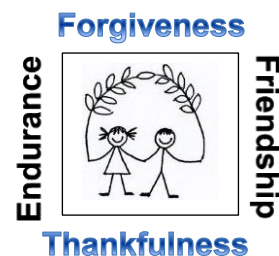




Weaverthorpe CE (VC) Primary School
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Head Teacher: Miss J Wilkinson B.Ed. (Hons)



Early Years Foundation Stage Additional Policies and Procedures

At Weaverthorpe CE (VC) Primary School, we work with children, parents/carers, external agencies, and the community to ensure the welfare and safety of children and to give them the very best start in life. Children have the right to be treated with respect, be helped to thrive and be safe from any abuse in whatever form.

We support the children within our care, protect them from maltreatment and have robust procedures in place to prevent the impairment of children's health and development. In our setting, we strive to protect children from the risk of radicalization, and we promote acceptance and tolerance of other beliefs and cultures (please refer to inclusion and equality policy for further information). Safeguarding is a much wider subject than the elements covered within this single policy, therefore this document should be used in conjunction with the school's other policies and procedures.

Legal framework and definition of safeguarding

- Children Act 1989 and 2004
- Childcare Act 2006
- Safeguarding Vulnerable Groups Act 2006 The Statutory Framework for the Early Years Foundation Stage (EYFS) 2017
- Working Together to Safeguard Children 2015
- What to do if you're worried a child is being abused 2015
- Counter-terrorism and Security Act 2015

Safeguarding and promoting the welfare of children, in relation to this policy is defined as:

- Protecting children from maltreatment
- Preventing the impairment of children's health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- Taking action that enables all children to have the best outcomes.

(Definitions taken from HM Government document Working Together to Safeguard Children Act 2015)

Principles and Values

- Children have a right to feel secure and cannot learn effectively unless they do so.
- All children regardless of age, gender, race, ability, sexuality, religion, culture, or language have a right to be protected from harm.
- All staff have a key role in prevention of harm, and an equal responsibility to act on any suspicion or disclosure, that may indicate a child is at risk of mistreatment in accordance with the guidance.
- We acknowledge that working in partnership with other agencies protects children, and reduces risk and so we will engage in partnership working throughout the child protection process to safeguard children.
- Whilst the setting will work openly with parents as far as possible, the Weaverthorpe CE (VC) Primary School reserves the right to contact children's social care or the police, without notifying parents if this is in the child's best interests.

Policy intention

To safeguard children and promote their welfare we will:

- Create an environment to encourage children to develop a positive self-image.
- Provide positive role models and develop a safe culture, where staff are confident to raise concerns about professional conduct.

- Encourage children to develop a sense of independence and autonomy, in a way that is appropriate to their age and stage of development.
- Provide a safe and secure environment for all children.
- Promote the tolerance and acceptance of different beliefs, cultures, and communities.
- Help children to understand how they influence and participate in decision-making, and how to promote British Values through play, discussion, and role modelling.
- Always listen to children.
- Provide an environment where practitioners are confident to identify, where children and families may need intervention and seek the help they need.
- Share information with other agencies as appropriate.

Weaverthorpe CE (VC) Primary School is aware that abuse does occur in our society, and we are vigilant in identifying signs of mistreatment and reporting concerns. Our practitioners have a duty to protect and promote the welfare of children. Due to the many hours of care we are providing, staff may often be the first people to identify that there may be a problem. One of the nursery team may well be the first person to spot changes in a child's behaviour, which may indicate mistreatment or whom a child confides information that may suggest they are being abused. Our prime responsibility is the welfare and well-being of each child in our care. As such, we believe we have a duty to the children, parents/carers, and staff, to act quickly and responsibly in any instance that may come to our attention. All staff will work as part of a multi-agency team where needed in the best interests of the child. This includes sharing information with any relevant agencies such as, local authority services for children's social care, health care professionals or the police.

Staff Training

All staff in the nursery are expected to be aware of the signs and symptoms of abuse, and must be able to respond appropriately. All staff are required to attend in house training, alongside external safeguarding training that is deemed appropriate. Any updates in national/local guidance or changes in policies will be shared with all staff.

EYFS Aims

- Keep the child at the centre of all we do.
- Ensure staff are, regularly trained and understand the child protection and safeguarding policies and procedures, are alert to identify any possible signs of abuse, understand what is meant by child protection and are aware of the different ways in which children can be harmed, including by other children through bullying or discriminatory behaviour.
- Ensure staff understand how to identify early indicators of potential radicalisation and terrorism threats, and act on them appropriately in line with national and local procedures.
- Ensure that all staff feel confident and supported by management and other agencies, to act in the best interest of the child, share information and seek the help that the child requires.
- Ensure that all staff are familiar and updated regularly with child protection training and procedures and kept informed of any changes to national/local procedures.
- Make any child protection referrals in a timely way, sharing as much relevant information as necessary in line with procedures set out NYCC.
- Make any referrals relating to extremism to the police or the government helpline in a timely way, sharing relevant information as appropriate.
- Ensure that information is shared only with those people who need to know, to protect the child and act in their best interest.
- Ensure that children are never placed at risk whilst in the care of the nursery staff.
- Take any appropriate action relating to allegations of serious harm or abuse against any person working with children, or living or working on the nursery premises, including reporting such allegations to Ofsted and other relevant authorities.
- Ensure parents are fully aware of child protection policies and procedures when they register with Weaverthorpe CE (VC) Primary School, and are kept informed of all updates when they occur.
- Regularly review and update this policy with staff and parent input, where appropriate and ensure it complies with any legal requirements and any guidance or procedures.
- We will support children by offering reassurance, comfort, and sensitive interactions.
- We will devise activities according to the individual circumstances to enable children to develop confidence and positive self-esteem within their peer group.

