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About our Pre-school

Our aims are to provide all children with a safe, secure and stimulating environment in which they can learn, grow and have fun within a framework which ensures equality of opportunity for all.
We also aim to provide your children with exciting, challenging and varied activities, which work within the Early Years Foundation Stage framework.

We use the outside area as much as indoors on a daily basis and we are delighted to be able to offer daily Forest School sessions on site.

We offer your children support by means of a key person system, providing care and attention to their needs through our high adult to child ratio, which is currently 1 adult to 5 children.

Children are welcome to join us at Little Acorns from the term after they are 2 years.

We are open Monday to Friday from 9.00am to 3.00pm during term time. These hours may change according to the demand of sessions.

Emergency Procedure

Fire

In the event of a fire, the teacher or adult who is first alerted will sound the electronic fire alarm by breaking the glass of the nearest alarm (our closest is in Little Acorns room by the fire exit), thus alerting the rest of the school, including the pre-school when in session.

The children will stop what they are doing, stand up and at the direction of the leader, walk out of the class room using the nearest fire exit (for the pre-school, down the steps and into the field) and proceed to the church in an orderly fashion. If possible close all doors and windows to prevent further spread of the fire.

The leader will ensure that they have the register and that no one is left on the premises. The roll will be called to ascertain that everybody who should be present is.

The fire brigade will be alerted using the telephone box outside the school gates.

If deemed safe and the children are adequately supervised, fire extinguishers may be used to extinguish the fire. These can be found hanging by the fire exit door.

Regular termly fire drills will be held over a week to familiarise everyone with the procedure.

Accident

In the event of an accident, minor or major, staff will ensure the safety of the injured child and all other children and staff around. Qualified staff will then assess the situation, taking appropriate action either by providing basic first aid, such as cleaning wounds and cold compresses, or by telephoning for medical assistance.

A designated member of staff will, in the event of a major injury, telephone for medical assistance as well as inform the parents of the incident. The other children will be removed from the scene to avoid anyone becoming stressed or upset.

All injuries, minor and major will be recorded in the Accident book and a signature from the parent will be needed. In the event of a serious accident RIDDOR will be informed (03453009923) as well as Ofsted.

This policy was adopted at a meeting of Little Acorns of Rushbury

Held on …….

Signed on behalf of the Management Committee ……

Role of signatory ……..
This policy will be reviewed on or before 01.05.27

Emergency Contact Procedure

If a member of staff has to leave Little Acorns, or for some valid reason is unable to attend a session, the manager and staff attending should immediately be informed.

Emergency contacts:

April Jones	07969667836
Chrissie Ramsey	07814448734
Rhiann Pennington	07502972310
Anne Arkwright	07733405563
Jane Biggs	07906269802

Should this happen at the start of a session, parents will be asked to stay until one of the above can come and stand in.

Should this happen during the session the mobile telephone should be used, so that the remaining member of staff can supervise the children at the same time.

If none of the above is available parents will be called to collect their children and the session will be cancelled.

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Recruitment and Retention policy

At Little Acorns we aim to provide high quality care and education for children through employing appropriately qualified staff. We aim to create and maintain a skilled, balanced, conscientious and committed team.

Recruitment

- We are committed to recruiting, appointing staff in accordance with all relevant legislation and best practice.
- Before recruiting staff, the committee and pre-school leader will consider our current staffing structure and identify our needs for additional staff.
- The job advert will reflect our commitment to equal opportunities and will be advertised in a wide range of places to attract applicants from all of the community. It will state that the post is exempt from the Rehabilitation of Offenders Act 1974
- All applicants will be dealt with by the committee and pre-school leader and will be assessed against the job criteria.
- Applicants are considered on the basis of their suitability for the job, regardless of age, gender, culture, marital status, ethnic origin, religion or sexual orientation.
- We use OFSTED guidance on obtaining references and DBS checks for staff, committee members and volunteers. Anyone working directly with the children as part of the staffing ratios must have an enhanced DBS.
- Prior to appointment all relevant checks will be made (original qualifications, photographic evidence of identity, national insurance number and proof of address which is not less than 3 months old). At least two written references will be sought, one of which must be from the most recent employer.
- Interviews will be conducted by the same two members of the committee and the pre-school leader.
- Induction training will be issued by the pre-school leader and new staff will be introduced to our policies during this period.

Training

- Staff training meets all regulatory requirements, with all staff holding or working towards qualifications for their position in our group.
- In service training is available to all through the Local Authority, PLA and other organisations.
- The budget includes an allocation towards paid releasing of staff to access training, towards training costs and travelling time.
- Staff are supported and their training needs are identified by means of an annual staff appraisal. In addition staff have regular access to supervision meetings which gives an opportunity to discuss sensitive issues confidentially.

Students

In co-operation with educational providers we welcome students into our preschool on the following conditions:

- Needs of the children are paramount. Students will not be admitted in numbers which hinder the essential work of the pre-school.
- Students must be engaged in genuine early years training, which provides necessary background knowledge and understanding of children's development and activities.
- Any information gained by students about the children, families or other adults in our pre-school must remain confidential.
- Students are never left unsupervised with children as they are not included in the child:adult ratios; unless they are aged 17 and over, on a long term placement and suitably qualified to be counted

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Role of signatory ……..

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Adult Resources

Our high adult to child ratio is vital in providing quality pre-school care.

At Little Acorns:

- We have one member of staff to five children. This ensures individual attention to the needs and development of each child
- Our key person system ensures that each child and family has one member of staff who takes a special interest in them.
- Regular staff meetings provide opportunities for staff to discuss the children's progress, as well as raise any concerns or worries.
- We have a record keeping system in place, which enables staff to work together to identify your child's progress and move on to the next stage.
- Staff undertake regular training to further their knowledge and understanding of child development.

There are three members of staff working at Little Acorns:

- April Jones is the pre-school leader. April has a Foundation Degree in Early Childhood Studies, and holds a current First Aid Certificate.
- Anne Arkwright is deputy leader. Anne is a qualified teacher and also holds a current First Aid Certificate.
- Chrissie Ramsey is an assistant. She has an Early Years Educator Level 3 qualification, and also holds a current First Aid Certificate

See also:
Recruitment and Retention Policy

Confidentiality Policy

Work with children and families will sometimes bring us into contact with confidential information. To ensure that all those using and working in Little Acorns can do so with confidence we will respect confidentiality as follows:

- Parents will always have access to their own child's information but not that of other children.
- Staff at Little Acorns will not discuss individual children, other than for purposes of curriculum planning and management.
- Staff will not discuss work on social networking sites.
- Mobile phones will not be used at Little Acorns unless in an emergency with the supervisors consent.
- Little Acorns own camera will be used to photograph children. If staff or students need to take photographs with their own cameras for training purposes parental consent will obtained first.
- Information given to staff will not be passed on to other adults without permission.
- Issues to do with employment of staff will remain confidential to the people involved with making personal decisions.
- Evidence relating to a child's safety will be kept in a confidential file and will only be shared with the child's key-worker, pre-school leader and the chairperson.
- Students on recognised early years training will be asked to respect our confidentiality policy.

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Role of signatory ……..

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Admissions Policy

It is our intention to make Little Acorns genuinely accessible to children and families from all sections of the local community.

We ensure that the existence of Little Acorns is widely known in all local communities. This is done by means of advertising.

