

Earleybird Pre-School

POLICY

& PROCEDURES DOCUMENT

This document was updated and adopted at the AGM on 26th November 2025

All policies & procedures have been reviewed to be signed off by Committee Chair, Jen O'Brien

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Additional Educational Needs Policy

At Earleybird Pre-school we operate Chris's Chance ethos. Chris's chance was established/founded in memory of Christine South who dedicated 23 years to Earleybird Pre-School supporting children with Additional Educational needs. Chris's Chance ensures that every child is given the support and adaptations needed to enable them to make progress in a way that suits their individual needs.

We understand that parents know their own child best, and we are happy to learn from them about the unique needs of their child.

Before your child starts Pre-School, we will need to build up our knowledge of all the children in our care by questions on our admissions form and a home visit. We are also keen to work with other professionals who may be involved to ensure a consistent and effective approach to intervention. Where we have concern about any aspect of your child's development, we will always talk to parents/carers. We understand that things that happen at home (about which we may not know) can have an effect on children's learning, emotions or behaviour.

If a child is identified, through ongoing observation and assessment, as not progressing in any or all areas of the EYFS, staff will make specific observations to assess any reasons for this and to find the specific areas that a child is finding difficult. If necessary, after observations are made, staff will meet privately with parents, at a time to suit them, to discuss the child's progress and any strategies Pre-School could put in place to aid the child. If appropriate, staff will offer the help of other professionals and complete relevant paperwork with the parent's consent.

Staff will continue with the 'SEN graduated approach' to support the child during their time with us at Earleybird Pre-School. This means staff will:

Assess

- Make regular assessments to ensure that support is matched to need.
- Specialist assessments will be arranged as and when necessary.

Plan

- Record any intervention and support given

Do

- Implement the interventions and support agreed

Review

- Evaluate the support and the impact on the child's progress

If, despite having taken relevant and purposeful action to identify, assess and meet the special educational needs of a child, the child has not made expected progress, we will seek advice from the Early Years SEN Team, who may come to assess the child in pre-school. This will only be done with parents' permission. If it is thought necessary, we may consider requesting an Education, Health and Care Needs Assessment, in order for the local authority to decide whether it is necessary for it to make provision in accordance with the Education, Health and Care Plan. The purpose of the EHC Plan is to make special educational provision to meet the special educational needs of a child to secure the best possible outcomes for them across education, health and social care. The EHC Needs Assessment may indicate ways in which Earleybird Pre-School can meet the needs of your child without an EHC plan or whether special educational provision may need to be made.

-Record Keeping

It may be necessary to keep more detailed records for a child about whom we are concerned or for those already identified as having additional educational needs. These may include observations, examples of work and individual support plans. These records are, of course, shared with parents. They will be kept in a secure place and not shared with any third person outside the setting without the express permission of the parent, except where not to do so would put the child at serious risk of harm.

-Special Needs Co-ordinator

Our Special Educational Needs Co-ordinator (SENCO) is solely responsible for children with Additional Educational Needs, but will have an overview for ensuring recording is in place and that liaison with parents is undertaken regularly. They will also ensure liaison with any other professionals involved, with your permission. They will attend training in all areas of additional need and will pass this on to other staff. They will be familiar with the Code of Practice and will maintain a register of children in the setting currently thought to have additional needs. Earleybird Pre-School also has room based SENCO's to ensure the children have the dedicated support they need.

-Support Services

There is a range of local support services available:-

- Specialist Early Years' Service
- Speech and Language Therapy – available through drop in sessions, a referral from your health visitor or GP.
- Services for children with hearing or visual impairment
- Educational Psychology
- Occupational Therapy – help with fine motor and spatial awareness difficulties.
- Physiotherapy – for children with mobility difficulties

Additional support services can be found on the Local offer website -

<https://www.wokingham.gov.uk/local-offer-for-0-25-year-olds-with-additional-needs/>

This policy was reviewed and adopted on 26th November 2025

Signed: 
(J O'Brien, Chair)

on behalf of Earleybird Pre-School

Admissions Policy

We endeavour to accommodate as many children as possible whilst supporting them in a developmental programme suitable to their age. Earleybird Pre-School places will be allocated from a waiting list. Children can be added to the waiting list from birth. Parent/carer to complete a waiting list registration form, available from the Pre-School or Pre-School website. There will be no fee to place a child onto the waiting list. All applicants will be placed on the list.

The waiting lists will be held using the criteria shown below:-

- Looked After Children
- Date of registration
- Designated area - Children with home address within Hawkedon School designated area, as listed on Wokingham Borough Council's website.
- Siblings - If home address outside designated area; a sister or brother to be attending Hawkedon School at time of entry to Earleybird Pre-School.
- School Partnership- Parents who are employed at Hawkedon Primary School.

The Pre-School is unable to guarantee a place for every child placed on the waiting list; even for a child with the criteria above.

Admission to Earleybird Pre-School **does not** guarantee admission to Hawkedon Primary School. Earleybird admissions are independently allocated by Earleybird Pre-School, whereas admissions to Hawkedon Primary School are allocated by Wokingham Borough Council.

Subject to availability, the earliest place offered to a child will be to attend from the beginning of the term of their 3rd birthday. This also applies to children entitled to 2 year old funding.

Where possible, we will offer flexible attendance patterns, to accommodate the needs of individual children and families. 15 hours entitlement will be offered with flexibility of choice: - over 5 days (one 3-hour sessions per day); or over 4 days (one full day plus three 3-hour sessions); or over 3 days (two full days plus one 3-hour session). Dependent upon availability, extended working parent entitlement hours (30 hrs) will be offered but not guaranteed. Extended entitlement will be allocated if available due to capacity using the Pre-School waiting list criteria. Once Parent/Carer accepts the place and hours allocation have been confirmed in writing (email or letter), the Pre-School will be unlikely to have capacity to increase or change the child's sessions.

Children will be offered their full entitlement from their first term at Pre-School, irrelevant of whether it is a funded or unfunded place; unless due to capacity sessions are unavailable and, in this instance, we will inform the parent of the earliest availability for their child. If parent does not accept funded hours offered for the first term, funded hours will be held for the second term. Funded hours will not be held for a third term. In February each year, parents of children already attending Pre-School and who will be due to continue attending Pre-School into the next academic year will be contacted to asked for their preference of sessions before places are offered to waiting list children.

Places will be offered at termly intervals subject to availability due to capacity. Once Earleybird Pre-School has received written reply for a place from the parent, we require reasonable notice of at least a half term of any changes to hours. In order for the Pre-School to maintain its sustainability, we reserve our right to invoice for sessions if they are firstly accepted but not taken without giving a reasonable notice period as this has an impact on staffing, other parents, children, funding and long-term sustainability of the Pre-School.

Upon enrolment of your child into the Pre-School you agree to information being shared with other providers and professionals involved in caring for your child, and with your child's school once you have been offered a place.

School Partnership Admission- We will endeavour to offer a place to children of parents who are employed staff members within Hawkedon school after the priority of looked after children, children within the designated area and children with siblings in the school.

This policy was reviewed and adopted on 26th November 2025

Signed: 
(J O'Brien, Chair)

on behalf of Earleybird Pre-School

Arrival & Departure Procedures for Children, Parents and Visitors

To ensure that all visitors, staff, parents and children can be accounted for on Pre-School premises at all times, it is necessary to record the arrival and departure of all persons to the Pre-School.

The following procedures will be followed at all times:-

- Parents staying during the session for parent rota or any reason outside the usual arrival and departure procedure, must sign their name and time of arrival in the visitors' book. Additional children accompanying them, who are not on the Pre-School register for that session, must be added to the visitors' book. Upon departure, parents must enter the time and sign out in the visitors' book for themselves and any dependants. It is the responsibility of the room supervisor to ensure this procedure has been followed.
- Visitors to the Pre-School must sign in, with their name and time of arrival and departure, in the visitors' book. It is the responsibility of the room supervisor to ensure this procedure has been followed.
- Both parents and visitors signing in will be issued with a visitor's badge which must be worn at all times.

Pre-School sessions times are morning session 9.00am-12.00 pm, afternoon session 12pm-3.00pm, and all day session 9.00am-3.00pm . Parents/carers are asked to arrive promptly for the start and end of their child's allocated session.

Upon arrival for sessions, children will be recorded on the register as they enter the pre-school and the children will place their own self-reg name card on the board. Once all children have self-registered, there will be a headcount and the total number of children recorded on the register and written up onto the whiteboard. Children's attendance will be logged on our online system 'Family'.

At the end of all sessions parent/carers are to collect from outside the pre-school, a member of staff will open the door and call the children one at a time to send them home. Children will not be allowed to leave the setting unless they are in the care of an authorised person. Authorised adults should be listed on your child's enrolment forms, and can be updated using the online Family system. In cases of emergency only, parents must include on their child's enrolment form a pre-arranged 'Password' which will allow a person to collect their child who has not previously been authorised. The Pre-School as a matter of precaution may contact a parent to be sure it is safe to release the child, even if given the correct password – this is at the discretion of the staff on duty and is purely to safeguard your child.

This policy was reviewed and adopted on 26th November 2025

Signed: 
(J O'Brien, Chair)

on behalf of Earleybird Pre-School

Assessment Policy

Assessments and observation should support future planning and meet the needs of individual children. Progress should be monitored and recorded over a period of time in natural meaningful situations.


At Pre-School, this is done in a variety of ways:-

- Observing
- Listening
- Discussing
- Questioning
- Including parents

Children's expected achievements are linked to the Early Years Foundation Stage Curriculum and are appropriate to children's stages of development. Children's progress and achievements are monitored and recorded in the following ways:-

- Prior to entry, information about the child's interests, needs, likes and dislikes is gained from parents on a home visit.
- On entry, children will be set up with an electronic learning journey, parents will be given login details to their child's learning journey no later than the third week of term. It includes photographs and samples of the children's learning across the seven areas of development.
- Achievements and areas for development are recorded electronically during sessions and uploaded onto the children's learning journeys outside of sessions.
- The child's progress is shared with parents/carers through the child's learning journey and discussed at open evenings.
- A report on your child's achievements and progress is completed in the form of a 2 year old check prior to their 3rd birthday (see also 2 Year Check Policy)
- On leaving Pre-School, assessment records are forwarded to the relevant setting.
- It is the responsibility of the staff to fulfil the requirement of this policy.
- The Manager to check that records are updated termly.

This policy was reviewed and adopted on 26th November 2025

Signed: 
(J O'Brien, Chair)

on behalf of Earleybird Pre-School

Attendance and Punctuality Policy

-Absence

Earleybird Pre-School has a commitment to the health and well-being of our children. Whilst there is no legal requirement for a child to attend a setting before they are 5 years old, once you are part of the Pre-School we request to be notified of any absence at the earliest opportunity. The Pre-School will keep a record of all absences.

In the event of a child being unable to attend Pre-School due to illness or injury, a parent must notify us by updating the Family app, telephone, text or email as soon as possible, with details of the illness or injury. This information will be treated with confidentiality; although if the illness is contagious, we will display a sign to inform other parents of the illness and symptoms to look out for - we will NEVER use the name of the child.

If your child will be absent due to a planned family holiday, the Pre-School must be informed prior to the holiday. If a funded child is away on holiday for longer than three weeks, the Pre-School are required to inform Wokingham Borough Council. WBC will then make a decision on how much funding for the term the child will be entitled to. Any cancellation of funding from WBC due to an extended family holiday, may result in the parent receiving an invoice from the Pre-School in order to keep your child's place at the Pre-School.

If your child is going to be absent for any other reason (wedding, day trip etc), a parent must notify us by updating the Family app, telephone, text or email in advance.

The Pre-School will attempt to contact parents/carers of pupils who are absent with no prior notification during the first missed session. If no contact has been made with parent after 24 hours the Pre-School will contact any person named as a contact on the child's enrolment form. If a funded child has frequent unexplained absences or for a continuous period of a maximum of 5 days school days without adequate explanation, we are required to notify Wokingham Borough Council. It is understood that a child going missing from Pre-School is a potential indicator of abuse, neglect, FGM or radicalisation.

Parents/carers will be responsible for providing and updating emergency contact information.

-Late Arrival

Punctuality is very important at Earleybird Pre-School. Unless previously arranged, we ask that parents/carers arrive in sufficient time for the agreed session start times. Late arrivals removes an adult from the room to let the late child in and therefore causes disruption to the children already in session. And children who are late can find it difficult to settle and join in the play.

Parents arriving late to drop off or collect children will be asked to sign in the late book giving a reason for the lateness.

In situations of persistent lateness, staff will follow the procedure below:

Following 3 late arrivals in a term, staff will discuss the situation with the parent/carer and explain the importance of punctuality for children attending Earleybird Pre-School and the effect that lateness has in the setting.

Upon a 4th late arrival, a written notification of persistent lateness will sent to the parent/carer.

Should lateness continue, the Pre-School Manager and Chairperson may request a meeting with the parent/carer to further discuss the situation.

If you have other children that need dropping off or collecting from Hawkedon School Foundation 2 at the same time, please let a member of staff know, so we have plans in place to make this part of your day work for you and the children rather than be an element of worry.

-Late Collection

If a parent is unavoidably delayed, due to circumstances beyond their control, they should make all efforts to contact the Pre-School by calling 07986 440308. If no contact has been made, and a child remains uncollected at the end of a session, the Pre-School will use the emergency contact information supplied on the child's enrolment forms to contact the parent, to arrange collection. If after 30 minutes no contact has been made and the child remains uncollected, to ensure the safety of the child alternative arrangements for their care will be made by contacting the Duty Social Worker at the Social Services department.

In situations of persistent late collection of a child, staff will follow the procedure below:-

- Parent/ Carers will be asked to sign the late collection form giving reason for their lateness. These will be monitored.
- Upon a 4th late collection, we will begin to invoice for late collection to cover extra staffing costs.
- Should late collection continue, the Pre-School Manager and Chairperson may request a meeting with the parent/carer to further discuss the situation.

This policy was reviewed and adopted on 26th November 2025

Signed: 
(J O'Brien, Chair)

on behalf of Earleybird Pre-School

Behaviour Management Policy

We believe that children and adults flourish best in an ordered environment in which everyone knows what is expected of them, and children are free to develop their play and learning without fear of being hurt or hindered by anyone else. We aim to work towards a situation in which children can develop self-discipline and self-esteem in an atmosphere of mutual respect and encouragement.

In order to achieve this:-

- All adults will provide a positive model for the children with regard to friendliness, care and courtesy.
- Adults in the Pre-School will praise and endorse desirable behaviour such as kindness and willingness to share.
- Staff will take positive steps to avoid a situation in which children receive adult attention only in return for undesirable behaviour.