Designated Safeguarding Lead and Deputy (DSL/D) Responsibilities

We recognise that staff anxiety around child protection issues can undermine good practice; therefore we have established clear lines of accountability, training, and advice to support the process and individual staff throughout safeguarding procedures. In this setting, any individual can contact the designated safeguarding lead or deputy (DSL/D) if they have concerns about a young person.

DSL is **Miss J Wilkinson (Head teacher)**, and the deputy DSL (DSD) is **Mr C Fox (Head teacher at Hunmanby Community Primary School)**

Staff responsibilities

- All nursery staff and volunteers need to be alert to the potential abuse of children both within their families and from other sources including members of the community.
- If any staff member is concerned about a child, they should report to the DSL/D immediately. All staff have a duty to respond to suspected or actual abuse of a child.
- To ensure that procedures are in place for recording the details of visitors who come to Weaverthorpe CE (VC) Primary School, and take security steps to ensure we have control over who comes into Willow unit, so that no unauthorised person has unsupervised access to the setting.
- To ensure that all visitors/contractors are supervised whilst on the premises, especially when in areas that the children use.
- The member of staff must record information regarding the concerns and ensure the written record is passed to DSL/D immediately. The record must be clear, precise, factual account of the observation, including exactly what the child said if a disclosure was made.
- All staff are to monitor the attendance of children on role. When a safeguarding/child protection concern is raised, attendance concerns will be shared with other agencies if required.
- When concerns have been raised regarding a child or they are subject to any multiagency work, a written record will be kept securely and separately from the child's main pupil record.
- Whenever a child transfers to another setting, all their records, including safeguarding/child protection files will be sent to the receiving setting in a secure manner, and relevant agencies will be informed of the new setting that the child has moved to.

Extremism- The prevent duty

Under the Counter-Terrorism and Security Act 2015 we have a duty to refer any concerns of extremism to the police (In Prevent priority areas the local authority will have a Prevent lead who can also provide support). Building resilience of young people and the promotion of fundamental British values is at the heart of preventing radicalisation. We do this by providing safe places in which children can discuss controversial issues, and be given the knowledge and confidence to challenge extremist beliefs and ideologies. We would identify and respond to any causes for concern relating to a change in behaviour of a child, family member and staff working within the setting. This may be comments causing concern or actions that lead myself or staff to be worried about the safety of a child in our care. Any prejudice, discrimination, or extremist views, including derogatory language, displayed by children or staff will always be challenged and where appropriate will be dealt with in line with our Behaviour Policy for children and a Code of Conduct for staff.

As part of wider Safeguarding responsibilities, we will be alert to:

- Disclosure of children to their exposure to the extremist actions, views and materials of others outside of nursery, such as in their homes or community groups, especially where children have not actively sought these out.
- Graffiti symbols, writing or art work promoting extremist messages or images
- Children voicing opinions drawn from extremist ideologies and narratives
- Use of extremist or hate terms to exclude others or incite violence
- Intolerance of differences, whether spectacular or religious or, in line with our Equalities Policy, views based on, but not exclusive to, gender, disability, homophobia, racism, colour or culture
- Attempts to impose extremist views or practices on others
- Anti-Western or Anti-British views

Any concerns regarding extremism or imposed views of extremism will be dealt with efficiently and a referral will be made to DFE prevent line.

E-Safety

Weaverthorpe CE (VC) Primary School is aware of growth of internet use and the advantages this can bring. However, it is also aware of the dangers and strives to support children, staff, and families in using the internet safely.

Within the EYFS we do this by:

- Ensuring we have appropriate anti-virus and anti-spyware software on all devices which are updated regularly.
- Using approved devices to record/photograph in the setting after gaining parental consent.
- Reporting emails with inappropriate content to the internet watch foundation (IWF www.iwf.org.uk).
- Ensuring content blockers filters are on computers, laptops, and any mobile devices.
- Ensuring the children are supervised when using the internet at all times.
- Integrating e-safety into EYFS daily practice, by discussing computer usage 'rules' deciding together what is safe and what is not safe to do online.
- Talking to children about 'stranger danger' and deciding who is a stranger and who is not, comparing people in real life situations to online 'friends'.
- We abide by an acceptable use policy, ensuring staff only use the provisions ICT equipment for matters relating to children and their education and care. No personal use devices will be tolerated under any circumstance.
- Children's interactive whiteboard and screen time will be monitored to ensure they remain safe online and have access to material that promotes their development. We will ensure that their screen time is within an acceptable level.
- Staff are not to friend parents on any social media sites

Immediate Emergency danger actions

In some cases, emergency actions may be necessary if a child or member of a family is thought to be in immediate danger

- If emergency medical attention is required for a child, an ambulance will be called (999) or, if appropriate, the child will be taken to the nearest Accident and Emergency Department. Parents/carers will be informed as soon as possible.
- If a child is thought to be in immediate danger, the police will be contacted (999) as they alone have the authority to immediately protect a child under police protection powers. A referral to children's social care will be made once the immediate danger has passed.

