and the settings treasurer.

Nicola Osborne - Caterpillar room leader.

Nicola is the room leader for the younger group and Key Person. Nicola has been with the setting Since Sept 2011. She is NVQ Level 3 qualified in Early Years Care & Education and is a curriculum leader for the Caterpillar room. Nicola is trained as a first aider and dealing with epilepsy. She is also the Toddler Group Co-ordinator.

Emma Watson

Emma joined the team in the caterpillar room in September 2014 where she is a Pre-School Assistant and Key Person. Emma has a Diploma in Nursery Nursing and is a first aider.

Bank Staff

We have a list of Bank Staff we can use to cover staff absences due to sickness etc.

In the past 12 months all staff have undertaken In service Day training and other courses. For full details please ask the Pre-school Manager.

If you are interested in becoming a member of the bank staff please see the Manager, who will advise you about what would be needed.

Toddler Group

A Toddler Group runs alongside the pre-school. This is held on Wednesday mornings (term time) from 9.45 -11.45 am. Parents and carers are welcome with babies/toddlers up to the age of 4. There is always a range of toys and activities available including a book corner, play dough and singing.

There is a charge of £2.50 per family per session, which includes tea/coffee, squash and a biscuit. This charge also goes towards the cost of any craft materials, staffing and the hire of the hall.

Parents/carers must remain on the premises and are responsible for their own child/children during the session.

Children who attend toddler group are, where possible, given priority on the pre-school waiting list. Parents/carers often find it helps their child when settling into pre-school if they have attended toddler group, as faces and surroundings are already familiar.

If you are interested in the toddler group and would like more information the staff will be happy to help.

Please contact on – **(01323) 504659 (weds am only or 1571 service)**
Our toddler group is run by Nicola Osborne and Amanda Longman.

Your Pre-school & Toddler Group Committee

Chalk Hill is run as a charity and because of this we are only able to run by holding fund-raising events throughout the year. Is a great way of getting to know other parents, having some fun, as well as being able to help out a great cause - our own children.

The fees are charged at a level to run the preschool and meet all outgoings relating to this. Any fundraising is to buy new equipment and resources for the Children. As a registered charity we are also claim gift aid via the HMRC scheme which all adds up.

During the last year we have held many events including a firework party, Summer Fayre, quiz night as well as a Christmas Fayre. I'm sure you will appreciate that all these events take time to organise and without help we could not do it so if you can spare some time, even if only at the event itself please fill in the form or speak to any of the committee and we will contact you to discuss how you can help.

Officers and members of the committee are re-elected at an Annual General Meeting, to which all parents and carers are invited to attend. There needs to be a minimum of five trustees in total to include Chairperson, Treasurer, Secretary and three others in order for the Committee to be a viable one.

Details of this will be placed on our pre-school notice board. Therefore, the committee list may be subject to change. An up-to-date list of Trustees and staff members can also be found on the notice board. The Committee can also be contacted via email: chalkhillpreschool@live.co.uk.

Please find enclosed form to complete at the back of this pack.

Term dates 2019 – 2020 for parents

School Term 1 2019

Thursday 5 September to Friday 25 October

(October school holiday 2019 – Monday 28 October to Friday 1 November)

School Term 2 2019

Monday 4 November to Friday 20 December (last day of term party finish 12.15 for all)

(Christmas school holiday 2019-20 – Monday 23 December to Friday 3 January)

School Term 3 2020

Monday 6 January to Friday 14 February

(February school holiday 2020 – Monday 17 February to Friday 21 February)

School Term 4 2020

Monday 24 February to Friday 3 April (Closed February 26 as Church use hall for Ash Wednesday)

(Easter school holiday 2020– Monday 6 April to Friday 17)

School Term 5 2020

Monday 20 April to Friday 22 May (closed Monday 4 May for bank holiday)

(May school holiday 2020– Monday 25 May to Friday 29 May)

School Term 6 2020

Monday 1 June to Tuesday 21 July (last day of term party finish 12.15 for all)

The pre-school has 3 in-service days per year and you will be advised of these via the newsletters, emails, website and notice board.

