Nursery information and policies

Reviewed and updated July 2026

Ethos

At Little Explorers Day Nursery we passionately believe that all children are entitled to the very best in early year's education, and we provide a creative, holistic, family centred environment to achieve this.

As a small nursery we recognise every child is unique, and we use this to create a strong bond between the nursery, you and your child. Only by working together do we ensure that your child will grow and develop in confidence, discover their own ways of learning, and have a freedom to explore their surroundings in ways that enable them to develop as an Individual.

We pride ourselves in offering a setting that encourages creativity, ignites imagination, embraces diversity, and supports independence for our young people. Our child centred approach to learning, means each child develops in their own way, at their own pace and only when they are ready. We believe in providing a natural homely environment, which recognises technology, but isn't reliant upon it, and we take our environmental responsibilities seriously. Not only do we want to help develop our future generations but to also do what we can to protect the world that they live in.

When you visit us you will see and experience for yourself our warm friendly welcome from a committed and knowledgeable staff team surrounded by the confident, happy and caring children in our setting. With your support we will ensure that your child has the very best start during their early years and create a learner for life.

Hours of opening

Monday – Friday 8am – 6pm

The nursery is open 51 weeks of the year and closed for statutory bank holidays and one week holiday over the Christmas period (no charge is made for this week).

Fees and general information

Fees include breakfast, cooked lunch and tea depending on the sessions that your child attends. Please speak to a member of the management team for more information on fees.

- Morning sessions from 8am – 1pm
- Afternoon sessions from 1pm – 6pm
- Full day from 8am – 6pm

Fees are non-refundable and must be paid in full one month in advance. Failure to do so could result in termination of your childcare. If you child is ill or on holiday the fee must still be paid in order to keep your child's place.

Fees are annualised over 51 weeks and divided into 12 equal monthly payments. Fees are reviewed annually and an increase will be made on 1st September each year.

If you would like your child to attend the nursery, please fill in the registration form and return it to the nursery manager as soon as possible in order to secure your child's place at Little Explorers. In addition to this please provide a copy of your child's birth certificate that can be kept in your child's file (a copy can be taken at nursery). You will then be requested to pay a non-refundable deposit of £100 for a full time place, £50 for a part time place and confirm your reservations (BACS details to make payment are shared once your attendance request has been checked against current availability). Sessions required for your child must be specified at the time of reservation and payment of deposit. The nursery operates on a minimum of 2 sessions per week for each child, this can be taken as one full day or two half days. Should you wish to change these requirements, you will be charged for the first month's attendance at the original booked sessions.

OFFICIAL - SENSITIVE

Funded places

Here at Little Explorers we offer 15/30 hours funded places for 9 months to 4 year old children, we understand the importance of offering excellent early years provision that is flexible and affordable for all families.

We offer the 30 hours funding through the following 3 options for you to choose from:

- 30 hours per week
- 20 hours per week
- 15 hours per week
- 10 hours per week

Please remember funding only covers 38 weeks of the year, you will be charged at a private paying rate for the remaining weeks of the year.

Places are allocated on a first come first serve basis therefore we ask that you speak to the nursery manager as soon as possible.

Funded hours are intended to cover the childcare element of provision; it does not cover additional expenses such as meals, activities, sun cream, baking, etc. We ask for a voluntary contribution of £17.00 for a full day (2 sessions) or £11.50 for a half day (1 session) for your child to have access to all of the additional expenses.

ADHOC sessions

Additional sessions can be offered subject to availability on the session that you wish to book.

Notice

A total of 4 weeks' notice are required to terminate a nursery place.

Age of admittance

Children can come to Little Explorers from 3 months old to 5 years old.

Settling in process

Our experienced staff work in partnership with parents/carers to ensure that each child settles into the nursery smoothly, and as gently as possible. Our aim is to welcome the family into our homely, caring and stimulating environment and to have a sense of belonging within the setting. In the run up to your child beginning at Little Explorers we offer 2 hours free for them to visit their new setting to meet the staff and other children, please speak to the nursery manager to arrange this. We suggest that visits are arranged between the hours of 9:30am – 11:30am or 1:30pm – 3:30pm. If your child is starting in the baby room it is helpful to have a brief written outline of their routine.

We recognise that this can also be a difficult time for parents/carers; our staff are there to support you as your child begins their adventure in their new setting.

During the child's first few weeks they will be allocated a Key Person to them. Your child's Key Person will be responsible for tracking your child's development throughout their play and will work towards next steps with the child as they progress. This being said, please feel free to speak to any members of staff regarding any queries, we are a very open and friendly nursery and everyone is happy to help.

Parents/Carers

The staff at Little Explorers value the importance of working in partnership with parents. The nursery aims to support the whole family and develop open and friendly relationships, we offer an open door policy and all parents are welcome to visit the nursery at any time.

We encourage information sharing as this helps us to provide activities that will support your child's interests and as we support them in achieving their next steps in their development. Parents will have access to their child's records through our online learning journals on Tapestry and will be able to add observations from home which creates a lovely, holistic learning journal. Newsletters will be sent to all parents via Tapestry to be kept informed of events, outings and general nursery information.

Tapestry

Tapestry is an online web portal that we use to record fun and exciting observations for your children's learning journeys. Tapestry is a GDPR compliant company using secure servers in the UK to store data, further information regarding the security of Tapestry is available on the parent board found in the hall way.

