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10.4 Registration form

Child's details

Child's first name(s) _____ Surname _____

Name known as _____

Child's full address _____

Gender _____ Date of birth _____ Birth certificate seen Yes/No

Family details

Name of parent(s)/carer(s) with whom the child lives: _____

Family Contact details 1 (including emergency information):

Parent/carer full name _____

Relationship to child _____

Daytime/work telephone _____ Mobile _____

Home telephone _____ Email _____

Home address _____

Work address _____

Does this parent have parental responsibility for the child? Yes/No

Does this parent have legal access to the child? Yes/No



Family Contact details 2 (including emergency information):

Parent/carer full
name _____

Relationship to child _____

Daytime/work
telephone _____

Mobile _____

Home telephone _____

Email _____

Home address _____

Work address _____

Does this parent have parental responsibility for the child? Yes/No

Does this parent have legal access to the child? Yes/No

Other person(s) with legal contact

Name _____

Address _____

Contact telephone
numbers _____

Relationship to
child _____

What are the contact arrangements that the setting needs to know about?



Persons other than parent(s) authorised to collect the child **Must be over 16 years of age**

Person 1 - Name

Daytime/work
telephone

Home telephone

Mobile

Address

Relationship to child

Person 2 - Name

Daytime/work
telephone

Home telephone

Mobile

Address

Relationship to child

Password for the collection of child by authorised
person

Please can you provide a passport sized photograph or email us with photographs of the persons authorised to collect your child from Broadhill Pre-School



About your child

Has your child received the following immunisations? (Please tick where appropriate)

Polio Tetanus Whooping Cough
Diphtheria Measles, Mumps & Rubella (MMR)

Any other Immunisations, please list

Does your child suffer from any known medical conditions or allergies, or have any special dietary needs or preferences? Yes/No

If so, please provide details:

Has a risk assessment, if required, been completed? Yes/No

Has a health care plan and agreement to administer medicine, if required, been completed? Yes/No (delete)

Does your child have any special needs or disabilities? Yes/No

If so, please provide details:

Are any of the following in place for the child?



TAF/TAC

Yes/No

EHCP

Yes/No

If YES - What special support will he/she require in our setting?

How would you describe your child's ethnicity or cultural background?

What is the main religion in your family (if applicable)?

Are there any festivals or special occasions celebrated in your culture that your child will be taking part in and that you would like to see acknowledged and celebrated while he/she is in our setting?

What language(s) is/are spoken at home?

If English is not the main language spoken at home, will this be your child's first experience of being in an English-speaking environment? Yes/No

If so, discuss and agree with the key person how we can work together to support your child when settling-in:



Details of professionals involved with your child

GP

Name _____ Telephone _____

Address _____

Health Visitor (if applicable)

Name _____ Telephone _____

Address _____

Social Care Worker (if applicable)

Name _____ Telephone _____

Address _____

What is the reason for the involvement of the social care department with your family? NB If the child has a child protection plan, make a note here, but do not include details. Ensure these are obtained from the social care worker named above and keep these securely in the child's file.

Any other professional who has regular contact with the child

Name 1 _____ Role _____



Agency

Telephone

Address

Name 2

Role

Agency

Telephone

Address

Name 3

Role

Agency

Telephone

Address



General parental permissions

Emergency treatment declaration

In the event of an accident or emergency involving my child I understand that every effort will be made to contact me immediately. Emergency services will be called as necessary and I understand my child may be taken to hospital accompanied by one of the Managers (or authorised deputy) for emergency treatment and that health professionals are responsible for any decisions on medical treatment in my absence.

Signed _____ Date _____

For inhaler/Epipens only

I give permission for a named member of staff who has been trained to administer the inhaler/Epipen or Anapen (supplied by me) to my child named above

Signed _____ Date _____

Suncream

I give permission for staff to administer hypoallergenic suncream (supplied by me) to my child named above when necessary (please ensure this is placed in their tray clearly labeled with their name)

I will ensure that my child comes to Pre-School with suncream applied but Broadhill will apply more if the child attends both sessions that day. I understand if I do not supply suncream then Pre-School will use their supply at this stage



Signed _____ Date _____

Short trip - general outings

Your child will be taken out of the setting sometimes as part of the daily activities. The venues used are detailed here:

Local Shop/Garage
Local Park
Local Fields
Local Schools

I give permission for my child named on this document to take part in these general outings. I understand that individual risk assessments are carried out for each type of trip or outing taken and are available for me to see as required. For any major outings, I understand I will be informed and my specific consent obtained.

