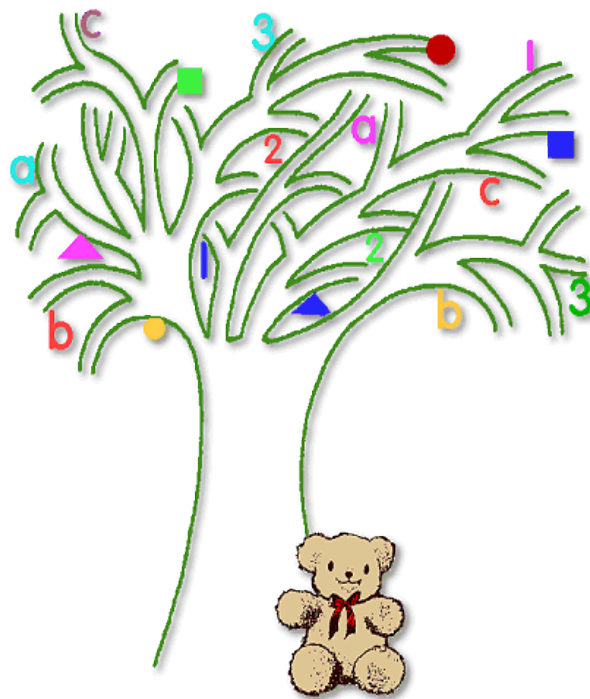


# *The Learning Tree*

## Policy Booklet



At The Learning Tree we believe that

*'Every Child Matters'*

This document has been compiled by

TLT CHILDCARE LTD October 2022

All policies are under constant evaluation and are reviewed annually

[www.thelearningtree.co.uk](http://www.thelearningtree.co.uk)

Email [tltchildcare@yahoo.com](mailto:tltchildcare@yahoo.com)

Registered Office : St Philips Church Hall, Chatterton Lane, Ramsbottom BL0 0PQ  
Co. Reg. No. 04971507

## Admissions Policy

When enquiring about a place for your child at The Learning Tree you will be given a registration form. Once the form has been completed and returned your child's name is placed on our waiting.

We try our best to accommodate all children requiring places, by operating an all year round intake. When over subscribed the allocation of places is determined by how long a child has been on the waiting list and the session requested.

At The Learning Tree we have an open door policy for visitors to meet practitioners who will provide information to parents/carers about the care and education your child will receive, whilst answering any questions you may have.

Once your child has been allocated sessions, two weeks fees will be required, this being a holding deposit to secure the place.

Prior to your child starting you are welcome to come and visit as often as you like, this will enable both you and your child to become aquanted with both the environment and the practitioners.

When your child starts you are welcome to stay with your child for as long as you wish. Some children may benefit from attending shorter sessions to begin with. For others even though upset, it may be better for parents/carers to leave, as this often makes it easier to console and distract a child who, no matter how long a parent stays may still be upset.

We are here to provide for the individual needs of each child. By working in partnership with you we aim to make each child settling in period as smooth and happy as possibly can

# Health and Safety Policy

*Here at The Learning Tree we implement a Health and Safety Policy, in accordance with the Health and Safety at Work Act 1974. The principle of our policy is to ensure the health, safety and welfare of all within our establishment. As managers it is our responsibility to provide protection against risk to health or safety in connection with activities within the nursery, maintain premises and provisions to safe standards, to prevent unlawful possession and use of dangerous substances and emissions of dangerous substances into the atmosphere and report injuries, Infectious diseases or occurrences in specific categories to health and safety support services.*

Our Aims are~

To provide a safe and secure environment for all, ensuring our establishment, equipment and resources meet the required National Standards allowing maximum freedom for all.

To continually develop the children's awareness and understanding of safe behaviour within their level of development, showing a consistent establishment approach to acceptable standards of behaviour.

We will endeavour to achieve these aims by~

Annual & daily risk assessments.

Ongoing monitoring of the premises, equipment and safety procedures, reviewing, improving and repairing with minimum delay, in order to prevent accidents within the establishment and on outings.

Teaching the children about safety and hygiene within their level of understanding, regularly practicing emergency procedures and ensuring all visitors are made aware of them.

No smoking, Vaping, substance abuse and drinking of alcoholic beverages are upheld during working hours.

Emergency telephone is available at all times.

