



48-50 Verdayne Avenue,  
Shirley,  
Croydon,  
Cr0 8TS

Tel: 07718 067514

Email: [masonspreschool@outlook.com](mailto:masonspreschool@outlook.com)

Proprietor: Kerry Smith

Website: [www.masonspreschool.co.uk](http://www.masonspreschool.co.uk)

**Masons Preschool Policy List**

- Settling in Policy
- Curriculum Policy
- Masons Preschool's Regulations
- Complaints Procedure
- Safeguarding Policy
- Inclusion Policy
- Health and Safety Policy
- Health and Hygiene Policy
- Behaviour and Discipline Policy
- Special Educational Needs Policy
- Offsite Visit Policy
- Sickness and Medical Requirements Policy
- Confidentiality Policy
- Parental/Carer Involvement Policy
- Babysitting and School Collection Policy
- Collection of Children Policy
- Safer Recruitment Policy
- Photograph and Video Policy
- Promoting British Values at Masons Pre-school Policy
- Fire and other Emergency Procedure
- Lockdown Policy and Procedure
- No Smoking Policy
- Privacy Notice
- Retention Policy for GDPR

**I have read, understood and agree to abide by the Masons Pre-school Policies.  
Please ensure you read each page - witness to initial and date.**

Name (printed).....

Signed.....

Date.....

Witnessed by Name (printed).....

Signed.....

Date.....



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## **Settling in Policy**

This Policy represents the agreed principles for Settling in throughout the Preschool. All staff have agreed this policy.

We want children to feel safe and happy in the absence of their parents.

A child who is tense or unhappy will not be able to play or learn properly, so it is important for parents/carers and staff that work together to help the child feel confident and secure in the group. This takes longer for some children and parents/Carers should not feel worried if their child takes a while to settle. You must be prepared to accept that it may take some time for your child to adjust to the Preschool but very few children fail to settle eventually. We find that staying with your child and then leaving him/her for short periods eases the separation process. Please remember, the more your child comes and experiences the activities on offer and sees you interacting with the staff the more settled he/she will feel.

Do not be concerned if this is not the case: some children arrive on Day 1 as if they have been coming to the Preschool for years but others will take a little longer to settle in.

This policy was written by the preschool manager January 2020



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## **Curriculum Policy**

This policy represents the agreed principles for Masons Preschool. All Preschool staff have agreed to this policy.

### **Our Aims:**

- To provide the best care we possibly can in a safe, secure and stimulating environment.
- To offer equal opportunities to each child.
- To encourage independence, develop self esteem, a sense of achievement and self confidence.
- To encourage response to significant experience, showing a range of feelings when appropriate.
- To develop awareness of needs of others.

### **Introduction**

Children joining our Preschool have already learnt a great deal. Many have been learning in one of the various educational settings that exist in our community.

At Masons we offer our children the following principles;

- Building on what our children already know and can do.
- Ensure that no child is excluded or disadvantaged.
- Offer a structure for learning that has a range of starting points. Contents that match the needs of the young children and activities for self selection.
- Activities that provide opportunities for learning both indoors and outdoors.
- Provide a rich and stimulating environment.

### **Aims of Masons**

The curriculum of the Early Years Foundation Stage underpins all future learning by promoting and developing:

- Personal, social and emotional development and wellbeing.
- Physical Development.
- Communication and Language.
- Literacy.
- Mathematics
- Understanding of the world
- Expressive arts and design.



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## Teaching and learning style

The more general features that relate to our good practice are:

Good partnerships between staff and parents help children to feel secure at Preschool and to develop a sense of wellbeing and achievement.

The understanding that staff know how children develop and learn how this must be reflected in their teaching.

The range of approaches that provide firsthand experiences, give clear explanations, make appropriate interventions and extend and develop the children's play, talk or other means of communication.

The carefully planned curriculum that helps children achieve the early learning goals.

The provision for children to take part in activities that build on and extend their interests and develop their intellectual, physical, social and emotional abilities.

The encouragement for children to communicate and talk about their learning and to develop independence and personal organisations.

The support for learning with appropriate and accessible space, facilities and equipments both indoors and outdoors.

The identification through observations of children's progress and future learning needs, which are regularly shared with parents with next steps form in child's profiles.

The clear aims of our work and regular monitoring of our work to evaluate and improve it.

The regular identification of training needs for all adults working at the Preschool.

## Play in the Early Years Foundation Stage

Through play our children explore and develop the learning experiences that help them make sense of the world. They practice and build up their ideas, learn how to control themselves and begin to understand the need for rules. They have opportunity to think creatively both alongside other children and on their own. They communicate with others as they investigate and solve problems. They express fears or relive anxious experiences in controlled and safe situations.

## Inclusion in the Early Years Foundation Stage

We believe that all our children matter. We give our children every opportunity to achieve their best. We do this by taking account of our children's range of life experiences when we are planning for their learning (see ***Inclusion Policy***). At Masons Preschool we set realistic and challenging expectations to meet the needs of our children, so that the children achieve the Early Learning Goals. We help them to do this by planning to meet the needs of children who are more able, of children with disabilities, of children from all social and cultural backgrounds, of children from different ethnic groups and of those from diverse linguistic backgrounds.



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## **We meet the needs of all or children through:**

Planning opportunities that build on and extend the children's knowledge, experience and interests and develop their self-esteem and confidence using a variety of teaching strategies that are based on the children's learning needs.

Providing of opportunities to motivate and support children and to help them learn effectively. Offering a safe and supporting learning environment in which the contribution of all children is valued.

Providing challenging activities for children whose ability and understanding are in advance of their language and communication skills.

Monitoring children's progress and providing support (such as speech therapy) as necessary.

## **The Early Years Foundation Stage Curriculum**

The Curriculum reflects the areas of learning identified in the Early Learning Goals. Our children's learning experiences enable them to develop competency and skill across a number of learning areas. The Statutory Framework for the Early Years Foundation Stage provides the basis for planning throughout the Preschool. Weekly planning reflects the individual next steps of each child and also broader continuous experiences which develop a child's play and thinking skills across the curriculum.

## **Assessment**

The Early Years Foundation Stage Profile is the nationally employed For active Assessment tool that enables teachers to record their observations and to summarise their pupil's progress using the Next Steps format. It covers each of the seven areas of learning contained within the Statutory Framework for Early Years Foundation Stage. We make regular assessments of children's learning through observations and we use this information to ensure that future planning reflects identified needs. Assessment in the Preschool takes the form of observations and this involves all members of staff. All key people track their key children each term in order that we monitor progress being made and also have a formal opportunity to identify children who are making less progress than expected. In these cases, some additional support is put in place with parents and SENCO collaborating for the best outcome for the child.

All children are now assessed for the Two Year Report. This document is based on the statements from Development matters and it aims to highlight any child who may need additional support. Parents are consulted and invited to contribute to the report and observations of the child are used to complete it. A copy is given to the parents before the child's third birthday. Any child who is not meeting the targets set out in the report will have next steps devised to meet the area of need. It may be that the child is then referred to Croydon Early Intervention Team in order to access other services such as Speech and Language.



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## **Resources**

We plan a learning environment both indoors and outdoors that encourages a positive attitude to learning. We use materials and equipment that reflect both the community that children come from and the wider world. We encourage that children make their own selection of activities on offer as we believe that this encourages independent learning.



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## **Masons Preschool Regulations**

The preschool celebrates birthdays. It is optional whether parents/carers wish to bring a small treat to be shared between all the children attending on that day, usually to be handed out at home time. Treats must be nut free.

### **Clothing**

The Preschool requests that each child is provided with a complete change of clothes. It is an essential component of educative play that children are able to enjoy messy play and art and craft activities with, for example, glue, paste, paint, sand and water. Inevitably children will transfer some of these materials to themselves and their clothing. We attempt as far as possible to purchase glue, paste and paint which are 'washable' but, in practice, not everything is washable off all clothing materials. The Preschool will accept no liability for clothing damaged while the child is at the preschool.

Please ensure your child has the following at preschool:

- Wellington boots and rain coat
- Sun hat, sun cream
- Appropriate clothing for the weather conditions
- Appropriate clothing for the child to manage themselves

### **Key Groups**

The Preschool has a key person system in operation. Your child will be given a member of staff who will be responsible for the initial settling in period. This will enable your child to form a bond with his/her key person. Your child's key worker will also be responsible for keeping a developmental record of your child's progress. However, please note that the key person does not have sole charge of your child throughout the day as the children work and play alongside all staff.

### **Notice of Absence**

If a child is not brought to the Preschool on a day when he/she is normally present the parents/careers must inform the manager by 10.00am with the reason for the absence.

### **Personal Property**

Children should not bring sweets or valuables to the preschool (eg jewellery, toys, etc) since staff cannot be held responsible for any personal belongings being lost or damaged.



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## **Sun Cream**

Parents are advised to bring in a named sun cream during the summer season. We will supervise the child/children applying their own suncream.

## **Toileting**

We promote independent toileting for all children who are 3 years old and over. Children are encouraged to ask a member of staff if they need to use the toilet. This arrangement enables toileting to be more closely monitored by staff who are then on hand to supervise hand washing afterwards.



