

# Fairfield Playbox Pre-School

## ADMISSIONS POLICY

### **Statement of intent**

It is our intention to make Fairfield Playbox accessible to children and families from all sections of the local community.

### **Aim**

We aim to ensure that all sections of our community have access to Playbox through open, fair and clearly communicated procedures.

### **Methods**

In order to achieve this aim we operate the following admissions policy:

- We ensure that Playbox is advertised in places accessible to all sections of the community (a) through Achieving for Children, which publicises information about all the Playgroups, Pre-schools and Parent and Toddler Groups in the borough (b) on the KMC website (c) via social media and (d) via occasional leaflet drops in the neighbourhood.
- We have a Waiting List for the preschool and children can have their names put on that at any time by the parent filling in a simple application form.
- We accept children in the order of applications received, irrespective of funding status and, if several applications are received on the same day, the elder child will be given priority.

There are exceptions to this:

As Playbox is owned and managed by Kingston Methodist Church, children whose parent/s regularly attend the church have priority.

We occasionally give priority to a child with special needs or one referred by Kingston Social Services or Achieving for Children (part of the Local Authority).

- It is a requirement that children attend a minimum of 2 sessions a week as our experience shows that this is necessary for children to settle and benefit from their time at Playbox.

**This policy was last reviewed and revised on 8.5.24**

**Signed on behalf of the Management Committee by Alan Clatworthy (Chairperson)**

.....



# Fairfield Playbox

## Data Privacy Notice for Parents and Children

Fairfield Playbox  
Kingston Methodist Church  
Fairfield South  
Kingston-upon-Thames  
KT1 2UJ

Email [kmcplayboxpreschool@gmail.com](mailto:kmcplayboxpreschool@gmail.com)  
Telephone 020 8546 3213 (during hours of operation)

### Introduction

Fairfield Playbox is committed to ensuring that any personal data we hold about you and your child is protected in accordance with data protection laws and is used in line with your expectations.

This privacy notice explains what personal data we collect, why we collect it, how we use it and how we protect it.

### What personal data do we collect?

We collect personal data about you and your child to provide care and learning that is tailored to meet your child's individual needs. We also collect information in order to verify your eligibility for funded childcare as applicable.

Personal details that we collect about **your child** include:

- your child's name, date of birth, ethnicity, address, any medical conditions and dietary requirements, GP name and telephone number, any special educational needs, language spoken at home, religion, if attending Kingston Methodist Church, attendance at any other childcare settings and their level of development against the early learning goals.

Where applicable, we will obtain child protection plans from social care and health care plans from health professionals.

We will also ask for information about who has parental responsibility for your child and any court orders pertaining to your child.

Personal details that we collect about **you** include:

- your name, home and work address, phone numbers, emergency contact details and family details,

This information will be collected from you directly in the registration form.

If you apply for funded childcare, we will also collect:

- your national insurance number and may also collect information regarding benefits and family credits that you are in receipt of.

### **Why we collect this information and the legal basis for handling your data**

We use personal data about you and your child in order to provide childcare services and to fulfil the contractual arrangement you have entered into with us. “Legitimate interest” is the lawful basis for processing most of the personal data that we collect. This includes using your data to:

- contact you in case of an emergency
- to support your child’s wellbeing and development
- to manage any special educational, health or medical needs of your child whilst at our setting
- to carry out regular assessment of your child’s progress and to identify any areas of concern
- to maintain contact with you about your child’s progress and respond to any questions you may have
- to process your claim for funded childcare (only where applicable)
- to keep you updated with information about our service

With your written consent, we will also:

- a) record your child’s activities in photographs and videos for their individual learning record and Playbox records
- b) take your child to a hospital in an emergency, so that you can meet them there and give consent for any medical treatment required
- c) share information about your child with the Early Years SEN Inclusion Panel so that an application can be made for an Early Years Health Care Plan and/or Playbox can apply for funding from the SEN Inclusion Fund
- d) share information with the Local Authority through the online portal for funded childcare if you apply for and receive funded childcare
- e) share information about your child’s progress, recorded on a ‘Transition Document’, with the school or next setting to which he/her moves after leaving Playbox

You will have the opportunity to withdraw your consent at any time by confirming so in writing.

We have a legal obligation to process safeguarding related data about your child should we have concerns about their welfare. We also have a legal obligation to transfer records and certain information about your child to the school that your child will be attending.

