

Shofar Daycare Nursery

Policies

Reviewed May 2020

Shofar Daycare Nursery Sternberg Centre, East End Road, N3

Call us: 020 8346 3453 admin@shofardaycarenursery.org.uk www.shofardaycarenursery.org.uk

Registered office as above. Shofar Daycare Nursery is a company limited by guarantee registered in England and Wales no: 9395603 and registered as a charity in England and Wales no. 1160802



Contents Page

1. Admissions	28. Nappy changing
2. Adverse weather	29. Outdoor play
3. Alcohol and Substance	30. Outings and trips
4. Allergies	31. Parent conflict
5. Babysitting	32. Photography
6. Behaviour	33. Privacy Notice: How we use employee information
7. Biting	34. Privacy Notice: How we use parents/carers and children's information
8. Caring for babies and toddlers	35. Recording and reporting of accidents and incidents
9. Complaints and Compliments	36. Risk Assessments
10. Confidentiality	37. Safe Recruitment
11. Discrimination	38. Safeguarding
12. Disciplinary	39. Settling in and key worker
13. Emergency	40. Sickness and Illness
14. Equal Learning Opportunities	41. Sleep
15. Equipment and resources	42. Special Educational Needs
16. First Aid	43. Staff Absences
17. Health and Safety	44. Staff Grievance
18. Healthy eating	45. Staff Training
19. Home working	46. Supervision of children
20. Illness and exclusion	47. Terms and Conditions
21. Immunisation	48. Whistleblowing
22. Inclusion and Equality	1) Golden Rules for staff
23. Late collection	
24. Looked after child	
25. Lost child	
26. Manual Handling	
27. Mobile phone and social network	

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ADMISSIONS & ELIGIBILITY POLICY

Hours of Operation: Monday-Thursday 7.45 am-6.15 pm and Friday 7.45 am-6.00 p.m. (excluding Jewish holidays and bank holidays)

Policy Statement

It is our intention to make our setting accessible and inclusive to children and families from the local community and we aim to ensure that our admissions policy is clear, fair and clearly communicated.

Procedures

We accept babies and pre-school children from around 6 months old to five years. Children must attend for a minimum of two full days, except for Friday attendance where it may be possible, if space permits for a child to attend only on a Friday.

Applications will be considered in order of application and waiting lists will be considered in order of the following priority.

1. Children of Finchley Reform and Alyth Synagogue's members (priority will be given where the entire eligible family unit has chosen to join)
2. Children of FRS Friends and Alyth Associate members (as defined by the articles of Association/ constitution).
3. Children of Shofar staff who have been employed with Shofar for more than two years.
4. Children of MRJ Affiliated Synagogues
5. Children of Shofar staff who have been employed with Shofar for more than one year.
6. Children whose siblings currently attend Shofar
7. Children of members of Liberal Judaism Synagogues.
8. Children whose parents work for partner organisations including MRJ, Leo Baeck College, FRS, Alyth and Akiva School.
9. Babies and children with Special Educational Needs and Disabilities.
10. Children whose parents work on the site of the Sternberg Centre.
11. Babies and children of all faiths and none.

A signed and fully completed application form is required prior to confirmation of a place. A non-refundable registration fee of £100 must be accompanied with the application form.

Registration does not guarantee a place for the start date / sessions required.

An offer of a place will be made in writing with a request for payment of a retainer of one month's fees. This payment must be received by the Nursery within two weeks of this request otherwise the offer of the place may be withdrawn.

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The retainer is refundable when your child leaves the Nursery, provided he or she has attended for a minimum of six months and at least two full calendar months' advance written notice of withdrawal is given.

Any place awarded to any child may be reviewed in the event that the criteria they were awarded a place under ceases to apply.

This policy was adopted at a meeting of Shofar Daycare Nursery held on 22nd January 2015

Policy reviewed October 2019

Next review date October 2020

Signed on behalf of the Shofar Daycare Nursery Management Committee.

Sharon Lee

Name of signatory

Headteacher

Position of signatory.

***Please note that Shofar Daycare Nursery is not set up to provide half day sessional day care (mornings or afternoons only) and our sister organisations Alyth and FRS Kindergartens are ideal if this is the care you require.*

It is possible to combine full days with half day sessions if available, providing you are booking a minimum of 2 full days.

Alyth Kindergarten- Head Teacher, Tor Alter T: 020 8457 8792

FRS Kindergarten – Head Teacher, Emma Wohl T: 020 8445 6807

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Adverse Weather

At Shofar we have an adverse weather policy in place to ensure our nursery is prepared for all weather conditions that might affect the running of the nursery such as floods, snow and heat waves.

If any of these incidents impact on the ability of the nursery to open or operate, we will contact parents via telephone.

We will not take children outdoors where we judge that weather conditions make it unsafe to do so.

Flood

In the case of a flood we will follow our critical incident procedure to enable all children and staff to be safe and continuity of care to be planned for.

Snow or other severe weather

If high snowfall, or another severe weather condition such as dense fog, is threatened during a nursery day then the Head teacher will take the decision as to whether to close the nursery. This decision will take into account the safety of the children, their parents and the staff team. In the event of a planned closure during the nursery day, we will contact all parents to arrange for collection of their child.

In the event of staff shortages due to snow or other severe weather we will contact all available off duty staff and/or agency staff and group the children differently until they are able to arrive. If we are unable to maintain statutory ratio requirements after all avenues are explored we will contact Ofsted to inform them of this issue, recording all details in our incident file. If we feel the safety, health or welfare of the children is compromised then we will take the decision to close the nursery.

Policy reviewed September 2019

Review date September 2020



Sharon Lee
Head teacher of Shofar

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Alcohol and substance abuse

At Shofar 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 and Substance misuse

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, 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 nursery will judge if the parent is suitable to care for the child. The nursery may call the second contact on the child's registration form to collect them. If a child is thought to be at risk, the nursery will follow the safeguarding children/child protection procedure and the police may be called.

The nursery 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 alcohol or illegal drugs.

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

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

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

Safeguarding/child protection

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 utmost 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.

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Allergies

At Shofar we are aware that children may have or develop an allergy resulting in an allergic reaction. Our aims are to ensure allergic reactions are minimised or, where possible, prevented and that staff are fully aware of how to support a child who may be having an allergic reaction.

Our procedures

- Our staff are made aware of the signs and symptoms of a possible allergic reaction in case of an unknown or first reaction in a child. These may include a rash or hives, nausea, stomach pain, diarrhoea, itchy skin, runny eyes, shortness of breath, chest pain, swelling of the mouth or tongue, swelling to the airways to the lungs, wheezing and anaphylaxis
- On entry to the nursery, parents must state any allergies, reaction and treatment on the registration form. We share all information with all staff and keep an allergy register on the wall of each classroom and also in our administrator's office.
- Where a child has a known allergy, the Head teacher or Deputy Head teacher in conjunction with the parent will devise a Medical Health Care Plan, which must be signed by the child's medical practitioner prior to the child starting the nursery. This will be shared with all staff
- Food for children with allergies will be prepared separately to avoid risk of contamination
- The management, nursery meal provider and parents will work together to ensure a child with specific food allergies receives no food at nursery that may harm them. This may include designing an appropriate menu or substituting specific meals on the current nursery menu
- Seating will be monitored for children with allergies. Where deemed appropriate staff will sit with children who have allergies and where age/stage appropriate, staff will discuss food allergies and the potential risks with the children.
- If a child has an allergic reaction to food, a bee or wasp sting, plant etc. a first-aid trained member of staff will act quickly and administer the appropriate treatment, where necessary. We will inform parents and record the information in the incident book and on the allergy register

Transporting children to hospital procedures

The nursery staff member must inform the Head teacher or a member of the senior management team immediately who will:

- Call for an ambulance immediately if the allergic reaction is severe. DO NOT attempt to transport the sick child in your own vehicle
- Whilst waiting for the ambulance, contact the parents and arrange to meet them at the hospital
- A senior member of staff will accompany the child to hospital
- Redeploy staff if necessary to ensure there is adequate staff deployment to care for the remaining children. This may mean temporarily grouping the children together
- Remain calm at all times. Children who witness an incident may well be affected by it and may need lots of cuddles and reassurance. Staff may also require additional support following the accident.

Policy reviewed September 2019



Sharon Lee

Next review date September 2020

Head teacher of Shofar

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Babysitting Policy

In line with current Safeguarding recommendations and parents terms and conditions, it is the policy of Shofar Day Care Nursery that staff who are currently employed or who have been employed within six months of leaving are not able to baby sit for children away from the setting.

The nursery has a duty to safeguard all children and adults whilst on our premises and whilst in the care of our staff. If staff care for children at parents' homes outside of nursery hours or premises, we cannot guarantee the safety of children or staff, against potential allegations.

Therefore, it is our policy that Shofar Day Care Nursery does not allow employees, current or past to privately care for children away from the nursery setting, as a safeguarding precaution.

Shofar Day Care Nursery would not be directly held responsible for any health and safety or other issues that may arise from such private arrangements.

All individuals employed by Shofar Day Care Nursery, are made aware of this policy and therefore should it become known that individuals have agreed to/arranged to babysit for children who attend this setting, it will be deemed as a breach of terms and conditions of employment and will lead to disciplinary action being taken.

Parents sign a 'Terms and Conditions Contract' with Shofar Day Care Nursery which acknowledges that they are prohibited from directly or indirectly employing, or enticing for employment any member of Nursery staff; this includes babysitting. If any parent is in breach of these conditions this may lead to the child's place at Shofar Day Care Nursery being withdrawn.

Rare Circumstances:

If any member of staff has an agreement to care for a child/children who attend the setting outside of the setting prior to commencing employment at Shofar Day Care Nursery then they must make this arrangement clear at the time of interview.

If an arrangement exists, between an employee and then a child/children joins the setting - then these details must be shared with Management.

Policy updated October 2019

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Behaviour Policy

At Shofar 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. The nursery is an inclusive nursery who will do everything possible to assist children to overcome any difficulties they are having, rather than excluding them. We will encourage and praise positive, caring and polite behaviour at all times and provide an environment where children learn to respect themselves, other people and their surroundings.

We aim to:

- Recognise the individuality of all our children and that some negative behaviours are normal in young children e.g. biting (see biting procedure for more information)
- Encourage self-discipline, consideration for each other, our surroundings and property, [learn that social distancing rules are important to keep ourselves and others safe.](#)
- 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 a Key worker system, [\(replaced by Bubble leaders, during Covid-19\)](#) enabling staff to build a strong and positive relationship with children and their families. [\(Communication limited during Covid-19 to Tapestry, e-mail and telephone for safety\)](#)
- 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. (Promoted for explaining new rules during Covid-19 outbreak)

We have class rules in each room which we remind the children of regularly, and ensure that these are age and stage appropriate. We regularly involve children in the process of setting rules to encourage cooperation and participation and ensure children gain understanding of the expectations of behaviour relevant to them as a unique child. [During Covid-19 outbreak, we will explain to the children for the need for new and stringent rules to keep them, their teachers and families safe.](#)

Children, who behave inappropriately, for example by physically hurting another child or adult e.g. biting, or through verbal bullying, are helped to talk through their actions and apologise where appropriate. We make sure that the child who has been upset is comforted and the adult will confirm that the other child's behaviour is not acceptable. We always acknowledge when a child is feeling angry or upset and that it is the behaviour that is not acceptable, not the child.

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At our nursery, staff follow the procedure below to enable them to deal with challenging behaviour:

- Children will be encouraged to use their words as much as possible when expressing their needs, unhappiness or anger.
- We acknowledge that children who have been absent from Shofar for some time due to lockdown restrictions, may be suffering from anxieties and these may manifest in different ways. Children will be helped to deal with these emotions by sensitive interactions by their 'bubble' teachers with the use of age-appropriate, books and props to role model and to help them to understand, how to express these emotions in a kind way.
- Children will be given 1 or 2 warnings before being placed on a thinking chair, next to an adult, if the child is at an appropriate age for this sanction
- Once they have finished their time on the thinking chair it is important the member of staff dealing with the situation gets the child to explain what he/she has done to warrant having time on this chair and they must apologise for their behaviour by saying what they will do differently next time.
- If a child displays aggressive physical behaviour towards another child or adult they will be removed from the group, or activity and spoken to calmly and firmly by a member of staff
- At Shofar we start everyday as a new day and will never remind a child of their behaviour from the previous day.
- Staff will not shout at a child or be physical towards a child. If a member of staff is seen behaving in this way by a colleague they need to remove the child from the situation straight away and calm them down, once this has been done the Head or Deputy Head must be informed of what has occurred.
- Teachers will only physically restrain a child, such as holding, only to prevent physical injury to children or adults and/or serious damage to property. Details of such an event (what happened, what action was taken and by whom, and the names of witnesses) are brought to the attention of the Headteacher and are recorded on an incident form and in the child's personal file. The child's parent(s) will be informed as soon as possible.
- Behaviour that is being displayed continuously needs to be noted down and observed over a period of time. At an appropriate time, it needs to be discussed with the parent with sensitivity so a strategy can be put into place to help the child.
- We encourage positive attention at Shofar and we do everything we can to promote good behaviour through positive reinforcement, praise of good behaviour and encouragement of good behaviour.

Policy reviewed May 2020

Next review date September 2020

S Lee

Sharon Lee
Headteacher

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Biting

At Shofar, we follow a positive behaviour policy to promote positive behaviour at all times. However, we understand that children may use certain behaviours such as biting as part of their development. Biting is a common behaviour that some young children go through and can be triggered when they do not have the words to communicate their anger, frustration or need.

Our procedures

The nursery uses the following strategies to help prevent biting: sensory activities and adequate resources and staff who recognise when children need more stimulation or quiet times. However, in the event of a child being bitten we use the following procedures. The most relevant staff member(s) will:

- Comfort any child who has been bitten and check for any visual injury. Complete an accident form and inform the parents via telephone if deemed appropriate, or alternatively at collection time, in either instance the parent will be asked to sign the accident book. Continue to observe the bitten area for signs of infection. **During Covid-19 we will always inform parents immediately by telephone.**
- For confidentiality purposes and possible conflict, we do not disclose the name of the child who has caused the bite to the parents.
- Tell the child who has caused the bite in terms that they understand that biting is unkind and show the child that it makes staff and the child who has been bitten sad. If appropriate, get the child who has been bitten to tell the biter that they do not like being bitten and that it makes them sad.
- The child will be asked to say sorry if developmentally appropriate or helped to develop their empathy skills by giving the child who has been bitten a hug or a favourite book or comforter.
- If a child continues to bite, carry out observations to try to distinguish a cause, e.g. tiredness, frustration or a sensory need.
- If this behaviour continues despite all strategies to prevent this being put into place then we will look at other ways to distinguish a trigger and with parental permission may ask for support from our Area SENCO or other outside specialists where necessary. **During Covid-19 outbreak, we may temporarily exclude children who frequently bite, so as to protect the other children and staff in the nursery.**

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Headteacher

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Caring for babies and toddlers

At Shofar we care for children under the age of two and ensure their health, safety and well-being through the following:

- No activity will contain small pieces, which may cause choking.
- The environment and equipment are checked daily before the children access the area. This includes checking the stability of cots and areas around, low/highchairs and ensuring restraints in pushchairs are intact and working
- There are windows to be able to see into the sleep room and door finger-guards to ensure the safety of children
- Outdoor shoes are removed or covered when entering the baby area(s). (During the Covid-19 outbreak, no outdoor shoes will be allowed in the whole Shofar building.) Staff remind parents and visitors to adhere to this procedure
- Babies and toddlers have their nappies changed according to their individual needs and requirements. (See nappy changing policy.)
- Cots are checked before use to ensure no items are within reach i.e. hanging over or beside the cot (e.g. cables)
- All highchairs used for feeding are locked once children placed in it.
- No baby or toddler is ever left unattended.
- Babies are never to be left propped up with bottles as it is both dangerous and inappropriate
- Checks on sleeping babies are completed every 10 minutes. This may increase to five minutes for younger babies and or new babies. Checks are documented with the time and staff initials on the sleep check form
- Staff do not change nappies whilst pregnant until a risk assessment has been discussed and conducted. This is done to reduce the risk of injury to the staff member. Students only change nappies with the support and close supervision of a qualified member of staff. (During the Covid-19 outbreak no known pregnant staff will change nappies.)
- Bottles of formula milk are only made up as and when the child needs them. These should be cooled to body temperature, which means they should feel warm or cool, but not hot. If a child is used to cold milk, we will allow the water to become cold before adding milk for their feed.
- Following the Department of Health guidelines, we only use recently boiled water to make formula bottles (left for no longer than 30 minutes to cool). **We do not use cooled boiled water that is reheated**
- Bottles and teats are thoroughly cleaned with hot soapy water and sterilised after use (they will not be washed in the dishwasher)
- Contents of bottles are disposed of after two hours
- Labelled mothers' breast milk is stored in the fridge
- If dummies are used, they will be cleaned and sterilised. This also applies to dummies which have been dropped
- All dummies are stored in separate labelled containers to ensure no cross-contamination occurs
- Sterilisers are washed out and cleaned daily
- Children transfer to the older age group when assessed as appropriate for their age/stage following our agreed transition and settling procedures.
- In most cases, no child will be moved to the toddler room before being confident with their walking, unless together with the parents we believe that a move will be beneficial for the child's development.

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Head teacher of Shofar

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Complaints and Compliments

- Parental feedback is important to us and we always strive to listen to what our parents have to say about us and we endeavour to work in partnership with them.
- We welcome and record all compliments and share these with staff
- We will give prompt and serious attention to any concerns that parents may have.
- Any concerns will be dealt with in a professional manner and promptly to ensure that issues arising from them are handled effectively. By doing this we hope to enable ongoing cooperative partnership with parents.
- Members of staff should hand over any complaints from parents to their room leader, if the situation cannot be resolved the complaint should be handed over to the Deputy Head teacher or Head Teacher.
- The room leader must inform the Head Teacher or a member of our senior management team in her absence of any complaints and first steps taken if any, in order to resolve this.
- A member of staff must never feel threatened by a parent's manner and are to inform their senior if they feel so.
- If the parent feels that the Head Teacher or Deputy has not satisfactorily resolved the complaint they can ask for this to be referred to the Management Committee Chair. The Head Teacher will forward the complaint to the Chair within one week and the Chair of the management committee will respond to the parent with 10 days of this complaint being referred to the management committee.
- If no satisfactory outcome is reached then a Parent / Carer can, as a final measure make a complaint to OFSTED (office for Standards in Education) Piccadilly Gate, Store Street, Manchester M1 2WD. Telephone number 0300 123 1231

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Head Teacher of Shofar

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Confidentiality

At Shofar 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 storage cabinets or on the office computer which is password protected to restrict access only to senior staff and administration staff (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.

At Shofar we will maintain confidentiality by:

- Storing confidential records in a locked cupboard or filing cabinet or on the office computer with files that are password protected
- Ensuring staff, student 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 nursery 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 staff breach any confidentiality provisions, this may result in disciplinary action and, in serious cases, dismissal.
- Students on placement in the nursery 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 nursery 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 nursery 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
- Please see Home working policy

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Discrimination

Shofar does not tolerate discriminatory behaviour of any kind and we will take action to tackle discrimination. We follow our legal duties in relation to discrimination and record all incidents any perceived or actual relating to discrimination on any grounds and report these where relevant to children's parents and the registering authority.

