

Field of Dreams Parent
Information Booklet
September 2024
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Settling in Policy

We aim to ensure a smooth transition into our setting for your child. After receiving your online application we will confirm your start date in writing.

We will invite you and your child to visit the nursery prior to the start date.

It is important that we will work together to help the child feel confident and secure. Parents should not feel worried if their child takes a while to settle.

We find that staying with your child then leaving him/her for a short period eases the separation process. It is our protocol that all children will have a minimum of five settling in sessions although we need to establish more if this is required.

Settling in will be arranged with you to meet everyone's needs.

Sleep Protocol

We aim to ensure that all children have enough sleep to support their development and natural sleeping rhythms in a safe environment.

The safety of babies sleeping is paramount. Our protocol follows the advice provided by The Cot Death Society and Lullaby Trust to minimise the risk of sudden infant death syndrome (SIDS). We make sure that:

- Babies are placed on their backs to sleep. If a baby has rolled onto their tummy, we turn them onto their back again unless they are able to roll from back to front and back again, on their own, in which case we enable them to find their own position
- Babies and toddlers are never put down to sleep with a bottle to self-feed
- Babies and toddlers are monitored visually when sleeping looking for the rise and fall of the chest and if the sleep position has changed.
- **Checks are recorded every 5 minutes.** Each child has a sleep chart. This is completed every time they sleep at nursery. These are only kept for a month and then confidentially shredded.
- Babies and children are never left to sleep in a separate sleep room without staff supervision at all times.

We provide a safe sleeping environment by:

- Monitoring the room temperature
- Using clean, light bedding or blankets and ensuring babies are appropriately dressed for sleep to avoid overheating
- Only using safety-approved cots and other suitable sleeping equipment (i.e. mats) that are compliant with British Standard regulations
- Using a firm and flat mattress and waterproof mattress covers in conjunction with a clean fitted sheet
- Only letting babies sleep in prams if they lie flat and we have written permission from the parent.
- Not using cot bumpers or cluttering cots with soft toys, although comforters may be given where required
- Keeping all spaces around cots and beds clear from hanging objects i.e. hanging cords, blind cords, drawstring bags
- Ensuring every baby and toddler is provided with clean bedding labelled for them and working in partnership with parents to meet any individual needs e.g. if a child prefers to

sleep in a sleeping bag, we will ask parents to bring one from home • All bedding is cleaned daily.

- Transferring any baby who falls asleep while being nursed by a practitioner to a safe sleeping surface to complete their rest

As part of the **All About Me form** we ask parents to reflect their child's sleeping routine with the key person. These are reviewed to reflect transition. If a baby has an unusual sleeping routine or a position that we do not use in the nursery i.e. babies sleeping on their tummies or in a sling, we will explain our policy to the parents and not usually offer this unless the baby's doctor has advised the parent of a medical reason to do so. In such cases, we would ask parents to sign to say they have requested we adopt a different position or pattern on the sleeping baby's form.

Wherever possible, we will work together to ensure each child's individual sleep routines and wellbeing continues to be met. However, staff will not force a child to sleep or keep them awake against his or her will and are unable to wake a child from their sleep.

Individual sleep routines are followed rather than one set sleep time for all children. We create an environment that helps to settle children that require a sleep, for example dimming the lights or using soft music, where applicable. We will meet the needs of the children that do not require sleep ensuring they continue to play, learn and develop. This may involve taking children outdoors or linking with other rooms or groups of children.

Staff will discuss with parents any changes in sleep routines at the end of the day and share observations and information about children's behaviour if they do not receive enough sleep. Please also see our SIDS Procedure located in all sleep areas - and in the nursery main foyer.

Sleeping twins

We follow the advice from The Lullaby Trust regarding sleeping twins while working with parents to maintain sleep routines and well-being.

Further information can be found at: <http://www.lullabytrust.org.uk>

Sun Protection Protocol

At the Field of Dreams Nursery, we want the children to enjoy the sun safely. We will seek permission from you to apply sunscreen via our google docs

All children will need to bring their own bottle of sunscreen, clearly labelled with their name.

FACTOR 50+ sunscreen.