We arrange our waiting list so that the eldest will get a place first. However Little Acorns committee may need to decide on individual cases as they arise.

We make our equal opportunities policy widely known to ensure that discrimination is not taking place. We are flexible about attendance patterns in order to accommodate the needs of individual children and families.

Parents are encouraged to visit Little Acorns before their child starts, and will be encouraged to stay with their child until both are happy about separation.

As a statutory requirement we keep a record of the children's details at Little Acorns. These include:

- Full name, address and telephone number of the child's parents and any emergency numbers.
- Child's date of birth.
- Name, address and telephone number of the child's doctor, carer/child minder.
- Dietary information.
- Names and telephone numbers of people authorised to collect the child from Little Acorns.
- Any other relevant information such as custody arrangements.

All this information is included on our registration form.

As another statutory requirement a daily register will be completed as the children arrive. This is vital for safety, for use in fire drills and emergencies.

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Transition Policy

Starting Nursery

At Little Acorns we want children to feel safe and happy in the absence of their parents, to recognise other adults as a source of authority, help and friendship and to be able to share with their parents the new learning experiences enjoyed in Little Acorns.

In order to accomplish this we aim to create a partnership with parents by:

- Creating opportunities for exchange of information and providing them with a copy of Little Acorns prospectus and registration form.
- Encouraging parents to visit our pre-school with their children during the weeks before the child is due to start.
- Making it clear to families that they will be welcome and supported at Little Acorns for as long as it takes to settle their child.
- Encouraging parents to separate from their children for brief periods at first, gradually building to longer absences.
- Reassuring parents whose children seem to be taking a long time to settle.

Children cannot play or learn successfully if they are anxious and/or unhappy. Our settling in procedures aim to help parents and children to feel comfortable at Little Acorns, and to ensure that children can benefit from what the group has to offer and feel confident that their parents will return at the end of the session.

Transition to another Setting

Sometimes children will move to a new setting. In this situation we will ensure that the child's learning and development records at the time of transition are fully up to date and ready to pass on to the new setting. If needed, and with the parents/carers permission, we are always available to talk with the new setting and share any information that may be deemed useful.

Transition to School

The move from nursery to school is a big step for both children and their parents/carers. The majority of children that leave Little Acorns feed into Rushbury C of E Primary School. We are based on the school site and have very close links with the school.

We ensure smooth transitions by:

- The manager has termly meetings with the reception teacher and head teacher. These meetings provide a time to discuss planning and events that are taking place at the school that the nursery children could be involved in and anything else that may be deemed relevant.

- Nursery children are actively involved in school events such as Sports Day, Harvest Festival and Nativity plays.

- Each week we join Ticklerton Class for a story time and child initiated session, where children get to choose from a wide range of activities supported by the class teacher and staff from Little Acorns. It allows children to become familiar with the classroom and meet the teachers and older children. This currently takes place on Thursday afternoons, and we also join the school for activities on an ad hoc basis.

- A transition meeting is held between the manager and reception teacher to pass on learning and development records, and relay the child's interests and strengths. The children are offered an induction session at school (including lunch).

- For children moving onto other primary schools, we encourage a school representative to visit the children in the nursery environment. We will make sure that learning and development records are passed to the child's relevant school and will prepare any reports necessary to help the children's transition to school.

- In the case of children with special needs the SENCo will be responsible for sending to the receiving school information with includes the most recent IEP, the most up to date assessments/reports from other professionals and any other information considered of importance. If necessary, we will have a transition meeting with nursery/school staff to pass on information with the child's parent/guardian, and any other agencies involved.

We will always try to make any move for the children as smooth as possible and will help the child and their parent as much as is necessary with any transition their child may need to make, being it moving to school, another nursery, moving house, etc., and would encourage parents to make us aware of any changes to their child's life that we may be able to help them with.

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Role of signatory ……..

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Parental Involvement

Parents are the first educators of their young children. We aim to support all parents in this essential role, and involve them in their children's education and the full life of the setting.

To fulfil this we:

- Ensure parents are given information on a regular basis through informal conversations and letters.
- Provide information on their child's progress through informal conversations and written reports.
- Involve parents in the shared record keeping about their children, and ensure that they have access to their children's written developmental records.
- Ensure that all parents have opportunities to contribute their skills to the group – as part of the committee or joining in with our activities. We welcome the contributions of parents and make new parents aware of this.
- Hold regular meetings in venues which are accessible and appropriate for all.
- Ensure all parents know the systems for registering queries, complaints or suggestions.

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Role of signatory ……..

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Selecting Play Equipment and Toys

The equipment and toys in Little Acorns provide opportunities for children, with adult help, to develop new skills and concepts in the course of their play and exploration.

The equipment we provide is appropriate for the ages and the stages of development of the children. It offers challenges to develop physical, social, personal and intellectual skills.

This equipment features positive images of people, both male and female, from a range of ethical and cultural groups, with and without disabilities.

It also includes a range of raw materials, which can be used in a variety of ways and encourages an open-ended approach to creativity and problem solving.

This equipment will enable children to develop individual potential within the Early Years Foundation Stage framework.

This equipment also conforms to all relevant safety regulations and is sound and well made.

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Safer Eating, Food and Drink Policy

The sharing of refreshments can play an important part in the social life of the pre-school as well as reinforcing children's understanding of the importance of healthy eating.

Before a child starts at Little Acorns staff discuss with parents the child's dietary needs, including any allergies, and make appropriate arrangements to meet them.

Children are always supervised when eating any snacks /meals. Children are never left unattended during mealtimes and there are always two members of staff to supervise and support the children during mealtimes. All staff members are paediatric first aid trained.

Parents are asked to provide a healthy mid-morning snack of fruit or vegetables for their child. A hot meal is available through the school kitchen at lunchtime, or alternatively parents may send a packed meal.

Dietary needs for religious groups are known and met in appropriate ways.

Water is always available, especially during hot weather. Semi skimmed milk is also provided at snack time.

Parents providing packed meals will be advised about safe storage, and our policy on healthy eating. They will be encouraged to provide sandwiches with a healthy filling, fruit and milk-based deserts.

Packed lunches that consist largely of crisps, processed foods, sweet drinks and sweet products are discouraged, and we reserve the right to return this food to the parent as a last resort.

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Role of signatory ……..

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Health and Hygiene – Policy and Procedures

Health

Food
Our snacks are provided by parents, which should be healthy and nutritious such as fruit or vegetables. A hot meal is available through the school kitchen at lunchtime. Semi skimmed milk or water is offered to drink.

Outdoor play
Outdoor activities contribute to children's health, their physical development and their knowledge of the world around them. Outdoor play times are planned into each session when children are encouraged to participate in child-chosen and adult-led activities.
Trips are also planned into our curriculum to broaden children's experiences.
Risk assessments are carried out prior to the trip.

Illness
Parents are asked to keep their children at home if they have any infection, and to inform us as soon as possible by ringing 01694 771677.

Parents are asked not to bring to Little Acorns any child who has been vomiting or has had diarrhoea till at least 48 hours after the last motion.

Children with headlice are not excluded, but must be treated to remedy the condition. Parents are notified if there is a case of headlice within the setting.

The Health Protection Unit (01785 221126) and Ofsted are notified of any communicable diseases. Ofsted is informed of any food poisoning affecting two or more children looked after on the premises.

