Nursery
Parent Booklet
&
Registration Pack

The Meadows Day Care Centre
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Web:
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Ofsted Good Provider

Thank you for choosing to send your child to

The Meadows Day Care Centre Nursery

In this pack we have put together some important information for you which we hope will help your child have a happy and rewarding time here.

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About Us

Since opening in September 1998 in our own purpose built childcare facility on the site of Glebelands Primary Academy, The Meadows has built a reputation as a provider of quality childcare for children and their parents from the loacal community.

The Centre, which includes the nursery, is an independent registered charity run by a committee of current and former parents, Meadows staff and members of the community.

Nursery Staffing.

We understand that initially many parents are concerned that they are leaving their children with strangers, and may have questions regarding our staff. We understand your concerns and when appointing staff we carry-out all required suitability checks as well as ensuring individuals hold the qualifications we require for the role.

- All of the core nursery staff hold NVQ Level 3, or equivalent, qualification or are currently working towards that qualification.
- All staff have an Enhanced DBS or Enhanced CRB.
- Minimum cover levels for qualified Peadiatric 1st Aiders are exceeded every nursery session.
- All staff hold a food hygiene certificate.

Our Staff:

Yvonne Brown
-
Nursery Manager,
SENCo
&
Designated Person for CP

Lea Hodges
-
Nursery Deputy Manager,
Green Room Head,
&
ENCo

Risa Payne
-
Nursery Assistant

Samantha Costin
-
Nursery Assistant
&
Red Room Head

Tracy Ruscoe
-
Nursery Assistant
&
Designated Person for CP

Sophie Smith
-
Nursery Assistant
&
SENCo

Katy Watson
-
Nursery
&
Lunchtime Assistant

Rachel Bishop
-
Nursery
&
Lunchtime Assistant

Kirsty Cooper
-
Lunchtime Assistant

Sharon Wright
-
Nursery Assistant
&
Cleaner

In addition, volunteers help supervise those children eating their lunch with us and also act as staffing cover if required.

Rev: 06/2025

The main activity within the Centre has always been the nursery, providing good quality childcare for children from the age of 2 years old until transition to primary school.

To ensure this transition to mainstream education is as smooth as possible, we have strong links with the Foundation stage staff at Glebelands Primary Academy.

Our staff hold a variety of qualifications and have a wealth of childcare experience, whilst always continuing their professional development through numerous training courses on all aspects of childcare. All staff attend regular team meetings, updates to safeguarding training when required and adhere to the Centre policies and procedures.

Our Ethos.
At the Meadows we aim to ensure that all our children, families and staff feel included, secure, valued and respected.

We appreciate that play is essential for children's development, building their confidence as they learn to explore, relate to others, set their own goals and solve problems.

We aspire to build a positive, happy relationship with children and their families and carers in an atmosphere of mutual respect.

We believe it is the right of every child to an education that is aimed at developing the personality, talents, mental and physical abilities of the individual to their fullest potential.

The Meadows Day Care Centre will promote race equality, and all children will be provided with opportunities to study their own values and those of others, appreciate diversity and develop respect for others.

The Meadows Day Care Centre will not tolerate any form of racism, prejudice or discrimination and is committed to the development of an anti-racist ethos. The Centre's anti-racist policy and practice helps to identify and change those attitudes which lead to negative discrimination against people on the basis of their race, ethos, nationality or ethnic origin.

The Early Years Foundation Stage

The Early Years Foundation Stage (EYFS) sets the standards that all early years providers must meet to ensure that children learn and develop well and are kept healthy and safe.

The four overarching principles outlined in the EYFS shape our practice at the Meadows. These are:

- Every child is **unique**
- Children learn to be strong and independent through **positive relationships**
- Children learn and develop well in **enabling environments with teaching and support from adults**
- Children develop and learn at different rates.

Three areas are particularly important for building a foundation "for igniting children's curiosity and enthusiasm for learning, forming relationships and thriving."

These are the **prime areas:**

- Communication and language
- Physical development
- Personal, social and emotional development

We also support the children in four **specific areas:**

- Literacy
- Mathematics
- Understanding the world
- Expressive arts and design

For those whose home language is not English, we recognise the importance of providing opportunities for children in our care to develop and use their home language in play and learning and to support their language development at home.

Ofsted inspect the Centre on a regular basis to make sure that these standards are being met. In our last Ofsted inspection in December 2023 we received a judgment of Good and are working towards becoming an Outstanding setting.

Ofsted Good Provider

Key Person System.

Key persons can help their children become more settled by building a positive relationship with them and their families enabling them to feel safe and secure. They will keep specific information about each child, and build a learning journal which you as the parents can read and add to when ever you would like to.

Every Child Matters.

The Meadows Nursery also ensures the standards set by the Children Act 2004 which underpins the Every Child Matters agenda are met. The aim of the Every Child Matters programme is to give all children from birth to 19 the support they need to:

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution
- Achieve economic well-being.

Observations & Recording Progress

One of our obligations as part of the EYFS is to monitor your child's progress and achievements whilst at the nursery. This monitoring is carried-out through informal observations of your child and making records of these observations in order to be able to report back to parents and carers about their child's learning.

Day to day recording of these observations is done in a Learning Journal which is specific to your child.

In order for the staff to record your child's learning, we now use a system called TAPESTRY.

TAPESTRY
ONLINE LEARNING JOURNAL

GET IT ON Google Play

Download on the App Store

Tapestry is an online facility which can be accessed on a computer or laptop via a web browser and is also available on Apple and Android device.

Tapestry allows staff to instantly upload photographs, videos and observations of your child. Registered parents/carers will then be notified to alert them that something new has been added to their child's Learning Journal allowing them to log-on and view what their child has been doing. The system also allows parents/carers to instantly add their own comments to entries and also allows the online book to be shown to members of the family and friends.

Before parents/carers are granted access they must apply for access. This is done using an online form, a link for which will be sent to the parents/carers once their child starts the nursery. This online form will ask for your permission to set-up an account in the name of the parent/carer and also ask for an agreement with regard to safeguarding and the use of images.

All photographs and/or videos taken and uploaded to Tapestry by The Centre are the property of The Meadows Day Care centre and parents or carers do not have permission to download them or upload them onto any website or social media platform. Any incidents where this confidentiality is broken will be dealt with very seriously and will result in access to the system being withdrawn.

Please Note:
The safeguarding of the children who attend the nursery is very important to us. Everything that is added to Tapestry will be added to The Centre's account and can only be viewed by

- ***staff***
- ***administrators who use the system,***
- ***parents/carers who have been granted access.***

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The Nursery Day

The nursery opening times are 9:00am to 3:00pm, with parents being offered a flexible range of options within that time frame.

We offer 2½ hour sessions, 3 hour sessions, 3½ hour sessions or all day 6 hour sessions.

The full Nursery day comprises two, 2½ hour core sessions with a one hour 'Lunch Club':
Morning Session..... 9:00am ~ 11:30am
'Lunch Club'..... 11:30am ~ 12:30pm
Afternoon Session ..... 12:30pm ~ 3:00pm

Settling In.
Your child's key person or another member of staff will be on hand should your child need a little extra reassurance as you leave. If your child has trouble settling please have a chat with us and we will do our best to ease them through this tricky period. You are more than welcome to phone in and check that your child has settled after you leave and we will of course contact you should they become distressed.

Snack.
It is important for children to learn about healthy eating and we share a healthy snack during both the morning and afternoon sessions. This is a relaxed and social time and staff will sit with the children and chat. Children will be encouraged to try new foods and talk about their likes and dislikes, how food is sourced and prepared. They are also encouraged to help themselves to the food on offer and to pour their own drinks.

The nursery takes part in the Nursery Milk Scheme which is run by the Department of Health and Social Care. This scheme entitles children under 5 years who attend approved day care to receive 1/3rd pint (189ml) of whole or semi-skimmed cows milk each day, free of charge.

Lunch at The Meadows.
For those children who attend the nursery for both the morning and afternoon core sessions on the same day, or when a parent requires that extra hour of childcare either after the morning session, or before the afternoon session, there is the 'Lunch Club'.

Not only does the 'Lunch Club' provide the extra childcare as detailed above, it also helps prepare children for their full-time education and helps improve social skills.

It is important that if your child is eating their lunch at the nursery, that nursery staff are informed, especially in cases of changes to agreed arrangements.

Please note :
The 'Lunch Club' can be included in your child's funded hours; any hours in excess of funded hours will be chargeable; for current fees please enquire at the office.

The Centre does not supply food for lunchtimes, parents must supply their child's packed lunch in a suitable box/bag, with the child's name clearly marked.

No fizzy drinks, chocolate or sweets please.

Centre Staff have completed relevant Food Hygiene courses.

Policies & Procedures

The Centre has a set of clear policies and procedures which cover all aspects of the level of care your child receives when they are at the nursery. It is important that you familiarise yourself with these policies when your child joins our group. The policies can be viewed on our website as detailed below or by scanning the following QR code. Please ask a member of staff should the procedure or policy you wish to view not be available on our website.

Scan the QR code or click below to visit our website
www.meadowsdaycare.org

Some policies are published with this Parent Booklet.

If your child is unwell.
If your child falls ill during a session, we will contact you using the telephone numbers listed on your child's registration form. In the event of an emergency we will contact the emergency services as well as parents/guardians. It is your responsibility to keep us updated with changes of address and telephone numbers and to be contactable during sessions.

If your child is poorly, please phone that morning. We do ask, following Department of Health guidelines, that you keep your child at home if they have any infectious illness and wait at least 48 hours after a tummy bug before bringing them back to pre-school. Please remember to regularly check your child for head lice. Any medication needs to be labelled with the child's name, and accompanied with Doctors prescription. You will be requested to complete a form. In the event of an emergency please notify us. Please to let us know if your child will not be attending a session; key persons will contact you if you fail to do so.

Please note, if your child needs Calpol or a similar medicine this indicates s/he is not well enough to attend nursery.

Medicines.
Should your child require medication to be administered whilst at the Nursery you will be asked to complete written permission for us to do so. Consent forms can be obtained from the office.

Please note that staff may only administer medicines which have been prescribed by a doctor.

Accidents & Injuries.
Our setting ensures that 1st Aid cover exceeds the minimum required by the EYFS with the majority of staff attending regular recognised Paediatric First Aid Training. Should your child be involved in an accident or be injured while at the Centre, appropriate first aid will be given. Full details will be recorded in our accident book, which you will be asked to sign.

Should your child require emergency treatment, the staff will try to contact you immediately. If an ambulance is required, a member of staff will accompany your child with their registration details (if we are unable to contact a parent or carer immediately).

Staffing.
Our staffing levels enable us to maintain a minimum ratio of one adult to eight children or one adult to five children depending on the childrens ages (as required by the EYFS). All staff undergo suitability checks by the Disclosure and Barring Service (DBS); previously the Criminal Records Bureau (CRB).

Late Collection.
In the event of late collection a penalty charge may be incurred and could result in the loss of your child's place. The nursery is only responsible for children during sessions only. We cannot accept responsibility for children outside of the designated hours of care.

Emergency procedures for uncollecetd children.
If your child is not collected within 30 minutes after the Centre has closed, and we have not been contacted by, or been able to contact, the parents, the Manager will contact the Social Care out of hours duty officer. Arrangements will be made for your child to be taken to an appropriate place of protection agreed by the Social Services. A copy of the Non-Collection of Children Policy is available from the office.

Promoting Fundamental British Values.
The fundamental British values of democracy, rule of law, individual liberty, mutual respect and tolerance for those of different faiths and beliefs are implicitly embedded in the 2021 EYFS.

