Monkleigh Primary School Nursery Procedures

Updated October 2026

This document details the key procedures followed at Monkleigh Nursery. They are regularly monitored and updated. Recent changes may not be reflected in this document. In addition to these procedures the Nursery adheres to all Monkleigh Primary School policies. They be found in the school policy folder or on the school website www.Monkleigh-primary.devon.sch.uk

All procedures are offered to the Governing Board for approval each year – these procedures represent the last occasion on which amendments were made to the procedures.

The Nursery adheres to Monkleigh Primary School policies which can be requested from the school main reception office, or can be viewed on the school website https://www.monkleigh-primary.devon.sch.uk/

List of school policies;

Safeguarding, Prevent & Looked After Children
Health & Safety & Risk Assessments
Code of Conduct
Staff Handbook
ESafety
Recruitment
Disciplinary
Complaints
Grievance
Medication
Behaviour
Outdoor Education Visits
Fire
Equality
SEND
Whistleblowing
Nursery Admissions

Nursery Admissions Policy

This is a separate policy that can be found on the school website or by asking at the school Reception Office.

Settling-In Procedure

We aim for all children to feel safe, stimulated and happy in our setting and to feel secure and comfortable with staff. We want parents to have confidence in both their children's well-being and their role as active partners with us

- We follow a detailed induction program which ensures that new children and their families feel welcome and ready to start. Information including a welcome pack is sent home for parents to read. For more details on the program please ask the Nursery Lead.

- Each child will have settling-in visits. These are informal visits where parents/carers bring and stay with their child for a session. A Staff Member will be available to answer any questions and give briefings on the running of the group (including Child Protection procedures – a legal requirement).

- We will respect and support the parent/carer's wishes as to how to proceed for each child to settle into the group. Some parents/carers choose to stay for the first (or more) sessions to provide familiarity and reassurance for their child, others wish to leave their child from day one.

- Parents/carers must be contactable and should be able to return within 30 minutes whilst a child is still settling into the setting. In the rare instances where a child becomes distressed and cannot be pacified by staff, the parent/carer will contacted to return to the setting and remain with the child for the remainder of the sessions.

- A key person is allocated to each child. We believe that children settle best when they have a key person to relate to, who knows them and their parents well. The role of a key person is set out in the welfare requirements of the Statutory Framework for the Early Years Foundation Stage. All staff get to know the children well and contribute to their child's learning and development.

- The Nursery Lead, office staff and head Teacher act as the key contact for the parents. All staff are responsible for the child's developmental records and for sharing information on a regular basis.

- Younger children may take longer to settle, as will children who have not previously spent time away from home. In our experience children generally take up to two weeks to settle into the setting. If after two weeks the child has not settled, we will discuss with the parent/carer about whether to continue or defer the child's start date.

- Children that are new will be guided through each session while they familiarise themselves with the routine and their new environment.

- The key person will carry out 'The EYFS progress check at the age of two' This progress check aims to review the child's development and ensures that parents have a clear picture of their child's development.

- The progress check will describe actions that will be taken by the setting to address any developmental concerns (including working with other professionals where appropriate)

- The Nursery Lead and Headteacher along with all other staff will plan activities to meet the child's needs within the setting and support parents to understand their child's needs in order to enhance their development at home.

Arrival / Departure of Children Procedure

- We operate procedures to ensure the safe arrival and departure of all children.

- Where a child is to be collected by an alternative adult, known to staff, such as a childminder or grandparents, the adult should be named and recorded on the register.

- We operate a password system where a child is to be collected by an adult that does not regularly collect a child.

- Parents /carers are provided with a contact number to inform staff on occasions where an authorised person cannot collect the child. The person collecting the child should be informed of the password.

- Parents/carers wishing to collect their child early should inform a member of staff so that the attendance records can be amended accordingly.

Non-collection of Children Procedure

Where a child is not collected by an authorised person at the end of a session, we endeavour to provide the child with a standard of care to minimise distress. We inform parents/carers of our procedures so that they will be reassured that their children will be properly cared for in the event that they are delayed.