Chalk Hill Preschool & Toddler Group

General Data Protection Regulation Policy

Statement

GDPR stands for General Data Protection Regulation and replaces the previous Data Protection Directives that were in place. It was approved by the EU Parliament in 2016 and comes into effect on 25th May 2018. GDPR states that personal data should be 'processed fairly & lawfully' and 'collected for specified, explicit and legitimate purposes' and that individuals data is not processed without their knowledge and are only processed with their 'explicit' consent. GDPR covers personal data relating to individuals. Chalk Hill Pre-school is committed to protecting the rights and freedoms of individuals with respect to the processing of childrens, parents, visitors and staffs personal data. The Data Protection Act gives individuals the right to know what information is held about them. It provides a framework to ensure that personal information is handled properly.

Chalk Hill Pre-school is registered with the ICO (Information Commissioners Office) under registration reference: Z9024438 and has been registered since 3rd of May 2005. Certificates are on display on the information board in the hall.

GDPR includes 7 rights for individuals:

1) The right to be informed

Chalk Hill Pre-school is a charity pre-school registered Registration No: 1033149

Our address is St Marys Church Hall, Church Street, Willingdon, East-Sussex BN20 9HT

Our OFSTED Registration No: 511229

Chalk Hill Pre-school is a registered Childcare provider with Ofsted and as so, is required to collect and manage certain data. We need to know parents' names, addresses, telephone numbers, email addresses, date of birth and National Insurance numbers. We need to know childrens' full names, addresses, date of birth and Birth Certificate number or passport details. For parents claiming the free nursery entitlement we are requested to provide this data to the East Sussex County Council; this information is sent to the Local Authority via a secure electronic file transfer system.

We are required to collect certain details of visitors to our pre-schools. We need to know visits names, contact details and where appropriate company name. This is in respect to Health and Safety and Safeguarding Policies. Chalk Hill Pre-school is required to hold data on its employees; names, addresses, email addresses, telephone numbers, date of birth, National Insurance numbers, photographic ID such as passport and driver's license, bank details. This information is also required for Disclosure and Barring Service checks (DBS) and proof of eligibility to work in the UK. This information is sent via a secure file transfer system to UKCRBs for the processing of DBS checks.

The Chalk Hill Pre-school website has an enquiry form for families to fill in their details if they have an enquiry and wish to be contacted. These details are forwarded to the Manager only and will only be kept only if that persons' child starts at Chalk Hill Pre-school.

Email details are kept only by: The Manager for communication, The Treasurer regarding finances and The Chairperson regarding committee and fundraising.

2) The right of access

Chalk Hill Pre-school of telephone number (01323) 504659 can be contacted should an individual want to make a request relating to their data and Chalk Hill Pre-school will need to provide a response (within 1 month). Chalk Hill Pre-school can refuse a request, if we have a lawful obligation to retain data i.e. from Ofsted in relation to the EYFS, but we will inform the individual of the reasons for the rejection. The individual will have the right to complain to the ICO if they are not happy with the decision.

3) The right to erasure

You have the right to request the deletion of your data where there is no compelling reason for its continued use. However Chalk Hill Pre-school has a legal duty to keep childrens and parents details for a reasonable time.

Chalk Hill Pre-school retain these records for 3 years after leaving pre-school, children's accident and injury records for 19 years (or until the child reaches 21 years), and 22 years (or until the child reaches 24 years) for Child Protection records. Staff records must be kept for 6 years after the member of leaves employment, before they can be erased. This data is archived securely and shredded after the legal retention period.

4) The right to restrict processing

Parents, visitors and staff can object to Chalk Hill Pre-school processing their data. This means however, that records can be stored but must not be used in any way, for example reports or for communications.

5) The right to data portability

Chalk Hill Pre-school requires data to be transferred from one IT system to another; such as from Chalk Hill Pre-school to the Local Authority, to shared settings, NHS professionals and to Tapestry' Online Learning Journal (should the setting start using tapestry). These recipients use secure file transfer systems and have their own policies and procedures in place in relation to GDPR.

6) The right to object

Parents, visitors and staff can object to their data being used for certain activities like marketing or research. However, we at Chalk Hill Pre-school do not pass on this data information to third parties.

7) The right not to be subject to automated decision-making including profiling.

Automated decisions and profiling are used for marketing based organisations. Chalk Hill Pre-school does not use personal data for such purposes.

Storage and use of personal information

All paper copies of children's and staff records are kept in a locked fireproof office cabinet in Chalk Hill Pre-school. Members of staff can have access to these files but information taken from the files about individual children is confidential and apart from archiving, these records remain on site at all times. These records are shredded after the retention period.