Once parents/carers have completed our Tapestry permission form we can begin the online learning journey for your child.
We will use Tapestry to record observations, comments and photos to show progress across the Early Years Foundation Stage, this will compliment other forms of observing and assessing already in place, you will be able to access your child's Learning Journey from a computer via https://tapestryjournal.com or by using the 'Tapestry' App on mobile devices, you will only be able to access this by using the log in details that will given to you on receipt of the signed user agreement, this will only give you access to your own child's learning Journey, you can change your password if wished once you have accessed the we account, other family members can be given access on your request, the only people at Little Explorers Day Nursery with access to your child's Learning journey will be the manager and the staff who will be responsible for managing your child's learning journey. A staff user Policy and agreement is in place.

Many of the most meaningful photographs taken at Little Explorers Day Nursery show children interacting in group play or activities with peers, we therefore ask that these photos are for your own viewing and not shared publically or uploaded onto any social media websites, failing to up hold this request will result in suspending your child's online Learning Journey.

We hope that this system will prove to be a positive step in sharing information, as well as viewing our contributions; you will also be able to add comments, photos and videos.

Nappy Changing, Toileting and Toilet Readiness Policy

We are committed to ensuring that all children have the best possible experience whilst in our care. Every child will be treated with dignity, respect and sensitivity during nappy changing and toileting routines. We recognise that these are important caregiving moments and opportunities to promote children's wellbeing, independence and self-esteem.

Nappy Changing Procedures

We ask parents and carers to provide their child's nappies. Families will be informed when supplies are running low to ensure children always have an adequate stock.

To support children's independence, we ask that pull-ups are only provided when a child is actively transitioning to using the potty or toilet.

Both the baby room and the main room have access to dedicated changing facilities. These areas are cleaned and disinfected after every use to maintain the highest standards of hygiene.

Children are changed promptly whenever they are wet or soiled to ensure they remain comfortable and protected from skin irritation.

Use of Reusable Cheeky Wipes

As part of our commitment to sustainability, we use reusable Cheeky Wipes rather than disposable wipes.

These wipes are:

- Soaked in water with a small amount of essential oil.
- Used once before being placed into a separate container containing a Napisan solution.
- Washed separately at 60°C before being reused.

We choose reusable wipes because we believe disposable wipes can have a significant environmental impact and some children may experience sensitivities or reactions to commercial wipes.

Wet or Soiled Clothing

If a child's clothing becomes wet or soiled, items will be placed into one of our reusable wet bags and returned home.

We kindly ask parents and carers to:

- Wash the reusable bag after use.
- Return the bag to nursery as soon as possible.

As part of our environmental commitment, we do not use single-use plastic bags wherever possible.

Nappy Rash and Medication

If a child requires a prescribed nappy rash cream, parents must complete the appropriate medication form before staff can administer it.

Should staff discover that a child has a sore or irritated bottom and no prescribed cream has been provided, we may apply Sudocrem to help ease discomfort, in accordance with our setting's procedures and parental permissions.

Potty and Toilet Readiness

We recognise that all children develop at different rates throughout their early years journey. We aim to work in partnership with parents and carers to ensure that the transition from nappies to using the potty or toilet is as positive, successful and stress-free as possible.

Signs Your Child May Be Ready

Some indicators that a child may be ready to begin toilet training include:

- Showing an interest in using the potty or toilet.
- Communicating when they are wet or soiled.
- Remaining dry for extended periods.
- Having predictable bowel movements and well-formed stools.
- Being physically able to walk to the bathroom independently.
- Being able to sit down and stand up without assistance.
- Attempting to pull their trousers or underwear down independently.
- Understanding and following simple instructions.
- Showing a desire to be more independent.

Working Together

Every child is different and there should never be pressure to begin toilet training before a child is ready. Starting too early can prolong the process and may create unnecessary stress for both the child and their family.

It is common for children to make excellent progress at home but experience setbacks or regression within the nursery environment. This can happen because nursery is a busy and stimulating setting with many distractions.

Where appropriate, we may suggest taking a temporary step back from toilet training and returning to nappies for a short period before trying again when the child shows greater readiness.

Sleep Times

If a child sleeps at nursery and continues to wear a nappy during sleep times at home, we will encourage them to wear a nappy during naps at nursery. This helps to:

- Keep the child comfortable and relaxed during sleep.
- Protect bedding, sleep mats and equipment.
- Maintain appropriate hygiene standards within the setting.

Partnership with Parents

Successful toilet training is most effective when nursery and home work together. We will communicate regularly with parents and carers, celebrate achievements, and provide consistent support throughout each child's toileting journey.Our aim is to ensure every child develops confidence, independence and a positive attitude towards toileting in their own time and at their own pace.

Sickness and medication

Please notify us if your child is ill and unable to attend the nursery. Please see affixed form showing National exclusion periods for infections. Any medication your child requires must be given to the nursery staff so that it can be stored in a safe place and not left in the child's bag. If prescribed medication needs to be administered during your child's session at nursery it **must come with the prescription label and cannot be administered otherwise**. You will be asked to sign a medication form with clear instructions of when the medication is to be administered. We ask that medicine has already been administered once by parents/carers before being brought into nursery.

If your child becomes ill at the nursery or has an accident (other than minor bumps or grazes etc.) we will contact you to come and collect them. It is important, therefore, that you keep the nursery updated with any changes to contact numbers or personal circumstances. When young children play together, small accidents sometimes occur. Minor accidents are dealt with by the first aid trained members of staff and your child will be comforted and reassured. An accident form will be filled out by staff and upon collection parents/carers will be asked to sign it. If your child develops a temperature while at nursery, staff will contact parents and are able administer Calpol providing permission from parents/carers has been given in advance. If there has been no improvement within 30 minutes or the child's temperature has risen further you will be asked to collect your child from nursery.