- Parents/carers are required to complete a registration form, detailing home address, telephone number, work number, mobile number and emergency contact details for an alternative adult. Any changes to these details must be communicated immediately.

- On occasions when parents are aware that they will not be at home or in their usual place of work, they must inform staff. If persons normally authorized to collect a child are not able to collect, staff must be notified of the details of the person who will be collecting the child. Method of identification must also be agreed.

- Any non-collected child will continue to be supervised by members of staff. If this is not possible child protection procedures are applied as set out in our child protection / safeguarding policy.

- Staff will endeavour to contact the parent/carers on any of the contact numbers listed. Where no contact can be made with the parent/carer, staff will ensure that the child is cared for until safely collected. The child does not leave the premises with anyone other than those named on the registration form or on the daily register.

- If the premises are closing and the child remains uncollected we apply the procedure in the safeguarding policy. We contact and take guidance from local social services departments and inform MASH (Multi Agency Safeguarding Hub).

- It is our legal duty to report to social services any child who is left in our care an hour after the end of a session without any contact from the parent/carer. A full written report of the incident is recorded.

- Depending on circumstances, we reserve the right to charge parents/carers £10.00 for each 15-minute period that the child is not collected beyond the session end time

For immediate referrals;

MASH – 0345 155 1071 or mashsecure@devon.gcsx.gov.uk Out of hours emergency duty service – 0345 600 0388

For advice;
Senior district coordinators;
Exeter, East and mid Devon 01392 384394 / 07969 684697
North Devon and Torridge -1392 388901 / 07969 684697
Registration and inspection officer 01392 395533

LADO 01392 384964 Ofsted 0300 123 1231

Missing Children Procedure
In the unlikely event that it becomes apparent that a child is missing on the premises, the following procedures are implemented to ensure the child is located and returned to safety as quickly as possible.

1. Assemble all children together;
2. Identify which child is missing (call register);
3. Ascertain when the child was last seen and by whom;
4. Keep remaining children in the room with a ratio of at least 1:8 (adults:children);
5. This should leave adults free to search for the missing child(ren);
6. Search the building and grounds area;
7. Inform school Headteacher and extend search to school field; and
8. If sufficient adults present, extend the search to surrounding area of the school grounds.

If by this time the child has not been located and a period of 10 minutes has passed, the Headteacher will contact the police and the child's parents. The Chair of Governors will also be called into school.

If a child goes missing on a school outing;

- As soon as it is noticed that a child is missing, staff on the outing carry out a headcount to ensure that no other child has gone astray. One staff member searches the immediate vicinity but does not search beyond that.
- The Headteacher is contacted immediately (if not on the outing) and the incident is recorded.
- The trip leader contacts the police and reports the child as missing.
- The Headteacher contacts the parents, who make their way to school.
- Staff take the remaining children back to school.
- In an indoor venue, the staff contact the venue's security who will handle the search and contact the police if the child is not found.
- The Headteacher contacts the chair of governors and reports the incident. The chair of governors comes to school to carry out an investigation.

The investigation

- If the incident warrants a police investigation, all staff co-operate fully.
- The local authority Health and Safety Officer may want to investigate and will decide if there is a case for prosecution.
- In the event of disciplinary action needing to be taken, Ofsted is informed. 0300 123 1231
- The insurance provider is informed.
- MASH is informed 0345 155 1071

Security Procedures

We aim to ensure that our setting is a secure and safe environment, where children remain supervised at all times and parents can feel confident their children are protected when left at our setting.

- A secure entry system is in operation on the main gate and access to the Nursery. Staff can access by swiping their fob. All gates have a lock and bolt which adults can open.

- The Staff are positioned around the rooms and outside areas to ensure that the children are supervised at all times. This makes it extremely difficult for a child to leave the premises unobserved. This also allows a rapid exit for the whole group from the premises in the case of emergency.

- A member of staff counts children entering the setting at the start and end of each session. The register is taken at the beginning of each session and the number of children (and adults) present is recorded.