Separately, The Counter Terrorism and Security Act 2015 also places a duty on early years providers to have due regard "to the need to prevent people from being drawn into terrorism" through the Prevent Duty.

Belongings & Clothing.
Bags should contain sunhats and cream for the summer months and waterproofs for the colder months, nappies (if required) and a spare change of clothes. All items should be clearly labelled with your child's name, including their lunch boxes please and drink bottles.

Your child will be using paint, glue, clay, play dough and water during the day so please send them in appropriate clothing. We try to encourage outdoor play even in wet weather. Suitable footwear is essential for both indoor and outdoor play. Please do not send your child in crocs, flip flops or high heeled shoes.

Keeping Parents informed.
We will keep you informed of any events, trips or changes to activities by newsletters, email, letters, posters and our nursery Facebook page*. Please keep an eye out for times and places of meetings and events. Please look for our Facebook page and our web site for other ways of keeping up to date.

Scan the QR code or click below to visit our Facebook page
www.facebook.com/groups/258843597852437

*Please note our Facebook Page is a Private Group page only open to current parents and those with links to the Centre.

Complaints.
A copy of the Complaints Policy/Procedure is available on our website and from the office during normal office hours. Please be reassured that any complaint will be taken seriously and fully investigated by the management committee.

Alternatively, you may contact Ofsted directly:
E-mail: enquiries@ofsted.gov.uk
Telephone: 0300 123 1231
Post: Ofsted. Piccadilly Gate, Store Street, Manchester. M1 2WD.

Our Ofsted registration number is 221911

Scan the QR code or click below to visit Ofsted's website
www.gov.uk/government/organisations/ofsted

Special Educational Needs.

All settings in the private and voluntary sector, who are registered for the Nursery Education Grant, are required to appoint a named setting based Special Educational Needs Coordinator (SENCo).

Each setting is also required to develop and implement a Special Educational Needs Policy which reflects the aims and practice of the setting and which supports inclusion.

The Meadows nursery SENCo's are Yvonne Brown & Sophie Smith.

Safeguarding and Child Protection.
The Meadows is also required to appoint a member of staff responsible for Safeguarding and Child Protection.

The Meadows has, and implements, a procedure to safeguard children. These are in line with the guidance and procedures of the Local Safeguarding Children Board.

Our Designated Person for Child Protection is Yvonne Brown. Tracy Ruscoe has also attended the Designated Person for Child Protection training and assists in this role.

Please note that our safeguarding policy and procedures include an explanation of the action to be taken in the event of an allegation against a member of staff, and cover the use of mobile telephones and cameras within the setting.

The staff at the Meadows have a duty of care to ensure the safety and wellbeing of all children that attend our setting.

If a member of staff has a concern about any aspect of a child's wellbeing they will record their concern and parents will be informed.

If deemed necessary a referral will be made to social care.

If staff feel further harm may be caused to the child by informing parents of the concern or if a child is considered to be in immediate danger, a referral to social care will be made without informing parents.

Behaviour Management.
The Meadows has, and implements, a Behaviour Management Policy and procedures.

Fees

Fees at the nursery are payable for the following:

Non-Funded Nursery hours.
Any hours for which your child attends the nursery, for which he/she is not eligible for funding, the nursery charges an hourly rate depending on the age of your child…

	2 years old	3 years and over
Per hour	£5.30*	£4.80*
Per 2½ hour session	*£13.25*	*£12.00*
Per 3 hour session	*£15.90*	*£14.40*
Per 3½ hour session	*£18.55*	*£16.80*
All day 6 hours	*£31.80*	*£28.80*

Payable hours arise when either…
- your child attends nursery before the term after their third birthday, and is not eligible for government childcare support (nursery education funding) from the age of two; depending on funding eligibility, or
- you agree a weekly pattern of booked nursery hours which are greater than the number of hours which your child receives funding for.

The Centre will email parents a monthly invoice, usually at the start of a calendar month, making charges for the weeks ending in that calendar month and a statement at the end of the calendar month detailing any outstanding, or unpaid, amounts.

Payment of these invoices can be made…
- in person via the Centre office using cash or a debit or credit card, or
- by clicking the 'Pay Now' button on the email containing the invoice using a debit or credit card, or
- transfer direct to our bank account (full details are shown on invoices), or
- sending the payment to our PayPal account (full details are shown on invoices).

We also accept payments made using the HMRC Tax Free Childcare scheme.

Due to local bank branch closures, we no longer accept cheques.

Please note:
If your child is due to attend a Nursery session where fees would be payable, and is unable to attend due to sickness or holiday etc., fees are still payable. Non-payment of fees may result in your child forfeiting his/her non-funded places at the Nursery. The Centre reserves the right to charge a late fee if your child is not collected at the end of the session. For further information see the policies section.

Parents may spread their free 15 or 30 hours of Early Years Funding over the week with no extra charge for 'Lunch Club'. Any extra hours in excess of funded hours will be chargeable.

Rev: 06/2025

***FEES QUOTED ARE EFFECTIVE FROM 01/09/2025, ARE CORRECT AT TIME OF PRINTING AND MAY BE SUBJECT TO CHANGE.**

Early Years Funding

What is Early Years Funding?

There are three strands of early years funding for 2, 3 and 4 year old children., some depending on Parents economic circumstances, and one being universal for all children after a set age.

AGE OF CHILD AT **START** OF FUNDING PERIOD (MONTHS)

9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 | 35 | 36 | 37 | 38 | 39 | 40 | 41 | 42 | 43 | 44 | 45 | 46 | 47 | 48

Please note:
Although funding is available for children from 9 months old, The Meadows Nursery doesn't accept children under the age of 24 months/2 years-old.

FUNDED 2'S	UNIVERSAL
Funded Hours: ▪ Max No. of hours/week = 15	*Funded Hours:* ▪ Max No. of hours/week = 15
Where to Apply: ▪ Cambridgeshire County Council Education Welfare Benefits Team... https://cambridgeshire-self.achieveservice.com/service/Apply_for_Education_Welfare_Benefits	*Where to Apply:* ▪ Do not have to apply.
Eligibility Code: ▪ Codes issued by Cambs CC start **EWB** (other LEA's use different formats).	*Code:* ▪ Not required.
Eligibility info: ▪ Entitlement starts from funding period **after** child turns 2. ▪ Code continues until child can access their universal entitlement at 3-years-old. ▪ Code does not need to be re-confimed.	*Eligibility:* ▪ Entitlement starts form the funding period **after** child turns 3.

WORKING PARENTS

9 months +	3 - 4 year old
Funded Hours: ▪ Max No. of hours/week = 30 hours	*Funded Hours:* ▪ Max No. of hours/week = 15 hours. *30 hours total when added to max universal 15 hours per week*

Where to Apply:
▪ Government 'BEST START IN LIFE' website... https://beststartinlife.gov.uk/

Eligibility Code:
▪ 11-digit code staring with 11 or 50.
For children in care of the local authority, social worker makes application to County Council's EWB team to get an eligibility code starting with 40.

Eligibility info:
▪ Entitlement is from the funding period after the child turns 9 months old.
▪ **Application to 'BEST START IN LIFE' must be made by certain deadline dates:**
•31 December for Spring funding (term after 1 January) •31 March for Summer funding (term after 1 April) •31 August for Autumn funding (term after 1 September)
▪ Codes need to be re-confirmed with Childcare Choices (Childcare Choices will send reminders every 3 months).

Start of mainstream Primary Education.

Early Years Funding

Early years funded hours and when is my child eligible?
The funded hours entitlement is up to 570 hours a year, taken as a maximum of 15 hours over 38 weeks or fewer hours per week for more weeks in the year. The entitlement is spread evenly over the year and a maximum is set each claim period. *The Meadows only provides up to 15 hours over 38 weeks per year.*

It may be that not all hours you have agreed to take up with the nursery will be free hours. Paid for hours outside of the funded hours are a private arrangement between you and the Meadows providing it does not affect your ability to take up your child's funded hours.

The Universal and Extended/Expanded hours entitlement...

- can be taken between 6 am and 8 pm - *9am and 3pm at the Meadows*
- has no minimum session length (subject to the requirements of registration on the Ofsted Early Years Register) but no session must be longer than 10 hours per day - *maximum session at the Meadows is 6 hours*
- can only be used at a maximum of two childcare settings/sites in a single day.

Table of eligibility dates.
When is my child eligible?

Children become eligible from the term after they turn **two or three** through to the claim period they turn five, inclusive of that period (if they do not take up a state funded place in reception class).

Child born between:	Becomes eligible for funding:
1st Apr ~ 31st Aug	Autumn term following child's 3rd birthday.
1st Sep ~ 31st Dec	Spring term following child's 3rd birthday.
1st Jan ~ 31st Mar	Summer term following child's 3rd birthday.

What do I have to do to take up my funded hours?
The Meadows will support you to complete the Parent/Carer Declaration. You must provide proof of your child's identity, address and date of birth (e.g. a short form birth certificate, Passport or NHS card) and agree when you will take up your funded hours. The Meadows will not be able to claim funding for your place without this form.

If you have signed a Parent/Carer Declaration and either decide not to take up your place or to change provision partway through the term, you will need to discuss this change with the Meadows. We will need to agree a change before you can be funded at another provision.
The Meadows reserves the right to withhold 4 weeks funding in lieu of notice period. This means you may need to pay the new provider for childcare until funding is available.

What is Early Years Pupil Premium?
Early Years Pupil Premium (EYPP) is extra government funding for your childcare provider to support the educational outcomes for eligible children. The nursery staff will use the money in ways they think will support your child's learning and development and enhance their learning experience by improving the teaching, learning, facilities and resources with the aim of impacting positively on your child's progress and development. We may combine the payments for several children, or work with other providers, in order to fund specific activity or training.

CENTRE STAFF ARE UNABLE TO ASSESS ELIGIBILITY FOR FUNDING.
Source: Cambridgeshire County Council. Count me in for Early Years Funding and Pupil Premium Information for Parents 2022/2023
* From April 2024 entitlement for Working Parents starts at 2 years old, from September 2024, this entitlement starts at 9 months.

Rev: 06/2025

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Is my child eligible for Early Years Pupil Premium?
Your child will be eligible if they are 3 or 4 years old, accessing a free place, and you meet qualifying criteria.

To find out if you are eligible, complete the Parent Details section of the Parent/Carer Declaration. Your information will be checked on a secure government benefits system and you should receive a letter from the County Council telling you whether your child is entitled. If your child qualifies, a payment will be made direct to the Meadows.
Once your child is entitled to EYPP, they will remain eligible until the end of their universal three and four year old entitlement of early education, regardless of any change in your circumstances.

Special Needs and Disability Access Funding
If your child is in receipt of Disability Living Allowance, your childcare provider may be able to obtain Disability Access Funding (DAF) to support the access of your child. Please speak to the Centre SENCo. Disability Access Funding is to support early years settings to make initial reasonable adjustments and to build the capacity of their setting to support disabled children.

Scan the QR code or click below to visit
Cambridgeshire County Council's EYPP page
www.cambridgeshire.gov.uk/eypp

CENTRE STAFF ARE UNABLE TO ASSESS ELIGIBILITY FOR FUNDING.
Source: Cambridgeshire County Council. Count me in for Early Years Funding and Pupil Premium Information for Parents 2022/2023

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Where to apply for Funded 2's and Working Parent Childcare funding.