On occasions when negative behaviour arises staff will:-

- Investigate any possible reasons for negative behaviour (new baby, tiredness, illness, etc.)
- Assess the situation and see if children can resolve disagreements themselves
- Remain calm
- Listen to what the child has to say

In some cases, it may be necessary to involve other agencies in providing advice and support with parents/carers consent. Staff will observe and monitor a child who persistently displays negative behaviour.

- Corporal punishment (smacking, slapping or shaking) is illegal in childcare settings and is never, under any circumstances, used in Pre-School.
- In cases of serious misbehaviour, such as racial or other abuse, the unacceptability of the behaviour and attitudes will be made clear immediately, but by means of explanations rather than personal blame.
- 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.
- Behaviour which is giving the staff cause for concern will be recorded on an individual 'Incident Record' and discussed with parents/carers. These discussions will not take place in front of the child and will be regarded as confidential.
- Earleybird Pre-School will not tolerate bullying in any form under any circumstances. We consider bullying to be any persistent behaviour, directed against an individual, which is intimidating, offensive or malicious and which undermines the confidence and self-esteem of the recipient.

If parents/carers ever have any concerns, they should speak to the child's Key Person, Manager or Deputy immediately. Staff, children and parents work together to create a happy and reassuring environment for all.

- Adults in the Pre-School will make themselves aware of, and respect, a range of cultural expectations regarding interactions between people.
- Any behaviour problems will be handled in a developmentally appropriate fashion, respecting individual children's level of understanding and maturity.
- Recurring problems will be tackled by the whole Pre-School, in partnership with the child's parents, using objective observation records to establish an understanding of the cause. If we feel our current

behaviour strategies are being exhausted, we will endeavour to seek further support and guidance from professional agencies.

- Adults to be aware that some kinds of behaviour may arise from a child's special needs.
- It is the responsibility of all staff to ensure that the requirements of this policy are met and to attend training as necessary.

This policy was reviewed and adopted on 26th November 2025

Signed: 
(J O'Brien, Chair)

on behalf of Earleybird Pre-School

Biting Policy

As a Pre-School team we are very aware that biting can be recognised as part of a child's development. We make every effort to discourage biting. Biting is often a child's way of expressing feelings or frustration among their peers and causes an instant reaction from the child being bitten. However, we know that this is very upsetting for those being bitten.

-Procedures

In the event of a child biting, we will firstly remove the child from the situation and speak to them in language appropriate to their age, and then try to identify the reason for the biting. The child that has been bitten will be consoled and given treatment. The Pre-School will ensure that sufficient resources are available to discourage children from biting, for example, teething rings. The child's key person will closely observe the child who has bitten and carry out observations to identify any pattern to their behaviour. All observations will be recorded on the individual child's record. If the biting becomes persistent we will invite the parents/carers in to the Pre-School to discuss further measures to prevent incidents in the future, discuss the child's behaviour and work closely with them at home to ensure that biting does not become a major issue.

The strategies detailed above are usually successful in preventing any further incidents of biting. Should further incidents occur, the Pre-School will seek advice from Early Years Professionals that can offer the child and Pre-School support in alternative ways to deal with this behaviour. Parents/carers will be kept informed at all stages.

Children who are bitten will be treated with a cold compress and checked on a regular basis. All incidents will be recorded and will remain strictly confidential. Pre-School staff will not disclose any details of the child who has bitten. Parents/carers will be asked to sign the incident record, which will be kept on the child's file. If we felt that it was necessary we may advise parents/carers to seek medical advice, for example if the bite has broken the child's skin. Parents/carers may be contacted at work at the Manager's discretion.

All incidents involving a member of staff will be recorded in the staff accident book.

This policy was reviewed and adopted on 26th November 2025

Signed:


(J O'Brien, Chair)

on behalf of Earleybird Pre-School

Car Park & Access Policy

Earleybird Pre-School is situated within the grounds of Hawkedon School. We will ensure that parents/carers are informed that Hawkedon School car park is a STAFF ONLY parking area, and that pre-school parents/carers are not permitted to drive in through the school gates. We will ask parents/carers to park considerably outside the school grounds and walk to Earleybird Pre-School.

There are security fences around the whole perimeter of the school grounds, Earleybird Pre-School are situated within the school grounds. The security system is fully activated during the school day and the back gate access next to the pre-school gardens will NOT be open once the school day has started. This gate will only be unlocked for access at the beginning and end of the school day. Therefore, parents/carers who need to access the pre-school for 12pm pick-up and 12.15pm drop-offs must do so via the front entrance of school which will be unlocked during these times.

If a parents/carers need to come to our pre-school at any time during the pre-school day, they must arrive via the front gate and use the intercom system to gain entry.

Earleybird Pre-School families are asked to adhere to Hawkedon School's Cycle Agreement. Which states that riding bicycles/scooters, etc, inside the school grounds **is not** permitted. All cyclists (children and adults) must walk their bicycles/scooters once they have entered the school ground via both the front or rear gates. It is essential that all children cycling to school wear a correctly fitted helmet and we strongly advise the use of high visibility clothing or bands. Parents/carers can only leave bicycles/scooters during the child's session if they are parked in the school cycle park. The school/pre-school does not accept responsibility for any damage or loss (the school is covered by CCTV).

This policy was reviewed and adopted on 26th November 2025

Signed: 
(J O'Brien, Chair)

on behalf of Earleybird Pre-School

Child Protection/Safeguarding Policy

Please also refer to the following policies: Behaviour Management, Complaints, Images (Capturing), Intimate Care, Internet Safety and Social Media, Mobile Phone and Camera Use and E-Safety, No Smoking, Drugs and Alcohol, Preventing Extremism and Radicalisation, Procedure in the event of being unable to find a child, Attendance and Punctuality, Recruitment and Selection, Arrival and Departure Procedures and Whistle Blowing.

The safety and welfare of all our children at Earleybird Pre-School is our highest priority. In all matters relating to child protection, the setting will follow the procedures laid down by Berkshire West Safeguarding Children Partnership, which can be found here [Berkshire West Safeguarding Children Partnership](#) -, together with DfE guidance contained in “Working Together to Safeguard Children”. This policy is applicable to the whole Pre-School.

All members of staff and volunteers have a duty to safeguard our children’s welfare and must therefore familiarise themselves, and comply, at all times with these policies.

The Pre-School’s Designated Safeguarding Leads work with the Pre-School team in keeping up to date with the current best practice.

All staff are Enhanced DBS checked: as are the Pre-School Committee members.

All staff attend Safeguarding training courses as offered by Wokingham Borough Council, to enable them to recognise the signs of abuse and what to do if concerns arise about possible abuse/neglect. The courses are attended by staff two yearly with a yearly refresher as needed. The Designated safeguarding leads install a culture keeping safeguarding knowledge up-to-date with regular scenarios given, case studies and bitesize training.

If a child arrives at Pre-School with a noticeable bruise or injury the parent/carer is asked to sign an ‘existing injury form’ and any necessary enquiries are made, making any referrals if appropriate.

If a child does not regularly attend Pre-School due to illness we would make enquires via parent/carer, monitoring the situation and make any referrals if appropriate.

Pre-School is alert to any issues for concern in the child’s life at home or elsewhere. Staff share any concerns about any changes observed in a child’s behaviour, physical condition or appearance. If required a specific and confidential record will be set up, quite separate from the usual on-going records of children’s progress and development. The record will include, in addition to the name, address and age of the child; timed and dated observations, describing objectively the child’s behaviour/appearance, without comment or interpretation; where possible, the exact words spoken by the child; the date, name and signature of the recorder.

The responsibility rests with the individual and action is taken as soon as possible on the day that any concern is identified. Accurate records of all actions are kept and are signed and dated. If a member of staff is unsure if their concerns meet the critical threshold for referral, they will immediately seek advice from the Designated Safeguarding Leads.

Staff awareness of specific safeguarding issues is raised through safeguarding training, reading the NSPCC’s definitions and signs of abuse help staff to identify child abuse and neglect; Your Role and Responsibility in Child Protection and Safeguarding; local authority and independent safeguarding

newsletters, safeguarding updates at termly Managers' meetings, supervisions and staff appraisals, regular safeguarding scenarios given to test knowledge and raise discussions.

-Transparency

Earleybird prides itself on its respect and mutual tolerance. Parents/guardians have an important role in supporting our Pre-School. A copy of this policy and other policies relating to issues of safeguarding, are on our website or from the office as a paper copy. We hope that parents and guardians will always feel able to take up any issues or worries that they may have with the Pre-School. Allegations of child abuse or concerns about the welfare of any child will be dealt with consistently in accordance with this policy. Open communication is essential.

-Recruitment & Selection

Earleybird Pre-School follows the Government's recommendations for the safer recruitment and employment of staff who work with children and acts at all times in compliance with the Ofsted regulations.

It is made clear to applicants for posts within the Pre-School, that the position is exempt from the provisions of the Rehabilitation of Offenders Act 1974.

All applicants for work within the Pre-School are interviewed before an appointment is made and are asked to provide names of at least two professional referees. All such references are followed up. In the case of applicants with unexplained gaps in their employment history, or who have moved rapidly from one job to another, explanations are sought. Offers of employment are subject to 2 satisfactory references from most recent employers and where applicable related to education.

All staff have received an enhanced DBS check prior to working with the children.

A child care worker may be disqualified from registration in accordance with regulations made under Section 75 of the Childcare Act 2006. Where a person is disqualified, Earleybird would not employ that person in connection with any early years' provision. If we become aware of any relevant information that may lead to disqualification of an employee, we would take the appropriate action to ensure the safety of the children. The information would be provided to Ofsted as soon as reasonably practicable but at the latest within 14 days of the date we became aware of the information.

-Training & Reviewing

Regular training of staff refreshes their awareness of safeguarding and child protection issues and attention is drawn to new legislation pertaining to these areas when the need arises. Within the bounds of confidentiality, and with due regard to discretion, staff are alerted to specific, individual concerns about child protection or safeguarding.

Donna Sarney, Anna Clark and Sandra Warwick are the designated members of staff responsible for Child Protection to whom all staff would report. Their role as Designated Safeguarding Leads can be briefly summarised as follows:-

- To formulate Pre-School policy—reviewing and updating annually.
- To ensure all staff are aware of policy and procedures.
- To instruct staff that they are expected to disclose any convictions, cautions, court orders, reprimand and warnings that may affect their suitability to work with children
- To attend training as required.
- To organise training for staff including induction for new staff.
- To receive suspicions of abuse and determine an appropriate response in accordance with agreed policy.

- To forward suspicions or allegations of abuse to the appropriate agency and liaising with Berkshire West Safeguarding Children Partnership (BWSCP) – LADO (Local Authority Designated Officer)
- To attend or report to case conferences and other interagency meetings as required.
- To implement relevant aspects of Child Protection Plans and liaise with the Key Person.
- To ensure effective channels for communication are in place within Pre-School and with local statutory children's services agencies and with the BWSCP.
- To monitor children on Child Protection Plans and other children about whom the Pre-School may have concerns, to ensure the appropriate provision for their needs is made.
- To ensure that when a child on a Child Protection Plan transfers school, the receiving school is informed of that fact.
- To ensure that all internal recording systems are consistent and meet GDPR 2018 requirements.
- To have and share clear guidelines on acceptable staff behaviour towards children at Pre-School.
- To have systems and procedures in place to protect staff from malicious allegations.
- To know the procedures for allegations against staff including Whistle Blowing.
- To make a referral to the Disclosure and Barring Service where a member of staff is dismissed (or would have been, had the person not left the setting first) because they have harmed a child or put a child at risk of harm.

-Induction & Training

Every new member of staff, including part-time staff and volunteers working in the Pre-School, receives appropriate induction training on their responsibilities in being alert to the signs of abuse, bullying, female genital mutilation and radicalisation and on the procedures for recording and referring any concerns to Wokingham Borough Council Referral and Assessment Team (Children's Safeguarding and Social Care Team) on telephone 0118 908 8002 or by email: triage@wokingham.gcsx.gov.uk.

All staff attend safeguarding refresher training every two years and yearly when needed in line with the EYFS and all staff are alerted to updated legislation.

Prevent training is renewed two yearly.

Students are supervised by qualified staff at all times.

-Procedures For Dealing With All Disclosures/Allegations Of Abuse

Allegations of abuse may be made against a member of staff, a volunteer, another child, parent or other person connected with the Pre-School.

-Procedures For Dealing With Allegations Or Concerns About A Child

The Pre-School treats the safeguarding of children in our care as the highest priority and recognises the important role it has to play in the recognition and referral of children who may be at risk or in need. All our Pre-School staff are made aware of their duty to safeguard and promote the welfare of children in the Pre-School's care.

Every member of staff, including part-time and volunteer staff working in Pre-School, is required to report instances of actual or suspected child abuse to the appropriate Designated Safeguarding Lead. All such concerns are kept confidential, shared only with those who need to know. The people most commonly involved are the member of staff/Key Person and the named Designated Safeguarding Lead Role for Child Protection.

Designated Safeguarding Leads are responsible for contacting WBC Referral and Assessment Team (Children's Safeguarding and Social Care Team) on telephone 0118 908 8002 or 01344 786 543 out of

hours or in an emergency calling 999. Any referrals are confirmed by completing a Multi-Agency Referral Form (MARF) within 24 hours of making a verbal referral.

All members of staff are aware of the Pre-School's confidentiality policy.

The Pre-School takes every step in its power to build up trusting and supportive relationships between families and staff and volunteers in the group. Where abuse at home is suspected, the Pre-School continues to welcome the child and family while Local Authority investigations proceed. With the proviso that the care and safety of the child must always be paramount, the Pre-School does all in its power to support and work with the child's family.

-Allegation Against A Member Of Staff

If a member of staff is made aware of any allegation of abuse, or if knowledge of possible abuse comes to their attention they should inform the DSL and record an accurate account so that appropriate agencies can be informed. The DSL will contact the Local Authority Designated Officer (LADO) 0118 974 6141 for advice or direction. We will inform Ofsted 0300 123 4666 within 14 days of any allegations of serious harm or abuse by any person living, working or looking after children at the premises (whether that allegation relates to harm or abuse committed on the premises or elsewhere) or any other abuse which is alleged to have taken place on the premises, and of the action taken in respect of these allegations. Should the allegation of abuse concern one of DSL then the matter should be taken to the Committee Chair.

If the allegation concerns a member of staff or a volunteer they would normally be informed as soon as possible after the result of any initial investigation authorised or conducted by the LADO is known. However, advice will always be sought from the LADO before this happens. If the LADO or any of the statutory child protection authorities decide to take the case further, any staff member concerned may be suspended if this is felt appropriate. The reasons and justification for suspension will be recorded and the staff member informed of them. In the case of staff, the matter will be dealt with in accordance with the Pre-Schools Disciplinary Procedure.

