

Admissions policy

Statement of intent

It is our intention to make our setting accessible to children and families from all sections of the local community.

Special Educational Needs Policy

Statement of intent

We believe that children with special educational needs (SEN) should be offered full access to a broad, balanced and suitably differentiated curriculum. We will work closely with parents and other external agencies to provide an Individual Educational Plan (IEP) and appropriate resources when necessary.

Behaviour management policy

Statement of intent

Our setting believes that children flourish best when they know how they are expected to behave and should be free to play and learn without fear of being hurt or unfairly restricted by anyone else.

Safeguarding Children Policy

Statement of intent

Our setting wants to work with children, parents and the community to ensure the safety of children and to give them the very best start in life.

Complaints Procedure Policy

Statement of intent

Our setting believes that children and parents are entitled to expect courtesy and prompt, careful attention to their needs and wishes. We welcome suggestions on how to improve our setting and will give prompt and serious attention to any concerns about the running of the setting. We anticipate that most concerns will be resolved quickly by an informal approach to the appropriate member of staff. If this does not achieve the desired result, we have a set of procedures for dealing with concerns.

Confidentiality policy

Statement of intent

It is our intention to respect the privacy of children and their parents and carers, while ensuring that they access high quality care and education.

Equality and Diversity Policy

Statement of intent

Our setting is committed to providing equality of opportunity and anti-discriminatory practice for all children and families.

Equipment and resources policy

Statement of intent

We believe that high quality care and education is promoted by providing children with safe, clean, attractive, age and stage appropriate resources, toys and equipment.

Food and drink policy

Statement of intent

This setting regards snack times as an important part of the setting's session/day. Eating represents a social time for children and adults and helps children to learn about healthy eating.

Health and safety policy

Statement of intent

This setting believes that the health and safety of children is of paramount importance. We make our setting a secure and healthy place for children, parents, staff and volunteers.

Parental involvement policy

Statement of intent

We believe that children benefit most from pre-school education and care when parents and settings work together in partnership.

Settling in policy

Statement of intent

We want children to feel safe, stimulated and happy in the setting and to feel secure and comfortable with staff. We also want parents to have confidence in both their children's well being and their role as active partners with the setting.

Staffing and employment policy

Statement of intent

We provide a high staffing ratio to ensure that children have sufficient individual attention and to guarantee care and education of a high quality. Our staff are appropriately qualified and are checked for criminal records through the Criminal Records Bureau in accordance with Ofsted's requirements.

Student placement policy

Statement of intent

This setting recognises that qualifications and training make an important contribution to the quality of the care and education provided by setting. As part of our commitment to quality, we offer placements to students undertaking early years' qualifications and training, including those studying for the CACHE level 2 Certificate in Pre-school Practice, CACHE level 3 Diploma in Pre-school Practice and level 4 Diploma in Pre-school Practice.

The non-collection of children policy

Statement of intent

In the event that a child is not collected by an authorised adult at the end of a setting session/day, the setting 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.