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## **Complaints Procedure**

Masons is committed to providing a safe, stimulating and accessible service to children and their parents/carers. We always aim to provide high quality services for everyone, but accept that sometimes things do not always go to plan. In such circumstances, we want to know so that we can put right and learn from our mistakes.

This policy constitutes the settings formal Complaints Procedure. It will be displayed on the premises at all times. Under normal circumstances, the manager will be responsible for managing complaints. All complaints made to staff will be recorded in detail on an incident Form.

### **Stage one**

If a parent/carer has a complaint about some aspect of the Settings activity, or about the conduct of an individual member of staff, it will often be possible to resolve the problem by simply speaking to the individual concerned and/or the manager. The setting is committed to open and regular dialogue with parents/carers and the setting welcomes all comments on its services.

In the first instance, parents/carers are encouraged to speak directly to the relevant member of staff, if deemed appropriate. If not, the Manager should be approached and they will try to resolve the problem. If a satisfactory resolution cannot be found, then Stage Two of the procedure will formally come into operation.

### **Stage Two**

If informal discussions of a complaint or problem have not produced a satisfactory resolution to the situation, parents/carers should put their complaint in writing, giving as much detail as possible to the Masons Preschool Manager. Relevant names, dates, evidence, and any other important information on the nature of the complaint should be included.

If the Preschool Manager has good reason to believe that the situation has child protection implications, they will contact the Local Safeguarding Child Board, according to the procedure set out in the Child Protection policy. If any party involved in the complaint has a good reason to believe that a criminal offence has been committed, then they will contact the police.

The setting will acknowledge receipt of the complaint as soon as possible - within three working days at least - and fully investigate the matter within 15 working days. If there is any delay, the Setting will advise the parent/carer of this and offer an explanation. The Preschool Manager will be responsible for sending them a full and formal response to the complaint.

The formal response to the complaint in writing from the Setting will be sent to the parent/carer concerned and copied to all relevant members of staff if appropriate. The response will include recommendations for dealing with the complaint and for any amendments to the Settings policies or procedures emerging from the investigation.



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The Preschool Manager will arrange a time to meet the parent/carer concerned and any other relevant individuals, such as members of staff, to discuss the complaints and the Settings response to it. The Preschool Manager will judge if it is best for all parties to meet together or if individual meetings are more appropriate.

### **Stage Three**

If at the conclusion of this process parents/carers remain dissatisfied with the response they have received, the original complaint along with the Settings response will be passed to the Registered Person who will adjudicate the case,

The Provider will communicate a detailed response, including any action to be taken, to both the Preschool Manager and the parents/cares concerned within 15 working days.

### **Stage Four**

If, after discussion, the complainant is not satisfied, then he/she should contact Provider of the Preschool

Preschool Provider  
Masons Preschool  
Between 48-50 Verdayne Avenue  
Shirley  
CR0 5HL  
Telephone: 07718067514

If the complainant is still not satisfied, they should contact OFSTED quoting the Masons Registered number : **492591**

Ofsted,  
Piccadilly Gate,  
Store Street,  
Manchester,  
M1 2WD,  
United Kingdom.

Telephone: 0300 123 1231

Email: [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk)

Web: [www.contact.ofsted.co.uk](http://www.contact.ofsted.co.uk)



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## **GDPR Complaints**

### **How you can make a complaint**

Masons are required to inform you about how you can make a complaint relating to a data breach or if you believe your data is not being processed appropriately.

**Complaining to Ofsted** - Ofsted can be contacted in the following ways: email – [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk);

phone – 0300 123 1231; address – Piccadilly Gate, Store Street, Manchester M1 2WD.

Please see my Complaints Policy for more information.

**Complaining to ICO** - if you are concerned about a data breach, you can contact the Information Commissioners Office - <https://ico.org.uk/for-organisations/report-a-breach/>.

### **Funded Offer complaints**

If a parent wishes to make a complaint about my delivery of the funded offer please contact [child.care@croydon.gov.uk](mailto:child.care@croydon.gov.uk)

If, after having contacted the above, the parent is not satisfied with the manner in which their complaint has been dealt with or the outcome of the complaint review, they can escalate the matter to the Local Authority, and invoke the Local Authority's complaints procedure.

If a parent or provider is not satisfied with the way in which their complaint has been dealt with by the Local Authority or, believes the Local Authority has acted unreasonably, they can make a complaint to the Local Authority Ombudsman. Such complaints will only be considered when all prior complaints procedures have been exhausted.



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## **Safeguarding Children**

This policy represents the agreed principles for safeguarding children throughout the preschool. All Masons' staff, representing Masons Preschool have agreed this policy.

### **Introduction**

The health, safety and welfare of all our children are of paramount importance to all the adults who work at Masons. Our children have the right to protection, regardless of age, gender, race, culture, background or disability. They have a right to be safe in our preschool.

### **Aims and objectives**

Our aims are:

- To provide a safe environment for children to learn in.
- To establish what actions Masons can take to ensure that children remain safe at home as well as at preschool
- To raise the awareness of all staff to these issues and to define their roles and responsibilities in reporting possible cases of abuse.
- To identify children who are suffering or likely to be suffering from significant harm.
- To ensure effective communication between all staff on child protection issues.
- To set down the correct procedures for those who encounter any issue of safeguarding.

Early Years Foundation Stage settings are expected to ensure that they have appropriate procedures in place for responding to situations in which they believe that a child has been abused or is at risk of abuse. These procedures should also cover circumstances in which a member of staff is accused of abuse. Masons Preschool has regard to the Government statutory guidance 'Working Together to Safeguard Children' 2015

The Designated Senior Person (DSP) for Safeguarding at Masons is **Kerry Smith**.

### **The DSP will:**

- Ensure that the Safeguarding Procedures are followed in the Preschool.
- Ensure that all staff are aware of these policies and procedures.
- Ensure that appropriate training and support is provided to all staff.
- Develop effective working relationships with other agencies and services.



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- Decide whether to take further action about specific concerns (e.g. refer to LADO (Local Authority Designated Officer) Steve Hall on 02082552889 or mobile number 07825830328 or his assistant Jane Parr Tel 0208 726 6000 Ext 84343 or mobile 07985590505.
- Liaise with Social Work Teams and SPOC (Single Point of Contact) safeguarding consultation line on 020 8726 6464 over suspected cases of child abuse.
- Ensure that accurate records relating to individual children are kept in a secure" place and marked 'Strictly Confidential'.
- Provide reports for and attend Safeguarding Conferences.
- Ensure that the school effectively monitors children who have been identified as 'at risk'.
- Provide guidance to parents, children and staff about obtaining suitable support.
- Decide whether to make a safeguarding referral.

If the DSP has a safeguarding concern about a child and wants to make a referral they will do so by going to [www.practitionersspacecroydon.co.uk/safeguarding](http://www.practitionersspacecroydon.co.uk/safeguarding) and following the 'how to make a referral to the single point of contact'.

If the DSP believes there is an immediate need for a safeguarding response, then they will contact Croydon Safeguarding team on the Single Point of Contact(SPOC) on 0208 255 2888 during working hours, or outside of these hours on 0208 726 6400 to reach the emergency duty team. Email referrals can made to [childreferrals@croydon.gov.uk](mailto:childreferrals@croydon.gov.uk) and secure referrals made to [childreferrals@croydon.gcsx.gov.uk](mailto:childreferrals@croydon.gcsx.gov.uk)

If the DSP needs advice regarding Safeguarding they can call SPOC (Single Point of Contact) consultation line on 020 8726 6464.

### **Masons Procedure**

If any member of staff is concerned about a child he or she must inform the DSP. Information regarding the concerns must be recorded by the member of staff on the same day on a 'cause for concern' sheet (which has an outline of a body on it - staff must accurately record concerns). The recording must be a clear, precise, factual account of the observations and must be dated. These sheets are kept in the DSP's 'Children Causing Concern' file, which is kept securely in the manager's locked cupboard.

The DSP will decide whether the concerns should be referred to SPOC, this may be done without prior discussions with parents. However we will always discuss concerns with parents unless we feel doing so will place the child at greater risk of harm.



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Particular attention will be paid to the attention and development of any child who the Masons believe to be 'at risk' or who has been placed on the Safeguarding Children Register.

Records relating to Safeguarding children will be kept in a secure locked place, separate from the child's general file.

If a child who is known to be on the Safeguarding Children Register changes preschool the DSP will inform the social worker responsible for the case and transfer the appropriate records to the receiving school/preschool, in a secure manner, to a named person and separate from the child's general file.

### **Prevent Abuse by means of good practice**

- Adults will never be left alone for long periods of time, with individual children or with small groups.
- Adults that have no DBS certificate will never be alone with a child.
- Children will have regular circle time and discussions on appropriate behaviour.
- The management will follow safe vetting procedures when recruiting staff (see staff recruitment policy).

### **Staff Training**

All adults at Masons receive regular training to raise awareness of abuse and identify the various types of abuse:

- Physical
- Sexual
- Emotional
- Neglect

Training will be provided to improve their knowledge on safeguarding procedures that have been agreed locally. The maximum period of time before refresher training must take place is two years for the DSP to ensure they are always aware of local procedures.

Staff should be concerned about a pupil if he or she:

- Has any injury which is not typical of the bumps and scrapes normally associated with children's injuries.
- Frequently has injuries (even when apparently reasonable expectations are given).
- Gives confused or conflicting explanations on how injuries were sustained.