Funded 2's ... Parents/Carers must check with Cambridgeshire County Council

Scan the QR code or click below to visit
Cambridgeshire County Council's Funded 2's Page
www.cambridgeshire.gov.uk/free2s

Working Parents... Parents/Carers must check with the government Best Start in Life website.

Scan the QR code or click below to visit
the Best Start in Life website
www.beststartinlife.gov.uk

Should a child become eligible for either or both of these types of funding, the Parent/Carer will be issued with a code. Funded 2 codes start with EWB (if issued in Cambridgeshire), Working family codes are 11 digits starting with 11 or 50.

Please note that Parents/Carers do not need to make any application to be eligible for the universal entitlement .

Tax-Free Childcare.
The Tax-Free Childcare scheme is a scheme which has replaced the Childcare Voucher Scheme.

Under this scheme, eligible families will get 20% of their annual childcare costs paid for by the Government.

Eligible families must open a Childcare Account and for every 80p a parent/carer pays in, the Government will pay in 20p.

This could mean up to £2,000 per child (the scheme assumes a maximum of £10,000 per year childcare costs per child. If you pay more, you won't get more help).

As well as full-time employees working for an employer, the scheme will also cover you if you are:

- Self employed
- Working part time
- On maternity, paternity or adoption leave
- Starting your own business.

The scheme is being delivered by HMRC and or more information, please visit the Best Start in Life website.

Scan the QR code or click below to visit
the Best Start in Life website
www.beststartinlife.gov.uk

PLEASE NOTE THAT THE CENTRE STAFF ARE UNABLE TO ASSESS ELIGIBILITY FOR FUNDING.
Source: Cambridgeshire County Council. Count me in for Early Years Funding and Pupil Premium Information for Parents 2022/2023

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Year Term Dates

	September 2025 to July 2026	September 2026 to July 2027
Autumn Term:		
Opens - Staff Day (No Children)	Mon 8 September 2025	Mon 7 September 2026
First Day for Children	Tue 9 September 2025	Tue 8 September 2026
Half Term (Closed)	Mon 27 October 2025 To Fri 31 October 2025	Mon 26 October 2026 To Fri 30 October 2026
Children return after Half Term	Mon 3 November 2025	Mon 2 November 2026
Last Day for Children	Thu 18 December 2025	Thu 17 December 2026
Closes - Staff Day (No Children)	Fri 19 December 2025	Fri 18 December 2026
Spring Term:		
Opens - Staff Day (No Children)	Mon 5 January 2026	Mon 4 January 2027
First Day for Children	Tue 6 January 2026	Tue 5 January 2027
Half Term (Closed)	Mon 16 February 2026 To Fri 20 February 2026	Mon 15 February 2027 To Fri 19 February 2027
Last Day for Children	Thu 26 March 2026	Wed 24 March 2027
Closes - Staff Day (No Children)	Fri 27 March 2026	Thu 25 March 2027
Summer Term:		
Opens - Staff Day (No Children)	Mon 13 April 2026	Mon 12 April 2027
First Day for Children	Tue 14 April 2026	Tue 13 April 2027
Bank Holiday (Closed)	Mon 4 May 2026	Mon 3 May 2027
Half Term (Closed)	Mon 25 May 2026 To Fri 29 May 2026	Mon 31 May 2027 To Fri 4 June 2027
Children return after Half Term	Mon 1 June 2026	Mon 7 June 2027
Last Day for Children	Thu 16 July 2026	Thu 15 July 2027
Closes - Staff Day (No Children)	Fri 17 July 2026	Fri 16 July 2027

Please Note:

These dates are provisional. Additional staff days may be confirmed after publishing and notified separately. The nursery term dates may not be exactly the same as the local primary or secondary schools.

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Registration

In order for the Centre to function effectively and to comply with statutory requirements, we require all parents to provide us with information and to give us certain permissions and consents to carry out selected activities and agreements to certain statements.

The required forms are enclosed at the back of this parent booklet or available to download and complete from our website.

Our registration forms are 'split' into two parts, the first form is required to register your child, the second form will need to be completed nearer to the time of your child starting at the nursery so we have current information.

Scan the QR code or click below to visit our website
www.meadowsdaycare.org

Registration form.

This form requires the basic information to enable registration of your child at the Meadows. This includes:

- Child, parent/carer contact information.
- Basic Medical information.
- Funding information if known at the time of registration.
- Data Privacy Notice.

Child Information & Update form.

This form asks for more detailed information regarding:

- Child, Parent/Carer and family information.
- Medical information.
- Emergency contact information.
- Persons authorised to collect your child other than immediate parents/carers
- Permissions & Consent.
  For some activities, and to comply with data protection laws, we need certain permissions and consents from parents. These include:
  - Consent if emergency medical treatment is required.
  - Consent to administer first aid.
  - Agreement regarding sun protection.
  - Agreement to a child protection statement.
  - Consent regarding observations and photography.
  - Agreement regarding the taking of, and use of, images taken by parents at nursery events.
  - Consent for off site activities.
  - Agreement with regard to lunch box hygiene.
  - Consent regarding the use of images taken by, or at, the nursery and how they are published.
- Funding information.
- Other childcare settings the child has attended or will be attending.
- Parental Contract.

Parental Contract.

The Management Committee of The Meadows Day Care Centre believe in providing a safe and caring environment for children over the age of 2 years who attend the childcare facilities offered.

We strive to provide an enriching learning experience in which each child in our care can feel secure and valued.

We want our parents to be able to leave their children in the knowledge that they are happy and are being well looked after.

In order to be able to do this, we believe that there needs to be a formal agreement; in the form of a Parental Contract; between the Centre and parents. The contract outlines the obligations and commitment of The Centre and the Parent(s)/Carer(s).

Once you have read the contract in the appendix of this booklet, please sign and return the copy which is enclosed with the registration forms.

Data Privacy Notice.

The Management Committee and Management of The Meadows Day Care Centre know how important it is to keep your data and personal information safe.

The Centre believes you should always know what data we collect from you regarding your children and family and how we use it. We collect information from you in order for the Centre to be able to provide childcare for you and children, some of this information is obtained because we have a legal basis for its processing and storage; e.g. to obtain funding, etc.; and some information we obtain and process with your consent.

As part of the GDPR, we have a Data Privacy Notice which gives information about:
what data we collect,

- our legal basis for processing that personal data,
- what we use your personal data for,
- who we share data with,
- why we share your data,

and your rights with regard to the data we collect.

Once you have read the data privacy notice in the appendix of this booklet, please sign and return the copy which is enclosed with the registration forms.

Appendix

- Parental Contract.
- Data Privacy Notice.
- Nursery Admissions Policy Document.
- Equalities & Diversity Policy.
- Health & Safety Policy.
- Safeguarding & Child Protection Policy.

Parental Contract

This is a contract between the Management Committee and Management of The Meadows Day Care Centre and the Parent(s),Carer(s) or legal Guardian(s) of a child (or children) that is registered at the Centre.
For reference The Meadows Day Care Centre is referred to below as 'The Centre'. Parent(s),Carer(s) or legal Guardian(s) are referred to below as 'Parents'.

The Meadows Nursery:
1. Is part of The Meadows Day Care Centre, a charity registered with The Charity Commission (Registration Number 1069714), run in accordance with its constitution by a Management Committee and its staff.
2. Will be known as 'The Meadows Nursery' will operate from The Meadows Day Care Centre, Farriers Gate, Chatteris. PE16 6QP. Tel: 01354 696261. Email info@meadowsdaycare.org.
3. Is registered with OFSTED as part of The Meadows Day Care Centre's Full Day Care registration and operate within their regulations, guidelines and rules. OFSTED Inspectors regularly visit the Centre and conduct regular inspections to ensure the appropriate standards of care & education are being provided.
4. Nursery Contract:
a. In line with the Local Education Authority (LEA) Parental Contract, the minimum contract period is for an academic term.
b. Notice Period: Due to the long-term commitment we make when reserving a child's place, we must ask you to make a similar commitment to us. We therefore, require a minimum of 4 weeks written notice, to reduce or cancel your child's normal booking. We reserve the right to charge 4 weeks fees in lieu of written notice and in line with funding arranmengents with the LEA we also reserve the right to withold a minimum 4 weeks funding in lieu of notice should a child leave mid-term.
c. Increasing your booking is subject to availability. If requiring an increase in funded sessions, this must be done before set cut-off dates. These dates vary termly due to the LEA head-count dates. If you are wishing to do this, in all circumstances please ask in the office. Depending on the timing of a funding hours increase request, any increase in funded hours will not be confirmed until The Meadows has received confirmation of an amendment to the hours claimed by the Funding Team at the LEA.
d. The minimum number of nursery core sessions that can be booked is two per week (equivalent to 5 hours). Only under very special circumstance can a child be registered requiring less than this number.

Fees and additional costs.
a. **Nursery:**
Any agreed weekly pattern of booked hours will be deemed as forming part of this contract and fees will be charged for all contracted hours which exceed any funded hours claimed on your behalf from the LEA.
The Centre operates a monthly advance invoicing system for regular nursery fees and other charges; if applicable; incurred.
Fees must be paid in full on the receipt of invoice. We do operate various payment methods, these are detailed below and on invoices.
When the nursery is closed for training days or public holidays, etc. monthly invoice will be adjusted to take account of these closures.
During the academic year the nursery may invite all children to attend certain sessions. In such circumstances these sessions may be provided free of charge and monthly invoices will be adjusted to take account of these free sessions.
If, due to an unforseen emergency, the nursery is forced to close we will offer a credit for the sessions which have previously been invoiced, or depending on circumstances a refund.
Unless the Centre is in breach of these terms and conditions all booked sessions must be paid for regardless of child's attendance. No refunds or credits will be given for sessions missed due to sickness, holidays or other absences.
b. **Fees Structure and amounts:**
Nursery fees will be published in the Registration Pack and the website and are available from the Centre Office. The Centre will review fees annually with any increases being implemented from the start of the Autumn term in September. Notices will be issued to parents prior to any fees increase.
c. **Late or non-collection of Children:**
The Centre reserves the right to make an additional charge for children who are not collected on time at the end of the session. Charges will be applied for repeated failure to collect on time.
d. **Failed Payment Costs:**
The Centre reserves the right to recover costs associated with failed payments provided by parents, including any bank charges incurred.
e. **Unpaid fees and other charges:**
The Centre reserves the right to charge interest on any outstanding invoices, and may seek to recover any outstanding amounts owing to The Centre, and any costs incurred, through the correct legal channels.
Should an account not be settled sufficiently, the Centre reserves the right to withdraw the provision of all fee incurring nursery childcare.
f. **Payment methods:**
Forms of payments accepted are Cash, Card; in person and online direct from an invoice, direct transfer to our Bank Account, or via PayPal. Further details can be obtained from the office or are detailed on issued invoices.
g. **Additional Fees:**
The Centre DOES NOT make a charge or ask for a contribution towards the cost of any of the following:
- Deposit to secure a funded nursery space,
- Snack or food and drink which may be provided throughout the nursery day,
- Art and craft supplies,
- Toys books, etc.,
- Sun cream.

The Centre does reserve the right to make charges for the following:
- Nappies and wipes, etc.,
- Additional activities which are not part of the core EYFS curriculum or trips, etc.

Parents have the option to opt-out of paying for these additional extras if the Centre does implement them.

