



Buxton Nursery Ltd

"Where every child matters"

Parent Pack

www.buxton-nursery.co.uk

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Overview

This pack is designed to give parents information about the services offered by Buxton Nursery Ltd, as well as setting out nursery practices.

We take childcare very seriously and understand the trust parents place with us when we are asked to look after and educate their child.

- Buxton Nursery Ltd is based at Buxton Infant School. We are a private nursery working in partnership with a state school.
- We have facilities for children aged three months to five years.
- We are open from 8am – 6pm all year (except over the Christmas and New Year period)
- Children can attend nursery on a term-time only basis, or all year round.
- Government funding is available for 15 or 30 hours depending on children's ages and families' circumstances. More information is available on request. Funding can be stretched over 50 weeks a year or accessed term time (38 weeks per year – in line with the school term. One week of the year will be unfunded due to there being 39 week of the school year.
- Our philosophy is to provide a warm, friendly, and secure environment where all children in our care - and their parents - feel welcome and happy. It is the aim of the nursery to provide the best for children, staff, and parents.

All information in this document is correct to the best of our knowledge in October 2025. Please consult our website www.buxton-nursery.co.uk for more up to date information.

Buxton Nursery Ltd Parent Pack

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About the nursery

1) Structure

Buxton Nursery was established by Jane Wallis in 2002 on the premises of Buxton Infant School, we became Buxton Nursery Ltd in October 2022. Laura Bowers, Deborah Connolly and Gemma Martin are company directors.

The nursery is split into two groups: one for children aged under about 2½ years old (the “Nursery” Room); and one for older children (the “Preschool” Room) with two sub-groups – the Rising Threes and the Over Threes, these are affectionately known as Caterpillars and Butterflies. The groups are based in adjacent rooms, with a connecting door between. Each room has activities and routines suitable for the age group – although activities may also be undertaken with a smaller group of children, or sometimes with everybody. We also have a third room (“The Snug”) available to both groups of children, which is used for small group work or one-to-one additional support.

We are a private nursery working in partnership with a state school. We have access to all school facilities and encourage our children to take an interest in school activities, and to participate where appropriate. However, we have individual use of the facilities and schedule our day to fit around the school timetable – for example, nursery outside playtimes are different to the schools.

We run standard nursery sessions which coincide with the school day as much as possible. The morning session runs from 9am to 12pm, and the afternoon session runs from 1pm to 4pm. You must book your child in for a minimum of three hours. However, nursery is open from 8am until 6pm and we can accommodate children for any period between those times. Wrap around care is therefore 8-9am and 4-6pm. We can provide Breakfast, Lunch and Tea.

We are open for 50 weeks a year, the only closures being over the Christmas and New Year period, and bank holidays.

2) Philosophy

Our philosophy is to provide a warm, friendly, and secure environment where all children in our care - and their parents - feel welcome and happy. It is the aim of the nursery to provide the best for children, staff, and parents.

We use the principles of the Early Years Foundation Stage to underpin the care, development and learning of all the children in our nursery.

The four principles are:

A Unique Child - Every child is a competent learner from birth who can be resilient, capable, confident, and self-assured.

Positive Relationships - Children learn to be strong and independent from a base of loving and secure relationships with parents and/or a Key Person.

Enabling Environments - The environment plays a key role in supporting children and extending children’s development and learning.

Learning and Development - Children develop and learn in different ways and at different rates, and all areas of learning and development are equally important and inter-connected.

Our ethos is simple for the children in our care. We believe that attitudes cannot be taught they have to be learnt by example. Rules are simple and introduced at an early age. Enthusiasm, acceptance of change, persistence, sharing, caring for others, courtesy and respect are all positively encouraged.

- We offer high quality care and education for all.
- We provide a safe indoor & outdoor environment that delivers a broad, balanced curriculum.
- We have high standards and aim to surpass Ofsted requirements.
- We provide fun, excitement and adventure for our children.
- Our aim is for all children to develop to their full potential.

In order to meet the individual needs of a child the nursery may work with and seek advice from a number of external professionals such as a speech and language therapist or health colleagues to support the child. The nursery will use its knowledge of The Local Offer in order to find the best possible support for a child.

We take childcare very seriously and understand the trust parents place with us when we are asked to look after and educate their child.

Children in our nursery thrive in an atmosphere where they feel secure and happy and trust the adults that care for and educate them. Home and nursery work together to offer opportunities and life experiences, so the child can grow and develop as an individual.

3) Staff

Laura Bowers has been managing the nursery since 2019 and has worked within the nursery since 2003, having previously been in the role of Assistant Manager and Supervisor. She is qualified to a Level 5 Foundation Degree in Children and young people's services and has completed a Professional Development Program which was a government initiative aimed to improve outcomes in relation to Communication and Language and Math's for the most disadvantaged children.

We are very lucky to have a highly qualified and driven team of practitioners. Deborah Connolly is the settings deputy manager, she has worked at the nursery since 2006 and holds a level 5 qualification. Deborah is also our SENCO and holds a full level 3 SENCO qualification. Remaining practitioners who hold key person roles are either trained to a minimum of level 2 or 3 or are working towards this qualification. In addition, we have support staff (non-qualified) who help over lunchtimes and provide cover as required. ALL staff have up to date paediatric first aid training and complete regular Safeguarding training.

We are committed to updating our training and ensure that practitioners refresh their knowledge and understanding of topics including First Aid, Safeguarding, Health and Safety and Food Hygiene to name a few.

Photographs of our staff are displayed in the entrance corridor and on our website.

4) Communication with parents

Each child has a wallet and peg on the wall at nursery. These can be used to send important information home however we tend to send most of our communication via Famly. Anything that needs to be sent home with children for example, party invitations, leaflets about school applications are distributed into children's wallets and then transferred into their bags to be sent home.

Famly is a one stop shop – we post messages on the news feed, we can message parents directly, invoices are produced each month. We even use Famly to record accidents, incidents and add any medication that children need to have administered.

Each child is allocated with a key person. Key people are responsible for supporting children throughout their nursery journey. The relationship is not fully exclusive, it is important that children develop good relationships with all staff but there is no denying that the bond between a child and their key person is very special. Key people will work closely with parents and carers to get to know everything they need to about their children and will help support them across all areas of development and most importantly ensure they are happy during their time at nursery. The key person role is particularly important when it comes to times of transition where they will support their children to be ready for their next adventure. Whether it's moving from the nursery room to pre-school, pre-school to starting school or transitioning to a new setting, they will support children and ensure that these next steps are successful and that children are confident, capable and ready for what lies ahead.

Key people are also responsible for compiling the learning journey records. We use Famly for our online learning journey where we add observations of your child carrying out different activities and we link them to the Early Years Foundation Stage and the Characteristics of Effective Learning. You can access this securely at home and add your own pictures, videos, and comments. We will also invite you to attend parents' evenings to chat to your child's Key Person. Buxton Nursery Ltd believes in providing the best service it can; we encourage feedback from both parents and staff because we recognise that this is the best way we can improve further. If you have any feedback, queries, or concerns then please speak to any member of staff at drop-off or pick-up times – or make an appointment to speak to them more privately.

5) The Curriculum at Buxton Nursery

Children are at the heart of everything we do, and our curriculum is tailored to meet individual children's needs. Key people work hard to get to know their children and plan varied and exciting activities which support their development and next steps. We use the development matters framework to compile observations and assessments on our Famly system, we also share the planning for the rooms on Famly weekly.

The Early Years Foundation Stage begins in nursery and continues into the first year of school. We aim to support all children to be school ready and transition into reception with confidence.

- **In the Nursery Room (3 months – 2½/3 years)**

The nursery room is a calm and tranquil environment where babies and toddlers thrive with the caring and loving approach provided by key people. The room has a maximum number of 12 children which gives a family friendly feel and is suitable for babies from 3 months to toddlers and children aged up to 2 ½ to 3 years. Snacks and meals take place around the table where everyone babies, toddlers and practitioners sit together to enjoy the routine together. The routines are flexible to allow staff to support all children's individual needs, and we have safe and suitable areas for sleeping, nappy changing and playing and learning.

We provide a wide range of activities designed to interest and stimulate, including sticking, messy painting sessions, other creative activities, sand and water play, and story sessions. The song box sessions are delightful and even our youngest babies join in with these with fascination and interest. There is also lots of individual learning in the form of role play and free play, which staff support sensitively. We go outside every session, either to play in the school playground and/or for a walk around our beautiful Buxton town (see our outdoor and trip section for more information about this).