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- Exhibits significant changes in behaviour performance or attitude.
- Indulges in sexual behaviour which is unusually explicit and/or inappropriate to his or her age.
- Discloses an experience in which he or she may be suffering significant harm.

### **Dealing with disclosure**

If a pupil discloses that he or she has been abused in some way, the member of staff should:

- Listen to what is being said without displaying shock or disbelief.
- Accept what is being said.
- Allow the child to talk freely.
- Reassure the child but not make promises which it might be possible to keep.
- Not promise confidentiality - it might be necessary to refer.
- Reassure him or her that what has happened is not his or her fault.
- Stress that it was the right thing to tell.
- Listen, rather than ask direct questions.
- If necessary, ask open questions, not leading questions.
- Not criticise the alleged perpetrator.
- Explain what has to be done next and who has to be told

### **Record keeping and monitoring**

When a pupil has made a disclosure, the member of staff should:

- Make brief notes during and as soon as possible after the conversation but not destroy the original notes in case they are needed in court.
- Record the date, time, place and any noticeable non-verbal behaviour and the words used by the child.
- Complete the diagram with an outline of a body shape, to indicate the position of any bruising or other injury.
- Record statements and observations rather than interpretations or assumptions. Dealing with disclosure from a child and a Safeguarding case in general, is likely to be stressful experience. The member of staff should, therefore, consider seeking support for him/herself and discuss this with DSP.



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## **Allegations against staff**

If an allegation is made against a member of Masons staff (or a volunteer helper) the LADO will be informed by the DSP. In the case of the allegation being against the DSP the manager or deputy or another senior member of staff will contact LADO immediately. In the event of an allegation, the staff member will be suspended with immediate effect on full pay. Suspension is a neutral act, and in no way implies that the person is guilty of any wrongdoing but serves to protect both the staff member and also demonstrates the Preschool's commitment to safeguarding. However, it is acknowledged that this will be distressing for the person concerned and Masons will do all it can to balance the interests of any individual with that of the need to keep children safe. Masons will comply with national and locally agreed guidance.

## **Physical restraint**

There may be times when adults, in the course of their duties, have to intervene physically in order to restrain children and prevent them from coming to harm. Such intervention will always be the minimum necessary to resolve the situation. The manager or coordinator will require the adult(s) involved in any such incident to report the matter to him or her immediately. All physical interventions will be recorded and parents will be informed on the same day as the intervention occurred.

## **Family Support**

Masons will take every step in its power to build up trusting and supportive relationships between families, staff and volunteers in the group. Where abuse at home is suspected Masons will continue to welcome the child and family while an investigation proceeds.

## **Mobile Phones**

Staff and parents are not permitted to use their personal mobile phones within the teaching and learning spaces. In practice, this means that at Masons all staff mobile phones will remain in the back cupboard, locked in a box. Masons staff may use their mobile if urgent outside the gate.

Any parent who enters preschool or reception using a mobile phone will be politely asked to leave the premises or to switch off the phone in line with our safeguarding procedure.

## **Camera and Video Cameras**

The use of camera and video cameras within Masons is for the purpose of supporting children's development and learning. The photographs and videos engage children and parents in the learning by demonstrating activities and achievements.

Masons Preschool owned cameras which remain on site and are used only for educational purposes.

Permission is sought from parents concerning the use of photography.



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During children's performances and concerts, parents will be allowed to use their own mobile phones to record only their child for personal use only. **These images and videos must not be put on any form of social media.**

### **Whistleblowing Procedures**

Any staff member who is unclear about the safeguarding policy should discuss this with Masons Preschool Manager who will revisit the policy and explain the procedure and practice. If any member of staff has a concern that they are unable to discuss with the manager or DSP (for example the concern is about them), they will follow the referral pathways defined herein.

### **Social network and Media**

Staff who use social networks in their own time have a professional duty to uphold complete confidentiality with regard to work life. Staff should ensure that full privacy settings are in place to prevent anyone other than personal friends accessing the page. Therefore, staff must not contact parents or children in their care via a social network. In the event a friend's 'request' being received from the child or family then the member of staff should report this to the manager immediately.

They will then speak to the parent or child on behalf of the member of staff and explain that any social network contact contravenes the Safeguarding policy.

Staff will ensure that they will not post any comment that will damage their own professional reputation or that of their colleagues, or bring Masons Preschool into disrepute. Any evidence of these actions will lead to disciplinary action.

### **Prevent Duty**

Prevent duty and hate crime are a serious issue and not one to be ignored. If the DSP has a concern they will contact Carl Parker, Hate Crime and Prevent Coordinator at London borough of Croydon via email: [Carl.parker@croydon.gov.uk](mailto:Carl.parker@croydon.gov.uk) or telephone 020 8726 6000 x 88974

Masons are aware that we must have due regard to the need to prevent people being drawn into terrorism. This is referred to in the Prevent Duty. Masons' staff are aware of the signs and indicators of extremism or radicalisation. They are also aware of Child sexual exploitation (CSE) and Female genital mutilation (FGM). If a staff member has any concerns they will report this to the DSP following the procedures set out above who will then contact the CSCB (Croydon Safeguarding Children Board). A daily register of every child's attendance is kept for safeguarding purposes so any absences can be monitored to access if a pattern is emerging of when children are absent from Masons, how consistently this is, and are away for long periods of time.

**Updated by Kerry Smith (manager) January 2020**



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## **Inclusion and Equal opportunities Policy**

This Policy represents the agreed principles for Inclusion and Equal Opportunities throughout the preschool. All staff have agreed this policy.

### **Introduction**

We value the individuality of all of our children. We are committed to giving all of our children every opportunity to achieve the highest of standards. We do this by taking account of children's varied life experiences and needs. We offer a broad and balanced curriculum and have high expectations for all children. The achievements, attitudes and wellbeing of all our children matter. This policy helps to ensure that this setting promotes the individuality of all our children, irrespective of ethnicity, attainments, age, disability, gender or backgrounds.

### **Aims and objectives**

We aim to be inclusive. We actively seek to remove the barriers to learning and participation that can hinder or exclude individual children, or groups of children. We make this a reality through the attention we pay to the different groups of children within our setting:

- Girls and boys (preschool)
- Minority, ethnic and faith groups
- Children with Special Educational Needs
- Gifted and talented children
- Children who are at risk of disaffection or exclusion
- Travellers and asylum seekers

The Early Years Foundation Stage is our starting point for planning a curriculum that meets the specific needs of individuals and groups of children. We meet these needs through:

- Setting suitable learning challenges.
- Responding to children's diverse learning needs.
- Overcoming potential barriers to learning and assessment for individuals and group of children.
- Providing other curricular opportunities outside the Early Years Foundation Stage to meet the needs of individuals of groups of children.

At Masons, we achieve educational inclusion by continually reviewing what we do, through asking ourselves these key questions:

- Do all our children achieve their best?
- Are there differences in the achievement of different groups of children?
- What are we doing for those children who we know are not achieving their best ?

### **Are our actions effective?**

Are we successful in promoting racial harmony and preparing children to live in a diverse society?



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## **Teaching and learning style**

We aim to give all our children the opportunity to succeed and reach the highest level of personal achievement. We also make ongoing assessments for each child's progress. Staff use this information when planning. It enables them to take into account the abilities of all their children.

### **Staff ensure children:**

- \* Feel secure and know that their contributions are valued.
- \* Appreciate and value the differences they see in others.
- \* Participate safely in clothing that is appropriate to their religious beliefs.
- \* Are taught in groupings that is appropriate to their religious beliefs.
- \* Use materials that reflect a range of social and cultural backgrounds, without stereotyping.
- \* Have a common curriculum experience that allows for a range of different learning styles.
- \* Have challenging targets that enable them to succeed.
- \* Are encouraged a participate fully, regardless of disabilities or medical needs.

### **Children with disabilities**

Some children in our setting may have disabilities and consequently may need additional resources. We are committed to providing an environment that allows these children full access to all areas of learning. The designated points of entry for our preschool allow wheelchair access.

All Staff modify learning as appropriate for these children. For example, they may give additional time to children with disabilities to complete certain activities. In their planning teachers ensure that they give children with disabilities the opportunity to develop skills in practical aspects of the curriculum.



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## **Health, Safety and Welfare Policy**

This policy represents the agreed principles for Health, Safety and Welfare throughout the EYFS. All staff, representing Masons Preschool have agreed this Policy.

### **Introduction**

The health, safety and welfare of all the people who work or learn in EYFS are of fundamental importance. We aim to provide a safe, secure and pleasant learning/working environment for everyone.

The Preschool will ensure that:

- \* All children are supervised by adults at all times and will always be in sight of an adult
- \* Adults drink hot drinks in the staff areas only
- \* A Register of both adults and children is completed on arrival so that a complete record of all those present is available in an emergency.
- \* Children do not have unsupervised access to kitchens, cookers or any cupboards storing hazardous materials including matches
- \* Children will only leave the group with authorised adults
- \* A correctly stocked first aid box is available at all times
- \* Safety checks on premises both inside and outside are made before every session.
- \* The outdoor area is securely fenced.
- \* Equipment is checked regularly and any dangerous items are repaired or discarded.
- \* Activities such as cooking, woodwork and energetic play receive close and constant supervision.
- \* The layout and space ratios allow children and adults to move around safely and freely between activities.
- \* Equipment offered to children is developmentally appropriate; recognising that materials suitable for older children may pose a risk to younger less mature children.