Funding.
a. **Early Years funding.**
The Centre accepts children who are entitled to government funding but we do not offer 'free places' as such. The Centre will apply to the LEA for Nursery funding on the parents behalf and any funding received is used to offset against any Nursery fees.
A child becomes eligible for government funding on a specific date after they are 9 month old, their 2nd or 3rd birthday (depending on the type of funding)
i. **All 3-and 4-year old** children are entitled to funded childcare for up to 570 hours per year (15 hours per week over 38 weeks at the Meadows) through the **UNIVERSAL** funding scheme.
ii. **2-year-olds in receipt of certain benefits** are entitled to funded childcare for up to 570 hours a year (15 hours per week over 38 weeks at the Meadows) through the **FUNDED TWO** funding scheme.
iii. **9-month to 2-year-old children of Working Parents** may be able to acccess 1140 hours per year (30 hours per week over 38 weeks at the Meadows) if they meet certain eligibility criteria. *Note, the Meadows nursery does not accept children below the age of 2-years-old. The hours shown above for this type of funding are efective from September 2025, prior to September 2025, this funding provides up to 570 hours/year.*
3-and 4-year old children of Working Parents may be able to acccess 1140 hours per year (30 hours per week over 38 weeks at the Meadows) if they meet certain eligibility criteria. These funded hours are made-up of the up to 570 hours/year UNIVERSAL funding and up to an additional 570 hours/year.
Funding for children of working parents is through the **WORKING PARENT** funding scheme.
Eligibility is decided by HMRC and parents will be issued a code. This code must be provided to the Centre and must then be verified with the LEA.
Parents must re-confirm eligibility every 3 months.

The Centre is unable to determine eligiblilty for 2 year olds in receipt of certain benefits or entitlement for working parents.
Where a child has been given a place and is attending the nursery prior to a funding code being confirmed by the LEA or verified through the LEA funding portal, the parent will remain liable for any nursery sessions should that code be refused by the LEA or unverified.
Funding can only be claimed if a parent completes the County Council Funding Agreement.
Funding at the Meadows can be taken over 38 weeks per year, other settings may 'stretch' the funding offer and where a parent splits the funding between the Meadows and another setting we ask you inform us of the setting name, and funding claim. This is to avoid errors being made by both parties when making funding claims to the LEA.
b. **Early Years Pupil Premium:**
EYPP is additional funding which the nursery may receive to improve the education which is provided for disadvantaged 2-, 3-and 4-year olds.
EYPP is assessed by the LEA from information supplied by the parent on the County Council Funding Agreement.
c. **Disability Access Fund:**
DAF is additional funding which the nursery may receive to help children in receipt of DLA and accessing their entitlement to free early learning childcare.

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c. **SEN Inclusion Fund:**
SENIF is intended to help the nursery meet the needs of pre-school children over 2 years old with SEND who are taking up their free entitlement.
All funding award decisions are made by the County Council and are not made by the Centre.
e. **Other sources of funding:**
The Centre is happy for other agencies or third parties to provide funding for children attending the Centre.
Where funding is offered, the parent or agency should inform the office and the agency or third party will need to complete a funding agreement covering invoicing and payment arrangements.
Any amounts received from any funding source cannot and will not be passed to the childs parent.

General.
a. **Centre Policy Documents**
The policy documents of the Centre form part of the Contract. Parents will be given the opportunity at the time of registering their child to study our Policy Statement Documents, they will also be available at all times when the Centre office is open and are available on our website. It is, therefore, accepted that the Policy Statement Documents have been read and understood by all parents.
b. **The Centre Registration Pack.**
The 'Nursery Parent Booklet & Registration Pack', registration forms and, child update forms are part of this Contract. All parents are given a copy of the Centre Registration Pack before registering their child, further copies are available from the office and website. Therefore, it is accepted that the Centre Registration Pack has been read and understood by all parents.
c. **Newsletter.**
The Nursery will produce a Newsletter frequently throughout the year. This will be used to keep parents informed of changes in staff, policies, procedures, etc., informing them of events, themes, etc. occurring at the Nursery and general information regarding childcare matters.
d. **Keeping Parents informed.**
The Centre will keep parents informed of the activities of the Centre by as many means as possible including email and Tapestry.
e. **Car Parking.**
Parents are reminded that they are unable to park within the car park in front of The Centre. This car park, and its access, is controlled by Glebelands Primary Academy. The Centre only has a limited number of spaces available to its staff within this car park. Parents are also reminded of the parking restrictions on Farriers Gate.
f. **Change of Details.**
It is very important that parents inform The Centre as soon as any change in the information they provided on any of the Registration Forms occurs. This will include, but is not limited to, change of address or work details, telephone number (home, mobile or work), details of the alternative person to be contacted, address & telephone numbers, if neither parent can be contacted or in failure to collect, etc. This will allow our records to be kept up to date, so that if an emergency does occur, parents can be contacted immediately.
g. **Infectious Disease Control.**
To help in the prevention of the spread of communicable infections we request the following.
i. That the child will not be brought in if they have an infection.
ii. Should an infection develop while in the nursery, the parent may be required to collect the child and take them home during the day.
A list of recommended periods of exclusion from The Centre is available from The Centre. Following Department of Health guidelines we request that children do not return to The Centre for 48 hours following a case of sickness and/or diarrhoea.
h. **Damage to property & equipment.**
The Centre reserves the right to charge parents, or those using The Centres facilities, for any costs incurred where wilful damage has occurred to The Centres premises, property or equipment.

The Centre Promises.
The Centre makes the following promises to the parents of children who are registered at The Centre.
1. Once a child has been registered with The Meadows Nursery for a minimum of 2 sessions per week, their place will be reserved for them throughout the time the parent wishes their child to attend The Meadows Nursery or up until they start compulsory education.
2. Under special circumstances, The Centre will make special payment arrangements with individual parents.
3. The Centre will give a minimum of 28 days notice, in writing, of any change to fee structures for The Meadows Nursery. Major changes in the general terms of the Contract will be notified in the same way, and a new contract may be issued for the parents to agree to and sign. Parents have up to 28 days to agree to and sign any new contract. If however, a parent fails to sign the new contract after this period, for whatever reason, it will be taken that the child's booking is no longer required and they will leave at this time.
4. The Centre policy documents are of the highest possible standard and are reviewed and revised on an ongoing basis. These documents are available to all parents at any time on our website and The Centre encourages parents to read our policy statements.
5. The Meadows Nursery is open Monday - Friday, 9:00am ~ 3:00pm for 38 weeks a year and is closed for Bank Holidays, training days (which will be notified at least 28 days in advance) and school holidays.

The Centres Philosophy.
Our overall aim is to prepare the children for full-time school with all that this entails in terms of their academic and social needs.

Our philosophy is to encourage children's independence and to foster their self-esteem and this permeates everything we do at The Meadows Day Care Centre

At The Meadows Day Care Centre, we aim to provide the Children with a creative and stimulating environment. It is hoped to smooth their path towards full-time school with imaginative and fulfilling activities, which they will enjoy.

The Agreement

I agree to the terms and conditions of this contract and associated documents as specified therein.

If you agree
PLEASE SIGN

Signed by a Parent/Primary Carer:

Print Name.....

Date..... / / 20

Being the parent/primary carer of the below named child...

Child's Details...

Surname.....

First Name .....

Parent Copy
Do Not Return.

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Data Privacy Notice

Your personal data – what is it?
Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come from such possession. The processing of personal data is governed by the General Data Protection Regulation 2016/679 (the "GPDR").

Who are we?
The Meadows Day Care Centre (the "MDCC") is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

Categories of personal information that we collect, hold and share include:

Child attending the Centre:

- Personal information (such as name, date of birth, and contact details)
- Characteristics (such as ethnicity, language, nationality, country of birth and funding eligibility [local authority or other third party])
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Special Educational Needs (SEN) and disability information
- Court orders relating to the parental care of the child
- Outside agencies involved with the child (such as SALT, Social Care, and Health visitor)
- Relevant medical information including GP details
- Languages spoken

Parent/guardian and family of children attending the Centre:

- Personal information (such as name, contact details, and NI number)
- Names, addresses, contact numbers, and daytime location for emergency contacts
- Family circumstances (such as who the child lives with and who has 'parental responsibility' for the child)

The Centre is required to hold and use this personal data in order to comply with the statutory framework for England, Ofsted, the Department for Education and the Centre's local authority early years team.

What is the legal basis for processing your personal data?

Child attending and parent/guardian of child attending the Centre:

- Consent: The individual gives clear consent for the Centre to process personal data for specific purposes.
- Contract: The processing is necessary for a contract the Centre has with the individual, or because the individual has asked the Centre to take specific steps before entering into a contract.
- Legal obligation: The processing is necessary for the Centre to comply with the law (not including contractual obligations).
- Vital Interests: The processing is necessary to protect someone's life.
- Legitimate interests: The processing is necessary for the Centre's legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data which overrides those legitimate interests.

Where the Centre requires consent, the Centre will provide a way for the individual to positively make a decision about the information that the individual makes available and how this is shared.

We use your data for the following purposes:

- to support the learning of the child;
- to monitor and report on the developmental progress of the child;
- to provide appropriate pastoral care;
- to assess how well the Centre is doing;
- to share information about activities in our setting;
- to share with other professionals in accordance with legislation;
- to enable us to contact the parent/carer in a non-emergency or emergency situation;
- to enable us to obtain funding for a child from the local authority or other relevant body/organisation;
- to maintain our own accounts and records;
- to enable a contract of service is delivered and maintained;
- to administer membership records;
- to fundraise and promote the interests of the charity;
- to enable us to fulfil the Aims of the Charity as set-out in our constitution;
- to comply with the law regarding data sharing.

Our data processing also includes the use of CCTV systems for the prevention of crime.

Who do we share your personal data with?
Your personal data will be treated as strictly confidential, and will only be shared with recipients in the following categories.

Child attending and parent/guardian of child attending the Centre:

- our local authority;
- HM Revenue and Customs (HMRC)
- the Department for Education (DfE);
- healthcare professionals/service providers involved with the child;
- other childcare settings/schools when the child leaves;
- the local safeguarding children's board or Social Services Referral and Assessment Team if the Centre ever has concerns about the safety of a child;
- other agencies involved with the child;
- regulatory bodies (e.g. Ofsted); and
- third party organisations (non-local authority) providing funding for the child.

Data Protection Act 1998 and General Data Protection Regulation 2016/679 (GDPR).

Why do we share information?
The Centre does not share information about the data subject with anyone without consent unless the law and our policies allow us to do so.

The Centre needs to share child and parent/guardian information with our local authority and the DfE on a statutory basis. This data sharing enables the Centre to process the parents/guardians Nursery Education Funding claim and other forms of funding.

How long do we keep your personal data?
The Centre will keep your personal data for no longer than reasonably necessary for the following periods:
Child attending and parent/guardian of child attending the Centre:

- Accident records - for a period of no more than 3 academic years after the child leaves.
- Safeguarding records - for a period until the child becomes 21 years and 3 months old.
- Other records - for a period of no more than 7 academic years after the child leaves.

Your rights and your personal data.
Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

- The right to request a copy of your personal data which the MDCC holds about you;
- The right to request that the MDCC corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for the MDCC to retain such data.
- The right to withdraw your consent to the processing at any time;
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller; known as the right to data portability; where applicable;
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data, where applicable;
- The right to lodge a complaint with the Information Commissioners Office.

Transfer of Data Abroad.
The Centre does not anticipate any data will need to be transferred abroad. Should it become apparent that your data need to be transferred abroad, the Centre will seek consent on an individual basis.

Automated Decision Making.
The Centre does not use any process of automated decision making.