During the course of the investigation the Pre-School, in consultation with the LADO, will decide what information should be given to parents, staff and other pupils and how press enquiries are to be dealt with. At the end of such an investigation, no matter what the outcome Earleybird Pre-School will conduct an internal workings audit to look at any possibilities for change in practice and opportunities for more training which could assist in the process of preventing similar events from reoccurring.

-Communication with Children/Parents

Staff should not give their personal mobile phone numbers or email addresses to children or parents, nor should they communicate with them by text message or personal email. If they need to speak to a child/parent by telephone, they should use one of the Pre-School's mobile phone, or email using the Pre-School system. The group leader on all trips should take the Pre-School mobile phone with them. The Pre-School mobile phone and email address should be used for any contact with parents that may be necessary.

-Physical Contact with Children

There are occasions when it is entirely appropriate and proper for staff to have physical contact with children, but it is crucial that they only do so in ways appropriate to their professional role. Staff should, therefore, use their professional judgement at all times. Staff should not have unnecessary physical contact with children and should be alert to the fact that minor forms of friendly physical contact can be misconstrued by children or onlookers. Staff are allowed to accept cuddles from children but should never instigate cuddles for their own personal gain.

Physical contact should never be secretive or of the gratification of the adult or represent a misuse of authority. If a member of staff believes that an action could be misinterpreted, the incident and

circumstances should be recorded as soon as possible, the BWSCP informed and, if appropriate, a copy placed on the child's file.

-Confidentiality

Staff members should never give absolute guarantees of confidentiality to children or adults wishing to tell them about something serious. They should guarantee only that they will pass on information to the minimum number of people who must be told in order to ensure that the proper action is taken to sort out the problem and that they will not tell anyone who does not have a clear need to know. They will also take whatever steps they can to protect the informing child or adult from any retaliation or unnecessary stress that might be feared after a disclosure has been made.

-Security

Staff should be vigilant at all times. Visitors are required to follow procedures which include signing in, wearing a visitor's badge and being supervised at all times. (please see Safety & Security Policy & Procedure)

-Action If A Child Is Missing

(please see Procedure in the Event of Being Unable to Find a Child)

-Action If A Child Is Absent Without Explanation

(Please see Attendance Policy)

-Bullying

Bullying, harassment and victimisation and discrimination will not be tolerated. We treat all our children and their parents fairly and with consideration and we expect them to reciprocate towards each other, the staff and the Pre-School. Any kind of bullying is unacceptable and the Pre-School keeps a record of any incidents. (Please see our Behaviour Management Policy for further details).

-Cyberbullying

Earleybird Pre-School make it clear that cyberbullying of staff or volunteers whether by parent/carers, or those linked to parent/carers, e.g. other family members is unacceptable. Pre-School also make it clear that it is not acceptable for parent/carers, those linked to parent/carers or colleagues to disparage and bully staff or volunteers via social media in the same way that it is unacceptable to do so face-to-face. Earleybird encourage all staff, volunteers, parent/carers and those linked to parent/carers to use social media responsibly.

-Peer On Peer Abuse

This is most likely to manifest itself in bullying. Safeguarding concerns of this sort should be dealt with in the same way as other forms of abuse: one of the DSLs should be alerted promptly and a written record made of the concern.

-Complaints

(please see Complaints Procedure)

Any complaint arising from the implementation of this policy will be considered under the Pre-School's complaints procedure.

-Equal Treatment

We are committed to equal treatment for children regardless of sex, sexuality, gender, race, disability, religion or belief. We keep a record of any incidents that breach this code of conduct. Discriminatory and derogatory language is not tolerated. We aim to create a friendly, caring and perceptive environment in which every individual is valued. We endeavour to contribute positively towards the growing autonomy, self-esteem and safety of each child.

-Female Genital Mutilation

Staff are aware of the importance of identifying and taking action regarding concerns about Female Genital Mutilation. There is a mandatory reporting duty placed upon practitioners in England and Wales to personally report to the police where they discover, either through disclosure by the victim or visual evidence that Female Genital Mutilation appears to have been carried out on a girl under 18. Those failing to report such cases will face disciplinary sanctions.

-Special Education Needs

Children with special educational needs (SEN) and disabilities can face additional safeguarding challenges. We recognise that there can be barriers to identifying abuse and neglect in this group of children. These can include:-

- Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration.
- Children with SEN and disabilities can be disproportionately impacted by things like bullying without outwardly showing any signs.
- Communication barriers.

-Mobile Phones

We prohibit the use of personal mobile phones, electronic recording Media or devices and cameras in our Pre-School setting when working with children or when on outings. (please see Mobile Phone and Camera Usage Policy)

-Images (Capturing)

Photographs should only be taken of children with their parents' permission (provided in writing via consent form). Photographs should only be taken by staff members. Where photographs are taken by staff to give evidence of children's progress, photos are only taken with the Pre-School equipment. Photos cannot be used or passed on outside the Pre-School. Neither staff nor children may use their own mobile phones or electronic recording Media or devices to take photographs within our setting (please see Images (Capturing) Policy).

-Internet Safety & Social Media Statement

At Earleybird, we recognise the exciting opportunities that technology can provide for the children in our care and the way we communicate to parents/carers/staff. We take e-safety very seriously. We aim to minimise the risk of misplaced or malicious allegations being made against staff and to make aware and support parent/carers in e-safety. (please see Internet Safety and Social Media Policy)

-Prevent

(please see Preventing Extremism and Radicalisation Policy)

The DSLs for Pre-School implement our Prevent Policy. All staff have undertaken training via the Prevent and Channel General Awareness module and all staff are aware of the need to report concerns about children's/carers' behaviour that may indicate radicalisation.

-Bruising in an Immobile Infant

Earleybird Pre-School has a commitment to the health and well-being of our children and this extends to younger and older siblings we may see on visits or at drop off/collection times. If any member of staff comes across bruising in a child unable to move under their own steam (non-independently mobile or immobile) they are required to refer the child to a specialist child doctor (Paediatrician). The child will also be referred to Children's social care who will work with the specialist child doctor to decide what further steps, if any, need to be taken.

-Domestic Abuse

Earleybird Pre-School recognises that where there is Domestic Abuse in a family, the children/young person will always be affected; the longer the violence continues, the greater the risk of significant and enduring harm, which they may carry with them into their adult life and relationships. Where there are concerns regarding Domestic Abuse, the setting will seek advice from the relevant agencies and follow child protection procedures.

Lockdown Procedure

Earleybird pre-school follow Hawkedons lockdown procedure policy to keep the children safe in the event of an intruder on site. The rooms are alerted via the lockdown alarm and walkie talkie communication system. All windows are then covered and closed and all doors closed and locked, and lights switched off. Children are seated listening to a quiet story in a corner away from the windows. This remains in place until all clear alarm and alerts are given.

-Monitoring & Evaluation Of Child Protection/Safeguarding

The Pre-School monitors and evaluates all Policies and Procedures through the following activities:-

- Annual review of Child Protection/Safeguarding policies and procedures
- Management team discussion sessions with staff
- Scrutiny of attendance data
- Regular analysis of a range of risk assessments
- Incident logs regarding children are reviewed
- Regular review of parental concerns and parental questionnaires

West Berkshire Safeguarding Children Partnership website provides lots of information and what to do if you are concerned about a child.

<https://www.berkshirerestsafeguardingchildrenpartnership.org.uk/scp>

This policy was reviewed and adopted on 26th November 2025

Signed:



(J O'Brien, Chair)

on behalf of Earleybird Pre-School

Complaints Procedures

As a member of the Early Years Alliance we aim to provide the highest quality education and care for all our children.

-The Role of the Registering Authority (Ofsted)


In some circumstances, it will be necessary to bring in Ofsted, who have a duty to ensure that statutory requirements are adhered to, and with whom the Early Years Alliance and Wokingham Early Years Team works in partnership to encourage high standards. Ofsted would be involved if a child appeared to be at risk or where there seemed to be a possible breach of registration requirements. In these cases, both parent and Pre-School would be informed and an EY Alliance fieldworker or Wokingham Early Years Team would work with the social services department to ensure a proper investigation of the complaint followed by appropriate action.

We believe that most complaints are made constructively and can be sorted out at an early stage. We also believe that it is in the best interests of the Pre-School and parents that complaints should be taken seriously and dealt with fairly and in a way which respects confidentiality. If, after 28 days following your written complaint to the preschool the issue has failed to be resolved, then the complaint should be put in writing to Ofsted.

The National Business Unit is the point of contact for all complaints to the regulator. The contact details are:-

Ofsted National Business Unit
Royal Exchange Building
5th, 6th and 7th Floors
Piccadilly Gate
Store Street
Manchester
M1 2WD
Helpline: 0300 123 4666
Email: enquiries@ofsted.gov.uk
Website: www.gov.uk/ofsted

This policy was reviewed and adopted on 26th November 2025

Signed: 
(J O'Brien, Chair)

on behalf of Earleybird Pre-School

Confidentiality Policy

The Pre-School's work with children and families will sometimes bring us into contact with confidential information. To ensure that all those using and working in the Pre-School can do so with confidence, we will respect confidentiality in the following ways:-

- Parents will have ready access to the progress and developmental records of their own children but will not have access to information about any other child. When Pre-School is not in session, these records are stored confidentially in a locked office.
- Staff will not discuss individual children, other than for purposes of curriculum planning/group management, with people other than the parents/carers of that child.
- Information given by parents/carers to the Pre-School Manager or Key Person will be treated in the strictest of confidence.
- Issues to do with the employment of staff, whether paid or unpaid, will remain confidential to the people directly involved with making personnel decisions.
- Any anxieties/evidence relating to a child's personal safety will be kept in a confidential file.
- Students on recognised courses in the Pre-School will be advised of our confidentiality policy and required to respect it.

All the undertakings above are subject to the paramount commitment of the Pre-School which is to the safety and well-being of the child. (please see also our policy on Child Protection)

This policy was reviewed and adopted on 26th November 2025

Signed:

(J O'Brien, Chair)

on behalf of Earleybird Pre-School

COVID-19 Policy

Below are amendments to policies and procedures which will remain in place following COVID-19 restrictions:

-Hygiene

Children and adults will wash their hands as per the standard policy and in addition: when arriving and leaving the pre-school, when moving from the inside area to the outside area and vice versa, straight after a cough, sneeze or blowing their nose and at other times throughout the session.

Cleaning will take place as per the standard policy. Touch points and toilets will be cleaned before and after sessions and around midday when a session is all day. All surfaces will be kept clear and wiped down regularly.

-Illness and Injury Policy and Procedures


If your child develops coronavirus symptoms they can continue to attend pre-school as long as they feel well enough and do not have a high temperature. The main symptoms of coronavirus are:-

- a high temperature
- a new, continuous cough
- a loss or change to your sense of smell or taste

In the event of a child developing any of these symptoms at pre-school and unable to remain in Pre-school, we will contact parent/carers to collect.

Parents must ensure that emergency numbers are kept up-to-date.

This policy was reviewed and adopted on 26th November 2025

Signed: 
(J O'Brien, Chair)

on behalf of Earleybird Pre-School

COSHH Policy

Earleybird Pre-school is committed to ensuring the health, safety, and wellbeing of all children, staff, and visitors in our setting. This includes the safe use, handling, storage, and disposal of hazardous substances in accordance with the Control of Substances Hazardous to Health (COSHH) Regulations 2002 (as amended). We aim to prevent or reduce exposure to hazardous substances, protect the environment, and comply with all relevant health and safety legislation.

-Responsibilities

- **Management:** The management team is responsible for ensuring that this policy is implemented, that suitable risk assessments are conducted, and that all hazardous substances are properly controlled.
- **Staff:** All staff members must follow the safety procedures and ensure that children are not exposed to harmful substances. Staff should immediately report any incidents, accidents, or hazards involving hazardous substances.
- **Health and Safety Officer:** The appointed Health and Safety Officer is responsible for overseeing COSHH assessments, maintaining records, and ensuring staff training.

-Hazardous Substances

The following types of substances are considered hazardous in our setting:

- Cleaning products and disinfectants
- Arts and craft materials (such as glues, paints, and solvents)
- Medications (stored securely and only used as prescribed)
- Any other substances used in the daily running of the pre-school that may pose a risk to health.

-Control Measures

We will implement a range of control measures to ensure the safety of all individuals in our setting, including:

- **Substitution:** Where possible, safer alternatives will be used instead of hazardous substances.
- **Engineering Controls:** Use of appropriate equipment and ventilation systems to minimize exposure.
- **Personal Protective Equipment (PPE):** Where necessary, staff will be provided with and trained in the use of PPE, such as gloves or aprons.
- **Safe Handling and Storage:** Hazardous substances will be stored securely, out of reach of children, and in line with manufacturer instructions. Proper labelling will be applied to all containers.
- **Training and Supervision:** Staff will be trained in safe working practices, including the use of hazardous substances, emergency procedures, and first aid.
- **Monitoring:** We will regularly monitor our practices to ensure compliance with COSHH regulations.

-Emergency Procedures

In the event of an accident involving hazardous substances (e.g., spillage, ingestion, or skin contact), the following emergency procedures will be followed:

- Immediate action: Follow first aid instructions and administer appropriate care, such as washing the affected area or seeking medical attention.
- Report: Any incident will be reported to the Health and Safety Officer and recorded in the accident log.
- Containment: In case of a spillage, staff will contain the area, prevent further exposure, and clean the spill using appropriate materials (e.g., absorbents for liquids).

-Cleaning and Maintenance

All hazardous substances will be used and stored in accordance with manufacturer guidelines. Cleaning schedules will ensure that any leftover hazardous substances or spills are safely dealt with. Regular checks will be made to ensure that substances are not expired and are safe to use.

-Staff Training

All staff will receive training on COSHH regulations, safe handling of hazardous substances, emergency procedures, and how to carry out risk assessments. Training will be provided upon induction and regularly refreshed thereafter.

- Record Keeping

The following records will be maintained:

- COSHH risk assessments for all hazardous substances
- Staff training records
- Incident and accident reports involving hazardous substances
- Safety data sheets (SDS) for all hazardous substances used in the setting.

This policy was reviewed and adopted on 26th November 2025

Signed: 
(J O'Brien, Chair)

on behalf of Earleybird Pre-School

Data Protection Policy **(GDPR/Data Protection Act 2018)**

Earleybird Pre-School is committed to protecting all data that it holds relating to staff, pupils, parents and governors. This policy applies to all Pre-School data regardless of whether it is in paper or electronic format and where it is stored.

