

Sun Protection Policy

Introduction

At Over Puddleducks we want the staff and children to enjoy the sun safely and promote sun protection.

Shade - a small amount of shade under the sun canopy is available at Puddleducks.

Outside play occurs before 11am in morning sessions and after 2pm in afternoon sessions.

Please provide a named sun hat to wear for your child to wear when playing outside. Puddleducks has a selection of pre-school size hats to give to children who forget their own. If we do not have any sun cream for them, they will only be able to play under the shaded areas.

Sun Cream

All parents should apply sun cream initially before bringing the children to the setting.

If your child is with us for a full day, please provide a small named sun cream tube or bottle in their book bags which will be applied by the staff before the afternoons outside play.

If your child is with us for any period other than a full day's session, please ensure they come with sun cream applied before they arrive. You should apply the cream when you feel it is necessary.

Staff can only apply where prior written permission has been provided.

Healthy Food and Drink Policy

Prior to a child attending Puddleducks, staff will need to understand, from the parents, the child's dietary needs, including any allergies, to allow appropriate measures to be put in place. Semi-skimmed milk and water is always available.

Children are offered a snack and drink during each morning and afternoon sessions. Every child is asked to bring in a healthy snack to be shared by all children during the session they attend, all food (where needed) is prepared and shared at the snack bar. Please do not prepare any food in advance.

Parents should provide a healthy packed lunch (with an ice pack) and are advised not to give children sweets, chocolate, or nuts for their lunches.

All Puddleducks staff hold the relevant current Level Two Food and Hygiene Safety certificate.

Local Outings

Local outings around the village will include things like the post office van, doctors, shops, church, going to forest school and green spaces.

Our outings will be carried out during our session hours only. We may ask parents/carers if they wish to join us on some outings. Parents/carers will be informed before going on an outing outside the Over Community Centre grounds. Staff will be responsible for the children,

using the applicable staff ratio. We will use an appropriate ratio depending on various factors, which may result in a higher staff to child ratio. Risk assessments will be carried out in advance. The setting mobile phone, emergency contact list, register and first aid kit will be taken with us. A child head count will be carried out before we leave, during and upon our return from any outing.

For walks around the sports field adjacent to the setting, a risk assessment will be carried out on the day, and we use the daily staff ratio. The mobile phone will be taken with us and any emergency medication.

Transition to School Visit

A school visit is defined as a visit for those who are due to start Primary School at the start of the next academic year, as part of their transitioning.

Puddleducks staff accompany the children (who are in our care) to and during the school visit. Those who are not attending Puddleducks on the day of the visit will be taken by their parents / carers and will be met at the school entrance by Puddleducks staff.

Puddleducks staff accompany all the Puddleducks children around the school and the children remain the responsibility of Puddleducks staff until the authorised collector has collected from the school entrance.

Tapestry

Tapestry provides a fantastic tool for capturing and sharing information between Puddleducks and parents.

As part of the registration process parents sign a consent form giving permission for their child's image or video clips to appear in other children's learning journals. The staff use iPads only issued by Puddleducks to take the photographs for observations which are uploaded to the journals.

These iPads stay in the setting and are locked away in a cupboard at the end of the day and may only be taken home by a staff member for specific reason and with consent from the management team. When staff carry out Tapestry work at home, they adhere to the same confidentiality protocols as in the setting.

Parents are sent a link to activate their child's account and can only access their own child's learning journal.

This is a safe and secure system and enables good communication between Puddleducks and parents with access to their child's learning journal at any time. Parents can also post any comments to existing observations and add observations / photographs at home. This helps to create a fully holistic view of the children and strengthens the parent and partnership.

Parents who do not have internet access should inform Puddleducks management who will make alternative arrangements.

When children leave to go to another setting, we will transfer the tapestry account to a new setting if they use tapestry. If not, we will email a PDF or print a copy to give to the setting. When a child transitions to Primary School we will email the Reception teacher a PDF version of the most current summative record. Parents will receive an email from the

Tapestry system with the child's entire learning journal before the child account will be deleted permanently. The email will detail the time frame to download and save the content before it expires.

Absence

When a child is absence from Puddleducks, a member of the management team will contact parents/carers, usually via email or telephone to check the child is alright. This will be after one hour of their expected time of arrival.

The staff member will then fill out an absence form, detailing why the child is absent and filed securely in the child's folder. This is then marked and highlighted in the register as well as writing the child's absence date on the absence form in the back of the register, to allow us to track and highlight any patterns of a child having regular absences. If the attendance rate is poor and not improving the manager will address the attendance by speaking to the parent/carers.

The benefits of Puddleducks ensuring all children has a good attendance:

- It keeps children safe
- Supports learning and development
- Enables positive attachments and making friends
- Builds good habit for school, future learning and adulthood
- Making friends and learn social skills
- Develop in all areas

Children with good attendance in early years are likely to:

- Be ready for school
- Make and keep friends more easily
- Feel confident and have good self esteem
- Reach their full potential and gain good qualifications
- Earn more and have a higher chance of being employed

Local Visits Policy

When Puddleducks leave the familiar environment of their rooms and play area they inevitably become exposed to new risks. We therefore take the appropriate steps to minimise these risks, by assessing and managing the risks we encounter before and during these visits. Local visits are defined as those trips that occur within a session and, with the exception that more adults are required, can be viewed as an activity within that session. These trips are on foot only, for example leaf collecting from the area immediately around the Community Centre.

Puddleducks will

- Take extra volunteer adults to ensure we have the legal requirement (If required)
- Take a mobile phone
- Take the register which includes contact details
- Take a first aid kit, and any emergency medical medication
- Do a risk assessment

*This policy was adopted by the Committee on behalf of Over Puddleducks Pre-school
on.....*

Signed on behalf Over Puddleducks Pre-school

Name:

Dated: