



Policies and Procedures

Safeguarding Children

Here at Bouncing Beans our team works very closely with all the children and have a responsibility to protect them. As professionals, we are trained to observe changes in a child's behaviour, health or physical appearance. Therefore if we observe or hear anything that we feel is worrying, then records will be kept and our concerns discussed with Teresa, our Child Protection Co-ordinator.

Parents must understand that where staff remain unhappy with the situation, they have a duty under the 1989 Children's Act to report their concerns to Social Services and Ofsted. This type of situation would not be discussed with the whole team, only the members of staff who are in close proximity with the child. Confidentiality is a very important factor and the only circumstance that we can share information is in the interest of a child's or public safety.

Equality and Diversity

Bouncing Beans welcomes and respects all families into the nursery. We have carefully chosen resources to give children a balanced view of the world and a positive appreciation of children and people different themselves.

Activities and the use of play equipment offer children opportunities to develop an environment free from prejudice and discrimination, by valuing similarities between themselves and others.

The Bouncing Beans team encourages positive role models displayed through our toys and general discussion, promoting non-stereotyped images.



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Special Educational Needs

At Bouncing Beans we are constantly monitoring and observing children's progress, to ensure that we are planning activities and experiences for the needs of the individual child.

Some children may require extra support and their needs can be determined using the Common Assessment Framework (CAF) which would be completed with the family. We offer support to children and their families by offering them some additional professional support and signposting them to helpful organisations and professionals that may be able to help.

Our Special Educational Needs Co-ordinator (SENCO) is able to offer advice and give support to the team and parents. If a parent or member of the team feel that a child has a specific need then they would follow the Code of Practice (1994) and work with the child, parents and other professionals to ensure that the child can progress. This process would not at any time 'pin point' or segregate the child involved from the other children and confidentiality will be of the utmost importance as always. Action will not commence unless we have the parent's full consent.

Evacuation Procedures

In the event of an emergency the staff will ensure that the children are evacuated quickly and safely from the premises through one of our fire exits to the fire safety point. The register, phone and first aid kit are collected by team members.

The register is taken to ensure that everyone is safe and accounted for. In the event of a fire the nursery is linked to the Group 4 Monitoring Station, which will then activate the alarm at the main Fire Station.

Practice fire drills are carried out and recorded once a term or more, to ensure that everyone is aware of the procedure - All Fire Equipment at the Bouncing Beans Children's Nursery is fully inspected and tested to meet all government regulations.





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Parents Contact Details

Bouncing Beans will always contact the parents if there are any queries. Therefore, it is essential that the nursery is aware of any new telephone numbers or addresses in case of an emergency, we need to be aware of where the parent is and how to contact them. Any new information will be added to the child's records immediately.

Security

Security is of the utmost importance to us and therefore the nursery is securely locked at all times.

Front entrance — there are two entrance doors to the building. On opening the first door a short bell will be heard, this is to inform staff that someone is entering the building. The second door is securely locked at all times and is supervised by Management Staff.

Rear Gate - to the rear of the nursery there is a secure gate which is locked at all times except for emergencies.

Security of the Children

When a child starts at the nursery we ask for parents to select their own password, which will be asked for if an unknown person comes to collect a child. Please ensure that everyone on your 'Contact List' (on the application form) is aware of this password.

We would advise all parents to inform a member of the team if someone different is collecting their child. A child will not be allowed to leave the premises with someone else unless the nursery has had permission from the parent. Children under the age of 16 are unable to collect any child from the nursery.



Bouncing Beans

Children's Nursery



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Healthy Eating

At the Bouncing Beans Children's Nursery we take healthy eating very seriously and ask for parents to support us in this cause.

We offer three slices of fruit at snack time (as well as either water, milk or dairy alternative to drink) and put jugs of water in each room for the children if they become thirsty throughout the day.

We believe that a child's diet should be balanced and healthy therefore we would like parents to consider the food selection that they put into a packed lunch, and to keep goodies to a minimum.

We do talk with the children about their bodies and how to keep them healthy, especially at snack and lunch times. All of the children are encouraged to help pour their own drink and choose the fruit.

Hot Days

It is essential that each child has a named sun hat and sun cream. We ask for sun cream to be applied before your child attends nursery, and we will reapply it when required, with the consent of the parent (see application form).

Late Collection

Please note that there will be an additional charge of £5 if a child is collected more than 15 minutes late. If possible we would appreciate a phone call of your late arrival as alternative persons detailed on the application form will be contacted to arrange collection.



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Unwell Children

Unwell children We do ask that a child is not brought into the nursery if they are unwell and to inform the nursery of their absence before 9.15 a.m.

A 48 hour exclusion period is maintained for sickness and diarrhoea taken from the last time that the child was ill, preventing the 'bug' spreading. It is essential that we are informed of any infectious illnesses confirmed by their GP, so that a sheet can be displayed on the main door notifying other parents. If medication is prescribed, an Authorised Medication Form is completed by the parent, authorising the Manager or Deputy Manager to administer it.

We request that no child is brought into the nursery until 24hrs has passed from the administration of antibiotics – due to the potential of an allergic reaction.

It is vital to make the team aware of any allergies or special dietary requirements during a visit and to write them on the application form under the appropriate headings. The Manager or Proprietor will discuss them with you prior to your child starting. If a child requires an inhaler or other medication, then a long-term medication form will need completing, and a member of the team will inform the parent if or when it was used.

If a child becomes unwell within a session, then a member of staff will not hesitate in contacting the parent for immediate collection. In the event of a medical emergency the child will be assessed promptly and appropriate action will be taken.

Parents will be informed immediately where ever possible, however the Bouncing Beans Manager or Proprietor may advise that medical aid is required before the arrival of the parent. With any incident, a member of the team completes an Accident Form and a parent's signature will be asked for at the end of the session.





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Sleepy Children

Your child may need a rest or sleep during the day, so we provide a mattress, clean sheet and blanket in a quiet area. You can also bring a special 'cuddly' that your child likes to have at this time.

Toileting

We do not require children to be toilet trained when they start at the Bouncing Beans Children's Nursery.

We would prefer that they are in nappies rather than 'Pull Up's' please – and we ask for parents to provide some for each session. If a child is soon to or in the process of learning to use the toilet or potty, then we will happily support you and the child through this time.

Please send labelled baby wipes for your child and plenty of clean clothes just in case of any accidents.