CLOTHING: All children must be provided with a sun hat labelled with their name

OUTDOOR PLAY: Children will avoid the midday sun and will play outside mainly before 11am and after 3pm

Toilet/Potty Training

When you identify that your child is ready to "toilet train" we will provide help and support. You will be asked to bring in clothes that are easy to access, as children often leave it until the very last minute before going to the toilet. (No tight jeans, dungarees or fiddly buttons).

Parents and key workers must work closely together to make the process a success. Please speak to your Child's Key Worker for more information and a Toilet Training pack.

Prevent Duty and Radicalisation policy

Extremism – the Prevent Duty

The Field of Dreams Nursery has a responsibility under the Counter-Terrorism and Security Act to refer any concerns of extremism to the police. This may be a cause for concern relating to a change in behaviour of a child, family member or adult working with the children in the setting, comments causing concern or actions that lead staff to be worried about the safety of a child in their care. Alongside this, we will be alert to any early signs in children and families who may be at risk of radicalisation.

The NSPCC states that signs of radicalisation may be:

- isolating themselves from family and friends
- talking as if from a scripted speech
- unwillingness or inability to discuss their views
- a sudden disrespectful attitude towards others
- increased levels of anger
- Increased secretiveness, especially around internet use.

We will tackle radicalisation by:

- Training all staff to understand what is meant by the Prevent Duty and radicalisation (PREVENT DUTY Training Online. ALL Staff, this is updated on a yearly basis.
- Ensuring staff understand how to recognise early indicators of potential radicalisation and terrorism threats and act on them appropriately in line with national and local procedures
- Make any referrals relating to extremism to the police (or the Government helpline) in a timely way, sharing relevant information as appropriate
- Ensure our nursery is an inclusive environment, tackle inequalities and negative points of view and teach children about tolerance through British Values
- Using the Government document Prevent Duty Guidance for England and Wales¹

Personal Belongings Protocol

Please dress your child in appropriate clothes for play in the nursery, so they do not feel restricted. Unfortunately, we cannot accept responsibility for lost articles or torn clothes, so please clearly mark your child/children's clothes with their name. Please ensure your child has at least one full change of clothes in nursery, this should include underwear and socks.

NO jewellery or other items (e.g. toys) should be brought into the nursery. No earrings (except studs).

Off Site Protocol

For any off-site activities the Field of Dreams Manager will carry out an evolve risk assessment. A first aider must be present, medication e.g. inhaler and first aid box must be taken.

We will seek your written approval to take your child off site.

Copies of emergency contacts for all children should be taken.

Nappy Changing Protocol – Intimate Care

At the Field of Dreams Nursery, we support children's care and welfare on a daily basis in line with their individual needs. All children need contact with familiar, consistent carers to ensure they can grow confidently and feel self-assured. Wherever possible, each child's key person will change nappies.

Our procedure meets best practice identified by the UK Health Security Agency's Infection prevention and control document.

The child's requirements are contained within the All About Me form.

This form details the individual child's toileting/nappy requirements.

We have appropriate designated facilities for nappy changing which meet the following criteria:

- Facilities are separate to food preparation, serving areas and children's play areas
- Changing mats have a sealed plastic covering and are frequently checked for cracks or tears. If cracks or tears are found, the mat is discarded.
- Clean nappies are stored in a clean dry place; soiled nappies are placed in a nappy sack before being placed in the designated nappy waste bin. The nappy bin is emptied twice a day morning & afternoon.
- We ask that where any non-prescribed creams are needed e.g. Sudocrem that these are supplied by the parent and clearly labelled with the child's name. Prior written permission is obtained from the parent. When applying creams for rashes, a gloved hand is used.

Staff changing nappies will: -

- Use a new disposable apron and pair of gloves for each nappy change and always wash hands before and after using gloves
- Clean disinfect and dry mats thoroughly after each nappy change; disposable towels or paper roll are discarded after each nappy change
- Ensure they have all the equipment they need before each nappy change
- Keep nappy bags, gloves and aprons out of reach of babies and children.
- Complete Child's individual Daily Nappy Chart located in all rooms and to be completed after every time a child has been changed.