- If a child arrives after the start of a session, this is recorded in the register and children are signed in at the main entrance on the electronic system.

- If any child or adult leaves the group during the session, this is recorded in the register and children are signed out at the main entrance on the electronic system.

- Visitors are recorded in the electronic visitors file maintained at the school reception. Visitors are asked to read the nondisclosure information.

- These systems prevent unauthorised access to our premises. All doors and gates are kept locked and personal possessions of staff are stored in secure lockers.

Fire safety and emergency evacuation procedure

Procedure for emergency evacuation of the Nursery:

A register should always be taken at the start of every session, including names of staff members and visitors. If an emergency situation occurred the following procedure would commence;

If the fire alarm is activated:

- Tell the children what is going to happen so they do not get frightened or apprehensive
- Staff will assemble all children in a line by the door. They will then collect the daily register. . Children will then be escorted out of the building to the fire assembly points. Fire assembly points are located on the back playground.
- Any children with special educational needs or any other disability will receive one-to-one help to exit.
- The staff member in charge on that day will check all areas of the building; that all fire doors are shut and the building is evacuated.
- Once outside, names are checked off against the daily register. In the event of a missing child, the policy for Missing Children will come into force.
- Once outside the staff member in charge on that day will ring emergency services and a member of staff will ensure they are visible and alert the emergency services to the location
- During an emergency the staff member in charge on that day will contact all parents/carers. All children will be supervised until a parent/carer comes to collect them.

The Fire Drill Procedure

Evacuation

Fire drills for Evacuation practice will be carried out half-termly. The office staff will sound the alarm and the emergency evacuation procedure detailed above will be activated.

The following information will then be recorded in the Fire Log Book:

- Date and time of drill
- Length of time of drill (i.e. time taken from sounding the alarm to full and safe evacuation)
- Any problems delaying evacuation
- Any further action to be taken to improve drill procedure

All fire drills, fire incidents and equipment checks and servicing will be recorded in the Fire Log Book.

Mobile Devices, Cameras and Social Networking

We have a duty to safeguard and protect the children in our care and reduce risks to a minimum. We are required to keep up with the advances in technology and the impact that this could have on a setting.

Procedures:

Personal Mobile Devices

- Mobile devices are not allowed in the Nursery.
- In the Nursery at the beginning of each staff members shift, personal mobile devices are stored in staff bags in the staff room.
- In the event of a personal emergency, personal mobile device may be used in the privacy of the office/ staff room, with permission from the Headteacher. Although staff have permission to use the school telephone in the event of an emergency.
- If members of staff take their own mobile phones on outings, for use in the case of an emergency, they must not make or receive personal calls.
- Parents and visitors are requested not to use their mobile phones whilst on the premises. There is an exception if a visitor's company or organisation operates a lone working policy that requires contact with their office periodically throughout the day. Visitors will be advised of a quiet space where they can use their mobile phone, where there are no children present.
- Cameras and videos
- Members of staff must not bring their own cameras or video recorders into the setting.
- Photographs and recordings of children are only taken for valid reasons, i.e. to record their learning and development, or for displays within the setting.
- Photographs or recordings of children are only taken on equipment belonging to the setting; any staff member found to be using their personal mobile device/camera for this purpose will have it confiscated until images have been recovered. Disciplinary action may follow.
- Camera and video use is monitored by the Headteacher.

- Photographs and recordings of children are only taken of children if there is written permission to do so (found on the individual child's Registration Form).

TAKING PICTURES/VIDEO OF SCHOOL SPECIAL EVENTS

The Data Protection Act does not prevent parents or other family members from photographing their children at school special events. We are entitled to decide whether or not we allow photography to take place on our premises during special events. The DPA does not apply to parents or other family members taking pictures of their children for their own personal use, for example to go in a family photo album.

Photographs and videos may be taken at school special events. However, we ask that parents/carers respect the privacy of anyone else who may appear with your child. With this in mind, photographs and videos taken at school special events are for personal use only and must not be posted on the internet or social network sites such as Facebook, You Tube, MySpace, etc.