# Safeguarding Children Policy

*Here at The Learning Tree we implement a safeguarding children procedure, to enable staff to respond appropriately to ~*

- Significant changes in children's behaviour.
- Deterioration in their general well being.
- Unexplained bruising, marks or signs of possible abuse.
- Neglect.
- The comments children make which give cause for concern

## ***Our policy works alongside Lancashire Early Years Child Protection Policy***

The guidelines are :~

### **PHYSICAL ABUSE**

1. Make a factual report of the injury.
2. To enquire how the injury has happened, eliminate accidents and record the answer.
3. To enquire of parent or carer how injury occurred, record answer.
4. To consider whether there is need for urgent medical attention.

### **SEXUAL ABUSE**

1. A careful note of signs or, if in conversation, a written record taken using a child's own words.
2. No questions or discussions will take place with the child involved or the parents/carers.
3. The child will be assured that it is not their fault, that they did the right thing in telling and that they will be taken seriously and protected.

### **NEGLECT & EMOTIONAL ABUSE**

1. Careful notes of concern, stating clearly the factual information will be made.

With any cause for concern the matter will be dealt with confidentially by the Designated Safeguarding Co-Ordinators :- **Sian & Caroline** in line with the guidance and procedures of our Local Safeguarding Children's Board and OFSTED. All adults having regular contact with the children are subject to DBS clearance. Any criminal convictions must be declared. Should a member of staff be implicated in a child protection concern a full investigation will take place and disciplinary procedures may be implemented.

Practitioners are not permitted to access personal mobile phones during working hours.

It is every practitioners responsibility to report a cause for concern regarding professional abuse. If an allegation is made against a staff member, LADO will be contacted.

# Equal Opportunities Policy

*Here at The Learning Tree we implement an equality of opportunity policy to ensure that everyone is treated equally regardless of gender, age, ability, race or culture. We recognise that everyone is unique and take into consideration each individual's specific needs in line with EYFS principles. We value, respect and provide everyone with the same experiences and opportunities without exception or discrimination.*

Our aims are :~

To provide all individuals with relevant experiences and opportunities for their individual needs to be met. By ensuring that everyone is treated with equal respect and consideration, we aim to achieve equality for all.

To develop the children's awareness and understanding of the wide and varied individual needs of others, by showing a respectful awareness of major events within our society as a whole.

We will endeavour to achieve these aims by :~

Welcoming all children and their families, visitors and helpers into our establishment without exception.

Providing diverse resources which give a balanced view of the world and an appreciation of our rich, varied multi cultural society.

Selecting materials which will help children to develop respect for self and others, avoiding stereo typing and derogatory pictures, messages, displays or resources.

Our ENCO is Caroline Chapleo  
(Equalities Named Co-ordinator)

# Behaviour Policy

*Here at The Learning Tree we implement a Behaviour policy, to enable the children to develop within a safe, secure and happy environment. Our policy is based on partnerships between nursery, school and home. By working together we can provide a consistent approach, encouraging good standards of behaviour at all times.*

Our aim is ~

To develop an awareness of the reasons for good behaviour, promoting caring attitudes towards others and the environment.

To implement a consistent establishment attitude and approach, to both positive and negative behaviour and bullying.

Physical intervention will only be used to manage behaviour, where it is deemed necessary to prevent personal injury to a child, other child or adult, serious damage to property or in what would reasonably be regarded as exceptional circumstances. Any occasion where such intervention has been necessary records will be made and parents informed.

We will support individuals in their efforts to achieve these aims by~

Displaying caring attitudes within the establishment. Promoting good manners, respect and consideration for self and others. All of which contribute to the preparation for life's demands and successful integration as individuals.

Focusing on positive behaviour and achievements, offering verbal praise at every possible opportunity. Negative behaviour and bullying will receive prompt, minimum attention concentrating on the situation rather than the child.

Displaying children's work in attractive ways to promote self esteem and pride.

Regularly reviewing and acting upon observations and assessments of individuals overall behaviour.

The Manager and Deputy of the session has the responsibility for Behaviour management within the group.

## Special Needs Policy

*Here at The Learning Tree we implement a Special Needs Policy, to meet the needs of all individuals. We recognise that all children have the right to be valued, respected and provided with the same experiences and opportunities regardless of intellectual, physical, social or emotional development.*

Our aims are:~

To ensure that the needs of all individuals within our establishment are met, providing appropriate experiences and opportunities and identifying the need for individual support, guidance or resources.