-Legislation and Guidance

This policy meets the requirements of the Data Protection Act 2018 (which incorporates the General Data Protection Regulation) and is based on guidance published by the Information Commissioner's Office (ICO) and the Department for Education. All staff and committee should note that the Act makes provision for significant fines to be levied in the event of non-compliance. Section 6 also refers to the Education (Pupil Information) (England) Regulations 2005. Section 7 refers to the Freedom of Information Act 2000.

-Data Protection Principles and Categories of Data

The Data Protection Act 2018 sets out six data protection principles that the Pre-School must follow when processing personal data. Data must be:-

- Processed fairly, lawfully and in a transparent manner
- Used for specified, explicit and legitimate purposes
- Used in a way that is adequate, relevant and limited
- Accurate and kept up-to-date
- Kept no longer than is necessary
- Processed in a manner that ensures appropriate security of the data

-Categories of Data

The Data Protection Act 2018 refers to Personal data and Special categories of personal data. Personal data means any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier. Special categories of personal data (previously known as 'sensitive personal data') includes race, ethnic origin, politics, religion, trade union membership, biometrics, health and sexual orientation.

-Roles and Responsibilities

The Data Controller

Our Pre-School processes personal information relating to pupils, staff and visitors (defined as 'Data Subjects') and is therefore a Data Controller. The Pre-School Committee has overall responsibility for ensuring that the school complies with its obligations under the Data Protection Act 2018. The Manager and Administrator will ensure the provisions of this policy are in place and that all staff are aware of their data protection obligations. The school is registered as a Data Controller with the ICO and renews this registration annually.

Pre-School Staff

All Pre-School staff, in whatever role, have a duty to comply with this policy. Failure to comply may result in disciplinary action. Staff must report any data related concerns or breaches immediately to the DPO.

Data Processor

The Pre-School uses a range of third parties to process data on our behalf, e.g. online learning journey provider. The school will ensure that all data processors are compliant with the Data Protection Act 2018.

Sharing Data

Where data is routinely shared with other organisations (e.g. Local Authority, DfE, NHS, Police) the Pre-School will ensure this is made clear in the Privacy Notice and that appropriate protocols are in place.

-Data Protection Documentation**Privacy Notices**

The Pre-School will make available Privacy Notices for Pupils/Parents, Staff and Committee that set out how the school will make use of their personal data. These will be made available via the Pre-School website.

Consent

Where required the Pre-School will seek and record specific consent from data subjects (e.g. image permissions, email marketing, biometrics).

Data Protection Audit/record keeping/logs

The Pre-School will maintain suitable records which detail all data that is collected, processed and where appropriate shared.

Subject Access Requests/Parental requests to see the educational record

Under the Data Protection Act, pupils (or their parents for children under 13) have a right to request access to information the school holds about them. This is known as a Subject Access Request (SAR).

Freedom of Information Act (FOI)

The Pre-School will comply with the Freedom of Information Act 2000. All FOI requests will be directed to the DPO who will follow guidance available from the ICO.

Security and storage

The Pre-School will ensure that appropriate technical and organisational measures are in place to protect Pre-School data. The Pre-School will ensure that staff and committee are only able to access data that is relevant to their role. The Pre-School will ensure that staff and committee are provided with specific guidance, which should include for example:-

- Use of encrypted USB flash drives/memory sticks and other removable media
- Appropriate use of professional and personal email accounts
- Use of encrypted/Secure email
- Secure storage of paper files, clear desk policies, etc
- Screen locking procedures
- Use of cloud-based storage
- Taking data off site/Home working
- Use of staff personal devices
- Passwords

Retention and disposal

Appropriate measures will be taken to ensure that data that is no longer required, whether in paper or electronic form, is disposed of securely. The Pre-School will ensure appropriate disposal of all devices that hold school data.

Data breach information and procedures

Data protection breaches can be caused by a number of factors, e.g. Loss or theft of pupil, staff or governing body data and/or equipment or paperwork on which data is stored, inappropriate access controls allowing

unauthorised use, poor data destruction procedures, human error such as sending an email to the wrong person, cyber-attack, hacking, ransomware.

In the event of a breach, the procedures below should be followed:-

- Any data protection incident should be reported immediately to the Pre-School's DPO/Manager.
- If required, appropriate actions should be taken to halt the breach, and/or prevent further breaches.
- The DPO must report any significant data protection incidents to the ICO. This should take place within 72 hours of the breach being detected, where feasible.
- If in doubt as to the significance of the incident, seek external advice, which could involve contacting the ICO.
- If some details of the breach are yet to be determined, it would be appropriate to make an initial report to the ICO, followed up by a further report once more is known.
- The Executive Committee should be informed as soon as possible. Other agencies as appropriate may need to be informed depending on the breach, e.g. police, Action Fraud, social services.
- Where the breach involves the disclosure of the personal data of specific individuals, they should usually be notified.
- Fully investigate the breach, and review all related policies and procedures to make any necessary changes.
- Provide additional training to staff as appropriate.
- Review whether any disciplinary action should be taken.
- If the nature of the breach could result in adverse publicity the Pre-School may wish to prepare a statement for publication.
- A full record should be kept of all data breaches, including all the steps taken, whether reportable or not.

In the event of a data breach, the following areas will need to be considered:-

- The type of data and its sensitivity
- What protections were in place (e.g. encryption)
- What has happened to the data
- Whether the data could be put to any illegal or inappropriate use
- How many people are affected
- What type of people have been affected (pupils, staff members, suppliers etc) and whether there are wider consequences to the breach.

This policy was reviewed and adopted on 26th November 2025

Signed:


(J O'Brien, Chair)

on behalf of Earleybird Pre-School

Emergency Closure Policy

Earleybird Pre-School will endeavour to be open from 9.00am to 3.00pm, Monday to Friday during term times without disruption (a member of staff is on site from 8.45am). Where disruption is unavoidable, all involved at Earleybird Pre-School will be kept informed and the Pre-School will re-open at the earliest opportunity.

In the unlikely event that Earleybird Pre-School has to close at times other than scheduled in the normal opening hours and dates, the policy will be applied to ensure that all involved at Earleybird Pre-School have a clear understanding of the procedures which will take place.

An emergency / short notice closure will be implemented in the following circumstances:-

- The building is unusable through accidental or malicious damage.
- Flooding.
- Bad weather.
- The breakdown of the heating system or hot water system.
- The building is unusable due to required maintenance work. Where possible we will endeavour to negotiate scheduled work to be carried out during times of closure.
- An outbreak of illness within Earleybird Pre-School or Hawkedon Primary School requires closure in line with Health Protection Agency (HPA) and Ofsted guidelines.
- Illness levels within the staffing mean it is impossible to maintain the correct ratios of suitable adults to children.
- An emergency occurs during the Pre-School session which requires Earleybird Pre-School to close early.

In the event of any of the above incidents occurring which requires Earleybird not to open on a given session, the Administrator or Manager will make contact via email with the families of the Pre-School affected by the closure in advance of the day; or as early as possible on the day, whichever is practical

Where this is not practical, a member of the Committee or management will be asked to remain at the building until such time as it can be determined that all the affected families have been made aware of the situation.

The Chairperson and Manager will be responsible for informing the relevant authorities of the unexpected closure depending on the circumstances of the closure.

Parents will be informed about how they can find out when Earleybird Pre-School will reopen and other pertinent information according to the circumstances of the closure. This may include asking them to nominate a preferred contact number/email address, or holding a special meeting to keep parents informed.

-Emergency Closure after a session has started

In the event of an emergency closure after the session has started, parents and carers will be informed by email and telephone that they are required to collect their child as soon as possible.

If the closure is due to sickness, the children and all staff who are unaffected will remain on the premises until all children can be collected. If too few staff are well enough to stay on the premises, members of the Committee will be contacted and asked to stay on until the other children have been collected.

If the closure is due to an emergency which requires the building to be evacuated, the children will be safely evacuated according to the current Fire Drill procedures. Contact information for all the children will be taken out of the building alongside the daily register.

Once the building is evacuated, the senior members of staff will ensure the relevant authorities/emergency services are called.

The children will then be taken to a place of safety until such time as they can all be collected by parents and carers. The senior staff or Administrator will contact the parents and carers of the children present. All staff will remain with the children during this time.

Should any of the above occur, fees are still payable and regrettably will not be refunded as staff are either employed on permanent contract or a termly basis. If this causes great hardship, a written application for a refund can be made to the committee via our Administrator.

This policy was reviewed and adopted on 26th November 2025

Signed:


(J O'Brien, Chair)

on behalf of Earleybird Pre-School

Fees & Invoicing Policy

Unfunded hours will be invoiced, and the hourly rate will be clearly shown in all literature published for parents. The hourly rate will be reviewed annually.

For unfunded children starting Pre-School; parents will receive the first half-term invoice with the invitation to a visit session. This invoice is to be paid in full on or before the visit session and a child will not be admitted to Pre-School until the invoice is settled. A second half-term invoice will be issued before the half term holiday; to be paid with seven working days of commencement of the second half term.

We accept payment by ChildCare Vouchers, on-line banking, cash or cheque (payable to Earleybird Pre-School).

3yr old 15 hrs universal funding entitlement commences from the beginning of the term after a child's 3rd birthday. Wokingham Borough Council stipulates proof of identity must be seen prior to any funding claim. Failure by the parent to provide evidence of proof of identity, ie child's birth certificate or passport, will result in the Pre-School being unable to claim funding; and the Pre-School will invoice the parent to cover in full the loss of funding.

Additional hours attended by funded children will be invoiced termly. The invoice will be issued on or before first day of term, to be paid within seven working days.

If an Extended Entitlement for Working Parents Code is shown to be invalid at time of submitting the Headcount Funding Claim to Wokingham Borough Council, the Pre-School will invoice the parent in full for the loss of funding.

Parents to give 6 weeks' notice in writing if a child is leaving Pre-School; less than 6 weeks' notice may be subject to charges using our hourly rate.

Sessions are chargeable when the pre-school is operating but the child does not attend. If a full session is cancelled by pre-school for any reason fees will be refunded or carried over to the following term. In the event of an emergency closure part way through a session fees will still be payable.

Parents/carers requests for session changes are to be submitted to our Administrator in writing via email or letter, and will be considered, but not guaranteed.

An Administration fee, reviewed annually, will be requested from parents/carers when accepting an unfunded pre-school place.

To place a child onto Earleybird Pre-School's waiting list there is no charge.

This policy was reviewed and adopted on 26th November 2025

Signed: 
(J O'Brien, Chair)

on behalf of Earleybird Pre-School

Fire Safety & Emergency Evacuation Policy & Procedure

Fire doors are clearly marked, never obstructed and easily opened from the inside. Smoke detectors/alarms and firefighting appliances conform to BS EN (British and European) standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.

Our Emergency Evacuation Procedures are:-

- Clearly displayed on the premises
- Explained to new members of staff, volunteers and parents
- Practised regularly

Records are kept of fire drills.

-Emergency Evacuation

Children are familiar with the sound of the fire alarm. Fire exits are clearly marked and staff are aware of all exits. During practise fire drills staff are trained to use the safest exit dependant on the location of fire. All practises are recorded.

Children would be led from the building by a senior staff member to the assembly point in the wild area in the Starling Room garden, or the bottom of the garden in Robin Room. Important documents that would accompany staff would be: daily register of children, emergency contact numbers for staff and children, mobile phone and keys to the side gate.

If necessary, once the children and adults are accounted for, they will then be evacuated through the side gate to the garden and into the Robin Room garden/building or from the Robin Room garden into the Starling Room garden. Parents would be contacted once the children were in Robin Room or Starling Room.

A member of the Hawkedon School Team would call the emergency services and would liaise with emergency services on their arrival.

This policy was reviewed and adopted on 26th November 2025

Signed:


(J O'Brien, Chair)

on behalf of Earleybird Pre-School

Health & Hygiene Policy & Practice

Our Pre-School aims to promote a healthy lifestyle and a high standard of hygiene in its day to day work with children and adults. This is achieved in the following ways:

-Food

Children are supervised within sight and hearing at all mealtimes and encourages to practice safer eating practices.

All snacks provided will be nutritious and pay due attention to children's particular dietary requirements. An allergenic ingredients list for food items provided is displayed. Please be reminded that packed lunches should nutritious and not contain fizzy drinks, sweets, popcorn, jelly cubes, marshmallows and nut products, and we advise that grapes and cherry tomatoes are cut if sent in lunch boxes. Children are closely supervised with sight of 1 Adult to every table of 6 children eating. Children should not be sent in with sweets or chewing gum in their pockets, due to the high risk of chocking.

We follow the government nutritional guidance for Early Years Settings which can be found here - [Early Years Foundation Stage nutrition - GOV.UK](#)

Allergies

This policy applies to all children, staff, and visitors at Earleybird Pre-school. It covers food allergies, environmental allergies (e.g., dust, pollen), and other common allergens that may affect children in an early years setting.

Procedure

Parental Responsibility: Parents and carers must inform the setting of any known allergies upon registration or as soon as an allergy is diagnosed. This includes food allergies, medication allergies, and environmental allergies.

Allergy Information: A record of each child's allergies will be kept in the child's personal file on Family and the allergy list will be displayed in food preparation areas. Each child will have a dietary requirements placemat to be used whenever food is provided.

Allergy Action Plan: For children with severe allergies, parents will provide an allergy action plan, which should include details of the allergy, symptoms of an allergic reaction, and steps to take in case of an emergency.

-Outdoor Play

Children will have the opportunity to play in the fresh air daily (either in the Pre-School's own outside play area or on outings to parks or other community play-spaces.)

-Illness

Parents are required to inform Pre-School as soon as possible if their child is ill, before the beginning of the session if possible. An absence record is completed, and the child is marked absent in the attendance register.

Parents are asked to keep their children at home if they have any infection, and to inform the Pre-School of the nature of the infection so that the Pre-School can take any action if necessary and make careful observations of any child who seems unwell.

Children should not be brought into pre-school if they have had paracetamol or ibuprofen before their session as these medicines mask any symptoms of illness. We will not administer Paracetamol or Ibuprofen at pre-school unless previously agreed by the manager for existing diagnosed medical conditions.

Parents are not to bring any child into the Pre-School who has been vomiting or had diarrhoea until at least 48 hours has elapsed since the last attack.

In the event of more than three children being absent from a session due to vomiting or diarrhoea, all hard toys and surfaces will be disinfected, including pens and crayons and all toilets, taps, flushing handles, and frequently touched surfaces, such as door handles and light switches will be cleaned and disinfected twice daily during the outbreak.