Safe Care and Practice Policy

Policy Statement

At Weaverthorpe CE (VC) Primary School, we believe that all children need to feel safe, secure, and happy. This involves staff being responsive to the children's needs, whilst maintaining professionalism. This includes giving children cuddles and changing children's clothes.

To promote good practice and to minimise the risk of allegations we have the following guidelines:

- Although we recognise it is appropriate to cuddle children, we give cuddles only when sought by children needing comfort to support their emotional development. Staff are advised to do this in view of other children and practitioners, whenever possible. We recognise that there may be occasions where it is appropriate for this to happen away from others, such as when a child is ill. In these circumstances, staff are advised to leave doors open, and to stay in sight. It is the duty of all staff and the managers to ensure that children are appropriately comforted and to monitor practice.
- When changing children's soiled/wet clothing, we leave doors open, where appropriate.
- We discourage inappropriate behaviour such as over tickling, over boisterous play, or inappropriate questions and we ask staff that if this is observed to report this to the head teacher.
- Staff are respectful of each other and the children and families in Weaverthorpe CE (VC) Primary School, and do not use inappropriate language or behaviour, including during break times.
- All staff are aware of the whistleblowing procedures and the head teacher carries out random checks to ensure safe practices.

If a parent/carer or member of staff has concerns or questions about safe care and practice procedures or behaviour they consider inappropriate, including between staff members, they are urged to see the head teacher at the earliest opportunity. Leadership will challenge inappropriate behaviour in line with the supervision/disciplinary or whistleblowing procedures.

Camera, Mobile Phone and Recording Device Use

Policy Statement

This policy refers to all information storage devices including cameras, mobile telephones and any other recording devices including smartphones and smartwatches.

At Weaverthorpe CE (VC) Primary School, we recognise that photographs and video recordings play a part in the life of the school. We ensure that any photographs or recordings taken of children in our school are only done with prior written permission from each child's parent/carer which you will find in the packs given on registration. We only share photos with parents/carers in a secure manner. We ask for individual permissions for photographs and video recordings for a range of purposes including: use for the child's learning journey, for display purposes, and for promotion materials including our website. If a parent is not happy about one or more of these uses, we will respect their wishes and find alternative ways of recording their child's play and learning.

Staff are not permitted to take photographs or recordings of a child on their own personal device and are only to use the devices provided by Weaverthorpe CE (VC) Primary School. If members of staff take their own personal mobile phones on outings, they are not permitted to make or receive phone calls, other than for work purposes.

Parents are not permitted to use their mobile devices inside school, and will be asked to politely leave the school until their phone call/usage has finished. Parents are also not to use any recording device or camera (including those on mobile phones or smartwatches) on the school premises, without consent from the head teacher. During special events, e.g. Christmas plays or leaving parties, staff will gain photographic consent from individual children's parents/carers of those involved and will inform other parents if photos can be taken during the event. If in the instance one parent/carer refuses their child to have photos taken, then all parents/ carers at the event will be asked not to take photos during the occasion. In some cases, nursery staff may produce group photographs to distribute to parents, before doing so we will gain consent from each individual child's parent/carer before the event. This will ensure that photographs are taken in line with parental/carer choice.

Mobile phones, smart watches, and social networking sites.

Policy Statement

At Weaverthorpe CE (VC) Primary School, we promote the safety and welfare of all children in our care. We believe our staff should be completely attentive during their hours of working to ensure all children in the school receive good quality care and education. To ensure the safety and well-being of children we do not allow staff to use personal mobile phones or smartwatches during working hours. We use mobile phones to provide a means of contact in certain circumstances, such as emergency services and trips.

We require our staff to be responsible and professional in their use of social networking sites in relation to any connection to the school, school staff, parents or children. We ask parents and visitors to respect and adhere to our policy.

Staff must adhere to the following:

- Mobile phones/smartwatches are either turned off or on silent and not accessed during working hours
- Mobile phones/smartwatches can only be used on a designated break and then this must be away from the children
- Mobile phones/smartwatches should be stored safely at all times during the hours of your working day
- Photographs must not be taken of the children on any phones or any other information storage device.
- Staff must not post anything on to social networking sites such as Facebook that could be construed to have any impact on the school's reputation or relate to the school or any children attending the school in any way
- Staff must not post anything on to social networking sites that could offend any other member of staff or parent using the school
- If staff choose to allow parents to view their page on social networking sites this relationship **must** remain professional at all times

- If any of the above points are not followed then the member of staff involved will face disciplinary action, which could result in dismissal.

Parents and visitors' use of mobile phones, smartwatches and social networking

Whilst we recognise that there may be emergency situations which necessitate the use of a mobile telephone, in order to ensure the safety and welfare of children in our care and share information about the child's day, parents and visitors are kindly asked to refrain from using their mobile telephones or any other electrical devices whilst in the school or when collecting or dropping off their children.