To develop the children's awareness and understanding of the wide and varied individual needs of others, encouraging a sense of value and belonging for all children, staff and visitors within our establishment.

We will endeavour to achieve these aims by: ~

Adapting the environment to meet any individual needs.

Offering constant praise and encouragement promoting a sense of equal value in all individuals.

Welcoming all children and their families, visitors and helpers into our establishment without exception.

Regularly reviewing and acting upon observations of the needs of individuals, providing support, guidance and resources where possible.

Liaising with other agencies to provide for identified needs and changing strategies where required.

## Special Educational Needs Policy

At The Learning Tree we have a team commitment to include children with special educational needs (SEN). We ensure that all children will be treated as equals and will be encouraged to take part in all opportunities by seeking to adjust our practice to meet the needs of each child.

Early identification of specific needs is of utmost importance, we display good practice by working within the guidelines of the SEND code of practice on the identification and assessment of SEN.

It is our policy to welcome all children into our care, suitable provision for individual children with SEN is addressed as effectively as possible through discussions with families, nursery and other relevant agencies.

At The Learning Tree our SEND Co-ordinator (SENDCO) is

**Annette Steel**

The role of the co-ordinator is to mediate admission and identification of SEN, liaise with parents/carers and other relevant agencies and seek appropriate help.

The co-ordinator will keep staff up to date with relevant training and information.

She will co-ordinate the preparation of individual educational plans with the support of the staffing team.

This policy has regard to :-  
Special Educational Needs & Disability Act (SENDA) 2001  
The Children's Act 2004  
The Equality Act 2010

## Prevent Duty Policy

*Here at The Learning Tree we implement an Prevent Duty Policy, to safeguard and protect children from the risk of being drawn into radicalisation, involved in extremism or terrorism.*

Our Aims are:~

To promote British Values by believing in ourselves, demonstrating right from wrong, accepting others beliefs, contributing to the community and respecting those who keep us safe.

To encourage understanding, acceptance and respect for diversity within our community of the different cultures and lifestyles.

To be aware of individual/group character changes and potential indicators and teach children skills to keep themselves safe.

We will endeavour to achieve these aims by:~

Documenting and monitoring daily attendance.

Ongoing monitoring to reappraise the outdoor environment and activities to which the children are exposed to, allowing maximum safety and security at all times.

Teaching the children about outdoor safety within their level of understanding.

## Complaints Policy

*Here at The Learning Tree we implement a written disciplinary and grievance procedure. Complaints from parents or carers will be recorded on a Provider Complaints Record Sheet. Copies are available on request, whilst maintaining appropriate confidentiality.*

Extra guidance can be obtained

OFSTED

Piccadilly Gate

Store Street

Manchester

M1 2WD

OFSTED Helpline Number :~ 0300 123 123

## Missing & Uncollected Child Policy

*Here at The Learning Tree we implement a Missing & Uncollected Child Policy, to ensure the safety and well being of all the children. The Learning Tree is responsible for children from the time their Parents/Carers leave the building, until their Parents/Carers return.*

### **If a child is considered to be missing during a session the following procedure takes place :~**

5. All children will be seated together for registration whilst the inside of the building is thoroughly searched.
6. If the child is not found, the area around the building will be searched. Throughout this time the safety and well being of all the other children will be ensured.
7. Allowing no longer than five minutes to elapse, should the child still be missing, the managers will inform the police and the parents in person.

### **If a child is considered to be missing on collection from school :~**

1. A member of staff will check the child has attended school and whether school have knowledge of the parents/carers collecting the child.
2. The area in and around the school building will be searched, throughout this time the safety and well being of all the other children will be ensured.
3. Should the child still be unaccountable, the parents/carers will be contacted to see if alternative collection arrangements have been made.
4. Should the child still be missing, the managers will inform the police and the parents in person.

On arriving at The Learning Tree please ensure that the registering member of staff knows that your child is present, on leaving always sign your child out.

During the session the main entrance door/gate will be locked at all times, please always ensure you ask to be locked out.

At the end of the session children may only be collected by a named Parent/Carer, who will ensure the safety and well being of their child. An individual password is in place for each child.

In the event of an uncollected child, after all attempts at contact have failed and reasonable time has elapsed Social Services will be contacted.