### **Personal, Social, emotional development**

We teach the children about health and safety in order to equip them with the skills, knowledge and understanding that will enable them to live positive, successful and healthy lives. Staff take every opportunity to educate children in this regard as part of the Statutory Framework for Early Years Foundation Stage (EYFS).

We teach children respect for their bodies and how to look after them. We discuss these issues with the children in circle times. We also show them how to move and play safely through Physical Development.

### **Snack and Lunch Times**

The preschool provides the opportunity for children to have lunch and morning snack. We support and encourage parents to ensure that the meals provided have a suitable nutritional value. Children will have the opportunity during the sessions to have snack time. Milk, fruit, other nutritional snacks



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and fresh water are available. Our Preschool promotes a healthy lifestyle and is reinforced through our snack time.

## **Child Protection**

The named person with responsibility for protection in the Preschool is **Kerry Smith**. We will follow the procedures for child protection (see The Safeguarding policy).

If any member of staff suspects that a child in their class may be a victim of abuse, they should not try to investigate, but should immediately inform the person responsible in the preschool for child protection about their concerns.

We require all adults employed in the preschool to have an up to date DBS record, in order to check that there is no evidence of offences involving children or abuse.

All the adults in our preschool share responsibility for keeping our children safe. We may, on occasion, report concerns which, on investigations, prove unfounded. It is better to be safe than sorry and we trust that parents, while they will naturally be upset, will nevertheless accept that the staff acted in the child's best interests.

## **Preschool security**

We will do all we can to ensure that the preschool is a safe environment for the children to play and learn in and staff to work in. We review security measures regularly and carry out a daily Risk Assessment. We require all adult visitors who arrive in normal preschool hours to sign the Visitors Book in the reception area and to be supervised by a staff member whilst on our premises.

## **Stranger Awareness**

Staff are constantly alert to any strangers on the premises. We will not open the door to anyone that is unknown to us and will NEVER release a child to anybody other than the parent/guardian unless permission is given. Children's names and identify are protected at all times and staff will not disclose information about any child attending the Preschool to any person other than those immediately responsible for the child.

Parents have a responsibility to inform staff if anyone other than themselves is collecting their child for whatever reason. If the staff are unsure at any time parents will be contacted to confirm the identity of any person.

## **Safety of children**

It is the responsibility of all staff to ensure that all activities are safe. Similarly, Staff will always be vigilant for hazards concerning equipment or activities. If a member of staff has any concerns about the children's safety they should bring them to the attention of the Preschool Manager before that particular activity takes place.



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If an accident does happen and it results in an injury to a child the Staff will do all he/she can to aid the child concerned. We keep a first aid box in the kitchen area in the Preschool. All staff are a First Aid trained. Should an incident involving injury to a child take place one of the members of staff who have been first aid trained will be called to assist. If necessary emergency assistance will be called for.

We record an accident in the accident file involving injury and in all cases we inform parents and they sign an Accident Form to confirm they have been informed. Should a child be quite seriously hurt we contact the parents through the emergency telephone number that we keep on file. We update these numbers annually but it is essential that parents inform us when contact details change.



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## **Health and Hygiene Policy**

This Policy represents the agreed principles for a Health and Hygiene throughout the preschool. All preschool staff have agreed this Policy.

### **Hygiene**

To prevent the spread of all infection, adults in the group will ensure that the following good practices are observed.

#### **Personal Hygiene**

- \* children are encouraged to shield their mouth when coughing.
- \* Paper towels are used and disposed of appropriately
- \* A large box of tissues is always available and child encouraged to blow and wipe their noses when necessary and soiled tissues disposed of hygienically
- \* Hands are washed after using the toilet
- \* Hygiene rules relating to bodily fluids are followed with particular care and all staff and volunteers aware of infections including HIV infections can be transmitted.
- \* Rubber gloves are always used when changing a child's nappy or soiled clothing.
- \* Spare laundered clothing is available in case of accidents and polythene bags available in which to wrap soiled garments.
- \* Floors and other affected surfaces are disinfected using cleaning products according to the manufacturer's instructions. Fabrics contaminated with body fluids are thoroughly washed in hot water.
- \* All surfaces are cleaned daily with an appropriate cleaner.

#### **Food**

Snacks provided will be nutritious and pay due attention to children's particular dietary requirements. We will keep an up-to-date list of any known allergies in the kitchen.

When cooking with children as an activity the adults will ensure the children wash hands and generally provide healthy, wholesome foods, promoting and extending the children's understanding of a healthy diet.

#### **Each adult will:**

Always wash hands under running water before handling food and after using the toilet

Not be involved with the preparation of food if suffering from any infectious, contagious illness or skin trouble

Never cough or sneeze over food

Use different cleaning cloths for the kitchen and toilet areas.



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## **Behaviour and Discipline Policy**

In any case of misbehaviour, it will always be made clear to the child or children in question that it is the behaviour and not the child that is unwelcome.

Adults in the Preschool will praise and endorse desirable behaviour such as kindness and willingness to share. The Preschool uses reward stickers for good/kind behaviour. As a team we will take positive steps to avoid a situation in which children receive adult attention only in return for undesirable behaviour.

### **When children behave in unacceptable ways:**

Any problems will be handled in a developmentally appropriate fashion, respecting individual children's level of understanding and maturity. If a child smacks or hurts another child or adult, a member of staff will explain to the child what they have done wrong and possibly remove them from the situation.

We always encourage children to say they are sorry. Children will never be sent out of the room or left unattended in any situation.

Recurring problems will be tackled by the whole Preschool in partnership with children and parents using objective observations to establish an understanding of the cause. Techniques intended to single out or humiliate individual children such as a 'naughty chair' will not be used.

Adults will be aware that some kinds of behaviour may arise from a special need; to support this, practitioners may implement an individual education plan (IEP) and give one to one support and work together to resolve behaviour issues. Parents and Carers will be told at the end of the session if their child has hurt another child or it has been necessary to have a time out.

Children will be constantly reassured that they are always valued as individuals even if their behaviour maybe unacceptable. We work together to solve and problems.

This policy aims to help children grow in a safe and secure environment and to become positive, responsible and increasingly independent members of the preschool.

The Preschool rewards for good behaviour, as it believes that this will develop an ethos of kindness and cooperation.

This Policy is designed to promote good, behaviour, rather than merely deter antisocial behaviour.



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## **The Role of Parents**

The Preschool collaborates actively with parents so that children receive consistent messages about how to behave at home and at school.

## **Monitoring and review**

The Preschool Manager monitors the effectiveness of this Policy on a regular basis and reports to the team on the effectiveness of the policy and, if necessary, make recommendations for further improvements.

The Preschool keeps a variety of records concerning incidents of misbehaviour. The Preschool teachers record minor incidents. The team records those incidents in the 'Accident and Incident' file where a child is showing repetitive signs of bad behaviour.



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## **Special Educational Needs Policy**

Children with Special Educational Needs have learning difficulties that call for special provision to be made. All children may have special needs at some time in their lives. Children have a learning difficulty if:

They have a disability which prevents or hinders them from making use of the educational facilities that are provided for children of the same age.

All our children are assessed with a baseline assessment when they join our Preschool so that we can build upon their prior learning. We use this information to provide starting points for the development of an appropriate curriculum for all our children. If our assessments show that a child may have a learning difficulty, we use a range of strategies that make full use of all available resources. In liaison with the Special Educational Needs Coordinator (SENCO) the child's key person will offer interventions that are 'additional to' those provided as part of the Preschool's usual working practices. If the SENCO, Key Person and parents feel that the child would benefit from further support the SENCO will then take the lead in further assessments of the child's needs.

We will record the strategies used to support the child within next steps initially, and if needed an Individual Education Plan (IEP) / support plan. The IEP/Support plan will show the short-term targets set for the child and the teaching strategies to be used. It will also indicate the planned outcomes and the date for the plan to be reviewed. In most cases this review will take place once every half term. Once reviewed if no or very little progress is made we would consider seeking external support with parents' permission.

### **We would do this by:**

using [www.childcarebusinesscroydon.co.uk](http://www.childcarebusinesscroydon.co.uk)

Submitting an Early Help Referral

We will include the following info:

Baseline

Tracking - all areas

Relevant next steps / observations

Discussion notes / information from parents and any information from other professionals Send referral to [earlyhelp@Croydon.gov.uk](mailto:earlyhelp@Croydon.gov.uk)



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Referrals will only be made with parent consent unless there is a Safeguarding concern in which we will follow our Safeguarding procedures.

At Masons the SENCO and Manager manage the day-to-day operation of the policy.

Coordinate the provision for and manage the responses to children's special needs.

Support and advise colleagues and parents.

Oversee the records of all children with Special Educational Needs.

Act as link with external agencies and other support agencies.

Monitor and evaluate the Special Educational Needs provision.

Manage a range of resources, human and material, to enable appropriate provision for children with Special Education Needs.

Contribute to the professional development of all Staff

If you would like to discuss the group's ability to meet your own child's special needs please to talk to **Kerry Smith** or **Susie Mander** our SENCO.