In the event of a medical emergency first aid would be administered by one of our paediatric first aid qualified members of staff (There is always a minimum of 1 first aider with the children at all times) and 999 would be called immediately. Parents/emergency contacts would then be contacted and calmly made aware of the situation.
All other children would calmly be moved to another area of the nursery by the remaining practitioners and comforted.

In any instance that a child misses their session/day at Little Explorers due to sickness, the fees will still be charged at the normal rate.

Clothing and personal property

At Little Explorers we aim to promote children's independence throughout the day, therefore we ask that they attend nursery in comfortable and practical clothing so that they are able to explore to their full potential. A change of clothing must be provided for all children to ensure that they are able to be clean and dry throughout their session and nappies must be provided for those who require them.

We like to ensure that children are able to access all areas of provision at Little Explorers regardless of the weather. For this reason we ask that you provide suitable outdoor clothing and footwear at all times. Having a pair of indoor shoes/slippers helps to keep our indoor areas of provision clean for play.

Sun protection policy

Outdoor play is a very important part of a child's healthy development and the Nursery adheres to the following procedures in order to protect your child from the sun:

- Children will wear sun hats.
- Sunscreen will be provided by the nursery and applied at regular intervals, using factor 50. If your child has very sensitive skin/allergies, please provide your own, clearly labelling it with their name, and give it to a member of staff. Before staff are able to apply sunscreen parents/carers must supply written consent via the nursery sunscreen form.
- Areas of shade where children can play or rest are provided in the garden using natural sources/improvised shelters.
- Children will be actively encouraged to drink water which is always available in individually named plastic bottles.
- Staff will talk to the children about the importance of protecting their skin and encourage good practice.

Little Explorers Nursery – Safer Sleeping Policy

At Little Explorers Nursery, we recognise the importance of children receiving good quality sleep to support their health, wellbeing, learning and development. We are committed to providing a safe, comfortable and nurturing sleep environment that follows safer sleeping practices and meets the individual needs of each child.

All staff are responsible for ensuring children are supervised appropriately while sleeping and that safe sleep procedures are followed at all times.

The Importance of Sleep

At Little Explorers Nursery, we recognise that sleep plays a vital role in children's growth, development, health and overall wellbeing. Quality sleep supports brain development, learning, memory, emotional regulation and physical growth.

Children often experience periods of increased tiredness due to developmental milestones, growth spurts, learning new skills, illness recovery or changes in routine. As a result, a child who has previously stopped napping during the day may suddenly need a daytime sleep again for a short period. We understand that this is often a normal part of development and may be temporary.

We follow each child's individual needs and cues and provide opportunities for rest and sleep whenever required.

Waking Sleeping Children

At Little Explorers Nursery, we do not routinely wake sleeping children.

We understand that uninterrupted sleep is important for children's healthy development and that significant physical, emotional and cognitive development takes place during sleep cycles.

Waking a child before they have naturally completed a sleep cycle may disrupt their rest, wellbeing and development.

We appreciate that parents and carers may sometimes be concerned about daytime sleep affecting their child's night-time sleep routine. However, we believe it is important to respond to children's individual sleep needs while they are in our care.

If families are experiencing difficulties with their child's night-time sleep, we encourage open communication with nursery staff. By working in partnership, we can discuss sleep patterns both at home and within the nursery and agree strategies that support the child's overall wellbeing and development. Our aim is always to work collaboratively with parents and carers to ensure children's sleep needs are met both at nursery and at home.

To promote restful and safer sleep, we ensure the baby room environment is calm, peaceful and comfortable. We use gentle white noise as a soothing aid to help children settle to sleep.

The sleep area is regularly checked to ensure it is clean, safe and free from hazards.

Sleeping Arrangements

- Children under 12 months of age will sleep in a nursery sleep pod suitable for their age and stage of development.
- Children over 12 months of age will sleep on nursery sleep mats.
- Each child will have their own individual bedding, including:
    - A fitted sheet.
    - A cellular blanket where appropriate.
- Bedding is washed regularly and changed immediately if soiled.

Safe Sleeping Procedures

Positioning

- Babies and young children will initially be placed on their backs in the **feet-to-foot position** for sleep.
- Once a child is able to roll or move independently, they may choose their own sleeping position and will not be repositioned unless there is a safety concern.
- Children will never be placed to sleep on their front unless specific medical advice has been provided by a healthcare professional.

Comforters

- Children may have an approved comforter while settling to sleep.
- Once a child has fallen asleep, staff will remove the comforter from the immediate sleep space and place it away from the child's face to ensure clear airways and adequate breathing space.

- Comforters must not create a risk of overheating, suffocation or restricted breathing.

Supervision

Children will be supervised at all times while sleeping.

Children Under 12 Months

- A member of staff will remain present in the room at all times whilst babies are sleeping.
- Sleeping babies will always remain within sight and sound of a staff member.

Children Over 12 Months

- A sleep monitor will be in operation.
- The sleep room door will remain open where appropriate.
- Staff will carry out and record visual checks at least every 10 minutes.
- Children will remain within sight and/or sound of staff at all times.

Sleep Monitoring and Records

A sleep log will be maintained for every child sleeping at nursery.

The following information will be recorded:

- Time the child fell asleep.
- Times sleep checks were completed.
- Time the child woke up.
- Any concerns or observations during sleep.

These records help ensure children's wellbeing is monitored and provide information for parents and carers.

Temperature and Clothing

We aim to maintain the sleep room temperature between **16°C and 20°C**, creating a comfortable environment that reduces the risk of overheating.