If your child becomes ill within the hours of attending Little Acorns we will telephone the contact numbers and keep your child in a quiet and cared for state until your arrival.

Cuts or open sores will be covered with a plaster or other dressing.

If the child is on prescribed medication the following procedures will be followed:

- If possible the child's parent will administer the medicine. If not, then, the medication must be stored in the original container and clearly labelled with the child's name, dosage and any instructions.

- All medication will be kept out of reach of children.

- Written information will be obtained from the parent, giving clear instructions about the dosage, administration of the medicine and permission for a member of staff to follow the instructions.

- A medication book will be available to log the name of the child receiving medication, times that the medication should be administered, date and time of actual administration and the signature of the person who has administered each dose.

With regard to the administration of life-saving medication such as insulin/adrenaline injections or the use of nebulisers, the position will be clarified by reference to the pre-school's insurance company.
If specialist knowledge is required, staff involved in administering medication will receive training from a qualified health profession.

Little Acorns will ensure the first aid equipment is kept clean, replenished and replaced as necessary.

There will always be on the premises at least one qualified first aider trained to administer first aid to children.

Information sources
We will maintain links with health visitors and gather health information and advice from local health authority services and/or other health organisations.

HYGIENE

Personal hygiene
Hands are washed after using the toilet and before handling food.

Children are encouraged to blow and wipe their noses when necessary and dispose of soiled tissues hygienically.

Paper towels are used and disposed of appropriately.

Hygiene rules related to bodily fluids followed with particular care and all staff and volunteers are aware of how infection can be transmitted.

Cleaning and clearing
Rubber gloves are always used when cleaning up spills of bodily fluids.
Any spills of blood, vomit or excrement are wiped up and bagged and disposed of by the correct means.

Floors and other affected surfaces are disinfected.

Spare laundered pants and other items of clothing are available in case of accidents, and plastic bags available in which to wrap the soiled garments.

Food
- Little Acorns will observe current legislation regarding food hygiene, registration and training.

- Adults will always wash their hands under running water before handling food and after using the toilet.
- Adults will not be involved with the preparation of food if suffering from any infectious/contagious illness or skin complaint.
- No smoking on the premises.
- No coughing or sneezing over food.
- Different cleaning clothes to be used for kitchen and toilet areas.
- Food to be kept covered and either refrigerated or piping hot.

Little Acorns Health and Safety Officer: April Jones

This policy was adopted at a meeting of Little Acorns of Rushbury

Held on …….

Signed on behalf of the Management Committee ……

Role of signatory ……..

This policy will be reviewed on or before 01.05.27

Safety Policy

The safety of young children at Little Acorns is of paramount importance.

Environment

- Safety checks are performed daily both indoors and out.
- All equipment is checked for cleanliness and safety and any dangerous items are repaired or discarded.
- The toilet area and nappy changing equipment are included in these checks.
- Any maintenance found within the building is passed onto the school and managed by them.
- The back door at Little Acorns remains locked when not in use as an extension of free play.
- Outdoor facilities are securely fenced off.
- Heater and electric points are adequately guarded.
- The fire doors are free of obstruction and there are adequate systems and equipment for the detection and control of fire.

Supervision

- All the children at Little Acorns will be supervised by adults at all times.
- Children will leave Little Acorns only with authorised adults.
- Children will not have unsupervised access to the kitchen or any cupboard storing hazardous material.

Adult safety

- All adults in the group, both staff and visitors will be aware of Little Acorns safety policy.

Management

- Our accident book is available at each session for reporting of any accidents.
- Regular safety monitoring including checking the accident book as a basis for risk assessment.

- Adults will be aware of systems in operation for the children's arrival and departures.

- Adults will not walk around with hot drinks or place hot drinks within reach of children.

- Fire drills are held every term.

- A register is taken of all present at "Good morning" time and throughout the day recording times of arrival and departure.

- We are a non-smoking school.

- The first aid box is always to hand. Names of first aid officers are on display.

Social considerations

Children playing with or near water, during cooking activities and when children are near or on the climbing frame, will be continuously supervised.

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Held on …….

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Role of signatory ……..

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Equal Opportunities Policy

Little Acorns works in accordance with all relevant legislation including:

- Race Relations Act 1976
- Race Relations Amendment Act 2000
- Sex Discrimination Act 1986
- Children Act 1989
- Special Needs and Disability Act 2001

Little Acorns welcomes, values and represents all children, families, staff and volunteers. We aim to ensure that all those who wish to be involved in our pre-school have an equal chance to do so.

Admission
Little Acorns is open to every family in the community. We base our admissions policy on a fair system. Parents are made aware of our equal opportunities policy which is reviewed regularly.

Employment
Any vacancies will be advertised. Little Acorns will appoint the best person for the job and will treat fairly all applicants for the job and all those appointed. Commitment to implementing Little Acorns Equal Opportunities Policy will form part of the job description for all workers.

Families
Little Acorns aims to offer support to all families. Little Acorns offer a flexible payment system for families with differing means.

Festivals
Our aim is to show respectful awareness of all major events in the lives of the children and families in Little Acorns and in our society as a whole.

Curriculum
All children will be respected and their individuality and potential recognised, valued and nurtured. Activities and the use of play equipment offer children opportunities to develop in an environment free from prejudice and discrimination. Management of resources within the pre-school will ensure that both boys and girls have full access to all kinds of activities and equipment and are equally encouraged to enjoy and learn from them.

Resources
These will be chosen to give the children a balanced view of the world and an appreciation of the rich diversity of our multicultural society.

Special Needs
Little Acorns recognises that children have a wide range of needs which differ from time to time, and consider what part it can play in meeting these needs as they arise.

Discriminatory behaviour/remarks

Any discriminatory language, behaviour or remarks by children, parents or adults are unacceptable at Little Acorns.

Mutual respect and tolerance
Little Acorns is committed to creating an ethos of inclusivity and tolerance where views, faiths, cultures and races are valued and children are engaged with the wider community.

Children are taught to tolerate, appreciate and respect their own and other cultures.

Staff encourage and explain the importance of tolerant behaviours such as sharing and respecting other's opinions, and promote diverse attitudes and challenge stereotypes.

Language
Basic information, written and spoken, will be clearly communicated in as many languages as are necessary and possible.
Bilingual/multilingual children and adults are an asset to the whole group. Children and parents who have English as a second language will be valued and their language recognised and respected.

Food
Working in partnership with parents, children's medical, cultural and dietary needs will be met. Children are always supervised when eating.

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Held on …….

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Role of signatory ……..

This policy will be reviewed on or before 01.05.27

Behaviour Management

Little Acorns recognises the need for rules within the group and the necessity for the procedures for managing difficult behaviour.

Little Acorns committee will ensure that this policy is available to parents and that all staff and volunteers are aware of the policy and comply with it.
They also expect courtesy between staff and volunteers towards children and adults in the group.

The aim of this policy is to foster a consistent caring atmosphere within our pre-school.

Children will be distracted, gently restrained and/or removed from the activity when they are creating dangers or disruption to themselves or others or likely to damage property or equipment. They will always be told why this behaviour is not acceptable. Children will be given opportunities to develop social skills.