Further processing.
If the Centre wishes to use your data for a new purpose, not covered by this Data Privacy Notice, then the Centre will provide you with a new notice explaining the new use prior to commencing the processing and setting out the relevant purpose and processing conditions. Where and whenever necessary, the Centre will seek your prior consent to the new processing.

Contact Details.
To exercise all relevant rights, queries or complaints please in the first instance contact the Data Protection Officer at:
The Meadows Day Care Centre,
Farriers Gate,
Chatteris.
Cambridgeshire. PE16 6QP.
Email: info@meadowsdaycare.org
Tel: 01354 696261

You can contact the Information Commissioners Office on 0303 123113 or 01625 545745,
via email https://ico.org.uk/global/contact-us/email/ or at:
Information Commissioner's Office,
Wycliffe House,
Water Lane,
Wilmslow,
Cheshire. SK9 5AF.
————

I acknowledge I have received a copy of the above Data Privacy Notice as printed in the Parent Booklet...

Signed by a Parent/Primary Carer: _____

Print Name..... _____

Date ..... __ __ / __ __ / 20 __ __

Parent Copy
Do Not Return.

Data Protection Act 1998 and General Data Protection Regulation 2016/679 (GDPR).

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Nursery Admissions Policy Document

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

Aim.
We aim to ensure that all sections of our community have access to the Nursery through open, fair and clearly communicated procedures.

Procedure
In order to achieve this aim, we operate the following admissions policy:

We ensure that information about the Nursery is accessible – in written and spoken form – and, where appropriate, in different languages. Where necessary, we will try to provide information through signing or an interpreter.

- We arrange our waiting list in birth order. In addition our policy may take into account the following:
  - Siblings already attending the Nursery.
  - Whether the child is due to start school that academic year.
  - Length of time on the waiting list.
  - Whether a child is attending another pre-school setting.
  - Exceptional circumstances, such as SEN, looked after child.
- The Nursery is open to every family in the community.
- Children can be admitted to the Nursery from the age of 2 years dependent upon the availability of space, and readiness of the individual child to stay happily within the group. A child can remain with the Nursery until the end of the term after their 5th birthday. The Nursery aims to support the child care needs of its staff where possible. Therefore, staff of the Nursery whose children are over 2 years old may enrol them so long as this does not interfere with the effectiveness of the member of staff in the running of the sessions.
- Due to the school admissions policy of all children starting school in the year that they are 5, most children start with the Nursery during the Autumn term. However if there are places available, a child may start at the Centre as soon as they are entitled to. We may be unable to keep places open for those children who have either a spring or summer birthday. However, they are given priority should places become available and usually can have the sessions of their choice in the following Autumn term.
- We welcome children regardless of their gender, SEN, disabilities, background, religion, ethnicity or competence in spoken English. We will liaise fully with parents/carers and professionals to ensure that it would be in the child's best interests to attend the Nursery.
- If a child is to leave our setting before moving on to school, or to reduce the number of sessions attended, parents must give at least 4 weeks written notice of the leaving date or date when sessions are to be reduced. Fees will be payable (or funding claimed by us), until that date.
- Our Equalities and Diversity policy is available on request. We are flexible about attendance patterns and wherever possible accommodate the needs of individual children and families, subject to availability of spaces. Any Nursery Education Funding rules regarding attendance also apply.

Forms.
Parents wishing their child to start at the Nursery must complete and return the registration form and other associated forms before their child starts. It is important that these forms are completed fully.

At The Meadows we believe that information about the children and their families is vital for the effective care and education of those attending the Centre.

Staff must know details such as preferred names, address, telephone numbers, contact names, details of allergies, dietary needs, and other health concerns. Other information is also helpful such as family background, who is the main parent/carer, any major changes in the child's life. In other words, we need to know information pertinent to the child.

The Centre is bound by the GDPR and Data Protection Act and records giving details about the children and their families must be kept safely and in such a way that access to the information is strictly limited.

Visits.
Approximately one month before the child is due to start at the nursery, parents/carers will be offered the opportunity to visit the nursery with their child to meet staff and to ask questions or express any concerns they may have.

Staff may also arrange a visit to meet the child and his/her parents/carers in their home environment.

Admissions Criteria.
A child may start at the Nursery as soon as they are two years old.

It is desirable, but not compulsory, that children starting nursery will be toilet trained, that is, they must be able to get on and off the toilet and to clean themselves unaided. See our 'Toilet Regulations and Routines' document which is available on request.

The Nursery actively seeks to promote the children's self-reliance and self-esteem. We recognise the need for children to extend their skills and to promote them into doing so. Therefore, it is desirable that a child starting at nursery should be able to dress and undress themselves with minimal aid and to drink from an open cup.

Nursery Places, Funding and Fees
Children may attend for up to 30 hours a week, for up to 38 weeks in a year.

The Nursery has limited availability for the morning and afternoon sessions. With the exception of children who receive Early Years funding, nursery fees will be payable for all children attending the nursery until the term following their 3rd birthday if they receive Early Years Funding.

Fees will be charged for any hours in excess of claimed funded hours.

In the term following their 2nd or 3rd birthday, children become eligible for Early Years Funding.

The number of core sessions/hours offered to a child will depend upon:
1) If the parent(s) are working.
2) The parent's/carers wishes.
3) Places available.

The Nursery prefers a minimum of 2 core sessions (or equivalent 5 hours) in all cases.

Once a child is attending nursery s/he will be offered 15 hours per week from the term when s/he is eligible for Early Years Funding. All offers are subject to availability. These hours may be funded if the child meets the eligibility criteria.

Parents must confirm core sessions/hours offered, or risk losing their child's preferred places.

Priority for places will be given to:
- Children already attending the Nursery.
- Children of working parents.
- Children who will be starting school in the following academic year.
- Length of time child has been on our waiting list.

Thereafter, places will be offered equally between remaining children.

Children already attending the Nursery will automatically be offered 15 hours per week for the academic year before starting full time school.

Nursery fees will be set in line with Nursery Education Funding. For Nursery Education Funding please refer to Information for Parents/Carers provided with the Parent/Carer Declaration Form which will be sent-out as required by the Local Education Authority.

If any parent or guardian has any concerns or queries about any of the above, they should contact the Centre immediately.

Equalities & Diversity Policy

Introduction
The Meadows Day Care Centre is committed to celebrating diversity, improving outcomes and promoting equality of opportunity for all.

We seek to challenge prejudice and discrimination and to create an anti-bias environment in which all children have a sense of belonging. We recognise that each child is unique. We aim to meet their individual needs in order for them to achieve their full potential.

We promote and encourage positive attitudes and relationships between all children, families and the wider community.

The Meadows Day Care Centre works in accordance with all relevant legislation, included in:

- The Equality Act 2010:
  - protected characteristics covered by this act are:
    - Disability,
    - Pregnancy and maternity,
    - Race, religion or belief,
- Sex and sexual orientation.
  - The 2010 Act replaced:
    - Equal Pay Act 1970
    - Sex Discriminations Acts of 1975
    - Race Relations Act 1976
    - Disability Discrimination Act 1995
    - Employment Equality (Religion or Belief) Regulations 2003
    - Employment Equality (Sexual Orientation) Regulations 2003
    - Employment Equality (Age) Regulations 2003
- Special Educational Needs and Disability Act (SENDA) 2010
- Human Rights Act 1989
- Children Act 1989 and 2004
- Care Standards Act 2000
- The United Nations Convention on the Rights of the Child 1989

The diversity of families in our setting.
The Meadows Day Care Centre is located in Chatteris, a Fenland town in Cambridgeshire. The setting offers up to 40 Nursery places and usually has approximately 50 children on the roll. The setting's intake is predominantly White British however in the last five years there has been an increase in children from other ethnic groups, especially those from Eastern Europe, including Lithuania, Russia, Poland and Bulgaria. Multi lingual learners now make up close to 20% of our intake.

At the time of writing 5% of our children have additional needs. Just over 20% of children are in receipt of Early Years Pupil Premium or Two Year Old Funding.

By publishing this data we demonstrate our commitment to the specific duty within the *Equality Act 2010.*

Recognising and respecting difference and diversity.
The Meadows Day Care Centre commits to valuing diversity. Treating people equally does not necessarily involve treating them the same. Our policies, procedures and activities promote equality and we challenge discriminatory behaviour and language. We take into account different life experiences, background, individual needs, different types of barriers and disadvantages that people may face.

We respect the religious beliefs and practices of all staff, children and families, and comply with reasonable requests relating to religious observance and practice.

Admission and transition.
We base our admissions policy on a fair system. We do not discriminate against any child and will make reasonable adjustments to facilitate places for all children.

We aim to fully support all phases of transition and understand that different children and their families will need different levels of support to achieve smooth transitions.

Communication and language.
We value and respect all communication, with children, parents/carers, staff and other professionals. We endeavour to listen and schedule meetings at accessible and convenient times.

We aim to make information accessible to families using a wide range of formats including verbal and visual information, clear written information (including email) and translated materials where appropriate.

We aim to ensure that the content of this policy is known to all staff, parents/carers.

We will share the names of our setting's SENCo and ENCo with families.

We provide a complaints procedure for parents/carers.

Our SENCo is YVONNE BROWN.
Our ENCo is LEA HODGES.

Our ethos.
The Meadows Day Care Centre will not tolerate any form of racism and is committed to the development of an anti-racist, anti-sexist policy. The Centre's anti-racist and anti-sexist policy and practice helps to identify and challenge those attitudes, which lead to negative discrimination against people on the basis of their race, gender, ethnicity, nationality or religion.
Our policies, procedures and activities will promote positive interaction, good relationships and respect between individuals, groups and communities.

Resources, activities and the environment.
We make all reasonable adjustments to ensure planning reflects equality of access to resources and activities for all children, including those with SEND and multi lingual learners.
We encourage children whose first language is not English to also use their home language and to understand the value that this has in contributing to a positive sense of identity, learning and general language development.

Dietary Needs.
Working in partnership with parents/carers, children's medical, religious, cultural and disability needs will be met.

Staff.

- Training and development.
  We ensure that all staff, including support and committee members receive appropriate training and opportunities for professional development to enable them to develop anti-discriminatory and inclusive practices.

  We ensure that staff are confident and fully trained to meet the individual needs of the children, e.g. in administering medicines and performing intimate care procedures.

- Employment and staffing.
  Posts are advertised and all applicants are judged against explicit and fair criteria.

  Applicants are welcomed from all backgrounds and we aim for staffing to represent the diversity of the community.

  All job descriptions include the promotion of equality as part of their specifications.

  All interviews include at least one equality and one SEN/D question.

- Designated roles and responsibilities.
  Our setting has a Special Educational Needs Coordinator, YVONNE BROWN.
  The SENCo coordinates the provision for the children with SEND within the setting, works in partnership with parents, staff and external agencies and ensures appropriate record keeping procedures are in place.

  Our setting has an Equalities Coordinator, LEA HODGES.
  The ENCo coordinates the development of equalities provision throughout the setting.

Addressing prejudice-related incidents.
Any discriminative language, behaviour or remarks made by children, parents/carers or other adults are unacceptable.

Our response will aim to demonstrate support for the victim(s), to help those responsible to understand and overcome their prejudices, and to make it clear that such behaviour/remarks will not be tolerated.

- Our Procedure:
  - In the first instance the person(s) responsible will be spoken to regarding their behaviour.
  - If the behaviour was repeated, they would be given a verbal warning.
  - If the behaviour were to occur a third time, the person(s) responsible would be given a written warning and told that should the behaviour continue their child(ren) may lose their place at the Meadows.