Information about individual children is used in certain documents, such as, a weekly register, medication forms, the health visitor progress checks, transition to schools documentation, referrals to external agencies and disclosure forms. These documents include data such as children's names, date of birth and sometimes address. These records are shredded after the relevant retention period.

Chalk Hill Pre-school collects personal data every year including; updating contact forms, names and addresses of those on the waiting list and admission forms. These records are shredded if the child does not attend or added to the child's file and stored appropriately.

Information regarding families' involvement with other agencies is stored both electronically on an external hard drive and in paper format; this information is kept in a locked fireproof office cabinet in Chalk Hill Pre-school. These records are shredded after the relevant retention period.

Upon a child leaving Chalk Hill Pre-school and moving on to school or moving settings, data held on the child may be shared with the receiving school. Such information will be sent by hand and signed for by the other setting or via royal mail recorded delivery if outside of our area for hand delivery.

Chalk Hill Pre-school stores personal data held visually in photographs, unless written consent has been obtained via the admission form. No names are stored with images in photo albums, displays, on the website or on Chalk Hill Pre-school social media sites.

GDPR means that Chalk Hill Pre-school must; Manage and process personal data properly. Protect the individual's rights to privacy. Provide an individual with access to all personal information held on them

This Policy was adapted on 23-05-2018

If you need to know more about how East Sussex County Council and the DCSF store and use your information please contact them:

East Sussex County Council: www.eastsussex.gov.uk/dataprotection

DCSF: www.teachernet.gov.uk/doc/13856/DCSF%20what%20we%20do%20with%20Children's%20data%20v4%20final.doc

If you are unable to access these websites, please contact the County Council or the DCSF as follows:

Information Governance Officer

Children's Services

East Sussex County Council

County Hall

St Anne's Crescent

☎ 01273 482901

Lewes

✉ CS.DPA@eastsussex.gov.uk

BN7 1UE

🌐 www.eastsussex.gov.uk

Safeguarding Children Policy

1. Introduction

- 1.1 We intend to create in our pre-school an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to. We look to the advice and guidance set out in Working together to Safeguard Children 2015. This policy outlines how this will be achieved.

2. Purpose

- 2.1 The purpose of this policy is to:
- Articulate the Pre Schools commitment to Safeguarding children.
 - Describe the procedures that need to be followed when a child is known to have suffered or is suspected of suffering significant harm thorough abuse.

3. Exclude known abusers

- 3.1 All applicants for posts within the Pre-school will be made aware that the position is exempt from the provisions of the Rehabilitation of Offenders Act 1974.
- 3.2 All applicants, whether previously employed, voluntary or paid, will be interviewed before an appointment is made and will be asked to provide at least one written reference. All such references will be followed up. In the case of applicants with unexplained gaps in their employment history, or who have moved rapidly from one job to another, explanations will be sought. Those seeking employment from working or living overseas will have checks carried out to confirm they have a legal right to work in the UK in addition to all other required checks.
- 3.3 All applicants must show knowledge of the National Standards relevant to Sessional Day Care.

- 3.4 All appointments, both paid and voluntary, will be subject to a probationary period and will not be confirmed unless the pre-school is confident that the applicant can be safely entrusted with children.
- 3.5 All appointments will be subject to police and health checks by OfSTED before their position is confirmed.

4. Seek and supply training

- 4.1 We will be proactive in seeking out training opportunities for all adults involved in the group to ensure that they recognise the symptoms of possible significant harm, physical abuse, neglect, emotional abuse and sexual abuse.

5. Prevent abuse by means of good practise

- 5.1 The registered person and the Manager will ensure that any person who has not been vetted is never left alone with children.
- 5.2 Our vetting procedure will be adhered to at all times.
- 5.3 Adults will not be left alone for long periods with individual children or with small groups. If left alone with children in instances such as taking the child to the toilet staff will take sensible precautions i.e. taking more than one child with them, leaving the door open and informing others of where they are and with whom.
- 5.4 In instances where the child's behaviour is questionable an adult will remain with the child rather than removing them from the room and explain to them, as stated in our Behaviour Management Policy, that it is the behaviour and not the child that is unwelcome.
- 5.5 Adults who have not yet been cleared by the relevant checks will not take children unaccompanied to the toilet. Adults will not be permitted to take their own children to the toilet.
- 5.6 A member of staff will always accompany visitors on the pre-school premises, including trades people, entertainers and others. All visitors must sign in and out in the visitors' book.
- 5.7 At the end of the session, or during the session, a child will not be released into the care of anyone who is not on our records as having permission to do so. If parent/carer has not informed us of on the day someone else is collecting not on the list the child will not be released until the parent/carer has been contacted and the adult collecting has ID.
- 5.8 Children will be encouraged to develop a sense of autonomy and independence through adult support in making choices and in finding names for their own feelings and acceptable ways to express them. This will enable children to have the self-confidence and the vocabulary to resist inappropriate approaches and will allow them to develop their own self-esteem to enable them to protect themselves.
- 5.9 The layout of the playroom(s) will permit constant supervision of all children.