Under no circumstances will a child be smacked, punched, slapped or shaken.
Isolating a child within a closed room will not be acceptable.
Withholding snacks or drinks is also not acceptable.
Shouting at humiliating, embarrassing or frightening a child is not allowed.

Little Acorns does not tolerate bullying of any kind. If we discover that an act of bullying or intimidation has taken place, we act immediately to stop any further occurrences of such behaviour. Our aim is all children who attend Little Acorns attend free from fear. These incidents are recorded in the incident book and discussed with the child's parents.

Where difficult behaviour is persistent or serious, a record will be made in the incident book and discussed with parents.
Little Acorns recognises that we all have "off" days- including children.

Little Acorns Behaviour Management Officer: April Jones

This policy was adopted at a meeting of Little Acorns of Rushbury

Held on …….

Signed on behalf of the Management Committee ……

Role of signatory ……..

This policy will be reviewed on or before 01.05.27

Special Needs Policy and Procedures

Little Acorns provides an environment in which all children are supported to reach their full potential. We have regard for the DfES Special Education Needs Code of Practice, and include all children in our provision

Little Acorns is committed to following the recommendations and guidelines of the SEND Code of Practice and Disability act 2010. The Statutory Framework for the Early Years Foundation Stage. The Special Educational Needs and Disability Regulations 2014

A child is identified as having a special education need if he or she:

- Has significantly greater difficulty in learning than the majority of the children of the same age.
- Has a disability either which prevents or hinders the child from making use of the educational facilities provided for children of the same age.

We aim to provide for the developmental needs of each individual child. All children, irrespective of their special needs, are encouraged wherever possible and appropriate to participate in all of the groups activities.

Our system of observation and record keeping, which operates in conjunction with parents, enables us to monitor children's needs and progress on an individual basis.

The needs and progress of children who have Special Educational Needs (SEN) are monitored by April Jones who is our SEND co-ordinator. Our SENDCO is responsible for:

- ensuring all practitioners in the setting understand their responsibilities to children with SEN and the setting's approach to identifying and meeting SEN
- advising and supporting colleagues
- ensuring parents are closely involved throughout and that their insights inform action taken by the setting
- liaising with professionals or agencies beyond the setting

Our staff to child ratio ensures that each child receives plenty of adult time and attention. We adopt a graduated approach with four stages of action: assess, plan, do and review.

We work closely with parents of children with SEN/disabilities to create and maintain a positive partnership, and ensure that they are informed at all stages of the assessment, planning provision and review of their children's education.

We liaise with other professionals (for example Speech and Language Therapists and Occupational Therapists) to meet children's individual needs and are committed to learning all we can about any particular difficulties, so as to provide the highest standard of care possible.

Our staff attend in-service training on special needs.

See also:
Equality Opportunities Policy
Transition Policy

Little Acorns SEND Co-ordinator: April Jones

This policy was adopted at a meeting of Little Acorns of Rushbury

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Whistle Blowing Policy

Little Acorns promotes and encourages good staff communication and any questions of bad practice should be dealt with satisfactorily long before the need for Whistle Blowing. The manager operates an open door policy for all staff to enable them to express concerns at any time.

This policy outlines the right for all employees to be able to speak out in confidence about wrong-doing which may be illegal or inappropriate within the setting.

Procedures

- Identify bad practice
- Record exactly what was witnessed
- Report to the manager or registered person
- If necessary involve other agencies – Early Years and Childcare Team, Ofsted Whistleblowing hotline **0300 123 3155**, Disclosure and Barring Service or Initial Contact Team
- Ask to be informed about any outcome of the investigation

Concerns will be fully investigated and action taken to ensure that legal requirements are met and good practice is followed. It is important that even apparently less serious allegations are seen to be followed up objectively by someone independent of the organisation concerned. This is why the LADO should be informed of ALL allegations that come to the employers' attention.

Employees making malicious or false accusations will be disciplined under the disciplinary procedure.

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Outings and Transport Policy

The pre-school will do all they can to ensure the safety of the children, staff and parents on any outings from Little Acorns. We will also try to ensure that the outings are suitable for the children's age and stage of development.

- Full details of the outing are given beforehand, and written parental consent obtained.
- A risk assessment is carried out before an outing takes place.
- Our adult to child ratio is high, normally one adult to two children.
- Coaches will be hired from a reputable company providing coaches with seat belts. Little Acorns will ensure that the maximum seating capacity is not exceeded.
- For local outings we use the school minibus, or staff vehicles. Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.
- Staff take essential records and equipment on outings including contact details for children, mobile phone, first aid kit, spare clothing, food and drinks.
- If a parent attends the outing with their child they will be responsible for their child during the journey and duration of the outing.
- If a child is lost during the outing the procedure for a lost child will be followed.

This policy was adopted at a meeting of Little Acorns of Rushbury

Held on …….

Signed on behalf of the Management Committee ……

Role of signatory ……..

This policy will be reviewed on or before 01.05.27

Uncollected Child Policy

When the situation arises where a parent/carer does not arrive to collect a child the child's welfare is the first consideration. Two members of staff who have undergone OFSTED checks and provided with suitable activities and refreshments will care for the child.

- If a parent/carer knows they will be late arriving to fetch their child they should contact the pre-school at least 10 minutes before the end of the session on 01694 771677.

- If the parent/carer does not arrive to collect the child the pre-school leader will try and contact them at home, on their mobile, or work number.

- If this is unsuccessful the people nominated on the child's registration form will be contacted to collect the child.

- If no-one collects the child after one hour and there is no-one who can be contacted to collect the child, we apply the procedures for uncollected children.

- We contact the Initial Contact Team (telephone no. 03456789021).

- The child stays at Little Acorns in the care of two fully vetted workers until the child is safely collected by either the parents or social worker.

- Social services will aim to find the parent or relative. If they are unable to do so, the child will be admitted into the care of the local authority.

- Under no circumstances are staff to go to look for the parent, nor do they take the children home with them.

- A full written report of the incident is recorded in the child's file.

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Missing Child

All exits from the premises are locked/guarded in a way which makes it impossible for a child to leave unobserved, while allowing a rapid exit in the case of an emergency.
An accurate and up to date register is kept of both adults and children, this includes visitors.
All children and adults at Little Acorns should know the rules and the reasons they are there.
We carry out regular risk assessments to identify any potential hazards and dangers and we work together to avoid them.

These are the procedures we follow if we cannot find a child:

1. Find out quickly
The chances of finding a missing child are greatest if the child's absence is soon discovered. Know how many children should be present.

2. Search systematically
We are responsible for the missing child and also for the other children in the group. Our high adult to child ratio allows us in any emergency to free a member of staff to respond to the emergency without neglecting the needs of the other children.

- Ask the remaining children if they have seen or heard the missing child. They can sometimes be a useful source of information.
- Make sure all staff are present and that all know of the situation. If possible determine where and when the missing child was last seen or heard.
- Check Little Acorns hiding places and premises to make sure that the child is not hiding somewhere.
- Ask teachers and staff at Rushbury School if they have seen the child or know where he might be.

3. Parents
If the missing child is not found within five minutes, call the child's parents to warn them that their child may be attempting to get home. If they are out or at work we have alternative numbers we can ring in emergencies. If the child lives within walking distance of Little Acorns, one adult should make the journey on foot in order to catch up with or intercept the child if possible. Remember that as soon as parents are informed they will need advice and support.