- **In the Preschool Room (2½/3 – 4 years)**

The pre-school room is a busy and vibrant environment for children aged between 2 1/2 – 5 years. The room has a maximum number of up to 28 children per session.

In the classroom, we provide a wide range of activities: there are lots of creative activities, exploratory and messy play opportunities, construction activities, storytelling, number games, and lots of opportunities to practise mark-making and pre-writing skills. We have an upstairs reading area where children can snuggle up and enjoy a book independently or with a small group of peers. We support children's imaginative play by providing a variety of different role play opportunities including home corners, shops, doctors, and hairdressers to name a few. Small group learning opportunities take place to allow differentiation between the different age groups. Circle time, song and story sessions take place every day. We sing songs about the day of the week; we count together to work out what the date is and learn about the 4 seasons. For example, when it is autumn time, we learn about why the leaves fall off the trees and how hedgehogs prepare for hibernation. We go outside every session whatever the weather to play in the school playground or go out and about on walks; trips and visits (see our outdoor and trip section for more information about this). In the final year before children are due to transition to school key people will refer to the Derbyshire 10 keys to unlocking school readiness. You can find out more information about these by following the link below;

<https://derbyshirefamilyhealthservice.nhs.uk/our-services/5-10-years/starting-school>

Children are also able to start having their lunch in the school hall which further supports their transition.

- **Our outdoor areas**

We recognise the importance of children having regular access to the outdoors and ample opportunity to engage in physical play. Small groups go outdoors during the morning and afternoon play sessions in both rooms in addition to the whole group outdoor sessions which take place every day.

We have access to all areas of the school playground. In the foundation stage area, there is a small climbing frame with a slide. This provides our toddlers and children who are developmentally ready with the perfect climbing opportunity to support their physical development. Our wheeled toys are stored within this area, we have a selection of balance bikes and little tykes' cars which are very much enjoyed by the children.

The covered sports area is a favourite of ours and we use this area very regularly. Our shed is located close by, which makes it really easy for us to get out lots of equipment to play with. We set out blankets to provide areas for small world, construction or reading. We have a wide variety of equipment including space hoppers, hoops, quoits, balls, and doodle bug ride on toys. We have large duplo blocks for building, natural building materials and heuristic play resources. The list goes on and on, the shed is a real Aladdin's Cave! Some sessions we don't set out any toys or equipment at all and engage in races encouraging the children to move in different ways, sometimes we even play football or basketball!

In the main area of the playground there is a stage area, in front of this there is a large section of artificial grass which is decorated with a selection of colourful shapes. We sometimes use this area during play sessions – the stage is the perfect area to put on a show and sing songs and perform dances and shows. The school has a trampoline which we are allowed to access with small groups – this provides a really good physical and sensory play opportunity for our children. There is a climbing wall within this area and whilst our children are too little to use it for its main purpose it isn't an area that goes unused. Children will often be found hiding behind the low wall during games of hide and seek or

pretending to sell ice-creams through the gap! There is also a shelter with a fixed seating area.

At the front of the building there is a large section of playground which is completely covered in artificial grass. Amongst it there is a small boat and aeroplane which the children absolutely love playing on. Surrounding this there is a daily mile track, children can follow the trail that is set out and if they do this 26 times, they will achieve a mile! A small planter wall is positioned next to this which is filled with a variety of plants and small trees and shrubs. This provides wonderful learning opportunities throughout the year and each season brings a different topic which can be covered. Following on from this area there is a further section of playground which is covered with artificial grass. There is a small wooden house/hut in this area and a series of concrete and dry-stone planters which once again throughout the seasons provide the children with the opportunity to learn about growth.

A dry-stone wall separates this area from our gorgeous grassy garden. Children can either enter the garden through the gate or by climbing over the stile. This area is simply beautiful especially during the summer months when the willow tunnel is at it's fullest. Children travel through the tunnel giggling as they go. There is a paved amphitheatre seating area which children sit on whilst playing and they enjoy the physical challenge of taking the giant step up onto it. In the central area there are 3 obstacles which form our trim trail. Children can bounce across the wobbly bridge, balance along the beam and when our oldest children are ready, they take on the challenge of the wobbly steps. In the centre of the trails there is a wildflower garden which is usually in full bloom by summer. There is a large wooden covered sand pit as well as a pebble pit in the garden. Behind a small secure fence there is a garden space which has a safely covered pond which is known to be home to newts throughout the year and there is further planting space.

We treasure our outdoor areas and the opportunities they provide us throughout the seasons. Come sun, rain, or snow you will find children outdoors experiencing the awe and wonder of the world.

- **The Snug**

Our snug is a small room located within the foundation stage playground. It is a multi-function room and is used by the nursery room and pre-school room. One-to-one and small group work takes place in here throughout the morning and during the afternoon it provides the perfect cosy spot for the children who need to, to have a rest or sleep. The cupboards within our snug store all our treasured books and equipment and we also have draw string bags hanging from hooks which contain a variety of heuristic play resources.

- **Hall time**

We have daily access to the school hall which is a large indoor space. We use this for a variety of different activities. We dance, sing, and perform. The hall space gives us access to apparatus and a favoured activity for the children is an obstacle course where they travel across, under and over the different equipment. Children learn to throw and catch, kick balls, roll hoops and develop their coordination skills. Parachute games and other ring games are always enjoyed. The opportunities the hall space provides us with are endless.

- **Swimming lesson opportunities**

Swimming lessons take place on a Thursday morning and are for children aged 3 years +. They take place at Buxton swimming pool and are led by a qualified instructor. 3 pre-school staff members are in the water with the children to help support, guide, and model. Lessons are fun, play based and they guide children through the Duckling stages, each year we have children who have learnt to swim by the time they finish our lessons. Spaces are limited to 20 children and come at an additional cost.

- **Trips out & about.**

We are perfectly positioned within beautiful Buxton and like to get out and about as much as we possibly can. We take walks to the park and regularly visit the library. Every week the children visit the marketplace or supermarket to purchase fruits and vegetables for their snacks. We make the most of every opportunity we can within the community such as visits to the Wells dressings during the summer or trips to the cenotaph around Remembrance Day. We have even been known to drive out in the minibus, to enjoy looking at countryside whilst dropping off old materials at the recycling centre. More organised trips out take place at least once a year to Tittesworth or Peak Wildlife Park for example – these are at an additional cost.

- **Visits & Visitors**

We love to welcome people into nursery, from, Teachers Doctors, Police Officers, Fire-fighters. We arrange different visits every year and would love to extend these visits across more professions to help the children learn about different vocations.

- **Woodland Adventures**

We offer Woodland Adventure sessions all year round. Between September and May all children who are due to transition to school take part in sessions on a rota basis and we visit all the local woodland areas around Buxton. Throughout June and July all children take part in a 6-week programme of activities which take place in a special area in Grinlow Woodland site. Learning takes place in the natural environment, we collect natural materials, explore the dragon's nest, slide down muddy banks, roll down hills, climb on the fallen tree, trek up to Solomon's temple and more! The sessions really are amazing and they really bring some magical moments!

6) Record keeping & Confidentiality.

We compile development records for each child using Famly, these are updated 1-2 times a term and are linked to the areas of learning within the Early Years Foundation Stage (EYFS). You can access these at any time by logging into Famly. At different points of the year key people have additional records to complete including 2-year checks, assessments and school leaver reports. During the holiday observations are added weekly as group observations to capture the fun had by all children who have attended. We hold parents' evenings at a minimum of 2 times per year, but you are welcome to book an appointment to see your child's key person, the SENCO, room supervisor, or the manager at any time.

Please see the privacy notice section on data protection for further information about the data held about your child.

Information on individual children will be stored appropriately and safely. The Key Person will share information with the parent and then appropriate information with childcare professionals and staff as necessary.

In an extreme case (e.g. child protection) the Key Person can share information with an appropriate agency or childcare professional. These matters will not be discussed outside nursery and only amongst staff if absolutely necessary. Private lives of parents and staff should be kept private. Please refer to our Confidentiality Policy and GDPR Policy on our website.