Confidentiality Procedures

The staff's role, and occasionally volunteer parents will sometimes result in the knowledge of confidential information about children and their families. In order to maintain the trust of parents/carers we appreciate the importance of confidentiality.

- We are aware that all records/conversations and correspondence between the setting and parent/carers are confidential.
- Parents/carers will have ready access to the files and records of their own children but will not have access to information about any other child.
- Personal information about children, families and staff are kept securely in a lockable filing cabinet or in digital form.
- Parent/carers are contacted in a first instance before outside agencies are involved, except where child protection concerns are raised.
- Issues involving staff are treated with confidentiality and knowledge of such is limited to those involved in the issue.
- All staff and volunteers sign a confidentiality agreement and visitors are required to read our policy on non-disclosure and sign to confirm they will abide by this policy.

Record keeping Procedures

In the running of our setting we come into contact with confidential information. All records are regarded as confidential due to the subject nature. We have procedures in places to ensure we maintain confidentiality for all children and staff records.

- Observations are collated and recorded and key moments of learning and development are captured in accordance with Early Years Foundation Stage guidance.

- Information such as name and address, date of birth, details of parents/carers, hours of attendance, medical information are stored securely for all children and passed onto their next educational establishment when they leave.

- Each child's individual file is retained on-site and kept securely.

- Children's individual files may contain photographs of them during a range of activities. Parents have access to their own child's records. These records may be used for displays, publicity and evidence for Ofsted inspections, with parental consent.

- Children's files are passed to the schools to which the child attends, following their time at our setting. The files are the property of the child's parents at the end of the foundation stage of education.

Behaviour Management Procedures

We believe that children flourish best in an ordered environment in which everyone knows what is expected of them and children are free to develop their play and learning without fear of being hurt or hindered by anyone else.

- We promote a positive approach to behaviour by encouraging children to take responsibility within the group. We actively encourage the children to resolve conflicts that arise amongst themselves.

- We praise good behaviour traits such as listening, sharing and consideration of others when demonstrated in the group.

- Unacceptable and disruptive behaviour is handled consistently by staff. Disruptive behaviour such as running around, climbing on the furniture and dangerous play is discouraged to prevent injury to themselves and to others. Children are encouraged to consider and discuss their actions.

- Following a minor behaviour incident staff speak to the children in an appropriate manner reinforcing positive behaviour as expected in the setting.

- In situations of serious misbehaviour, such as racial or other abuse, the member of staff will make clear the unacceptability of the behaviour and attitudes, by means of explanations rather than personal blame. Serious incidents are recorded on CPOMS. Serious incidents are discussed with parents at the end of the session.

- In cases of reoccurring disruptive behaviour, we aim to work with parents/carers to understand the cause and decide jointly a way forward to respond appropriately.

- We follow the guidance as shown in the school Behaviour Policy for behaviour and bullying incidents.

Managing Children with Allergies/ Medical conditions

We will not exclude children on the basis of allergies or medical conditions. We aim to provide a safe environment for children with allergies and/or medical conditions but preventing contact with substances causing allergic reactions. We ensure that affected

children are not made to feel different or uncomfortable about their allergies or medical conditions.

The setting abides by the school Medication Policy

Procedures

- Known allergies or medical conditions must be recorded on the medical information sheet when a child joins the setting.

- Where a child as an allergy, staff will discuss with the parent/carer the details of the allergy – including what causes the allergy; the nature of the allergic reaction; what to do if such a reaction occurs and what the setting can do to minimise the risk of exposure to the allergen. This information is recorded on the child's personal file and all staff are informed of the details.

- Where a child has a medical condition/illness, staff will discuss with the parent/carer the details of the medical condition – including the exact nature of the condition; the symptoms arising from the condition, any implications for the child or others; what limitations, if any the condition causes the child and what medication/ procedures need to be administered or performed.

- Regular reviews will be performed to ensure that procedures in place to deal with known allergies or specific medical condition are still considered appropriate.