Reusable Nappies: -

In addition to the above procedures, where children wear reusable nappies, we will:

- Ask the parents for a demonstration for fitting the nappy correctly
- Dispose of any soiling by flushing straight down the toilet
- Dispose of the reusable nappy liner, and place in a nappy bag (and disposed of as per disposable nappies in the nappy bin)
- Store the used nappies in a sealable wet bag away from children (including a waterproof interior and sealed to prevent any smells escaping)
- Provide the parents with the wet bag at the end of the day to clean the used nappies.

We wish to ensure the safety and welfare of the children whilst being changed and safeguard against any potential harm, as well as ensuring the staff member involved is fully supported and able to perform their duties safely and confidently. We aim to support all parties through the following actions:

During the child's first settle in session parents will be informed of who their child's key worker will be:

- Promoting consistent and caring relationships through the key person system and ensuring all parents understand how this works and who is caring for their child

- Using this one-to-one time as a key opportunity to talk to children and help them learn, e.g. through singing and saying rhymes during the change
- Ensuring that the nappy changing area is inviting and stimulating and change this area regularly to continue to meet children's interests.
- Ensuring all staff undertaking nappy changing have suitable enhanced DBS checks
- Training all staff in the appropriate methods for nappy changing induction.
- Ensuring that no child is ever left unattended during the nappy changing time
- Making sure staff do not change nappies whilst pregnant until a risk assessment has been discussed and conducted and that students only change nappies with the support and close supervision of a qualified member of staff
- Conducting thorough inductions for all new staff to ensure they are fully aware of all nursery procedures relating to nappy changing
- Ensuring hygiene procedures are followed appropriately, e.g. hands washed before and after nappies are changed and changing mats cleaned before and after each use
- Following up procedures through supervision meetings and appraisals to identify any areas for development or further training
- Ensuring all staff have an up-to-date understanding of child protection and how to protect children from harm. This includes identifying signs and symptoms of abuse and how to raise these concerns as set out in our Safeguarding Children/Child Protection Policy. Staff are regularly updated on Safeguarding Policies.
- Balancing the right for privacy for the children with the need for safeguarding children and adults by making sure intimate care routines are carried out in the bathroom area.
- Cameras, tablets and mobile phones are not permitted within toilet and intimate care areas. Smart watches that have the facility to picture/record videos will NOT be permitted to be worn within any part of the nursery.
- Operating a Whistleblowing policy to help staff raise any concerns relating to their peers or managers and helping staff develop confidence in raising concerns as they arise in order to safeguard the children in the nursery
- Conducting working practice observations of all aspects of nursery operations to ensure that procedures are working in practice and all children are supported fully by the staff. This includes all intimate care routines
- Conducting regular risk assessments of all aspects of nursery operations including intimate care and reviewing the safeguards in place. The nursery has assessed all the risks relating to intimate care routines and has placed appropriate safeguards in place to ensure the safety of all involved.

When developmentally appropriate, we work closely with parents to sensitively support toilet training in a way that suits the individual needs of the child and ensures consistency between home and nursery. If any parent or member of staff has concerns or questions about nappy changing procedures or individual routines, please see the Nursery Manager or Deputy Manager at the earliest opportunity.

Nappy Changing procedure

- Take the child into the bathroom and close the door with a vision panel.
- Wash your hands.
- Staff members use single use gloves and aprons.
- Lay the child down on the changing mat. NEVER leave a child unattended on the changing mat area.

- A staff member will then change the child's nappy using their own nappies, wipes and cream if applicable.
- When the child has been cleaned and changed, they will be removed from the changing area and encouraged to wash their hands. Whilst the staff member cleans the area and disposes of the soiled nappy in a tied nappy sack in the nappy bin.

When changing nappies

Staff should NEVER undress a child within the room ONLY in a bathroom area.

Staff should NEVER 'pat' a child to check their nappy, always take a child to the Bathroom and check the nappy by following our Nappy changing procedure.