4. Police
If the above steps do not locate the child, the police must be called after ten minutes from the time that the child was discovered missing. They have the resources to conduct a search and speed is important.

5. Informing other people
Make regular checks to ensure that if an incident of this sort does happen you have the necessary telephone numbers at hand – correct, up to date and kept all together.

If you have to call the police, inform Social Services.

The chairman should be informed as soon as possible.
Call our insurance company direct (Early Years Alliance 02076 972595 ref 21341).

6. The Accident and Incident Book
Start to build up a record of the event as soon as an adult has time to do so. This is important even if the child is found safe within a few minutes.

7. Dealing with people's reactions
The child's parents will be frightened, distressed and probably angry. These feeling are natural.

Because powerful emotions are involved, people's behaviour can be unpredictable. People who seem quite calm about the incident at the time can later on become very angry, threatening legal action or recourse to the local press.

It is therefore important to be very careful from the beginning about the words you use to talk to people about the incident. Don't say anything which might invalidate the insurance by implying that you accept liability. However that does not mean that you have to appear uncaring. Do not say "no comment", which can make you appear indifferent and unhelpful.
Say:

- How sorry you are that the incident has happened.
- That a full investigation is in hand.
- That Social Services have been informed and will also be investigating.

8. Dealing with the media
The chairperson will be the one who speaks on behalf of Little Acorns to the media. As early as possible, advise all adults about what they should say, or ask them to refer all inquiries to the agreed spokesperson.

9. Informing other parents
Other parents need to be given brief, accurate information as rapidly as possible. This is the best way to prevent spreading of gossip.
There is no point in trying to hide what has happened. The important thing is to enlist the support of the whole local community in learning from the event in order to ensure that it does not happen again.

10. When the child is found
During the time the child is missing, however briefly, all adults involved – parents and others- suffer great fear, guilt and distress. It is not always easy to control all these emotions when a child is found. It is important to remember:

- That the child might have been afraid and distressed and might now need comfort.
- That the child may be completely unaware of having done anything wrong (one child found quite safe after a terrifying few minutes said simply "I just went to get my Mummy")
- That the incident provides good opportunity to talk to all the children to ensure they understand that they must not leave the premises and why.

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Complaints Procedure

Little Acorns believes that children and parents are entitled to expect courtesy and prompt, careful attention to their needs and wishes.

Our intention is to work in partnership with parents and the community generally and we welcome suggestions on how to improve our group at any time, seeking to deal fairly and confidently with any concerns or complaints. We aim to bring all concerns about the running of our setting to a satisfactory conclusion for all of the parties involved.

Many concerns can be resolved quickly by an informal approach to the appropriate member of staff.

If this does not achieve the desired result, we follow these guidelines:

- Talk over worries and anxieties with the pre-school leader. Most complaints should be resolved amicably and informally at this stage.

- If this does not have a satisfactory outcome, a written complaint should be sent to the Chair of the committee and the pre-school leader. This then becomes a formal complaint to be investigated by the setting within 28 working days.

- If the complaint is about the pre-school leader, then the Chair will deal with it. If the complaint involves the Chair, then another officer of the committee will deal with it.

- If the complaint relates to a child protection issue we follow our child protection policy and procedures

- A written account of the outcome of the investigation will be sent within 28 days of the complaint being received.

- If the complaint remains un-resolved and relates to EYFS statutory framework or the requirements of the Childcare Register it will be referred to Ofsted.

- Complaints relating to other matters, such as fees, should be referred to the Chair of the committee. Un-resolved issues may be referred to the committees' constitution (Early Years Alliance).

Record keeping and confidentiality

- The identity of all individuals involved are kept anonymous including the complainant.

- A record of the complaint and investigation is kept, including the date, the circumstances of the complaint and how the complaint was managed.

- Records of complaint must be made available to Ofsted on request and retained for three years. They will also be shared with any parent who asks to see them.

Ofsted

Parents may approach Ofsted directly at any stage of this complaints procedure. Details of how to contact Ofsted are displayed at the pre-school.

Applications, Regulatory and Contact (ARC) Team
Ofsted
Piccadilly Gate
Store Street
Manchester
M1 2WD
Tel: 0300 123 1231

Concerns and complaints about Ofsted can be made following guidelines outlined at https://www.gov.uk/government/publications/complain-about-ofsted

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Nappy Changing Policy

We wish to include all children in our setting and understand that children arrive at pre-school at different stages in their development, and that some children may still be in nappies or trainer pants.

In order to care for the child's physical needs we ask that parents/carers:

- Make sure that wherever possible children arrive at Little Acorns wearing a clean nappy or trainer pants.
- Provide nappies, cream, wipes and nappy bags so that if it is necessary to change the child their individual needs can be met.
- Discuss any issues arising from the policy with the child's key worker.

Little Acorns will ensure that:

- Children only have their nappies or pants changed by a person who has relevant police checks.
- Children will be changed in a designated area.
- Staff are provided with disposable gloves.
- Soiled nappies will be double wrapped in nappy bags and disposed of in the designated outdoor bin.
- Staff will discuss any concerns about the child with the parent/carer.

It is not acceptable to the pre-school that children should persistently arrive in soiled or wet pants. If this situation does arise the key worker will have a discussion with the parent/carer to support the care and comfort of the child, and support the development of the child's toilet training.

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Smoke Free Policy

Purpose
This policy has been developed to protect all adults and children from exposure to second hand smoke and to assist compliance with the Health Act 2006.

Policy
It is the policy of Little Acorns that all our workplaces are smoke free. Smoking is prohibited in any part of the school premises, entrances or grounds, and in company vehicles. This policy applies to all staff, volunteers, students, parents/carers and visitors.

Implementation
Overall responsibility for policy implementation and review rests with the manager, April Jones. However, all staff are obliged to adhere to, and support the implementation of the policy. The person named above shall inform all existing employees, consultants and contractors of the policy and their role in the implementation and monitoring of the policy. They will also give all new personnel a copy of the policy on recruitment/induction.
Appropriate 'no-smoking' signs will be clearly displayed at the entrances to and within the premises, and in all smoke free vehicles.

Non-compliance
Local disciplinary procedures will be followed if a member of staff does not comply with this policy. Those who do not comply with the smoke free law may also be liable to a fixed penalty fine and possible criminal prosecution.

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The Use of Dummies Policy

The aim of this policy is to foster an environment where all children whatever their needs are welcomed and have the same choices and opportunities, that enable them to reach their full potential during their stay at the group.

It is understood that children who attend pre-school may still use a dummy or bottle. The Department for Children, Schools and Families have issued a document called, 'Supporting children with speech, language and communication needs: Guidance for the Early Years Foundation Stage', from which the following quotation can be found:

'Dummies and bottles can contribute to delayed communication development.

Babies and young children spend lots of time making sounds and exploring their own mouths and voices before they begin to use words. In doing so they are not only practising and developing the skills needed for speech but they are also encouraging other people in the world to notice them and communicate with them. Children who suck dummies through the day make fewer sounds, gain less experience of using their voices, and hear less language from adults around them.

If toddlers are allowed to continue to suck a dummy and talk with it in their mouths, there is also a risk that the child will learn distorted patterns of speech because the teat prevents normal movements at the front of their mouth. These patterns may be difficult to change later on.