6. Respond appropriately to suspicions of abuse

- 6.1 Changes in children's behaviour/appearance will be investigated and procedures will be followed as stated in the LSCB manual.
- 6.2 Parents will normally be the first point of reference, though suspicions will also be referred, as appropriate, to the local child protection agencies. In East-Sussex this is done through the Single Point Of Advice (SPOA)

SPOA 01323-464222 email: 0-19.SPOA@eastsussex.gov.uk

Opening hours Mon-Thurs 0830-1700 & Fri 0830-1630

- 6.3 All such suspicions and investigations will be kept confidential, shared only with those who need to know. The people most commonly involved will be the member of staff/key person, the Pre-school leader/safeguarding officer (Christine Hipgrave) and the management committee chair.

1. Procedure if staff notice signs of abuse

- 1.1 Staff should document an account of any concerns and events clearly and concisely in the Incident folder and sign and date any entry.
- 1.2 The member of staff who notices signs of child abuse or has suspicions must either inform the Manager/safeguarding officer or ring SPOA directly themselves.
- 7.3 Staff will need to pass on details including child's name, date of birth, address, race, religion, language and any known special needs, parents/carers names and addresses, reasons for their concern and any other family information that may be contributing to the problem.
- 7.4 Social services will contact the parents/carers and, where necessary, the police.
- 7.5 The Pre-school Manager will contact OfSTED and inform the Chairperson of the management committee.
- 7.6 Staff should not discuss the matter with any other person.
- 7.7 In the event that the parent/carer becomes intimidating towards staff the police/social services should be contacted immediately.
- 7.8 The member of staff may be asked to attend a Child Protection Conference.

8. Keep records

- 8.1 Whenever worrying changes are observed in a child's behaviour, physical condition or appearance, a specific and confidential record will be set up, quite separate from the usual on-going records of children's progress and development. The record will include, in addition to the name, address and age of the child: timed and dated observations, describing objectively the child's behaviour/appearance, without comment or interpretation; where possible, the exact words spoken by the child; the dated name and signature of the recorder. Where possible we will seek a witness and their signature.

- 8.2 Such records will be kept in a separate file and will not be accessible to people in the Pre-school other than the Pre-school Manager and, where necessary other members of staff as appropriate i.e. Safeguarding leads.
- 8.3 We will duly record, in our Pre-school Incident book, any obvious marks (i.e. serious cuts, bruising) that are noticed when a child first comes into a pre-school session and ask the person responsible for that child to write and sign an Incident form in recognition that these marks occurred outside of pre-school before leaving them in our care.

9. Liaise with other bodies

- 9.1 The Pre-school operates in accordance with local safeguarding childcare board (LSCB) authority guidelines. Confidential records kept on children about whom the Pre-school is anxious will be shared with Social Services.
- 9.2 OFSTED will be informed of any serious accidents, illness injury or death at the setting along with L.A.D.O and R.I.D.D.O.R.

Ofsted
Piccadilly Gate
Store Street
Manchester
M1 2WD

Telephone: 0300 123 1231

- 9.3 If a report on a child is to be made to the authorities, the child's parents will be informed at the same time as the report is made.
- 9.4 In addition the person or persons appointed with responsibility for the overall protection of children in their care may seek further advice and support, where sufficient concern is raised, from their local EYDCP or PLA developmental officer. In the event of members of staff (other than the appointed Safeguarding Officer) being genuinely suspicious and concerned about a possible case of abuse they may, without the agreement of the Safeguarding Officer, make contact with the appropriate agencies. This would be the extreme as we always aim to work together as a team.
- 9.5 The group will maintain on-going contact with Social Services, including names and addresses of individual social workers, to ensure that it would be easy, in an emergency, for the Pre-school and Social Services to work well together.
- 9.6 Records will also be kept of the local NSPCC contact, or other contacts as appropriate. NSPCC telephone number 0808 800 5000 / 0800 056 0566.