Food and Messy Play Protocol

At the Field of Dreams Nursery, we ensure any food we use for play with the children is carefully supervised. We will also use the following procedures to ensure children are kept safe:

- Choking hazards are removed
- We will not use whole jelly cubes for play. If we do use jelly to enhance our play then all jelly will be prepared with water as per the instructions and then used
- Small objects such as dried pasta and pulses will only be used for older children and under supervision
- All allergies and intolerances will be checked and activities will be adapted to suit all children's needs so no child is excluded
- All activities including food will be included on the planning sheets showing all allergens so all staff and parents are aware of the ingredients
- Children's allergies will be visible to staff when placing out food play activities to ensure all needs are met
- Any cooking activities will be checked prior to start to ensure all children are able use all the ingredients based on their individual needs
- We will not use food in play unless it enhances the opportunities children are receiving from the activity.

Individual Policy documents are available for Medication and SEND.

Late Collection of Children

The nursery closes promptly at 5.45pm every day. We appreciate that parents may be late on the rare occasion due to factors beyond their control.

If a parent/carer is late the child will be looked after by two staff members who are known to the children whenever possible.

Please contact the nursery as soon as possible to advise you will be late as it can often cause the child to be upset or become anxious.

If we have concerns that parents are often late for their child, we will charge £1 per minute after 5.45pm.

Please note if we have been unable to source any information or speak to contacts we will telephone CASS (Careline) in order to fulfil our Safeguarding protocol.

Immunisation

At the Field of Dreams, we expect that children are vaccinated in accordance with the government's health policy for their age. Our application seeks information regarding vaccinations so that we can manage risks.

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.

As part of our contract we ask parents to declare the level of immunisation.

Use of Dummies

At the Field of Dreams Nursery, we recognise that a dummy can be a source of comfort for a child who is settling and/or upset, and that it may often form part of a child's sleep routine. We also recognise that overuse of dummies may affect a child's language development as it may restrict the mouth movements needed for speech.

As babies get older, they need to learn to move their mouths in different ways, to smile, to blow bubbles, to make sounds, to chew food and eventually to talk. As babies move their mouths and experiment with babbling sounds, they are learning to make the quick mouth movements needed for speech. The more practice they get the better their awareness of their mouths and the better their speech will be. Our nursery will:

- Discuss the use of dummies with parents as part of babies' individual care plans (All about me form upon induction) and work with Parents and children to support this.
- Only allow dummies for comfort if a child is really upset (for example, if they are new to the setting or going through a transition) and/or as part of their sleep routine
- Store dummies in individual hygienic dummy boxes labelled with the child's name to prevent cross-contamination with other children
- Immediately clean or sterilise any dummy or bottle that falls on the floor or is picked up by another child. When discouraging the dummy staff will:
- Make each child aware of a designated place where the dummy is stored e.g. Dummy pots on shelf or child's peg
- Comfort the child and, if age/stage appropriate, explain in a sensitive and appropriate manner why they do not need their dummy
- Distract the child with other activities and ensure they are settled before leaving them to play
- Offer other methods of comfort such as a toy, teddy or blanket
- Explain to the child they can have their dummy when they go home or at sleep time. We will also offer support and advice to parents to discourage dummy use during waking hours at home and suggest ways in which the child can be weaned off their dummy through books and stories (when appropriate).

GDPR Protocol

The Field of Dreams Nursery will inevitably gather data on our children. Please note we adhere to the federation of St Cuthbert's and St Sebastian's GDPR protocol. Please contact the Nursery office for a copy of this protocol.

Dropping off/Collection Protocol

The field of Dreams Nursery requires the parent/carer of a child to provide the names of at least two adults who they consider suitable to collect their child in their absence or in the event of an emergency. This will be ascertained on the google application form.

This is to ensure the safety of the Children and allow for messages to be given to staff at drop off times and also a handover given from staff at the end of a child's session.

Only persons who have been recorded by the parent/carer on the child's contract will be permitted to collect your child if you are unable to do so or if you are not present at the normal collection time.

They must provide a password and we would encourage receiving a photograph if they have not visited the nursery before. They will not be permitted to take the child if they are unable to do so.

The child will not be permitted to leave the nursery in the care of a who appears to be under the influence of alcohol or drugs.

If parents/carers are 30 minutes late in collecting their child and the Nursery Manager has been unable to reach parents/carers and emergency contact, it will be assumed that an emergency has arisen. The Safeguarding lead will contact CASS (careline) and advise them a child has not been collected from Nursery.