We promote the safety and welfare of all staff and children and therefore ask parents and visitors not to post, publically or privately, information about the school or any child on social media sites such as Facebook and Twitter. We ask all parents and visitors to follow this policy to ensure that information about children, images and information do not fall into the wrong hands. Parents/visitors are invited to share any concerns regarding inappropriate use of social media through the official procedures (please refer to the complaints procedures and policy)

Alcohol and substance misuse

Policy Statement

At Weaverthorpe CE (VC) Primary School, we are committed to providing a safe environment that helps to ensure the welfare of the children in our care. This includes making sure that children are not exposed to adults who may be under the influence of alcohol or other substances that may affect their ability to care for children.

Alcohol

Under the Health and Safety at Work Act 1974, companies have a legal requirement to provide a safe working environment for all of their employees. Anyone who arrives at the nursery clearly under the influence of alcohol will be asked to leave. If they are a member of staff, the school will investigate the matter and will initiate the disciplinary process as a result of which action may be taken, including dismissal. If they are a parent the school will judge if the parent is suitable to care for the child. The school may call the second contact on the child's registration form to collect them. If a child is thought to be at risk the school will follow the safeguarding children/child protection procedure and the police/children's social services may be called.

If anyone arrives at the school in a car under the influence of alcohol the police will be contacted.

Staff, students, parents, carers, visitors, contractors etc. are asked not to bring alcohol on to the school premises.

Substance misuse

Anyone who arrives at the school under the influence of illegal drugs, or any other substance including medication, that affects their ability to care for children, will be asked to leave the premises immediately. If they are a member of staff, an investigation will follow which may lead to consideration of disciplinary action, as a result of which dismissal could follow. If they are a parent the school will judge if the parent is suitable to care for the child. The school may call the second contact on the child's registration form to collect them. If a child is thought to be at risk the school will follow the safeguarding children/child protection procedure and the police may be called.

The school will contact the police if anyone (including staff, students, volunteers, contractors and visitors) is suspected of being in possession of illegal drugs or if they are driving or may drive when under the influence of illegal drugs.

If they are a member of staff serious disciplinary procedures will be followed.

If a member of staff is taking prescriptive medication that may affect their ability to work, they must inform the Head teacher as soon as possible to arrange for a risk assessment to take place.

If a parent or carer is clearly over the alcohol limit, or under the influence of illegal drugs and it is believed the child is at risk we will follow our safeguarding/child protection procedures, contact social services and the police.

Staff will do their best to prevent a child from travelling in a vehicle driven by them and if necessary the police will be called. Where an illegal act is suspected to have taken place, the police will be called.

British Values

Policy statement

The fundamental British values of *democracy, rule of law, individual liberty, mutual respect and tolerance for those with different faiths and beliefs* are already implicitly embedded in the 2017 EYFS and are further clarified below, based on the *Fundamental British Values in the Early Years* guidance.

Promoting British values as defined by DFE – which are already embedded in our day-to-day work with children. We plan specific 'lessons' to teach children British values they are included in everything we do. Britain has undergone rapid economic and social change in the last few decades and we live in an increasingly diverse society. We teach our children that it is possible to live together peacefully, each of them are a valuable part of our multicultural world. Teaching children more about the world in which they live and developing their understanding of life in modern Britain. We plan to carry out activities which incorporate; different festivals and the meaning to this; respecting others and that all people have a voice and are heard; being kind and helpful to our friends and generally we teach and talk about being part of the local community.

Democracy, or making decisions together (through the prime area of Personal, Social and Emotional Development)

- As part of the focus on self-confidence and self-awareness, practitioners encourage children to see their role in the bigger picture, encouraging them to know that their views count, to value each other's views and values, and talk about their feelings, for example, recognising when they do or do not need help.
- Practitioners support the decisions that children make and provide activities that involve turn-taking, sharing and collaboration. Children are given opportunities to develop enquiring minds in an atmosphere where questions are valued.

Rule of law, or understanding that rules matter (through the prime area of Personal, Social and Emotional Development)

- Practitioners ensure that children understand their own and others' behaviour and its consequence. Practitioners collaborate with children to create rules and the codes of behaviour, for example, the rules about tidying up, and ensure that all children understand rules apply to everyone.

Individual liberty, or freedom for all (through the prime areas of Personal, Social and Emotional Development, and Understanding the World)

- Children should develop a positive sense of themselves. Staff will provide opportunities for children to develop their self-knowledge, self-esteem and increase their confidence in their own abilities, for example through allowing children to take risks on an obstacle course, mixing colours, talking about their experiences and learning.
- Practitioners encourage a range of experiences that allow children to explore the language of feelings and responsibility, reflect on their differences and understand we are free to have different opinions, for example discussing in a small group what they feel about transferring into Reception Class.

Mutual respect and tolerance, or treating others as you want to be treated (through the prime areas of Personal, Social and Emotional Development, and Understanding the World)

- Practitioners create an ethos of inclusivity and tolerance where views, faiths, cultures and races are valued and children are engaged with the wider community.
- Children should acquire tolerance, appreciation and respect for their own and other cultures; know about similarities and differences between themselves and others, and among families, faiths, communities, cultures and traditions.
- Practitioners encourage and explain the importance of tolerant behaviours, such as sharing and respecting other's opinions.
- Practitioners promote diverse attitudes and challenge stereotypes, for example, sharing stories that reflect and value the diversity of children's experiences and providing resources and activities that challenge gender, cultural or racial stereotyping.