7) What you can expect from us

- We aim to provide you with a quality service.
- We aim to provide your child(ren) with a stimulating and caring environment.
- We will supply high-quality staff who are positive role models for children.

- We will provide a varied, exciting, and challenging activity programme/ curriculum to aid the development of your child(ren).
- We will keep you informed of your child's development.
- We will always treat you and your child(ren) with respect, fairly and without prejudice.
- We will always listen to your comments and concerns and deal with any issues promptly.
- Rules will be consistent and simple, helping to endorse a positive approach to children's behaviour.
- We will discuss any issues with parents to try and form a joint approach to any problem.
- We will treat information about your family confidentially.
- We will inform you of any childhood illnesses etc. that your child may have come into contact with at nursery.

8) What we ask of you

- Inform us of any change in circumstances, for example addresses and telephone numbers – this can be done by messaging on Family and editing your details on the system.
- Support us with regard to behavioural concerns, so that situations can be improved.
- Inform us in writing of the names of people who will be collecting your child.
- Do not smoke (including vaping) or swear whilst on our premises.
- Pick children up at the agreed times and try not to disturb activities that are taking place.
- Inform us of any changes in hours or cancellations as soon as possible. We will do our best to accommodate changes – please note the usual procedure is to provide 1 months' notice.
- Pay your bill on time.
- Always treat staff with respect and direct any comments/complaints to the appropriate people i.e., Supervisors or Managers.
- Inform us of any illnesses etc that your child contracts.
- Apply sun cream to your child before they come to nursery in sunny weather.

9) Admissions procedure

• Getting a feel for nursery

We will make an appointment for parents to meet with nursery staff, who will show them around the nursery premises and answer any questions they may have.

• Booking a place for your child

Parents need to complete an electronic interest form which is sent by email. If we are able to offer a space this is confirmed by email and parents are asked to complete a Microsoft form which outlines all the information required in order to register your child with us. Once this is returned a link is sent to an electronic registration form which lays down the terms of the agreement so that there are no misunderstandings. It is important that you read this carefully and ensure all consents are completed where applicable. We are happy to answer any questions you may have.

We cannot accept a booking without the above steps being completed.

If we are unable to offer your preferred sessions, we will offer alternatives or put your child's name on a waiting list until a place becomes available at the preferred time. Spaces usually become available in September, as this is when other children leave the nursery to go to school. Sometimes a space may become available if a child leaves mid-year, and this space will then be offered to the child at the top of the waiting list. In line with a confirmation email being sent we will also request a £50 booking fee to secure your place. This can be paid by bank transfer or in cash. £25 can be refunded against your first month's invoice – this is dependent on the number of settling in sessions you opt for (6 sessions = £25 refund, 3 sessions = full £50 refund).

- **Accompanied child visits.**

We offer some free settling-in sessions during the half-term before a child joins us. These can be in the morning or the afternoon for approximately two hours. The number of sessions and the times and days will depend on space in the nursery. We ask that one parent accompanies their child on the first visit. This short timescale is often easier for a new child to deal with but also means that the child leaves wanting to come back. A child may need more visits accompanied by parents, or families may prefer a “home link” visit from nursery staff. Both can be arranged.

- **Leaving your child for the first time**

This usually happens at a point when everyone feels that the child is happy to be left at nursery for a full session without a parent. The child will be familiar with the nursery, and we will allocate a specific member of staff to support the child during the session.

If the child becomes distressed, their Key Person will offer comfort and try to distract them and help them settle. If they remain distressed, parents will be contacted and asked to return and stay for the remainder of the visit. The process can then be taken at a slower pace until they are fully settled. We follow the child’s lead when settling children in as we want their start to be happy and positive.

10) Safety

Children are their parent’s responsibility when the parents are on the premises; staff only become responsible once the parents have left the building. We ask parents to be extremely cautious when dropping off and picking up their children. On arrival and departure, please ensure that you close all doors and gates behind you and do not let anyone you do not know into the building. Always ensure that the appropriate staff know when you are taking your child. **Please do not let any other children out of the building as you arrive or leave.**

Please inform us who will be collecting your child in advance; if the person who will be collecting your child is not named on Family as someone who regularly collects we will ask you to provide a password to help identify the person.

11) Timekeeping

Spaces are booked on an on-going basis. We arrange staffing levels according to these booked times, so early drop-offs and late pick-ups mean that we will have to arrange emergency staffing cover. Please make all efforts to drop-off and pick-up your child at the arranged times. In an emergency, please let us know if you are going to be early or late so that we can arrange appropriate staffing. All early drop-offs and late pick-ups will be invoiced at full rate.

12) Term-time or all year care

You can opt for your child to attend nursery during term-time only, or you can choose all year care. Please indicate your choice on the booking form.

“Term-time only” means that your child will attend nursery for 38 weeks a year, coinciding with the school terms of Buxton Infant School. You (or the government if your child is funded) will be charged for the whole term, whether your child attends or not (ie there is no provision for holiday entitlement). We will not expect your child at nursery during the school holidays, although you can book them in (at our normal hourly rates). Please note that there is a non-funded week that takes place every year during which any children in receipt of government funding who are term time only will not receive funding. Arrangements can be put into place so that children can either attend and be charged, sessions can be swapped, or parents can opt for children to not attend during this week.

“All year care” means that your child will attend nursery throughout the year, regardless of the school terms. The only exceptions are during the Christmas and New Year break (when we are

closed for 2 weeks) and on bank holidays. Over the course of the year, you are allowed 2 weeks holiday (pro rata) when you do not pay for your child's place. Funded children are expected to attend 50 weeks of the year. Holidays can be taken; these will need to be recorded for Derbyshire County Council auditing purposes.

13) Holidays & Absences

Any absences from the nursery for any reason need to be recorded on Famly – we ask parents to do this each day their child is absent. If absences are not recorded on Famly you will be asked to sign a paper copy. Derbyshire County Council require us to compile an absence log for children in receipt of funding and so it is particularly important that the steps outlined above are carried out. In addition, our safeguarding policy requires us to follow up with any unexplained absences and so we will make contact with you if your child has not arrived within 30 minutes of their expected arrival time. If there is no response to a message on Famly this will be followed up with a phone call. Please help us by logging absences and remember you can use Famly message to get in touch to let us know if you are running late etc.

Holidays should be scheduled on Famly in advance of them taking place – please do this with as much notice as you possibly can and this will enable any refunds that might need to be processed to be added to your accounts. Please read absence policy attached.

14) Sickness and Medicines

All of our Nursery Assistants, Supervisors and Managers are trained first-aiders. However, we do not have the facilities to nurse sick children. If your child becomes ill during the day, we will call you and request that you collect them. We can administer some non-prescription medicines and most prescription medicines (**please see our Medication Policy**) however we need consent to do this and this is arranged on Famly. If you receive a notification regarding your child's medication, please ensure you acknowledge this as promptly as possible. Please note we can only administer medicines containing Aspirin if prescribed. Please do not send your child to nursery if they are already ill. Specifically, the Health Protection Agency requires us not to accept a child who has had sickness &/or diarrhoea for 48 hours after their last episode. We rigorously enforce this rule to protect other children and staff. If you are not sure about an illness, please phone the nursery or message on Famly in advance and discuss the condition with a member of staff. If a child is not attending nursery because of illness, we ask that parents contact us as soon as possible so that we can re-plan nursery activities. Please either report the absence on Famly as mentioned above or give us a call or drop us a message.

15) Accidents and incidents

Bumps and scrapes are an everyday part of nursery life and so accident reporting is a very regular occurrence. We report our accidents using Famly and there are 2 types of reports – accidents and incidents, an accident is an unfortunate event or occurrence that happens unexpectedly and unintentionally typically resulting in an injury e.g., tripping over and hurting your knee. An incident is an event or occurrence that is related to another person, typically resulting in an injury for example being pushed over and hurting your knee.

Reports will include the date, time, location, nature of injury, any first aid administered, names of witnesses or any other staff present. It will also record when and how parents were notified. Further notes can be added and there will also be a body map which helps illustrate where the injuries are on the body.

We are legally required to report serious accidents to agencies such as RIDDOR, Ofsted, Social care, and LADO depending on the circumstances. Additional information would be provided to parents in such cases.