During warmer weather and summer months, maintaining this temperature may be more challenging. To support children's comfort and safety we may:

- Use air conditioning units where available.
- Use fans to improve air circulation.
- Reduce bedding as appropriate.

- Allow children to sleep without blankets when necessary.
- Encourage lighter clothing appropriate to the temperature.

Staff will regularly monitor room temperatures and adjust bedding and clothing accordingly to prevent overheating.

Partnership with Parents

We work closely with parents and carers to understand each child's sleep routines, comfort needs and individual requirements. Any specific sleep arrangements, medical advice or concerns will be discussed and documented to ensure children receive consistent care between home and nursery.

We encourage parents and carers to share any changes in their child's sleep patterns with us, as this helps us provide the most appropriate care and support.

Safer Eating

At Little Explorers Nursery, we recognise that mealtimes are an important part of the day and should be happy, relaxed, and social occasions that children and staff enjoy together. We are committed to promoting healthy eating habits, supporting independence, and ensuring that all food is prepared and served safely to minimise the risk of choking and allergic reactions.

Meal times

8am to 8.45am Breakfast a range of cereals

11.45 to 12.30 Lunch

3.45pm to 4.30pm Light Tea

Mealtime Practice

- Children sit together with staff during mealtimes to create a positive social experience and to encourage good eating habits.
- Staff act as positive role models by sitting with children and supporting positive conversations during meals.
- Children's independence is encouraged through age-appropriate self-service opportunities, allowing them to help themselves to food where appropriate.
- Children are initially encouraged to take small portions of each food item to promote a balanced and nutritious diet while reducing food waste.
- Children are supported to make their own choices and are encouraged to try a variety of foods and new tastes, without pressure.

Supervision During Mealtimes

- A member of staff will always be present with each group of children whilst eating.
- Children must remain seated while eating and drinking.
- Walking, running, playing, or moving around with food in their mouths is not permitted due to the risk of choking.
- Staff remain vigilant throughout mealtimes and are trained to respond appropriately in the event of a choking incident.

Healthy and Nutritious Menus

- All menus are designed to provide healthy, balanced, and nutritious meals and snacks.
- Seasonal menus are used to ensure children receive a variety of fresh ingredients throughout the year.
- Wherever possible, our meat is sourced from a local butcher to support quality and freshness.

Choking Prevention

Little Explorers takes all reasonable steps to reduce choking risks.

- Foods that may present a choking hazard are prepared appropriately before being served.
- Examples include cutting grapes lengthways into quarters, cutting sausages into small pieces, and adapting other foods as necessary to suit children's ages and developmental stages.
- The nursery does not serve:
    - Marshmallows
    - Jelly
    - Mini milk-style ice creams
    - Popcorn

These foods are excluded due to the increased risk of choking and form part of our commitment to maintaining a safe eating environment for all children.

Dietary Requirements, Allergies and Intolerances

We are committed to meeting the individual dietary needs of every child.

- Parents must provide details of any allergies, intolerances, or dietary requirements on their child's registration form.
- Any changes to dietary requirements must be communicated to the nursery in writing via email and updated as necessary.
- Where a child has a diagnosed allergy, intolerance, or medical dietary requirement, the nursery must receive written confirmation from an appropriate healthcare professional, such as a doctor, dietitian, or nutritionist.

- Information regarding children's dietary requirements will be shared with relevant staff and displayed securely within each room and the kitchen to ensure awareness at all times.
- All staff will follow agreed procedures when preparing and serving food to children with allergies or special dietary requirements.

Allergic Reactions

In the event of a child experiencing an allergic reaction:

1. Staff will follow the child's individual healthcare or allergy management plan.
2. First aid will be administered as appropriate.
3. Parents/carers will be contacted immediately.
4. Emergency services will be called without delay if the reaction is severe or if there are any concerns regarding the child's condition.
5. The incident will be fully recorded and reviewed.

Equal opportunities

Equal Opportunities are about ensuring that we are all treated with care, concern and respect. This will mean doing things differently to ensure an individual's needs are met.

Our setting aims are:

- To promote positive attitudes to diversity including gender, cultural diversity and special needs of all kinds.
- To acknowledge the complexity of British Society and recognise that it would be failing the children if it did not prepare them for their integral part in society.
- To encourage every member to promote British values of democracy, rule of law, individual liberty, mutual respect and tolerance for those with different faiths and beliefs as embedded in the early year's foundation stage 2017.

Parking

Please exercise great care when dropping off and picking up children from nursery.

Collection policy

We understand that on occasions you may wish for other family members/friends to collect your child from the setting. For security we ask that you inform members of staff in both your child's room and in the office. You will be asked to provide us with a password that the person collecting will use. If you have not informed us of the person collecting we cannot let them into the building until we have confirmed their identity with parents/emergency contacts.

Non-collection of children from nursery

If a child is not collected at the end of the day session the procedure will be as follows:

- Two members of staff will stay with the child.
- The parent/carer will be contacted by telephone. If they are not available the emergency contact person on the child's registration form will be notified.
- If no contact is made for anyone to collect the child after one hour, social services will be contacted for advice and support.

At all times during the process the child will be made to feel comfortable and reassured by familiar members of staff.

Complaints procedure

If a parent/carer has an issue, either involving their child or the nursery as a whole, they should in the first instance raise the issue with either their child's Key Person or the Manager of the nursery. If the parent/carer feels unable or unwilling to raise the matter in this way, they can approach the Nursery Manager. In the first instance every effort will be made to resolve any matters within the following appropriate framework:

A matter relating to an individual child should be discussed between the parent/carer and the manager.