At Weaverthorpe CE (VC) Primary School, it is not acceptable to:

- actively promote intolerance of other faiths, cultures and races
- fail to challenge gender stereotypes and routinely segregate girls and boys
- isolate children from their wider community

- fail to challenge behaviours (whether of staff, children or parents) that are not in line with the fundamental British values of democracy, rule of law, individual liberty, mutual respect and tolerance for those with different faiths and beliefs

Access and storage of information

Policy statement

At Weaverthorpe CE (VC) Primary School, we have an open access policy in relation to accessing information about

the school and parents/carers' own children. This policy is subject to the laws relating to data protection and document retention and the Information Commissioner's Office Guidance. Parents are welcome to view the policies and procedures of the nursery which govern the way in which the nursery operates. These may be viewed at any time when the school is open, simply by asking the Head teacher or by accessing the information on the school website. Parents are also welcome to see and contribute to all the records that are kept on their child. However, we must adhere to data protection laws and, where relevant, any guidance from the relevant agencies for child protection. As we hold personal information about staff and families, we are registered under data protection law with the Information Commissioner's Office. All parent/carer, child and staff information is stored securely according to the requirements of data protection registration, including details, permissions, certificates and photographic images. We will ensure that staff members understand the need to protect the privacy of the children in their care as well as the legal requirements that exist to ensure that information relating to the child is handled in a way that ensures confidentiality. The School's records and documentation are kept and stored in accordance with minimum legal archiving requirements.

Confidentiality

Policy statement

At Weaverthorpe CE (VC) Primary School, we recognise that we hold sensitive/confidential information about children and their families and the staff we employ. This information is used to meet children's needs, for registers, invoices and emergency contacts. We store all records in a locked cabinet or on the office computer with files that are password protected in line with data protection principles. Any information shared with the staff team is done on a 'need to know' basis and treated in confidence.

Legal requirements

- We follow the legal requirements set out in the Statutory Framework for the Early Years Foundation Stage (EYFS) 2017 and accompanying regulations about the information we must hold about registered children and their families and the staff working at the school.
- We follow the requirements of the Data Protection Act (DPA) 1998 and the Freedom of Information Act 2000 with regard to the storage of data and access to it.
- We follow the general data protection regulation which came into force on 25th May 2018.

Procedures

It is our intention to respect the privacy of children and their families and we do so by:

- Storing confidential records in a locked filing cabinet or on the office computer with files that are password protected.
- Ensuring staff, students and volunteer inductions include an awareness of the importance of confidentiality and that information about the child and family is not shared outside of the school other than with relevant professionals who need to know that information. It is not shared with friends and family, discussions on the bus or at the local bar. If members of staff breach any confidentiality provisions, this may result in disciplinary action and, in serious cases, dismissal. Students on placement in the school are advised of our confidentiality policy and required to respect it
- Ensuring that all staff, volunteers and students are aware that this information is confidential and only for use within the school and to support the child's best interests with parental permission
- Ensuring that parents have access to files and records of their own children but not to those of any other child, other than where relevant professionals such as the police or local authority children's social care team decide this is not in the child's best interest
- Ensuring all staff are aware that this information is confidential and only for use within the school setting. If any of this information is requested for whatever reason, the parent's permission will always be sought other than in the circumstances above

- Ensuring staff do not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs
- Ensuring staff, students and volunteers are aware of and follow our social networking policy in relation to confidentiality
- Ensuring issues concerning the employment of staff remain confidential to the people directly involved with making personnel decisions
- Ensuring any concerns/evidence relating to a child's personal safety are kept in a secure, confidential file and are shared with as few people as possible on a 'need-to-know' basis. If, however, a child is considered at risk, our safeguarding/child protection policy will override confidentiality.
- Where possible electronic copies of documents and also have a manual file.
- Staff members have individual passwords for use on PC's and passwords are not shared with other members of staff, except in cases of emergency.
- Our staff discuss general progress and well-being of children together in meetings, but more sensitive information is restricted to the head teacher and the child's key staff, and is shared with other staff on a need to know basis.
- We do not discuss children with staff who are not involved in the child's care, nor with other parents or anyone else outside of the setting.
- Discussions with other professionals take place in the office, which is a confidential space, no conversations should take place in the classroom

All the undertakings above are subject to the paramount commitment of Weaverthorpe CE (VC) Primary School, which is to the safety and well-being of the child.

Sickness and illness

Policy statement

At Weaverthorpe CE (VC) Primary School, we promote the good health of all children attending. To help keep children healthy and minimise infection, we do not expect children to attend school if they are unwell. If a child is unwell it is in their best interest to be in a home environment with adults they know well rather than at school with their peers.

Our procedures

In order to take appropriate action of children who become ill and to minimise the spread of infection we implement the following procedures:

- We follow the guidance given to us by Public Health England (formerly the Health Protection Agency) in Guidance on Infection Control in Schools and other Child Care Settings and advice from our local health protection unit on exclusion times for specific illnesses, e.g. sickness and diarrhoea, measles, and chicken pox, to protect other children in the school
- If a child becomes ill during the school day, we contact their parent(s) and ask them to pick up their child as soon as possible. During this time, we care for the child in a quiet, calm area using our paediatric first aid knowledge
- If a child has a temperature, they are kept cool by removing top clothing and sponging their head with a cool flannel but kept away from drafts.
- In extreme cases of emergency an ambulance is called for and the parent is informed
- Should a child have an infectious disease, such as sickness and diarrhoea, they must not return to school until they have been clear for at least 48 hours. We notify Ofsted as soon as possible and in all cases within 14 days of the incident where we have any child or staff member with food poisoning. We inform all parents if there is a contagious infection identified in the school, to enable them to spot the early signs of this illness. We thoroughly clean and sterilise all equipment and resources that may have come into contact with a contagious child to reduce the spread of infection and make a record of this.
- Sometimes activities such as sand and water play and self-serve snacks where there is a risk of cross contaminations may be suspended during the duration of any outbreak.