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## **Offsite Visit Policy**

Before taking children out on a offsite visit a member of staff would complete a risk assessment whilst walking the visit.

We offer offsite visits to Coop, the Library and take local walks in our 6 seater wagon, accompanied by a member of staff and a parent volunteer. Parents give permission for their children to goon these visits.

Check list for outing:

A first aid box,

First aid qualified member of staff

register

mobile phone

Any other medication eg. inhaler for a child.

**This policy was adopted by the Manager and Staff January 2020.**



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## **Sickness and Medical Requirements Policy**

This Policy represents the agreed principles for Sickness and Medical Requirements throughout the Preschool. All Preschool staff have agreed this policy.

The Managers are not allowed to admit onto the premises any child who appears to be suffering from an infectious or contagious illness or disease. Any child who has a sore throat, discharge from the eyes or nose, sickness, diarrhoea or any contagious/infectious illness should be kept at home until he/she is fully recovered or 48 hours have elapsed since the last outbreak. Please do not bring children who unwell into the Preschool as they will be sent home upon arrival.

If a child were suddenly taken ill, or an emergency situation arises, a member of Staff will contact the parent/carer to come and collect immediately. A quiet corner with a blanket and pillow would be prepared in the Preschool and a Staff member would stay with the child until the parent/carer came to collect.

If contacting the parent/carer is unsuccessful then we will attempt to contact emergency persons recorded on contact form.

If preschool has been unable to establish contact with a responsible adult then Safeguarding children procedures will be followed.

Should the child need to attend hospital and contact has not been made with either the parent/carer or any listed emergency contacts then a staff member will accompany them.

A full written report of the incident will be recorded, including times and responses to telephone calls and this will be reported to Ofsted.

Please inform us as soon as possible if your child will be absent for a period of time due to illness.

All accidents are reported in an Accident Report Book which is kept in the Preschool. Parents/carers will be asked to sign these in the event of their child having an accident at the end of the day the accident occurred.

**This Policy was adopted by the manager and staff January 2020**



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## **Confidentiality Policy**

### **1. Aim**

The aim of this policy is to set out clearly for staff, volunteers and any others with whom Masons to state how confidential information will managed by Masons.

### **2. Introduction**

Masons confidential policy/procedure is set out below. All staff and volunteers are expected to abide by this policy.

Masons is committed to maintaining high standards of confidentiality in all aspects of its work. This includes records and information pertaining to staff, volunteers, schools and children and prospective staff, volunteers, schools or children. Any breaches of this policy may give rise to disciplinary action in the case of staff and termination of placement in the case of volunteers.

### **3. Information relating to children**

3.1 All information about individual children is private and should only be shared with the child's Key-Worker or manager.

3.2 All children have a right to the same level of confidentiality irrespective of gender, race, religion, medical concerns and special educational needs.

3.3 Photographs of children should not be taken without the express permission of the school or parents/carers. If such permission is given at no time should the child's name be used with a photograph so that they can be identified.

3.4 All Staff and volunteers are expected to adhere to the principle that all or anything they are told, see or are given about a child remains confidential outside ABC read and should not be discussed with anyone not directly involved, especially where that issue relates to individual children.

3.5 In cases where there are concerns relating to abuse or neglect of children Masons' **Safeguarding Policy** will apply.

### **4. Information about staff**

In all but specific circumstances (eg disciplinary procedures), the decision as to who should be given of a piece of confidential information is the member of staff to whom it applies.

Where such consent is sought it is necessary to tell the member of staff why there is a need to disclose information and to whom. The member of staff should be told of the likely consequences of their agreeing or not agreeing to this.



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Any consent given should be written, dated and signed specifying exactly what information may be disclosed.

Once consent has been obtained, it is the responsibility of the person passing on any information to ensure that this is only done on the terms agreed.

Unless previously authorised a request for a staff home address, telephone number or email address will always be referred to the individual before any information is disclosed.

In some cases there is an automatic right of access to certain parts of staff information eg Inland Revenue or Charity Commission. The staff member will be notified of any legal requirements whereby Masons Preschool is obliged to provide such information.

A staff member should never divulge another staff member's or volunteers' personal circumstances or information to anyone without permission of the other person.

## **5. Information about volunteers**

In all but specific circumstances (eg serious complaints), the decision as to who should be given of a piece of confidential information is the volunteer to whom it applies.

Where such consent is sought it is necessary to tell the volunteer why there is a need to disclose information and to whom. The volunteer should be told of the likely consequences of their agreeing or not agreeing to this.

Any consent given should be written, dated and signed specifying exactly what information may be disclosed.

Once consent has been obtained, it is the responsibility of the person passing on any information to ensure that this is only done on the terms agreed.

A volunteer should never divulge another volunteers' personal circumstances or information to anyone without permission of the other volunteer.

In some cases there is an automatic right of access to certain parts of volunteer information eg Charity commission. The volunteer will be notified of any legal requirements whereby Masons Preschool is obliged to provide such information.

## **6. Files – Staff, volunteer and children**

No staff member, volunteer or trustee party has the right to view any other parties' file except as specifically provided for in this policy.

All information relating to staff, volunteers and children will be stored separately; all computer records will be password protected and only accessible as follows:

Staff files – accessible by key through the office manager



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Volunteer files – accessible with permission through the office manager.

Children's files – accessible by key through office manager.

## **7. General information about confidential information**

7.1 Make sure any discussion relating to information of another, takes place in an appropriate venue, eg not in a place where others, who are not entitled to know, can hear about it.

7.2 Do not gossip about other staff, volunteers, trustees, schools or children with other staff and volunteers.

7.3 Do not write anything derogatory about a member of staff, volunteer or child in a file or anywhere else.

7.4 Do not leave information lying around or on screen; replace it in the appropriate place, e.g. a locked filing cabinet or close the document on screen ensuring it can only be re opened with a password.

## **8. Record Keeping**

8.1 All staff and trustees will be given a copy of this confidentiality procedure as part of their induction. The implications of the procedure for their work will be explained.

8.2 All volunteers will have signed and be given a Parent/Carer Involvement Policy which details the core aspects of confidentiality requirements. Additionally all volunteers will be given a full list of policies to read.

8.3 Access to personal files of staff and volunteers can be arranged with the manager and will be given only in the circumstances outlined above in sections 3, 4 and 5 above.

8.4 Application forms, interview records, medical information and monitoring forms are confidential to Masons Preschool.

8.5 Equal opportunity monitoring forms will be detached from application forms on receipt and kept separate from application forms.

8.6 References – when seeking references for a new staff member, or volunteer, it is made clear to the referees that information is sought in confidence.

8.7 Probationary reviews and appraisals of staff will only be available to the manager. Reviews of volunteers will only be available to the manager who undertook the review.

8.8 Any medical records will be held on personal files in a sealed envelope. Copies of medical certificates and self-certification forms will be placed on personal files after action for payroll purposes.



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8.9 All personal information is protected under the GDPR.

8.10 Information will be kept for six years once a staff member or volunteer has left Masons Preschool It will then be destroyed or archived.

8.11 Unsuccessful staff, volunteers – Masons Preschool may wish to monitor all applications and to keep information about applicants. Only the most relevant information should be kept, e.g. equality monitoring -race, sex, sexuality, and the rest destroyed.

8.12 Breaches of confidentiality by staff will normally be treated within the remit of Masons Preschool's disciplinary procedure. Breaches of confidentiality by volunteers will normally be treated within the remit of Masons Preschool's disciplinary procedure.

## 9. Partnerships with other organisations

9.1 Masons Preschool may be working in partnership with other bodies. Where specific information-sharing protocols exist that affect a particular schools all concerned should be aware of this.

9.2 Masons Preschool will give all partnership agencies a copy of the confidentiality procedure and will explain the requirements it places on the partnership organisations.

9.3 It will be agreed at the outset which staff in the partner organisation will have access to information and in what circumstances.

Any agreements with other organisations will state that breaches of confidentiality by either party will be treated as a breach of the agreement.

## 10. Training

Training on the Confidentiality Policy and its implications should be a standard part of induction procedures for staff and volunteers.



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Tel: 07718 067514  
Email: [masonspreschool@outlook.com](mailto:masonspreschool@outlook.com)  
Proprietor: Kerry Smith  
Website: [www.masonspreschool.co.uk](http://www.masonspreschool.co.uk)

## **Parent/Carer Involvement Policy**

This Policy represents the agreed principles for Parent/Carer Involvement throughout the Preschool. All Preschool staff have agreed this Policy.

The importance of continuing between home and the Preschool cannot be over stressed. Our aim. Is to develop an honest, open and supportive relationship with you which complements life in your home rather than contradicts it. We are very aware of our influence as role models for your child and without your extensive knowledge of your child we would be unable to enhance your child's development. Preschool staff are always available to discuss your child and their development.

We will:

- Make all new parents aware of the Preschool Polices and consult with all Parents/Carers about the times of meetings to avoid excluding anyone.
- Ensure that parents are informed on a regular basis about their child's progress, through consultation meetings each term and informal meetings on a more regular or even daily basis.
- All children receive a report before their third birthday regarding progress and attainment in core areas. Children who are identified as needing additional support will be supported by the SENCO and key person.
- Parents will be informed of their child's key person at the start of the school year so that information can be exchanged.
- Ensure that all parents have opportunities to contribute from their own skills, knowledge and interests to the activities of the group.
- Welcome the contributions of parents in whatever form these maybe, but especially through written feed backs and WOW moments.
- Involve parents in shared record keeping about their own child, either formally or informally.
- Ensure that parents are fully informed about meetings, conferences, workshops and training through displays on a noticeboard.
- Provide opportunities for parents to learn about EYFS curriculum and about young children's learning, in the Preschool and at home.