In all cases, a prejudice related incident form will be completed, logged and filed and we will feed-back anonymous data to the local authority.

'Narrowing or closing the gap'.
At the Meadows, we have an expectation of high achievement for all children. We aim to identify the vulnerable and underachieving groups within our setting and develop strategies to close the gap in achievement and attainment between underachieving groups of children and others. We acknowledge that 'Success [is] derived from identifying the right intervention and support at the right time.' (Equalities in Action)

Children with SEND are seen as a vulnerable group. Whilst it is not inevitable that children from this or any other vulnerable group will under achieve, we recognise that they may be 'at risk of delay' and that we as practitioners have a responsibility to do all we can to identify and break down any barriers to learning. In our setting we understand the need for early identification and assessment, we work closely with parents, and offer a differentiated curriculum, targeted learning and development to improve outcomes for children with SEND.
We will:

- Identify the children who are not making expected levels of progress in their learning and development.
- Ensure we have data to support this i.e. tracking data.
- Look for any shared characteristics among the group.
- Develop strategies to support individual children.
- Develop strategies to support identified groups of children 'at risk of delay'.
- Make sure that children's progress and support strategies are reviewed regularly.

We adhere to the *Code of Practice for SEN 2011 (Graduated Response to SEN – Early Years Action, Action Plus or Statement of Special Educational Needs)*; we seek further support via an Early Help Assessment /Early Support where appropriate.

Meeting the specific duties of the Equality Act 2010.
We continually review our practices to ensure that we are fully implementing our policy.
We review our Equalities policy regularly, at least on an annual basis, in consultation with staff.

Health & Safety Policy

Policy statement
Health and safety law does not expect all risk to be eliminated but that 'reasonable precautions' are taken and staff are trained and aware of their responsibilities. This is particularly important in an early years setting, as children should be able to grow, develop and take appropriate risks through physically challenging play.
Parents and carers who use the Meadows Day Care Centre should be able to do so with the utmost confidence that their children will be getting the best possible experiences and are protected from harm at all times.
The Early Years Foundation Stage (EYFS) safeguarding and welfare requirements are the framework that provides this assurance. The general legal requirements, including those concerning health and safety, are supported by more detailed specific legal requirements. Both the general and specific legal requirements have the force of regulations and must be complied with by all early years' providers. The EYFS welfare requirements also contain statutory guidance that all providers must have regard to, as it underpins the general and specific requirements.

Legal Framework
We follow all relevant legislation and associated guidance relating to health and safety within the nursery including:

- The requirements of the statutory Framework for the Early Years Foundation stage (EYFs) 2021
- The regulations of the Health and safety at work Act 1974 and any other relevant legislation such as Control of substances Hazardous to Health Regulation (COSHH)
- Any guidance provided by the Public Health England, the local health protection agency, the local authority environmental health department, fire authority or the health and safety executive.
- We have public liability insurance and employers' liability insurance. The certificate for employer's liability insurance is displayed on the noticeboard in the lobby.

Risk Assessments
We conduct regular risk assessments, which identify aspects of the environment that must be checked on a regular basis. This involves deciding what should be done to prevent harm and ensuring that the relevant actions are taken and are updated whenever necessary.

The Centre has appropriate insurance cover, including employer's liability insurance and public liability insurance.

Parents have an active role to play too. They should be made aware of their responsibilities such as closing gates behind them and not letting strangers into the building, but also encouraged to report any potential hazards to staff.

All Nursery activities are risk assessed either formally or informally. Staff are required to make a judgement about the activities that the children undertake during a session. Anything that might be medium risk or higher does not take place until it has been formally risk assessed.

Staff responsibilities
Our induction training for staff and volunteers includes ensuring all staff have read and understood the health and safety policy, and understand their shared responsibility and accountability for health and safety.
Each member of staff follows the setting's *Health and Safety* policy and is responsible for:

- Maintaining a safe environment
- Supporting the children to develop skills in order to keep themselves safe.
- All staff are aware of the setting's emergencies procedures and know how to call the emergency services.
- Taking reasonable care for the health and safety of themselves and others attending the setting.
- Reporting all accidents and incidents which have caused injury or damage or may do so in the future.
- Undertaking relevant health and safety training when required to do so by the manager.
- Any member of staff who disregards safety instructions or recognised safe practices will be subject to disciplinary procedures.

Responsibilities of the registered person
The registered person for the setting holds ultimate responsibility and liability for the safe operation of the setting. The registered person will ensure that:

- The setting's designated health and safety officer is .....
- All staff receive information on health and safety matters, and receive training where necessary.
- The *Health and Safety* policy and procedures are reviewed regularly.
- Staff understand and follow health and safety procedures.
- Resources are provided to meet the setting's health and safety responsibilities.
- All accidents, incidents and dangerous occurrences are properly reported and recorded. This includes informing Ofsted, child protection agencies and the Health and Safety Executive under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) where appropriate.

- All reported accidents, incidents and dangerous occurrences are reviewed, so that preventative measures can be taken.
- Risk assessments on aspects such as security of the building, fire safety, food safety, nappy changing, outings, and personal safety, are in place. Other activities such as cooking or visitors bringing animals or vehicles to the setting are also risk assessed. Risk assessments are also necessary when making reasonable adjustments for disabled children/children with additional needs in order that every child is able to take part in activities, whatever their level of need or ability.

Responsibilities of the Manager
The setting's manager is responsible for ensuring that at each session:
- Premises are clean, well lit, adequately ventilated and maintained at an appropriate temperature.
- The premises are used by and solely available to the Nursery during opening hours.
- All equipment is safely and securely stored.
- Children are not allowed in the kitchen which is blocked by a child gate.
- A working telephone is available on the premises at all times.
- Fire and emergency evacuation notices are clearly displayed at the exits.
- Chemicals and cleaning materials are stored appropriately, and in accordance with CoSSH data sheets.
- External pathways are cleared in severe weather.
- Daily environment checks are carried out in accordance with our ***Safety incorporating Risk Assessment policy.***

Security
Children are not allowed to leave the premises during the session unless prior permission has been given by the parents (for example, to visit other settings such as Glebelands School, the local church, etc.) or to go for a walk.

During sessions, with the exception of the rear fire exit doors, all external front doors and doors which allow access into, and out of, the nursery rooms are monitored by a door access control system. Access through a door controlled by this system is only allowed by authorised personnel and individuals who have been issued with the relevant RFID card or RFID token.

All visitors to the setting must sign the *Visitor Log* and give the reason for their visit. Visitors will never be left alone with the children. If a visitor has no reason to be on the Centre's premises we will escort them from the premises. If the visitor refuses to leave, we will call the police. In such an event an *Incident Record* will be completed and Ofsted will be notified.

Security procedures will be regularly reviewed by the manager, in consultation with staff and parents.

Safety at dropping off and collection times
- Parents are encouraged to bring their child to the appropriate door and will wait for key staff to take their child.
- Once the child is in the building then s/he is the responsibility of the Centre staff.
- An attendance register is taken at the start of each session (including lunchtime)
- At collection times individual children are passed directly into the care of their parent/carer
- Parents must inform the Centre if a person other than themselves is dropping off or collecting their child.
- Staff will not allow a child to be collected by someone who does not have prior authorisation from the parent/carer.
- If an unauthorised person comes to collect a child, staff will immediately contact the parent/ carer to establish whether or not they give their permission for that person to take the child.

Toys and equipment
All furniture, toys and equipment are kept clean, well maintained and in good repair. We select toys, equipment and resources with care, and we carry out risk assessments before the children are allowed to use them. Broken toys and equipment are disposed of promptly.

We ensure that any flammable equipment is stored safely.

Food and drink
- Children's allergies are written on both registers and displayed discretely in the kitchen
- Staff who supervise the preparation and/or prepare and handle food receive appropriate training and understand and comply with food safety and hygiene regulations.
- All food and drink is stored appropriately.
- Adults do not place hot drinks within reach of children.
- Snack time is appropriately supervised and children do not walk about with food and drinks.
- Fresh drinking water is available to the children at all times.

- We ensure children do not have access to foods to which they are allergic
- We provide parents with a list of foods not to be included in packed lunches, to avoid children bringing in any common allergens or specific foods that might cause a serious allergic reaction in any children on roll.

Any cooking done with the children is planned, appropriate for the age of the children and follows our H&S policy guidance.

Health information for specific children

- Detailed health information for all children is gathered from the enrolment forms, and kept as a record.
- Relevant health information (conditions, allergies, etc) is documented on a log of specific health concerns which is kept in the register folder.
- Parents are regularly reminded weekly to update the Centre staff of any changes.
- Specific health concerns and requirements are shared at staff meetings, and key people informed. (See *also Sick or infectious policy* and *Administration of Medicines* policy)

Personal hygiene

All staff maintain high standards of personal hygiene, and take all practicable steps to prevent and control the spread of infection.

- A generally clean environment is maintained at all times.
- Toilets are cleaned daily and soap and hand drying facilities are always available.
- Waste is disposed of safely and all bins are kept covered.
- Staff ensure that children wash their hands before handling food or drink and after using the toilet.
- Cuts and abrasions (whether on children or staff) are kept covered.

Dealing with body fluids

Spillages of blood, vomit, urine and faeces will be cleaned up immediately in accordance with our *Intimate Care policy.*

Personal Protective Equipment (PPE)

As an employer we have a duty under the PPE Regulations, to provide suitable equipment and clothing to protect employees from the risk of harm or injury during the course of their employment.
Staff will wear disposable gloves and aprons whilst carrying out any intimate care.

Smoking, alcohol and drugs

- All areas and sites of the Centre are no smoking areas.
- Alcohol use is prohibited in all areas of the Centre during our hours of operation.
- Use of recreational drugs is prohibited in all areas of the Centre **at all times**.
- If a member of staff, student, volunteer, visitor, parent or child arrives at the setting clearly under the influence of drugs or alcohol, they will be asked to leave immediately, and disciplinary action may follow.
- If a member of staff believes a parent/carer is under the influence they advise the manager and the safeguarding lead who will then decide on the appropriate course of action according to the Safeguarding Policy.

Staffing levels

Staff ratios and levels of supervision are always appropriate to the number, ages and abilities of the children present, and to the risks associated with the activities being undertaken. A minimum of two members of staff are on duty at any time.

Records

In accordance with the Early Years Foundation Stage, we keep the following records.

Adults

- A single central record which includes the following information about all staff, including temporary staff and volunteers: - name, address, identity check, address check, DBS check, right to work, qualifications.
- Names and addresses of the owners or of all members of the management;
- All documents relating to the staff's employment with the setting, including application forms, references, results of checks undertaken etc.
- See *Safeguarding policy* for more information on safe recruitment of staff.
- The sickness of staff and their involvement in accidents is recorded. The records are reviewed termly to identify any issues that need to be addressed.

Children and parents/carers

- Names, addresses and telephone numbers of parents and adults authorised to collect children from the setting;
- Names, addresses and telephone numbers of emergency contacts in case of children's illness or accident;
- Allergies, dietary requirements and illnesses of individual children;
- Times of attendance of children, staff, volunteers and visitors;
- Accidents, incident, existing injuries and medicine administration records;
- Enrolment forms contain detailed information on medical history and medical requirements.

See also *Data Protection policy*

Related policies

See also our related policies:

- Children that are Sick or Infectious policy.
- Emergency Evacuation procedure and policy.
- Safeguarding and Child Protection policy.
- Administering Medicines policy.
- Safety incorporating Risk Assessment policy.
- Intimate Care policy.
- Data Protection policy

Note: The procedures outlined below are for Early Years Staff and Volunteers only.
Parents are advised to seek their own advice should they have concerns regarding child welfare.