Policy Statement

At Weaverthorpe CE (VC) Primary School, we are committed to ensuring that all children are fully protected from the dangers of too much sun/UV rays. Severe sunburn in childhood can lead to the development of malignant melanoma (the most dangerous type of skin cancer) in later life. We follow guidance from the weather and UV level reports and use the following procedures to keep children safe and healthy in the sun:

- Key persons will work with the parents of their key children to decide and agree on suitable precautions to protect children from burning, including those with more sensitive skin types and those that may be more tolerant to the sunshine
- Children must have a clearly labelled sun hat which will be worn always whilst outside in sunny weather. This hat will preferably be of legionnaires design (i.e. with an extended back and side to shield children's neck and ears from the sun) to provide additional protection
- Children are advised to have their own labelled high factor sun cream. This enables children to have sun cream suitable for their own individual needs. Staff must be aware of the expiry date and discard sunscreen after this date
- Children's safety and welfare in hot weather is the school's prime objective so staff will work closely with parents to ensure all appropriate cream and clothing is provided
- Staff will make day-to-day decisions about the length of time spent outside depending on the strength of the sun
- Children will have sun cream applied before going outside in the hot weather and at frequent intervals during the day
- Children are encouraged to drink water more frequently throughout sunny or warm days and this will be accessible
- Children are made aware of the need for sun hats, sun cream and the need to drink more fluids during their time in the sun

Heat Exhaustion and Heat stroke

We ensure that the weather conditions are considered when events are planned. Heat exhaustion and heat stroke are two potentially dangerous conditions, following prolonged exposure to high heat or direct sun light, as well as prolongs physical exercise. School staff members hold paediatric First Aid qualifications and are aware of the signs and symptoms of being unwell and identifying the potential cause.

Heat Exhaustion- This is where the body becomes very hot and water/salt is lost from the body. This leads to the symptoms below as well as feeling generally unwell.

Heat Stroke- This is where the body can no longer cool itself down and the person's body temperature becomes dangerously high. Sun stroke is caused when a person has prolonged exposure to direct sun light. It is vital that heat exhaustion is spotted and treated as soon as possible, as this could lead to heat stroke and become dangerous. Heat stroke is less common but more serious. It can put strain on the brain, heart, lungs, liver and kidneys and can be life threatening.

Procedures

Prior to events taking place, where physical exercise is on the agenda i.e. sports days, staff will carry out a risk assessment to ensure that the event is well planned and potential risks identified with procedures in place for staff to follow. Leadership ensure that all staff are aware of the risk assessment and all staff are responsible for the safety and welfare of the children, parents, students, volunteers, themselves, and others who are taking part in the event. During events staff members must always remain alert to the physical changes in behaviour in others and ensure children are hydrated and cool as much as possible. Where the area becomes too hot, staff will ensure there is a break in activity where children are able to cool down and bodies are able to recover from physical activity. Signs and symptoms of heat exhaustion and heat stroke can develop very quickly over a matter of minutes or more gradual, over several hours or days

Signs and symptoms are as follows:

- Tiredness and weakness
- Feeling faint and dizzy
- A decrease in blood pressure
- A headache
- Muscle cramps
- Feeling and or being sick
- Heavy sweating
- Intense thirst
- A fast pulse
- Urinating much less or having extremely dark urine

If the above symptoms are left untreated, heat stroke can develop. These may include confusion, disorientation, seizures (fits) and loss of consciousness.

Outdoor play

Policy statement

At Weaverthorpe CE (VC) Primary School, we are an all-weather school and we are committed to the importance of daily outdoor play and the physical development of all children regardless of their age and stage of development. We provide outdoor play in all weathers. Where possible and appropriate, we make outdoor activities accessible to children with learning difficulties and disabilities to ensure inclusive use of the outdoor area.

We recognise that children need regular access to outdoor play in order to keep fit and healthy, develop their large and fine motor skills, experience learning in a natural environment and access sunlight in order to absorb vitamin D more effectively. The outdoor areas, both within the school grounds and in the local community have a wealth of experiences and resources which help children to develop in a variety of ways, including independence, exploration and investigative skills, risk taking and self-esteem, all of which support children to develop skills now and for the future. We ensure all areas are safe and secure through close supervision and the use of robust risk assessments and safety checks. Where possible and appropriate, we plan and encourage play that helps children understand and manage risks. This type of play allows children to explore and find their own boundaries in a safe environment with supportive practitioners. Staff are informed of the importance of safety procedures and are trained appropriately to ensure these procedures are followed effectively. We also ensure all children are suitably dressed for the type of weather they will be playing in. We obtain parental permission before any child leaves the school during the day. This includes short outings into the local community. We plan all outdoor play opportunities and outings to complement the indoor activities and provide children with purposeful activities that support and follow individual children's interests. There is a balance of both adult-led and child-initiated opportunities to enable children to learn and practice new skills, knowledge and behaviours.