Types of discrimination

- **Direct discrimination** is when you're treated differently and worse than someone else for certain reasons.
- **Indirect discrimination** is when there is a new rule, system or policy that is implemented and will effect everybody but may have the potential to affect some people in a different way or have more of an impact on them.
- **Harassment** is when someone behaves towards you in a way that can make you feel threatened, humiliated and stressed.
- **Victimisation** can occur when an employee feels they are being treated unfairly because they have made or a supported a complaint made against the employer.

Protected characteristics

The nine protected characteristics under the Equality Act 2010 are:

Age, Disability, Gender reassignment, Race, Religion or belief, Sex, Sexual orientation, Marriage and civil partnership, Pregnancy and maternity.

This may present themselves in the following behaviour:

- Someone being physical aggressive towards another person.
- Someone using derogatory language in the form of name calling, insults and discriminatory jokes that would make another person feel uncomfortable.
- Feeling threatened by someone's behaviour or attitude towards them.

If any or all the above occurs whilst on our premises the management team must be informed straight away so they can implement the procedures.

Our procedures

We tackle discrimination by:

- Expecting all staff in the nursery to be aware of and alert to any discriminatory behaviour or bullying taking place
- Expecting all staff to intervene firmly and quickly to prevent any discriminatory behaviour or bullying, this may include behaviour from parents and other staff members.
- Having regular meetings to enhance communication and to air any grievances that may occur.
- If a discrimination complaint is disclosed the managers are responsible for logging a report.
- Steps should be put in place to resolve the situation if possible, which will be agreed with by all parties involved.
- If the situation still cannot be resolved after these steps have been taken the disciplinary procedure will come into play.

Policy reviewed October 2019
Next review date October 2020



Sharon Lee
Head teacher of Shofar

Shofar Daycare Nursery Sternberg Centre, East End Road, N3

Call us: 020 8346 3453 admin@shofardaycarenursery.org.uk www.shofardaycarenursery.org.uk

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Disciplinary Rules and Performance Standards

Introduction: Disciplinary Rules and Performance Standards are Contractual

The following *Disciplinary Rules and Performance Standards* of this Policy Document of **Shofar Daycare Nursery** are contractual which means that a breach of the Disciplinary Rules or shortcomings in Performance Standards may lead to disciplinary action or an appropriate sanction relating to poor performance or dismissal.

Shofar Daycare Nursery may amend the Disciplinary Rules and Performance Standards set out below from time to time and such Disciplinary Rules and Performance Standards will always take effect in its most recent form after the Employee has been notified of any changes.

Purpose

Employment with **Shofar Daycare Nursery** is subject, amongst other things, to satisfactory conduct and performance of the Employee's duties. The purpose of the following Disciplinary Rules and Performance Standards is to encourage employees to achieve and maintain appropriate standards of conduct, attendance and job performance. The Disciplinary Rules and Performance Standards set out below have also been drawn up to establish reasonable standards of conduct and performance generally, which are intended to contribute towards the smooth and effective working of **Shofar Daycare Nursery**, and for the guidance, well-being and safety of all employees and others. While not an exhaustive list, the Disciplinary Rules and Performance Standards set out below illustrate the kind of behaviour and standards expected by **Shofar Daycare Nursery**.

Disciplinary Rules and Performance Standards Requirements

There are broadly three separate situations where formal disciplinary action or an appropriate sanction relating to poor performance or dismissal may be required: (i) cases of **General Misconduct**; (ii) cases of **Gross Misconduct**; (iii) **Underperformance** of duties or tasks within the Employee's capability.

General Misconduct

General Misconduct is a less serious form of misconduct than Gross Misconduct. General Misconduct will not usually attract the sanction of dismissal for a first offence. However, it is possible that if the offence of General Misconduct is so flagrant or serious in its consequences, the Employee may face dismissal (with or without notice) or other serious disciplinary sanctions for a breach of the Rules, even if the particular Rule breached appears under the heading of General Misconduct.

The following is a non-exhaustive list of examples of offences which will normally amount to General Misconduct falling short of Gross Misconduct:

- * unauthorised absence from work;
- * poor timekeeping;
- * failing to follow lawful instructions including, but not limited to, methods or procedures for carrying out allocated work;
- * lack of co-operation with line-managers or work colleagues in the performance of duties and/or the implementation of instructions;
- * failing to act in a manner that is consistent with the maintenance of good working relationships with work-colleagues and other third parties;
- *

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- * refusal or failure to co-operate with any disciplinary or performance related investigation into an Employee's own conduct or performance;
- * failure to co-operate with **Shofar Daycare Nursery** as employer so as to enable **Shofar Daycare Nursery** to carry out its health and safety duties towards its employees and others;
- * failure to take reasonable care for the health and safety of himself/herself and of other persons (including work colleagues, members of the public, and other visitors to **Shofar Daycare Nursery's** premises) who may foreseeably be affected by his/her acts or omissions;
- * attending work without knowingly planning for adequate sleep/ rest with the consequence that judgement and/or the ability to work safely and/or properly is or may be impaired;
- * failure to perform duties, - staff should ensure that they ensure that they plan to get adequate rest to be fit to care for young children.
- * time wasting;
- * rudeness, incivility or other offensive, disruptive or unacceptable behaviour or language towards, or in the presence of, line-managers, work-colleagues, **Shofar Daycare Nursery's** trustees, members of the public, or others attending at **Shofar Daycare Nursery's** premises;
- * misuse or unauthorised use of **Shofar Daycare Nursery** equipment (including any computer, phone system, internet or e-mail facility);
- * any act or omission, not being gross misconduct which **Shofar Daycare Nursery** considers to be a breach of **Shofar Daycare Nursery's** standards of required discipline;
- * failure to cooperate in a disciplinary or performance investigation or hearing or failure to attend a disciplinary or performance investigation or hearing without good reason;
- * Any other conduct that from time to time may be designated by **Shofar Daycare Nursery** as 'General Misconduct' as part of a notified up-date to these Disciplinary Rules.

Gross Misconduct

Gross Misconduct is a more serious conduct that may result in dismissal (with or without notice), even for a first offence.

The following is a non-exhaustive list of examples of offences which will normally amount to Gross Misconduct:

- * dishonesty;
- * theft or fraudulent use of **Shofar Daycare Nursery's** assets;
- * theft of money or possessions from **Shofar Daycare Nursery**, work-colleagues, members of the public or others attending at **Shofar Daycare Nursery's** premises;
- * falsification of **Shofar Daycare Nursery's** records (including but not limited to time-sheets, hours worked, expenses claimed, receipts, and other material records);
- * falsification or deliberate misrepresentation of personal details, qualifications, work experience, or other matters material to the appointment of the employee and/or his/her continuing employment;
- * gross negligence;
- * wilful refusal to perform duties;
- * persistent wilful refusal or failure to co-operate with any disciplinary or performance related investigation into an Employee's own conduct or performance;
- * failing to keep confidential, misusing and/or procuring without authorisation confidential information relating to **Shofar Daycare Nursery** or other third parties;

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- * serious misuse of **Shofar Daycare Nursery's** property or name;
- * deliberate damage to **Shofar Daycare Nursery's** property;
- * failing to report to **Shofar Daycare Nursery** material facts known to the employee, including the misdeeds of fellow employees and others, which may damage **Shofar Daycare Nursery** and/or its reputation or cause financial or other loss to **Shofar Daycare Nursery** and/or to a third party;
- * threatening, violent, abusive or intimidating conduct or any form of bullying;
- * harassment on grounds of sex, race, disability, religion or belief, sexual orientation, age or any other form of harassment prohibited by law;
- * actions which contravene legislation prohibiting discrimination on grounds of sex, race, disability, religion or belief, sexual orientation, age or any other form of discrimination prohibited by law;
- * deliberately accessing, via **Shofar Daycare Nursery's** network or computers, internet sites containing pornographic, offensive, inappropriate or obscene materials;
- * attending work under the influence of illicit drugs with the consequence that judgement and/or the ability to work safely and/or properly is or may be impaired or in possession of any such illicit drug(s);
- * attending work under the influence of medically prescribed drugs, or non-medically prescribed drugs, knowingly taken other than in accordance with medical advice or recommended dosages with the consequence that judgement and/or the ability to work safely and/or properly is or may be impaired;
- * attending work under the influence of alcohol with the consequence that judgement and/or the ability to work safely and/or properly is or may be impaired;
- * serious rudeness, incivility or threatening or offensive behaviour or language towards, or in the presence of, line-managers, work-colleagues, members of the public or others attending at **Shofar Daycare Nursery SHOFAR DAYCARE NURSERY's** premises;
- * any action likely to bring **SHOFAR DAYCARE NURSERY** into disrepute;
- * breach of Health and Safety rules or other conduct which endangers the health and safety of others;
- * wilful failure to comply with **SHOFAR DAYCARE NURSERY's** security arrangements and procedures for the protection of **SHOFAR DAYCARE NURSERY's** personnel and/or premises and/or visitors to **SHOFAR DAYCARE NURSERY's** premises and/or to prevent loss or damage to **SHOFAR DAYCARE NURSERY's** premises and/or other tangible property;
- * breach of security relating to **SHOFAR DAYCARE NURSERY's** computer system resulting in damage to, compromise of the integrity of, loss of data from, or other adverse impact on such system or on **SHOFAR DAYCARE NURSERY's** business;
- * any act amounting to a serious breach of trust and confidence or breach of confidentiality;
- * Any other conduct that from time to time is designated by **SHOFAR DAYCARE NURSERY** as 'Gross Misconduct' as part of a notified up-date to these Disciplinary Rules.

Underperformance

It is clearly essential that Employees maintain satisfactory performance standards in their work for **SHOFAR DAYCARE NURSERY**. Such standards will be based on the Employee's capabilities and the reasonable expectations of **SHOFAR DAYCARE NURSERY**, taking into account the Employee's previous standards of work performance at **SHOFAR DAYCARE NURSERY** (or, in the case of a new Employee, the abilities and experience stated by the new Employee in any job application and/or interview for a position at **SHOFAR DAYCARE NURSERY**) and, where appropriate, the performance standards of other employees performing the same or similar work.

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An Employee will always be told the nature of any concerns about his or her underperformance.

Minor disagreements

Minor disagreements among pre-school staff, or between staff and Head teacher, can usually be resolved at the regular staff management meeting or informally by discussion.

Procedures

At every stage the employee should be given reasonable, notice (five days) that a disciplinary hearing is due to take place to give him/her the opportunity to prepare his/her case, and s/he should be offered the opportunity to be accompanied by a colleague or union representative if s/he wishes. The disciplinary panel in a committee-run group should consist of the pre-school Headteacher and one nominated committee colleague, who should ensure that confidentiality is maintained within the panel.

1. Oral warning
 - i) The employee will be interviewed by the disciplinary panel who will explain the complaint.
 - ii) The employee will be given full opportunity to state his/her case.
 - iii) After careful consideration by the disciplinary panel, and if the warning is considered to be appropriate, the employee needs to be told:
 - a) what action should be taken to correct the conduct;
 - b) that s/he will be given reasonable time to rectify matters;
 - c) what training needs have been identified, with timescales for implementation;
 - d) what mitigating circumstances have been taken into account in reaching the decision;
 - e) that if s/he fails to improve then further action will be taken;
 - f) that a record of the warning will be kept; and
 - g) that s/he may appeal against the decision within a limited time period (five days).

2. Formal written warning

If the employee fails to correct his/her conduct and further action is necessary, or if the original offence is considered too serious to warrant an initial oral warning.

- i) The employee will be interviewed by the disciplinary panel who will explain the complaint and be given the opportunity to state his/her case. (Reasonable time (2 working days) must be allowed for the employee to prepare his/her case).
- ii) If a further formal warning is considered to be appropriate, this will be explained to the employee and a letter confirming this decision will be sent to the employee.
- iii) The letter will:
 - a) contain a clear reprimand and the reasons for it;
 - b) explain what corrective action is required and what reasonable time is given for improvement;
 - c) state what training needs have been identified, with timescales for implementation;
 - d) make clear what mitigating circumstances have been taken into account in reaching the decision;
 - e) warn that failure to improve will result in further disciplinary action which could result in a final written warning and, if unheeded, ultimately to dismissal with appropriate notice; and

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- f) explain that s/he has a right to appeal against the decision.

3. Final written warning

If the employee fails to correct his/her conduct and further action is necessary, or if the original offence is considered too serious to warrant any initial warnings.

- i) The employee will be interviewed and given the opportunity to state his/her case. (Reasonable time (2 working days) must be allowed for the employee to prepare his/her case).
- ii) If a final warning is considered to be appropriate, this will be explained to the employee and a letter confirming this decision will be sent to the employee.
- iii) The letter will:
 - a) contain a clear reprimand and the reasons for it;
 - b) explain what corrective action is required and what reasonable time is given for improvement;
 - c) state what training needs have been identified, with timescales for implementation;
 - d) make clear what mitigating circumstances have been taken into account in reaching the decision;
 - e) warn that failure to improve will result in further disciplinary action which could result in dismissal; and
 - f) explain that s/he has a right to appeal against the decision.

4. Dismissal

If the employee still fails to correct his/her conduct, then:

- i) the employee will be interviewed as before; and
- ii) if the decision is to dismiss, the employee will be given notice of dismissal, stating the reasons for dismissal and giving details of the right to appeal.

If the progress is satisfactory within the time given to rectify matters, the record of warnings in the individuals file will be destroyed.

Suspension

If the circumstances appear to warrant instant dismissal, an employee may be suspended with pay while investigations are being made. These should consist of obtaining written statements from all witnesses to the disciplinary incident, and from the employee who is being disciplined. Obviously these investigations should be carried out within as short a time as possible. OFSTED will be notified in these circumstances.

Instant dismissal is possible only in circumstances of gross misconduct. Examples of such misconduct would be:

- a) theft or fraud;
- b) ill-treatment of children;
- c) assault;
- d) malicious damage;
- e) gross carelessness which threatens the health and safety of others; or
- f) being unfit through use of drugs or alcohol.

Otherwise, an employee should not be dismissed without the appropriate warnings.

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Appeals

At each stage of the disciplinary procedure the employee must be told s/he has the right to appeal against any disciplinary action, and that the appeal must be made in writing to the chairperson within five days of a disciplinary interview. The appeal hearing should be heard, if possible within 10 days of receipt of the appeal. In a community group, two or three committee members - not, if possible, those involved in the initial disciplinary procedures - will serve as an appeals committee. In a privately-run group, manager(s) other than those involved in the earlier disciplinary stages should hear the appeal if at all possible. If this is not possible, the appeal group may consist of the same people as the original panel, and they must make every effort to hear the appeal as impartially as possible. The employee may take a colleague or trade union official to speak for her/him.

- a) The employee will explain why s/he is dissatisfied and may be asked questions.
- b) The Headteacher, manager or chair will be asked to put his/her point of view and may be asked question.
- c) Witnesses may be heard and may be questioned by the appeals committee and by the employee and the leader, owner, manager or chair.
- d) The committee will consider the matter and make known its decision.

A written record of the meeting will be kept.

Grievance procedure

If an employee is dissatisfied s/he must have the opportunity for prompt discussion with her/his immediate supervisor. If the grievance persists, a management panel should be set up for the purpose of further discussion, at which the employee may, if s/he wishes, be accompanied by a colleague.

There must be a right of appeal, to the management committee. At this level also, the employee's colleague or trade union official may be present.

The aim of the above procedure is to settle the grievance fairly and as near as possible to the point of origin. It is intended to be simple and rapid in operation.

Policy reviewed October 2019

Next review date October 2020



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Emergency Procedures- Quick reference guide for Shofar Staff

Emergency	Senior Staff	Admin	Room leaders/ Nursery Assistants	Special Responsibility	Children
Fire Alarm / Evacuation to the assembly point (Akiva School Playground or by security hut if dark)	<p>Fire wardens put yellow tabard on</p> <p>Proceed to rooms to assist evacuation process (baby room and toddlers first, to help with evacuation)</p> <p>Lifts not to be used during evacuation</p> <p>Oversee evacuation and make sure room leaders have done head count and all children / adults are present before moving to evacuation point. When all clear has been given by site manager oversee return to Nursery</p>	<p>Take individual class lists and visitors book</p> <p>Release evacuation cot on lower level and place in foyer.</p> <p>Help baby room staff evacuate building, then move to help toddlers, once all babies are out.</p>	<p>Help the children to evacuate as quietly and calmly as possible. Giving extra assistance to those who are having trouble with the noise of the alarm.</p> <p>Take registers</p> <p>Use evacuation cot and buggies in foyer for babies and toddlers.</p> <p>Collect evacuation bag from cloakroom (babies/ toddlers/ Pre-school wellie store</p> <p>Make sure all class are present (count numbers) before leaving Shofar vicinity and then proceed with class to Akiva playground. (security hut if dark)</p> <p>Complete register and head count</p>	<p>Exit out of the building must be kept clear at all times. Room leader or most senior member of the team to lead group out of building. Designated member of staff to check the toilets before leaving the building</p> <p>Make sure all doors are shut as you leave the room.</p>	<p>Children who can walk are to exit the building as quietly as possible with teacher supervision. Children who need help are to be taken from the building by an adult.</p> <p>Children should go to class assembly points by playground to be counted and then once we are confident all children are safe then move to evacuation point in Akiva playground (or by security hut if dark)</p>
Discovery a fire	Sound the alarm and proceed as ab	Sound the alarm proceed as above	Sound the alarm Proceed as above	Sound the alarm Proceed as above	Sound the alarm Proceed as above



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Emergency	Senior Staff	Admin	Room leaders/ Nursery Assistants	Special Responsibility	Children
Invacuation	Most senior member of staff takes radio from Sharon's office and their mobile phone and communicates via this with gatehouse and wait instructions.	Move to safe area with pre-school.	If outside come in quickly Keep children calm and quiet and help with nervous children	Room leader check all children are together Sharon or Baby Room Leader to take radio from Sharon's window sill to invacation point.	All children sit together in safe area Toilet area for babies and toddlers (unless sleeping and then move cots away from window). Lift entrance Rimon, toilet area Tamar
Telephone bomb threat	Follow site security / CST instructions with regards to procedure	Wait to hear from senior staff for instructions- follow evacuation procedures if need to	Wait to hear from senior staff for instructions- follow evacuation procedures if need to	Senior staff to obtain as much information as possible	Keep children engaged in activities until information has been passed down then proceed to evacuation procedure
Suspect package	Follow securities' instructions with regards to procedure	Follow securities' instructions with regards to procedure	Follow securities' instructions with regards to procedure	Person who discovers package inform senior staff and onsite security	Follow securities' instructions with regards to procedure
Suspect Vehicle	Follow securities' instructions with regards to procedure	Follow securities' instructions with regards to procedure	Follow securities' instructions with regards to procedure	Alert onsite security of vehicle and senior member of staff	Follow securities' instructions with regards to procedure
Intruder	Follow securities instructions with regards to procedure Ensure access to building is secure- doors and windows locked	Follow securities instructions with regards to procedure Ensure access to building is secure-doors and windows shut and locked	Follow securities instructions with regards to procedure Ensure access to building is secure- doors shut and locked	Person who has discovered intruder alert onsite security and senior staff	Follow securities instructions with regards to procedure Keep children together and in one room



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Emergency	Senior Staff	Admin	Room leaders/ Nursery Assistants	Special Responsibility	Children
Cold weapon or unarmed attack	Follow securities instructions with regards to procedure Ensure access to building is secure- doors and windows shut and locked	Follow securities instructions with regards to procedure Ensure access to building is secure- doors and windows shut and locked	Bring children inside Follow securities instructions with regards to procedure Ensure access to building is secure- doors and windows shut and locked	Person who has discovered intruder alert onsite security and senior staff	Follow securities instructions with regards to procedure Keep children together and in one room
Hot weapon attack	Follow securities instructions with regards to procedure Ensure access to building is secure- doors and windows shut and locked	Follow securities instructions with regards to procedure Ensure access to building is secure- doors and windows shut and locked	Bring children inside Follow securities instructions with regards to procedure Ensure access to building is secure- doors and windows shut and locked	Person who has discovered intruder alert onsite security and senior staff	Follow securities instructions with regards to procedure Keep children together and in one room

Policy reviewed October 2019

Next review date October 2020



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Equal learning opportunity statement

At Shofar we recognise that children learn in different ways and at different rates and plan for this accordingly. Our aim is to support all children attending the nursery to attain their maximum potential within their individual capabilities.