- Should the matter not be resolved, the issue will be brought to the attention of the Nursery Manager who will meet with all parties involved.
- Should the matter still remain unresolved, it will be raised with a Head of Service Jo Ireland jo.ireland@northyorks.gov.uk
- If the matter raised concerns a general policy issue, again it should first be raised with the Nursery Manager.
- Should an approach on general or policy matters still not be resolved, it will be reported to a Head of service in North Yorkshire Council.

At all points throughout these processes the parent/carer will be kept informed of progress.
If the parent/carer is concerned about the standard of Nursery provision or childcare they must contact OFSTED who are the registering authority at the address below.
OFSTED, Piccadilly Gate, Store Street, Manchester, M1 2WD
Tel: 0300 123 4666 www.ofted.gov.uk/parents
Little Explorers Day Nursery Registration No. 2828473

Health and safety policy

The aim of this policy is to maintain a safe and healthy environment throughout the nursery and to establish and maintain safe working procedures amongst staff and children.

- Hazardous materials i.e. cleaning fluids, will be kept out of the reach of children in a locked cupboard which is clearly labelled. Protective clothing will be worn by staff when using such hazardous materials.
- Play equipment will be inspected and checked regularly for safety and kept in good, safe repair.
- Fire drills and Lock downs for staff and children will be carried out regularly and recorded at the nursery.
- High standards of personal hygiene and care of the nursery and equipment will always be maintained.

The nursery will follow the Regulations of the Health and Safety at Work Act 1974 and any other relevant legislation.

Safeguarding Policy

Introduction

Little Explorers are committed to safeguarding and promoting the welfare of all children in our care. We comply with local child safeguarding procedures and have a duty to record and report any concerns regarding the possible abuse or neglect of children. Child protection is an integral part of safeguarding and focuses on protecting specific children who are suffering or likely to suffer significant harm. Our aim as an Early Years setting is to create a safe and nurturing environment by adopting the highest possible standards and taking all reasonable steps to protect children from harm. Safeguarding encompasses child protection and extends to the wider aspects of a child's well-being.

Our prime responsibility is the welfare and well-being of the children in our care. We are committed to acting quickly and responsibly in any instance that may come to our attention, working collaboratively with parents/carers, staff, and multi-agency teams in the best interest of the child.

Legal Framework

This policy operates within the framework of the following legislation and guidance:

- Children Act (2004/1989)
- Working Together to Safeguard Children (2018 / 2020)
- Safeguarding Vulnerable Groups Act (2006)
- Counter-Terrorism Act and Security Act [1] (2015) (The Prevent Duty)
- Multi-Agency Practice Guidelines (Local Authority: North Yorkshire Safeguarding Children Partnership
- Female Genital Mutilation Act 2003
- Serious Crime Act 2015
- Children and Social Work Act 2017
- Data Protection Act 2018
- Voyeurism Act 2019 (Upskirting)

Our Aims

- To ensure all children receive the highest level of care, provision, and education.
- To make the health, safety, and welfare of all our children our paramount concern.
- To uphold the right of all children to protection, regardless of age, gender, race, culture, background, or disability.
- To ensure children feel safe and secure within the nursery environment.

Our Commitments

We are committed to:

- Building a "culture of safety" where children are protected from abuse and harm in all aspects of our service.
- Responding promptly and appropriately to all incidents or concerns of abuse, working with statutory agencies as outlined in "What to do if you're worried a child is being abused."
- Promoting awareness of child abuse issues through staff training and learning programmes.
- Empowering children through the Early Years curriculum, fostering their resilience, and ensuring their voices are heard.

- Ensuring all staff are vigilant to the signs of abuse and understand the different ways children can be harmed.
- Maintaining a robust training system where all staff are confident in safeguarding policies and procedures.
- Providing a secure and safe environment, ensuring no unsupervised adult without an enhanced DBS check is left alone with children.
- Ensuring all staff receive updated and relevant safeguarding training.
- Adhering to Ofsted requirements regarding references and Disclosure and Barring Service (DBS) checks for all staff and volunteers to prevent unsuitable individuals from having contact with children.
- Maintaining legal staff ratios as set out in the Early Years Foundation Stage (EYFS) statutory framework.

Designated Safeguarding Leads (DSLs) and Deputy DSLs

Our Designated Safeguarding Lead (DSLs) is:

Elizabeth Green elizabeth.green@northyorks.gov.uk

Our Deputy Safeguarding Office is:

Helana Corbett Helana.corbett@northyorks.gov.uk

Looked After Children

We are committed to providing quality provision and equal opportunities for all children, including those who are looked after. We recognise that these children may have experienced trauma and aim to support their emotional well-being by promoting secure attachments and resilience, which form the basis of our policy and practice guidelines for looked after children.

Children Missing from Education

Unexplained absence from the nursery is a potential indicator of abuse or neglect. The DSL will monitor unauthorised absences and take appropriate action, including notifying the local authority where funding is allocated.

What is Abuse?

Abuse can occur through acts of commission (inflicting harm) or omission (failing to prevent harm). We recognise that child abuse can happen in any family. The following are examples of possible manifestations of abuse, but this list is not exhaustive:

- **Neglect:** Persistent failure to meet a child's basic physical and psychological needs.
  - **Signs:** Constant hunger, tiredness, ill-fitting clothes, poor hygiene (e.g., soiled nappies).
  - **Procedure:** Discuss concerns with parent/carer, record the discussion, and share records with them. If queries remain, consult the Child Protection/MASH team.
- **Physical Abuse:** Inflicting physical harm on a child.
  - **Signs:** Unexplained bruises/marks in unusual areas, facial bruising, hand/finger marks, bite marks, burns, lacerations, abrasions, sudden behavioural changes (withdrawal, aggression, fear of physical contact).
  - **Procedure:** Record all marks/injuries on a pre-existing injury form, signed by parents. Discuss the incident with parents at the earliest opportunity (when signing). If concerned, immediately contact the Child Protection/MASH team for advice.