We are also required to document any pre-existing injuries that children might sustain away from the setting. These will also be reported on Family and will be noted as an incident and in addition to the information above it will also identify if the injury was noticed on arrival. We encourage all parents and carers to share information with us about injuries that have been sustained at home and recommend that information is shared face to face during hand over or via Family message. Please remember we will need to know lots of information to be able to be able to complete the report and so staff will be asking the following;

- Date and time of accident/incident
- Location
- Nature of accident/incident
- First Aid administered
- Any witnesses
- Any other notes

A body map will also be completed.

Just like bumps and scrapes are a part of everyday nursery life they are very much part and parcel of children growing up, we do-not want anyone to be concerned about the records we are required to keep.

It is extremely important that all accident and incident forms are acknowledged as soon as practically possible, this should be on the same day the accident/incident took place or on the day it was recorded with regards to pre-existing injuries.

16) Student placements

We provide placements for students enrolled on childcare-related courses at local colleges. Students will be involved in the care and education of the children but will be supervised at all times. The majority of students will also carry out observations on the children as part of their course-work.

17) Invoices

Invoices are sent out at the beginning of the month, and we request payment within the time frame specified on your invoice. Prompt payment allows us to pay the people that look after your child. **We accept bank transfers, cash, childcare vouchers, which are a tax efficient payment method offered by many employers and payments made via the Tax-Free Childcare government initiative.** You can find out more information about the Tax-Free Childcare scheme by visiting the government website – Best Start in Life.

<https://www.beststartinlife.gov.uk/>

If you have any difficulty paying your invoice, please speak to us immediately so that we can arrange re-payments over a longer period of time. If we do not receive a payment within the time frame listed above and there is no explanation for this, parents will receive written communication from the management team. If a payment is still not received following this, then your child's space may be withdrawn, and your account will be passed onto a debt recovery agency who may add their fee onto the amount due.

18) Notice period

One month's notice in writing is required by parents of nursery children. Nursery can also give notice, usually one month. Failure to comply with certain aspects of the registration agreement (e.g., if payment has not been received) may result in immediate notice.

19) What to bring to nursery

- It is helpful to provide a change of clothes for nursery children, in case theirs get wet or dirty during our activities. Children who are potty-training may require more spare clothes – especially underwear. We have spare nursery clothes for emergencies, but children often prefer to wear their own. Parents usually bring a “nursery bag” and hang it on the child's peg in the hall.

- **On sunny days** - children should wear appropriate sun protection – e.g., a sunhat and sun cream. We expect sun cream to be applied to children at home before a nursery session. We will reapply sun cream in the afternoon only to those children who have been with us all day. We use Aldi own-brand sun cream.
- **On cold / wet days** - children should have suitable outdoor clothes and footwear – including waterproof coat, hat, gloves, and wellies as necessary. This ensures that they are able to enjoy the outdoor activities fully.

We also ask that parents supply their preferred brand of nappies and creams. Again, these can be left in the child's nursery bag, on the peg in the corridor.

Children may bring a packed lunch, rather than having a hot meal provided by nursery. In this case, we ask parents to bring the meal in an insulated bag with a freezer pack inside (to keep the contents cold). We also ask that packed lunches provide a balance of food groups so that all children have a healthy meal in the middle of the day. Also, because some children have a severe nut allergy, we ask that nuts are excluded from packed lunches. We can warm up your own baby food brought from home (for children under 12 months) – thereafter a cold packed lunch should be provided or you can send in something preheated using an insulated container. Packed lunches need to be provided in the school holidays (although we can provide these at a cost).

20) Trips off-site

From time to time, we will take groups of children from nursery on trips – for example, we might take a group to swimming lessons or to the park. Children are transported in one of the following ways:

- In a minibus with a 3-point seat belt, with a suitable child seat or booster seat.
- In a staff car with 3-point seat belt, with a suitable child seat or booster seat.
- Public transport
- By foot

Some trips will incur an additional charge, which parents will be notified about in advance. Parents can inform us if they do not want their child to participate in a particular trip.

21) Nursery Inspections

Ofsted, Derbyshire County Council and The Health and Safety Executive - who collectively look at every aspect of the business - will inspect the nursery regularly. We have a positive outlook to these inspections and regard them as an opportunity to improve. We also try to set our day-to-day standards higher than necessary, not just when the inspectors come.

Ofsted reports are available for parents to read and print via the website at www.Ofsted.gov.uk/reports. Our registration number is 2702981 and our Department for Education number is 8346.

22) Contact details

Our website address is: www.buxton-nursery.co.uk

Our email address is: nursery@buxton-inf.derbyshire.sch.uk

We can be contacted by post at the following address:

Buxton Nursery Ltd
At Buxton Infant School
Hardwick Square South
Buxton
SK17 6QB

We can be contacted by phone on the following numbers: 01298 26660
07976 977 559

Nursery policies and other information

a) Equal Opportunity Policy

We believe that our nursery should be open to all children, and families and all adults committed to their welfare. We aim to ensure that all who wish to work in our nursery or help out on a voluntary basis have an equal chance to do so. (Please see child protection policy and procedures in section b). Government guidelines require us to take into account the Disabled Persons Act (1958, 1986), The Race Relations Act (1976), The Sex Discrimination Act (1986), The Children Act (2004) and The Disability Act (2003). All staff are required to complete equality and diversity training as part of their core training provision.

Our aim is to show respectful awareness of all the major events in the lives of the children, staff, and families in our care (and in our society as a whole) and to welcome the diversity of backgrounds from which people come. Without indoctrination of any specific faith children will be aware of the festivals that are being celebrated in their own families and others.

Children and staff will be encouraged to welcome a range of different festivals together with the stories, celebrations, food and clothing they involve, as part of the diversity of life.

All children and staff will be respected and their individuality and potential recognised, valued and nurtured. Activities and the use of play equipment offer children opportunities to develop in an environment free from prejudice and discrimination. Appropriate opportunities will be given to children to explore, acknowledge and value similarities between themselves and others.

Challenging discrimination

It is the policy of Buxton Nursery Ltd to challenge negative, abusive comments whether they are to do with Special Needs, race, gender, or other areas. Sometimes young children need support and guidance to accept those who are different from themselves as equal. It is our role as practitioners to challenge comments made and to offer the child positive views of all people. By ignoring comments that are made we are allowing discrimination to happen. If there is enough evidence of need we will speak to the parents of the child involved to find out whether what is being said is the reaction of a child faced with a new situation that they are not comfortable with and need support, or reflects views that the child has been exposed to.

Discriminatory comments or attitudes by staff will not be tolerated and are grounds for gross misconduct leading to dismissal.

- **Additional Needs Statement**

At Buxton Nursery Ltd we want to make all children and parents feel welcome and happy. All children will be respected and their individuality and potential recognised, valued and nurtured.

We aim to support children with additional needs and work with parents, health care professionals and other agencies. Our inclusion policy ensures that all children can develop and thrive in all areas within the nursery setting.

Children with additional needs will be fully integrated into the nursery setting and also the daily nursery routine. Contact with parents will be daily and discussion will take place at the end of each session.

b) Inclusion Policy

Buxton Nursery Ltd is registered with the Derbyshire Early Years And Childcare Partnership, the code of practice to ensure that all children with additional needs and disabilities are encouraged and supported to reach their full potential.

We aim wherever possible to include all children in all activities. We provide activities and experiences that are appropriate to the age and ability of the child so that individual needs are met. We aim to do all we can to access relevant resources and equipment and also adapt the environment so each child can have full access to all activities and learning experiences. We will work closely with parents/carers and also other professionals and agencies that support the child, parents and nursery.

There is a special educational needs co-ordinator (SENCO) at nursery who liaises with staff, parents, carers and other agencies and organisations.

We ensure the policy is co-ordinated and implemented. The policy will be reviewed and updated when necessary. Having an inclusion policy and SENCO ensures that we are up to date with current guidelines and legislation and that we have regard for the Code of Practice.

c) Safe Sleeping Policy

The safety of babies sleeping is paramount. Our policy follows the advice provided by the Cot Death Society and Lullaby Trust to minimise the risk of Sudden Infant Death.

We make sure that....