Signed _____ Date _____

Illness

In the case of a raised temperature and on the understanding that I will be making arrangement for my child to be collected as soon as possible in accordance with the settings procedures on the administration of medicines.

Please also sign to confirm you have read Policy 6.2 Managing children who are sick, infectious or with allergies (attached)

Signed _____ Date _____



Photographs

As part of the on-going recording of our curriculum and for children's individual development records, staff regularly take photographs of the children during their play. These photographs are used for display and for your child's records within the setting. We are happy to provide duplicate photos of your child to you if requested. We may also record events and activities on video. Photos/videos are stored on the setting's computer only; we only store images during the period your child is with us.

We sometimes use images for Facebook but we ensure that no faces are visible, if we would like to use any image of your child for training, publicity or marketing purposes, we will always seek your written consent for each image we intend to use.

I give permission for photos to be taken of my child for display within the setting and my child's records.

Signed _____ Date _____

Animals

We may occasionally have supervised visits of animals to our setting

We will ensure that our pets are healthy and fully inoculated, as appropriate, and that animals showing any signs of disease are treated. A risk assessment will be carried out for visiting animals.

Please state below any known allergies or aversion your child has to animals



Signed _____ Date _____

Payment Of Fees

I confirm that I have read and understood , 'The Conditions of Payment and Payment Policy' (enclosed)

Signed _____ Date _____

Policies - Please keep the policies attached for your records

I confirm that I have read and understood policies 1.2 Safeguarding and 6.2 Managing children who are sick, infectious, or with allergies,

Signed _____ Date _____

Please sign below to indicate that the information given on this form is accurate and correct, and that you will notify us of any changes as they arise

Parent 1: _____

Signed _____ Date _____

Parent 2: _____

Signed _____ Date _____

Details Read & Confirmed by

Registered Charity 271750
18/01/2019

Ofsted Registration 134458



Staff Name: _____

Signed _____

Date _____

10.13 Payment Of Fees

All fees are payable in advance and must be paid by the First Friday of each term.

Fees should be placed in a sealed envelope with the Child's name on, in the locked box located on the wall next to the adult toilet. It is marked 'Fees Box'

Cheques must be made payable to 'Broadhill Pre-School. The name and address of your child should be written on the reverse of the cheque.

If payment is not received by the due date and no prior arrangement has been made with Pre-School, we reserve the right to exclude your child. If this occurs you will be notified in writing of your child's exclusion.

There will no reduction in fees due to days lost through illness or holidays.

Depending on circumstances, we reserve the right to charge parents for late collection of their child, if you are later than 11.45/12.15/3.15pm picking your child up there will be a charge of £5.00 for every 15 minute delay.

Six weeks (Term Time) notice must be given writing if your child's place is no longer required.

In cases of difficulty with payment parents should contact either Jackie Bellwood/Jane Davies or our Chairperson, any information given to a member of staff or committee will be treated in confidence.

This policy was adopted at a meeting of Broadhill Pre-School

Held on 16th June 2016

Date to be reviewed By 15th June 2017

Signed on behalf of the provider Kelly Harding

Name of signatory Kelly Harding

Role of signatory (Committee) Secretary



1.2 Safeguarding Children and Child Protection

(Including managing allegations of abuse against a member of staff)

Policy Statement

Our setting will work with children, parents and the community to ensure the rights and safety of children and to give them the very best start in life. Our Safeguarding Policy is based on the three key commitments of the Pre-school Learning Alliance Safeguarding Children Policy.

We comply with the requirements of the Prevent Duty Guidance and its aim to protect children from radicalisation, extremism and being drawn into terrorism. We have taken appropriate training (See Prevent Duty Certificates). We have shared information about the Prevent Duty Strategy and our commitment to promote British Values with parents (on our website). If Parents have any questions please ask..

Procedures

We carry out the following procedures to ensure we meet the three key commitments of the Alliance Safeguarding Children Policy:

Key Commitment 1

We are committed to building a 'culture of safety' in which children are protected from abuse and harm in all areas of its service delivery.