Although a dummy or bottle can be a source of comfort when a child is upset, and may form part of a child's sleep routine, parents should be encouraged to use it only at these times, and to phase out dummies and bottles as soon as possible.'

In the light of this information, the pre-school would strongly recommend that children who use a dummy or a bottle refrain from bringing it to the setting. However, should removal of the dummy cause considerable upset and consequently the child is unable to settle, special compensation will be given. Where necessary, each child will be given an appropriate personalised strategy agreed between the pre-school and parents to encourage the phasing out of the dummy and or bottle.

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Fee Collection Policy

All children are eligible for nursery funding for 38 weeks per year from the term after their 3rd birthday. Each child is entitled to 15 hours per week which is offered in five three-hour sessions per week, and can be divided between different providers.

Children of working families are also entitled to 30 hours funding per week from 9 months old, please check eligibility via the government website - Eligibility for 30 hours childcare - Best Start in Life.

Charges for non-funded children are currently £18.00 per three hour session for 3-4 year olds and £21.75 per three hour session for 2 year olds (April 2026). Fees will be reviewed annually and are payable per half term in advance. Refunds are not made for sickness or absence from the Pre-school. In the case of absence a child's place will be kept open for them if in receipt of Nursery Education Funding or because the fees are paid. In the case of non-permanent closure i.e. for a day, all fees are non-refundable.

Four weeks' notice is required to reduce the number of sessions attended or cancel a child's place. Notice given while the Preschool is closed (e.g. during the Preschool holidays), will not take effect until the start of the subsequent term.

If the required notice is not given a cancellation fee will be charged. This is made up of the total cost of the booked Preschool sessions which are cancelled, minus any notice period that has been given. Preschool holidays are not counted as part of any notice period.

Payment is due in the first two weeks of each half term. After this time our procedures for late payment will be followed:

1. A reminder will be sent after the payment due date has expired
2. In the event that the bill has not been paid, when the next bill is being composed, then the bill will show the amount in arrears and an accompanying letter will explain that if the parents/guardian does not discuss the matter with the staff or committee then they risk losing their child's place.
3. Little Acorns will however offer a 'payment plan' to help parents to gradually pay off the arrears.
4. In extreme circumstances Little Acorns has the right to pursue legal proceedings in order to recover outstanding monies.

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Reserves Policy

Statement of Intent

We aim to hold sufficient financial reserves to sustain the Pre-School if our income falls below expected levels. Our intention would be to continue functioning as a Pre-School if at all possible and cover the payment of staff redundancies in the unlikely event that the Pre-School had to close.

Aims

To manage our finances responsibly, budget for predictable fluctuations in income and hold reserves to cover expenses due to other eventualities including staff redundancy payments in case the Pre-School had to close.

Methods

Due to the local school admissions policy of all children starting school at the beginning of the school year that they are 5 years old, and our policy that children may start at Little Acorns when they are 2 years old, the Pre-School has fluctuating numbers in children, with fewer in the autumn term, more in the spring term and most in the summer term.

Our expenses are approximately the same each term. Our estimated annual running costs are approximately £60,000 and it would be useful to hold 3 months running costs which would be £15,000. However, due to Little Acorns being only a small village Pre-School it is unlikely we will ever be in the position to have this money set aside.

Although we do not have the running costs put to one side it is essential to hold sufficient reserves to pay for redundancy to all staff as required by law, according to the number of complete years' service with Little Acorns. Each year the sum should increase to cover the length of service and age of all staff.

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General Data Protection Regulations (GDPR) Policy and Procedures

1. Aims
Little Acorns aims to ensure that all personal data collected about staff, children, parents, students, volunteers, the Registered Person/Body, visitors and other individuals is collected, stored and processed in accordance with the **General Data Protection Regulation (GDPR)** and the expected provisions of the Data Protection Act 2018 (DPA 2018) as set out in the **Data Protection Bill.**
This policy applies to all personal data, regardless of whether it is in paper or electronic format.

2. Legislation and guidance:
This policy aims to meet the requirements of the GDPR and the expected provisions of the DPA 2018. It is based on guidance published by the Information Commissioner's Office (ICO) on the GDPR and the ICO's code of practice for subject access requests.

3. Definitions:

Term	Definition
Personal data	Any information relating to an identified, or identifiable individual. This may include the individual's: • Name (including initials) • Identification number • Location data • Online identifier, such as a username It may also include factors specific to the individual's physical, physiological, genetic, mental, economic, cultural or social identity.
Special categories of personal data	Personal data which is more sensitive and so needs more protection, including information about an individual's: • Racial or ethnic origin • Political opinions • Religious or philosophical beliefs • Trade union membership • Genetics • Biometrics (such as fingerprints, retina and iris patterns), where used for identification purposes • Health – physical or mental • Sex life or sexual orientation

Processing	Anything done to personal data, such as collecting, recording, organising, structuring, storing, adapting, altering, retrieving, using, disseminating, erasing or destroying. Processing can be automated or manual.
Data subject	The identified or identifiable individual whose personal data is held or processed.
Data controller	A person or organisation that determines the purposes and the means of processing of personal data.
Data processor	A person or other body, other than an employee of the data controller, who processes personal data on behalf of the data controller.
Personal data breach	A breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to personal data.

4. The data controller:
At Little Acorns we process personal data relating to parents, children, staff, volunteers, visitors and others, and therefore are a data controller.
The setting is registered as a data controller with the ICO and will renew this registration annually, or as otherwise legally required.

5. Roles and responsibilities:
This policy applies to **all staff** employed by our setting, and to external organisations or individuals working on our behalf. Staff who do not comply with this policy may face disciplinary action.

5.1 Registered Person/Body:
The Registered Person/Body has overall responsibility for ensuring that the setting complies with all relevant data protection obligations.

5.2 Data Protection Officer/Lead (DPO/L):
The Data Protection Officer/Lead is responsible for overseeing the implementation of this policy, monitoring our compliance with data protection law and developing related policies and guidelines where applicable.
They will provide an annual report of their activities directly to the Registered Person/Body and report any recommendations on the settings data protection issues.
The DPO/L is also the first point of contact for individuals whose data the setting processes and for the ICO.
Full details of the DPO/L's responsibilities are set out in their job description.
Our DPO/L is: April Jones

5.3 Data Controller:
The Manager/Leader will act as the representative of the data controller on a day-to-day basis.

5.4 All staff:
Staff are responsible for:

- Collecting, storing and processing any personal data in accordance with this policy;
- Informing the setting of any changes to their personal data, such as a change of address, telephone number etc.
- Contacting the DPO/L in the following circumstances:
    - With any questions about the operation of this policy, data protection law, retaining personal data or keeping personal data secure;
    - If they have any concerns that this policy is not being followed;
    - If they are unsure whether or not they have a lawful basis to use personal data in a particular way;
    - If they need to rely on or capture consent, draft a privacy notice, deal with data protection rights invoked by an individual, or transfer personal data outside the European Economic Area;
    - If there has been a data breach;
    - Whenever they are engaging in a new activity that may affect the privacy rights of individuals;
    - If they need help with any contracts or sharing personal data with third parties.