If a child is taken ill whilst at Pre-School the child will be looked after by a qualified First Aider whilst the parent or named carer is contacted and asked to collect the child as soon as possible. The child will be made as comfortable as possible whilst minimising the risk of cross-infection.

In the event of a child possibly needing hospital treatment, a 999 call will be made by a staff member followed immediately by a call to a parent or carer. A qualified First Aider will look after the child and administer any First Aid as necessary until the Emergency Services arrive. Other children will be taken from the immediate vicinity to another part of the Pre-School where possible. If the child requires medical attention or hospital treatment a staff member will accompany the child (in the case of the setting not being able to contact the parent). Please note that consent for hospital treatment cannot be given by Pre-School staff.

When children play together, small injuries sometimes occur. Minor bumps and bruises will be dealt with by the members of staff trained in First Aid, and your child will be cared for and reassured. Cuts or open sores, whether on adults or children, will be covered with sticking plaster or other dressing. The accident will be logged on an accident record sheet on Famly and you will be immediately notified via Famly to acknowledge the accident.

If the children of Pre-School staff are unwell, the children will not accompany their parents/carers to work in the Pre-School.

If a child is diagnosed with a specific illness or requires special medication, a care plan will be completed with consultation with parents. If a child is on prescribed medication, please see Medicines and their Administration Policy.

The Pre-School will ensure that the first aid equipment is kept clean, replenished and replaced as necessary. Sterile items will be kept sealed in their packages until needed. In the event of a child leaving during a session, a member of staff will complete details in the attendance register of time child collected, by whom and the reason. If this is due to an accident, the relevant accident form will be completed as usual. These procedures will apply if a member of staff has to leave.

-Information Sources

Parents will have the opportunity to discuss health issues with the Pre-School staff and will have access to information available to the Pre-School. The Pre-School will maintain links with health visitors and gather health information and advice from the local health authority information services and/or other health agencies which is made available to all parents/carers. (See also Illness and Injury Policy)

-Hygiene

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

- Personal Hygiene.
- Toilets are flushed after use.
- Hands are washed after using the toilet and before handling food.
- Boxes of tissues are available, and children encouraged to blow and wipe their noses when necessary. Soiled tissues disposed of hygienically and children encouraged to wash their hands.
- Children encouraged to shield their mouths when coughing.

- Hand dryer is used where appropriate and paper towels are used and disposed of appropriately.
- Hygiene rules related to bodily fluids followed with particular care and all staff and volunteers are aware of how infections, including HIV infection, can be transmitted.

-Procedure for Changing a Child

Staff to wear gloves at all times. Child is taken into toilet area. Clean child as necessary with moist wipes and replace with any necessary clean clothes. Disposal of soiled nappies/pull-ups in a nappy sack into 'San genic' bin. Clean and disinfect toilet area as necessary, washing hands thoroughly. (See also Intimate Care Policy) We have a limited supply of spare clothes, therefore we ask parents to provide spare clothes in the children's bags along with a carrier bag to place the soiled clothes in. We do not provide nappies or pull-ups, children are to have their own supply their bag.

-Cleaning and Clearing

Any spills of blood, vomit or excrement wiped up and flushed away down the toilet or bagged in a hazardous waste bag and taken to the hazardous waste bin in Hawkedon School. Rubber gloves are always used when cleaning up spills of body fluids. Floors and other affected surfaces disinfected using chlorine or iodine bleach diluted according to the manufacturer's instructions. Any fabrics in Pre-School contaminated with body fluids are thoroughly washed in hot water. Child's soiled clothing is sent home in a sealed bag. The Pre-School will have spare laundered pants and other clothing available in case of accidents. Parents/carers will be asked to provide at least one set of spare clothes clearly named in a bag hung on their named coat hook.

All surfaces cleaned daily with an appropriate cleaner.


-Food

The Pre-School will observe current legislation regarding food hygiene, registration and training. In particular, 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 kitchen and toilet areas.
- Keep food covered and either refrigerated or hot.
- Wash fresh fruits and vegetables thoroughly before use.

Any food that requires heating will be heated immediately prior to serving and not left standing. No food will be reheated. A supply of clean tea towels will always be available.

This policy was reviewed and adopted on 26th November 2025

Signed: 
(J O'Brien, Chair)

on behalf of Earleybird Pre-School

Health & Safety Policy

Earleybird believes that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, parents, staff and volunteers.

- We aim to make children, parents and staff aware of health and safety issues and to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment.
- The Manager/deputy has overall responsibility for health and safety for Earleybird.
- We display the necessary health and safety poster in the Earleybird Office.

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed in the cloakrooms.

- Our induction training for staff and volunteers includes a clear explanation of health and safety issues so that all adults are able to adhere to our policy and procedures as they understand their shared responsibility for health and safety.
- As necessary, health and safety training is included in the annual training plans of staff, and health and safety is discussed regularly at staff meetings.
- We operate a no smoking policy
- Children are made aware of health and safety issues through discussions, planned activities and routines.
- All children are supervised by adults at all times and will always be within sight of an adult.
- A book is available at each session for the reporting of any accidents/incidents.
- Regular safety monitoring will include the checking of the accident and incident record.

All adults are aware of the system(s) in operation for children's arrivals and departures and an adult will be at the door during these periods. A register of both adults and children is completed as people arrive so that a complete record of all those present is available in any emergency. Any children arriving after registration or leaving before the end of the session will be marked in the late arrival/early collection file, as a record to show time all children are on the premises.

- Children will leave the group only with authorised adults.
- Outdoor space is securely fenced.
- Equipment is checked regularly and any dangerous items repaired/discarded.
- The layout and space ratios allow children and adults to move safely and freely between activities.
- Fire doors are never obstructed.
- Fires/heaters/electric points/wires and leads are adequately guarded.
- All dangerous materials, including medicines and cleaning materials, are stored out of reach of children.
- Children do not have unsupervised access to kitchens, cookers or any cupboards storing hazardous materials including matches.
- Fire drills are held at least each term in accordance with Hawkedon Primary School's fire procedures.

Earleybird operates a no smoking policy. Smoking anywhere on Hawkedon school grounds is prohibited.

A correctly stocked first aid box is available at all times. We ensure that at all times when children attend the setting at least one staff member has an appropriate and valid first aid qualification. We shall also ensure that at least one person with an appropriate and valid first aid qualification accompanies the children on outings.

- Fire extinguishers and electrical appliances are checked annually.
- Whenever children are on the premises at least two adults are present.
- Large equipment is erected with care and checked regularly.
- Activities such as cooking, woodwork and energetic play receive close and constant supervision.

In line with the EYFS a full risk assessment will be performed for each type of outing. This assessment will include an assessment of the required adult to child ratios. This assessment will take into account the nature of the outing, the age and development of the children and consider whether a high ratio than the legal 1:8 ratio would be required. The assessment will be reviewed before embarking on each specific outing.

Risk assessments will be carried out at least annually, and immediately where the need for an assessment arises.

On occasion persons under the age of 18 will attend the setting on work placements, when this is the case they will be supervised at all times by an adult.

Equipment offered to children is developmentally appropriate, recognising that materials suitable for an older child may pose a risk to younger/less mature children.

This policy was reviewed and adopted on 26th November 2025

Signed: 
(J O'Brien, Chair)

on behalf of Earleybird Pre-School

Illness & Injury Policy & Procedures

The health and wellbeing of the children, team and visitors to the Pre-School is of upmost importance. We follow the guidance given to us by Public Health England (PHE), formerly the Health Protection Agency, in Guidance on Infection Control in Schools and other Child Care Settings and advice from our local health protection unit on exclusion times for specific illnesses to protect other children in the Pre-School.

Vomiting and/or Diarrhoea The team will monitor the children for signs and symptoms of communicable diseases and illnesses such as chicken pox, measles, mumps, meningitis, diarrhoea, vomiting and fevers of 101F/38°C or over. If a child appears unwell, their temperature will be taken to ensure that prompt action is taken.

Should a child present diarrhoea or vomiting during the day at Pre-School, their parent will be contacted and requested to collect him/her as soon as possible. The child should not return to Pre-School for 48 hours since the last episode of diarrhoea and/or vomiting, providing that they are back to full health (and their stools have returned to normal without the aid of medication to control the situation). The team must be convinced that the child has returned to good health before readmitting them.

If, in the opinion of the Pre-School team, a child has returned before the condition has cleared up then parents will be asked to take their child home or return to collect their child. Parents will then be required to keep their child off for a further 48 hours as PHE recommends.

Other Illnesses If, in the opinion of the team, a child is ill and requires medical treatment or diagnosis, the parent will be contacted and requested to collect their child as soon as possible.

Children who are absent from Pre-School due to an infectious disease must be fully recovered before they return to Pre-School. Public Health England has a guideline poster which can be found around the Pre-School that provides information to parents such as incubation and exclusion periods for the more common childhood ailments. The poster is displayed on the Parent Notice Board and is available at http://www.hpa.org.uk/webc/HPAwebFile/HPAweb_C/1274087715902

Should there be an outbreak of food poisoning or any other notifiable disease, the Pre-School Manager will notify Ofsted and the Environmental Health Department.

-Minor Accident or Illness: Procedure

The injury is assessed by a team member and first aid given if required. An Accident Form is completed on the day by a team member. Please note – an accident form need only be completed if first aid has been administered, if the child is unusually distressed, or if the child has had a bite, sting, head bump or if there is a visible mark or bruise on the child. The child is observed and monitored throughout the rest of the day. A risk assessment is undertaken, should this be applicable.

In the case of a non-emergency or minor illness, a team member will call the child's parent to advise them of the situation but the parent will not be required to collect the child if they do not wish to, unless it is an infectious disease as described above. If a team member cannot reach a parent, they will leave a message where possible to do so but no further action will be taken to try and contact the parent.

The parent will be given information regarding the accident/illness on collection of their child and will be requested to read and sign the Accident Form if one was required.

-Major Accident or suspicion of a Serious Illness: Procedure

The injury/illness will be assessed by a team member and first aid given if required.

-Serious Injury/Illness:

The Manager/deputy Manager will be notified of the accident/serious illness immediately and a prompt decision will be made as to whether hospital treatment is required. This may include dialling 999 for an ambulance. If they cannot be contacted for whatever reason and you feel an ambulance is needed, do not hesitate to call 999.

The parent will be contacted to inform them of the situation. If the parent is not able to reach the Pre-School within an appropriate length of time, one senior team member will accompany the child to Accident & Emergency Department, or where applicable an ambulance will be called. The parent will be informed to go directly to the designated hospital.

-Life Threatening Injury/Illness:

If a child is fitting, has lost consciousness, has breathing difficulties, is choking or their condition is potentially life threatening then an ambulance will be called immediately and emergency first aid will be given. This may include administration of an EpiPen, CPR, choking prevention techniques or the use of recovery position etc. This should be done by a qualified first aider where possible. If an EpiPen needs to be administered and staff are confident to do so, regardless of their seniority, they will administer the EpiPen following the instructions of the packaging, as time is of the essence. A senior team member will accompany the child to the hospital.

Parents will be contacted by Pre-School to inform them of the situation and requested to go directly to the hospital. An Accident Form will be completed on the day and the parent will be asked to read and sign. This may not be on collection but should be completed and signed as soon as possible following the accident/illness.

In the case of all serious accidents, the Health and Safety Coordinator should be informed and the relevant Risk Assessments should be reviewed if appropriate, and the accident reported under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

-Accidents or Illnesses during Outings

Should an accident or illness occur during an outing, our team will follow the same procedure above, liaising with the Pre-School Leadership by phone to ensure prompt appropriate action is taken and assistance sought where necessary to maintain the safety of the other children also on the outing if hospital treatment is required.

This policy was reviewed and adopted on 26th November 2025

Signed: 
(J O'Brien, Chair)

on behalf of Earleybird Pre-School


Images (Capturing) Policy

Taking pictures and videos of children and young people's achievements and activities is a wonderful way of capturing a memory and promoting successes but consideration needs to be given to who might have access to those images. We also adhere to the following policy:-

- Consent from the parent/guardian or carer for children is sought before taking photographs. This allows parents the option to choose for what purpose they will allow images taken of their child to be used. If parents do not give consent for use of images, restrictions are recorded, made known to all staff and parents wishes adhered to at all times.
- Only staff or students given permission by Manager are allowed to take images of children using Pre-School tablets/cameras.
- Cameras/tablets used to take images of children are owned by Earleybird Pre-School. The images are deleted weekly once posted onto the child's profile. Staff's personal cameras are not used to take images of children and are not allowed into Pre-School.
- In order to comply with the General Data Protection Regulations 2018 it is a requirement that we seek written parental permission before we capture any children on video. This is by the enrolment form.
- In circumstances where parents are permitted to take photographs, e.g. at sports days, nativities etc, under no circumstances can photos including other people's children be shared on social media without the express consent of the other parent.
- If images are found to be used inappropriately the parent/carers must inform Earleybird Pre-School immediately.
- All hard copy images of children used in the Pre-School will either be given to the parent at the end of the year or shredded.
- Children's Learning Journeys are accessed via an individual logon and password combination and cannot be accessed by any other parent/carers. It is the responsibility of parent/carers to keep their login details secure.

This policy was reviewed and adopted on 26th November 2025

Signed:


(J O'Brien, Chair)

on behalf of Earleybird Pre-School

Intimate Care Policy/ Appropriate Touch

Earleybird Pre-School is committed to ensuring that all staff responsible for intimate care of children will undertake their duties in a professional manner at all times. We take seriously our responsibility to safeguard and promote the welfare of the children in our care.

The Pre-School recognises its duties & responsibilities in relation to the Disability Discrimination Act which requires that any child with an impairment that affects his/her ability to carry out normal day-to-day activities must not be discriminated against.

Intimate care is one of the following:-

- Supporting a child with dressing/undressing
- Providing comfort or support for a distressed child
- Assisting a child requiring medical care, who is not able to carry this out unaided
- Cleaning a child who has soiled him/herself, has vomited or feels unwell

Sometimes it will be necessary for staff to aid a child in getting dressed or undressed. Staff will always encourage children to attempt undressing & dressing unaided.

We understand that at such an early age a child may not yet be potty trained and so we will change a child as required. Please ensure spare nappies/trainer pants and wipes are supplied by you, as we have no spare nappies at Pre-School. Children will be changed by a member of staff who is Enhanced DBS checked. Students, Volunteers and parent helpers are not permitted to assist in intimate care.

We do not apply nappy creams to children routinely, only in cases where it is felt absolutely necessary, and then a medical form will need to be completed first. We will always treat children with respect when intimate care is given. No child shall be attended to in a way that causes distress, embarrassment or pain.