Staff And Volunteers

Our designated person (a member of staff) who co-ordinates child protection issues is, and is always available:

Jackie Bellwood (Our Designated Safeguarding Officer, Joint Manager and SENCO)

Our Nominated Ofsted Person is:

Jane Davies (Joint Manager and Committee Member)

- We ensure all staff are trained to understand our safeguarding policies and procedures and that parents are made aware of them too.
- All staff have an up-to-date knowledge of safeguarding issues, are alert to the signs and symptoms of abuse, and understand their professional duty to ensure safeguarding concerns are reported to MASH or the Local Safeguarding Child's Board - numbers shown below



- All staff are confident to ask questions in relation to any safeguarding concerns and know not to just take things at face value but can be respectfully sceptical.
- We provide adequate and appropriate staffing resources to meet the needs of children.
- Applicants for posts within the setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.
- Enhanced criminal records and barred lists checks and other suitability checks are carried out for staff and volunteers prior to their post being confirmed, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.
- Where applications are rejected because of obtaining information that has been disclosed, applicants have the right to know and to challenge incorrect information.
- Enhanced criminal records and barred lists checks are carried out on anyone living or working on the premises.
- Volunteers do not work unsupervised.
- Information is recorded about staff qualifications, and the identity checks and vetting processes that have been completed including:
 - the criminal records disclosure reference number;
 - the date the disclosure was obtained; and
 - details of who obtained it.
- All staff and volunteers are informed that they are expected to disclose any convictions, cautions, court orders or reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment with us).
- All staff and volunteers are required to notify us if anyone in their household (including family members, lodgers, partners etc.) has any relevant convictions, court orders, reprimands and warnings or has been barred from, or had registration refused or cancelled in relation to any childcare provision (see above questions), or have had orders made in relation to care of their children.
- We notify the Disclosure and Barring Service of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of a child protection concern.
- Procedures are in place to record the details of visitors to the setting.
- Security steps are taken to ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children.
- Steps are taken to ensure children are not photographed or filmed on video for any other purpose than to record their development or their participation in events



organised by us. Parents sign a consent form and have access to records holding visual images of their child. If we hold an event Parents are asked to only take pictures of their own child.

- Any personal information is held securely and in line with data protection requirements and guidance from the ICO
- The designated person in the setting has responsibility for ensuring that there is an adequate e-safety policy in place
- We keep a written record of all complaints and concerns including details of how they were responded to.
- We ensure that robust risk assessments are completed, that they are seen and signed by all relevant staff and that they are regularly reviewed and updated, in line with our health and safety policy.
- The designated officer will update Jane Davies (Joint Manager) at the first opportunity of every significant safeguarding concern, however this should not delay any referrals being made to the children's social worker services, the LADO, Ofsted or Riddor.

Key Commitment 2

We are committed to responding promptly and appropriately to all incidents or concerns of abuse that may occur and to work with statutory agencies in accordance with the procedures that are set down in 'What to do if you're worried a child is being abused' (HMG 2015) and "Working together to Safeguard Children" (HMG 2015)

Responding To Suspicions Of Abuse

- We acknowledge that abuse of children can take different forms - physical, emotional, and sexual, as well as neglect.
- When children are suffering from physical, sexual or emotional abuse, or experiencing neglect, this may be demonstrated through:
 - Significant changes in their behaviour;
 - Deterioration in their general well-being;
 - Their comments which may give cause for concern, or the things they say (direct or indirect disclosure);
 - Changes in their appearance, their behaviour, or their play;
 - Unexplained bruising, marks or signs of possible abuse or neglect; and
 - Any reason to suspect neglect or abuse outside the setting.



