



CHILDCARE CENTRE POLICIES/PROCEDURES

The Childcare Centre team have worked together to produce policies and procedures to ensure that the Centre adheres to current legislation whilst meeting the needs of all children. Here is a brief outline of some of the main policies and procedures. The full policy and procedure booklets are on display in the Childcare Centre entrance if you would like to read them.

Health and Safety Policy

The Childcare Centre is committed to providing high quality, consistent, health and safety practices for children, parents/carers and visitors to the Centre. Included in our Health and Safety policy is information stating that children are ***not permitted to wear earrings*** within the Childcare Centre. This is to ensure the safety of all children and to protect children from injury such as, having earrings pulled out, swallowing earrings or being pierced from the back of the earring. The Childcare Centre staff have the right to ask parents to remove earrings if their child comes in to the Childcare Centre wearing earrings. The Childcare Centre also operates a **NO NUT POLICY**. No-one is permitted to bring into the Centre any food or drinks containing nuts.

Equality and Diversity Policy

The Childcare Centre actively promotes equality of opportunity and anti-discriminatory practice for all children and works in accordance with key legislation. We respect and value every child and family treating everyone as an individual regardless of gender, age, race, belief/religion, marriage/civil partnership, sexual orientation, gender reassignment, pregnancy/maternity, disability or individual needs.

Data Protection and Confidentiality Policy

The Childcare Service aims to maintain confidentiality at all times. Children's details are maintained securely and information regarding children will only be discussed with, and given to, relevant staff in line with current government data protection laws.

Safeguarding Policy

At the Centre we are committed to both the Darlington Children's Safeguarding Board's procedures and guidance and College procedures. All staff have a duty and responsibility to

safeguard and promote the welfare of all children and young people by protecting them from abuse and neglect.

Inclusion Procedure

The Childcare Centre is fully committed to providing care and support to children with individual needs and their families. We recognise that positive early intervention leads to the development of a good self-image and to strong foundations for future learning.

Uncollected Child Procedure

The Childcare Centre staff will ensure safe collection and handover of all the children in their care. It is essential you inform us of who will be collecting your child and introduce any adults to relevant staff. Alternative arrangements will require designated authority from the parent/carer.

Behaviour and Anti- Bullying Procedure

The Childcare Centre is fully committed to promoting good behaviour standards within our setting. We will treat all children as individuals and support children with behavioural needs.

Admissions Procedure

At the Childcare Centre we follow a waiting list procedure. Once you have completed a waiting list for your child's place this will be assessed according to the availability within the Centre. This will take into account the following; registration requirements, the child's age, place on waiting list and the child to adult ratios. If there is a space available a member of the Childcare team will contact you to offer a place at the Centre.

Please note that waiting list priority will be given to:

- Parents/carers attending Darlington College programmes and College staff.
- Darlington College students who have proof of a conditional place on a learning programme and are in receipt of funding. Confirmation will then be given priority, once they have their course timetable, when places become available at the Centre.
- A child referred from Children's Services will be placed at the Centre at the discretion of the Centre Manager, due to circumstances affecting the child's welfare or the welfare of his/her family.
- Siblings of children already attending the Centre.
- Community Users.

Parents as Partners and Transition Procedure

The Childcare Centre promotes positive relationships at all times, recognising the importance of children's relationships with both parents. We believe that good relationships with both parents contribute to children's positive self- esteem, behaviour and also healthy future relationships.

In the event of parental separation - if there is no legal documentation provided and there are no safeguarding concerns regarding a parent - then the Childcare Centre has a legal responsibility to involve both parents in their child's life at nursery. This will include inviting both parents to parents' meetings (individually if required), parental interaction days and any other special events that we hold at the Centre. Both parents will also receive a Childcare Centre newsletter, copies of their child's Learning Journey and any other information that is shared by the Childcare Centre. No parent will be permitted to remove the other from the emergency contact list and if other contacts are to be added or removed then both parents must be informed and in agreement.

If communication has unfortunately broken down between parents, the Childcare Centre must remain impartial and adopt the same practices as stated above. This is to ensure that the Childcare Centre acts in the best interests of the child/ren. If any safeguarding issues or concerns arise then the normal safeguarding procedures will be adhered to as to ensure the safety of the child/ren.