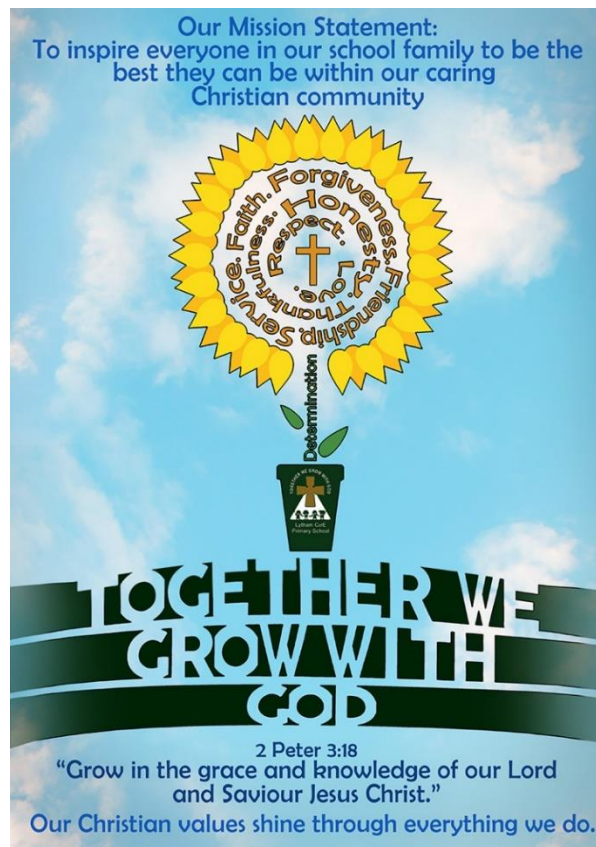




Lytham C of E Nursery Class

Nursery Procedures



Contact us: 01253 726900

Email: nursery@lytham.lancs.sch.uk

Dear Parents/Guardians,

Included in the following document are our key policies and procedures for Nursery Class. These are important and should be read and understood. Please also complete and return the registration form before your child attends their first session. Your child must attend an induction session prior to joining our Nursery.

The nursery operates in line with the Statutory Framework for the EYFS 2023 and alongside our school policies and procedures. Further details and important information concerning the Nursery Class can be found on the school website. We kindly ask you to read and understand them upon registration with the nursery/and or after school/before school clubs.

Sickness, Accidents, First Aid and Emergencies

As with school, if your child becomes ill, every attempt will be made to contact one of the people listed on your child's registration form to arrange collection of your sick child. Your child will be cared for until collection. In the case of a minor accident, basic First Aid will be administered. Prescribed medication only can be administered and with specific written instructions from a parent/guardian/doctor.

For more information please refer to

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/789369/Exclusion_table.pdf

https://www.publichealth.hscni.net/sites/default/files/Guidance_on_infection_control_in_%20schools_poster.pdf

In the case of an accident requiring more than basic First Aid, every attempt will be made to contact the parent/guardian to discuss the course of action to be taken. If a child needs emergency hospital treatment, the staff will first call an ambulance then attempt to contact the parent/guardian and will continue to do so until successful. A member of staff will accompany the child to hospital and remain with them until a parent/guardian arrives.

Please note: the Application Form contains an authorisation giving school/nursery staff permission to act "in loco parentis" e.g. the parent/guardian cannot be contacted in time, the staff member will invoke that authority to take action to gain appropriate medical treatment for the child. If you do not wish to give such authorisation, please indicate on the Application Form.

Important Information

Lytham C of E Nursery cannot accept any child to attend a session unless a completed and signed Application Form and Parental Agreement is submitted by the parent/guardian. These can be found on the school website.

Parents/guardians are responsible for ensuring that contact details provided are kept up to date.

To contact the nursery during a session please telephone **01253 736900**.

Lytham C of E Primary School is a no smoking and vaping site and dogs are only allowed on site if they can be carried at all times.

Child Protection and Safeguarding Children

Lytham C of E Primary School is committed to safeguarding and promoting the welfare of all children and expects all staff and volunteers to share this commitment. We have a Child Protection Policy and Procedures document and follow Lancashire's Local Safeguarding Partners (LSP) guidelines. Sometimes we need to share information in partnership with other agencies when there are concerns about a child's welfare.

All further policies and procedures are available for parents from school on request.

Safety and Security of Children

The safety and security of children attending our nursery is an extremely important matter and everyone concerned has a part to play. This procedures pack has two parts, setting out the responsibilities of everyone involved with nursery: parents, guardians and staff.

1. Responsibilities of Parents/Guardians

- To make sure that the contact details they have provided to the nursery/school are correct and that the school office or nursery staff are told about any changes.
- To notify the nursery/school if their child/ren will be arriving late for any reason.
- To notify the nursery/school as soon as possible if their child/ren are not attending for a booked session for any reason. Please note that refunds cannot be given for cancelled sessions.
 - Letting the school/nursery know during a session if they anticipate being later than planned to collect their child/ren (persistent lateness may be charged for).
 - Letting staff/school know if they have any concerns about their child/ren.
 - Gaining access to the building to drop off/collect their child/ren ONLY via the main gate and Nursery Class door and not asking children or other parents/guardians to let them in. Keeping all doors/gates locked behind them.

2. Responsibilities of Nursery Staff

- Checking with the school office whether any messages have been left about non-attendance.
- Ensuring any booked children from 'Breakfast Club' arrive for the start of their nursery session, and any children booked into 'After School Club' are escorted safely.
- Recording any incidents or accidents that may occur accurately and discussing these on the same day with the person who collects the child concerned.
- Only handing over a child to a responsible person named by the parent/guardian on their application form.
- Be completely up to date with first aid/safeguarding training and fully understand their responsibilities around child protection.

Thank you for your support,

Lytham C of E Nursery Staff Team