## Administration of Medicine Policy

*Here at The Learning Tree we implement an Administration of Medicine Policy for a clear, shared understanding, between Parents/Carers and Practitioners regarding children's medication.*

- Medicines are not normally administered unless prescribed by a doctor.
- Medicines may only be administered for ongoing medical conditions e.g. Allergies.
- Written permission from Parents/Carers is required to administer medication, including times and dosage to be administered.
- Written records are kept in the medicine book for Parents/Carers to sign and acknowledge entry.
- If the administration of prescription medicines requires technical/medical knowledge, individual training will be provided for the practitioners from a qualified Health professional.

## Outdoor Play Policy

*Here at The Learning Tree we implement an Outdoor Play Policy, to offer a safe and secure effective learning environment.*

Our Aims are:~

To provide a safe and secure outdoor environment for all, ensuring our area, equipment and resources meet the required standards allowing freedom for all.

To continually develop the children's awareness and understanding of safe behaviour within their level of development.

We will endeavour to achieve these aims by:~

Daily risk assessments are carried out.

Ongoing monitoring to reappraise the outdoor environment and activities to which the children are exposed to, allowing maximum safety and security at all times.

Teaching the children about outdoor safety within their level of understanding.

## Mobile Phones, Cameras & Social Media Networking Sites

*Here at The Learning Tree we believe our staff should be completely attentive during their hours of work, to ensure all children in our care receive Outstanding Quality Care and Education. Due to the Data Protection Act and in order to protect all individuals, personal mobile phones and cameras are not to be used during working hours and restrictions are in place on accessing Social Networking sites.*

- Mobile phones must not be turned on during working hours. The settings telephones is available for emergency calls.
- Mobile phones must not be used unless on a designated break and then this must be away from the children.
- Mobile phones must be stored safely in the designated area at all times during the hours of the working day.
- Staff must not post onto social networking sites ANY information relating to the setting.
- Staff who choose to allow parents to view their page on social networking sites have the responsibility for ensuring confidentiality and remaining professional at all times.
- Inappropriate use of the above by staff members will involve disciplinary action, which could result in dismissal.

# Privacy Policy

Your privacy is of the highest importance to us and we endeavour never to share your personal details.

## **The types of information we collect and use**

Full Names, Addresses, NI numbers, Telephone numbers, Email addresses, Doctor & medical information, Extended family Names & Contact numbers.

This privacy policy is solely for use at [www.thelearningtree.co.uk](http://www.thelearningtree.co.uk) and served by TLT Childcare Ltd and governs the privacy of its users who choose to use it. TLT Childcare Ltd is registered with the Information Commissioners Office.

The policy sets out the different areas where user privacy is concerned and outlines the obligations & requirements of the users, the website and website owners. Furthermore the way this website processes, stores and protects user data and information will also be detailed within this policy.

## **Our Website**

Our website and its owners take a proactive approach to user privacy and ensure the necessary steps are taken to protect the privacy of its users throughout their visiting experience. This website complies with the new G.P.D.R General Data Protection Regulations, laws and requirements, registered with the I.C.O. Information Commissioners Office, for user privacy.

## **Contact & Communication**

Users contacting this website and/or its owners do so at their own discretion and provide any such personal details requested at their own risk. Your personal information is kept private and stored securely until a time it is no longer required or has no use, as detailed in the GDPR. Every effort has been made to ensure a safe and secure form to email submission process but advise users using such form to email processes that they do so at their own risk.

This website and its owners use any information submitted to provide you with further information about the services they offer or to assist you in answering any questions or queries you may have submitted service that the email newsletter relates. Your details are not passed on to any third parties outside of PFC or its associates.

## **External Links**

Although this website only looks to include quality, safe and relevant external links, users are advised adopt a policy of caution before clicking any external web links mentioned throughout this website. The owners of this website cannot guarantee or verify the contents of any externally linked website despite their best efforts. Users should therefore note they click on external links at their own risk and this website and its owners cannot be held liable for any damages or implications caused by visiting any external links mentioned.