6. Data protection principles:
The GDPR is based on data protection principles that the setting must comply with.

The principles state that personal data must be:

- Processed lawfully, fairly and in a transparent manner;
- Collected for specified, explicit and legitimate purposes;
- Adequate, relevant and limited to what is necessary to fulfil the purposes for which it is processed;
- Accurate and where necessary, kept up to date;
- Kept for no longer than is necessary for the purposes for which it is processed;
- Processed in a way that ensures it is appropriately secure.

This policy sets out how the setting aims to comply with these principles.

7. Collecting personal data:

7.1 Lawfulness, fairness and transparency:
We will only process personal data where we have one of six 'lawful bases' (legal reasons) to do so under data protection law:

1. The data needs to be processed so that the setting can **fulfil a contract** with the individual, or the individual has asked the setting to take specific steps, before entering into a contract;

2. The data needs to be processed so that the setting can **comply with a legal obligation;**
3. The data needs to be processed to ensure the **vital interests** of the individual e.g. to protect someone's life;
4. The data needs to be processed so that the setting, as a public authority, can perform a task **in the public interest** and carry out its official functions;
5. The data needs to be processed for the **legitimate interests** of the setting or a third party (provided the individual's rights and freedoms are not overridden);
6. The individual (or their parent/carer when appropriate in the case of a child) has freely given clear **consent.**

For special categories of personal data, we will also meet one of the special category conditions for processing which are set out in the GDPR and Data Protection Act 2018.

If we offer online services to children, such as apps and we intend to rely on consent as a basis for processing, we will get parental consent (except for online counselling and preventive services).

7.2 Limitation, minimisation and accuracy:
We will only collect personal data for specified, explicit and legitimate reasons. We will explain these reasons to the individuals when we first collect their data.

If we want to use personal data for reasons other than those given when we first obtained it, we will inform the individuals concerned before we do so and seek consent where necessary.

Staff must only process personal data where it is necessary to do their jobs.

When staff no longer need the personal data they hold, they must ensure it is deleted or anonymised. This will be done in accordance with the setting's record retention guidance.

8. Sharing personal data:
We will not normally share personal data with anyone else, but may do so where:

- There is an issue with a child or parent/carer that puts the safety of our staff at risk:
- We need to liaise with other agencies – we will seek consent as necessary before doing this;
- Our suppliers or contractors need data to enable us to provide services to our staff and children – for example, IT companies. When doing this, we will:
    - Only appoint suppliers or contractors which can provide sufficient guarantees that they comply with data protection law;
    - Establish a data sharing agreement with the supplier or contractor, either in the contract or as a standalone agreement, to ensure the fair and lawful processing of any personal data we share;

- Only share data that the supplier or contractor needs to carry out their service, and information necessary to keep them safe while working with us.

We will also share personal data with law enforcement and government bodies where we are legally required to do so, including for:

- The prevention or detection of crime and/or fraud;
- The apprehension or prosecution of offenders;
- The assessment or collection of tax owed to HMRC;
- In connection with any legal proceedings;
- Where the disclosure is required to satisfy our safeguarding obligations;
- Research and statistical purposes, if personal data is sufficiently anonymised or consent has been provided.

We may also share personal data with emergency services and local authorities to help them to respond to an emergency that affects any of our children or staff.

If we are required to transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

9. Subject Access Requests and other rights of individuals:

9.1 Subject Access Requests:

Individuals have a right to make a 'Subject Access Request' to gain access to personal information that the setting holds about them. This includes:

- Confirmation that their personal data is being processed;
- Access to a copy of the data;
- The purposes of the data processing;
- The categories of personal data concerned;
- Who the data has been, or will be, shared with;
- How long the data will be stored for, or if this isn't possible, the criteria used to determine this period;
- The source of the data, if not the individual;
- Whether any automated decision-making is being applied to their data, and what the significance and consequences of this might be for the individual.

Subject access requests must be submitted in writing, either by letter, email or fax to the DPO/L. They should include:

- Name of individual
- Correspondence address
- Contact number and email address
- Details of the information requested

If staff receive a subject access request they must immediately forward it to the DPO/L.

9.2 Children and subject access requests:

Personal data about a child belongs to that child, and not the child's parents or carers. For a parent or carer to make a subject access request with respect to their child, the child must either be unable to understand their rights and the implications of a subject access request, or have given their consent.

Children below the age of 12 are generally not regarded to be mature enough to understand their rights and the implications of a subject access request. Therefore, most subject access requests from parents or carers of children at our setting may be granted without the express permission of the child. This is not a rule and a child's ability to understand their rights will always be judged on a case-by-case basis.

9.3 Responding to subject access requests:

When responding to requests, we:

- May ask the individual to provide 2 forms of identification;
- May contact the individual via phone to confirm the request was made;
- Will respond without delay and within 1 month of receipt of the request;
- Will provide the information free of charge;
- May tell the individual we will comply within 3 months of receipt of the request, where a request is complex or numerous. We will inform the individual of this within 1 month, and explain why the extension is necessary.

We will not disclose information if it:

- Might cause serious harm to the physical or mental health of the child or another individual;
- Would reveal that the child is at risk of abuse, where the disclosure of that information would not be in the child's best interests;
- Is contained in adoption or parental order records;
- Is given to a court in proceedings concerning the child.

If the request is unfounded or excessive, we may refuse to act on it, or charge a reasonable fee which considers administrative costs.

A request will be deemed to be unfounded or excessive if it is repetitive, or asks for further copies of the same information.

When we refuse a request, we will tell the individual why, and tell them they have the right to complain to the ICO.

9.4 Other data protection rights of the individual:

In addition to the right to make a Subject Access Request (see above) and to receive information when we are collecting their data about how we use and process it (see section 7), individuals also have the right to:

- Withdraw their consent to processing at any time;
- Ask us to rectify, erase or restrict processing of their personal data, or object to the processing of it (in certain circumstances);

- Prevent use of their personal data for direct marketing;
- Challenge processing which has been justified based on public interest;
- Request a copy of agreements under which their personal data is transferred outside of the European Economic Area;
- Object to decisions based solely on automated decision making or profiling (decisions taken with no human involvement, that might negatively affect them);
- Prevent processing that is likely to cause damage or distress;
- Be notified of a data breach in certain circumstances;
- Make a complaint to the ICO;
- Ask for their personal data to be transferred to a third party in a structured, commonly used and machine-readable format (in certain circumstances);

Individuals should submit any request to exercise these rights to the DPO/L. If staff receive such a request, they must immediately forward it to the DPO/L.

10. Parental requests to see their child's records:

Parents, or those with Parental Responsibility, have a legal right to free access to their child's records (which includes most information about a child) within one month of receipt of a written request.

11. Photographs and videos:

As part of our setting activities, we may take photographs and record images of individuals within our setting.

We will obtain written consent from parents/carers for photographs and videos to be taken of their child for communication, marketing and promotional materials. We will clearly explain how the photograph and/or video will be used to both the parent/carer and child.

These include:

- Within the setting on notice boards and in setting prospectus/brochures, newsletters etc.;
- Outside of setting by external agencies such as the setting photographer, newspapers, campaigns;
- Online on our setting website

Consent can be refused or withdrawn at any time. If consent is withdrawn, we will delete the photograph or video and not distribute it further.

When using photographs and videos in this way we will not accompany them with any other personal information about the child, to ensure they cannot be identified.