10. Support families

- 10.1 The Pre-school will take every step in its power to build up trusting and supportive relationships between families and staff and volunteers in the group and where it is deemed necessary will offer appropriate literature and/or access to parenting courses.
- 10.2 Where abuse is suspected, the Pre-school will continue to welcome the child and family while investigations proceed.
- 10.3 Confidential records kept on a child will be shared with the child's parents.
- 10.4 With the provision that the care and safety of the child must always be paramount, the Pre-school will do all in its power to support and work with the child's family.

11. Allegations against staff

- 11.1 Any allegation should be referred to the pre-school Manager or Chairperson as appropriate.
- 11.2 The relevant authorities will be informed as necessary.
These will include OFSTED and L.A.D.O (Local Authority Designated Officer)

The Local Authority Designated Officer (Amanda Glover) Telephone: 01323 466612
Operational Manager safeguarding Unit
St Marks House
Upperton Road
Eastbourne BN21 1EP

- 11.3 All proceedings following an accusation will remain confidential.
- 11.4 We will ensure that any effected member of staff have the full support of the Pre-school until the issue is resolved.
- 11.5 The Pre-school staff will not discuss any allegation made against a colleague by any means. Any enquiries should be directed to the chairperson.

12. Procedure if allegations are made against staff

- 12.1 The police and/or social services may conduct a single or joint agency investigation. This will include a referral to OFSTED and L.A.D.O
- 12.2 The Manager will contact Chairperson.
- 12.3 Depending on how serious the allegation is the member of staff will either have their duties modified to prevent any unsupervised care of the children or will be suspended on full pay until the investigation is completed.
- 12.4 The individual member of staff and the Manager/Chairperson will give their full co-operation with the investigation.
- 12.5 The Manager and staff should not discuss the matter other than with the relevant authorities.
- 12.6 After the investigation OFSTED will have the responsibility of deciding whether the pre-school can continue as before.

13. Procedure regarding use of ICT

13.1 When using ICT staff **must** be aware of the dangers of exposure to inappropriate materials. Any web site accessed should be checked carefully before use with children and parents. Similar care needs to be taken with CD/DVD material that staff may want to use. A close inspection of drop down menu should occur regularly to check for inappropriate access. Staff must also be aware of parental requests re promotional photographs. *This policy was*

Our designated Lead Safeguarding Officer is Christine Hipgrave

The settings second Safeguarding officer is Emma Poole

Reviewed 24-01-2018

Equality and Diversity Policy

The Pre-school Learning Alliance is committed to helping pre-schools provide equality, diversity and inclusion for all children and families as a member of an alliance.

Chalk Hill Pre-School and Toddler Group works in accordance with all relevant legislation, including:

- Equality Act 2010
- Disabled Persons Act 1958, 1986
- Race Relations Amendment Act 2000
- Sex Discriminations Act 1986
- Children Act 1989
- Special Educational Needs and Disability Act 2001

We believe that the group's activities should be open to all children and families, and to all adults committed to their welfare. We aim to ensure that all those who wish to work in, or volunteer to help with our pre-school have an equal chance to do so.

Aim

Our Pre-school is committed to valuing diversity by providing equality of opportunity along with an anti-discriminatory practice for all children and families.

We respect and value linguistic, cultural and religious diversity which exists in the community.

We are committed to challenging the attitudes that promote racial discrimination, ensuring respect for all and preparing all children for life in a culturally diverse society.

Methods

We have a named person who co-ordinates and monitors our Equality and Diversity policy. It is the settings SEN Co-ordinator (Deborah Kefford, Deputy Manager).

Admissions

- The pre-school is open to every family in the community. Please see our admissions policy for further details on admissions. Families joining the pre-school are made aware of its Equality and Diversity Policy.

Employment

- The pre-school will appoint the best persons for each job and will treat fairly all applicants for jobs and all those appointed.
- Commitment to implementing the groups Equality and Diversity Policy will form part of the job description for all workers. (Please see our recruitment and employment policy).

Training

- We seek out training opportunities for staff and volunteers to enable them to develop practices that enable all children to flourish. (Please see our training policy)
- We review our practices to ensure that we are fully implementing our policy for equality and diversity.

Families/Carers

- The pre-school recognises that all types of families/carers successfully love and care for their children.
- The pre-school can offer a flexible payment system for families/carers with differing means.
- The pre-school welcomes parents/carers and guardians who are of the same sex.