Staff who provide intimate care are trained to do so (including Child Protection) and fully aware of best practice. Staff will never seek affection from children and only provide cuddles and comfort when initiated by the child and in is within the child's best interests. Staff will never kiss children on the lips and will always refrain from offering kisses, blowing return kisses are appropriate in line with developing children's Social and Emotional awareness, these will never be initiated by the staff.

There is careful communication with any child who requires intimate care in line with their preferred means of communication to discuss needs and preferences. Children will be supported to achieve the highest level of independence possible, according to their individual condition and abilities. Careful consideration will be given to individual situations to determine how many adults should be present during intimate care procedures. Where possible one child will be cared for by one adult unless there is a sound reason for having more adults present.

The needs and wishes of children and parents will be taken into account wherever possible, within the constraints of staffing and equal opportunities legislation.

This policy was reviewed and adopted on 26th November 2025

Signed:


(J O'Brien, Chair)

on behalf of Earleybird Pre-School

Internet Safety & Social Media Policy

At Earleybird Pre-School we recognise the exciting opportunities that technology can provide for the children in our care and the way we communicate to parents/carers/staff. We take e-safety very seriously. We aim to minimise the risk of misplaced or malicious allegations being made against staff, and to make aware and support parents/carers in e-safety. We aim to create a safer online culture in our setting by:-

- All staff have a clear understanding of what is considered acceptable and unacceptable.
- All staff understanding that the use of social media sites in their recreational time on their own devices must not compromise professional integrity or bring the setting into disrepute.
- Staff will not use social media sites to communicate with each other regarding work. Specifically, no mention must be made of the Earleybird Pre-School name, staff member's names must not be referred to in connection with work or in a derogatory fashion, no reference must be made of any Pre-School child or their family, or other work related issues.
- All staff understanding the risks of adding parents, children and young people as 'friends' on social media sites or using their personal IT equipment to communicate with parents, children or young people. It is our policy that staff do not accept friend requests from any current parents as 'friends' on social network sites.
- We use password protected email to share confidential information.
- Earleybird Pre-School uses its secure administration email account for all confidential information. Non confidential information can be sent from other Pre-School email addresses. No emails regarding Pre-School should be sent from personal email accounts.
- We have and adhere to a strong mobile phone/electronic recording medium or device/camera procedure.
- Anti-virus software is installed on all computers and updated regularly
- Should any copyright material be used on the Pre-School website, permission will be sought from the copyright holder prior to publishing with appropriate attribution.
- Earleybird Pre-School does not publish online any contact details of the children or their families.
- We would ask our parents/carers not to voice any concerns or complaints about Pre-School on social media, as you may be held to account for comments you make.
- We meet the General Data Protection Regulations 2018 legal requirements and are registered with the Information Commissioner's Office.

This policy was reviewed and adopted on 26th November 2025

Signed: 
(J O'Brien, Chair)

on behalf of Earleybird Pre-School

Key Person Policy

At Earleybird Pre-School we fully embrace the idea that a key person for each child helps that child to feel safe, secure & valued. Before your child starts at our setting she/he will be allocated a key person.

The key person will:-

- Actively build positive relationships with clear lines of communication between the children & their family.
- Observe & plan for children's likes, interests & individual needs.
- The key person will meet the needs of each child and respond sensitively to their feelings, behaviour & ideas.
- Ensure that children's physical needs are met – develop a secure & trusting relationship by learning key words in a child's first language or acknowledge their sounds & gestures.
- Update & share the child's learning journey with parents. Actively seek & value their written or verbal contribution.
- Support a child through transition periods.
- Develop trust to enable children's independence.
- Be a point of contact for the family if they have any concerns or complaints.

The key person will spend time with your child each week to plan next steps in their development & feed these into weekly planning. They will collate these & other focus observations into a learning journey which can be viewed at any time. You can add to your child's learning journey at any time by uploading your photos and comments.

The setting provides a number of occasions each year for you to speak both formally and informally to your child's key person. We will contact you every 6 weeks for an assessment call and catch up on your child and you can also make an appointment at any time to discuss any aspect of Pre-School life with the Keyperson or Manager.

Siblings will, where possible, be given the same key person as they get to know the family so well. Other members of staff will also get to know your child well and work with them, so that staff absences & staff sickness do not distress your child. The key person is there to ensure your child is well cared for in a safe environment and is reaching their potential through observations & assessment.

This policy was reviewed and adopted on 26th November 2025

Signed:



(J O'Brien, Chair)

on behalf of Earleybird Pre-School

Learning & Development Policy

There are seven areas of learning and development in the Early Years Foundation Stage that forms the educational programme at Earleybird. All areas of learning and development are important and interconnected. Three areas are particularly critical for igniting children's curiosity and enthusiasm for learning and for building their capacity to learn, form relationships and thrive. These three areas, the prime areas, are:-

- Personal, Social and Emotional Development
- Communication and Language
- Physical Development

Earleybird also supports children in four specific areas, through which the three prime areas are strengthened and applied. The specific areas are:-

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

Our planning involves activities and experiences for children as follows:-

- Personal, social and emotional development involves helping children to develop a positive sense of themselves and others, to form positive relationships and develop respect for others, to develop social skills and learn how to manage their feelings, to understand appropriate behaviour in groups and to have confidence in their own abilities.
- Communication and language development involves giving children opportunities to experience a rich language environment, to develop their confidence and skills in expressing themselves and to speak and listen in a range of situations.
- Physical development involves providing opportunities for young children to be active and interactive and to develop their co-ordination, control, and movement. Children are helped to understand the importance of physical activity and to make healthy choices in relation to food.
- Literacy development involves encouraging children to link sounds and letters and to develop the fine motor skills leading towards writing. Children are given access to a wide range of reading materials (books, poems, and other written materials) to ignite their interest.
- Mathematics involves providing children with opportunities to develop and improve their skills in counting, understanding and using numbers and to describe shapes, spaces, and measures.
- Understanding the world involves guiding children to make sense of their physical world and their community through opportunities to explore, observe and find out about people, places, technology and the environment.
- Expressive arts and design involves enabling children to explore and play with a wide range of media and materials, as well as providing opportunities and encouragement for sharing their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, role-play, and design and technology.

This policy was reviewed and adopted on 26th November 2025

Signed:


(J O'Brien, Chair)

on behalf of Earleybird Pre-School

Medical Conditions & Administering Medicines Policy

Earleybird Pre-School is an inclusive community that welcomes and supports children with medical conditions. Earleybird provides all children with any medical condition the same opportunities as others at Pre-Setting. The setting recognises that duties in the Children and Families Act and the Equality Act. In relation to children with disability or medical conditions.

Staff will receive training around any medical conditions not covered by Paediatric First Aid training, as necessary. If necessary an Individual Healthcare Plan will be put in place after discussions between the SENCO, keyperson and parents. The IHP will cover the nature of the medical condition, signs to look out for that the child is becoming unwell, any medication needed to manage the condition and what action is required in an emergency.

A written list of food allergies is visibility displayed in the pre-school and all staff are made aware of this. Pre-School will actively work towards reducing/eliminating these health and safety risks. We are a nut free pre-school.

This setting will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies. This setting has made sure that there is the appropriate level of insurance and liability cover in place.

Parents should provide Pre-School with all the necessary information about their child's medical condition to enable it to plan effectively to meet the child's needs and keep them safe and well. Parents should obtain details from their child's General Practitioner (GP) or paediatrician and inform the school office with full information about their child's medical needs, including medicines and keep the school up to date with any changes. Parents are required to let the setting know immediately if their child's needs change.

-Administering Medicines

No children under 16 can be given medicines without their parent's written consent and a completed medicine form. The member of staff giving medicines to a child will check:-

- Name of child
- Name of medicine
- Prescribed dose
- Method of administration
- Time/frequency of administration
- Expiry date/Batch number
- Any reactions

Medicine will only be administered by Manager, Deputy or Room Lead.

If in any doubt staff will contact parents to check before administering medication.

If a child refuses to take medicine, staff will not force them to do so. Parents will be informed of the refusal immediately so that they have the opportunity to attend school and administer the medication themselves. The refusal will be recorded on the medicines form.

Pre-School can only accept prescription medicines with a medication permission form completed and signed by the parent. The medication must have been prescribed by a doctor for that specific child and in date. Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration and dosage. Pre-School cannot accept medicines

that have been taken out of the containers as originally dispensed nor make any changes to dosages on parental instructions. Medicines will be stored according to the product directions.

Non-prescription medicines will not usually be administered by school staff, unless there is a clear need e.g. antihistamines for hay fever, Calpol for toothache etc. Parents must fill out a medication permission form before any non-prescription or prescription medicines can be administered.

An audit of medicines will be completed at the end of each term and any out of date medicines or medicines that are no longer needed will be returned to the parent for disposal.

Any medicines left in the pre-school at the end of the summer term (July) will be taken to a pharmacy for safe disposal; with the exception where the child is returning to pre-school in September and the medicine held will still be in date.

Parents should tell the School, in writing, about the medicines that their child needs to take and provide details of any changes to the prescription or the support required. A written record of all medicine administered, the date, time and dosage will be kept and signed by the member of staff administering the medicine.

In the event of a visit outside of Pre-School any necessary medication will be carried by the adult supervising the child.

-Emergency Procedures

The Manager/deputy Manager will be notified of the accident/serious illness immediately and a prompt decision will be made as to whether hospital treatment is required. This may include dialling 999 for an ambulance. If they cannot be contacted for whatever reason and you feel an ambulance is needed, do not hesitate to call 999.

The parent will be contacted to inform them of the situation. If the parent is not able to reach the Pre-School within an appropriate length of time, one senior team member will accompany the child to Accident & Emergency Department, or where applicable an ambulance will be called. The parent will be informed to go directly to the designated hospital.

A child's medical information will under no circumstances be shared with other parents. If it is believed to be in the best interests of the child we may wish to share medical information with other professionals to seek further support or guidance. This will be done with the consent of the parents except for where there is a safeguarding concern. (See also Safeguarding Policy, Additional Educational Needs Policy, Illness and Injury Policy)

This policy was reviewed and adopted on 26th November 2025

Signed:


(J O'Brien, Chair)

on behalf of Earleybird Pre-School

Mobile Phone & Camera Use & E-Safety Policy

In order to protect the children, and adults in Pre-School, no mobile phones are allowed to be on a person whilst there are children present. Staff and visitors (including parent helpers) will be asked to hand their phone in and place it in a named folder which will be kept on a tray in the kitchen area. If you are expecting a call or text the mobile can be left on, and answered in the kitchen area publicly, then taken outside on request if it is a call needed to be taken. In this instance, another staff member will be requested to unlock the entrance door and lock it behind the person, so they can take the call outside.

Casual or non-essential use of a mobile phone causes a distraction and puts adults at risk of allegation. The only cameras allowed to be used within a normal session are the cameras belonging to the setting. No mobile phone camera can be used at any time during a normal session. Details of camera usage at events such as concerts or sports days will be given to you at those specific times.

-E-strategy

The Pre-School employs a number of strategies in order to maximise the opportunities offered by technology and to reduce the risks associated with the use of the Internet and mobile technologies. These strategies are as follows:

- Children will always be supervised when they are accessing the Internet.
- Children will only use the Internet with an adult sitting by them, supervising their actions and responding promptly to any inappropriate material.
- In the case of accidental accessing of inappropriate materials adults will switch off the power and will report the inappropriate accessing of material immediately to the Pre-School Manager and Chair.
- Software is in place in order to minimise the risk of exposure to inappropriate material.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software is used and updated on a regular basis.
- The use of the Internet and mobile technologies will be for educational purposes only.
- Staff will never disclose or publicise any child's personal information, such as addresses, telephone numbers or pictures.
- Staff will be aware that any usage, including distributing or receiving information, school-related or personal, may be monitored for unusual activity, security and/or network management reasons.
- Staff will use approved email accounts provided by Wokingham Borough Council to provide increased security when emailing information
- Staff will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.
- Accessing chat rooms, discussion forums, messaging or other electronic forms of communication will only be used for educational purposes.
- The Earleybird Pre-School website & Facebook page be regularly checked to ensure that there is no content that compromises the safety of pupils or staff.
- The Earleybird website & Facebook page will only include photographs with parental permission.
- Children will not be referred to individually on the website or Facebook.
- When using social media sites parents are asked to ensure they respect the privacy of other families and avoid posting photographs of other children without prior consent.

-Family Online Learning

Staff will:-

- Have a lock on the home screen of the iPad tablet.
- Not put any unauthorised or personal apps on the iPad.
- Not clear the cache/user history.
- Do housekeeping on iPad once a week, clearing pictures/notes off device.

Manager will:-

- Check iPad usage regularly to monitor usage during session time.
- Provide support and advice for staff and parents or seek support from Family team
- Review each learning journey at least once a term.

Parents will:-

- Receive an activation email when their child starts pre-school to enable them to start using the online system.
- Have their own personal login/password to their child's account and are responsible for keeping this login/password secure.
- Will need to contact the Pre-School Manager if they lose their password to have a new one reset.

Parents must not share or copy observations/photos/comments found within their child's learning journey on social media –parental access will be removed if it is proven that this has happened.

This policy was reviewed and adopted on 26th November 2025

Signed:


(J O'Brien, Chair)

on behalf of Earleybird Pre-School

No Smoking, Vaping, Alcohol & Drugs Policy

Earleybird Pre-School does not allow smoking, vaping, drinking alcohol or taking drugs (other than prescription or over-the-counter drugs, please see Medicines and their Administration Policy) on our premises. All parents, staff, students and volunteers are made aware of our policy and the procedures we have in place to make sure this policy is adhered to. All staff understand our no smoking, alcohol and drugs policy:-

- If a member of staff, student, parent or volunteer were found smoking on our premises they would be asked to leave immediately. We would follow our disciplinary procedures for any staff member.
- This rule applies equally to staff, parents, students, volunteers and visitors
- If a member of staff, student, volunteer or visitor arrives at our setting clearly under the influence of alcohol or drugs, they would be asked to leave immediately. We would follow disciplinary procedures for staff.
- When dealing with intoxicated parents/carers, staff should attempt to maintain a calm atmosphere. On occasion, staff may have concerns about discharging a child into the care of a parent/carer, for example, where an intoxicated parent is intending to drive a child home. Staff might wish to discuss with the parent/carer if alternative arrangements could be made to accompany the child home. The focus for staff will always be the maintenance of the child's welfare, as opposed to the moderation of the parent/carer's behaviour. Where the behaviour of an intoxicated parent places a child at risk or the parent/carer becomes abusive or violent, staff will immediately involve a member of Management, and Hawkedon School Management whom we work in partnership with, who will judge the appropriateness of invoking the child protection procedures and the involvement of the police, if necessary. The decision should always be taken by a senior member of staff, unless there are none present.
- If a member of staff has good reason to believe that a parent or carer is under the influence of alcohol or drugs when they drop off or collect their child, they have a duty to tell the Manager and Designated Lead Person for Child Protection. They will then have to decide on the appropriate course of action according to our Safeguarding Children Policy.
- If a parent or carer turned up to our premises to collect a child under the influence of alcohol or drugs, we would get in touch with another contact for the child. We would not let a parent or carer take their child home alone if they were under the influence of alcohol or drugs.
- Any practitioners taking medication that they believe may affect their ability to care for children should seek medical advice. They should only work directly with children if the advice is that the medication is unlikely to impair their ability to look after children.
- If we suspect that any illegal act has taken place, we will contact the police.