# COVID-19 INCIDENT RESPONSE

## POLICY & PROTOCOL

*At The Learning Tree, in line with the latest government guidance our aim is to provide a safe & caring environment where parents/carers feel comfortable in the knowledge that, all possible safeguarding precautions are being taken with regards to COVID-19. This Policy outlines The Learning Trees planned response in the event of a child, practitioner or visitor becoming ill with suspected COVID-19. The policy will be reviewed annually or when required in line with government guidance.*

### AIMS

- To identify the needs of The Learning Tree in line with the Management of Health & Safety at Work Regulations 1992 & 1999.
- To ensure that the best & safest response is in place should any person become ill with COVID-19 type symptoms?

### OBJECTIVES

- To ensure the swift isolation of the person in a place of safety, whilst awaiting immediate collection.
- To provide information to families & school so they can put in place their own responses.
- To provide sufficient & appropriate resources & facilities to mitigate against such events.
- To keep detailed records & to report to the HSE as required under the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 1995.

### STRATEGY

The Directors are responsible for:

- The Health & Safety of their employees & anyone else on the premises.
- Undertaking appropriate Risk Assessments & managing any resources & arrangements required.
- Insurance arrangements to provide full cover for claims arising from actions of staff acting within the scope of their employ.
- Putting policies into practice & developing detailed procedures.
- Ensuring that policies & information on our proposed arrangements are made available to parents/carers & others as required.

The Manager in charge is responsible for:

- Dealing with any incident, in line with the agreed procedures.
- Taking charge when someone becomes ill or presents signs of illness.
- Ensuring that the infected person is isolated from all others within the setting.
- Delegating the task of contacting home, school or necessary responsible person as required.

The entire staffing team are responsible for:

- Doing all they can to secure the safety & wellbeing of all children, colleagues & visitors.

## **PROCEDURES**

- At The Learning Tree a detailed & thorough Risk Assessment has been completed relating to COVID-19, it's control & spread using central government guidelines & with consideration of Public Health England's advice.
- Staff & families have been given very clear advice that anyone displaying symptoms of COVID-19 must NOT attend nursery & The Learning Tree must be informed without delay for the safety of all.
- If anyone presents with, or complains of becoming unwell with, a new, continuous cough or a high temperature, or has a loss of, or change in, sense of taste or smell, they MUST be sent home immediately & advised to follow the COVID-19 guidance for households with possible coronavirus (COVID-19) infection guidance.
- Any child/adult awaiting collection, will be moved to the stage area where they can be isolated behind a closed door or outdoors weather permitting. In the case of a child an adult will provide supervision using appropriate PPE.
- A supply of PPE will be available in the designated area of the stage area to be used for isolating.
- In an emergency, 999 will be called if the 'infected' person is seriously ill or ,injured or their life is at risk.
- If someone has displayed symptoms of COVID-19 the affected areas will be thoroughly cleaned. If they receive a positive test The Learning Tree will close for 14 days whilst all who have had contact will be expected to isolate.

# Parental Partnership Agreement

*At The Learning Tree we take great pride in creating a welcoming atmosphere, within an environment where parents/carers feel comfortable in the knowledge that, they are entrusting their children into an establishment based on trust and professionalism.*

*Through discussions with parents/carers and children, staff can become fully aware of the needs of individuals.*

**SICKNESS** ~ In the interest of all please do not send your child with an infectious disease. If in doubt, please check with your doctor. Parents will be contacted should a child become sick whilst in our care. Medicines may only be administered for ongoing medical conditions, E.g. allergies. In an emergency we reserve the right to take a child to hospital.

**BEHAVIOUR** ~ I accept that should my child behave in a way that is deemed unacceptable by the person in charge, I will be contacted to collect my child early, followed by a meeting to decide how best to promote my child's positive behaviour.

**PERSONAL PROPERTY** ~ We are unable to accept responsibility for loss or damage of personal items. We will however do our utmost to avoid such situations.

**ABSENCES** ~ In the event of your child being absent from school, please inform us as soon as possible.

**HOMETIME** ~ Please always inform us if someone different is collecting your child and make them aware of your individual password.

**FEES** ~ Are payable in advance at the beginning of each week, month or half term, PLEASE NOTE that fees are payable even if your child is absent for holidays or illness etc.

**EMERGENCY CARE** ~ I accept that charges will be incurred should I collect my child late and agree to pay the fixed amount

**HOLDING DEPOSIT** ~ in the event of my child leaving , I agree to give two weeks' notice, should I not do so I shall forfeit my holding deposit.

As parent/guardian of

.....

I have read, understood and agree with the above regulations and the policies and procedures outlined in the prospectus.

Signed.....Date .....