We provide a positive play environment for every child, so they may develop good social skills and an appreciation of all aspects of this country's multi-cultural society. We plan learning experiences to ensure, as far as practical, there is equality of opportunity for all children and a celebration of diversity. As well as promoting British values such as by promoting sharing, good manners and being kind to others.

We maintain a personalised record of every child's development, showing their abilities, progress, interests and areas needing further staff or parental assistance.

For children whose home language is not English, we will take reasonable steps to:

- Provide opportunities for children to develop and use their home language in play and learning and support their language development at home; and
- Ensure that children have sufficient opportunities to learn and reach a good standard in English language during the EYFS, ensuring that children are ready to benefit from the opportunities available to them when they begin year 1.

We ensure that the educational programmes are well planned and resourced to have depth and breadth across the seven areas of learning. They provide interesting and challenging experiences that meet the needs of all children. Planning is based on a secure knowledge and understanding of how to promote the learning and development of young children and what they can achieve.

We implement the Early Years Foundation Stage (EYFS) set by the Department for Education that sets standards to ensure all children learn and develop well. We support and enhance children's learning and development holistically through play-based activities. We review all aspects of learning and development and ensure a flexible approach is maintained, which responds quickly to children's learning and developmental needs. We develop tailor-made activities based on observations which inform future planning and draw on children's needs and interests. This is promoted through a balance of adult-led and child-initiated opportunities both indoors and outdoors.

Direct observation is supplemented by a range of other evidence to evaluate the impact that practitioners have on the progress children make in their learning, including:

- evidence of assessment that includes the progress of different groups of children
- assessment on entry, including parental contributions
- two-year-old progress checks (where applicable)
- on-going (formative) assessments, including any parental contributions
- Tapestry summative assessment information.

We acknowledge parents as primary educators and encourage parental involvement as outlined in our Parents and Carers as Partners policy. We build strong home links in order to enhance and extend children's learning both within the nursery environment and in the child's home.

Policy reviewed October 2019
Next review date October 2020



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Equipment and Resources

At Shofar we believe that high-quality care and early learning is promoted by providing children with safe, clean, stimulating, age and stage appropriate resources, toys and equipment.

To ensure this occurs within the nursery, including in our outdoor areas, we will:

- Provide play equipment and resources which are safe.
- Make sure that resources being used are relevant and age related for each room.
- Provide resources of a variety which reflect and are relevant to the seven areas of learning. Making sure that the resources we buy hold a purpose for learning and developing.
- Provide resources to meet children's individual needs and interests
- Select books, equipment and resources which promote positive images of people of all races, cultures, ages, gender and abilities, are non-discriminatory and do not stereotype
- Store and display resources and equipment where all children can where possible independently choose and select them
- Newly purchased equipment and resources will be checked and risks assessed when delivered and unpacked. If it is broken or the nursery staff deem it as an inappropriate resources it will be sent back to provider.
- Risk assessments to be made regularly to assistant broken or out of date equipment.
- Encourage children to respect the equipment and resources and tidy these away when play has finished. This is into a designated place via use of silhouettes or pictures that the children can match the resource to.
- During the Covid-19 outbreak, only resources and equipment that is washable will be used. These will be cleaned daily.

Policy reviewed May 2020

Review date October 2020



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First Aid

Shofar will aim to have as many staff as possible first aid trained. The whole staff team will renew their training after three years.

Our first aid kit complies with the Health and Safety (First Aid) Regulations 1981 and contains the following items only:

- Triangular bandages (ideally at least one should be sterile) - x 4.
- Sterile dressings:
- Medium (formerly Large No 9) - x 3.
- Large (formerly Extra Large No 3) - x 3.
- Sterile eye pads (with bandage or attachment)
- Container or 6 safety pins 1.
- Vinyl Gloves
- Vent Aid
- Guidance card as recommended by HSE 1.

In addition to the above the first aid box must also contain:

- 1 disposable apron
- 2 pairs of disposable gloves
- Scissors
- A child's forehead strip thermometer. In addition to these, there will also be ear thermometers available, one for each floor which will be kept with the first aid box.

When equipment is used from the first aid box it needs to be disposed of accordingly, all dressings, gloves and aprons must be wrapped up together and placed in the bin immediately. If any disposable item has been used from the first aid box it needs to be replaced straight away. All items must be returned after use. First aid boxes must be kept out of reach of children but accessible to staff at all times.

All accidents must be recorded on an accident form, all relevant information must be written down by the member of staff who has witnessed the accident and the form must be signed and dated. Parents must be informed when they collect their child from nursery; they too must sign the accident form.

Any staff member dealing with any accident must protect themselves, and the injured person/ child by using PPE. The Staff member dealing with any serious accident, including any that involves any bleeding, (other than a minor graze to a knee or arm) must inform a senior member of staff, such as The Headteacher, Deputy Head teacher, or Third in Charge as soon as possible. The senior staff member will make a decision whether to call the parent to notify them in advance of collection.

We will telephone the parent if a child gets a bump to the head in advance of collection, a sticker must be placed on the back of a child's top after the accident for all staff to be made aware of the

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accident and so they can keep an eye on the child for any signs of concussion. If they are not collected by their parent the carer will be shown the sticker and be informed about the accident. If a child requires urgent medical attention, a senior member of staff will accompany them to Hospital. We will inform the parents straight away, and they will be requested to meet their child and senior member of staff at the hospital.

Administering medicine:

If a child has been unwell and requires antibiotics or another prescribed drug, a first aider will administer the medicine. Before this is allowed to be done parents are required to fill out a medicine form with all the relevant information and sign it. Medicine Forms are available in each classroom or staff can print these out from the computer.

We are unable to administer over the counter medicine such as Calpol/ Paracetamol or Nurofen/ Ibuprofen unless a medical practitioner has prescribed this as we are concerned about overdosing and keeping sick children at nursery, when they should be at home to avoid illnesses spreading.

The Headteacher and Deputy have an emergency supply of Calpol, and Nurofen, which they would be able to administer in an emergency with parental permission, if collection is not immediate. In an emergency permission can be given over the phone, but must be followed up in writing. The child must still be collected as a matter of urgency.

The team-attended first aid training on 26th July 18 and this training is renewable after 3 years. Staff employed after this date will attend the first available course.

Policy reviewed May 200

Next review date October 2020



Sharon Lee
Head teacher of Shofar



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Health and safety

At Shofar we provide and maintain safe and healthy conditions, equipment and systems of work for our employees and a safe learning environment in which children can learn and are cared for.

Aims and objectives:

This policy is to outline that all persons who enter our premises are aware of the steps to take to ensure the health, safety and wellbeing of all.

Under normal times, we believe the risks in the nursery environment are low and we will maintain the maximum protection for children, staff and parents. During the Covid-19 outbreak, additional safety measures will be in place to ensure that the nursery is as safe as possible for the children, their families and the teachers.

The nursery will:

- Ensure all entrances and exits to and from the building are clearly marked, including fire exits which must remain clear at all times
- Ensure that all staff, visitors, parents and children are aware of the fire procedures and that regular fire drills are carried out
- Have the appropriate fire detection and control equipment which is checked regularly to make sure it is in working order
- Make visitors and members of staff aware of what to do in the event of a fire.
- Follow the evacuation procedure which is displayed around the building
- Regularly check the premises room by room for structural defects, worn fixtures and fittings or electrical equipment for all potential risks but be notified in the risk assessments which will be completed at the beginning and the end of each day by members of staff as instructed to do so by the room leaders
- Children and teachers will be allocated to bubble groups to minimise the risk of cross infection
- Ensure that daily cleaning of all toys is made and any non-washable toys, furnishings and resources are removed.
- Frequently wash all door handles, toilets, hand rails and ensure this is completed at least three times throughout each day.
- Ensure that toileting and hand washing is supervised. Toilets, flushers, taps and door handles in toilets, must be cleaned before and after use by bubble leader.
- Ensure that all members of staff are aware of the procedure to follow in case of accidents for staff, visitors and children (see accident and first aid procedure). First aider must wear gloves, apron and a mask when administering first aid.

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- Ensure that all members of staff take all reasonable action to control the spread of infectious diseases and wear protective gloves and clothing where appropriate
- Ensure there are suitable hygienic changing facilities, **staff must wear aprons, gloves and masks when helping children with personal care and bottle feeding.** (see nappy and toilet training policy)
- Prohibit smoking on the nursery premises
- Prohibit any contractor from working on the premises without prior discussion with the person in charge
- Encourage children to manage risks safely and prohibit running inside the premises unless in designated areas.
- Risk assess all electrical sockets and take appropriate measures to reduce risks where necessary and ensure no trailing wires are left around the nursery
- Ensure all cleaning materials are placed out of the reach of children and kept in their original containers
- Wear protective clothing when cooking or serving food
- Prohibit certain foods that may relate to children's allergies, e.g. peanuts are not allowed in the nursery
- Follow the allergies and allergic reactions policy for children who have allergies
- Ensure risk assessments are undertaken on the storage and preparation of food produce within the nursery
- Familiarise all staff **and visitors** with the position of the first aid boxes and ensure all know who the appointed first aiders are
- Provide appropriately stocked first aid boxes and check their contents regularly
- Ensure children are supervised at all times
- Ensure no student or volunteer is left unsupervised at any time.

All employees have the responsibility to co-operate with senior staff and the manager to achieve a healthy and safe nursery and to take reasonable care of themselves and others.

Whenever a member of staff notices a health or safety problem which they are not able to rectify, they must immediately report it to the head teacher or deputy head teacher in her absence.

We will endeavour to keep our staff updated on the health and safety laws and procedures and make sure any training related to health and safety is kept up to date.

Policy reviewed May 2020

Next review date October 2020



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Healthy Eating

At Shofar we recognize the importance of a healthy diet in children's development. We understand how a poor diet can affect a child's development and are dedicated to promoting and enforcing a healthy diet within our nursery.

At Shofar we have a very experienced caterer who is dedicated to providing healthy, nutritious and well balanced meals. He will, alongside the senior staff, make sure that the menu has appealing meals for all children.

- All ingredients and food that are brought into the nursery must be kosher or suitable for vegetarians.
- Cookery activities will be planned with healthy eating in mind and recipes that promote this will be chosen wherever possible. Cakes and biscuits will be kept to a minimum.
- Fresh drinking water will be available at all times and children will be encouraged to help themselves whenever thirsty and encouraged to drink plenty during hot weather.
- As we are a nursery that provides all day care we will provide breakfast, lunch and tea as well as regular snack times throughout the day.
- As stated above all these meals will be provided for by our chef.
- We shall use Ribena no-sugar for Kabbalat Shabbat each Friday as a substitute for Kiddush wine.
- On special occasions such as parties and religious celebrations we may offer the children diluted fruit juice as an alternative drink.
- Parents and carers will be informed of the healthy eating policy from the beginning and consulted on their children's dietary and medical needs regularly.
- If a child has an allergy we must be made aware of this on their arrival to the nursery and the chef will be notified, so he can come up with alternative meal options. The nursery is a nut free zone.
- Practitioners should set an example by eating the same food as the children and sharing in this social time.
- All staff should have an awareness of safe food handling and hygiene and should promote good practice to children by example; e.g. wash their hands before handling food or eating meals and snack.
- When a child is celebrating a birthday the parents will be allowed to bring in small fairy cakes. Party bags will be discouraged. Cakes must be nut free and parents must supply us with a list of allergens for our files.

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Home working Policy

Shofar is committed to implementing working arrangements which support high standards of service delivery, and promote work-life balance. Home working will assist the pre-school to achieve these objectives.

Aim

We aim to provide a good understanding of every child's needs. Each Key person will update child development files and their Tapestry online learning journal as and when required primarily at pre-school or if necessary at home, working in a secure environment.

Methods

- The policy applies to all CRB/DBS checked and cleared key persons of Shofar.
- Child specific information taken home will be the minimum relevant required to do the task. At all other times child specific information will not be taken off Shofar site.
- Secure transportation of confidential information will consist of information kept in an opaque folder and held by the key person only. The key person shall be held personally responsible and liable for the safety of confidential information during transportation to and from Shofar.
- Child specific information must not be kept at home.
- A secure environment will consist of: a safe place away from all family or other persons in the vicinity, installation of a personal firewall and adequate virus protection on all home working equipment, and the return of confidential waste to the pre-school to be shredded before disposal.
- All information taken out of nursery will be treated with confidentiality and employees will be bound by the pre-schools confidentiality policy.
- Child specific information will not be allowed across the internet unless encrypted, unless it is through the secure Tapestry portal.
- Staff must not save passwords to gain access to gain access to Tapestry portal on personal computers.

Policy reviewed October 2019

Next review date October 2020



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Illness and Exclusion Policy

Condition / Illness	Time that your child may not attend Shofar from the onset of illness	Notes
COVID-19	Where it is suspected that a child has COVID-19, parents must book a test by calling 111. The whole 'bubble' group will remain at home until the result is known. If the test result is negative, the child and the rest of their 'bubble' can return to nursery. If the test result is positive, the whole 'bubble' will have to remain at home for a minimum of 14 days – longer if they develop symptoms in this time	We will not be allowing children/ teachers with positive test results back after 7 days, as they will not have a 'bubble' group to return to. If a member of a child's household has any symptoms of COVID-19, or a positive test result, the child will have to stay at home for 14 days.
Diarrhoea and/or vomiting	48hrs from the last bout of sickness or diarrhoea	A longer period may be appropriate for children under 5yrs. Usually there is no specific treatment or diagnosis.
Salmonella	Advice should be sought from Communicable Disease Control	
Chicken Pox	5 days from the onset of the rash	Exclusion may be longer if spots have not healed or crusted over
Cold Sores/Herpes simplex	None	
German Measles (Rubella)	5 days from the onset of the rash	Children are most infectious before the onset of the rash: most children are immune due to immunisation.
Measles	5 days from the onset of the rash	Due to immunisation measles is now rare in the UK
Hand Foot and Mouth	Usually none unless blisters on hands and feet or in the mouth	If child has blisters an exclusion period of between 4-8 days will apply
Impetigo	Until lesions are crusted or healed	Antibiotic treatment required
Ringworm	Until the child has received treatment from GP	Treatment from your GP is important
Roseola	None	Usually a mild illness
Scabies	Until treatment received	Child can return after treatment from GP, all people in household should be treated
Scarlett Fever	5 days after commencement of antibiotics	Treatment by GP is important
Slapped Cheek (Fifth disease Parvovirus)	None	Usually infectious before child becomes unwell
Flu	48 hours	Flu is most infectious at onset of symptoms
Whooping Cough	5 days from antibiotic treatment	Antibiotic treatment recommended, non infectious coughing may continue for many weeks
Tuberculosis	Communicable Disease Control will advise	



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Conjunctivitis	24 hours from commencement of treatment by GP	
Head lice	Until hair has been treated	Treatment only recommended in cases where live lice have definitely been seen. Treatment recommended for the whole family
Hepatitis A	5 days from the onset of jaundice or stools going pale	
Mumps	5 days from swollen glands	Child most infectious before diagnosis made, most children should be immune due to immunisation

Thread Worms	None	Treatment recommended, transmission uncommon
Tonsillitis	None	Usually due to a virus, antibiotics not usually required. Antibiotics required for streptococcal
Meningococcal meningitis/septicaemia	Communicable Disease Control will advise	
Meningitis not due to Meningococcal infection		Once child is well and risk of infection is gone
HIV/AIDS		HIV is not infectious through casual contact
Hepatitis B and C		More infectious than HIV

Females – Pregnancy

Some infections, if caught by a pregnant woman, can pose a danger to the unborn child. You should contact your GP or ante natal carer to check your immunity if you come into contact with chicken pox, slapped cheek disease (parvovirus) or German Measles (Rubella)

Policy reviewed May 2020

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Immunisations

At Shofar we expect that children are vaccinated in accordance with the Government's health policy and their age. We ask that parents inform us if their children are not vaccinated so that we can manage any risks to their own child or other children/staff/parents in the best way possible. Management must be aware of any children who are not vaccinated within the nursery in accordance with their age.

We make all parents aware that some children in the nursery may not be vaccinated, due to their age, medical reasons or parental choice. Our nursery does not discriminate against children who have not received their immunisations and will not disclose individual details to other parents. However, we will share the risks of infection if children have not had immunisations and ask parents to sign a disclaimer.

We record, or encourage parents to record, information about immunisations on children's registration documents and we update this information as and when necessary, including when the child reaches the age for the appropriate immunisations.

Staff vaccinations policy

It is the responsibility of all staff to ensure they keep up to date with their vaccinations for:

- Tetanus
- Tuberculosis
- Rubella
- Hepatitis
- Polio

and keep the nursery informed.

If a member of staff is unsure as to whether they are up to date, then we recommend that they visit their GP or practice nurse for their own good health.

Emergency information

We keep emergency information for every child and staff members and update it regularly with regular reminders to parents in newsletters, at parents' evenings and a reminder notice on the Parent Information Board.

Policy reviewed October 2019

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Inclusion and Equality

At Shofar we take great care to treat each individual as a person in their own right, with equal rights and responsibilities to any other individual, whether they are an adult or a child. We are committed to providing equality of opportunity and anti-discriminatory practice for all children and families according to their individual needs. Discrimination on the grounds of gender, age, race, religion or belief, marriage or civil partnership, disability, sexual orientation, gender reassignment, pregnancy or maternity, ethnic or national origin, or political belief has no place within our nursery.

A commitment to implementing our inclusion and equality policy will form part of each employee's job description. Should anyone believe that this policy is not being upheld, it is their duty to report the matter to the attention of the Head teacher at the earliest opportunity. Appropriate steps will then be taken to investigate the matter and if such concerns are well-founded, disciplinary action will be invoked under the nursery's disciplinary policy.