Introduction

The Meadows Day Care Centre fully recognises the responsibility to have arrangements in place to safeguard and promote the welfare of all children.

Through their day-to-day contact with children and direct work with families, all staff, students and volunteers at the Centre have a crucial role to play in noticing indicators of possible abuse or neglect and in referring them to the Designated Person (DP) for Child Protection. This policy sets out how the Centre complies with statutory responsibilities relating to safeguarding and promoting the welfare of children who attend the Centre.

The policy will be renewed, at a minimum, on an annual basis.

As a society we all have a duty to safeguard children but it is particularly important that those working or volunteering with children remain vigilant to the signs and indicators of abuse and neglect. Staff, volunteers and students should be familiar with the safeguarding procedures within the setting and know how to respond to concerns about children or adults.

PREVENTION

We recognise that high self-esteem, confidence, supportive friends and good lines of communication with a trusted adult help to protect children. The Centre will therefore:

- Establish and maintain an ethos where children feel secure and are encouraged to talk, and are actively listened to.
- Ensure children know that there are adults in the Centre whom they can approach if they are worried or in difficulty.

PROCEDURES

We will follow Cambridgeshire & Peterborough Safeguarding Partnership Board procedures, which can be accessed online: https://www.safeguardingcambspeterborough.org.uk/. The Centre has regard for Working Together to Safeguard Children 2018 and What to Do if You are Worried a Child is Being Abused 2015 (Department for Education).

The Designated Person for Child Protection in the Centre is:

- **Yvonne Brown**

The following member of staff has also received the Designated Person training:

- **Tracy Ruscoe**

The Centre will:

- Ensure a trained DP is always available (during setting hours and wherever possible) for staff in the Centre to discuss any safeguarding concerns, access relevant records and take the necessary action.
- Ensure this training is updated every two years and in addition to the formal training DPs will refresh their knowledge and skills e.g., via bulletins, meetings or further reading at least annually. Contingency arrangements will be put in place should the DP not be available (another DP will be on site).
- Recognise the importance of the role of the DP and ensure she/he has the time and training to undertake her/his duties.
- The DP has contact details for Cambridgeshire Children's Social Care and the Early Help Hub readily accessible for use when required. Bordering county Social Care and Early Help contact details are available, as required, for children who live outside of Cambridgeshire.

THE ROLES OF STAFF, VOLUNTEERS AND STUDENTS.

All staff, committee members and volunteers will undertake appropriate safeguarding training at induction and receive regular updates on safeguarding (at least annually).

- Knows the name of the DP and her/his role.
- Knows how to pass on and record concerns about a child.
- Knows that they have an individual responsibility for referring child protection concerns using to relevant agencies as a matter of urgency if there is no DP present and/or they feel the child remains at risk of significant harm.
- Understands the Centre's policy on babysitting for families who attend the setting.
- Ensure they are fully aware of the Policies surrounding the areas of the use of Mobile phones, technology and Digital Photography and support the Centre in safeguarding children online.

The Centre will ensure that all staff attend basic child protection training or refreshers every three years at a minimum. New staff should attend this training as soon as possible depending on course availability.

Training made available must enable staff to identify signs of possible abuse and neglect at the earliest opportunity and to respond to these in a timely and appropriate way. These may include:

- Significant changes in children's behaviour.
- Deterioration in children's general well-being.
- Unexplained bruising, marks or signs of abuse or neglect.
- Children's comments which give cause for concern.
- Pattern of absences or frequent absences
- Any reasons to suspect neglect or abuse outside the Centre for example in the child's home.
- Inappropriate behaviour displayed by other members of staff or any other person working with the children.

MANAGEMENT CHILD PROTECTION RESPONSIBILITIES

The Management Committee fully recognises their responsibilities with regard to child protection and safeguarding and promoting the welfare of children. They will:

- Designate a committee member (where applicable) for child protection who will monitor the Centre's child protection policy and practice and champion good practice in relation to child protection and safeguarding.
- Ensure that this policy is annually reviewed in conjunction with the Centre's DP's.
- Undertake a safeguarding briefing from the DP upon election.
- Individual committee members will comply on election with Ofsted suitability check requirements including undertaking a DBS check.
- Complete Safer Recruitment training (at least one person who has recruitment responsibility).

LIASON WITH OTHER AGENCIES

The Centre will:

- Work to develop effective links with relevant services to promote the safety and welfare of all children.
- Co-operate as required, in line with Working Together to Safeguard Children 2018, with key agencies in their enquiries regarding child protection matters including attendance and providing written reports at child protection conferences and core groups.
- Notify the relevant Social Care Unit immediately if there is an unexplained absence or if there are any change in circumstances of a child who is subject to a Child Protection Plan.
- Notify the relevant Social Care team immediately if there are any further abuse or neglect concerns (such as fresh marks, bruises or injuries) where a child is already subject to a Child Protection Plan or Child in Need Plan. It will not be assumed that Social Care are already aware of these additional concerns.
- Respond to requests for information about children in the setting's care from the Education Navigator at the Multi-Agency safeguarding Hub (MASH) or a Social Worker in a timely manner.

RECORD KEEPING

The Centre will:

- Keep clear, detailed written records of concern about children's welfare using the Log of Concern Form. Records should include:
  - a clear and comprehensive summary of the concern;
  - details of how the concern was followed up and resolved;
  - a note of any action taken, decisions reached and the outcome.
- The Centre will ensure all records are kept secure and in a locked location.
- During registration of each new child, ask for information about other settings the child currently or previously attended. The DP will make contact to request relevant safeguarding and welfare information is shared. This will be ongoing where children attend more than one setting concurrently.
- Parents do not have an automatic right to access child welfare records and consideration will be given as to what the consequences of information sharing might be (in line with Information Sharing Guidance 2018).
- Unless it would place the child at risk of significant harm, parents will be informed that a Log of Concern Form has been completed, where it will be stored and what will happen to it when the child leaves the Centre.

WHEN A CHILD LEAVES OR MOVES TO ANOTHER SETTING

When the child about whom there have been child welfare concerns (whether subject to a child protection plan or not) leaves the Centre or transfers to setting, the child's child welfare file will be transferred to the receiving setting or setting using the following protocol:

- The file will be marked 'confidential, addressee only' and sent to the DP, if known, of the receiving setting or setting. The file will be delivered by hand if possible; otherwise sent by delivery that can be tracked and signed for.
- The Centre will contact the receiving setting/setting by telephone to make them aware that there is a child welfare file and, once sent, ask them to confirm as soon as possible that they have received the file. The Centre will keep a

record that the file has been received in order to be able to identify its location.

- Parents will be made aware that child welfare records will be transferred, unless this would place the child at risk of acute harm.
- The Centre will not keep a copy of transferred records but will keep a record of the current file location and date the file was transferred.
- If individual child welfare files cannot be transferred for any reason, the Centre will archive them for 25 years from the child's date of birth.
- All actions and decisions will be led by what is considered to be in the best interests of the child.

CONFIDENTIALITY AND INFORMATION SHARING

Information sharing is essential for effective safeguarding and promoting the welfare of children and young people. The DP will be guided by the Department for Education (DfE) Guidance 'Information sharing - Advice for practitioners providing safeguarding services to children, young people, parents and carers' July 2018.

Fears about sharing information will not stand in the way of the need to safeguard and promote the welfare of children at risk of abuse or neglect. The UK General Data Protection Regulations (UK GDPR) and Data Protection Act 2018 do not prevent, or limit, the sharing of information for the purposes of keeping children and young people safe:

- 'Information will be shared legally without consent, if the DP or a member of staff is unable to or cannot be reasonably expected to gain consent from the individual, or if to gain consent could place a child at risk.'
- relevant personal information will be shared lawfully if it is to keep a child or individual at risk safe from neglect or physical, emotional or mental harm, or if it is protecting their physical, mental, or emotional well-being.'

(Information Sharing, July 2018, Page 5)

WHAT INFORMATION WILL BE SHARED

When taking decisions about what information to share, the DP will consider how much information they need to release and the impact of disclosing information on the information subject and any third parties. Information should be proportionate to the need and level of risk. Only information that is relevant to the purposes will be shared with those who need it. This allows others to do their job effectively and make informed decisions.

Information sharing decisions must be recorded, whether or not the decision is taken to share. If the decision is to share, reasons should be cited including what information has been shared and with whom. If the decision is not to share, the DP will record the reasons for this decision and discuss them with the person requesting the information.

If a child discloses information that may indicate that they are at risk of abuse or neglect, the staff member will be clear that they cannot promise to keep the information a secret. The staff member will be honest with the child and explain that it will be necessary to tell someone else in order to help them and to keep them safe.

COMMUNICATION WITH PARENTS

The Centre will:

- Undertake appropriate discussion with parents prior to involvement of another agency, *unless the circumstances may put the child at further risk of harm.* If in any doubt, staff will seek advice from Social Care as required.
- Contact Children's Social Care first if the setting believes that notifying parents about a safeguarding concern may place the child or another person at immediate risk of harm or prejudice the prevention or detection of crime. Further guidance on this can be found in the *'Effective Support for Children and Families in Cambridgeshire and Peterborough document'*.
- Ensure that all parents/carers have an understanding of the responsibility placed on the Centre and staff for safeguarding and child protection by ensuring that they receive a copy of this policy when registering their child at the Centre.
- Record on the log of concern form what discussions have taken place with parents and if a decision was made not to discuss the matter with parents, the reason why not (circumstances may include if the DP is unable to or cannot be reasonably expected to gain consent from the individual, or if gaining consent could place a child at risk of harm such as potential physical or sexual abuse).

SUPPORTING THE CHILD AT RISK

We recognise that any child may be subject to abuse or witness abuse and that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation. Children may also find it difficult to develop a sense of self-worth and trust those around them. Some children may adopt inappropriate or abusive behaviours and that these children may be referred on for appropriate support and intervention.

The Centre will endeavour to support the child through:

- Activities to encourage self-esteem and self-motivation.
- An ethos that actively promotes a positive, supportive and secure environment that values people.
- A behaviour policy aimed at supporting all children. All staff will agree on a consistent approach, which focuses on the behaviour of the child but does not damage the child's sense of self-worth. The Centre will ensure that the child knows that some behaviour is unacceptable but she/he is valued and not to be blamed for any abuse which has occurred.
- Liaison with other agencies which support the child and family such as Social Care and District Teams.
- Promote supportive engagement with parents/carers in safeguarding and promoting the welfare of children, including where families may be facing challenging circumstances.
- Recognition that children living in a home environment where there is domestic abuse/violence, mental ill-health or substance misuse may be vulnerable and in need of support and protection.
- Monitoring children's welfare, keeping records and seeking advice or making a referral to other agencies, e.g., Social Care, when necessary.

Children of Substance Misusing Parents/Carers
Misuse of drugs and/or alcohol is strongly associated with Significant Harm to children, especially when combined with other features such as domestic violence.

When the Centre receives information about drug and alcohol abuse by a child's parents/carers they will follow appropriate procedures. This is particularly important if the following factors are present:

Use of the family resources to finance the parent's dependency, characterised by inadequate food, heat and clothing for the children.
Children exposed to unsuitable caregivers or visitors, e.g., customers or dealers.
The effects of alcohol leading to an inappropriate display of sexual and/or aggressive behaviour.
Chaotic drug and alcohol use leading to emotional unavailability, irrational behaviour and reduced parental vigilance.
Disturbed moods as a result of withdrawal symptoms or dependency.
Unsafe storage of drugs and/or alcohol or injecting equipment.
Drugs and/or alcohol having an adverse impact on the growth and development of the unborn child.