- Babies are placed on their backs to sleep, if a baby has rolled onto their tummy, you should turn them onto their back again, however once a baby can roll from back to front and back again, on their own, they can be left to find their own position
- Babies/toddlers are never put down to sleep with a bottle to self-feed
- Babies/toddlers are monitored visually when sleeping. Checks are recorded every 15 minutes and babies are never left in a separate room without staff supervision at all times
- When monitoring, the staff member looks for the rise and fall of the chest and if the sleep position has changed.
- As good practice we monitor babies under six months or a new baby sleeping during the first few weeks every five minutes until we are familiar with the child and their sleeping routines, to offer reassurance to them and families.

We provide a safe sleeping environment by:

- Monitoring the room temperature
- Using clean, light bedding/blankets and ensuring babies are appropriately dressed for sleep to avoid overheating
- Only using safety approved cots or other suitable sleeping equipment (mats) that are compliant with British Standards regulations, and mattress covers are used in conjunction with a clean fitted sheet
- Only letting babies sleep in pram/pushchair if they lie flat and we have parent's written permission
- Not using cot bumpers or cluttering cots with soft toys, although comforters will be given where required
- Keeping all spaces around costs and beds clear from hanging objects – hanging cords, blind chords, draw string bags
- Ensuring every baby/toddler is provided with clean bedding.
- Transferring any baby who falls asleep while being nursed by a practitioners to a safe sleeping surface to complete their rest
- Having a no smoking policy
- Blankets are not placed over cots or prams to ensure that we can see the child at all times and to ensure the blanket cannot fall on the child

We ask parents to share details on their child's sleeping routines with the child's key person when the child starts at nursery and these are reviewed and updated at timely intervals. If a baby has an unusual sleeping routine or a position that we do not use in nursery (babies sleeping on their tummies, we will explain our policy to parents and not usually offer this unless the baby's doctor has advised the parent of a medical reason to do so. In which case we would ask them to sign to say they have requested we adopt a different position or pattern.

We recognise parents' knowledge of their child with regard to sleep routine and will, where possible, work together to ensure each child's individual sleep routines and well-being continues to be met. However, staff will not force a child to sleep or keep them awake against his or her will. They will also not usually wake children from their sleep.

Staff will discuss any changed in sleep routines at the end of the day and share observations and information about children's behaviour when they do not receive enough sleep.

Sleeping twins

We follow the advice from The Lullaby Trust regarding sleeping twins and will not put them together in the same cot to sleep.

Further information can be found at: www.lullabytrust.org.uk

d) Medication Procedure

1. Medicine (both prescription and non-prescription) will only administer where permission has been obtained from parents and carers.
2. Medicines can be prescribed by;
 - Doctor, Dentist, Nurse Prescriber, Pharmacist Prescriber
3. **Antibiotics** – if a child is given a new prescription for antibiotics, they will need to stay at home for 24 hours after the first dose in case they have a reaction.

4. **Non-Prescription Medicine (e.g Infant paracetamol such as Calpol, or infant pain reliever (ibuprofen) such as nurofen)** – Nursery will only administer one non-prescription medicine in response to a child having symptoms. We will not administer it at regularly intervals. If a child needs multiple does of non-prescription medication the likely hood is that they are not well enough to attend nursery. Nursery will only administer one non-prescribed medication per day (either infant paracetamol or pain reliever). Medication must not be given to a child for more than 3 consecutive days.
5. **Piriton** – this may be administered in an emergency (with verbal parental consent before administration when possible). Staff will monitor the child and contact parents accordingly.
6. Medicines **MUST** be in original containers with instructions so that they can be administered correctly.
7. Medicines will be stored in the medication cupboard or the fridge away from children.
8. If a syringe is supplied with a child's medication the syringe must be used. If a syringe is not provided and the dosage is not 2.5mls or 5mls then nursery will not administer the medication.
9. Ask parents if it is possible to give medicines before or after sessions.
10. **NEVER** force a child to take medicines if they refuse. Inform parents on the day that you have been unable to administer the medicine.
11. Staff must fill in the medication record using Famly and input the following information.
 - Name of medication
 - Whether it is unscheduled or scheduled (if scheduled a time will need to be given)
 - Dose (amount)
 - Dose (unit)
 - Reason for the medication
 - The final day the medication is required.
 - Medication expiry date
 - Once opened do-not use after date.
 - Any known side effects.
 - Any other notes

Parents will need to acknowledge this form and should do so as promptly as possible.

12. Staff should also set an alarm on the nursery mobile to act as a reminder and ensure that the medication is stored appropriately (in the fridge or medication cupboard depending on the medication specifications).
13. When it is time for the medication to be administered staff need to check the medication record on Famly and complete this in line with the medication being administered.

Parents will need to acknowledge that the medication has been administered and should again do so as promptly as possible.

14. Cream e.g., nappy cream, can be administered without filling in a consent form if it is in the child's changing bag.

15. Teething – with the exception of Ashtons or Nelsons powders which contain no drugs, all teething gels must be prescribed or accompanied with a letter from the GP.

16. Children under 16 should never be given aspirin unless prescribed.

ALL MEDICATION MUST BE WITHIN IT'S ORIGINAL PACKAGING – THIS IS PARTICULARLY IMPORTANT WITH REGARDS TO PRESCRIBED MEDICATION.

Long term medical needs. A HEALTH CARE PLAN will be drawn up for those children with a long-term medical need, if we have information about the child's condition and a consent form has been filled in by the parent any medicines can then be administered. Training will be accessed for staff where the administration of medicine requires medical or technical knowledge.

A child who has a temperature of 38 C or above will need to be collected immediately.

e) Child Protection & Safeguarding Policy

Working with Derby and Derbyshire Safeguarding Children Partnership, we have created an environment where children are safe. Our full policy is available to view on our website and is updated annually. We will take every step to build trusting and supportive relationships between families and staff, including:

- All staff and volunteers have an enhanced Disclosure and Barring check (DBS). No-one is left alone / unsupervised with children until their DBS check has returned clear.
- All qualified staff have completed a child protection module as part of their training.
- Social Care and Ofsted have strict guidelines, which we follow.
- Changes in children's behaviour and appearance will be monitored, with parents normally being the first point of reference.

• Child collection

It is a requirement that a parent gives permission (verbal or written) if anyone other than either parent is going to collect a child; we can only release a child to a named adult.

Buxton Nursery Ltd keeps a record of all adults who will be collecting each child on a regular basis. This information can be given initially on registration. If someone other than a named person is collecting your child, a collection password will need to be issued. It is the responsibility of parents to keep staff informed of all adults who will be collecting their child.

In the event of unforeseen circumstances or an emergency (you require someone to collect your child who isn't named, and you haven't informed us in writing) you must speak to a supervisor or manager who can authorise a collection.

Collection passwords are used, and these are recorded on Family message or recorded in the diary or message book for the specific day/collection.

Parents living apart.

Sometimes parents do not live together, or relationships change whilst children attend nursery. Buxton Nursery Ltd will try its best to support both parents to amicably arrange drop offs and pick-ups for the child(ren).

When the relationship between parents is not amicable, one parent may want to request that only they can pick the child up. However, we have no legal right to prevent either parent from collecting their child unless there is a court order in place, or the child is the subject of child

protection procedures. In these two specific circumstances, if the parent who is not allowed to collect the child attempts to do so, we are required to phone the responsible parent and the police before releasing the child from our care.

If there is no court order or child protection proceedings, we must advise the parent making the restrictive request that we cannot prevent the child being collected by either parent but that we can inform them immediately should the situation arise. If there is an abusive/dangerous situation or confrontation, we will call the police.

- **Child protection**

The Designated Lead for child protection is Laura Bowers, who ensures that the guidelines and procedures set out by the Derby and Derbyshire Safeguarding Children Partnership are followed. Advice may be sort from the Advice line for professionals at Derbyshire Starting Point on 01629 535353. Urgent cases should be reported on 01629 533190.

All staff have a responsibility for the children in their care. If they have any concerns about a child, they will raise them with a nursery Supervisor and record them on Edukey. Examples of concerns include:

- Any significant changes in a child's behaviour or development - for example if a child who is usually confident and eager becomes withdrawn and does not appear to be progressing.
- Any unexplained marks. These must also be noted on an incident sheet.
- Any comments made by a child, which gives cause for concern.
- Any deterioration of a child's general well-being.

Please note: Any bruises to the child caused non-accidentally must be reported to Starting Point.

Most issues can be sorted out at the initial stage between Supervisor and parent. If there are still concerns a meeting will take place where the Supervisor, Manager and the parent can discuss concerns and issues. The outcome of the meeting will be recorded on Edukey. If the concern is of a serious nature, then a second member of staff will be present as witness.