The nursery and staff are committed to:

- Recruiting, selecting, training and promoting individuals on the basis of occupational skills requirements. In this respect, the nursery will ensure that no job applicant or employee will receive less favourable treatment because of age, sex, gender reassignment, disability, marriage or civil partnership, race, religion or belief, sexual orientation, pregnancy or maternity/paternity which cannot be justified as being necessary for the safe and effective performance of their work or training
- Providing a childcare place, wherever possible, for children who may have learning difficulties and/or disabilities or are deemed disadvantaged according to their individual circumstances, and the nursery's ability to provide the necessary standard of care
- Making reasonable adjustments for children with special educational needs and disabilities
- Striving to promote equal access to services and projects by taking practical steps (wherever possible and reasonable), such as ensuring access to people with additional needs and by producing materials in relevant languages and media for all children and their families
- Providing a secure environment in which all our children can flourish and all contributions are valued
- Including and valuing the contribution of all families to our understanding of equality, inclusion and diversity
- Providing positive non-stereotypical information
- Continually improving our knowledge and understanding of issues of equality, inclusion and diversity
- Regularly reviewing, monitoring and evaluating the effectiveness of inclusive practices to ensure they promote and value diversity and difference and that the policy is effective and practices are non-discriminatory
- Making inclusion a thread, which runs through the entirety of the nursery, for example, by encouraging positive role models, via the use of toys, imaginary play and activities, promoting non-stereotypical images and language and challenging all discriminatory behaviour (see dealing with discriminatory behaviour policy).

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Admissions/service provision

The nursery is accessible to all children and families in the local community and further afield through a comprehensive and inclusive admissions policy.

The nursery will strive to ensure that all services and projects are accessible and relevant to all groups and individuals in the community within targeted age groups.

Recruitment

Recruitment, promotion and other selection exercises such as redundancy selection will be conducted on the basis of merit, against objective criteria that avoid discrimination. Shortlisting should be done by more than one person if possible.

All members of the selection group will be committed to the inclusive practice set out in this policy and will have received appropriate training in this regard.

Application forms will be sent out along with a copy of the equal opportunities monitoring form. Application forms will not include questions that potentially discriminate on the grounds specified in the statement of intent.

Vacancies should generally be advertised to a diverse section of the labour market. Advertisements should avoid stereotyping or using wording that may discourage particular groups from applying.

At interview, no questions will be posed which potentially discriminate on the grounds specified in the statement of intent. All candidates will be asked the same questions and members of the selection group will not introduce nor use any personal knowledge of candidates acquired outside the selection process. Candidates will be given the opportunity to receive feedback on the reasons why they were not successful.

Although you should no longer ask any health related questions prior to offering someone work in accordance with the Equality Act 2010, the national College for Teaching and Leadership provides further guidance specific to working with children:

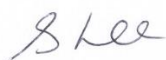
Staff

It is the policy of Shofar day-care nursery not to discriminate in the treatment of individuals. All staff are expected to co-operate with the implementation, monitoring and improvement of this and other policies. All staff are expected to challenge language, actions, behaviours and attitudes which are oppressive or discriminatory on the grounds specified in this policy and recognise and celebrate other cultures and traditions. All staff are expected to participate in equality and inclusion training.

Staff must report any discriminatory behaviours observed.

Policy reviewed October 2019

Review date October 2020



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Drop-off and Late Collection

Parents are encouraged where possible to follow the staggered drop off and collection times during Covid-19 outbreak

- On arrival parents are requested to pass the care of their child to a certain member of staff (hopefully this will be the child's key worker, if they are on shift) giving nursery/home feedback record if appropriate
- Staff must register the child's arrival in the attendance record and if possible have a brief chat with the parent dropping off about any specific information.
- If the child needs medication that is prescribed by a doctor or pharmacist please ask parent to fill in a medicine consent form (please read first aid form for more information.) [Parents can complete this online and e-mail consent during Covid-19 outbreak](#)
- If a child is being collected by someone who is not their regular pick up person staff must be informed in the morning, it must also be written down on the nursery sheet on the notice board
- Under no circumstances is a child to be released to anyone unknown to the nursery staff. If someone other than the parents come to collect a child the parents must be rung immediately to check this arrangement. The child must stay with the nursery staff until authorisation is given. Parents at this time must be informed that they need to give nursery staff notice of anyone else other than them picking up their child.
- On collection, staff, where possible, should have a chat with the parents about the child's day and feedback on what their child has done that day, any progress they have made, how they have eaten, if they have any accidents, how they have done with their toilet training if this is relevant.
- The parents can also gain this information through the sleep and meal feedback sheets which will be filled out by the child's key worker at the end of the day and placed on the notice boards.
- Once the child has been handed over to their adult their absence must be marked in the register.
- If a child is collected after the agreed time a charge of £15 for the first quarter hour and £2 per minute thereafter maybe imposed. Parents are informed of this when they register their child at Shofar.
- If a parent does not turn up at the end of their child's session, attempts will be made to contact them, failing that we will make attempts to contact other adults stated on their registration form such as childminders/ grandparents.
- If the Headteacher is not on site she is to be contacted immediately. If the Headteacher is on leave or out of contact, the Deputy Headteacher is to be notified. (3rd in charge if both Headteacher and Deputy Headteacher absent)
- If this is also not possible we will contact the local authority children's social care team/multi-agency safeguarding to inform them of the situation.
- Two members of staff will wait on the premises until the child has been collected. No member of staff is to take the child home with them.
- A full incident report is to be completed after the event.

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Adults arriving under the influence of alcohol or drugs

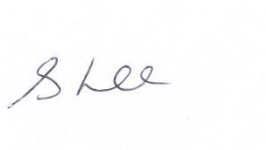
- If an adult turns up to collect a child and a member of staff is concerned they may be under the influence of alcohol or drugs a senior member is to be informed immediately.
- The child is to be kept on the premises until the situation has been assessed.

Arrivals and departures of visitors

For arrivals and departures of visitors the nursery requires appropriate records to be completed on entry and exit e.g. in the visitors' book kept by the front door in foyer.

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Review date October 2020



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Looked after children

At Shofar we are committed to providing a welcoming and inclusive quality environment for all children and families.

Our policy

Our nursery treats each child as an individual. We recognise that for young children to get the most out of educational opportunities they need to be settled appropriately with their carer. We will discuss with the child's carer, and social worker where applicable, the length of time the child has been with the carer before they start nursery to establish how secure the child feels and whether they are ready to be able to cope with further separation, a new environment and new expectations made upon them.

We are aware that there are a number of reasons why a child may go into care and these reasons may or may not include traumatic experiences or abuse. All our practitioners are committed to doing all they can to support all children to achieve their full potential. The nursery staff team are all trained to understand our safeguarding policy and procedures. Additional training to support children's individual needs will be planned for where appropriate. Practitioners are supported by management at all times and we have an open door policy if they need to discuss any sensitive issues regarding the child.

Where applicable, we contribute to any assessment about the child, such as those carried out under the Common Assessment Framework (CAF) or Early Help Assessment (EHA) and to any multi-agency meetings, case conferences or strategy meetings in relation to the child's learning and development. The designated person for looked after children and/or the child's key person will attend meetings as appropriate.

The designated persons for 'looked after children' is the manager and deputy.

Each child is allocated a key person. The key person will support the child initially with transition and settling in and then continue to support and build up a relationship with the child, carers and any other agencies involved. Regular contact will be maintained with the carers throughout the child's time at the nursery and with the social worker or other professionals when needed.

Policy reviewed October 2019

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Lost Child

At Shofar we are committed to promoting children's safety and welfare. In the unlikely event of a child going missing within/from the nursery, we have the following procedure which will be implemented immediately:

Lost child from Nursery:

- The nursery Head teacher (Sharon Lee) will be informed immediately, if Sharon is off site, staff must report to the deputy Head teacher (Tashi Ungar) or third in charge (Irene Garcia).
- Staff will be deployed with the responsibility of the initial search, other staff will stay with the children.
- A search of the nursery will be carried out first, including ALL rooms and floors. If the child has not been found after this a search of the surrounding areas will be completed.
- Security must be informed
- At this point the person in charge will contact the police and follow police protocol, the parents of the missing child will also be contacted.
- Whilst these phone calls are being made a second search of the nursery and surrounding areas will be conducted.
- The person in charge will meet with the police and parents
- An incident report must be filled out as soon as possible
- Ofsted must be contacted and informed of incident
- Staff must remain calm at all times and not alarm the other children.

Lost child on a trip:

- The trip organiser must be informed immediately, they will inform all other adults on the trip and as above a member of staff will be allocated to conduct a search of the surrounding area. The group must now all stay together.
- If possible, in house security must be informed.
- The trip organiser will inform the police and then contact the nursery to inform them of the situation.
- A search of the child, with other members of staff will continue whilst these calls are being placed. The remaining children should always have adult supervision.
- As stated above an incident report must be filled out at the earliest possible time and Ofsted must be informed of incident.

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Manual Handling

At Shofar we recognise that staff need to carry out manual handling especially in relation to lifting children. A variety of injuries may result from poor manual handling and staff must all be aware and adhere to the nursery's manual handling policy. We instruct all staff in correct handling techniques and expect them to follow these to minimise the risks of injury

We know that lifting and carrying children is different to carrying static loads and therefore our manual handling training reflects this. All staff will receive training in manual handling within their first year of employment and will receive ongoing training as appropriate.

Procedure:

- Before lifting a plan should be made and these factors should be considered, what you are lifting, where it needs to go, how far you are carrying it and what route you are taking to get there.
- Ensure that you are capable of undertaking the task before you do it.
- Assess the size and weight, making sure you have the right amount of people to carry it with you..(During Covid-19 outbreak, try to carry only with adults in your bubble group)
- If possible, use specialist moving equipment for example a trolley to move the heavy load.

Lifting:

Always lift using the correct posture:

- Bend the knees slowly, keeping the back straight
- Tuck the chin in on the way down
- Lean slightly forward if necessary and get a good grip
- Keep the shoulders level, without twisting or turning from the hips
- Try to grip with the hands around the base of the load
- Bring the load to waist height, keeping the lift as smooth as possible.

Carrying a child:

- If the child is old enough, ask them to move to a position that is easy to pick up, and ask them to hold onto you as this will support you and the child when lifting
- Do not place the child on your hip, carry them directly in front of you in order to balance their weight equally
- Wherever possible, avoid carrying the child a long distance
- Where a child is young and is unable to hold onto you, ensure you support them fully within your arms
- Avoid carrying anything else when carrying a child. Make two journeys or ask a colleague to assist you

Shofar Daycare Nursery Sternberg Centre, East End Road, N3

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If you are pregnant or have a health problem that stops you from lifting and moving heavy objects, please speak to the Head teacher or Deputy Head teacher.

Even whilst following these guidelines injuries can occur, if this does happen please inform the Head teacher or Deputy Head teacher as soon as possible.

Policy reviewed May 2020

Review date October 2020

Sharon Lee
Head teacher of Shofar



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Mobile phone and social network

At Shofar we strive for the highest level of professionalism and care, this is reflected in our staff who will always be attentive during their working hours to ensure the safety and well-being of all the children within our setting.

We expect our staff to be responsible with their use of social media in connection to Shofar and our parents and not befriend parents on Facebook and other social media sites. We also ask parents and visitors to abide by our policy.

Procedure:

- Phones must be kept in staff lockers throughout the duration of their shift.
- They may only be taken out on designated breaks and used in the staff room or off the premises.
- No photo of any child must be taken on any phone.
- No photo should be posted on a social media site by the nursery or individual staff member, unless we have parental permission to post onto our Facebook site.
- If any member of staff fails to correspond to the above procedure the senior staff will begin the disciplinary procedure which could result in dismissal.

Parents will also be asked to refrain from using their mobiles whilst dropping off and collect their child from nursery.

Policy reviewed October 2019

Review date October 2020



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Nappy changing

At Shofar we endeavour to put the care and well-being of every child as paramount. No child is excluded from participating in the nursery who may, for any reason, not yet be toilet trained and who may still be wearing nappies or equivalent. Work is carried out with parents towards toilet training, unless there are medical or other developmental reasons why this may not be appropriate at the time.

Procedure

- Children will be changed routinely 3 times a day. These times will be mid-morning, after their sleep and mid after-noon.
- If a child soils themselves in between changing times they will be changed immediately. This also applies if a staff member feels a child's nappy is particularly wet.
- If a child develops nappy rash, creams provided by the parent must be applied at every change.
- Staff will check children's nappy throughout the day to establish if they need additional changing.
- If a child develops particularly bad nappy rash they must be changed more regularly than the usual routine.
- All staff members must participate in the changing of nappies. Pregnant staff will be assessed to ensure their suitability and safety. **During Covid-19 outbreak, pregnant staff will not change nappies**
- Gloves and plastic aprons (**and masks during the Covid 19- outbreak**) must be worn at all times during the changing process, making sure that after every child has been changed they throw away the gloves and put on new ones.
- The changing mat is to be covered with nappy roll which must be changed after every child has been changed.
- Nappies, wipes, gloves and aprons must be disposed of immediately in the nappy bins provided.
- The nappy bin must be emptied every day at the end of the last shift and if necessary during the course of the day.
- Once children are at the toilet training stage their key worker should discuss with their parents this process and work together to train the child.
- Children must never be forced to sit on the toilet if they do not want too.
- If a child has an accident whilst training such as soiling or wetting themselves they must be changed immediately and their clothes wrapped up in a plastic bag and labelled for the parents to take home.
- Staff members must never make inappropriate comments about children's genitals at any point.

Policy reviewed May 2020
Review date October 2020



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Outdoor Play


At Shofar we believe allowing continuous access to an outdoor space is critical for early childhood. This is because many of the developmental task such as exploring, risk taking, fine and gross motor skills development and taking in knowledge of the world around them can be effectively gained through outdoor play. We will aim to provide not only a stimulating environment inside but extend it to the outside and use the space in a fun, intriguing and educational way. Allowing children to develop their skills within in a safe environment but allowing them to take their own risks will enhance their development.

Procedure:

- Parents will be informed on their child's settling week that this is our policy towards the outside.
- Throughout the day there will be as continuous access to the outside as possible.
- Staff must be responsible for checking the staff to child ratios
- Outdoor activities must follow a similar planning process to that of indoor planning, linking activities where possible.
- All areas of learning must be represented in the outdoor area everyday day. Physical, Personal, social and emotional, Communication and language, Maths, Expressive art and design and Literacy, Understanding of the world.
- Books are included in the outside provision and where possible they should be linked with either the topic or outside learning.
- Before activities are set up a member of staff must go outside and do a risk assessment of the space and equipment.
- Older children may be asked to support staff with the risk assessment so they learn about risks.
- All children will have access to the outdoor space no matter what the weather, unless it is torrential rain or extremely cold. (Parents will also be informed of this.)
- Children who are well enough to attend Nursery are well enough to access the outdoor area and parents must be informed that is our policy.
- Splash suits are provided by the nursery; which children will wear if it rains to enable them to go outside.
- Wellington boots should be provided for by their parents for all walking children.

Policy reviewed October 2019

Review date October 2020



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Outings and trips

We will take the children to a range of local outings plus trips that are further afield if we are able to provide adequate adult- child ratios. We believe that planned outings and visits complement and enhance the learning opportunities inside the nursery environment and extend children's experiences. We always seek parents' permission for children to be included in such outings.

Visits and outings are carefully planned using the following guidelines, whatever the length or destination of the visit:

- A senior member of staff will do a full risk assessment of the trip, before the trip takes place to assess the risks or hazards, which may arise for the children, and identify steps to be taken to remove, minimise and manage those risks and hazards.
- A visit of the chosen venue, if visited for the first time, or if the last visit was a long time before, will be visited prior to any trip, so that risks can be assessed first hand.
- Parental permission will be sought for before any child is taken of the premises, through written permission.
- The same rules apply with regards to staff child ratio during trips, however where possible we would prefer to exceed the normal ratios. Parent / carer helpers will be encouraged to help and support. No helper on the trip should be left alone with a child that is not their own.
- At least one, if not more, member/s of staff going on the trip will be first aid trained and a first aid pack will be taken on the trip. The room leader will be responsible for checking the kit is properly stocked.
- A completed trip register together with all parent and staff contact numbers will be taken on all outings.
- Children will be counted regularly throughout the course of the trip.
- All staff and children will be easily recognisable by other members of the group by wearing high visibility vests/jackets
- The nursery name, number and mobile number will be displayed on a sticker, attached to each child
- All staff will take their mobiles on the trip to be used in case of an emergency. Staff will have all relevant numbers programmed into their phones including Shofar's number, Sharon's, Tashi's and Irene's personal mobiles. These mobiles are only to be used in an emergency.
- In the event of an accident, staff will assess the situation. If required, the group will return to nursery immediately and parents will be contacted to collect their child.
- In the event of a serious accident an ambulance will be called at the scene, as well as parents being contacted. One member of staff will accompany the child to the hospital, and the rest of the group will return to the nursery.
- Short of an emergency staff must not use their mobile phones for personal calls during the trip.

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Risk assessment:

This plan will include details of:

- The name of the designated person in charge - the outing leader
- The name of the place where the visit will take place
- The estimated time of departure and arrival
- The number of children, age range of children, the ratio of staff to children, children's individual needs and the group size
- The equipment needed for the trip, i.e. first aid kit, mobile phone, coats, safety reins, pushchairs, rucksack, packed lunch etc.
- Staff contact numbers
- Method of transportation and travel arrangements (including the route)
- Financial arrangements
- Emergency procedures
- The name of the designated first aider and the first aid provision
- Links to the child's learning and development needs.

Policy reviewed October 2019

Next review date October 2020



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Parental Conflict resolution

At Shofar we believe that we have a strong partnership with our parents and an open door policy to discuss any matters arising (if applicable).

In the unlikely event that a parent starts to act in an aggressive or abusive way at the nursery, our policy is to:

- Direct the parent away from the children and into a private area such as the office (where appropriate)
- Ensure that a second member of staff is in attendance, where possible, whilst continuing to ensure the safe supervision of the children
- Act in a calm and professional way, ask the parent to calm down and make it clear that we do not tolerate aggressive or abusive language or behaviour
- Contact the police if the behaviour escalates
- Once the parent calms down, the member of staff will then listen to their concerns and respond appropriately
- An incident form will be completed detailing the time, reason and action taken
- Management will provide any support and reassurance that staff may need following the experience, and seek further support where necessary
- Management will also signpost parents to further support where applicable
- Staff will protect the privacy of the children in our care and ensure that information regarding the incident is kept confidentially.
- A parent maybe asked to withdraw their child from the nursery depending on the situation.

Policy updated October 2019

Review date October 2020



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Photography

- At Shofar we use an online journal system (Tapestry) to record observations and children's progress and development. On registration parents will be asked for permission for photographs and video recordings to be used for this and also for display boards, promotion materials including nursery websites, brochure.
- We will make it clear that if their child appears on another child's photograph, but not as the primary person, that may be used in another child's learning journey.
- 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 or learning.
- Staff must never take photographs or recording of a child on their own cameras or mobiles. They may only use the devices provided by Shofar.
- Staff's mobiles must be locked away in staff lockers and only removed on designated breaks to be used in the staff room or outside the premises, except for the Headteacher and Deputy who will keep their mobile phones in the office in case of a security breach.
- Parents are not allowed to use their cameras or mobiles whilst on the premises.
- During special events, we may produce group photographs to distribute to parents on request. In this event we will gain individual permission for each child before sending it home.
- No photos taken within the nursery premises must be put up on social media sites, except for Shofar website or Shofar Facebook group, by the Headteacher and with written permission of the parents.
- On the rare occasion, the Head teacher may at her own discretion, allow parents to take photographs of their own child at shows or performances. She will expect parents to comply with our policy of not posting said photographs on social media sites.