Domestic Abuse
Domestic Abuse is defined as any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members regardless of gender or sexuality. This can encompass but is not limited to the following types of abuse: Psychological, physical, sexual, financial and emotional.

The Centre recognises that where there is Domestic Abuse in a family, the children/young person will always be affected; the longer the violence continues, the greater the risk of significant and enduring harm, which they may carry with them into their adult life and relationships. Where there are concerns regarding Domestic Abuse, the Centre will seek advice from the relevant agencies and follow child protection procedures.

Children with Special Educational Needs and/or Additional Needs
Statistically, children with special educational needs and/or disabilities (SEND) are most vulnerable to abuse. Centre practitioners who support children with SEND will use their knowledge of the individual child to ensure that signs and indicators of abuse are recognised and acted upon quickly & sensitively. Children who have difficulty with expressive language may be particularly vulnerable to abuse so practitioners will be alert to changes in behaviour and other possible signs of abuse.

Staff supervision will be vigilant to create a protective ethos around the child.

Peer on Peer Abuse
Peer on peer abuse can manifest itself in many ways. This can include sexual bullying, being coerced to send sexual images, sexual assault and teenage relationship abuse. There are clear links with sexual exploitation and domestic abuse.

This form of abuse will not be tolerated and victims will be appropriately supported. Any indication that a child has suffered from peer-on-peer abuse will be dealt with under the child protection procedures outlined in this policy.

Consideration will always need to be given to the welfare of both the victim(s) and perpetrator(s) in these situations.

Prevention of Radicalisation
Since 2010, when the Government published the Prevent Strategy, there has been an awareness of the specific need to safeguard children, young people and families from violent extremism. There have been several occasions both locally and nationally in which extremist groups have attempted to radicalise vulnerable children and young people to hold extreme views including views justifying political, religious, sexist or racist violence, or to steer them into a rigid and narrow ideology that is intolerant of diversity and leaves them vulnerable to future radicalisation.

The current threat from terrorism in the United Kingdom may include the exploitation of vulnerable people, to involve them in terrorism or in activity in support of terrorism. The normalisation of extreme views may also make children and young people vulnerable to future manipulation and exploitation. The Centre is clear that this exploitation and radicalisation should be viewed as a safeguarding concern.

The Counter-terrorism and Security Act, 2015 places a duty on authorities 'to have due regard to the need to prevent people from being drawn into terrorism'. Centre staff are made aware of this duty.

If any member of staff has concerns that a child or young person or adult may be at risk of radicalisation or involvement in terrorism, they should speak with the DP who will seek the appropriate advice and make a Prevent referral if required.

Child Sexual Exploitation (CSE)
Child Sexual Exploitation involves exploitative situations, contexts and relationships where young people receive something (for example food, drugs, alcohol, gifts or in some cases simply affection) as a result of engaging in sexual activities.

Exploitation is marked out by an imbalance of power in the relationship and involves varying degrees of coercion, intimidation and sexual bullying including cyberbullying and grooming.

If CSE is suspected, the Centre will complete a Log of Concern form and make a referral to Social Care.

Female Genital Mutilation (FGM)
Female genital mutilation includes procedures that intentionally alter or injure the female genital organs for non-medical reasons. It is carried out on children between the ages of 0–15, depending on the community in which they live. FGM is extremely harmful and has short- and long-term effects on physical and psychological health.

FGM is internationally recognised as a violation of the human rights of girls and women, and is illegal in most countries, including the UK.

The Centre takes these concerns seriously and staff will be made aware of the possible signs and indicators that may alert them to the possibility of FGM. There is statutory duty for professionals in England and Wales to report 'known' cases of FGM in under-18s which they identify in the course of their professional work to the police. (Multi-agency statutory guidance on female genital mutilation, April 2016).

Where there is a concern about a child in relation to FGM the Centre will contact children's social care. If the concerns are based on more concrete evidence, i.e., the young person says this is going to happen to them or that it has happened to them or a sister, the Centre will report this to the police.

Online Safety
It is important that children and young people receive consistent messages about the safe use of technology and are able to recognise and manage the risks posed in both the real and the virtual world.
Terms such as 'e-safety', 'online', 'communication technologies' and 'digital technologies' refer to all fixed and mobile technologies that adults and children may encounter, now and in the future, which allow them access to content and communications that could raise issues or pose risks to their well-being.

The issues can be categorised into three areas of risk:

- ***Content*** *– being exposed to illegal, inappropriate or harmful material*
- ***Contact*** *– being subjected to harmful online interaction with other users*
- ***Conduct*** *– personal online behaviour that increases the likelihood of, or causes, harm*

Best practice:

- ***Whole Centre approach*** *–staff recognise and are aware of e-safety issues and the management team make online safety a priority; online safety.*
- ***Policies*** *– online safety policies and procedures are in place and implemented.*
- ***Monitoring and evaluation*** *– risk assessment is taken seriously and used to promote online safety. There are appropriate filters and monitoring systems in place to protect children from harmful online material.*
- ***Management of Personal Data*** *– data is managed securely and in accordance with the requirements of GDPR and the Data Protection Act.*

PRIVATELY FOSTERED CHILDREN

Private fostering is when a child under the age of 16, (under 18 if disabled) is provided with care and accommodation by a person who is not a parent, person with parental responsibility for them or relative in their own home for 28 days or more. The Centre will follow the mandatory duty to inform the Local Authority of any 'Private Fostering' arrangements and refer to the Specialist Fostering Team.

PROMOTING A PROTECTIVE ETHOS

The Centre will create an ethos in which children feel secure, their viewpoints are valued, they are encouraged to talk and they are listened to. This will be achieved in the following ways:

- All staff, including the DPs, are trained regularly to ensure skills and knowledge are up-to-date.
- Staff know how to respond to child protection concerns.

- Contribution to an inter-agency approach to child protection by working effectively and supportively with other agencies.
- Raising children's awareness and actively promoting self-esteem building, so that children have a range of strategies and contacts to ensure their safety.
- Using personal safety programmes, such as Protective Behaviours, NSPCC PANTS campaign.
- Working with parents to build an understanding of the Centre's responsibility to the welfare of the children.
- Ensuring the relevant policies are in place, i.e., the use of mobile phones and cameras, behaviour management, intimate care, whistle-blowing, social networking.
- Being vigilant to the inappropriate behaviour of staff or adults working with children and ensuring that all staff and volunteers know the allegations procedure
- Staff acting as positive role models to children and young people.
- Ensuring staff are aware of the need to maintain appropriate and professional boundaries in their relationships with children and parents/carers in line with the Centre's staff code of conduct/behaviour policy.

PREVENTING UNSUITABLE PROPLE FROM WORKING WITH CHILDREN & YOUNG PEOPLE
The Centre has a duty to ensure that people looking after children are suitable to fulfil the requirements for their role. The Centre will follow safer recruitment practices including verifying qualifications and ensuring appropriate DBS and reference checks are undertaken. The Centre will not allow people, whose suitability has not been checked, to have unsupervised contact with children.

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 during their employment at the Centre).

The Committee member who has undertaken Safer Recruitment training is:
- **John R. Smith – Chairman (March 2023)**

The Staff members who have undertaken Safer Recruitment training are:
- **Yvonne Brown – Manager (March 2023)**
- **Lea Hodges – Deputy Manager (March 2023)**

Disqualification By Association (DBA)
The guidance concerning disqualification by association as defined by the Child Care Act 2006, was updated on 31st August 2018. The revised guidance states that Disqualification by Association will only apply on domestic premises. Disqualification under the Child Care Act 2006 still applies to staff themselves. The Centre will no longer ask or hold information about the cautions or convictions of someone living or working in their household.
Keeping Children Safe in Education (DFE, 2018) paragraph 116 also refers to disqualification*:*
"For staff who work in childcare provision or who are concerned with the management of such provision, the school needs to ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the Childcare (Disqualification) Regulations 2009."

(Employment and Recruitment policy.)

WHISTLEBLOWING
The Centre has a separate whistle-blowing policy which aims to help and protect both staff and children by:
- Preventing a problem getting worse;
- Safeguarding children and young people;
- Reducing the potential risks to others.

The earlier a concern is raised, the easier and sooner it is possible for the Centre to take action.
All staff are aware of the setting's whistle-blowing policy and are encouraged to feel confident to voice concerns about the attitude or actions of colleagues.

The responsibility for expressing concerns about unacceptable practice or behaviour rests with all staff, students and volunteers. If a person working with children at the Centre believes that a reported allegation or concern is not being dealt with appropriately by the Centre, they should report the matter to LADO.

ALLEGATIONS OF ABUSE AGAINST ADULTS WHO WORK OR VOLUNTEER IN THE CENTRE
All allegations of abuse of children by those working whether paid or unpaid. at the Centre will be taken seriously. The following procedure will be followed if there is an allegation or concern that a person who works with children, has:
- behaved in a way that has harmed a child, or may have harmed a child;
- possibly committed a criminal offence against or related to a child;
- behaved towards a child or children in a way that indicates they may pose a risk of harm to children;
- behaved, or may have behaved, in a way which indicates that they may not be suitable to work with children.

The person to whom an allegation or concern is first reported should treat the matter seriously and keep an open mind.
They should not:

- Investigate or ask leading questions if seeking clarification;
- Make assumptions or offer alternative explanations;
- Promise confidentiality, but give assurance that the information will only be shared on a 'need to know' basis.

If an allegation is made against a staff member or volunteer, the following action will be taken (as per the 'Allegations of Abuse against Adults who Work or Volunteer in a Childcare Setting' flowchart and guidance displayed in the office):

- The Centre will ensure the immediate safety of the children.
- The Centre will **not** start to investigate and will immediately contact the local authority designated officer (LADO).
- **Local authority designated team: LADO@cambridgeshire.gov.uk 01223 727967**
- The Early Years Safeguarding Manager will discuss the case with the LADO, who will decide if it could be a child protection case.
- If the LADO decides the matter is a child protection case, external/internal agencies (e.g., police) will be informed by the LADO and the Centre will act upon the advice given to ensure that any investigation is not jeopardised.
- The setting will seek advice from LADO, the police or Children's social care about how much information might be disclosed to the accused person in the first instance.
- Confidentiality must be maintained and the setting will guard against publicity while an allegation is being investigated or considered.
- The Centre will notify Ofsted of an allegation of abuse.
- It may be necessary for the employer to suspend the alleged perpetrator. Suspension is a neutral act to allow a thorough and fair investigation.
- If it is agreed that the matter is not a child protection case, the Centre will investigate the matter, gaining HR advice if required.

The setting will ensure that any disciplinary proceedings against staff relating to child protection matters are concluded in full even when the member of staff is no longer employed at the setting and that notification of any concerns is made to the relevant agencies, the Disclosure and Barring Service (DBS) and included in references where applicable.

USEFUL CONTACTS

Cambridgeshire County Council early years

Children's Social Care:
Contact Centre (for telephone referrals).....0345 045 5203

Emergency Duty Team (out of office hours).....01733 234 724

Early Help Hub.....01480 376 666

Local Authority Designated Officer (LADO) 01223 727 967

Ofsted 0300 123 1231

Senior Advisor Intervention and Safeguarding.....01223 714 760
(Gemma Hope)

Early Years Service .....earlyyears.service@cambridgeshire.gov.uk

Rev: 06/2023