- We take into account factors affecting parental capacity, such as social exclusion, domestic violence, parent's drug or alcohol abuse, mental or physical illness or parent's learning disability.
- We are aware of other factors that affect children's vulnerability such as, abuse of disabled children; fabricated or induced illness; child abuse linked to beliefs in spirit possession; sexual exploitation of children, such as through internet abuse; and Female Genital Mutilation; that may affect, or may have affected, children and young people using our provision.
- We also make ourselves aware that some children and young people are affected by gang activity, by complex, multiple or organised abuse, through forced marriage or honour based violence or may be victims of child trafficking. While this may be less likely to affect young children in our care, we may become aware of any of these factors affecting older children and young people who we may come into contact with.
- Where we believe that a child in our care or that is known to us may be affected by any of these factors we follow the procedures below for reporting child protection concerns and follow the OSCB procedures.
- Where such evidence is apparent, the child's key person makes a dated record of the details of the concern and discusses what to do with the member of staff who is acting as the 'designated officer'. The information is stored on the child's personal file.
- In the event that a staff member or volunteer is unhappy with the decision made of the Designated Officer in relation to whether to make a safeguarding referral they must follow escalation procedures.
- We refer concerns to the local authority children's social care department and co-operate fully in any subsequent investigation. NB In some cases this may mean the police or another agency identified by the Oxfordshire Safeguarding Children Board.

Oxfordshire Safeguarding Board Information

Local Authority Designated Officer (LADO)

Barry Armstrong 01865 815956

Alison Beasley 01865 323457

Multi-Agency Safeguarding Hub (MASH) 0845 0507666

(Staff are reminded of the location of these numbers regularly)

- We take care not to influence the outcome either through the way we speak to children or by asking questions of children.
- We take account of the need to protect young people aged 16-19 as defined by the Children Act 1989. This may include students or school children on work placement, young employees or young parents. Where abuse is suspected we follow the procedure for reporting any other child protection concerns. The views of the young person will always be taken into account, but the setting may override the young person's refusal to consent to share information if it feels that it is necessary to prevent a crime from being committed or intervene where one may have been, or to prevent harm to a child or adult.



Sharing confidential information without consent is done only where not sharing it could be worse than the outcome of having shared it.

- We have Whistle Blowing Policy in place - Policy 12.0

Recording Suspicions Of Abuse And Disclosures

- Where a child makes comments to a member of staff that give cause for concern (disclosure), or a member of staff observes signs or signals that give cause for concern, such as significant changes in behaviour; deterioration in general well-being; unexplained bruising, marks or signs of possible abuse or neglect; that member of staff:
 - Listens to the child, offers reassurance and gives assurance that she or he will take action;
 - Does not question the child;
 - Makes a written record that forms an objective record of the observation or disclosure that includes: the date and time of the observation or the disclosure; the exact words spoken by the child as far as possible; the name of the person to whom the concern was reported, with the date and time; and the names of any other person present at the time.

We ask staff to complete a Record of Concern Form - these are situated in the Office with the Safeguarding Info Documents (on the wall)

- These records are signed and dated and kept in the child's personal file, which is kept securely and confidentially.
- The member of staff acting as the 'designated officer' is informed of the issue at the earliest opportunity and within 1 working day.
- Where the Oxfordshire Safeguarding Children Board stipulates the process for recording and sharing concerns, we include those procedures alongside this procedure and follow the steps set down by the Oxfordshire Safeguarding Children Board.

Making A Referral To The Local Authority Children's Social Care Team

- The Pre-School Learning Alliance's publication Safeguarding Children contains procedures for making a referral to the local children's social care team, as well as a template form for recording concerns and making a referral. This is based on 'What to do if you're worried a child is being abused' (HMG 2015).
- We keep a copy of this document and follow the detailed guidelines (situated in the Office above the photocopier - as mentioned above)
- All members of Staff are familiar with our Child Protection Record and follow the procedures for recording and reporting.
- Escalation Process
- If we feel that a referral made has not been dealt with properly or that concerns are not being addressed or responded to, we will follow the Oxfordshire Safeguarding Children's Board escalation process.
- We ensure that staff are aware of how to escalate concerns

Informing Parents



- Parents are normally the first point of contact. Concerns are discussed with parents to gain their view of events, unless it is felt that this may put the child in greater danger.
- Parents are informed when we make a record of concerns in their child's file and that we also make a note of any discussion we have with them regarding a concern.
- If a suspicion of abuse warrants referral to social care, parents are informed at the same time that the referral will be made, except where the guidance of the Oxfordshire Safeguarding Children's Board does not allow this, where it is believed that the child may be placed in greater danger.
- This will usually be the case where the parent is the likely abuser.
- If there is a possibility that advising a parent beforehand may place a child at greater risk the designated person should seek advice from children's social work services, about whether or not to advise parents beforehand, and should record and follow the advice given.