12. Data protection by design and default:

We will put measures in place to show that we have integrated data protection in all of our data processing activities, including:

- Appointing a suitably qualified DPO/L, and ensuring they have the necessary resources to fulfil their duties and maintain their expert knowledge;
- Only processing personal data that is necessary for each specific purpose of processing, and always in line with the data protection principles set out in relevant data protection law (see section 6);
- Completing Privacy Impact Assessments where the setting's processing of personal data presents a high risk to rights and freedoms of individuals, and when introducing new technologies (the DPO/L will advise on this process);
- Integrating data protection into any relevant documentation including this policy, any related policies and privacy notices;
- Regularly training members of staff on data protection law, this policy, any related policies and any other data protection matters; we will also keep a record of attendance;
- Regularly conducting reviews and audits to test our privacy measures and make sure we are compliant;
- Maintaining records of our processing activities, including:
    - For the benefit of data subjects, making available the name and contact details of our setting and DPO/L and all information we are required to share about how we use and process their personal data (via our privacy notices);
    - For all personal data that we hold, maintaining an internal record of the type of data, data subject, how and why we are using the data, any third-party recipients, how and why we are storing the data, retention periods and how we are keeping the data secure.

13. Data security and storage of records:

We will protect personal data and keep it safe from unauthorised or unlawful access, alteration, processing or disclosure, and against accidental or unlawful loss, destruction or damage:

- Paper-based records and portable electronic devices, such as laptops and hard drives that contain personal data will be kept under lock and key when not in use;
- Papers containing confidential personal data will not be left on office desks, on staffroom tables, pinned to notice/display boards, or left anywhere else where there is general access;
- Where personal information needs to be taken off site, staff will sign it in and out from the setting's office;
- Passwords that are at least 8 characters long containing letters and numbers will be used to access the setting's computers, laptops and other electronic devices. Staff will be reminded to change their passwords at regular intervals;
- Encryption software will be used to protect all portable devices and removable media, such as laptops and USB devices;
- Employees who store personal information on their personal devices will be expected to follow the same security procedures as for setting-owned equipment;

- Where we need to share personal data with a third party, we will carry out due diligence and take reasonable steps to ensure it is stored securely and adequately protected (see section 8).

14. Disposal of records:

Personal data that is no longer needed will be disposed of securely. Personal data that has become inaccurate or out of date will also be disposed of securely, where we cannot or do not need to rectify or update it.
For example, we will shred, or incinerate paper-based records, and overwrite or delete electronic files. We may also use a third party to safely dispose of records on the setting's behalf. If we do so, we will require the third party to provide sufficient guarantees that it complies with data protection law.

15. Personal Data Breaches:

The setting will make all reasonable endeavours to ensure that there are no personal data breaches.
In the unlikely event of a suspected data breach, we will follow the procedure set out in appendix 1.
When appropriate, we will report the data breach to the ICO within **72 hours**. Such breaches in a setting context may include, but are not limited to:

- Safeguarding information being made available to an unauthorised person;
- The theft of a setting laptop containing non-encrypted personal data about the staff or children.

16. Training:

All staff/volunteers/students are provided with data protection training as part of their induction process.

Data protection will also form part of continuing professional development, where changes to legislation, guidance or the setting's processes make it necessary.

17. Monitoring arrangements:
The DPO/L is responsible for monitoring and reviewing this policy.
This policy will be reviewed and updated if necessary when the Data Protection Bill receives royal assent and becomes law (as th e Data Protection Act 2018) – if any changes are made to the bill that affect our setting's practice. Otherwise, or from then on, this policy will be reviewed annually and shared with the Registered Person/Body of the setting.

This policy was adopted at a meeting of Little Acorns of Rushbury

Held on …….

Signed on behalf of the Management Committee ……

Role of signatory ……..

This policy will be reviewed on or before 01.05.27

Appendix 1: Personal data breach procedure

This procedure is based on guidance on personal data breaches produced by the ICO.

- On finding or causing a breach, or potential breach, the staff member or data processor must immediately notify the DPO/L.
- The DPO/L will investigate the report, and determine whether a breach has occurred. To decide, the DPO/L will consider whether personal data has been accidentally or unlawfully:
    - Lost
    - Stolen
    - Destroyed
    - Altered
    - Disclosed or made available where it should not have been
    - Made available to unauthorised people
- The DPO/L will alert the leader and the Registered Person/Body
- The DPO/L will make all reasonable efforts to contain and minimise the impact of the breach, assisted by relevant staff members or data processors where necessary. (Actions relevant to specific data types are set out at the end of this procedure).
- The DPO/L will assess the potential consequences, based on how serious they are, and how likely they are to happen.
- The DPO/L will work out whether the breach must be reported to the ICO. This must be judged on a case-by-case basis. To decide, the DP/LO will consider whether the breach is likely to negatively affect people's rights and freedoms, and cause them any physical, material or non-material damage (e.g. emotional distress), including through:
    - Loss of control over their data
    - Discrimination
    - Identify theft or fraud
    - Financial loss
    - Unauthorised reversal of pseudonymisation (for example, key-coding)
    - Damage to reputation
    - Loss of confidentiality
    - Any other significant economic or social disadvantage to the individual(s) concerned

  If it's likely that there will be a risk to people's rights and freedoms, the DPO/L must notify the ICO.
- The DPO/L will document the decision (either way), in case it is challenged at a later date by the ICO or an individual affected by the breach. Documented decisions are stored securely on our computer system
- Where the ICO must be notified, the DPO/L will do this via the 'report a breach' page of the ICO website within 72 hours. As required, the DPO/L will set out:
    - A description of the nature of the personal data breach including, where possible:
        - The categories and approximate number of individuals concerned;
        - The categories and approximate number of personal data records concerned.

    - The name and contact details of the DPO/L;
    - A description of the likely consequences of the personal data breach;
    - A description of the measures that have been, or will be taken, to deal with the breach and mitigate any possible adverse effects on the individual(s) concerned.
- If all the above details are not yet known, the DPO/L will report as much as they can within 72 hours. The report will explain that there is a delay, the reasons why, and when the DPO/L expects to have further information. The DPO/L will submit the remaining information as soon as possible.
- The DPO will also assess the risk to individuals, again based on the severity and likelihood of potential or actual impact. If the risk is high, the DP/O will promptly inform, in writing, all individuals whose personal data has been breached. This notification will set out:
    - The name and contact details of the DPO/L;
    - A description of the likely consequences of the personal data breach;
    - A description of the measures that have been, or will be, taken to deal with the data breach and mitigate any possible adverse effects on the individual(s) concerned.
- The DPO/L will notify any relevant third parties who can help mitigate the loss to individuals – for example, the police, insurers, banks or credit card companies.
- The DPO/L will document each breach, irrespective of whether it is reported to the ICO. For each breach, this record will include the:
    - Facts and cause
    - Effects
    - Action taken to contain it and ensure it does not happen again (such as establishing more robust processes or providing further training for individuals)

  Records of all breaches will be stored on our computer system
- The DPO/L and Registered Person/Body will meet to review what happened and how it can be stopped from happening again. This meeting will happen as soon as reasonably possible.

Actions to minimise the impact of data breaches

We will take appropriate actions to mitigate the impact of different types of data breach, focusing especially on breaches involving particularly risky or sensitive information. We will review the effectiveness of these actions and amend them as necessary after any data breach.