Policy reviewed October 2019

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Privacy Notice (How we use employee information)

All information that we collect is necessary to meet our contractual requirements as an employer, from Ofsted, Local Authorities and the EYFS.

The categories of employee information that we collect, process, hold and share include:

- personal information (such as name, date of birth, passport number, bank details, national insurance number)
- contract information (such as start dates, hours worked, post, roles and salary information)
- work absence information (such as number of absences and reasons)
- qualifications and DBS numbers
- references and recruitment information
- relevant medical information on your health declaration and return to work self-certification forms

Why we collect and use this information

We use employee data to:

- ensure that staff have the legal right to work in the UK
- ensure that all staff have the relevant qualifications required for their role
- support individuals with any health needs or other requirements
- enable individuals to be paid
- enable us to fulfil our duty of care to our employees.

The lawful basis on which we process this information

We process this information under the following legal basis:

Contract: In that the information we process is necessary for us to fulfil our contractual obligations to you.

Legitimate Interest: Through the course of employment, it may be necessary for us to process data that is related to individual employees. For example; information around absence trends, retention statistics etc. All processing that takes place is what would be reasonably expected as part of an employee / employer relationship and is undertaken with full consideration to individuals' rights and privacy.

Collecting this information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain school workforce information to us or if you have a choice in this.

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Storing this information

We hold employee data for 15 years after staff have ended their employment with Shofar.

Who we share this information with

We routinely share this information with: our local authority (by means of staff census) and Ofsted

Why we share school workforce information

We do not share information about workforce members with anyone without consent unless the law and our policies allow us to do so.

Local authority

We are required to share information about our workforce members with our local authority (LA) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments. We would also need to give staff details to our LADO or Ofsted if allegations were raised against them.

Ofsted

During inspections, Ofsted will ask to see evidence of staff qualifications, DBS numbers, supervision and recruitment.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact our Headteacher/Compliance Officer at: admin@shofardaycarenursery.org.uk

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance at

admin@shofardaycarenursery.org.uk

Alternatively, you can contact the Information Commissioner's Office at

<https://ico.org.uk/concerns/>

Further information



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Contact

If you would like to discuss anything in this privacy notice, please contact our Compliance Officer at: admin@shofardaycarenursery.org.uk

Policy reviewed October 2019

Review date October 2020

Sharon Lee
Head teacher of Shofar



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Privacy Notice (How we use parents/carers and children's information)

All information that we collect is necessary to meet our contractual and legal requirements as an Early Years Setting, from Ofsted, Local Authorities and the EYFS.

The categories of information that we collect, hold and share include:

- Personal information (such as name, date of birth and address)
- Attendance information (such as sessions attended, number of absences and absence reasons) for children
- Relevant Medical information for children
- Special Educational Needs information for children
- Assessment information for children
- Characteristics (such as religion, language, nationality, country of birth and funding eligibility) for children
- Bank details for adults
- Proof of identity for adults
- Proof of Date of Birth i.e. copies of Birth Certificates or Passports for funding for children
- Details of any accidents / incidents / existing injuries
- Relevant documentation for child protection and safeguarding concerns
- Funding information and details

Why we collect and use this information

We use the data:

- to support children's learning
- to monitor and report on their progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to comply with the requirements of the EYFS and Ofsted
- to ensure children are eligible for funding
- to process nursery fees and deposit refunds
- to ensure children's health, safety and wellbeing

The lawful basis on which we use this information

We collect and use pupil information under the Statutory Framework for the Early Years Foundation Stage (given legal force by the Childcare Act 2006), The Limitation Act 1980, Companies Act 2006, and Charities Act 2011.

By completing and signing the nursery registration form, you are giving consent for us to process yours and your child's personal data for the specific purposes of being part of the nursery setting. The processing of the information you have provided about yourself and your child is necessary for the contract you have completed in the registration form. We have a legal obligation to process the information provided to comply with the law.

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Collecting Children's Information

Whilst the majority of children's information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

Storing children's data

We hold children's data as follows:

- Registration details and assessment documents for 15 years
- Accident and medication forms for 30 years
- We delete children's on-line journals three months after a child leaves Shofar; parents are able to download these at any point from them leaving up to this time.

Who we share children's information with

We routinely share pupil information with:

- Schools that the children attend after leaving us
- Our local authority
- Ofsted
- Health Visitors
- Social Workers
- Inclusion teams, SEN panels, funding etc
- Local Children's safeguarding boards / LADO
- Other providers that children attend
- Multi agency professionals working with individual children
- Area SENCO's
- Our partner organisations (MRJ, Alyth and FRS)

Why we share pupil information

We do not share information about children with anyone without consent unless we are obliged to as part of a lawful process/investigation.

Requesting access to your personal data

Under data protection legislation, parents and children have the right to request access to information about them that we hold. To make a request for your personal information, or to gain access to your child's educational record, contact our Headteacher/Compliance Officer at admin@shofardaycarenursery.org.uk

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations



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Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>
If you would like to discuss anything in this privacy notice, please contact our Compliance Officer at: admin@shofardaycarenursery.org.uk

Policy reviewed October 2019

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Recording and reporting of accidents and incidents

Policy statement

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

Procedures

Our accident book:

is accessible to our staff and volunteers, who all know how to complete it; and is reviewed at least half termly to identify any potential or actual hazards.

Reporting accidents and incidents

- We will notify Ofsted as soon as possible, but at least within 14 days, of any instances, which involve:
 - food poisoning affecting two or more children looked after on our premises;
 - a serious accident or injury to, or serious illness of, a child in our care and the action we take in response; and
 - the death of a child in our care.
- We will inform local child protection agencies of any serious accident or injury to a child, or the death of any child, while in our care and we act on any advice given by those agencies.
- Any food poisoning affecting two or more children or adults on our premises is reported to the local Environmental Health Department.
- We meet our legal requirements in respect of the safety of our employees and the public by complying with RIDDOR. We report to the Health and Safety Executive:
 - Any work-related accident leading to an injury to a member of the public (child or adult), for which they are taken directly to hospital for treatment.
 - Any work-related accident leading to a specified injury to one of our employees. Specified injuries include injuries such as fractured bones, the loss of consciousness due to a head injury, serious burns or amputations.
 - Any work-related accident leading to an injury to one of our employees, which results in them being unable to work for seven consecutive days. All work-related injuries that lead to one of our employees being incapacitated, for three or more days are recorded in our accident book.



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- When one of our employees suffers from a reportable occupational disease or illness.
 - Any death, of a child or adult, that occurs in connection with a work-related accident.
 - Any dangerous occurrences. This may be an event that causes injury or fatalities or an event that does not cause an accident, but could have done, such as a gas leak.
 - Information for reporting incidents to the Health and Safety Executive is provided in the Pre-school Learning Alliance's Accident Record publication. Any dangerous occurrence is recorded in our incident book.
- **Co-Vid 19 – under new guidance pertaining to Covid 19 we will report to the Health & Safety Executive:**
- Any unintended incident at the nursery that has led to someone's possible or actual exposure to coronavirus. This must be reported as a dangerous occurrence.
 - If an employee has been diagnosed as having COVID 19 and there is reasonable evidence that it was caused by exposure at the nursery. This must be reported as a case of disease.
 - If an employee dies as a result of occupational exposure to coronavirus.

Incident book

- We have ready access to telephone numbers for emergency services, including the local police. We are responsible for ongoing repairs and maintenance to our building and have contact numbers for the gas and electricity emergency services, and a carpenter and plumber where required.
- We ensure that our staff and volunteers carry out all health and safety procedures to minimise risk and that they know what to do in an emergency. All staff have been informed of new procedures to reduce the risk of preventing the spread of coronavirus through both direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces).
- On discovery of an incident, we report it to the appropriate emergency services – fire, police, and ambulance – if those services are needed.
- If an incident occurs before any children arrive, our manager risk assesses this situation and decides if the premises are safe to receive children. Our manager may decide to offer a limited service or to close the setting.
- Where an incident occurs whilst the children are in our care and it is necessary to evacuate the premises/area, we follow the procedures in our Fire Safety and Emergency Evacuation Policy or, when on an outing, the procedures identified in the risk assessment for the outing.



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- If a crime may have been committed, we ask all adults witness to the incident make a witness statement including the date and time of the incident, what they saw or heard, what they did about it and their full name and signature.
- We keep an incident book for recording major incidents, including some of those that are reportable to the Health and Safety Executive as above.
- These incidents include:
 - a break in, burglary, or theft of personal or our setting's property;
 - an intruder gaining unauthorised access to our premises;
 - a fire, flood, gas leak or electrical failure;
 - an attack on an adult or child on our premises or nearby;
 - any racist incident involving families or our staff on the setting's premises;
 - a notifiable disease or illness, or an outbreak of food poisoning affecting two or more children looked after on our premises;
 - the death of a child or adult;
 - a terrorist attack, or threat of one; and
 - a case of covid-19 being reported.
- In the incident book we record the date and time of the incident, nature of the event, who was affected, what was done about it or if it was reported to the police, and if so a crime number. Any follow up, or insurance claim made, is also recorded.
- In the unlikely event of a terrorist attack, we follow the advice of the emergency services with regard to evacuation, medical aid and contacting children's families. Our standard Fire Safety and Emergency Evacuation Policy will be followed and our staff will take charge of their key children. The incident is recorded when the threat is averted.
- In the unlikely event of a child dying on our premises, the emergency services are called and the advice of these services are followed.
- The incident book is not for recording issues of concern involving a child. This is recorded in the child's own file.



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Education Inspection Framework

- As required under the Education Inspection Framework, we maintain a summary record of all accidents, exclusions, children taken off roll, incidents of poor behaviour and discrimination, including racist incidents, and complaints and resolutions.

Legal framework

- RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013)
- The Health and Safety (Enforcing Authority) Regulations 1998

Policy reviewed May 2020



Review date October 2020

Sharon Lee
Head teacher of Shofar



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Risk Assessments

At Shofar we promote the safety of children, parents, staff and visitors by reviewing and reducing any risks.

Risk assessments

Risk assessments document the hazards/aspects of the environment that needs to be checked on a regular basis, who could be harmed, existing controls, the seriousness of the risk/injury, any further action needed to control the risk, who is responsible for what action, when/how often will the action be undertaken, and how this will be monitored and checked and by whom.

Room risk assessments will be carried out every day at the beginning of the day and a closing check of the kitchen at the end of each day. This will be done through a tick sheet process. Any concerns must be noted down and reported the relevant people (Tashi Ungar, Bib Grigorias, Lisa Lawrence, Millie Hurst) to be dealt with. Risk assessments must be signed and dated. Risk assessments will be kept in a separate folder in each room.

The nursery carries out written risk assessments regularly (at least annually). These are regularly reviewed and cover potential risks to children, staff and visitors at the nursery. When circumstances change in the nursery, e.g. a significant piece of equipment is introduced; we review our current risk assessment or conduct a new risk assessment dependent on the nature of this change.

All staff are trained in the risk assessment process to ensure understanding and compliance.

Policy reviewed May 2020

Next review date October 2020



Sharon Lee
Head teacher of Shofar



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Safe Recruitment of Staff Policy

Policy Statement

At Shofar Daycare Nursery we are vigilant in our recruitment procedures aiming to ensure all people working with children are suitable to do so. We follow this procedure each and every time we recruit a new member to join our team.

Legal requirements

- We abide by all legal requirements relating to safe recruitment set out in the Statutory Framework for the Early Years Foundation Stage (EYFS) and accompanying regulations
- We also follow any requirements or guidance given by the Disclosure and Barring Service (DBS) in relation to carrying out checks; and abide by the employer's responsibilities relating to informing the DBS of any changes to the suitability of their staff, whether this member of staff has left the nursery or is still under investigation. Please refer to the child protection/safeguarding policy for further information.

Advertising

- We use reputable newspapers and websites to advertise for any vacancies or use our community network to advertise.
- We ensure that all recruitment literature includes details of our equal opportunities policy and our safer recruitment procedures; including an enhanced DBS check and at least two independent references for every new employee.

Interview stage

- We shortlist all suitable candidates against a pre-set specification and ensure all applicants receive correspondence regardless of whether they are successful in reaching the interview stage or not
- All shortlisted candidates will receive a job description, a person specification, and a request for them to bring identification to the interview.
- The manager will decide the most appropriate people for the interview panel.
- At the start of each interview, all candidates' identities will be checked using, for example, their passport and/or photocard driving licence. All candidates will be required to prove they are eligible to work in the UK. The interview will also cover any gaps in the candidate's employment history
- All candidates reaching the interview stage are questioned using the same set criteria and questions. These cover specific areas of childcare, including safeguarding the children in their care, planning suitable activities to enhance the child's development and their understanding of the legal frameworks applied to childcare and used in the nursery. The questions will be value based and will ensure the candidate has the same values as the nursery with regards to the safety and welfare of the children in their care
- Candidates will be given a score for their answers including a score for their individual experience and qualifications
- The manager and deputy will then select the most suitable person for this position based on these scores and their knowledge and understanding of the early years framework as well as the needs of the nursery
- Every candidate will receive communication from the nursery stating whether they have been successful or not. Unsuccessful candidates are offered feedback.

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Starting work

- The successful candidate will be offered the position subject to at least two references from previous employment or, in the case of a newly qualified student, their tutor and a personal or professional reference. These references will be taken up BEFORE employment commences. This may be verbal initially and then followed up with a written reference which will form part of their personnel file
- The successful candidate will be asked to provide proof of their qualifications, where applicable. All qualifications will be checked and copies taken for their personnel files. Level 3 candidates who qualified recently must also have Mathematics and English Functional Skills level 2 or above.
- All new starters, other than those who have registered for the continuous updating service (see below), will be subject to an enhanced Disclosure and Barring Service (DBS) check and then sign up to the update service. This will be initiated before the member of staff commences work in the nursery and they will not have unsupervised access to any child or their records before this check comes back clear. Further to this, the new starter will not be allowed to take photographs of any child, look at their learning and development log or change the nappy of any child without an up-to-date enhanced DBS check (whether supervised or not)
- Staff who have lived or worked abroad for 12 months or more will need to provide a foreign police check from their country of residence.
- The nursery will record and retain details about the individual including staff qualifications, identity checks carried out and the vetting process completed. This will include the disclosure and barring service reference number, the date the disclosure was obtained and details of who obtained it. The nursery will not retain copies of the disclosure itself once the employment decision is taken, without specific permission.
- There may be occasions when a DBS check is not clear but the individual is still suitable to work with children. This will be treated on an individual case basis and at the manager's/owner's discretion taking into account the following:
 - seriousness of the offence or other information
 - accuracy of the person's self-disclosure on the application form
 - nature of the appointment including levels of supervision
 - age of the individual at the time of the offence or other information
 - the length of time that has elapsed since the offence or other information
 - relevance of the offence or information to working or being in regular contact with children
- If the individual has registered on the DBS system since 17 July 2013 managers may use the update service with the candidate's permission instead of carrying out an enhanced DBS check
- New starters are required to sign (either application form, contract or separate form) to state that they have no criminal convictions, court orders or any other reasons that disqualify them from working with children or unsuitable to do so; and that, to the best of their knowledge, no-one living in their household has been disqualified from working with children
- All new members of staff will undergo an intensive induction period during which time they will read and discuss the nursery policies and procedures and be assigned a 'mentor/ buddy' who will introduce them to the way in which the nursery operates
- During their induction period all new staff will receive training on how to safeguard children in their care and follow the Safeguarding Children/Child Protection policy and procedure, emergency evacuation procedures, equality policy and health and safety issues
- The new member of staff will have regular meetings with the manager and their mentor during their induction period to discuss their progress.

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Ongoing support and checks

- All staff are responsible for notifying the manager in person if any there are any changes to their circumstances that may affect their suitability to work with children (staff suitability status will also be checked through an annual 'staff suitability questionnaire'). This includes any incidents occurring outside the nursery or involving people they live in a household with. Staff will face disciplinary action should they fail to notify the manager **immediately**
- The nursery manager will review any significant changes to an individual's circumstances that may suggest they are no longer suitable to work with children and take appropriate action to ensure any unsuitable or potentially unsuitable employee does not have unsupervised contact with children until the matter is resolved. This may include requiring the individual to obtain a waiver from Ofsted in relation to any disqualification. Please see the Disciplinary Policy for further details
- Every member of staff will have at least three supervision meetings a year with the manager. This will provide an opportunity for the manager and member of staff to discuss training needs for the following six months as well as evaluate and discuss their performance in the previous six months
- The manager, deputy and room leaders will be responsible for any support the staff team may have between these reviews. This includes mentor support, one-to-one training sessions, ongoing supervision, work-based observations and constructive feedback
- The nursery will provide appropriate opportunities for all staff to undertake professional development and training to help improve the quality of experiences provided for children.

This policy was reviewed October 2019

Next Review date October 2020

Signed on behalf of the Shofar Daycare Nursery Management Committee.



Sharon Lee
Headteacher of Shofar

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Safeguarding and Child Protection Policy

At Shofar we work with children, parents, 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 to be safe from any abuse in whatever form.

We support the children within our care, protect them from maltreatment and we have strict procedures in place. Safeguarding is a much wider subject than the elements covered within this single policy, therefore this document should be used in conjunction with the nursery's other policies and procedures.

You must report any concerns of safeguarding and child protection to either **Sharon Lee** or **Tashi Ungar** or **Daniella Jackson** in her absence.

Legal framework and definition of safeguarding

- Safeguarding Vulnerable Groups Act 2006
- The Statutory Framework for the Early Years Foundation Stage (EYFS) 2014
- Working together to safeguard children, 2015
- What to do if you're worried a child is being abused 2006
- Childcare Act 2006
- Children Act 1989 and 2004
- Counter- Terrorism and Security Act 2015-Prevent Duty

This policy outlines the aims of safeguarding and the welfare of the children in our care by:

- 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 to enable all children to have the best outcomes.

(Definition taken from the HM Government document 'Working together to safeguard children 2015').

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
- Follow our staff recruitment policy to ensure that all adults employed at Shofar have undergone the appropriate checks. (see staff recruitment policy)
- 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

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- Practitioners will understand their obligations regarding the “Prevent Duty” and will embed this practice into the setting. Staff will understand the risk of radicalisation and will be able to act accordingly, ensuring the duty is implemented effectively.
- Share information with other agencies as appropriate.

Shofar is aware that abuse does happen in our society and have been trained in the signs and symptoms of abuse. Our practitioners have a duty to protect and promote the welfare of children.

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 and staff to act quickly and responsibly in any instance that may come to our attention.

