



*'A small school with a BIG outlook'*

## **Pre-School Policies and Procedures**

Email: [head@scorton.lancs.sch.uk](mailto:head@scorton.lancs.sch.uk)

Tel: 01524 791596

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Dear Parents/Guardians

Included in the following document are our key policies and procedures for nursery/pre-school. These are important and should be read and understood. Please also complete and return the registration form before your child attends their first session.

The nursery operates in line with the Statutory Framework for the EYFS 2021 and alongside our school policies and procedures. Further details and important information concerning the nursery can be found here and the in the parent registration pack. We kindly ask you to read and understand them upon registration with the nursery/and or after school/before school clubs.

### **Sickness, Accidents, First Aid and Emergencies**

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

If your child is unwell and you are unsure about whether to bring them to Pre-school or not, please call us for advice. Below is some brief information about common childhood infections and whether or not children should go to nursery.

<b>Disease</b>	<b>Incubation</b>	<b>Infectivity</b>	<b>Exclude until</b>	<b>Comments</b>
Chickenpox	11-20 days	Up to 4 days before (usually 1 day) to 5 days after	5 days from the onset of the rash	Stay at home until all lesions have crusted over and it is at least 5 days from the start of the rash
Cold sores	1-6 days	While lesions are moist	Your child has received treatment	Highly infectious, especially amongst young children
Conjunctivitis	3-29 days (8 days average)	While active if there is direct contact – infective for up to 2 weeks	Your child has received treatment	Transmission more likely in young children by direct contact
Diarrhoea and vomiting	8-10 days	6-16 days	48 hours from the last episode of diarrhoea or vomiting	

Disease	Incubation	Infectivity	Exclude until	Comments
Hand, foot and mouth disease	3-5 days	People with hand, foot, and mouth disease are usually <b>most contagious during the first week</b> that they are sick. People can sometimes spread the virus to others for days or weeks after symptoms go away or if they have no symptoms at all.	Your child is feeling better	Your child does not need to wait until the blisters have healed to return to school
Headlice	n/a	While harbouring lice	The lice have gone	Children with long hair should have it tied back to avoid infection
impetigo	2 -33 days before development	Variable infectivity depending on the bacteria	Until the lesions have crusted over or 48 hours after starting antibiotic treatment	

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

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

### **Important Information**

Scorton Pre-School cannot accept any child to attend a session unless a completed

and signed Registration Form is submitted by the parent/guardian.

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

To contact the nursery during a session please telephone 01524 791596

Scorton CE Primary School and Pre-school is a no smoking site.

### **Child Protection and Safeguarding Children**

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

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

### **Safety and Security of Children**

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

#### **1. Responsibilities of parents/guardians**

- To make sure that the contact details they have provided to the nursery/school are correct and that the school office or nursery staff are told about any changes.
- To notify the nursery/school if their child/ren will be arriving late for any reason.
- To notify the nursery/school as soon as possible if their child/ren are not attending for a booked session for any reason. Please note that refunds cannot be given for cancelled sessions.
- Letting the school/nursery know during a session if they anticipate being later than planned to collect their child/ren (persistent lateness may be charged for).
- Letting staff/school know if they have any concerns about their child/ren.
- Gaining access to the building to drop off/collect their child/ren ONLY via the

main school gate and our front door and not asking children or other parents/guardians to let them in. Keeping all doors/gates locked behind them.

## **2. Responsibilities of nursery staff**

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



# Registration Form

Child's/Children's name(s)

1)

Date of Birth

Age

2)

3)

Home Telephone Number

E-mail address

Child/Children's Home Address

Postcode

Ethnicity

Religion

Gender

Parent/Guardian's full name

Parent /Guardian's full name

Parent/Guardian's address

Parent/Guardian's address

Mobile & Home Telephone Number

Mobile & Home Telephone Number

Who has parental responsibility for the child/children?

Mother	
Father	
Other (please specify)	

Mother Telephone number (work)

Father Telephone number (work)

**Other Emergency Contact Information**

1. Name

2. Name

Address

Address

Telephone number

Telephone number

Medical Information/specific requirements (SEND)/allergies etc

<p>(Any prescribed medicine required to be taken during nursery/club hours needs to have written parental consent in order for staff to administer them. Please ask.)</p>
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**In the event of an emergency I give permission for my child(ren) to be taken to hospital either by a member of staff or a member of the emergency services. Please tick**

Yes	No
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**Collection**

Who will/can collect your child?

Name

Telephone number

Any additional information we need to know?

I confirm that I have read our full policies and procedures and those which relate to our nursery and out of hours clubs. These are available from school or the school website, [insert link](#).

**I confirm that I have read and agreed to the terms and conditions of Scorton CE Primary Pre-School, as outlined in the information booklet.**

**Consents**

I do/do not give permission for photos of my child(ren) to be displayed on the School website (no names will be used)

I do/do not give permission for photos of my child(ren) to be displayed on the School Facebook page (no names will be used)

I do/do not give permission for photos of my child(ren) to be displayed inside the Nursery/Out of School Clubs.

**Signed**

**Parent/Guardian Name**