Festivals and Cultures

- Our aim is to show respectful awareness of all the major events in the lives of the children and families in the pre-school, and in our society as a whole, and to welcome the diversity of backgrounds from which they come.
In order to achieve this, we aim to acknowledge all the festivals, which are celebrated in our area and/or by the families involved in the pre-school.
- Without indoctrination in any specific faith, children will be made aware of the festivals, which are being celebrated by their own families or others, and will be introduced, where appropriate, to the stories behind the festivals.
- Children and families who celebrate, at home, festivals with which the rest of the pre-school is not familiar will be invited to share their festivals with the rest of the group if they themselves wish to do so.
- Children will be encouraged to welcome a range of different festivals/cultures together with the stories, celebrations and special food and clothing they involve, as part of the diversity of life.

Food

- We work in partnership with parents to ensure that the medical, cultural and dietary needs of children are met. Please see Diet, Policy and Practice.

Curriculum

- The pre-school has an anti-bias curriculum, which encompasses all inequalities. Please see our Curriculum Policy for further details.

This policy was reviewed 31-01-18

Policy and Procedure for when a child leaves the group unaccompanied

This procedure should never be put in to practice if the Pre-school's Safety policy is adhered to. However, sometimes accidents do happen and it is vital that we have a procedure to enable the child to be located quickly and without alarming the other children and parents.

Accounting for all the children

- The register must be completed every day in case of an emergency. All staff should know how to fill in the register.
- Key Persons should be aware of the children who fall under their supervision at all times.
- Regular head counts should take place throughout the session.
- Always work to the pre-school's safety policy.

The above points should make it easier for all staff to realise quickly if one of the children is missing.

Search Systematically

1. Gather remaining children in one room for a story. Leave enough staff/rota parents/carers with the group to cover ratios, whilst the rest begin the search.
2. Without alarming the children, ask them whether they have seen the child who is missing.
3. Check that all adults are present and that they are aware of the problem. Find out who last saw the child and where.
4. Check every room in the building and accessible outside areas.
5. Ask other organisations using the hall at the same time to help.

Parents

1. Alarming the parents as little as possible, call them to warn them that the child may be trying to get home. Use their emergency telephone number if necessary.
2. If the child lives fairly close by, one adult should make the journey on foot to intercept the child if possible.

Remember, as soon as parents have been informed they will need advice and support.

Authorities

1. If a child is not found, the police must be called.
2. Notify Social Services and tell them that the police have been called.
3. Notify the Chairperson as soon as possible.
4. Notify OFSTED and LADO
5. Contact Insurance Company – this will be done by the Chairperson.

Incident Book

- As soon as there is time an adult should start to build up a record of the event, even if the child is found a few minutes later. Include any last minute sightings and any unusual behaviour on the part of the child prior to his/her disappearance.

Informing other parents

- Prevent the spread of gossip. Give them a brief, accurate account by calling a meeting of parents when they arrive to collect children, or send home a note with each child.

When the child is found

- Remember that the child might have been afraid or distressed and may now need comforting.
- Remember that the child may be completely unaware of having done anything wrong.
- Remember it is a good opportunity to talk to all the children to ensure they understand that they must not leave the premises and why.

Other Information

- Whilst talking to parents or other people about the incident think very carefully about your choice of words. Do not imply that you accept liability. This will affect the insurance cover. Do not say “No comment” as this makes you seem indifferent to the incident. Do say:
 - How sorry you are that the incident has happened.
 - That a full investigation is underway.
 - That Social Services and Ofsted have been informed and will also be investigating the Incident.

If you are contacted by the media ask them to speak to the Chairperson.

The Pre-school Learning Alliance can also be contacted and they will give full support.

Remember to always follow our policies and, hopefully, we will not have to put this procedure into practice.

Important telephone numbers and contacts

- Social Services Department (01323) 466564
First Floor, St Marks House
14 Upperton Road
Eastbourne
East Sussex
BN21 1EP
- Pre-school Learning Alliance 020 7833 0991
69 Kings Cross Road
London
- Area Child Protection Committee (01273) 481277
County Hall
St. Anne's Crescent
Lewes
East Sussex

Our designated Lead Safeguarding Officer is Christine Hipgrave

The settings second Safeguarding officer is Emma Poole

This policy was reviewed 24-01-2018