The nursery aims to:

- Keep the child at the centre of all we do
- We will ensure staff are trained to understand the child protection and safeguarding policy and procedures, are alert to identify 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
- Will endeavour to make sure that all staff feel confident and supported to act in the best interest of the child, share information and seek the help that the child may need
- Ensure that all staff are familiar and updated regularly with child protection training and procedures and kept informed of changes to local/national procedures.
- Ensure that our Trustees attend safeguarding training and that they are kept informed of changes to local/national procedures.
- Ensure that staff feel able to disclose information about a work colleague to their manager if they believe that this person has behaved in a way that a child has or may be harmed, possibly committed a criminal offence, or behaves in a way that indicates they are unsuitable to work with children. (See also Whistle Blowing Policy). The manager will then contact Barnet’s MASH (Multi agency Safeguarding Hub Local Authority Designated Officer to inform them of this allegation and a full investigation into this allegation will be made.
- If a child discloses anything to you, you must write it down, reassure them but do not promise them anything such as ‘you will make it better or you won’t tell anyone.’ The written account must be scribed as the children has spoken to you. You must sign and date it.
- You **MUST** report the disclosure straight away to Sharon, or Tashi and then Irene in her absence and give them the written report. No staff member other than them must get in contact with social services.
- Sharon, (Tashi or Irene in Sharon’s absence) will get in touch with the relevant agencies
- Do not share disclosure with other staff unless necessary and you must wait for permission from senior staff
- Ensure that children are never placed at risk while in the charge of nursery staff
- Ensure parents are fully aware of child protection policies and procedures when they register with the nursery and are kept informed of all updates when they occur
- Regularly review and update this policy, with staff and parents where appropriate and make sure it complies with any legal requirements

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Internet safety:

At Shofar we are aware that the internet has a daily influence on modern life and we are aware that our young children we care for will be able to work an iPad. We have iPad's within our setting which will mainly be used by our staff for tracking observations on the children's online journals. We have one iPad that is for the children's use, children will never be left alone whilst using the iPad and will be monitored when using it.

It is made clear to staff that they may not use their mobile phones during their work day except in their lunch break. Mobile phones must be kept in their lockers or in the box in the main office. (Please read mobile phone policy for more information.)

Toilet Protocol:

As we are a day nursery there will be times when we need to assist children of all the ages on the toilet.

- Staff must inform another member of staff when they are going to the toilets to help a child.
- They must always ask the child if they would like some help.
- The changing tables in the baby and toddler room are in clear view of other staff members and will inform the other staff in the room if they are changing a nappy. (Please read nappy procedure for more information) – Doors must be kept open.

The signs and indicators listed below may not necessarily indicate that a child has been abused, but will help us to recognise that something may be wrong, especially if a child shows a number of these symptoms or any of them to a marked degree.

Indicators of child abuse

- Failure to thrive and meet developmental milestones
- Fearful or withdrawn tendencies
- Aggressive behaviour
- Unexplained injuries to a child or conflicting reports from parents or staff Repeated injuries
- Unaddressed illnesses or injuries
- Significant changes to behaviour patterns.

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Types of abuse:

Physical

- This may establish itself through bruising or markings on the skin this maybe obvious to spot however they could appear in places on the body that are not easily seen.
- The child could display aggressive and physical behaviour towards other children and or staff. They could become very withdrawn and reluctant to join in with peers.
- They may have a tendency to wet or soil themselves on a regular basis.
- They could begin to take risks which show a lack of concern for their own safety.
- Female genital mutilation, circumstances of which must be reported.

Emotional

- The child could appear very distressed, very tearful, could be very introvert and quiet.
- Unwilling to play with other children.
- They may show a reluctance to go home with their parents and be much disengaged with their parents. Children could have very few, if any, friends.

Neglect and or poor parenting (is the most common form of abuse)

- A child may be left hungry or dirty, without adequate clothing, shelter, supervision, medical or health care.
- Children who suffer neglect are often suffers of other forms of abuse, neglect is dangerous and can cause long term damage.
- They may be very underweight or very over weight.

Sexual

- They may avoid being left alone with people such as a family member or friend.
- They may seem frightened of a person or reluctant to socialise with them.
- They may very often use language or know information of an inappropriate age.
- They may be reluctant to change in front of others.

Bullying, including online bullying and prejudice- based bullying

- The child could appear very distressed, very tearful, could be very introvert and quiet.
- Unwilling to play with other children.
- They may show a reluctance to go home with their parents and be much disengaged with their parents. Children could have very few, if any, friends

Racist, disability and homophobic or transphobic abuse.

- The child could appear very distressed, very tearful, could be very introvert and quiet.
- Unwilling to play with other children.
- They may seem frightened of a person or reluctant to socialise with them.
- They may very often use language or know information of an inappropriate age.
- They may show a reluctance to go home with their parents and be much disengaged with their parents. Children could have very few, if any, friends

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Gender- based violence against women and girls

- The child could appear very distressed, very tearful, could be very introvert and quiet.
- Unwilling to play with other children.
- They may show a reluctance to go home with their parents and be much disengaged with their parents. Children could have very few, if any, friends

Radicalisation and/or extremist behaviour

- They may very often use language or know information of an inappropriate age
- They may be off nursery for long periods of time / unexplained absences.
- They may be violent towards other.

Child sexual exploitation and trafficking

- They may avoid being left alone with people such as a family member or friend.
- They may seem frightened of a person or reluctant to socialise with them.
- They may very often use language or know information of an inappropriate age.
- They may be reluctant to change in front of others.

The impact of new technologies on sexual behaviour, for example 'sexting' and accessing pornography

- They may avoid being left alone with people such as a family member or friend.
- They may seem frightened of a person or reluctant to socialise with them.
- They may very often use language or know information of an inappropriate age.
- They may display inappropriate behaviour such as touching others inappropriately.

Substance misuse

- They may be tired or not as alert as usual.
- The child could appear very distressed, very tearful, could be very introvert and quiet.
- The child could be very active and all over the place. (different to usual |)

Domestic violence

- The child could appear very distressed, very tearful, could be very introvert and quiet.
- Unwilling to play with other children.
- They may seem frightened
- They may very often use language or know information of an inappropriate age.
- They may show a reluctance to go home with their parents and be much disengaged with their parents. Children could have very few, if any, friends

Female genital mutilation

- being introvert,
- not attending nursery for a length of time,
- Presenting with sudden flu-like symptoms, which could be due to an infection.
- Other signs to look out for are if a child has returned from holiday and is complaining of tummy ache or hesitant about going to the toilet.

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Fabricated or induced illness

- The child could appear very distressed, very tearful, could be very introvert and quiet
- Sick / tummy ache or fever
- Generally unwell

Recording suspicions of abuse and disclosures

Staff should make an objective record of any observation or disclosure, supported by the nursery manager or Designated Safeguarding Co-ordinator¹ (DSCO). This record should include:

- Child's name
- Child's address
- Age of the child and date of birth
- Date and time of the observation or the disclosure
- Exact words spoken by the child
- Exact position and type of any injuries or marks seen
- Exact observation of any incident including any other witnesses
- Name of the person to whom any concern was reported, with date and time; and the names of any other person present at the time
- Any discussion held with the parent(s) (where deemed appropriate).

The nursery takes every step in its power to build up trusting and supportive relations among families, staff, students and volunteers within the nursery.

The nursery continues to welcome the child and the family whilst enquiries are being made in relation to abuse in the home situation. Parents and families will be treated with respect in a non-judgmental manner whilst any external investigations are carried out in the best interests of the child.

Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child, only if appropriate in line with guidance of the LSCB with the proviso that the care and safety of the child is paramount. We will do all in our power to support and work with the child's family.

See over for key list for professionals working with children and families in Barnet if you have any concerns about a child:

Policy reviewed October 2019

Next review date October 2020



Sharon Lee
Headteacher of Shofar



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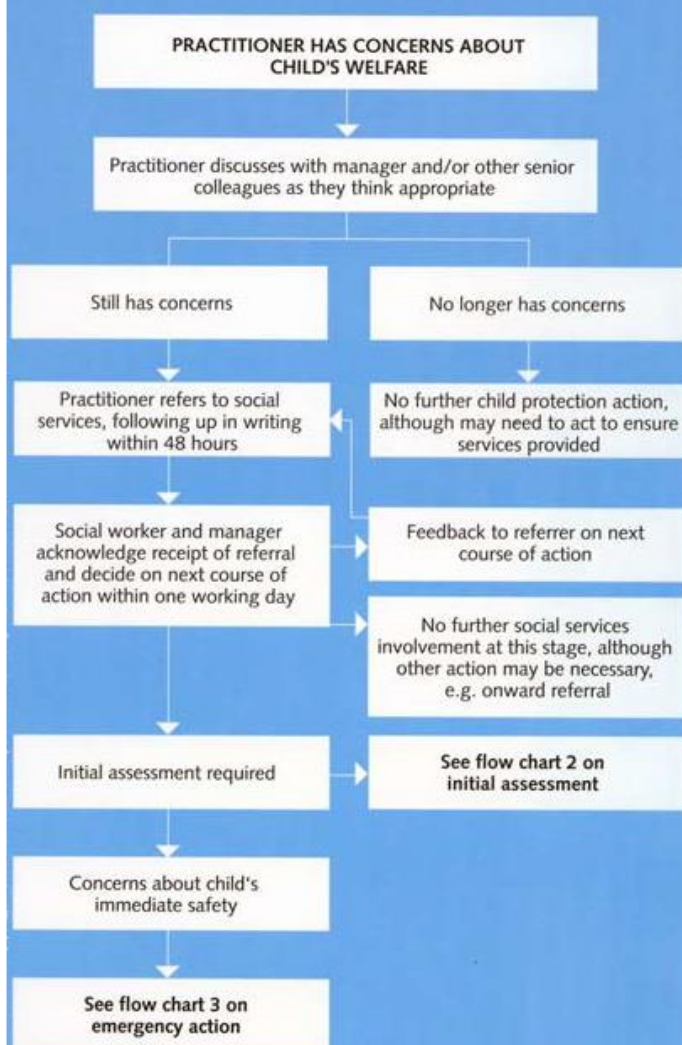
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What To Do

If You're Worried A Child Is Being Abused

A FLOW CHART FOR REFERRAL



Source: *What To Do If You're Worried A Child Is Being Abused*, DH et al, 2003.



Key contact list for professionals working with children and families in Barnet

Shofar Daycare Nursery Sternberg Centre, East End Road, N3

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If you have any concerns about a child:

(Sharon Lee will make the decision to call one of these professional and in her absence Tashi Ungar and then Irene Garcia- Shofar staff and volunteers should refer any concerns to these individuals.)

Multi-agency Safeguarding Hub (MASH)

Tel: 020 8359 4066

Operating Hours:

Secure Fax: 0871 594 8766

9am – 5.15pm Monday to Thursday

Email: mash@barnet.gov.uk

9am – 5pm Friday

Barnet's Multi-agency Safeguarding Hub (MASH)

Tel: 020 8359 4066

(To report or discuss allegations against staff in the setting)

Out of Office Hours Emergency Social Care Service

Tel: 020 8359 2000

(Including out of hours Child Protection Referrals)

The Barnet Council Emergency Service Controller will take initial details and contact the appropriate out of hours officer.

CAF Team

Tel: 020 8359 4405

CAF Coordinator

Email: e-caf@Barnet.gov.uk

Web: www.barnet.gov.uk/caf-practitioner-info

Consultation Line (9.30am - 11.30am Tuesday and Wednesday) Tel: 020 8359 4336

This number is available for consultation, advice or when you just want to talk over a situation and case names are not required.

This number is not for referrals.

Head of Service, Safeguarding Division

Tel: 020 8359 7604

(The Safeguarding Division monitors and promotes best practice in relation to children who are receiving a social care service, promotes Safeguarding work within the wider community and handles all allegations by children against people in a position of trust)

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Allegations against professionals working in a position of trust with children in Barnet should be made to:

Mash / Investigation Officer

Tel: 020 8359 4066

Police Child Abuse Investigation Team (8am-6pm)

Tel: 020 8733 5070

At all other times-contact this number where the controller will take initial details and contact the appropriate out of hour's officer.

Tel: 020 8200 1212

Private Fostering

For general enquiries about Private Fostering Contact **Tel: 020 8359 5315**

Barnet Kinship and Permanence Team **Email:** Dutykinship&permanency@Barnet.gov.uk

To make a Private Fostering Referral contact the Referral and Assessment Team

(Contact details above)

Barnet Safeguarding Children Board

Business Manager

For advice and information about training, policies and procedures **Tel: 020 8359 4540**

Barnet Safeguarding Children Board Administrator

Tel: 020 8359 7959 / 4519

Web: www.barnetscb.org

Email: barnetscb@barnet.gov.uk

For further guidance for professionals who are working with children and families in Barnet who may have a concern about a child, young person or unborn child can be found in:

[Barnet Children's Service CAF and Social Care Thresholds: A Guide for Practitioners in](#)

[The Children's Workforce.](#)

Designated Nurse NHS Barnet Clinical Commissioning Group

Tel 020 8216 2332

For safeguarding advice and consultation for health colleagues

07887 63369

If there is a concern about the risk of radicalisation contact local police force or dial 101.

The DFE has a dedicated helpline (020 7340 7264) to enable staff to raise concerns relating to extremism directly, or in a non-emergency situation. E-mail counter.extremism@education-gsi.gov.uk

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Recording for Safeguarding Concerns

Key points:

- ☐ Feel confident and competent
- ☐ Use paraphrasing-repeat back what the child has said in their own words, as a question.
- ☐ Tell the child you are writing things down because what they are saying is very important.
- ☐ Record the words they use to describe the concern and actions esp. what they point to
- ☐ Attach any evidence (child's drawing, writing, adult observation etc)
- ☐ Ask WHO, WHAT, WHEN, HOW OR CAN YOU TELL ME MORE BUT NOT WHY OR WHAT DID YOU DO.
- ☐ Avoid feelings, stay with facts
- ☐ Respect the child: Don't pressurise – allow two or three minutes and offer alternatives.
- ☐ Praise and affirmation is essential

Date

Time

Child's name

Class

Child's D.O.B

Address:

What did the child say and do?

What did the practitioner say and do?

Name

Role

Signature

Date



Shofar Daycare Nursery Sternberg Centre, East End Road, N3

Call us: 020 8346 3453 admin@shofardaycarenursery.org.uk www.shofardaycarenursery.org.uk

Registered office as above. Shofar Daycare Nursery is a company limited by guarantee registered in England and Wales no: 9395603 and registered as a charity in England and Wales no. 1160802



Settling in and key person

Settling in is temporarily suspended during Covid-19 outbreak, due to parents not being allowed in the building for safety. We will review this in July.

At Shofar we aim to settle children quickly and calmly with individual needs being listened to and met. We strive to work with our parents in providing their child with a happy and safe environment where they can feel safe and confident to learn. This begins from the settling in process and the appointment of a key person for each child.

The key person's role is set out in the Welfare Requirements of the Early Years Foundation Stage.

Procedure:

- Before the child starts a key person will be allocated and the parents notified in advance.
- This person will be responsible for settling in the child during their settling week and gathering all information from the parents such as allergies, likes/dislikes etc. (or the room leader in the key workers absence)
- On the first day of settling in the parents will be given a settling in form which asks all sorts of questions, this must be filled in by the parent and returned to Shofar on the next visit or as soon as possible.
- This will also be an opportunity for the key person to explain the routine of the day and for the child to become familiar with the nursery environment.
- On the first and second day the child will stay in his/her new room for an hour. Depending on the child from the second visit, the parent can try stepping out the room to see how the child responds.
- On the third day they will stay for an hour and a half with the key person engaging them and getting to know them.
- Make sure the parent does not leave the premises and is called back if the child gets really distressed.
- On the fourth day the child will stay for at least two hours. Again depending on how the child settles the parent can leave the room but can be called back at any time if the child becomes too distressed.
- On the fifth day the child will stay for a morning or afternoon session.
- On the sixth day the child will be collected after lunch or tea. The parents may leave the premises but will be called and asked to return to collect their child if the child is unhappy.
- Settling in should be done gradually over a week or so, in order that the child and the parents can get a feel for the routine of the day and also begin to establish a relationship with their key person.
- Amendments can be made to the settling in period if a child is really distressed and unhappy.
- Make it clear to the adult settling in the child that when they leave the room to allow the child to settle they must explain that they are leaving for a little bit but that they will be back soon.
- The key person must also stress to the parents that even though they are the child's key person, due to shift patterns and holidays, there may be times when other adults will have to assist and

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help their child. The room leader or another designated member of the team, will step in when this happens.

Transitions

- Similar to settling, transition visits are for children when they move from room to room.
- A key person will be assigned before a child moves up to the next room and the parent informed in advance.
- The current key worker will complete a staff transition form for their key child, prior to the move and a meeting may be arranged if it is felt to be beneficial. This is to share information about the child.
- A transition form will be filled out by the parent and passed to the new keyworker and team.
- An opportunity must be made to introduce a pending key worker to the child's parents.
- Transition, like settling in, will happen over the course of a week or two weeks.
- Spending increased amount of times in their new room over the settling in period. They will have a week or two of transition before starting in their new room the following week.
- All labels for drawers, pegs, and name cards must be set up before child moves rooms.
- Children's files must be handed on to the next room as well.

Policy reviewed May 2020

Review date October 2020



Sharon Lee
Head teacher of Shofar



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Sickness and Illness

This policy should be read in conjunction with our Illness and Exclusion Policy.

At Shofar we promote the good health of all children attending. To help keep children healthy and minimise infection, we would advise children not to attend nursery 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 nursery with their peers.

If a child becomes ill during the course of their day at nursery the following procedure will be taken,

During the Covid-19 outbreak- we will call parents to collect any sick children as soon as possible.

If we suspect Covid-19 then the whole bubble group will be sent home and staff or the child who is sick, will be tested (parents to seek testing via 111). Children and staff must remain at home for 14 days, unless the suspected case is found to have a negative test result, then the bubble group may return. (We cannot accept any child back after 7 days as there will be no bubble group for them to return to.)

If a family member of someone the staff member / child lives with then that staff member / child must stay at home for 14 days.

Procedure:

- If a child falls ill during their time at nursery the parents will be contacted and asked to come and pick their child. Whilst we await the arrival of the child's parent the nursery staff will care for the child. The Headteacher and Deputy have an emergency supply of Calpol, and Nurofen, which they would be able to administer in an emergency with parental permission, if collection is not immediate. In an emergency permission can be given over the phone, but must be followed up in writing. The child must still be collected as a matter of urgency.
- If the child wishes to fall asleep a bed will be made up for them in a quiet calm area.
- We follow the guidance given to us by Public Health England 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 nursery.
- Should a child suffer from sickness and diarrhoea the parents are asked to not bring the child back to nursery after being clear of the illness for 48 hours.
- We will inform parents if there is a contagious infection within the nursery so they can be aware and look for signs of the infection.
- We will clean and sterilise all equipment and resources that have come into contact with the contagious infection.
- If a child is on antibiotics and is well enough to attend nursery we will continue with their dosage throughout the day with instructions from the parents. Before any medicine is administered the parents will have to fill out a medicine form.
- If a parent discovers head lice in their child's hair they are to inform the nursery ASAP so we can circulate a notice to all parents. Head lice are to be treated immediately at home by the parents.

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- We do have the right to refuse entry to a child if they are too unwell to attend nursery. This decision will be taken up by the Director or Deputy Director.