Key person Policy

Policy statement

A key worker is allocated to a child before they start EYFS – usually the class teacher but always under the supervision of the class teacher. The key person ensures that within the day to day demands of the setting, each child for whom they have special responsibility feels individual, cherished and thought about by someone in particular while they are away from home.

(DfES Early Years Foundation Stage Effective Practice: Key Person page 7.)

Relationships with key children

- The key person provides a secure attachment for their key children in nursery and is nonjudgmental.
- They help their key children settle in and become familiar with the setting.
- The key person work with parents/carers to meet the needs of their key children responding sensitively to their feelings, ideas, and behaviour.
- The key person is a key contact for parents
- The key person provides a 'secure base' for the children by being there to support them and allowing them to explore at their own pace.
- They are primarily responsible for their key child's care routines.

Relationships with parents/carers

- Key persons should develop a good relationship with parents/carers, ensuring that the child is cared for appropriately at school and accommodating their individual needs within the daily routine.
- The key person needs to develop a two-way flow of information between themselves and the parent/carer to help them become aware of any significant aspects of family life that maybe important to the child.
- The key person has responsibility for sharing their key children's development profiles with parents and other professionals as required, in cases of children with additional needs or identified children in need they will be called upon to attend reviews and core group meetings with the support of a senior manager.

Records

- The key person is responsible for observational records of their key children, using these to inform next steps, individualised planning, IEP's and completing development profiles for each of their key children.
- Where a child is supported by another member of staff who is not their key person e.g. SENDCO support record keeping then becomes a joint responsibility where the key person has a valuable input.

Welfare and Safeguarding

- Key persons are responsible for the welfare of the children in their care monitoring patterns of absence, injury and development referring them on where necessary.

Promoting positive behaviour

Policy statement

At Weaverthorpe CE (VC) Primary School, we believe that children flourish best when they know how they and others are expected to behave. Children gain respect through interaction with caring adults who act as good role models, show them respect and value their individual personalities.

Weaverthorpe CE (VC) Primary School actively promotes British Values and encourages and praises positive, caring and polite behaviour at all times and provides an environment where children learn to respect themselves, other people and their surroundings.

Children need to have set boundaries of behaviour for their own safety and the safety of their peers. Within the school we aim to set these boundaries in a way which helps the child to develop a sense of the significance of their own behaviour, both in their own environment and that of others around them. Restrictions on the child's natural desire to explore and develop their own ideas and concepts are kept to a minimum.

We aim to:

- Recognise the individuality of all our children and that some behaviours are normal in young children eg being egotistical
- Encourage self-discipline, consideration for each other, our surroundings and property
- Encourage children to participate in a wide range of group activities to enable them to develop their social skills
- Ensure that all staff act as positive role models for children
- Encourage parents and other visitors to be positive role models and challenge any poor behaviour shown
- Work in partnership with parents by communicating openly
- Praise children and acknowledge their positive actions and attitudes, therefore ensuring that children see that we value and respect them
- Encourage all staff working with children to accept their responsibility for implementing the goals in this policy and to be consistent
- Promote non-violence and encourage children to deal with conflict peacefully
- Provide activities and stories to help children learn about accepted behaviours, including opportunities for children to contribute to decisions about accepted behaviour where age/stage appropriate

Staff are expected to model appropriate positive behaviour at all times

When children behave in unacceptable ways:

- We never use or threaten to use physical punishment/corporal punishment such as smacking or shaking
- We only use physical intervention for the purpose of averting immediate danger or personal injury to any person (including the child) or to manage a child's behaviour if absolutely necessary. We keep a record of any occasions where physical intervention is used and inform parents on the same day, or as reasonably practicable
- We recognise that there may be times where children may have regular occasions where they lose control and may need individual techniques to restrain them. This will only be carried out by staff who have been appropriately trained to do so. Any restraints will only be done following recommended

guidance and training and only with a signed agreement from parents on when to use it. We will complete an incident form following any restraints used and notify the parents

- We do not single out children or humiliate them in any way. Where children use unacceptable behaviour they will, wherever possible, be re-directed to alternative activities. Discussions with children will take place as to why their behaviour was not acceptable, respecting their level of understanding and maturity
- Staff will not raise their voices (other than to keep children safe)
- In any case of misbehaviour, we always make it clear to the child or children in question, that it is the behaviour and not the child that is unwelcome
- We decide how to handle a particular type of behaviour depending on the child's age, level of development and the circumstances surrounding the behaviour. This may involve asking the child to talk and think about what he/she has done. All staff support children in developing empathy and children will only be asked to apologise if they have developed strong empathy skills and have a good understanding of why saying sorry is appropriate
- We help staff to reflect on their own responses towards challenging behaviours to ensure that their reactions are appropriate
- We inform parents if their child's behaviour is unkind to others or if their child has been upset. In all cases we deal with inappropriate behaviour in school at the time. We may ask parents to meet with staff to discuss their child's behaviour, so that if there are any difficulties we can work together to ensure consistency between their home and the school. In some cases we may request additional advice and support from other professionals, such as an educational psychologist We support children in developing non-aggressive strategies to enable them to express their feelings
- We keep confidential records on any inappropriate behaviour that has taken place. We inform parents and ask them to read and sign any incidents concerning their child
- We support all children to develop positive behaviour, and we make every effort to provide for their individual needs
- Through partnership with parents and formal observations, we make every effort to identify any behavioural concerns and the causes of that behaviour. From these observations and discussions, we will implement an individual behaviour modification plan where a child's behaviour involves aggressive actions towards other children and staff, for example hitting, kicking etc. The Head teacher and Class teacher will complete documents identifying any potential triggers or warning signs ensuring other children's and staff's safety at all times. In these instances, we may remove a child from an area until they have calmed down
- If triggers are identified and continues to reoccur then the special educational needs and disabilities co-ordinator (SENDCO) and key person of the child will meet with the parents/carers of the child to plan support through a behaviour plan, which parents/carers and other members of the school team should be made aware of.
- In some cases it may be necessary for a referral to be to Early Help team for an initial observation, it may be agreed that a Common assessment framework or Early help process should be sought for the child