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## **Babysitting and School Collection/Drop off Policy**

Masons do not provide a babysitting service or a school collection or drop off service outside our normal operating hours. However, we understand that parents sometimes ask preschool staff to babysit/collect or drop off their children and this policy has been implemented to clarify these points.

Please also refer to our Safeguarding Children Statement.

- No member of staff is allowed to babysit children currently on roll at Masons as a private arrangement.
- No member of staff is allowed to collect or drop your child off at local schools in the area.
- We require the staff member and parent to sign a copy of this policy and adhere to it.
- We have rigorous recruitment and suitability processes in place to ensure that we employ competent and professional members of staff and uphold our duty to safeguard children whilst on our premises and in the care of our staff. This procedure includes interviews, references, full employment history and DBS checks as well as several other processes. Whilst in our employment all staff are subject to ongoing supervision, observation and assessment to ensure that standards of work and behaviour are maintained in accordance with our policies. We have no such control over the conduct of staff outside of their position of employment.
- The member of staff will not be covered by the preschool's insurance outside of the operating hours.
- All staff are bound by contract of the Confidentiality Policy and GDPR that they are unable to discuss any issues regarding the preschool, other staff members, parents or other children.
- The preschool has a duty of care to safeguard all children attending the setting.



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## **Collection of children policy**

To ensure that children remain safe at all times when in our care.

That parents are informed of preschool procedures for keeping children safe in their absence.

That parents are aware of the procedures for late or non collection of their children.

That parents are aware of preschool procedures in an emergency situation.

### **Authorised adult**

An authorised adult is a person over the age of 16 to whom the parent/guardian has given prior permission to collect their child (preferably named person/s on registration form). To ensure that staff within the setting are aware of any changes in current arrangements, the preschool;

Asks parent's to provide staff with full contact information of any named person.

May ask for name and description if the authorised adult is not known to staff, or it is their first visit to the preschool.

Will endeavour to contact parent if there is any cause for concern with the contact information, and may ask for further identification/clarification.

May use discretion in releasing a child into the care of someone who appears to be irresponsible or incapable of supervising a child. In this instance Safeguarding Children procedures will be applied.

### **Documentation and procedures**

Fully completed registration forms are part of the childcare agreement with the setting. In addition to that information our expectations are;

When parents are aware that they will not be at home or in their usual place of work, they inform staff of how they can be contacted.

That parent's inform the lead member of staff on the day if they are unable to collect. If this is not possible telephone the preschool on 07718067514.

If a child is not collected after 1 hour after their normal collection time, or at preschool closure the following procedures will be followed:

Staff will inform the preschool Manager, Deputy, or supervisor in charge. Check for any information about changes to the normal collection routines. If no information is available, contact parent's at home, mobile or work.

If this is unsuccessful then contact emergency persons recorded on contact form.



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If preschool has been unable to establish contact with a responsible adult then Safeguarding children procedures will be followed.

Depending on circumstances and at the discretion of the Manager, parent's may be charged additional childcare fees.

A full written report of the incident is recorded, including times and responses to telephone calls.

In an emergency situation such as illness or accident to a child procedures outlined in the Accident and ***Sickness and Medical Requirements Policy*** will be followed.



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## **Safer Recruitment Policy**

Masons Preschool is committed to providing the best possible care to its children and to safeguarding and promoting welfare of young children. The preschool is also committed to providing a supportive working environment for all its members of staff. The preschool recognises that, in order to achieve these aims, it is of most importance to attract, recruit and retain staff who shares this commitment.

Our aim is;

- to ensure that the best possible staff are recruited
- to ensure that all job applicants are considered equitably and consistently
- to ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital status, disability and age
- to ensure compliance with all relevant recommendations and guidance including the welfare requirements in the EYFS, the recommendations of the Department for Education and Skills (DFES) in “safeguarding children: safer recruitment and selection in education settings” and the code of practice published by the Criminal Records Bureau (CRB) now known as DBS (Disclosure and Barring Service)
- to ensure that the preschool meets its commitment to safeguarding and promoting the welfare of children by carrying out all necessary pre-employment checks.

## **Recruitment and selection procedure**

An advert will be posted in the relevant newspaper advertising the job vacancy for approximately 2 weeks.

All applicants for employment will be required to complete an application form containing questions about their academic and employment history and their suitability for the role. A curriculum vitae will not be accepted in place of the completed application form. Any Candidate who submits a curriculum vitae will be asked to complete an application form. Applicants will receive a job description and person specification for the role applied for.

Once all application forms have been submitted the process of formal interviews will then take place at the preschool by the preschool management and trustee committee.

From there the applicants will be short listed by the interview given. All applicants shortlisted will be asked to come back for a second time and spend a morning or afternoon in the preschool on a formal basis watching how the applicant interacts and carries out simple tasks asked of them for that role.

If it is decided to make an offer of employment following the second interview, any such offer will be conditional on the following the agreement of a mutually acceptable start date and signing of a contract incorporating the preschool's standard terms and conditions of employment;



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- receipt of documents for preventing illegal work in the uk (see guide for employers on preventing illegal working in the uk may 2012) which will be checked and photocopied.
- the receipt of two written references (one of which should be from the applicant's most recent employer) which the preschool considers satisfactory.
- the receipt of a satisfactory enhanced disclosure from the Disclosure and Barring Service.

If the above conditions are satisfied and the offer is accepted then the applicant will be issued with a contract of employment as confirmation of employment. All appointments are subject to a three months probationary period during which the notice period to terminate the employment for whatever reason, by either the employee or the preschool is 4 weeks. The preschool also reserves the right to extend this probationary period should it deem this necessary.

### **Pre – employment checks**

In accordance with the recommendations of the DFEs in “safeguarding children; safer recruitment and selection in education settings” the preschool carries out a number of pre-employment checks in respect of all prospective employees.

### **Verification of identity and address**

All applicants who are invited to an interview will be required to bring the following evidence of identity, address and qualifications

- current driving licence or passport or full birth certificate; and
- two utility bills or statements (from different sources) showing their name and home address; and
- documentation confirming their national insurance number (P45, P60 or national insurance card); and
- documents confirming any educational and professional qualifications referred to in their application form.

Where an applicant claims to have changed his/her name by deed poll or any other mechanism (e.g. marriage, adoption) he/she will be required to provide documentary evidence of the change.

### **References**

All offers of employment will be subject to the receipt of a minimum of two satisfactory references, one of which should be from the applicant's current or most recent employer. If the current/most recent employment does/did not involve work with children, then the second referee should be from the employer with whom the applicant most recently worked with children. Neither referee should be a relative. All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to



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work with children. All referees will be sent a copy of the job description and a person specification for the role which the applicant has applied for.

If the referee is a current or previous employer, they will also be asked to confirm the following;

- the applicant's dates of employment, job title/duties, reason for leaving, performance, sickness and disciplinary record
- whether the applicant has ever been the subject of disciplinary procedures involving issues related to the safety and welfare of children
- whether any allegations or concerns have been raised about the applicant that relates to the safety and welfare of children or young people or behaviour towards children or young people

The preschool will only accept references obtained directly from the referee. It will not rely on references or testimonials provided by the applicant or an open reference or testimonials. The preschool will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information will be taken up with the applicant before any appointment is confirmed.

### **Disclosure and Barring Service**

Due to the nature of the work, the preschool applies for Disclosure and Barring certificates from the Disclosure and Barring Service (DBS) in respect of all prospective staff, committee, volunteers and students. The preschool will always request an Enhanced Disclosure as described below

- an Enhanced Disclosure will contain details of all convictions on record including current and spent convictions (including those which are defined as "spent" under the rehabilitation of offenders Act 1974) together with details of any cautions, reprimands or warning held on the Police National Computer. It may also contain non-conviction information from local police records which a chief police officer thinks may be relevant in connection with the matter in question
- If the individual is applying for a position working with children, it will also reveal whether he/she is barred from working with children by virtue of his/her inclusion on the lists of those considered unsuitable to work with children maintained by the DFES and the department of health.

The preschool's policy is to observe the guidance issued or supported by the DBS on the use of disclosure information. In particular, the preschool will;

- store disclosure information and other confidential documents issued by the DBS in locked cabinets, access to which will be restricted to specific members of staff
- not retain disclosure information or any associated correspondence for longer than is necessary. In most cases the preschool will not retain such information for longer than 6 months although the preschool will keep a record of the date of disclosure and the disclosure number which will be recorded on their personal information forms.



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## **Photograph and Video Policy**

At Masons Preschool we like to take photographs of your children in action and their development/ learning experiences and make displays inside the Preschool. These photographs may be used for promotional purposes. Parental permission is received in writing from parents/carers beforehand.

At Masons Preschool we will take short video footage of your children in action and their development/learning experiences and may use these as participation in ongoing training at the Preschool. These videos may be used for project related purposes. Parental permission is received in writing from parents/carers beforehand.