Meningitis procedure:

If a parent informs the nursery that their child has meningitis, the nursery Head teacher will contact the Infection Control (IC) Nurse for their area. The IC Nurse will give guidance and support in each individual case. If parents do not inform the nursery, we will be contacted directly by the IC Nurse and the appropriate support will be given. We will follow all guidance given and notify any of the appropriate authorities including Ofsted if necessary.

Policy reviewed May 2020

Review date October 2020

S Lee

Sharon Lee
Head teacher of Shofar



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Sleep

At Shofar we understand and recognise the impact sleep has on a young child and how important it is for their health, learning and development.

Procedure:

- Each child will have their own sheet and blanket which will be kept in a sleep bag, which will have children's name on and laid out before sleep times.
- Bedding will be washed at the end of each child's week. (During Covid-19 outbreak bedding will be washed daily)
- At the end of sleep times bedding should be folded and placed back in bags. (During Covid-19 outbreak- folded and bagged after washing)
- If a child has soiled or wet themselves during their sleep bedding must be stripped down and washed straight away. The bed or mattress must be disinfected.
- Babies will be placed on their backs to sleep unless the parent requests otherwise in writing.
- Sleeping children will be checked on, every 10 minutes or sooner whilst in a cot room or in the black and white room and in all other areas, sleeping children are supervised.
- Staff will fill in a sleep chart stating when the children fell asleep and when they woke up in between these times, it will be logged when a child was checked.
- Temperature of the sleep rooms will be checked regularly so make sure it is not too hot or too cold.
- It will be calm and peaceful in the sleep areas with the lights turned off and blinds pulled down.

Policy reviewed May 2020

Review date October 2020



Sharon Lee
Headteacher of Shofar

Shofar Daycare Nursery Sternberg Centre, East End Road, N3

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Special Educational Needs and Disabilities / Inclusion Policy

At Shofar we have regard for the Special Educational Needs and Disability Code of Practice 2014 and the Equality Act (2010).

All children are welcomed into our community, regardless of need or disability. When we know that a child may have a special educational need or disability (SEND) before they start with us, we will endeavor to set up a good transition for them into our setting involving child, parents/carers and any outside professionals known to the child. This may involve the child visiting our setting on a number of occasions and/or a home visit by one of our members of staff.

We have a named SENCO (Special Educational Needs or Disability Co-ordinator) who is Sharon Lee and a Deputy SENCO who is Tashi Ungar.

They are there to support all members of staff in the early identification of special needs. They are also responsible for the day-to-day provision for children with SEND. The individual needs of all our children are taken into consideration when planning the curriculum so as to ensure it is accessible to the needs of all our children. Together with a child's key worker, our SENCO and/or Deputy SENCO maintains and oversees all records for children with SEND in our setting. Following discussion and consultation with parents/carers the SENCO and / or Deputy SENCO may liaise with other staff and outside agencies as appropriate (such as health, education and social services) regarding the Special Educational Needs and Disabilities of a child.

We are committed to effective collaboration between all agencies working with a child together with a multi-disciplinary approach to meeting children's special educational needs.

The detailed systems and procedures on the 'Graduated Approach to Identifying and Planning for needs in the Early Years' protocol (see attached) ensure that where there is an identified need, we will work in true partnership with the child, their family and other professionals to achieve the best possible outcomes.

Policy reviewed October 2019

Next review date October 2020



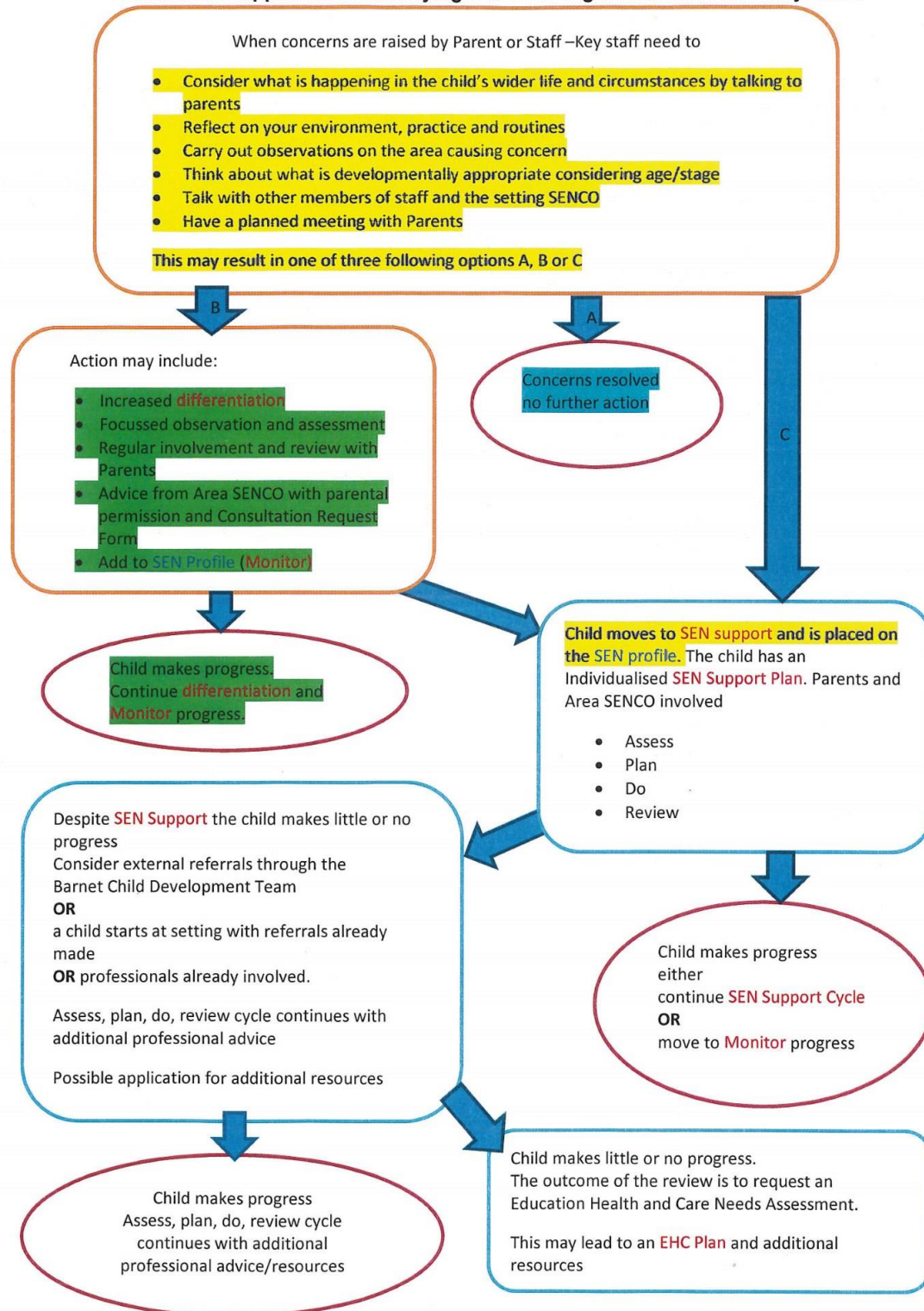
Sharon Lee
Head teacher and SENCO of Shofar

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A Graduated Approach to Identifying and Planning for needs in the Early Years



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Staff Absences Management Procedure

Shofar encourages all our employees to maximise their attendance at work, while recognising that employees will, from time to time, be unable to come to work due to sickness. This policy aims to strike a balance between the needs of our nursery and the needs of our staff. This policy and procedure establishes a framework to support individuals and the organisation in times of sickness absence.

Holidays

Shofar Daycare Nursery Holiday Year runs from 1 January until 31 December in each calendar year ("Shofar Daycare Nursery Holiday Year").

20 days' standard leave out of which you must take the three usual working days between 25th Dec and 31st Jan from this allocation ; *plus*,

8 days Public and Bank Holidays, (being New Year's Day, Good Friday, Easter Monday, May Day, Spring Bank Holiday, Late Summer Bank Holiday, Christmas Day and Boxing Day), which are additional to your annual holiday entitlement where these fall on days that you would otherwise normally be required to work and which you are required to take as part of your annual holiday entitlement; *plus*,

the following days designated by Shofar Daycare Nursery as **specific Jewish religious holidays** ("the **designated Jewish religious holidays**") where these fall on days you would otherwise normally be required to work. For the avoidance of doubt the **designated Jewish religious holidays** are: *First and Second Days of Rosh Hashanah, one day for Yom Kippur, First and Eighth Days of Sukkot; First and Seventh Days of Pesach, and the First Day of Shavuot*. You will be advised in advance of the equivalent days that these **designated Jewish religious holidays** fall on during the **MRJ Holiday Year**; *plus*,

Additional service-related leave on the basis of whichever of the following service requirements you meet on 31st Dec each year (with reference to your continuous service with Shofar Daycare Nursery):
More than one year's continuous service but less than two years' continuous service: 1 extra day per annum;

More than two years' continuous service but less than three years' continuous service: 2 extra days per annum;

More than three years' continuous service: 3 extra days per annum.

More than four years' continuous service: 4 extra days per annum.

More than five years' continuous service: 5 extra days per annum.

In the year of the commencement of your employment or the termination of your employment you will be entitled to:

Holiday on a pro rata basis; *plus*

Those holidays covering your period of employment as above.

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Part-time employees working less than 5 days per week will be entitled to pro-rata holiday entitlement as specified above.

All holiday entitlement as specified above must be taken at such times as agreed with your Line Manager. No more than two working weeks' holiday should be taken consecutively unless otherwise specifically agreed with your Line Manager. Holiday may not be taken during normal workdays at Pesach as staff training takes place.

You are required to give not less than 2 weeks' notice of any request to take any holiday lasting more than 5 days. All requests for holidays must be authorised by your Line Manager on your holiday request form.

You are strongly encouraged to use their holiday entitlement in each holiday year. However, you may carry over up to a total of 3 days' (pro-rata for part time staff) leave under as specified above in one **Shofar Daycare Nursery Holiday Year** until 31 March in the following **Shofar Daycare Nursery Holiday Year** after which such holiday entitlement will be lost if not taken.

You will not be paid in lieu of untaken holiday *except on the termination of your employment or at the discretion of the Headteacher*. However, if **Shofar Daycare Nursery** has dismissed you or would be entitled to dismiss you for gross misconduct, or if you have resigned without giving the required notice, such payment in lieu of holidays shall be limited to your statutory entitlement under the Working Time Regulations 1998 as amended, and any paid holidays (including in respect of paid *specific Jewish religious holidays* and/or in respect of any long service additional days) taken shall be deemed first to have been taken in satisfaction of that statutory entitlement in the Holiday Year in which the termination occurs.

If you have taken more holiday than your accrued entitlement at the date your employment terminates, **Shofar Daycare Nursery** shall be entitled to deduct from your final salary payment an amount equivalent to the number of days' excess paid leave that have been taken.

Absence and Sickness

During the Covid-19 outbreak- If we suspect Covid-19 then the whole bubble group will be sent home and staff or the child who is sick, will be tested (staff to seek testing <https://www.gov.uk/apply-coronavirus-test-essential-workers>).

Staff must remain at home for 7 days, unless the suspected case is found to have a negative test result, then the bubble group may return.

If a family member of someone the staff member, lives with then that staff member must stay at home for 14 days. We will look to furlough staff in this instance for 3 weeks.

If you are unable to attend work for *any reason* and your absence has not been previously authorised, you must notify your Line Manager or such person as s/he may from time to time nominate in his/her stead, of your absence and the full reasons for such absence, by 7.00 a.m. on the first day of absence. You must keep the Head teacher at Shofar Daycare Nursery regularly informed of your situation and the likely duration of your absence.

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In respect of absence due to sickness or injury, which prevents you from carrying out your duties, lasting less than seven consecutive days you need not produce a medical certificate from a medical practitioner unless you are specifically requested to do so by Shofar Daycare Nursery. If you have not been asked to produce a medical certificate in respect of any absence due to sickness lasting fewer than seven days, you will be required to complete **a self-certification sickness form** upon your return to work in respect of each day of sickness absence.

In respect of absence due to sickness, lasting more than seven consecutive days, you must on the eighth calendar day of any period of absence, provide a medical certificate signed by an appropriate medical practitioner. This must state the reason(s) for your absence and any further information required by statute or other regulatory provision and thereafter provide a like certificate for each

week, or periodically as required by Shofar Daycare Nursery, to cover the total period of your absence. Copies of all medical certificates must be sent to / provided to your Line Manager.

During the first year of your employment with Shofar Daycare Nursery you will be entitled to Statutory Sick Pay ("**SSP**") only in the event of absence due to sickness or injury, subject to the rules of the **SSP Scheme** in force from time to time.

Any payment of contractual or discretionary sick pay paid to you in respect of any period shall be deemed to be inclusive of your entitlement to SSP for the purposes of the SSP Scheme for that period.

Policy reviewed May 2020

Review date October 2020

Sharon Lee
Headteacher of Shofar



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Staff Grievance Procedure

At Shofar we follow our legal obligations as an employer at all times including hearing and investigating grievances. We have a policy and procedures that set out our process.

‘Grievances are concerns, problems or complaints raised by a staff member with management. Anybody may at some time have problems or concerns with their working conditions or relationships with colleagues that they wish to raise.’

Making your grievance:

- First and foremost the grievance should be put in writing and given to the Head teacher or Deputy Head teacher in their absence.
- This statement will then lead to a basis of investigation and the subsequent hearing. It is very important that the nature of your grievance is clearly stated in this statement. Including relevant dates, names or individuals who are involved. You should also indicate the outcome that you are seeking.
- If your grievance is unclear, you may be asked to clarify your complaint before any meeting takes place
- Before proceeding to a full grievance hearing, it may be necessary to carry out investigations of any allegations made by you. If any evidence is gathered during this time it will be writing up and sent to you in time for you to read through it and be prepared for your hearing.

The grievance hearing:

- The hearing will be held as soon as is reasonably possible following any investigations, and within five working days of the receipt of your written complaint.
- It will be conducted by the Head teacher or Deputy Head teacher in her absence.
- You are entitled to bring a companion to the grievance meeting if you make a reasonable request to do so. This request must be in advance of the meeting and you should tell us the name of your chosen companion. The companion may either be a trade union representative or a work colleague.
- You should attend this meeting.
- During the meeting you will be given the chance to explain your complaint.
- If necessary the meeting maybe adjourned to allow further investigations to take place.
- Following the meeting you will be informed in writing of the outcome within seven working days and told of any action that the nursery proposes to take.
- If you are dissatisfied with outcome you may appeal. This must be in writing. You must appeal within seven working days.

We will hold an appeal meeting, normally within one week of receiving the appeal. This will be dealt with impartially by the Chair of the Education and Ethos committee.

We will confirm our final decision in writing, usually within seven working days of the appeal hearing. There is no further right of appeal.

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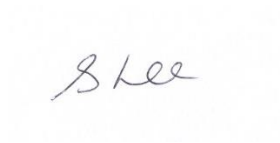
Grievances linked to disciplinary matters

Complaints that you may have about any disciplinary action taken against you should be dealt with as an appeal under the disciplinary procedure.

Grievances raised while you are subject to disciplinary proceedings will usually be heard when the disciplinary process has been completed. If a grievance has any bearing on the disciplinary proceedings, it can be raised as a relevant issue in the course of the disciplinary hearing.

Policy updated October 2019

Next review date October 2020



Sharon Lee
Headteacher of Shofar



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Staff Training

At Shofar we value our staff highly. We believe that personal and professional development is essential for maintaining the delivery of high-quality care and learning for children in their early years. It underpins all aspects of positive interactions and activities planned for children.

In the interests of the nursery, the children, their families and the individual, we give every staff member the opportunity to develop their skills to their maximum and to broaden their knowledge and skills in caring for children. A comprehensive and targeted programme of professional development ensures practitioners are constantly improving their understanding and practice. High-quality professional supervision is provided, based on individual performance related targets, consistent and sharply focused observation and evaluations of the impact of staff's practice.

We aim to ensure that all full time staff are qualified to Level 3 (or equivalent) or above in childcare and education or Early Years Educator. Where this is not possible, other staff working at the nursery will either be qualified to Level 2, be currently training or about to undertake training. Where necessary staff will be supported to achieve GCSE grade C and above in Maths and English for the completion of the Early Years Educator, level 3 qualification.

We strongly promote continuous professional development and all staff have individual training records and training plans to enhance their skills and expertise, which are based on discussions at supervision meetings and appraisal meetings. We have a training budget, which is set annually and reviewed to ensure that the team gain external support and training where needed.

Policy reviewed October 2019

Next review date October 2020



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Headteacher of Shofar

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Supervision of Children

At Shofar we aim to protect and support the welfare of the children in our care at all times. The nursery head teacher is responsible for all staff, students and relief staff receiving information on health and safety policies and procedures in the nursery in order to supervise the children in their care suitably.

Supervision

We ensure that children are supervised adequately at all times, whether children are in or out of the building through:

- Making sure that every child is always within the sight and/or hearing of a suitably vetted member of staff. Monitoring staff deployment across the setting regularly to ensure children's needs are met
- Ensuring children are fully supervised at all times when using water play/paddling pools as we are aware that children can drown in only a few centimetres of water
- Adults will always supervise children when they are using large apparatus. For example, climbing frames or using the slides.
- Making sure staff recognise and are aware of any dangers relating to bushes, shrubs and plants when on visits/outdoors
- Supervising children at all times when eating; monitoring toddlers and babies closely and never leaving babies alone with a bottle. Babies are always bottle fed by a member of staff
- Children are never to be left unattended at any meal time
- Supervising sleeping babies/children and checking on them every ten minutes.
- Never leaving babies/children unattended during nappy changing times
- Supervising children carefully when using scissors or tools, including using knives in cooking activities
- Increasing staff: child ratios during outings to ensure supervision and safety (please refer to Outings policy)

Policy reviewed October 2019

Review date October 2020



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Terms and Conditions

Application, Registration and Fees

A signed and fully completed application form together with a non-refundable Registration Fee of £100 is required prior to confirmation of a place. Registration does not guarantee a place for the start date / sessions required.

A minimum of two full day sessions (priority given for three full day sessions) must be reserved in advance of placement. It may be possible to have additional half day sessions, mornings (0800-1300) or afternoons (1300-1800) if they are available; however these are only confirmed on a three monthly basis and may be withdrawn subject to a month's notice as full day places will be given priority.

A deposit equal to one month's fees is required on acceptance of a placement. Once we have accepted your deposit, and you have returned the completed acceptance form, your child's place is guaranteed. Deposits are refunded up to 6 weeks after the last month of your child's attendance, subject to all fees and other liabilities to the nursery having been paid in full, and providing at least two calendar months' advance notice in writing is given prior to the child leaving. If a child leaves without full notice, we will offset the deposit paid against any outstanding fees and invoice the balance.

The deposit must be paid within two weeks of a written offer of a place at Shofar, if the deposit is not received by the Nursery within two weeks of the date of our letter, the place may be withdrawn

If your child does not attend the nursery for any reason once the place has been accepted, then the deposit is non-refundable.

Fees are payable monthly in advance by Direct Debit on the 1st of each month. If there isn't time to set up direct debit payments prior to your child starting at Shofar then these fees are payable by cheque with no additional charge as a one-off.