This policy was reviewed and adopted on 26th November 2025

Signed:


(J O'Brien, Chair)

on behalf of Earleybird Pre-School

Parental Behaviour Policy

Our Pre-School believes staff, parents/carers and children are entitled to a safe and protective environment in which the Pre-School conducts itself. Behaviour that will cause harassment, alarm or distress to users of the premises is contrary to the aims of the Pre-School.

All staff and students are made aware of the contents of the HSE Violence at Work guidelines. The Pre-School will not tolerate threatening, abusive or insulting words and behaviour by people attending the Pre-School. Physical attacks and threatening behaviour, abusive or insulting language to staff, parents and carers, children and other users of the Hawkedon grounds will result in suspension. This also includes abusive and insulting language used on phones or any written communication. Parents/carers are expected to behave with courtesy towards all staff, other parents/carers, children and other users of the pre-school setting.

Following an incident of misconduct, the Manager/Deputy can suspend a child and/or their parent for the remainder of the day, with immediate effect. If a child is suspended there will be no refund of fees paid for those sessions from which they have been suspended. The Manager/Deputy must inform the committee with a written report of the circumstances. The Manager/Deputy can extend the suspension to seven days if necessary and will inform the parent accordingly either in writing via email or by telephone. Having interviewed any staff and any other witnesses present, the Manager/Deputy will inform Committee, describing the incident and any action taken. Written notes of interviews must be made. The Committee Chair will then be responsible for taking the necessary action required to resolve any complaints.

The Chair will invite the offending parent/carer for an interview if it is deemed necessary. The Chair must be accompanied at the interview by the Manager/Deputy. The parent/carer is permitted to bring a person of their choice to the interview as well. An agreed written record of the discussion will be made for the official complaints records. All of the parties present at the meeting must sign the record and be in receipt of a copy of the document.

If at this stage the parent/carer and Pre-School cannot reach agreement, an external mediator is invited to help to settle the complaint. This person should be acceptable to both parties, listen to both sides and offer advice. A mediator has no legal powers but can help to define the problem, review the action so far and suggest further ways in which it might be resolved. The mediator keeps all discussion confidential and can hold separate meetings with the Preschool Manager/Deputy and the parent, if this is decided to be helpful. The mediator keeps an agreed written record of any meetings that are held and of any advice they give. When the mediator has concluded their investigations, a final meeting between the parent/carer and Pre-School personnel will be held. The purpose of this meeting is to reach a decision on the action to be taken to deal with the complaint. The mediator's advice is used to reach this conclusion. The mediator is present at the meeting if all parties think this will help a decision to be reached. A record of this meeting, including the decision on the action to be taken, will be made. Everyone present at the meeting must sign the record and be in receipt of a copy of the document. This signed record signifies that the procedure has concluded.

The Pre-School will use outside agencies to help enforce any decisions, which may include but is not limited to: summoning Police to remove the parent/carer from the premises and applying for a court injunction to exclude the person or persons from the premises. If a child is left in defiance of the suspension, we will follow our Non-Collection of Children Policy procedure.

This policy was reviewed and adopted on 26th November 2025

Signed:


(J O'Brien, Chair)

on behalf of Earleybird Pre-School

Parents as Partners Policy

Earleybird Pre-School recognises that parents are the first educators of their young children. Pre-School aims to support their essential work, not to replace it. We will:-

- Provide parents with information about the Pre-School before their child starts at the Pre-School
- Make all new parents aware of the Pre-School's systems and policies.
- Encourage parents on an individual basis to play an active part in the management of the Pre-School.
- Offer parents opportunities to contribute their own skills, knowledge and interests to support the running of the Pre-School or provide activities for the children.
- Provide opportunities for parents to discuss their child's progress.
- Provide a summative report to parents giving details of their child's achievements and progress in the form of a 2 year old check prior to their 3rd birthday.
- Involve parents in shared record keeping about their own child, either formally or informally.
- Ensure that all parents are fully informed about meetings, conferences, workshops and training.
- Where feasible hold meetings in venues which are accessible and appropriate for all.
- Make known to all parents the systems for registering queries, complaints or suggestions.

The pre-school will do this by:-

- Having a key worker 1:1 visit with the parents and child and a settling in visit before a child starts Pre-School. During the 1:1 visit and 'settling in period' when a child starts Pre-School, a member of staff will talk to the parent about their child, and any additional needs, health problems, etc will be noted at this time. Parents/carers complete an enrolment form stating who has legal contact with the child and who has parental responsibility for the child. Parents will have the opportunity to ask any questions of staff.
- Parents will have the opportunity to access our Policy document; emailed initially when child joins the pre-school, a paper copy is available upon request. A copy of the Policies will be on the Pre-School website.
- Parents will have access to information regarding the curriculum activities and events through discussions with staff, a regular email round up of what is happening in the Pre-School, information on our Pre-School Facebook Page, and emails regarding specific events that are taking place.
- Parents will be able to borrow books from our cloakroom area to read with their child.
- Feedback questionnaires emailed to parents/carers to annually; and parents are welcome to share suggestions about Pre School at any time.

This policy was reviewed and adopted on 26th November 2025

Signed:


(J O'Brien, Chair)

on behalf of Earleybird Pre-School

Preventing Extremism & Radicalisation Policy

From the 1st July 2015, all schools, registered early years childcare providers and registered later years childcare providers are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015, in the exercise of their functions, to have “due regard to the need to prevent people from being drawn into terrorism” This duty is known as the Prevent Duty.

We use the following accepted Governmental definition of extremism which is:-

‘Vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs; and/or calls for the death of members of our armed forces, whether in this country or overseas’.

There is no place for extremist views of any kind in our setting, whether from internal sources – children, staff or management, or external sources - school community, external agencies or individuals. The children see our setting as a safe place where they can ask questions about the world and where our staff encourage and facilitate these opportunities.

As a setting we recognise that extremism and exposure to extremist materials and influences can lead to poor outcomes for children and so should be addressed as a safeguarding concern as set out in this policy. We also recognise that if we fail to challenge extremist views, we are failing to protect our children.

We aim to provide a broad and balanced early years curriculum, delivered by skilled professionals, so that our children understand and become tolerant of difference and diversity and also to ensure that they thrive and feel valued and respected as individuals.

Children can be exposed to extremist influences or prejudiced views from an early age which originate from a variety of sources and media, including via the internet. There may be times when children may reflect or display views that may be discriminatory, prejudiced or extremist, including using derogatory language.

Any prejudice, discrimination or extremist views, including derogatory language, displayed by children or staff will always be challenged and where appropriate supported through discussion with children and their families and the Code of Conduct for staff. Where misconduct by a member of staff is proven the matter will be referred to the Local Authority. As part of wider safeguarding responsibilities staff will be alert to:-

- Disclosures by children of their exposure to the extremist actions, views or materials of others outside of the setting, such as in their homes or community groups.
- Graffiti symbols, writing or art work promoting extremist messages or images
- Children exposed to extremist material online, including through social media sites
- Parental reports of changes in behaviour, friendship or actions and requests for assistance
- Local authority services, and police reports of issues affecting children in other schools or settings
- Use of extremist or ‘hate’ terms to exclude others or incite violence
- Intolerance of difference, whether secular or religious or, in line with our equalities policy, views based on, but not exclusive to, gender, disability, homophobia, race, colour or culture

Our setting will closely follow any locally agreed procedure as set out by the Local Authority and /or the Safeguarding Children Board’s agreed processes and criteria for safeguarding individuals vulnerable to extremism and radicalisation.

The information below is from recent Home Office guidance and gives the procedures we will follow if we have concerns regarding extremism, about a child, family or member of staff.

Report a concern about a child

If you believe a child is in immediate danger call the Police on 999.

Referral and assessment team: Telephone: 0118 908 8002.

Email: triage@wokingham.gcsx.gov.uk

Emergency duty team: out of hours telephone 01344 786 543

Thames Valley police telephone 101

Report a concern about an adult

Report a concern using our online form at www.wokingham.gov.uk/careandsupportforadults

Email: ASCMailboxDutyAdultSafeguarding@wokingham.gov.uk

Call 0118 974 6772 and speak to someone about your concerns

Call 01344 786543 outside of normal office hours

preventreferrals@thamesvalley.pnn.police.uk

This policy was reviewed and adopted on 26th November 2025

Signed:


(J O'Brien, Chair)

on behalf of Earleybird Pre-School

Privacy Notice

-How we use children's information

This notice explains when we collect personal data, what we use it for, who we share it with and your rights. The categories of children's information that we collect, hold and share include:-

- Personal information: Surnames, forenames, titles, addresses, postcodes, dates of birth, national insurance numbers and national asylum seekers numbers.
- Characteristics: ethnicity, language, nationality, early years funding entitlement – of both the child and/or his/her parents
- Attendance information sessions attended, number of absences and absence reasons
- Medical information medication, pre-existing medical conditions, care plans
- Information about their learning and development: observations made by staff members, tracking, reports by other professionals (with parental consent), examples of children's work, photographs of children.

-Why we collect and use this information

We use the child data:-

- to support their learning and development
- to plan appropriate learning and development opportunities for them
- to enable us to fulfil requirements of grant funding applied for in respect of your child (2,3 and 4-year-old early education entitlements)
- to monitor and report on their progress to parents/legal guardians
- to provide appropriate care and learning/development opportunities
- to assess the quality of our provision
- to comply with the law regarding data sharing

-The lawful basis on which we use this information

We collect and use children's information under the Childcare Act 2006, in line with the Early Years Foundation Stage (2025) and the Working Together to Safeguard Children document (2023).

-Collecting children's information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with Data Protection law, we will always inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

-Storing pupil data

We hold pupil data for the duration of the academic year the child is registered with us; with exception of registers and medical records which are stored for 3 years, and accident information and child protection records are stored until the child reaches the age of 24 years.

-Who we share your child's information with

We routinely share children's information with:-

- the school that your child will attend after leaving us
- our local authority (usually anonymised unless there is a specific need for identification to be maintained e.g. for a referral to a specific service, to monitor 2-year-old funded children development or to claim free entitlement funding)
- the Department for Education (DfE)
- Health Visitors

-Why we share children's information

We do not share information about children attending our setting without consent unless the law allows us to do so. This will be set out in our policies. We share children's data with the Department for Education (DfE) via the Local Authority. This data sharing underpins setting funding and our obligations, and under the Early Years Foundation Stage (EYFS) and related moderation processes.

The Local Authority has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether it releases data to third parties are subject to a strict approval process and based on a detailed assessment of:-

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data. We also use an external provider for our on line learning journey system, and it is our duty to ensure they are GDPR compliant.

-Requesting access to your personal data

Under data protection legislation, parents and children have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's learning and development record, contact the Pre-School Manager and Data Protection Officer. You also have the right to:-

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing (we do not currently use data for this means, and have no plans to)
- object to decisions being taken by automated means (we do not currently make decisions by automated means, nor do we have plans to)
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and claim compensation for damages caused by a breach of the Data Protection principles

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this Privacy Notice, please contact:

Donna Sarney our Data Protection Officer and Pre-School Manager on 07986440308 or email: manager@earleybird.org.uk

This policy was reviewed and adopted on 26th November 2025

Signed: 
(J O'Brien, Chair)

on behalf of Earleybird Pre-School

Procedure In the Event of Being Unable to Find a Child

During your child's time at Pre-School every care is taken to ensure their safety. We adhere to recommended adult: child ratios at all times; we have arrival and departure procedures to ensure children are accounted for, and only leave with an authorised carer; we will complete daily risk assessments and additional risk assessments for outings. In addition, our policies on Child Protection, Safety, Staffing and Employment and Non-collection of a Child are all used to ensure the safety of the children in our care.

-In Pre-School

However, in the unlikely event that a child goes missing whilst in Pre-School the following procedure will be followed:-

- The person identifying that a child has gone missing must remain calm and focused and alert the session supervisor of the situation. The session supervisor is then responsible for coordinating staff and contacting parents and police as necessary.
- One member of staff should group all other children together for story time therefore enabling other staff members to assist in finding the missing child.
- All areas of the building should be checked including toilets, cupboards, sheds, playhouses etc.
- Contact Hawkedon School to ensure the child is not in the school building.
- Check the perimeter of the Pre-School for any obvious indication that the child may have left the premises.
- Sensitively speak with other children and staff to identify when and where the child was last seen.
- Contact police giving an accurate description of the child, their clothing, the time and location where the child went missing.
- Contact parents to inform them.
- Reassure other children.
- Record all information accurately once the child has been found or police have taken control of the search. All staff should give a statement of the time leading up to the disappearance and indicate when they last saw the child.

-During an Outing

When going on outings risk assessments must be completed and contact details for each child must be taken. A register should be taken upon leaving the setting and carried by the party leader at all times. Adult:child ratios must be adhered to at all times.

In the event of a missing child on an outing the following course of action should be taken:-

- The person identifying that a child has gone missing must remain calm and focused and alert the group leader of the situation. The group leader must check the register and then coordinate the group and contact security, police and parents as required.
- Ensure the safety of all other children on the outing.
- Contact staff/security if appropriate to the setting.
- Provide a full description of the child to those involved in the search.
- Contact police giving an accurate description of the child, their clothing, the time and location where the child went missing.
- Contact parents to inform them.
- Contact Pre-School to inform them of the situation.
- Reassure the other children in their care.

- Record all information accurately once the child has been found or police have taken control of the search. All staff/parents should give a statement of the time leading up to the disappearance and indicate when they last saw the child.

Following an incident of a missing child, this procedure should be reviewed to ensure best practice and any areas where child safety and protection can be improved upon must be addressed immediately.