- Where a child has prescribed medication(s) to treat allergies, medical conditions or illnesses, it should be prescribed by the child's own GP. The medicine(s) must be clearly labelled with the child's name. It will be stored safely in a locked cupboard or refrigerator as appropriate.

- All medication must be recorded in the medical file and signed before and after administration by parent/carer.

- All medication must be explained to staff for: what condition the medication is required for; how and when the medication should be administered and any other relevant information, such as how to store the medication.

- All medication administered will be recorded in the Medicine Register.

- If children are going on trips the staff accompanying the children will risk assess. Medicine will be taken on the trip in a sealed container, clearly labelled with the consent form. Details of medicine administered are recorded in the medicine book.

Accident /Illness Procedures

- On admission, parents are asked to sign a permission slip to allow trained first aiders to administer first aid. If permission is not given, we require full details as to what action they require us to take in the instance of an accident or emergency.

- Guidance is taken from the Health Protection Agency for infection control for childcare settings. For any child or adult with symptoms of diarrhoea and/or vomiting they must not

return to the setting until 48 hours after the symptoms have stopped. This means 48 hours AFTER last instance of sickness or diarrhoea.

- Parents/carers are asked to inform the setting of any marks from injuries sustained outside of the sessions so that it can be recorded, signed and dated.

- If a child becomes unwell, has an accident or requires medical intervention, parents/carers will be contacted and notified immediately.

- Where the incident is not an emergency, a child will not be taken to the GP surgery or hospital without parental permission. If the situation is deemed an emergency a doctor will be called and/or the child taken to hospital immediately and the parents notified as soon as possible.

- Any immediate first aid will be administered by staff/ trained First Aiders where required.

- All incidents and accidents will be recorded in the Accident/Incident Book. Parents/carers will be given a copy.

- In order to contact parents/carers in cases of emergency it is essential that contact details are kept up to date and any changes notified immediately.

- Headlice are not an excludable condition, although in exceptional circumstances a parent may be asked to keep the child away until the infestation has cleared.

- On identifying cases on head lice all parents are informed and asked to treat their child and all of the family if they are found to have head lice.

First Aid Procedures

We follow the guidelines of the Reporting of injuries, diseases and dangerous occurrences regulations (RIDDOR) for the reporting of accidents and incidents.

- The First Aid box is easily accessible to adults but kept out of reach of children. The box is checked regularly and restocked. A First Aid book is retained with the first aid box for reference.

- All members of staff are trained in Paediatric First Aid

- Parents/carers are required to complete an emergency medical permission consent form when children start at the setting.

- The accident book is kept in a safe and secure place. All staff are aware of the book and how to complete it. It is completed for all accidents and a copy sent home on the day that the accident happens. The book is reviewed regularly to identify potential or actual hazards. OFSTED is notified of any injury requiring treatment by a general practitioner or hospital, or death of a child or adult.

- All dressings are stored in a sterile condition. For open wounds – grazes are covered using non- allergic coverings.

- Parents/carers must inform the setting about any allergies or specific medical conditions/requirements. Appropriate measures are implemented to deal with these conditions – see our “Allergy/Illness Policy”.

- Parents inform the setting of any injuries that the child has received overnight or before they start the session.

- Any food poisoning affecting two or more children or adults on the premises is reported to the local Environmental Health Department.

- We report online via OSHENS:
  any work-related accident leading to an injury to a child or adult, for which they are taken to hospital; any work-related injury to a member of staff, which results in them being unable to work for seven consecutive days; when a member of staff suffers from a reportable work-related disease or illness; any death, of a child or adult, that occurs in connection with activities relating to our work; and 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.

Kitchen Procedures

- The kitchen must be kept clean at all times.

- Separate cloths and bowls are used for cleaning floors; table tops and washing up.

- Cleaning equipment and kitchen utensils are stored in the kitchen out of the reach of the children.

- There are separate facilities for hand washing.

- Children are not permitted in the kitchen area.

Food and Drink Procedures

Snack and meal times are viewed as an important part of the day at the setting. It represents a social time for the children and adults and an opportunity to learn about healthy eating. We aim to offer varied, nutritious snacks and they are chosen to reflect cultural and religious backgrounds of the children attending.