- **Sexual Abuse:** Involving a child in sexual activity they do not understand or to which they cannot consent.
    - **Signs:** Bruising consistent with being held firmly, discomfort walking/sitting, genital pain/itching/discharge/bleeding, loss of appetite, sexually explicit language/play, knowledge of adult sexual behaviour, seductive behaviour, low self-esteem, withdrawal.
    - **Procedure:** Detail observed instances in a confidential report and immediately report to the DSL/Nursery Manager. The matter will be referred directly to the Child Protection team/MASH hub.
- **Emotional Abuse:** Persistent emotional maltreatment that can damage a child's self-esteem and emotional development.
    - **Signs:** Failure to thrive, developmental delays, attention-seeking behaviour, lying, inability to enjoy play, low self-esteem, speech disorders, inappropriate affection.
    - **Procedure:** Discuss concerns with parent/carer via the DSL/Nursery Manager, record the discussion, and share records with them. If queries or ongoing concerns persist, notify the Child Protection team/MASH team.

Recording Suspicions of Abuse and Disclosures

Staff will maintain objective records of any observations or disclosures, including:

- Child's full name, address, date of birth, and age.
- Date, time, and location of the observation or disclosure.
- Exact words spoken by the child (not paraphrased or altered).
- Name of the person the concern was reported to, with the date and time, and names of any other individuals present.
- Details of any discussions held with parents/carers.
- Name and signature of the person completing the report/observation.

Staff must be aware that individual indicators do not necessarily signify abuse, but vigilance is crucial. Warning signs should never be ignored, and staff should contact relevant services for support at any stage.

Female Genital Mutilation (FGM)

We have a statutory duty to protect girls and women from FGM, which is illegal and a form of abuse. If a child shows signs or symptoms of FGM or is suspected to be at risk, we MUST follow our standard safeguarding procedures and refer the child. Information regarding "at risk" indicators must be shared with the child's GP and Health Visitor.

- **Signs a child may be "at risk" of FGM:** Father from a practicing community, limited family contact outside, known maternal FGM, family disengagement with professionals, planned prolonged travel abroad, child's comments about a "special procedure," family known to social services.
- **Signs a child may have had FGM:** Frequent UTIs, increased emotional/physiological needs, talk of pain/discomfort between legs, difficulty walking/sitting.
- **Significant/Immediate Risk:** Child or parent/family member discloses FGM has occurred.

Child Sexual Exploitation (CSE)

CSE is a form of child sexual abuse where an individual or group takes advantage of a power imbalance to coerce, manipulate, or deceive a child into sexual activity. This can occur online or offline. Staff will be aware of children most at risk, including vulnerable children.

- **Indicators/Warning Signs:** Secretiveness, withdrawal, isolation, unexplained absences, hostility/aggression, inappropriate sexualised behaviour, unexplained injuries, concealing marks/scars.
- Any concerns will be followed up using the same procedures as for other forms of abuse.

Upskirting

Under the Voyeurism Act 2019, upskirting is a criminal offence and will not be tolerated. Any incidents will be reported to the DSL, who will determine the next steps, potentially involving the police.

Prevent Duty

In line with the Counter-Terrorism and Security Act 2015, we understand the importance of identifying vulnerable children and preventing them from being drawn into terrorism. We will protect children from radicalisation by promoting British values and ensuring staff can recognise changes in behaviour. Regular reviews of our e-safety and mobile phone/internet policies are conducted to mitigate online radicalisation risks. Staff are aware of when to make a referral to the "Channel Programme."

Toxic Trio

We are aware of the "toxic trio" (domestic abuse, mental ill-health, and substance misuse) as a significant indicator of increased risk of harm to children. Staff will be vigilant to situations where these factors may be present in a child's home life.

Operation Encompass

We participate in Operation Encompass, a partnership between police and education to provide early information to the DSL about incidents of police-attended domestic abuse where children are present. This enables us to offer immediate support to affected children.

Honour Based Violence (HBV)

HBV involves practices used to control behaviour within families to protect perceived cultural or religious beliefs. Actions deemed to bring shame may lead to punishment. We are alert to signs of distress and indications of HBV, such as self-harm, absence, changes in dress/behaviour, visible injuries, and signs of depression.

Forced Marriage

Forced marriage is where one or both individuals do not consent to the marriage, and pressure or abuse is used. It is a criminal offense and distinct from arranged marriage where consent is given. Coercion can be physical, psychological, financial, sexual, or emotional. Marrying someone under 18, even without pressure, is also considered forced marriage.

Human Trafficking and Modern Slavery

Child trafficking and modern slavery involve the recruitment, movement, and exploitation of children for various purposes, including forced labour, sexual exploitation, and domestic servitude. Staff will be aware of the indicators of trafficking, which involve an action, a means of control, and a purpose of exploitation.

Child Abuse Linked to Faith or Belief (CALFB)

CALFB involves abuse where concepts of faith or belief are misused to harm children. This can include beliefs about witchcraft, spirit possession, the evil eye, or ritualistic practices. Attempts to "exorcise" a child may involve severe physical abuse. Seemingly "different" behaviours in children may be misinterpreted in this context.