This policy was reviewed and adopted on 26th November 2025

Signed:


(J O'Brien, Chair)

on behalf of Earleybird Pre-School

Settling in Pre-School Policy & Procedure

We want children to feel safe and happy in the absence of their parents, to recognise other adults as a source of authority, help and friendship and to be able to share with their parents afterwards the new learning experiences enjoyed in the Pre-School. In order to accomplish this, we will:-

- Encourage parents to visit the Pre-School with their child during the half term before an admission is planned.
- Offer a home visit to every family at the start of the child's first term.
- Work with individual families from the outset to reassure them that they will be supported in the Pre-School for as long as it takes to settle their child there.
- Reassure parents whose children seem to be taking a long time settling into the Pre-School, and develop individual plans to help in the settling process.
- Encourage parents, where appropriate, to separate from their children for brief periods at first, gradually building-up to longer absences.

Children cannot play or learn successfully if they are anxious and unhappy. Our settling procedures aim to help parents to help their children to feel comfortable in the Pre-School, to benefit from what it has to offer, and to be confident that their parents will return at the end of the session.

This policy was reviewed and adopted on 26th November 2025

Signed: 
(J O'Brien, Chair)

on behalf of Earleybird Pre-School

Staffing & Recruitment Policy

Earleybird will recruit staff based on their skills and abilities. We have an equal opportunities employment policy seeking to offer job opportunities equally to both women and men, with and without disabilities, from all religious, social, age, ethnic and cultural groups. We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation.

Earleybird will obtain an enhanced Disclosure and Barring Service (DBS) check for all staff, and committee members, and only those whose suitability has been checked will be permitted unsupervised contact with the children.

Induction and training is the responsibility of the Manager or Deputy. A comprehensive induction checklist is followed for all new staff. All newly appointed staff are subject to a probationary period of one term. The Manager or Deputy will be responsible for taking the new employee through the probationary period, and it can be extended if deemed necessary.

-Staffing

A high adult: child ratio is essential in providing good quality Pre-School care. We will deploy the staff to ensure that the children will be supervised at all times, and ensure that staffing arrangements are organised to meet the individual needs of all children.

Our key person system ensures each child and family has one particular staff member who takes a special interest in them, but all staff work closely with all children.

Regular staff meetings provide opportunities for staff to undertake curriculum planning and to discuss the children's progress and any difficulties.

Earleybird supports the training and development of all staff, and the furthering of their qualifications. Earleybird aims to have the majority of staff either hold or working towards a level 3 qualification, as defined by the Children's Workforce Development Council.

Regular in-service training is available to all staff through the Early Years Alliance and Wokingham Early Years Team.

We support the work of our staff by means of regular monitoring/appraisals.

This policy was reviewed and adopted on 26th November 2025

Signed:


(J O'Brien, Chair)

on behalf of Earleybird Pre-School


Staff Wellbeing Policy

Earleybird Pre-school foster a culture of openness and looking after each other. Staff have regular supervisions to ensure they are feeling ok both within work and home whilst also setting targets and allocating training that they are inspired by.

The pre-school manager holds an open door policy which the staff are regular reminded of. Staff socials are organised to bring them team together outside of working hours and staff appreciation is hosted across the year in forms of vouchers, Christmas team event, staff treats and birthday days off. Staff are more closely monitored and supported when they have additional pressures such as home life pressures or taking on a higher workload and together with the manager a plan is created to support the staff members individual needs.

This policy was reviewed and adopted on 26th November 2025

Signed:


(J O'Brien, Chair)

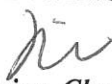
on behalf of Earleybird Pre-School

Student and Work Experience Placement Policy

We recognise that the quality and variety of work which goes on in a Pre-School makes it an ideal place for students on placement from school and college childcare courses. Students are welcomed into the Pre-School on the following conditions:-

- The needs of the children are paramount. Students will not be admitted in numbers which hinder the essential work of the Pre-School.
- Students must be confirmed by their tutor as being engaged in a bona fide childcare course which provides necessary background understanding of children's development and activities.
- Where a younger student is looking for a work experience placement they should have some interest in working with children and their school will be asked to confirm this.
- Students are expected to adhere to the policies and procedures at Earleybird Pre-School at all times.
- Any information gained by the students about the children, families or other adults in the Pre-School must remain confidential.
- Students required to conduct child studies will obtain written permission from the parents of the child to be studied.
- Students will have restricted access to children and will be supervised by qualified staff at all times.
- Each student will be allocated a mentor, which will be a senior member of staff, Deputy or Manager.
- Feedback will be given to the course provider where necessary.

This policy was reviewed and adopted on 26th November 2025

Signed: 
(J O'Brien, Chair)

on behalf of Earleybird Pre-School

Sun Protection Policy

At Earleybird we want staff and children to enjoy the sun safely. We will work with staff, parents/carers and children to achieve this through:-

- Encouraging children to play in the areas not in direct sunlight.
- Spending less time outside over the lunchtime period.
- We will restrict time outside on very hot sunny summer days.
- We will actively encourage all children to wear a hat when playing outside in sunny weather.
- We have sun hats available in Pre-School for children who forget their own.
- We ask all parents to provide a sun hat for their child to be in their Pre-School bag, available for every session.
- We ask all parents to apply a high factor children's sunscreen prior to their child coming to Pre-School.
- If a child is attending a full day at Pre-School, sunscreen will be reapplied at lunch time provided the parent has completed the Family permission form. The pre-school will provide a high factor sunscreen and parents will be advised as to the brands we are using in case of allergies.
- Talking to the children about why hats and sunscreen are important for keeping healthy.

This policy was reviewed and adopted on 26th November 2025

Signed:


(J O'Brien, Chair)

on behalf of Earleybird Pre-School

Toys and Equipment Selection Policy


The toys and equipment in Pre-School provide opportunities for children, with adult help, to develop new skills and concepts in the course of their play and exploration. The equipment we provide:-

- Is appropriate for the ages and stages of the children.
- Offers challenges to developing physical, social, personal and intellectual skills.
- Features positive images of people, both male and female, from a range of ethnic and cultural groups, with and without disabilities.
- Includes a range of natural and raw materials which can be used in a variety of ways and encourages an open-ended approach to creativity and problem-solving.
- Will enable children, with adult support, to develop individual potential towards the early learning goals of the Early Years Foundation Stage Curriculum.
- Conforms to all relevant safety regulations and is sound and well-made.

We ask parents/carers not to allow their child to bring in their own toys, because it is very difficult to ensure they will not get lost amongst the Pre-School's extensive selection. We encourage the children to share and it causes conflict between children if a personal toy is being played with. This includes outside toys such as scooters, bikes, etc.

The children may have the opportunity to bring something from home for showing time; parents/carers are asked for these to be appropriate items which must be clearly named and should be kept in the child's tray.

This policy was reviewed and adopted on 26th November 2025

Signed: 
(J O'Brien, Chair)

on behalf of Earleybird Pre-School

Transition Policy

'Transition' describes the movement that takes place from one familiar setting (including the home) to another. It is defined as the process where policy and practice has been adapted to support children in settling in to their new learning environment in preparation for future learning and development.

At Earleybird Pre-School we offer children and parents two visit sessions to take place towards the end of the term before their first term at Pre-School. These are an ideal way for the parent to ask us any questions and receive their prospectus, a copy of our policy and procedures and look around the setting in more detail. The children can explore the setting with the parents close by, and build up their confidence. When possible we try to offer the visit sessions in a group to allow the children to meet some of the other children with whom they will be starting.

At the start of their first term, a child's first session will usually be a Home Visit, where 2 members of the Pre-School staff will come to your home and see the child in their familiar environment on a one-one and play with their toys, it gives the parents further opportunity to talk to us about any concerns or other questions. These are very beneficial for the family and help the child to settle in with adults they are already familiar with.

We ask for information about attendance at other settings to enable us to find out more about how the child has settled previously, and share information about what your child likes to do in other settings. If your child continues to attend another setting such as a private Pre-School or childminder, we shall continue to make contact with them informally to ensure your child's transition between us and them is as smooth as possible.

We ask parents to fill out information on enrolment forms about family life and likes and dislikes, and as much detail on these forms as possible helps to inform our planning for your child as an individual.

We work with families individually to devise a settling in process that works for you and your child.

On transition to primary school, regardless of the school your child will move to, we will spend time with all children supporting them to ease their transition, using pictures of their new class teacher if available, reading stories about starting school, welcoming teachers from other schools into the preschool, and if felt necessary, we are happy to attend visits with the child to other local primary schools.

This policy was reviewed and adopted on 26th November 2025

Signed:


(J O'Brien, Chair)

on behalf of Earleybird Pre-School

Two Year Old Progress Check Policy

The Early Years Foundation Stage (EYFS) requires that parents and carers must be supplied with a short written summary of their child's development in the three prime learning and development areas of the EYFS: Personal, Social and Emotional Development, Physical Development and Communication and Language. This should be completed when the child is aged between 24-36 months.

The aims of the 2 year old progress check are to:-

- Review a child's development in the three prime areas of the EYFS.
- Share this information with parents at an agreed time to ensure they have a clear picture of their child's development.
- Enable Earleybird Pre-School to understand the child's needs and plan activities and experiences to meet them in the setting.
- Enable parents to understand the child's needs and enhance development at home, with support from the setting.
- Note areas where the child is progressing well and identify any areas where progress is less than expected.

If the Two-Year-Old Progress Check highlights concerns, these would be discussed with the Parents in the first instance and the Additional Needs Policy would be followed.

This policy was reviewed and adopted on 26th November 2025

Signed:


(J O'Brien, Chair)

on behalf of Earleybird Pre-School

Whistle Blowing Policy

Whistle blowing is the mechanism by which adults can voice their concerns, made in good faith, without fear of repercussion. Each employer should have a clear and accessible whistle blowing policy that meets the terms of the Public Interest Disclosure Act 1998. Adults who use the whistle blowing procedure should be made aware that their employment rights are protected.

It is important to the setting that any fraud, misconduct or wrongdoing by employees or people engaged in the organisation's business, is reported and properly dealt with. The setting therefore encourages all individuals to raise any concerns that they may have about the conduct of others in the setting or the way in which the setting is run. The setting recognises that effective and honest communication is essential if malpractice is to be effectively dealt with and the organisation's success ensured. Whistleblowing relates to all those who work with or within the early years setting who may from time to time think that they need to raise, with someone in confidence, certain issues relating to the organisation. Whistleblowing is separate from the grievance procedure. If you have a complaint about your own personal circumstances you should use the normal grievance procedure.

-To the Pre-School

If a person has a concern about malpractice within the organisation then they should use the procedure outlined below:-

- Report any concerns to the one of the Designated Safeguarding Leads. This should be put in writing.
- The setting will liaise with the Local Authority Designated Officer.
- All employees and those involved with the early years setting should be aware of the importance of preventing and eliminating wrong doing within the organisation. You should be watchful for illegal, inappropriate or unethical conduct and report anything of that nature that you become aware of.
- The management committee will be notified and made aware of the concern.
- The management committee will appoint a 'member' responsible for investigating a qualified disclosure.
- Any matter raised under this procedure will be investigated thoroughly, promptly and confidentially, by the appointed member of the management committee, and the outcome of the investigation will be reported back to you, in writing. It may be necessary to involve other members of the committee for the purposes of investigation, with impartiality being paramount.
- Individuals will not be victimised for raising a matter under this procedure. This means that continued employment and opportunities for future promotion or training will not be prejudiced because someone has raised a legitimate concern.
- Victimisation of an individual for raising a qualified disclosure will be a disciplinary offence.
- If misconduct is discovered as a result of any investigation under this procedure, the setting's disciplinary procedure will be used, in addition to any appropriate external measures.
- If a maliciously, vexatious or a false allegation is made, then this will be considered to be a disciplinary offence and disciplinary action will be taken.
- An instruction to cover up wrongdoing is itself a disciplinary offence. If an individual is told not to raise or pursue any concern, even by a person in authority, they should not agree to remain silent. In this event they should report the matter to the designated whistle blower.
- Fraud and abuse will be reported to the Police and taken to court if necessary.

-To Ofsted

There may be times when employees and those working with young children will want to report to Ofsted concerns about practices and procedures for the safeguarding of children and young people.

You can contact them in three ways:-

- Call Ofsted on 0300 123 3155 (Monday to Friday 8.00am to 6.00pm).
- Email them at whistleblowing@ofsted.gov.uk
- Write to them at: WBHL
Ofsted
Piccadilly Gate
Store Street
Manchester
M1 2WD

To LADO:

Contact phone number: 01189746141

Email: LADO@wokingham.gov.uk

This policy was reviewed and adopted on 26th November 2025

Signed:


(J O'Brien, Chair)

on behalf of Earleybird Pre-School

Whole Setting Food Policy

The main aim of our Whole Setting Food Policy is to enable children to make healthy food choices through:-

- Effective teaching/learning and the development of appropriate skills and attitudes.
- Providing healthy food and drink choices throughout the day.
- Providing opportunities for children to develop a knowledge and understanding of healthy eating through learning and play.

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

The Pre-School will ensure that:

- All snacks provided are nutritious, avoiding large quantities of fat, sugar, salt, additives, preservatives and colourings. At least 2 types of fruit and/or vegetables are available each session for the child to choose from and a small carbohydrate snack for energy. Grapes and cherry tomatoes, two food items identified at paediatric first aid training courses as high risk choking foods, will always be cut up.
- Pre-School operate a rolling snack time, this allows children to become more independent in assessing their hunger as well as serving themselves.
- Children are encouraged to come for a snack but will not be made to do so.
- Water or plain milk are provided to drink at snack time. All children have access to fresh, drinking water throughout the day and are encouraged to drink it.
- Where applicable parents/carers are encouraged to provide a healthy, balanced packed lunch.
- Guidance and advice about what food and drinks are appropriate can be found at <https://www.nhs.uk/change4life/recipes/healthier-lunchboxes>. We do not allow fizzy drinks, sweets and nut products (including chocolate spreads that contain nuts) within your child's lunch box, these will be removed from the lunchbox and replaced with a healthy alternative from Pre-School. Also grapes and cherry tomatoes should be cut up if sent in lunch boxes as we follow guidelines from our paediatric first aid training that these are high risk choking foods. Cutting minimises the risk.
- Popcorn, Marshmallows and Jelly cubes are banned foods for under 5's on the Early years nutritional guidance (2025) and therefore will be removed if found in lunchboxes.
- Children's medical and personal dietary requirements are respected, and all staff are made aware of personal requirements.
- Information is provided in relation to possible allergens within the food that we supply to the children. A list showing the main foods provided on a weekly basis for both snack times and activity ingredients is displayed. We source the food shopping from the same store each week and check foods upon delivery for any variation. Parents are notified if alternative is being offered.
- When cooking or food related activities take place we will make sure ingredients are suitable for all children. Children will bring home any items that they cook rather than eating them in Pre-School.

This policy was reviewed and adopted on 26th November 2025

Signed:


(J O'Brien, Chair)

on behalf of Earleybird Pre-School