- We find out from parents/carers any dietary needs and preferences of the children, including any allergies. This information is recorded on each child’s records.

- We aim to provide nutritious food at snack times.

- We do not provide foods containing nuts or nut products and are especially vigilant where a child with a known nut allergy is present at a session.

- The register of specific needs/allergies is consulted prior to the preparation of any food or drink.

- Before any food or drink is prepared, hands are washed by the preparer.

- Food and drink are stored appropriately at the setting. Vegetables and fruit are washed prior to use.

- We encourage children to bring named water bottles during the hotter weather. Fresh drinking water is always available. Milk is also available.

- Children are encouraged to wash their hands before consuming any food or drink.

- Snack and meal times are appropriately supervised. We use snack time to develop independence through making choices, serving food and drink and feeding themselves. Children are not permitted to walk about with food and /or drinks.

- We provide appropriate utensils.

- Adults do not carry about or leave within children's reach, hot drinks or unauthorised food.

Lunch Time

- Lunch time is supervised according to staff ratios.

- Parents can order a school lunch or provide a healthy lunch. We ask that food for under 2's is provided from home. We discourage excessive sweet drinks and large amounts of processed and sweetened foods.

- Packed lunches are stored on the lunch trolley.

- Staff will help children open packets and drinks etc.

- Children are strongly encouraged to wash their hands before eating their lunch.

Toilet Training Procedures

No child is excluded from our setting who may not be toilet trained and is still wearing nappies. We endeavour to work with parents towards toilet training where possible. We provide nappy changing facilities and exercise good hygiene practices in order to accommodate children who are not yet toilet trained. We see toilet training as a self-care skill that children can learn with the full support and non-judgmental concern of adults.

- Staff undertake changing children.
- The changing area is warm and safe.
- Each child has their own bag to hand with their nappies or pull ups and changing wipes. At our setting, we keep a small emergency supply of nappies, pull ups and wipes.
- Gloves are put on by staff before changing starts and the areas are prepared.

- All staff follow the guidance set out by public health England ‘Guidance on infection control in schools and other childcare settings.’
- Our staff never leave children unattended whilst they are on the changing mat.
- We encourage children to take an interest in using the toilet; they may just want to sit on it and talk to a friend who is also using the toilet.
- We encourage children to wash their hands, and have hand soap and towels to hand
- Older children access the toilet when they have the need to and are encouraged to be independent.
- Any soil (faeces) in nappies or pull ups is flushed down the toilet and the nappy or pull up is bagged and disposed of. Cloth nappies, trainer pants and ordinary pants that have been wet or soiled are bagged for the parent to take home.
- Staff are gentle when changing nappies. Avoid pulling faces and making negative comments about nappy contents.
- Staff do not make inappropriate comments about a childs genitals when changing their nappies.
- A slip is completed detailing who changed the child, what time and why. This is given to the parent.
- Children’s nappies are changed as necessary. We have a duty of care towards a childs personal needs. If children are left in wet or soiled nappies in the setting this may constitute neglect and will be treated as a disciplinary matter.

Sun Protection

We are aware of the importance of sun protection and want all staff and children to enjoy the sun safely. We aim to work closely with staff and parents to achieve this.

Procedures

Parents and carers are informed of the importance of sun protection through newsletter and reminder letters that are sent out at the beginning of the summer term. The need for sun protection is discussed with the children.

Playground area

This area has sun on it for most of the day during the summer months, so we erect temporary shelters allowing the children to continue their play outdoors.
Children are encouraged to wear hats at all times when playing outside in the summer months and sun cream is applied if not already done by parent. Sun cream is re-applied with parental permission. We exercise caution regarding outside play on the hottest days of the year. If staff feel it appropriate, they would recommend that children play inside.

- Parents are asked to provide children with suitable hats which they are actively encouraged to wear when they are outside. A store of spare hats is available if children forget their own.