County Lines

County Lines is a form of criminal exploitation where gangs coerce children into storing or transporting drugs and money to other areas. "Cuckooing" involves criminals taking over a vulnerable person's home for drug trafficking. Staff will be aware of the risks and indicators of County Lines involvement.

Fabricated or Induced Illness (FII)

FII is a rare form of abuse where a parent or carer exaggerates or deliberately causes symptoms of illness in a child. Staff should be alert to frequent unexplained absences, vague or unverifiable symptoms, and unusual carer behaviour (e.g., excessive involvement or lack of engagement).

Photography and Mobile Phone Policy

The use of cameras and mobile phones within the nursery is prohibited, the only exception is the nursery mobile phone of which the camera is disabled.

Staff use tablets to take pictures and upload on to Tapestry for the purpose of children's learning journey.

Whistleblowing Policy

Any concerns about the conduct of staff members or volunteers should be reported in accordance with our Whistleblowing Policy.

Local Authority Children's Services Contact Information

Worried about a child (safeguarding link below)

NYSCP

To report a concern regarding the nursery please use the email address below or telephone number for OFSTED

enquiries@ofsted.gov.uk or 0300 123 4666

All nursery staff, whether voluntary or paid, have undertaken an enhanced Disclosure and Barring Service (DBS) check to help us make safer recruitment decisions, requested through North Yorkshire Council. As part of our recruitment, staff have to be registered as 'fit' persons in line with OFSTED and references are always taken up prior to employment, followed by a probationary period.

Our prime responsibility is the welfare and well-being of all the children in our care.

It is our legal responsibility, as childcare professionals, to report to the authorities if we feel that the safety and well-being of a child is at risk.

It would be for the authorities then to assess and make a judgment, to reflect the regulations of the Safeguarding Children's Board.

Should a parent/carer have cause for concern regarding a member of staff in relation to their child, they should contact the Nursery Manager in the first instance, who will investigate the allegation and inform the Safeguarding Children Officer and OFSTED. This is further explained in the next policy, allegations made against staff and volunteers.

The parent/carer may also contact OFSTED – the registering authority – on 0300123 4666, or the Duty Local Authority Designated Officer (LADO) on 01609 533080. A notification should be sent to the LADO within one working day using the LADO Notification Form, giving as much detail as possible. Completed LADO Notification Forms should be emailed using secure mail to the lado@northyorks.gov.uk or if you do not have a secure email address please contact 01609 533080 within office hours.
Where there is an immediate threat to a child please contact the Police or the contact the Emergency Duty Team (if outside office hours) on 0300 132 131.

If a child is brought to Nursery with an injury which includes minor bumps and bruises they will be asked by the nursery staff to fill out an 'Accident at Home' form which will be kept in their child's confidential personal file. We hope you do not find this procedure intrusive, as it is a legal requirement of the Nursery Manager to have such documentation in place.

Allegations made against staff and volunteers

Whistle blowing procedure

The nursery is committed to the wellbeing of the children in its care and takes every measure to ensure this.

All staff and volunteers have an enhanced Disclosure and Barring Service (DBS) check before they work on the premises with the children.

Allegations such as those listed below will result in further action being taken:

- If the adult has behaved in a way that has or may harm a child
- If the adult has possibly committed a criminal offence against a child or
- If the adult has behaved in an inappropriate manner towards a child or children which indicates that he/she is unsuitable to work with minors.

The person/persons making the allegation should in the first instance contact the nursery manager or assistant manager and inform them of the incident or concerns which will then be documented/recorded. The manager/assistant manager will then investigate the incident in a professional non-judgmental manner in the following way:

- A full investigation will be carried out to determine how this will be handled.
- Information will be gathered and the member of staff will be interviewed and questioned regarding the incident and documentation will be kept.
- If circumstances require, the North Yorkshire Council Safeguarding Officer and HR will be informed.

- In certain circumstances the member of staff will be temporarily suspended from nursery duties until an outcome is reached.
- The Local Safeguarding Children Board (LSCB) will be informed and guidance sought.
- Founded allegations will be shared and passed onto the relevant organisation and will result in termination of the staffs employment. OFSTED will reported to.
- We will keep the child's parents/carers informed of the process at all times.
- Counselling and support will be offered to any parties involved who have been affected by the allegation.

Unfounded allegations will result in the member of staff returning to work to carry out their normal duties.

If the allegation is against the Nursery Manager please report directly to Jo Ireland jo.ireland@northyorks.gov.uk or contact local authority designated safeguarding officer as below.

Useful contacts

- Local Authority designated Officer 01609 534974
- OFSTED 0300123 4666
- Local Safeguarding Children Board (LSCB) (North Yorkshire) 01609 533080
- NYSCP
- NSPCC whistleblowing 080002800285

Nursery security

For the safety of all the children at Little Explorers and in conjunction with the nursery's safeguarding/ child protection procedures and OFSTED requirements, please adhere to the following:

To access the building:

- Press the button on the monitor to the right hand side of the door.
- Stand and look into the camera on the monitor.
- A member of staff will unlock the door remotely and invite you in; please pull the door towards you to enter.
- Do NOT allow any other person in at the same time (other than who is personally with you) even if you know them. You must only gain access via a member of the nursery staff.
- On entry and departure please close the door firmly behind you ready for the next person.

We realise that parents know other parents and carers well and this may appear to feel rude and discourteous by closing the door, but for the safety of all our children, it is paramount that these procedures are followed and adhered to. Little Explorers Day Nursery are committed to the safety and wellbeing of all our children.