During children's performances and concerts, parents will be allowed to use their own mobile phones to record only their own child for personal use. THESE IMAGES AND VIDEOS MUST NOT BE PUT ON ANY FORM OF SOCIAL MEDIA.

**This Policy was adopted by the Manager and staff in January 2020**



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## **Promoting British Values at Masons Pre-school Policy**

The DfE have recently reinforced the need “to create and enforce a clear and rigorous expectation on all pre-schools to promote the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.” The Government set out its definition of British values in the 2011, ***Prevent Duty***, and these values have been reiterated within the ***Early Years Foundation Stage 2014*** and the ***Revised Early Years Foundation Stage 2017***.

At Masons Pre-school we understand that the society we live in is diverse and therefore, our curriculum and life within pre-school reflects this. For our pupils, we aim to continually weave the thread of social, cultural, moral and spiritual British values throughout day to day school life. Underpinning this are the values and understanding of democracy, law, liberty, respect, tolerance, tradition and heritage.

The ***Equality Act 2010*** protects all individuals from discrimination and it is Masons Pre-school's duty to ensure that all individuals have equal access and opportunity to all that is on offer.

Funding, including that for pupils with special educational needs and disabilities (SEND) and disadvantaged pupils, is used to target inequalities, to ensure equality.

At Masons Pre-school we uphold and teach pupils about British Values which are defined as;

### **Democracy**

We listen to children's and parent's voices. Our behaviour policy is clear that children are expected to contribute and co-operate, taking into account the views of others.

### **Rule of Law**

In our pre-school, we consistently reinforce our high expectations of children. Children are taught the valuable reason behind our expectations (rules), that they are there to protect us, that everyone has a responsibility and that there are consequences when these rules are broken.

### **Individual Liberty**

Within Masons pre-School, children are actively encouraged to make choices, knowing that they are in a safe and supportive environment. As a pre-school we educate and provide boundaries for young children to make choices safely through our provision of a safe environment and empowering teaching. Children are encouraged to know, understand and exercise their rights and personal freedoms.

### **Mutual Respect**

Part of our pre-school ethos has revolved around Core Values such as 'Respect', and children are modelled in this by, sharing, caring and listening to others. Staff help children to understand how to respect by talking about how actions/words can affect others.

### **Tolerance of those of different faiths and beliefs**

We aim to enhance children's understanding of different faiths and beliefs by participating in a range of celebrations throughout the year. Children have the opportunity to dress up and try different foods from other cultures and we encourage parents/carers to participate and support our multi-cultural events.



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We teach British Values through planning and delivering a broad and balanced curriculum.

Masons Pre-school takes opportunities to actively promote British values through our daily activities. We also actively promote British values through ensuring that our curriculum planning and delivery includes real opportunities for exploring these values. Actively promoting British values means challenging pupils, staff or parents expressing opinions contrary to fundamental British values including extremist views.

**This policy was adopted by the Manager and Staff January 2020.**



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## **Fire and other Emergency procedure**

Procedures for fire and other emergency evacuation are displayed prominently in all rooms. Fire drills are held once each term and this is recorded in our Fire Drill log.

A whistle is blown, one (1) long blow, and children are helped to put down games/activities and walked towards the door and then out to stand safely by the gate.

Fire doors are never obstructed.

Details are recorded in the fire drill log.

The fire procedure is displayed in the hall and all staff are familiar with the procedure.

Staff check all areas, pick up register and phone and walk out with the children, where the children, staff and visitors are counted. If necessary the fire brigade are called.

Arrangements are made to monitor the condition of all fire prevention equipment regularly.

This includes the visual inspection of fire extinguishers.

There is no smoking policy which is abided to.

## **Medicines**

Most pupils will at some time have a condition requiring medication. For many the condition will be short-term perhaps the duration of a short absence from Preschool. However, although a child may soon be well enough to be back at Preschool medication may still be required during the Preschool day for a short period. Staff must obtain written permission for each and every medicine, and there is a form giving details of the child's condition and time to be administered. All medication must be clearly labeled with the child's details and will be kept in a secure cupboard in the Preschool. Records will be kept of all medication received and administered by the Preschool.

## **Non-collection of Children**

All adults are aware of the system in operation for children's arrivals and departures. An adult will be at the door during these periods. If, for any reason, you are unable to collect your child at the end of the session be assured that there would always be two members of staff on duty. If you are able to phone through to the Preschool to let us know when you are able to collect that would be helpful. If, for any reason, you are unable please do not worry as no child would ever be left on the premises. Depending on the reason for picking the child up late and if it keeps happening, there could be a charge.

We would phone all contact numbers held on the contact form. If a child attending a session has not been collected after 30 and there has been no contact from the parent or carer the staff member would reserve their right to phone Children Schools and Families.



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## **Lost Child**

In the highly unlikely event of a child becoming lost whilst at the preschool we would carry out the following procedures:

- The Preschool manager will be informed and will begin a full search of the premises immediately along with the Deputy Manager.
- The remaining children will have a story time with at least four members of staff.
- In the event that the child is not found the Preschool Manager will dial 999 and contact the police.
- The Preschool manager will telephone the parents.

## **In the event of a child being lost on an off site visit**

- The preschool manager will begin a full search of the premises and all staff and children will congregate together in one area.
- In the event that the child is not found the preschool manager will dial 999 and notify the police.
- The preschool manager will notify the parent.



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## **FIRE DRILL LOG**

**One (1) long blow on a whistle.**

### **Autumn Term**

Date:

Time:

No. of Adults:

No. of Children:

Details:

Time taken to evacuate premises:

### **Spring Term**

Date:

Time:

No. Of Adults:

No. of Children:

Details:

Time taken to evacuate premises:

### **Summer Term**

Date:

Time:

No. of Adults:

No. of Children:

Details:

Time taken to evacuate premises:



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## **Lockdown Policy & Procedure**

Masons Preschool recognises the potentially serious risks to children, staff and visitors in emergency or harmful situations.

A lockdown may take place where there is a perceived risk of threat to the pre-school, its staff, children, visitors or property. Where possible, the pre-school will act to ensure the safety of all personnel in the setting in the following situations:

- In the event that unauthorised person(s) considered dangerous, are on school grounds.
- In instances including domestic breakdowns where estranged parties are attempting to abduct children.
- In instances where personnel, students, volunteers or staff from within the setting become a threat to the well-being of others.
- In emergency situations within the environs of the school where there is potential risk from spills or poisonous fumes.

A lockdown will be initiated by a recognisable signal of three (3) short sharp blows on a whistle followed by one (1) longer blow – this is different to the fire signal as this is one short sharp blow.

Lock down procedures will be practised from time to time so that staff and children are familiar with them.

Practices and Procedure Follow the **CLOSE** Procedure

**C**lose all windows and doors.

**L**ock up.

**O**ut of sight and minimise movement.

**S**tay silent and avoid drawing any attention.

**E**ndure. Be aware that you may be in Lockdown for some time.

The following steps provide guidelines for staff, students and visitors in an emergency situation:

1. On hearing the lock down signal the Pre-school Manager/Deputy will call for assistance - 999
2. Staff will ensure the doors are locked and windows are closed.
3. Three (3), short sharp, whistle blows will signal lockdown procedures to take effect immediately.

In the setting:

Upon hearing the Lockdown signal, these steps will be followed:

1. Staff to secure all windows and doors. Instruct children to sit on the floor in the book area and keep them calm if anyone is outside, call them in. Collect medical box, register & mobile phone.
2. Do ahead count immediately & register.



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3. Supervise, ensuring everyone remains as out of sight as possible and are sitting quietly.
4. No one should be allowed out of the room or safe area during a lockdown procedure.
5. Remain in lockdown until the all-clear has been given and normal situation resumes – three (3) long whistles will signal the all clear.

If the lockdown sounds whilst on a local outing;

1. Go to the nearest public building for example to local library, garden centre or school.
2. Notify the public building supervising personnel of number of children and staff as well as where you are from.
3. Remain in lockdown until you receive further notice from the Preschool or local authority.

### **Go In, Stay In, Tune In**

Local accidents e.g. Large road traffic accidents with hazardous fumes and domestic fires may also necessitate sheltering inside the pre-school building. All doors & windows should be kept shut and appliances such as extractor fans switched off. The emergency services and/or local authority will give the all clear. Information may also be broadcast on local radio or television.

### **Evacuation**

Some examples of circumstances when it may be appropriate to evacuate a building or designated area include fire, bomb threats, gas or chemical leaks, explosions or substantial damage to the building.

### **Internal Threat Response**

1. Person in charge will ensure the security of all personnel in the vicinity of the threatening situation.
2. The staff member or designated adult will sound the alarm (whistle) and inform the emergency services.
3. Do a head count immediately. Ensure children remain out of sight and sit quietly.
4. Remain in lockdown until the all clear message is given.

At no time will staff attempt to physically remove an unwanted visitor. Staff will follow the directives of Police as instructed or requested.



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### **Lockdown Procedure Drill Log**

**Three (3) short sharp blows on a whistle followed by one (1) longer blow.**

#### **Autumn Term**

Date:

Time:

No. of Adults:

No. of Children:

Details:

Time taken to lockdown the premises:

#### **Spring Term**

Date:

Time:

No. Of Adults:

No. of Children:

Details

Time taken to lockdown the premises:

#### **Summer Term**

Date:

Time:

No. of Adults:

No. of Children:

Details

Time taken to lockdown the premises:



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## **No Smoking Policy**

Masons is a No Smoking Area

Masons Preschool has a no smoking sign displayed at all times.