Liaison With Other Agencies

- We work within the Oxfordshire Safeguarding Children Board guidelines.
- We have the current version of 'What to do if you're worried a child is being abused' available for parents and staff and ensure that all staff are familiar with what they need to do if they have concerns.
- We have procedures for contacting the local authority regarding child protection issues, including a maintained list of names, addresses and telephone numbers of social workers, to ensure that it is easy, in any emergency, for the setting and children's social care to work well together.
- We notify the registration authority (Ofsted) of any incident or accident and any changes in our arrangements which may affect the well-being of children or where an allegation of abuse is made against a member of staff (whether the allegations relate to harm or abuse committed on our premises or elsewhere). Notifications to Ofsted are made as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made and then inform Ofsted within 14 days of our action taken.
- Ofsted Contact No 0300 123 1231 and registration number 134458
- Contact details for the local National Society for the Prevention of Cruelty to Children (NSPCC) are 0808 800 5000

Allegations Against Staff

- We ensure that all parents know how to complain about the behaviour or actions of staff or volunteers within the setting, or anyone living or working on the premises occupied by the setting, which may include an allegation of abuse.
- We respond to any inappropriate behaviour displayed by members of staff, volunteer or any other person living or working on the premises, which includes:
 - inappropriate sexual comments;
 - excessive one-to-one attention beyond the requirements of their usual role and responsibilities, or inappropriate sharing of images.



- We follow the guidance of the Oxfordshire Safeguarding Children Board when responding to any complaint that a member of staff or volunteer within the setting, or anyone living or working on the premises occupied by the setting, has abused a child.
- We ensure that all staff or volunteers know how to raise concerns about a member of staff or volunteer within the setting. We respond to any concerns raised by staff and volunteers who know how to escalate their concerns if they are not satisfied with our response.
- We respond to any disclosure by children or staff that abuse by a member of staff or volunteer within the setting, or anyone living or working on the premises occupied by the setting, may have taken, or is taking place, by first recording the details of any such alleged incident.
- We refer any such complaint immediately to the Local Authority Designated Officer (LADO) to investigate:
Barry Armstrong - 01865 815958
- We also report any such alleged incident to Ofsted within 14 days as well as what action we have taken within 14 days. We are aware that it is an offence not to do this.
- We co-operate entirely with any investigation carried out by children's social care in conjunction with the police.
- Where the management team and children's social care agree it is appropriate in the circumstances, the chair/director/owner will suspend the member of staff on full pay, or the volunteer, for the duration of the investigation. This is not an indication of admission that the alleged incident has taken place, but is to protect the staff, as well as children and families throughout the process.

Disciplinary Action

- Where a member of staff or volunteer has been dismissed due to engaging in activities that caused concern for the safeguarding of children or vulnerable adults, we will notify the Disclosure and Barring Service (DBS) of relevant information, so that individual who poses a threat to children (and vulnerable groups) can be identified and barred from working with these groups.

Key Commitment 3

- We are committed to promoting awareness of child abuse issues throughout its training and learning programmes for adults. We are also committed to empowering young children, through its early childhood curriculum, promoting their right to be strong, resilient and listened to.

Training

- We seek out training opportunities for all adults involved in the setting to ensure that they are able to recognise the signs and signals of possible physical abuse, emotional abuse, sexual abuse and neglect and that they are aware of the local authority guidelines for making referrals.



- We ensure that designated persons receive training in accordance with that recommended by the Oxfordshire Safeguarding Children Board.
- We ensure that all staff know the procedures for reporting and recording any concerns they may have.

Planning

- The layout of the rooms allows for constant supervision. No child is left alone with staff or volunteers in a one-to-one situation without being visible to others.

Curriculum

- We introduce key elements of keeping children safe into our programme to promote the personal, social and emotional development of all children, so that they may grow to be strong, resilient and listened to and so that they develop an understanding of why and how to keep safe.
- We create within the setting a culture of value and respect for individuals, having positive regard for children's heritage arising from their colour, ethnicity, languages spoken at home, cultural and social background.
- We ensure that this is carried out in a way that is developmentally appropriate for the children.

Confidentiality

- All suspicions and investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidance of the Oxfordshire Safeguarding Children Board.