Parents will always be the first point of reference, unless it is considered the child is at serious risk, the protection of the child is our first priority. If the parent does not agree to discuss the issue, then the nursery will report the matter to starting point.

- **Staff responsibilities**

Staff are responsible for ensuring that they keep their child protection training up to date by reading the information that Buxton Nursery Ltd provides from sources including: Ofsted; the local Child Protection Unit and Social Care; support groups e.g. NSPCC.

Staff will carry out the policies and procedures of Buxton Nursery Ltd and take the opportunity to go on the courses that are made available to them. All staff have a duty of care to report any concerns to the setting's designated safeguarding lead who will refer to the Derbyshire thresholds. All staff know and understand they can escalate the safeguarding procedure by reporting to starting point directly. The safety of children is always our main priority.

It is important that staff avoid putting themselves in situations that may lead to allegations being made against them. They will ensure that there is a witness if they have to deal with a sensitive situation (e.g., if they have to restrain a child to avoid injury to the child, other children or themselves) and will document any incident or accident.

- **Allegations against staff**

If an allegation is made against a member of staff, then the matter will be investigated fully by the Supervisor. Confidentiality will be respected at all times. Most situations can be cleared up at the initial stage. If a situation is not resolved after an initial investigation by the Supervisor, then a meeting will take place between the member of staff and Laura Bowers.

A plan of action will be put in place. Buxton Nursery Ltd will consult with the Local Authority Designated Officer, Starting Point and Ofsted, and a joint procedure will be agreed. The member of staff will be informed of the procedure. Buxton Nursery Ltd may also follow with disciplinary procedure if necessary. The procedure will be documented fully from the initial investigation to the conclusion and copies will be kept confidentially in the staff folder and will be made available to social care, Ofsted and, in extreme cases, to the police

- **Parental responsibilities**

We ask that parents support our child protection policy by informing the staff of any accidents (cuts, bruises, grazes etc), incidents or events which have happened outside nursery that may affect the child whilst at nursery or may lead to unexplained behaviour or comments. The member of staff will then log these as a pre-existing injury on Famly (see section 15 for more information).

f) Behaviour Management Policy

We believe that children and adults flourish best in an ordered environment in which everybody knows what is expected of them and we ask the parents support us in this. Children are then free to develop their play and learning, feeling that they are secure and safe. We will work towards a situation in which children can develop self-discipline and self-esteem in an atmosphere of mutual respect and encouragement.

Ways of encouraging positive behaviour include:

- Praising and reinforcing good behaviour.
- Encouraging sharing and negotiation.
- Setting a good example.
- Consulting with children about rules.
- Helping children to understand the effects of their behaviour on others.
- Helping children to challenge bullying, harassment, and name-calling.
- Encouraging responsibility, for example, help with tidying up and helping to care for pets.
- Reassuring children that they are always valued as individuals even if their behaviour may sometimes be unacceptable.

Our staff consistently show good examples of behaviour and self-discipline. They are aware that they are positive role models for the children and that they must set the standards at all times. No form of physical punishment will be used or threatened towards children. We expect the same from parents whilst on nursery property.

Any behavioural issues will be discussed with parents and a joint approach to tackling any problem will be developed.

g) Complaints Procedure

It is important that parents know how to make a complaint should they ever need to.

There are three procedures, depending on the nature of the complaint:

- A general complaint against the nursery.
- A complaint of a serious nature or a written complaint.
- A complaint regarding a child protection issue.

General complaints

- Discuss your complaint with the immediate Room Supervisor or Nursery Manager.
 - Through discussion, investigation, and an understanding of the problem most issues can be resolved at this stage and appropriate action will be taken.
 - Complaints will be taken seriously and will be dealt with fairly, thoroughly, and effectively; therefore, results will not be immediate.
 - You will be informed of the outcomes of the complaint.
 - If you are still not happy the complaint should be put in writing to nursery.
-
- **Complaints of a serious nature and written complaints**
 - Go directly to the Nursery Manager, who will arrange a private meeting.
 - Your complaint may need to be put into writing.
 - Nursery will investigate the complaint fully within 28 days and will arrange another meeting with you to discuss outcomes.
 - If your complaint was in writing, you will be given a written report.
 - If you are still not happy then you should write to Ofsted at
Early Years Ofsted
Piccadilly Gate
Store Street
Manchester, M1 2WD
 - You can also phone them on 0300 123 1231 or go to their website at www.ofsted.gov.uk/early-years-and-childcare to view their complaints procedure.
 - Ofsted will refer back to nursery and ask for any evidence e.g., records.
 - If Ofsted are not happy with the way the complaint has been handled, they will then carry out their own investigation.
 - Ofsted will inform parents and nursery of their outcomes.
 - All written complaints will be logged confidentially and kept on file for parents or Ofsted to see at any time.
-
- **Complaints regarding a child protection issue**
 - If you are concerned about the safety of children looked after by nursery - that they may be at risk or neglected - you should report your concerns immediately to Ofsted on 0300 1231231
 - You should also inform Starting Point on 01629533190

h) Anti-bullying policy

Bullying is deliberately unkind behaviour that is repeated, deliberate and unequal, in that it involves one person or group having some sort of power over the person experiencing the bullying. It can be:

- Physical- hurting, kicking, punching etc.
- Indirect- e.g., persistently being excluded from friendships and games.
- Verbal- threatening words, name calling etc.
- Bullying can also take place online

Bullying in any form is unacceptable and will be taken seriously and will be challenged. We ask parents to listen to their child and report any repeated instances to the Room Supervisor and/or the Nursery Manager.

- **Procedures**

1. We will listen to whoever is reporting the bullying: child, parent, or staff.
2. Each child/person involved should be allowed to give an account of the incident and should be interviewed separately.
3. We will use circle/group learning time to share children's worries and fears.
4. Staff should communicate any concerns with each other and the Nursery Manager
5. Victim and bully (or their parents if relevant) should be informed of outcome.
6. Written reports will be made and kept.

What to do if you think your child is being bullied:

- Listen to them, let them take their time using their own words. Try not to prompt and put feelings or words there that weren't there initially.
- Reassure them that it is not their fault; they have been brave to tell you.
- Talk to the staff at nursery giving as much information as possible. There will not be an instant solution - staff will talk to each other, to other children and try to establish a full picture.
- Your child will instantly be protected by staff and the situation will be very closely observed.
- Usually at this age the appropriate response is to talk to all children and then the perpetrator; let them know what effect their behaviour is having on other children; to see how they feel; and to explain that it is unacceptable to hurt anybody else or to make them feel sad. We would then monitor the child and give them lots of praise and encouragement for kind, acceptable behaviours.

For further information, please see the following websites:

www.bullying.co.uk

www.kidscape.org.uk

www.childline.org.uk

Government Funding Information

Working families with babies and children aged 9 months and up could be entitled to up to 30 hours of funding from the term after they turn 9 months of age.

Universal funding of 15 hours is available for all children aged 3 years and up.

Some 2-years could be entitled to 15 hours of funding, parents and carers should apply via Derbyshire County Councils website.

An FE1 form needs to be completed for any babies and children in receipt of funding.

Funding can be allocated on a term time or annual basis, where it is accessed term time, up to 15 hours (or 30 hours for those entitled) can be allocated per week for 38 weeks of the year. Please note there are 39 weeks of the academic school year so one week is unfunded during which there is no obligation for term time children to attend.

When funding is stretched across the year the amount allocated per week reduces to a maximum of 11.4 hours per week (or 22.8 for those entitled to additional hours).

Funding is claimed for each month -adjustments can be made at specific points of the year. A parent/carer signature is required to authorise any changes. Buxton Nursery requires 1 months' notice to reduce children's hours.

We are also required to verify your child's entitlement by seeing proof of age – this can be their birth certificate, passport, or red book. We ask to see this on registration.

Please note there are charges for meals and additional services. A voluntary quality premium charge applies to children in receipt of 2, 3- and 4-year extended funding.

The government website – Best Start in Life is really useful for any funding queries and Laura Bowers is happy to help with any questions you may have.