If a parent/carer, was found smoking they will be asked to leave the premises immediately.

If a member of staff was to be found smoking, disciplinary procedures will be initiated against the member of staff.

All staff has a clear understanding of the **No Smoking Policy**. The policy applies equally to staff and parents, and includes the outside area of the setting. (Garden area).

Please note E-Cigarettes are not allowed to be used whilst on the premises or within the Mason's grounds. These emit a large amount of smoke.



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## **Privacy Notice**

Written by: Kerry Smith

I record, process and keep personal information about you and your child in accordance with Article 6 of the General Data Protection Regulation (GDPR, May 2018): 'the rights of the data subjects'.

It is a requirement of my registration with the Information Commissioners Office (ICO) to provide you with information about the details I keep about you and your child/ren

This requirement applies to information I collect in relation to:  
Online data processing  
Paper data processing

### **Records I hold about you and your child/ren**

I hold 2 different types of records about you and your child:

#### **Developmental records** including:

Information from you  
Details about your child's learning and development at home  
A copy of your child's statutory 2 year progress check  
Observations of your child's learning  
Assessments, individual planning and regular progress summaries.

#### **Personal records** including:

Personal details required by the statutory frameworks and / or the Local Authority for funding purposes.  
Contractual details including attendance registers and fees information.  
Emergency details including your contact details and records of your child's health and care needs.  
Safeguarding and child protection records.  
Any records required to support your child such as shared information from other agencies and professionals.

### **What information I need about you and your child/ren**

I hold information about you and your child/ren to allow me to comply with the Early Years Foundation Stage (EYFS, 2017) and the Childcare Register (2016). Some of the data I process relates to the Early Years Inspection handbook (2016). Most of the information I collect about you and your child is statutory; when information is optional I will let you know that you have a choice whether to share it with me or not



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Tel: 07718 067514  
Email: [masonspreschool@outlook.com](mailto:masonspreschool@outlook.com)  
Proprietor: Kerry Smith  
Website: [www.masonspreschool.co.uk](http://www.masonspreschool.co.uk)

## **What I do with your data and with whom it is shared**

I am required to ensure the information I collect about you and your child/ren is treated confidentially and only shared when there is a need for it to be shared, ideally with your permission in advance of sharing,

for example –

I share information with other settings or agencies involved in your child's care – I am required to do this by the EYFS (see my Permission Form);

I am required to share a copy of your child's 2 year progress check with your health visitor – I am required to do this by the EYFS (see the EYFS for more information);

I am required to share information with my Local Authority for the purposes of the 2, 3 and 4 year old funding offer and any extra funding I might claim for your child (see the Local Authority Privacy Notice for more details).

I share information about income and expenses including, when requested, your invoices and payments with HMRC and Tax Credits and DWP.

## **Ensuring your data is accurate**

Under the GDPR I am required to keep data about you and your child/ren up-to-date and to ensure it is accurate: I will do this regularly.

You have the right to access personal data about you and your child/ren and I will share this information with you on request.

## **How long I keep your data**

I am required to inform you how long I retain information about you and your child/ren. You will find this information in my **Retention Policy** which I will share with you before your child/ren starts in my care.

## **How I delete your data**

**Online deletion** - files held in relation to child/ren and their families on the computer are deleted when no longer required using CCleaner\* from Piriform.

**Paper deletion** - files held in paper format, including photos of children, are either handed to parents when the child leaves or goes to school or shredded when no longer required.

Please see the Retention Policy for more information.



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## How you can make a complaint

I am required to inform you about how you can make a complaint relating to a data breach or if you think I am not processing your data appropriately.

**Complaining to Ofsted** - Ofsted can be contacted in the following ways: email – [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk);  
phone – 0300 123 1231; address – Piccadilly Gate, Store Street, Manchester M1 2WD.

Please see my Complaints Policy for more information.

**Complaining to ICO** - if you are concerned about a data breach, you can contact the Information Commissioners Office - <https://ico.org.uk/for-organisations/report-a-breach/>.

## Online data processing

Computer and laptop security includes regularly updated antivirus software and secure password protection (regularly changed).

**Electronic equipment** – I have a laptop and 4 tablets which are used for business purposes.

Information is stored on the laptop and can only be accessed with a password. The tablets are also password protected.

**Visiting my website** - when you visit my website to, for example, read my newsletter or look up some information Google Analytics collects internet log information and details of visitor behaviour patterns: I do not use this information. I use Webs.com to process my website which might collect anonymous information about your activity on the site: I do not use this information.  
My website contains links to other websites: I cannot be held responsible for links that do not work or the accuracy of the information contained in the websites.

**Email including e-newsletters and e-invoices** – I use Windows Mail to process emails and my email provider is Microsoft. I keep a copy of your email address on my laptop to allow me to process emails quickly: I do not gather statistics or monitor any information.

**Text messages** – I use O2 as my mobile phone provider to send and receive text messages. I do not a keep copy of your mobile phone number in my phonebook.

**Paper data processing** – Paper documents relating to you and your child/ren are stored in a locked cupboard. Some documentation is retained in the office to be shared with you and your child/ren on request including your child's Learning Journey file. Attendance registers are transferred to a locked cupboard when completed.

## Paper data includes:

Your child's learning and development information  
Attendance registers  
Documents for HMRC including invoices  
Parent – provider contracts



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Permission form

Safeguarding forms relating to your child's health and safety

Emergency contact details

Please see my **Data Audit** for full details.

**Local Authority funding forms** - parents who are eligible to claim 15 or 30 hours Government funded childcare are required to complete a Local Authority 'Free Early Education Entitlement Parent Declaration' form. This form includes identifiers such as parent names and National Insurance numbers and the child's personal details and characteristics such as ethnic group.

### **Changes to this privacy notice**

The Privacy Notice is reviewed annually and as required.

Updated: January 2020



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## **Retention Policy for GDPR**

Written by Kerry Smith

The General Data Protection Regulation is an EU law from May 2018. It requires us to share information with you about data retention after your child has left our setting.

Data we retain about you and your child falls into 3 main categories –

1. Safeguarding and welfare data linked to Ofsted and the Early Years Foundation Stage requirements and the Limitation Act.
2. Financial data retained for HMRC purposes.
3. Funding data retained for Local Authority purposes.

We store data about you and your child in paper format and online.

### **Data relating to the Safeguarding and Welfare requirements of the EYFS**

To comply with the Limitation Act 1980, we keep Accident, Injury and First Aid Records and Medication Administration Records using the legal basis of 'legal obligation' until your child is 21 years and 3 months old and insurance requirements.

Attached to Accident, Injury and First Aid Records and Medication Administration Records we also retain Parent – Provider Contracts and Attendance Registers using the legal basis of 'vital interests' to provide additional evidence of compliance with the Early Years Foundation Stage.

We keep further data related to Safeguarding and Welfare requirements of the Early Years Foundation Stage and Childcare Register for a 'reasonable period of time' (see EYFS requirement 3.71). ICO advice is that this should be retained between Ofsted inspections or within the Ofsted inspection cycle which might be between 3 and 8 years.

Information is kept in paper format and after the required retention period the documents will be shredded.

### **Data relating to the Learning and Development requirements of the EYFS**

To comply with the EYFS, we keep documents relating to your child's learning and development including photos of your child's progress, activities and experiences.

We use the legal basis of 'legal obligation' when recording your child's learning, development and progress and 'legitimate interest' when taking photos of your child because we believe it is reasonable for us to process this data to provide you with a good quality service.

We keep the information, including photos in paper format and will pass it on to you when your child leaves the setting or starts school, whichever comes first.



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### **Financial record keeping**

We keep documentation including your name and payment record for HMRC using the legal basis of 'legal obligation'. We keep this information *online / in paper format* and are required to retain this information by HMRC for 6 years, after which time they are deleted.

You will be asked to read and sign a Data Sharing Agreement in relation to documents shared with our accountant and our accountant will provide you with a written Privacy policy.

### **Data relating to Local Authority funding forms**

I keep documentation including your name, address, national insurance number and tracking data for Local Authority Funding forms using the legal basis of 'contractual necessity'. This data is held in paper format and I am required to retain these forms by the Local Authority, after which time they are shredded.

### **Personal data**

I have been advised by the Information Commissioners Office that it is reasonable to keep a record of your mobile phone number on my mobile phone and your email address on my computer email provider for up to 1 financial year after your child leaves the setting, so I can contact you if necessary to clarify, for example, accounts information or details relating to your Tax Credits claim (if relevant). The data will be deleted after this period.

If I close the setting or on my retirement, I will keep documentation for as long as legally required by the purpose for which it was collected. There is no absolute duty to encrypt data stored online but I will keep it as securely as possible during the retention period (see Article 32 of GDPR for more information).

You have the right to ask for information held about you and your child to be withdrawn. This is called the 'right to erasure' in GDPR. However, if I need to keep information because it is legally required then exceptions to the 'right to erasure' apply. I will make a decision about each erasure request individually – please speak to me for more information.

This policy will be reviewed annually.