- All staff make children aware of good sun protection routines.
- Fresh drinking water is always available and children are encouraged to drink regularly during the day.
- As outdoor play is part of our routine, it is necessary that children have sun cream applied prior to arrival at the setting by the parent or carer.
- Children that stay all day should have sun cream applied before arrival and also bring their own named sun cream for re-application during the day by staff with parental authorisation.
- All children should be dressed sensibly in hot weather to cover sensitive areas such as shoulders and backs.
- Parent/carer consent will be obtained and held on file for staff to apply sun cream when needed.

Further guidance - www.sunsafenurseries.co.uk

Student Placement Policy

We recognise that qualifications and training make an important contribution to the quality of care and education provided by settings. As part of our commitment to quality we offer placements to students undertaking early years qualifications and training.

We aim to provide examples of good practice in early years and education.

We require students to meet the suitable person requirements of Ofsted and hold an enhanced DBS check.
We expect students to have a sufficient understanding and use of English to contribute to the wellbeing of children in our care
We require schools placing students under the age of 17 to vouch for their good character
We supervise students at all times
Students on short term placements are not counted in our staffing ratio
Students on long term placements may be counted in our staffing ratio if they are considered competent
Students must adhere to our code of conduct and confidentiality procedures
Students are provided with a short induction process on their first session
We ensure that the needs of the children are met first and do not admit students who may hinder the work of the setting.
We ensure that students are engaged in bona fide early years training before they start their placement

Induction of staff and volunteers

We provide an induction for all staff and volunteers.
All staff are provided with information on procedures and policies including Safeguarding.
They are expected to read and sign to say that they have read and understood their responsibilities with regards to this and all school policies including Safeguarding.

All staff and volunteers are required to sign a Code of Conduct.
Staff also receive a Health and Safety induction

Supervision & Appraisal

High quality performance management is one of the most important elements in ensuring positive outcomes for children and their families. It also has a crucial role to play in the development, retention and motivation of the workforce. As such supervision and appraisal meetings are now a statutory safeguarding and welfare requirement of the early years foundation stage.

Providers must put appropriate arrangements in place for the supervision of staff who have contact with children and families. Effective supervision provides supports, coaching and training for the practitioner and promotes the interests of children. Supervision should foster a culture of mutual support, teamwork and continuous improvement which encourages the confidential discussion of sensitive issues. It should also provide opportunities for staff to discuss any issues concerning children's development, well-being or child protection issues. It should identify solutions and address issues as they arise. Coaching should improve personal effectiveness.

The purpose of supervision meetings is to ensure staff are clear about their job, what is expected of them, give an opportunity to be listened to and receive feedback, identify performance shortfalls, initiate training and provide support and coaching. Supervision is in addition to annual appraisals. They are both two way discussions with equal responsibility for ensuring effective communication, cooperation and recognition for the value of the process.

Responsibility

The Head Teacher is responsible for ensuring that regular supervision meetings are conducted for every member of staff. Weekly staff meetings take place and individual meetings can be arranged as necessary.

- The member of staff is responsible for ensuring that they meet the required standard for the job.

Staff meetings take place every week and there is an annual individual appraisal. The member of staff receives a copy of the minutes and annual appraisal. The original annual appraisal is kept in the personnel file. Meetings should last no longer than one hour.

Content of meetings

- Discuss and agree targets/objectives
- Record progress on targets/objectives
- Set timescales/deadlines
- Identify performance concerns, improvements required, solutions to issues
- Identify appropriate support and guidance
- Identify training and development
- Identify success and improvements
- What steps have been taken to promote personal and professional development
- Set new targets

- Identify what is needed to achieve new targets
- Identify career aspirations

Staff should expect

- To be given clear objectives and appropriate deadlines
- To question and given the opportunity to express any concerns
- To be given appropriate support and to be told in a constructive way if their work is poor
- To be informed when a piece of work is done well and to be respected
- To strive for continuous improvement and to be open and honest
- To be withdrawn from a piece of work if there are sufficient reasons

These meetings are confidential however they are also organisational. The notes relating to these meetings can be accessed by management and also can be used in grievance / disciplinary / complaints procedures.