<https://www.beststartinlife.gov.uk/>

- **Term-time funding**

Derbyshire County Council contributes towards a maximum of 15 hours a week of nursery care. These hours can be arranged to suit you but must be spread over a minimum of 2 days per week. The minimum length of time a child can attend is 3 hours. Children on term-time only funding are not entitled to a refund of government funding for days missed through illness or holiday.

During the year there are 38 funded weeks, matching the Derbyshire County Council school terms. We match our dates as much as possible to those of Buxton Infant School. Please see our “term dates” for detailed information. No funding is available during school holidays or during the planned non funded week which takes place each year. During these times, you may book your child in to nursery, but you will have to pay for nursery care at our standard rates.

- **Pupil Premium**

We can claim extra funding through the Early Years Pupil Premium to support children's development, learning and care. We can use this extra funding in any way we choose to improve the quality of early years education that we provide for the child. For example, additional training for our staff in early language, investing in partnership working with our colleagues in the area and additional staff for 1-1 support.

- **Quality Premium**

The quality premium charge only applies to children who are 2, 3 & 4 years old and in receipt of universal (15 hours) or extended (30 hours) funding (the charge does not apply to any children on 2-year funding). The cost for 2 year olds is £1.50 per session (am or pm) therefore £3 per day and the cost for 3- & 4-year-olds is £3 per session (am or pm) therefore £6 per day. These charges were first introduced in September 2017 in line with the government introducing the 30-hour childcare incentive. Prior to this we were already severely underfunded and so a difficult decision had to be made to introduce a voluntary charge for funded children which would enable us to remain financially stable. Thankfully we have been fully supported by parents and carers since it was introduced and for this, we remain very grateful. We are always striving for improvement as a setting and aim to provide children with the best possible start to their early years of learning. There are videos and other resources available online through groups such as 'Champagne Nurseries on Lemonade Funding' who have a page on Facebook. They provide a forum of support for early years settings. If you google 'Champagne Nurseries on Lemonade Funding' you will find a video that really helps to illustrate the plight that the early years sector faces. Our quality premium charge is voluntary however it has become essential in order to help us survive. Here is a link to the video for your convenience.

<https://www.youtube.com/watch?v=0Zm-mYA6XpQ>

j) Government funding for Eligible two-year-olds

Derbyshire County Council will fund some children from the term following their 2nd birthday. Families are required to meet one or more of the following eligibility criteria;

- 1) In receipt of one or more of the following:
 - Income support
 - Income based Job Seekers Allowance
 - Income related Employment and Support Allowance
 - Support under Part VI of the Immigration and Asylum Act 1999
 - Guarantee element of the State Pension Credit
 - Child Tax Credit and/or Working Tax Credit and have an annual income (as assessed by HMRC) that does not exceed £16,190
- 2) Children in Care
- 3) Children with a current Statement of Special Educational Needs or an Education, Health & Care Plan
- 3) Children who have Left Care through Special Guardianship or an Adoption or Residence Order
- 4) Children in receipt of Disability Living Allowance
- 5) Children of Care Leavers
- 6) Children from Traveller Communities
- 7) Teenage Parents
- 8) Children who are the subject of a Child Protection Plan ("Section 47")
- 9) Children in Need ("Section 17")

If you think your child may be eligible, please contact the Childcare Improvement Service on 01629 539319 for the initial eligibility check. We cannot allocate places until you have received an eligibility confirmation letter from DCC.

k) Tax credits

As part of Working Tax Credit, you may qualify for extra help towards the costs of childcare. If you do qualify, the total amount of help you receive will depend on your income.

Working Tax Credit is for people who are employed or self-employed, who:

- usually work 16 hours or more a week
- are paid for that work, and
- expect to work for at least 4 weeks.

and who are:

- aged 16 or over and responsible for at least one child, or
- aged 16 or over and disabled, or
- aged 25 or over and usually work at least 30 hours a week.

Log onto www.taxcredits.inlandrevenue.gov.uk for more details. Buxton Nursery Ltd may be contacted to give details of your child's hours and costs to the Inland Revenue. You receive the childcare element of the payment which you use to part pay your fees.

l) Tax-Free Childcare

- For **working families**, including the self-employed, **in the UK**
- Earning **under £100k** and **at least £152** per week (equal to 16 hours at the National Minimum or Living Wage) each
- Who **aren't** receiving Tax Credits, Universal Credit or childcare vouchers
- With children aged 0-11 (or 0-16 if disabled)
- For every £8 you pay into an online account, the government will add an extra £2, **up to £2,000 per child per year**.

You can receive **up to £2,000 per child per year** - that's up to £500 every three months. If you have a disabled child, you can receive up to £4,000 per child - that's up to £1,000 every three months.

You, and any partner, must be over 16 and each expect to earn (on average) at least £152 per week (equal to 16 hours at the National Minimum or Living Wage).

If you, or your partner, are on maternity, paternity, or adoption leave, or you're unable to work because you are disabled or have caring responsibilities, you could still be eligible.

You **can't** get Tax-Free Childcare if either you, or your partner, each individually expect to earn £100,000 or more.

m) Best Start in Life

The government website – Best Start in Life is a one stop shop for help with anything and everything you might need as a parent/carer. It can also help with all types of funding, tax free childcare, tax credits, universal credit, and support while you study. Here is a link to the website.

<https://www.beststartinlife.gov.uk/>

Privacy Notice

Funded Children in Early Years Settings

This notice explains what personal data (information) we hold about you, how we collect, how we use and may share information about you. We are required to give you this information under data protection and including the UK General Data Protection Regulation and the Data Protection Act 2018.

Who are we?

Buxton Nursery Ltd collects, processes and is responsible for certain personal information about you in accordance with the above legislation and we are responsible as 'controller' of that personal information for the purposes of those laws.

The personal information we collect and use Information collected by us

In the course of providing education and care we collect the following personal information when you provide it to us:

- Personal information (such as name, date of birth, gender, home address and postcode)
- Special category data (such as special educational needs (SEN) information, ethnicity, relevant medical information)
- Parents/carers Information (such as name, date of birth, National Insurance or National Asylum Support Service Number)
- Financial eligibility information (such as eligibility codes)
- Attendance information (such as sessions attended, number of absences and absence reasons)

We also obtain personal information from other sources as follows:

- Derbyshire County Council, SEN, Health Visitors

How we use your personal information

We use your personal information to:

- Check and calculate free entitlement
- Provide appropriate pastoral care and support services to children
- Provide funding
- Provide advice, support and guidance to the setting
- Enable financial and policy compliance checks of the setting
- Assess and improve the quality of our services
- Comply with the law regarding data sharing
- Safeguard children

How long your personal data will be kept

We will hold financial information securely and retain it for 7 years (6 years, plus the current financial year), after which the information is securely destroyed.

We will hold your personal information securely and retain it from the child /young person's date of birth until they reach the age of 25, after which the information is securely destroyed.

Reasons we can collect and use your personal information

We collect and use personal information to comply with our legal obligations under section 537A of the Education Act 1996, section 83 of the Children Act 1989, and to carry out tasks in the public interest. If we need to collect special category (sensitive) personal information, we rely upon reasons of substantial public interest (equality of opportunity or treatment).

Under the UK GDPR the lawful bases we rely on for processing this information are:

- Article 6(a) - Consent (for any processing which does not fall into the bases detail within this section below)

- Article 6(c) - Compliance and Legal Obligation

(Children Act 1989, the Childcare Act 2006, Children and Families Act 2014 and Education Act 1996.

- Article 6(e) - Public Interest

Our legal basis for processing special category data is:

- Article 9(2g) - Processing is necessary for reasons of substantial public interest

and Data Protection Act 2018, part 2 schedule 1

- 8 - Equality of Opportunity or Treatment
- 18 - Safeguarding Children and Individuals at Risk

Who we share your personal information with

- Department for Education (DfE) (statutory for early years funding and policy monitoring)
- Derbyshire County Council Finance Team (to provide funding)
- Other local authorities, or other early years settings, to resolve duplicate claims and funding queries
- Derbyshire County Council services working to improve outcomes for children and young people
- Commissioned providers of local authority services (such as education services)
- Local multi-agency forums which provide SEND advice, support and guidance
- Schools that you attend after leaving us
- Partner organisations signed up to the Derbyshire Partnership Forum Information Sharing Protocol, where necessary, which may include, school nurses, doctors and mental health workers and hospital trusts
- Contracted providers of services (such as external photographers and catering providers) where consent has been given

We will share personal information with law enforcement or other authorities if required by applicable law.