Fees are inclusive of nappies, wipes, creams, toiletries, formula milks (except special dietary requirements) up to age 1, all meals, refreshments and snacks, feeding bottles, bibs, sheets, blankets and play equipment.

Nursery uniform is charged for separately and is compulsory for the pre-school groups (children from 2.5 years upwards.)

Where a child's fee rate changes after a birthday, that reduction will take effect from the first day of the month following the birthday.

All reserved sessions & ad hoc / extra hours are to be paid for regardless of whether your child attends. Ad hoc sessions / extra hours / changes to sessions may only be booked / agreed with Management.

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No refunds can be given for sessions missed due to sickness, holidays, enforced temporary closures or when the Nursery is closed for Holidays / Staff Training Days.

Failure to meet payments may result in the termination of nursery placement and forfeiture of any refund of fees. In such circumstances, the Nursery reserves the right to levy a 2% interest charge above the prevailing Bank of England Base Rate on outstanding fees. An additional charge of £50 may also be payable for recovery of outstanding sums.

Parents are held responsible for all outstanding fees. The Nursery is not liable for collections from third parties, e.g. University / colleges, voucher providers, grant funding agencies.

Fees are reviewed annually and any increases notified to parents two months ahead of implementation.

Late collections

If a child is collected after the agreed time, a charge of £15 for the first quarter hour and £2 per minute thereafter may be imposed at the discretion of the Nursery Manager. Our hope is that we will not have to add this to anyone's invoice as exceptional circumstances will be taken into consideration.

Parents must inform the Nursery at the earliest instance if they are going to be late to pick up their child.

Hours of Operation

Shofar will operate Monday-Thursday from 07:45-18:15 and on a Friday from 07:45-18:00 (except for public and Jewish holidays*, two staff training days per year and over the winter period between the bank holidays, 27-31st December and during Pesach.)

Children can be dropped off and picked up at any time in between these times.

Parents are requested to arrive no later than 10 minutes prior to the end of the session to allow time for feedback and collection.

If the Jewish holiday occurs on a week day then we will observe the following:-

*Rosh Hashanah 2 days, Yom Kippur 1 day, Sukkot 1 day, Simchat Torah 1 day, Pesach 2 days, Shavuot 1 day. We will close early on Erev Pesach & Kol Nidre to allow staff to get home in time for the festival to commence.



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Shofar Fees- September 2019

Opening Hours 0745-1815 Monday- Thursday and 0745-1800 Friday

0-3 years Days per week	Maximum hours available	Cost per calendar month (members belonging to MRJ synagogues)	Cost per calendar month (non MRJ synagogue members)
Five full days	0745-1815 Mon-Thurs 0745-1800 Fri	£1,593.75 (£75.00 per day over 51 weeks) Special reduction cap at £1,550	£1,678.75 (£79.00 per day over 51 weeks) Special reduction cap at £1,650
Four full days	0745-1815 Mon-Thurs 0745-1800 Fri	£1,366.80 (£80.40 per day over 51 weeks)	£1,436.50 (£84.50 per day over 51 weeks)
Three full days	0745-1815 Mon-Thurs 0745-1800 Fri	£1,025.10 (£80.40 per day over 51 weeks)	£1,077.40 (£84.50 per day over 51 weeks)
Two full days	0745-1815 Mon-Thurs 0745-1800 Fri	£683.40 (£80.40 per day over 51 weeks)	£718.25 (£84.50 per day over 51 weeks)
Additional morning sessions booked monthly in advance*	0800-1300	£49.00 per half day (£208.25 per month)	£51.50 per half day (£218.90 per month)
Additional afternoon sessions booked monthly in advance*	1300-1800	£43.50 per half day (£184.90 per month)	£46.00 per half day (£195.50 per month)
One off ad-hoc morning or afternoon sessions**	0800-1300 or 1300-1800	£51.00 per ad-hoc half day	£54.00 per ad-hoc half day
One off ad-hoc sessions **(full day)	0745-1815 Mon-Thurs 0745-1800 Fri	£85.00 per ad-hoc full day	£89.00 per ad-hoc full day
3-5 years Days per week	Maximum hours available	Cost per calendar month (members belonging to MRJ synagogues)	Cost per calendar month (non MRJ synagogue members)
Five full days	0745-1815 Mon-Thurs 0745-1800 Fri	£1,364.25 (£64.20 per day over 51 weeks) Special reduction cap at £1,350	£1,434.40 (£67.50 per day over 51 weeks) Special reduction cap at £1,425
Four full days	0745-1815 Mon-Thurs 0745-1800 Fri	£1,184.90 (£69.70 per day over 51 weeks)	£1,245.25 (£73.25 per day over 51 weeks)
Three full days	0745-1815 Mon-Thurs 0745-1800 Fri	£888.70 (£69.70 per day over 51 weeks)	£934.00 (£73.25 per day over 51 weeks)
Two full days	0745-1815 Mon-Thurs 0745-1800 Fri	£592.50 (£69.70 per day over 51 weeks)	£622.65 (£73.25 per day over 51 weeks)
Additional morning sessions booked monthly in advance*	0800-1300	£43.50 per half day (£184.90 per month)	£46.00 per half day (£195.50 per month)
Additional afternoon sessions booked monthly in advance*	1300-1800	£34.50 per half day (£146.65 per month)	£37.00 per half day (£157.25 per month)
One off ad-hoc morning or afternoon sessions**	0800-1300 or 1300-1800	£47.00 per ad-hoc half day	£48.25 per ad-hoc half day
One off ad-hoc sessions **(full day)	0745-1815 Mon-Thurs 0745-1800 Fri	£74.00 per ad-hoc full day	£75.50 per ad-hoc full day

For children over 3 years of age, Shofar can claim the Free Early Years Entitlement on behalf of the parents in the term after the child's third birthday and a reduction in the child's fees will be given at the current funding rate. (Currently £5.17 per hour) 30 hour funding is available for eligible parents and a reduction in the child's fees will be given at the current funding rate. (Currently £5.17 per hour)

Parents must provide proof of child's date of birth by giving Shofar a copy of birth certificate or passport on entry.

If availability exists then it may be possible to send your child to Shofar for the free entitlement (plus meal costs) only, but these will be at set times. Please enquire for availability.

Parents wishing to choose session times must agree to pay for extra charges which cover Jewish studies, Hebrew, Fitness, Music and other activities and the set fees will be reduced by the funding level. Fees are inclusive of nappies, wipes, creams, toiletries, formula milks (except special dietary requirements) up to one years old, all meals, refreshments and snacks, feeding bottles, bibs, sheets, blankets and play equipment.

* Additional morning or afternoon sessions will be allocated if we have availability.

** All ad-hoc sessions must be agreed by management and must be paid for once the invoice is issued or by completing a credit/debit card form at the time of booking. No refunds will be given for cancelled ad-hoc sessions once booked.

5% sibling discount applies to both siblings currently in attendance for full month at Shofar but is not applicable to ad-hoc sessions

No refunds will be given for any sessions missed due to sickness, holidays, enforced temporary closures or when Shofar is closed for Holidays / Staff Training.

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Illness and accidents

In the event of an accident, parents will be notified and are required to sign an accident report form. Parents may be asked to withdraw their child from the Nursery in the event that they require special medical care or attention or are otherwise deemed not well enough to attend. Shofar has a Medical Exclusion Policy, which we expect all parents and carers to adhere to.

The Nursery cannot accept responsibility for children contracting contagious diseases or infections.

Parents are obliged to inform the Nursery of any sickness, illness or allergies on registration of their child and thereafter. A Health Care Plan must be completed for medical care needs.

Medication

We will give your child any prescribed medication, providing you complete our medication form. Please do not ask us to give any non-prescribed medication, as we are concerned about overdosing and keeping sick children at nursery, when in reality they should be at home, to avoid illnesses spreading.

The Headteacher has an emergency supply of Calpol, and Nurofen, which she would be able to administer in an emergency with parental permission, if collection is not immediate. In an emergency permission can be given over the phone, but must be followed up in writing. The child must still be collected as a matter of urgency.

Termination / Cancellation / Change of sessions

Two full calendar months' notice in writing is required to withdraw your child from the nursery or to reduce previously agreed levels of attendance, following the end of the month in which notice is provided. The Nursery reserves the right to terminate a placement if fees are not paid by the due date, if parents / carers fail to observe the Policies & Procedures of the Nursery, or a parent, carer or child displays abusive, threatening or otherwise inappropriate behaviour.

The Nursery reserves the right to terminate a placement if important information concerning or affecting your child is withheld / not communicated to Nursery management and staff.

Should a mutually agreed start date be postponed by parents, the Nursery reserves the right to charge from the original start date as indicated on the nursery application form / placement offer letter.



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Personal Property and Belongings

While staff will exercise all reasonable care to ensure that the Children's belongings are not lost or damaged, the Nursery cannot be held responsible for any loss or damage that might otherwise occur. We cannot accept any responsibility for any loss or damage of toys or comforters from home should children bring these to Nursery.

All items of clothing / footwear must be clearly labelled by parents prior to the child starting at the Nursery.

Prams / buggies are not permitted in the main building or allowed to block fire exits / escape routes in order to comply with Health & Safety and Fire Regulations. All buggies must be stored folded in the buggy store.

Uniform is compulsory for all children in our Pre-school classes.

Sun hats are compulsory for all ages.

Uniform is a t-shirt (during warmer weather) and / or a Sweatshirt (in colder climates) and a sun-hat and Kippah

Children may wear any joggers, leggings, shorts, skirts with nursery uniform top and sensible shoes that protect toes.

Please dress your child appropriately for their day at Nursery, weather wise, and be aware that we will only change your child if necessary i.e. if your child has had an accident or gets wet with water play.

Once your child is walking please supply the Nursery with a pair of named wellington boots that fit your child, and a bag of spare clothing that is all named and that is checked regularly to ensure this still fits and suits all climates.

If sunny please apply sun lotion before coming to Nursery and our staff will re-apply as necessary throughout the day.

Liability

The Nursery does not accept responsibility for any loss or inconvenience suffered by parents arising directly or indirectly from a temporary closure of its premises or as a result of the non-admission of a child for any reason. Fees will be charged for all reserved sessions regardless of holidays, sickness or temporary closures.

The Nursery cannot accept responsibility for children whilst in the care of their parents on its premises or on the Sternberg Centre site.



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Security and collections

Children are not permitted to leave the premises with anyone unknown to staff. Parents are asked to provide Nursery staff with a list of all individuals who will be dropping off and / or collecting their child. This information should include full names, addresses, telephone numbers and photographs for each named adult. If a parent needs to put into place a last minute change to the collection list, they must notify the Nursery in person / by telephone of this request or write the details of the person collecting their child on the notice board on the day of collection.

Parents / carers must observe the Nursery's Security Policy at all times and ensure that all doors / gates are securely closed / bolted behind them and that they do not allow people entry to the Nursery under any circumstances.

When dropping off or collecting their child all parents and carers must park safely and with due consideration to our neighbours. Parents must refrain from blocking residents driveways at all times.

Failure to adhere to this policy may result in the termination of the child's placement with the Nursery.

Consent forms

- Parents will be required to sign a declaration of consent form for the following:
- Administration of prescription medicines.
- Summoning emergency medical assistance, which may include taking a child to a GP or hospital.
- Liaising with external professionals.
- Trips and outings away from the Nursery.
- Consent for named individuals to drop off and or collect your child from Nursery.
- Applying sun-cream and face-painting – as part of certain creative activities.

Online Safety Acceptable Use

- The use of photographs in children's' on line 'Tapestry learning Journal'
- Taking photographs of your child which may be used for display purposes within the Nursery or for use on our website/ Facebook / Twitter/ FRS and Alyth Synagogue web sites and mailings.
- Taking photographs of children at the Nursery as individuals and / or as part of a group activity / performance.
- Parents may withhold permission for any or all of the above and will accordingly be asked to complete a Consent Withheld form. In such cases the Nursery will use all efforts to hide the said child's face by use of blurred or cartoon imagery. The Nursery cannot be held liable in cases of genuine error.

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Complaints

To help resolve any issues or concerns, the Nursery maintains a formal complaints procedure to ensure that your views are heard and dealt with promptly by a senior member of staff at any time.

If the complaint is not satisfactorily resolved, you may elect to discuss the matter with the Nursery Manager in a private capacity.

Should you feel thereafter that your concerns have still not been dealt with satisfactorily over a subsequent period of 7 working days; you may refer the complaint to the Office for Standards in Education (OFSTED), details of which are as follows:

Telephone number 0300 123 1231

Or you can write to them at:

Applications, Regulatory and Contact (ARC) Team Ofsted

Piccadilly Gate, Store Street, Manchester M1 2WD

Information

- The following information must be provided to the Nursery on registration:
- Details of parents / carers including daytime & emergency contact numbers.
- Notifiable diseases and other medical conditions that the child has had & a Health Care Plan must be completed and signed by the parent and GP or medical practitioner.
- Details of immunisations.
- Food or medical allergies.
- GP's name and telephone number.

Parents are required to inform the Nursery of changes to any of the above.

Employment of staff by parents

For the duration of our agreement with parents and for six months thereafter, Parents are prohibited from directly or indirectly employing (including babysitting), or enticing for employment, any member of Nursery staff with whom they or their associates have been in contact.

Should employment occur under such circumstances the Nursery will be entitled to a level of compensation from Parents equivalent to 25% of the individual's prevailing annual salary.

Staff

The Nursery requests that parents / carers refrain from 'befriending' staff on social media platforms, maintain confidentiality and professionalism and support staff to enjoy their personal lives

PLEASE SIGN:

I _____ (print name) agree to Shofar's Terms and Conditions as set out in the above document

I _____ (print name) attach a copy of my child's
_____ (print name) birth certificate or passport.

Signed _____

Parent _____

Date _____

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Whistleblowing policy

At Shofar we expect all our colleagues, both internal and external, to be professional at all times and hold the welfare and safety of every child as their paramount objective.

We expect all team members to talk through any concerns they may have with their line manager at the earliest opportunity to enable any problems to be resolved as soon as they arise.

‘Whistleblowing’ is defined as ‘raising concerns about misconduct within an organisation or within an independent structure associated with it’

Legal framework

The Public Interest Disclosure Act 1998, commonly referred to as the ‘Whistleblowing Act’, amended the Employment Rights Act 1996 to provide protection for employees who raise legitimate concerns about specified matters. These are called ‘qualifying disclosures’. On 25 June 2013, there were some legal changes to what constitutes a qualifying disclosure.

A qualifying disclosure is one made in the public interest by an employee who has a reasonable belief that:

- A criminal offence
- A miscarriage of justice
- An act creating risk to health and safety
- An act causing damage to the environment
- A breach of any other legal obligation or
- Concealment of any of the above
- Any other unethical conduct
- Is being, has been, or is likely to be, committed.

It is not necessary for the employee to have proof that such an act is being, has been, or is likely to be, committed; a reasonable belief is sufficient.

Disclosure procedure

- If this information relates to child protection/safeguarding then the nursery’s safeguarding children policy should be followed.
- Where you reasonably believe one or more of the above circumstances listed has occurred, you should promptly disclose this to The Head teacher or Deputy Head teacher or third in charge in their absence so that any appropriate action can be taken. If it is inappropriate to make such a disclosure to the senior staff (i.e. because it relates to your manager) you should speak to Carole Balfe, Chair of Management Committee 07721 761550.
- Any disclosure or concerns raised will be treated seriously and will be dealt with in a consistent and confidential manner and will be followed through in a detailed and thorough manner.
- If an employee is subject to an allegation against them Sharon Lee or Tashi Ungar in her absence or Irene Garcia Galdon in their absence will inform Barnet’s DO (Designated Officer) within one day of the allegation and a full investigation will take place. The staff member concerned may be suspended from their duties whilst this investigation is taking place.

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- If it is felt that the Head teacher, deputy Head teacher in her absence or Third in Charge is not dealing with this complaint you should speak to Carole Balfe, Chair of Management Committee c/o 07721 761550 or failing appropriate action call NSPCC Whistleblowing Advice Line on 0800 028 0285
- Any employee who is involved in victimising employees who make a disclosure, takes any action to deter employees from disclosing information or makes malicious allegations in bad faith will be subject to potential disciplinary action which may result in dismissal
- Failure to report serious matters can also be investigated and potentially lead to disciplinary action which may result in dismissal
- Any management employee who inappropriately deals with a whistleblowing issue (e.g. failing to react appropriately by not taking action in a timely manner or disclosing confidential information) may be deemed to have engaged in gross misconduct which could lead to dismissal

Policy reviewed October 2019

Next review date October 2020



Sharon Lee
Head Teacher of Shofar



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Shofar Daycare Nursery Golden Rules

(For staff, students, agency staff, volunteers, parents/carers and grandparent helpers)

1. If you do NOT have a DBS you are not allowed to take any child to the toilet.
2. Do not shout across the classroom, please go and talk directly to the child, making sure to bend down to their own height to talk to them.
3. As we work with young children you may need to re-think the way in which in which you speak to the child in order to make it meaningful. - There is a helpful prompt in the induction pack that explains 'open questioning which may be useful to help develop your practice.
4. Never leave uncovered hot drinks in the rooms at any time when the children are about. Hot drinks may be drunk during the day providing they are in covered containers (these can be found in the main kitchen) but must not be left in reach of the children. Other hot drinks can be drunk before the children arrive in the morning, in the staff room during breaks or at staff meetings.
5. Mobiles must be switched off or on silent mode, they must be left in your hand bag in your designated locker and can only be accessed in the staff room during your break.
6. Parents and carers must refrain from using their mobile whilst in the nursery building and staff are asked to politely remind parents and carers who are seen using their phones.
7. Personal calls must be kept to a minimum, you may give family the Shofar direct line 020 8346 3453 in case of an emergency.
8. When you are in the room you must have good vision of all children and never sit with your back to the children.
9. Let the children complete their own work. You may show a child how to do something but do not do the activity for them.
10. We expect all resources and equipment to be kept in good condition and we hope our staff, agency staff and volunteers will help us to maintain all equipment at Shofar. When an activity is finished please tidy away equipment and place back on the correct shelf or correct cupboard. Please ask if you are not sure where this belongs.

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11. Where possible encourage the children to tidy up with you and demonstrate to them about caring for our resources, do this at regular intervals throughout the day.
12. Feedback to parents is very important but try and keep conversations short and to the point. Make sure the daily routine sheets for food and sleep time are filled out for the parent to look at before the child goes home.
13. Please make sure any feedback from a parent is given to Sharon, Tashi or your room leader, no matter how small.
14. Communal areas such as the staffroom must be looked after and everyone who uses crockery or cutlery must wash up after it has been used and place it back in cupboard.
15. When babies and children are being changed they must be watched at all times, the adult changing them must interact with them by talking to them or singing to them.
16. If you need to help a child to do something like wipe their nose, wash their hands etc. please talk to them about what you are going to do before you do it.
17. NO volunteer or parent helper must be allowed to change babies nappies.
18. Do not eat anything other than Shofar meals in front of the children, if there is enough food, after all children have been offered seconds, Staff are encouraged to sit down at the tables and eat with the children, to resemble a normal family mealtime. The children's needs must be catered for at all times, so staff must get up to help the children as and when required.



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