Support To Families

- We believe in building trusting and supportive relationships with families, staff and volunteers in the group.
- We make clear to parents our role and responsibilities in relation to child protection, such as for the reporting of concerns, information sharing, monitoring of the child, and liaising at all times with the local children's social care team.
- We will continue to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.
- We follow the Child Protection Plan as set by the child's social care worker in relation to the setting's designated role and tasks in supporting that child and their family, subsequent to any investigation.
- Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child in accordance with the Confidentiality and Client Access to Records procedure and only if appropriate under the guidance of the Oxfordshire Safeguarding Children Board.

"In the event of the disqualification of a registered provider, the provider **must not continue as an Early Years Provider nor be directly concerned in the management of such provision"**



Legal Framework

Primary Legislation

- Children Act (1989 s47)
- Protection of Children Act (1999)
- Data Protection Act (1998)
- The Children Act (Every Child Matters) (2004)
- Safeguarding Vulnerable Groups Act (2006)
- Childcare Act 2006

Secondary Legislation

- Sexual Offences Act (2003)
- Criminal Justice and Court Services Act (2000)
- Equalities Act (2010)
- Data Protection Act (1998) Non Statutory Guidance
- Childcare (Disqualification) Regulations 2009
- Children and Families Act 2014
- Serious Crime Act 2015

Further Guidance

- Working Together to Safeguard Children (HMG 2015)
- What to do if you're Worried a Child is Being Abused (HMG 2015)
- Framework for the Assessment of Children in Need and their Families (DoH 2000)
- The Common Assessment Framework for Children and Young People: A Guide for Practitioners (CWDC 2010)
- Statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004 (HMG 2007)
- Information Sharing: Guidance for Practitioners and Managers (DfE 2015)
- Disclosure Barring Service (DBS) Telephone Number: 0870 90 90 811
<https://www.gov.uk/dbs-update-service-check>
- Keeping Children Safe in Education (2015)

Other Useful Pre-school Learning Alliance Publications

- Safeguarding Children (2013)
- Safeguarding through Effective Supervision (2013)



Sign Off

This policy was adopted at a meeting of

Broadhill Pre-School

Held on

16th June 2016

Date to be reviewed

15th June 2017

Signed on behalf of the provider

Kelly Harding

Name of signatory

Kelly Harding

Role of signatory (Chairperson/Committee Member)

Secretary



6.2 Managing children who are sick, infectious, or with allergies

(Including reporting notifiable diseases)

Policy statement

At Broadhill Pre-School we provide care for healthy children through preventing cross infection of viruses and bacterial infections and promote health through identifying allergies and preventing contact with the allergenic substance.

Procedures for children who are sick or infectious

- If children appear unwell during the day - have a temperature, sickness, diarrhoea or pains, particularly in the head or stomach - the manager calls the parents and asks them to collect the child, or send a known carer to collect the child on their behalf.
- If a child has a temperature, they are kept cool, by removing top clothing and sponging their heads with cool water, but kept away from draughts.
- The child's temperature is taken using a digital ear thermometer, kept in the first aid box.
- In extreme cases of emergency, the child should be taken to the nearest hospital and the parent informed.
- Parents are asked to take their child to the doctor before returning them to the setting; the setting can refuse admittance to children who have a temperature, sickness and diarrhoea or a contagious infection or disease.
- Where children have been prescribed antibiotics, parents are asked to keep them at home for 48 hours before returning to the setting.
- After diarrhoea, parents are asked to keep children home for 48 hours or until a formed stool is passed.
- After sickness the child must not return to school until 48 hours after their last sickness.
- The setting has a list of excludable diseases and current exclusion times. The full list is obtainable from
- www.hpa.org.uk/webc/HPAwebFile/HPAweb_C/1194947358374 and includes common childhood illnesses such as measles.



Reporting of 'notifiable diseases'

- If a child or adult is diagnosed as suffering from a notifiable disease under the Health Protection (Notification) Regulations 2010, the GP will report this to the Health Protection Agency.
- When the setting becomes aware, or is formally informed of the notifiable disease, the manager informs Ofsted and acts on any advice given by the Health Protection Agency.