Procedure for if a child leaves the nursery unaccompanied

This should never happen, however accidents can and do happen sometimes. These are the procedures to follow if you cannot find a child:

- **Find out quickly**
  The chances of finding a missing child safe are greatest if the child's absence is soon discovered.
- **Search systematically**
  The nursery is responsible for the missing child and also for the other children in the room. Two members of staff will gather the remaining children into a group for an appropriate activity whilst all other staff searches.

  Without alarming them the children will be asked if they have seen the child.

  Check that all the adults are present.

Staff will then check every room in the building and also accessible outside area. As soon as it is confirmed that the child is not on the premises Parents/carers must be informed.

- **Parents**
  Remember that as soon as parents are informed they will need advice and support. Try to remain calm at all times.

  If a parent is not able to be contacted telephone their alternative emergency number. If the child lives in walking distance of the nursery one member of staff would make the journey on foot, in case the child was making their way home.

- **Informing other people**
  Call the police to request help and advice.

  Contact social services department 01423 568099 tell them the situation and that you have informed the police. Social services will need the following information:
  - What systems do you operate for preventing such occurrences?
  - What happened?
  - What you did, at what time and in what order?
  - Whom you informed and when?

  They will want to conduct their own investigation

- **The accident and incident book**
  As soon as a member of staff is available start to build up a written record of the event including anything unusual about the behaviour of that child or any other children during that day. This is important even if, as is likely the child is found within a few minutes.

- **Dealing with people's reactions**
  Because powerful emotions are involved, parents will be frightened and probably angry, these feelings are natural.

  At all times staff will try to keep the situation calm, support and comfort the parents. Parents will be kept informed of the situation at all times and we will work with them closely.

- **Dealing with the media**
  The nursery staff should make no comment if the press contacts them North Yorkshire Council deal with the media.

- **Informing other parents**
  Parents who are collecting other children should be given brief and accurate information as rapidly as possible. A letter will be sent to all parents to reassure them.

- **When the child is found**
  During the time a child is missing however briefly, all the adults involved, parents and others suffer great fear, guilt and distress. It is important to remember:
  - That the child also might have been afraid and distressed and will need comforting.
  - The child might be completely unaware that anything is wrong.
  - It is important to make all children aware that they must not leave the nursery without parent/ carer.

Mobile phone policy

We take safeguarding and child protection very seriously at Little Explorers Day Nursery as it is paramount to ensure the safe wellbeing of all our children.

It is with this in mind we issue the following instructions:

- Staff and students are required to keep mobile phones in the office in a secure location
- Mobile phones should not be used in the nursery building.
- Should you need to accept or make a call using your mobile phone you must do so outside the nursery, away from children.
- In an emergency the nursery phone will be available for you to use.

Please respect this request as we are required by OFSTED to take these measures at all times to safeguard the children attending nursery, including you own child/children.

Outings and transport

Here at Little Explorers we enjoy getting out into our local community for walks to explore our environment as it greatly benefits children's learning and development. Permission for this is requested on your child's registration form.

While on an outing there will always be at least one first aid qualified member of staff and a portable first aid kit. The Nursery mobile phone is taken on the trip to ensure that the staff can contact nursery if needed.

Occasionally we may use public transport for short distances, this allows us to access a wider area of our community and provides new and exciting experiences for the children while they are in our care.

No smoking policy/vaping

Little Explorers operates a no smoking/vaping policy within the premises.

Guidance on infection control

Please note, regardless of national reccomendations, if your child is unwell in themselves please do not attend Little Explorers Day Nursery. For any queries please contact the nursery before attending.

Rashes and Skin Infections	**Recommended period to be kept away from Nursery**
Athlete's foot	None
Chicken pox*	Until all vesicles have crusted over
Cold sores (Herpes simplex)	None
German measles (rubella)*	four days from onset of rash
Hand, foot and mouth	None
Impetigo	Until lesions are crusted and healed, or 48 hours after commencing antibiotic treatment

Measles*	Four days from onset of rash
Molluscum contagiosum	None
Ringworm	Exclusion is not usually required
Roseola (infantum)	None
Scabies	Child can return after the first treatment
Scarlet fever*	Child can return 24 hours after commencing appropriate antibiotic treatment
Slapped cheek (fifth disease or parvovirus)	None once the rash has developed
Shingles	Exclude only if the rash is weeping and cannot be covered
Warts and verrucae	None

Diarrhoea and vomiting illness	**Recommended period to be kept away from Nursery**
Diarrhoea and/or vomiting	48 hours from the last episode of diarrhoea or vomiting
E.coli O158 VTEC* Typhoid* [and paratyphoid*] (enteric fever) Shigella* (dysentery)	Should be excluded for 48 hours from the last episode of diarrhoea Further exclusion may be required for some children until they are no longer excreting
Cryptosporidiosis*	Exclude for 48 hours from the last episode of diarrhoea

Respiratory infections	**Recommended period to be kept away from Nursery**
Flu (influenza)	Until recovered
Tuberculosis*	Always consult the duty room
Whooping cough* (pertussis)	48 hours from commencing antibiotic treatment, or 21 days from onset of illness if no antibiotic treatment

Other infections	**Recommended period to be kept away from Nursery**
Conjunctivitis	None
Diptheria*	Exclusion is essential. Always consult with the duty room
Glandular fever	None
Headlice	None
Hepitisis A*	Exclude until seven days after onset of jaundice (or seven days after symptom onset if no jaundice)
Hepatitis B*, C, HIV/AIDS	None
Meningococcal meningitis*/ septisemia*	Until recovered
Meningitis* due to other bacteria	Until recovered
Meningitis viral*	None
MRSA	None

Mumps*	Exclude child for five days after onset of swelling
Threadworms	None
Tonsillitis	None