Persistently Late Collections

If parents are late on numerous occasions, they will be expected to meet with the Nursery Manager and discuss any difficulties discussed. We will always work with parents and support their circumstances wherever we can. However, we also have an obligation to allow our staff to leave work on time to spend time with their own family and friends. If this matter does not improve, we may support parents by altering their times.

Biting Protocol

We follow a positive behaviour policy to promote positive behaviour at all times. However, we understand that children may display behaviours such as biting as part of their development. Biting is a common behaviour that some young children go through.

The nursery uses sensory activities for children who need more stimulation or quiet times.

If a child is bitten, we use the following procedures:

Comfort any child who has been bitten and check for any visual injury. Administer any first Aid, cold compress to be applied to the area. Complete an Incident Form and inform the parents via telephone.

For confidentiality purposes and possible conflict, we do not disclose the name of the child who has caused the bite to the parents.

We will also discuss biting with the child in an age appropriate manner.

If a child continues to bite, carry out observations to try to distinguish a cause, e.g. tiredness or frustration. We will arrange a meeting with the child's parents to develop strategies to prevent the biting behaviour. Parents will be reassured that it is part of a child's development and not made to feel that it is their fault.

Allergies and Allergic Reactions

At the Field of Dreams Nursery, we are aware that children may have or develop an allergy and will work with our parents to keep our children safe. You will be given an opportunity to provide allergy information on your application form.

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
- We ask parents to share all information about allergic reactions and allergies on child's registration form and to inform staff of any allergies discovered after registration
- We share all information with all staff and maintain a list (with photographs) of all appropriate children.
- All rooms have the Child's picture and their dietary requirements displayed for all staff including Bank/Cover staff to be informed of the Children's dietary requirements.
- Where a child has a diagnosed allergy and an EHCP we will follow the protocol outlined.

- All food prepared for a child with a specific allergy is prepared in an area where there is no chance of contamination and served on equipment that has not been in contact with this specific food type, e.g. nuts
- The manager, catering 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
- 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 on an incident sheet/ Medication form.
- If an allergic reaction requires specialist treatment, e.g. an EpiPen, then at least two members of staff working directly with the child and the manager will receive specific medical training to be able to administer the treatment to each individual child.

We will display our weekly menus on the Parent Information Board and will identify when the 14 allergens are used as ingredients in any of our dishes.

Transporting children to hospital procedures

The nursery manager/staff member must:

Call for an ambulance immediately if the allergic reaction is severe.

We will not attempt to transport a sick child in staff's vehicles

Whilst waiting for the ambulance, contact the parent(s) and arrange to meet them at the hospital
Arrange for the most appropriate member of staff to accompany the child taking with them any relevant information such as registration forms, relevant medication sheets, medication and the child's comforter.

We will 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.

We will encourage everybody to stay calm. 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.

Accidents and Injuries

Nursery is a dynamic environment and all children fall and bump frequently.

Whilst great care is taken to prevent all accidents, bumps, cuts and grazes will occur. All accidents and any incidents are recorded on an Accident Report Form.

In the event of a child having an accident, parents/carers will be asked to sign the Accident Form at the end of the day.

All accidents are accurately notified to the parent/carer as soon as possible.

If staff become aware of a child presenting with an injury from home they will ask parents to complete an Accident at Home Form.

Family App

With effect from September 2024 the Field of Dreams Nursery is utilising Family App. Please ensure all of your families details are recorded accurately including SEN needs, Allergies, Medication or Dietary requirements. It is essential that you update this as and when to ensure we have accurate information for your child.

The Family App will generate all invoices linked to your account.

Funding Codes and Declaration Forms

If you are eligible for a funded place please ensure you provide your eligibility code and complete a Declaration Form urgently. Please note it is your responsibility to ensure this is in place.

Essential Information

Please note the Field of Dreams is included in the Charging Policy of the federation. As such, your place will be frozen if you have two weeks or outstanding fees. We will always try to work with you to ensure we can find a mutual solution. If this is unsuccessful we are able to refer this matter to our solicitors and the legal costs are passed onto yourselves.

Review

Next Review Due – September 2025

Please ask if you have any questions at all we are always happy to help!