HIV/AIDS/Hepatitis procedure

- HIV virus, like other viruses such as Hepatitis A, B and C, are spread through body fluids. Hygiene precautions for dealing with body fluids are the same for all children and adults.
- Single-use vinyl gloves and aprons are worn when changing children's nappies, pants and clothing that are soiled with blood, urine, faeces or vomit.
- Protective rubber gloves are used for cleaning/sludging clothing after changing.
- Soiled clothing is rinsed and either bagged for parents to collect or laundered in the setting.
- Spills of blood, urine, faeces or vomit are cleared using mild disinfectant solution and mops; any cloths used are disposed of with the clinical waste.
- Tables and other furniture, furnishings or toys affected by blood, urine, faeces or vomit are cleaned using a disinfectant.

Nits and head lice

- Nits and head lice are not an excludable condition, although in exceptional cases a parent may be asked to keep the child away until the infestation has cleared.
- On identifying cases of head lice, all parents are informed and asked to treat their child and all the family if they are found to have head lice.

Procedures for children with allergies

- When parents start their children at the setting they are asked if their child suffers from any known allergies. This is recorded on the Registration Form.
- If a child has an allergy, a risk assessment form is completed to detail the following:
 - The allergen (i.e. the substance, material or living creature the child is allergic to such as nuts, eggs, bee stings, cats etc).



- The nature of the allergic reactions e.g. anaphylactic shock reaction, including rash, reddening of skin, swelling, breathing problems etc.
- What to do in case of allergic reactions, any medication used and how it is to be used (e.g. EpiPen).
- Control measures - such as how the child can be prevented from contact with the allergen.
- Review.
- This form is kept in the child's personal file and a copy is displayed where staff can see it.
- Parents train staff in how to administer special medication in the event of an allergic reaction.
- We have no nuts policy within the setting.
- Parents are made aware so that no nut or nut products are accidentally brought in.

Insurance requirements for children with allergies and disabilities

- The insurance will automatically include children with any disability or allergy, but certain procedures must be strictly adhered to as set out below. For children suffering life threatening conditions, or requiring invasive treatments; written confirmation from your insurance provider must be obtained to extend the insurance.

At all times the administration of medication must be compliant with the Safeguarding and Welfare Requirements of the Early Years Foundation Stage and follow procedures based on advice given in Managing Medicines in Schools and Early Years Settings (DfES 2005).

Oral medication

Asthma inhalers are now regarded as 'oral medication' by insurers and so documents do not need to be forwarded to your insurance provider.

- Oral medications must be prescribed by a GP or have manufacturer's instructions clearly written on them.
- The setting must be provided with clear written instructions on how to administer such medication.
- All risk assessment procedures need to be adhered to for the correct storage and administration of the medication.
- The setting must have the parents or guardians prior written consent. This consent must be kept on file. It is not necessary to forward copy documents to your insurance provider.



Life saving medication and invasive treatments

Adrenaline injections (Epipens) for anaphylactic shock reactions (caused by allergies to nuts, eggs etc) or invasive treatments such as rectal administration of Diazepam (for epilepsy).

- The provider must have:
 - a letter from the child's GP/consultant stating the child's condition and what medication if any is to be administered;
 - written consent from the parent or guardian allowing staff to administer medication; and
 - proof of training in the administration of such medication by the child's GP, a district nurse, children's nurse specialist or a community paediatric nurse.
- Copies of all three documents relating to these children must first be sent to the Pre-school Learning Alliance Insurance Department for appraisal (if you have another provider, please check their procedures with them). Written confirmation that the insurance has been extended will be issued by return.

Key person for special needs children - children requiring assistance with tubes to help them with everyday living e.g. breathing apparatus, to take nourishment, colostomy bags etc.

- Prior written consent must be obtained from the child's parent or guardian to give treatment and/or medication prescribed by the child's GP.
- The key person must have the relevant medical training/experience, which may include those who have received appropriate instructions from parents or guardians, or who have qualifications.
- Copies of all letters relating to these children must first be sent to the Pre-school Learning Alliance Insurance Department for appraisal (if you have another provider, please check their procedures with them). Written confirmation that the insurance has been extended will be issued by return.

If you are unsure about any aspect, contact the Pre-school Learning Alliance Insurance Department on 020 7697 2585 or email membership@pre-school.org.uk.

Further guidance

- *Managing Medicines in Schools and Early Years Settings (DfES 2005)*