The National Pupil Database (NPD)

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

The NPD is owned and managed by the DfE and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the DfE. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

The DfE may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The DfE 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 DfE 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 pupil 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.

Your Rights

Under the UK GDPR you have rights which you can exercise free of charge which allow you to:

- Know what we are doing with your information and why we are doing it
- Ask to see what information we hold about you (Subject Access Request)
- Ask us to correct any mistakes in the information we hold about you
- Object to direct marketing
- Make a complaint to the Information Commissioners Office
- Withdraw consent (if applicable)

Depending on our reason for using your information you may also be entitled to:

- Ask us to delete information we hold about you
- Have your information transferred electronically to yourself or to another organisation

- Object to decisions being made that significantly affect you
- Object to how we are using your information
- Stop us using your information in certain ways

We will always seek to comply with your request however we may be required to hold or use your information to comply with legal duties. Please note: your request may delay or prevent us delivering a service to you.

For further information about your rights, including the circumstances in which they apply, see the guidance from the Information Commissioners Office (ICO) on individuals' rights under the UK General Data Protection Regulation.

If you would like to exercise a right, please contact Laura Bowers - 01298 26660

Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

Who to Contact and Where to go for Further Information

Please contact Laura Bowers (Nursery Manager) to exercise any of your rights, or if you have a complaint about why your information has been collected, how it has been used or how long we have kept it for.

For more information about services for young children, please go to Derbyshire County Council's website at www.derbyshire.gov.uk or visit the website www.derbyshiresendlocaloffer.org to find the support available for children with special educational needs or disabilities.

The UK General Data Protection Regulation also gives you right to lodge a complaint with a supervisory authority. The supervisory authority in the UK is the Information Commissioner who may be contacted at <https://ico.org.uk/concerns> or telephone 03031 231113.

For further information on how Derbyshire County Council uses your information visit www.derbyshire.gov.uk/privacynotices

For further information about how the Department for Education uses your information:

To find out more about the pupil information we share with the DfE, for the purpose of data collections, go to <https://www.gov.uk/guidance/early-years-census>

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

For more information about the DfE's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>



Buxton Nursery Ltd Attendance Policy

Although at Buxton Nursery we recognise that attending nursery is not statutory, we believe good attendance is essential if children are to be settled and take full advantage of the learning and development opportunities available to them.

At a young age, continuity and consistency are important contributors to a child's well-being and progress. We also believe that a good attendance routine at nursery sets the pattern for when they move into Foundation stage and their school journey begins.

Our Attendance Policy aims are:

1. To create a culture where good attendance is 'normality' and valued.
2. To ensure that all of our children are able to achieve their maximum potential, academically, physically, socially and emotionally.
3. To be consistent in the implementation of our policy and procedures.

Promoting Regular Attendance.

As set out in this policy we will work with families to identify the barriers to achieving and maintaining excellent attendance and offer the right service at the right time to try to resolve any difficulties.

To support good attendance, and safeguarding, at Buxton Nursery, we ensure the nursery is welcoming and every child feels a sense of belonging and connectedness.

Buxton Nursery will always work in partnership with our parents and carers and recognise that poor attendance can be an indication of difficulties in a child's life and their lived experience. This may be related to problems at home or in nursery.

Parents/carers should inform the nursery of any difficulties or changes in circumstances that may affect their child's attendance and or behaviour in nursery, for example, bereavement, divorce/separation, incidents of domestic abuse. This will help the nursery to identify any additional early help that may be required. Safeguarding is a priority, concerns for any child at any time will be reported to the Designated Safeguarding Leads (Laura Bowers, Deborah Connolly, Coral Ward and Janine Hall) We will always follow Keeping Children Safe in Education and our Child Protection Policy. Safeguarding is taken seriously, and we will always contact you if you have not made contact with us regarding your child's absence.

Some children are more likely to require additional support to attain good attendance, for example, children who are vulnerable, have a medical need or EHCP plan will be monitored and supported in the nursery. At Buxton Nursery we will proactively identify and follow up on a child's non-attendance and gather information about the child.

Absences should be reported using the Family app which is an efficient and secure system for reporting your child's absence due to illness. Parents can use it to tell us whenever their child is ill and unable to attend nursery. We thoroughly monitor all absences, and the reasons that are given.

Procedures

It is the responsibility of the parent/carer to notify the Nursery through Famly or by phone or email if their child will be absent for any reason e.g. illness, holiday, etc. If you know holidays in advance it is greatly appreciated to let us know these.

If we haven't heard from you a member of staff will contact you by telephone or Famly to ascertain the reason for absence, we will also keep a record of non-attendance and of our contact attempts. If there is no contact after one week a home visit may be complete and / or a letter will be sent to the family (where there is ongoing support in place, a home visit may take place sooner). If necessary, an appointment will be made with the nursery manager to discuss the matter.

If contact cannot be made through phone calls and home visits, we do have a duty of care and therefore may refer to outside agencies based on safeguarding concerns. If after one month the child has not attended nursery and a reasonable explanation has not been shared, the child's name will be removed from the Nursery register and the place allocated to another child on the waiting list. If you claim funding, long or regular absences may affect your entitlement and we would need to contact Derbyshire County Council for advice. We ask that you contact the nursery on the first day of absence before 8:30am. You can do this by:

- Sending a message on Famly giving the reason for the absence
- Telephoning the nursery and speaking to a member of staff (you will be asked to log the absence on Famly)
- Emailing the nursery on nursery@buxton-inf.derbyshire.sch.uk

We ask you to log every further day of absence, again before 8:30am using any of the methods above.

If a written reason has not been provided then you will be asked to sign your child's absence log giving the dates and reasons.

We will always work in a supportive way with all our nursery families and try to find a way to help and support getting your child into nursery. We will create a personalised action/support plan to address any barriers to attendance.

We can and will contact outside agencies, for example medical care, social emotional support, family support agencies if it is felt that this support is needed to help improve attendance for the child/ren.

Good time-keeping is a vital life skill which will help children as they progress through their school life and out into the wider world. Children who arrive late disrupt sessions and, if a child misses the start of the session, they can feel unsettled and embarrassed.

Understanding barriers to attendance

Whilst any child may occasionally have time off nursery because they are too unwell to attend, sometimes they can be reluctant to attend nursery. Any barriers preventing regular attendance are best resolved between the nursery, the parents/carers and the child. If a parent/carer thinks their child is reluctant to attend nursery, then we will work with that family to understand the root problem and provide any necessary support. All agencies who work with children have a duty to support the Local Authority in ensuring all children are safe and looked after appropriately.

It is our responsibility as a nursery to work with agencies by making referrals as we feel is necessary and appropriate.

Other Policies supporting attendance.

Relationships Policy

Behaviour Policy

SEND Offer

Safeguarding Policy

Buxton Nursery expectations– Parents/carers:

- I. Parents should ensure that their children arrive at nursery on time, with the correct equipment and suitably dressed for the time of the year.
- II. Parents should support the nursery by avoiding, if possible, non-emergency medical/dental appointments for their child during term time.
- III. It is the parents' responsibility to inform the nursery of the reason for a child's absence on the first day of absence and in line with the nursery's procedures for informing of absence.
- IV. All unexplained attendances will be monitored and parents will be kept informed about any attendance concerns relating to their own child.
- V. Parents are expected to attend meetings when requested and support the nursery in responding to ongoing attendance concerns.

Buxton Nursery expectations- Nursery Staff

The Nursery Staff will:

- i. Provide a good example by always being punctual to nursery and meeting children at the door– providing a welcoming environment.
- ii. Build a welcoming atmosphere in the nursery and provide support as necessary when children return after an absence.
- iii. Ensure that parents of absent children are contacted where notification of absence has not been received
- iv. Be aware of their responsibilities with respect to promoting attendance and punctuality and adherence to the attendance policy and procedures
- v. Monitor and track the attendance of vulnerable groups
- vi. Follow up any irregular patterns of absenteeism
- vii. Respond to any parent seeking support on attendance concerns
- viii. Ensure that reference to attendance is included in all nursery documentation e.g. newsletters, letters to parents, etc
- ix. Keep an accurate and up-to-date register of attendance.
- x. Follow the Attendance Policy procedures

Policy adopted on _____

It will be reviewed on _____

Signed _____(Manager)