Use of rewards

All children need consistent messages, clear boundaries, and guidance to naturally manage their behaviour through self-reflection and control. Rewards such as excessive praise may provide immediate change in the behaviour but will not teach children how to act when a 'prize' is not being given or provide the child with the skills to manage situations and their emotions. Instead, a child is taught how to be 'compliant' and respond to meet the adult's expectations in order to obtain the reward. If used then the type of rewards and their functions must be carefully considered before applying. Methods such as stickers, must be given to every child when they deserve a reward to ensure that they are all treated the same

Anti-bullying

Bullying takes many forms. It can be physical, verbal or emotional, but it is always a repeated behaviour that makes other people feel uncomfortable or threatened. We acknowledge that any form of bullying is unacceptable and will be dealt with immediately while recognising that physical aggression is part of children's development in their early years. We recognise that children need their own time and space and that it is not always appropriate to expect a child to share. We believe it is important to acknowledge each child's feelings and to help them understand how others might be feeling. We encourage children to recognise that bullying, fighting, hurting and discriminatory comments are not acceptable behaviour. We want children to recognise that certain actions are right and that others are wrong.

At Weaverthorpe CE (VC) Primary School, staff follow the procedure below to enable them to deal with challenging behaviour:

- Staff are encouraged to ensure that all children feel safe, happy and secure Staff are encouraged to recognise that active physical aggression in the early years is part of the child's development and that it should be channelled in a positive way
- Children are helped to understand that using aggression to get things, is inappropriate and they will be encouraged to resolve problems in other ways
- Our staff will intervene when they think a child is being bullied, however mild or harmless it may seem
- Staff will initiate games and activities with children when they feel play has become aggressive, both indoors or out
- Staff will sensitively discuss any instance of bullying with the parents of all involved to look for a consistent resolution to the behaviour
- We will ensure that this policy is available for staff and parents and it will be actively publicised at least once a year to parents and staff.
- If any parent has a concern about their child, a member of staff will be available to discuss those concerns. It is only through co-operation that we can ensure our children feel confident and secure in their environment, both at home and in the school
- All concerns will be treated in the strictest confidence.

By positively promoting good behaviour, valuing co-operation and a caring attitude, we hope to ensure that children will develop as responsible members of society.

No smoking policy

Policy Statement

At Weaverthorpe CE (VC) Primary School, we are committed to promoting children's health and well-being. This is of the utmost importance for the school. Smoking has proved to be a health risk and therefore in accordance with legislation, the school operates a strict no smoking policy within its buildings and grounds. It is illegal to smoke in enclosed places. All persons must abstain from smoking while on the premises. This applies to staff, students, parents, carers, contractors, and any other visitors to the premises. Staff accompanying children outside the school, are not permitted to smoke. We also request that parents accompanying children on outings refrain from smoking while caring for the children. Please note it is a criminal offence for employees to smoke in smoke-free areas.

This policy also applies to electronic cigarettes.

Personal property and belongings

Policy Statement

Weaverthorpe CE (VC) Primary School cannot be held responsible for any loss or damage to children's personal property or belonging. Staff ensure that every reasonable effort is made to ensure the belongings are not lost or damaged, however, the main responsibility remains with the parents/carers.

Procedures

- Parents should endeavour to label all items of their child's clothing
- Parents are asked to dress their child in inexpensive clothing for nursery aged children, due to the high risk of becoming messy during their day through play and mealtimes
- If children's clothing is changed during the day, staff will ensure the clothing is placed in a bag and stored in the child's bag or a safe place ready to be collected on the night
- Bags/coats stored on children's pegs are the responsibility of the parent/carer to ensure that the correct items are taken home at the end of the day
- Where items are taken by mistake, staff will expect the parents/ carers to return the items next day that their child attends school
- We ask that children do not wear jewellery (unless it is a religious symbol) or small hair clips. They may get lost or be attractive to younger children, who could potentially put the items in their mouth and choke, if children arrive at the school with jewellery on, the staff will politely ask for it to be removed and either taken home by an adult or put away in a safe place Where children bring personal belongings such as toys to nursery, staff will make every effort to keep them safe but parents/carers should aim to encourage them to leave such items at home, particularly if they are a toy that the child has a special bond with i.e. a teddy they sleep with.

- Where personal items are lost staff will make every effort to find them but cannot be held responsible if items cannot be found