### **Who we share your data with**

In order for us to deliver childcare services, we will also share your data as required with the following categories of recipients:

- the Fairfield Playbox Management Committee (if and when needed on a confidential basis)
- Ofsted – during an inspection or following a complaint about our service
- banking services to process chip and pin and/or direct debit payments (as applicable)
- the Local Authority, if you claim funded childcare
- the government’s funding eligibility checker (as above)
- our insurance underwriter (if required)
- our setting’s software management provider (only if applicable)

We will also share your data if:

- we are legally required to do so, for example, by law, by a court or the Charity Commission;
- to enforce or apply the terms and conditions of your contract with us;
- to protect your child and other children; for example by sharing information with social care, health services or the police;
- it is necessary to protect our, or others, rights, property or safety
- we transfer the management of the setting, in which case we may disclose your personal data to the new management so they may continue the service in the same way.

We will never share your data with any other organisation to use for their own purposes.

### **How do we protect your data?**

We protect unauthorised access to your personal data and prevent it from being lost, accidentally destroyed, misused, or disclosed by:

- keeping hard copies of the personal data locked in the Playbox cupboard to which only the Joint Playgroup Managers have access
- ensuring that the Playbox mobile phone, which contain telephone numbers for use in an emergency, is kept in a locked cupboard when not in use
- not keeping any personal data on any other electronic devices, except for details of financial transactions which are maintained on a password-protected laptop

### **How long do we retain your data?**

We retain your child’s personal data for up to 3 years after your child no longer uses our setting. Medication records and accident records are kept for longer according to legal requirements. Your child’s learning and development records are maintained by us and handed to you (as well as the next setting or school) when your child leaves.

In some instances (child protection, or other support service referrals) we are obliged to keep your data for longer if it is necessary to comply with legal requirements.

### **Automated decision-making**

We do not make any decisions about your child based solely on automated decision-making.

### **Your rights with respect to your data**

You have the right to:

- request access, amend or correct your/your child’s personal data
- request that we delete or stop processing your/your child’s personal data, for example where the data is no longer necessary for the purposes of processing; and

- request that we transfer your, and your child’s personal data to another person

If you wish to exercise any of these rights at any time or if you have any questions, comments or concerns about this privacy notice, or how we handle your data please contact us.

If you continue to have concerns about the way your data is handled and remain dissatisfied after raising your concern with us, you have the right to complain to the Information Commissioner Office (ICO). The ICO can be contacted at Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or [ico.org.uk/](http://ico.org.uk/).

**Changes to this notice**

We keep this notice under regular review. You will be notified of any changes where appropriate.

This updated policy was approved on 8.5.24

Signed on behalf of the Management Committee by Alan Clatworthy

(Chairperson).....

# Fairfield Playbox Pre-School

## **FOOD AND DRINK POLICY**

### **Statement of intent**

We regard snack times as an important part of Playbox Preschool's session. Eating represents a social time for children and adults and helps children to learn about healthy eating and making choices.

### **Aim**

At snack times, we provide fruit and a choice of breadsticks or rice cakes, with milk or water to drink, according to the children's individual dietary needs. We aim to meet the Early Years Foundation Stage Welfare Requirements on Food and Drink.

### **Methods**

- When a child starts Playbox, we find out from parents their children's dietary needs and preferences, including any allergies.

We record this information on her/his registration card and on the daily Register and ensure that all staff and volunteers are fully informed about them.

- We include foods from the diet of the children's cultural backgrounds, providing children with familiar foods and introducing them to new ones.
- We take care not to provide food containing nuts or nut products and are especially vigilant where we have a child who has a known allergy to nuts.
- We regret that we cannot accept cakes or sweets from parents, on children's birthdays, for example.
- Through discussion with parents, we obtain information about the dietary rules of the religious groups to which children and their parents belong, and of vegetarians and vegans, and about food allergies. We take account of this information in the provision of food and drinks.
- We require staff to show sensitivity in providing for children's diets and allergies. Staff do not use a child's diet or allergy as a label for the child or make a child feel singled out because of her/his diet or allergy.
- We organise snack times so that they are social occasions in which children and staff participate.
- We use snack times to help children to develop independence through giving them opportunities to make choices, serve food, learn to use age-appropriate cutlery and feed themselves.

- We have fresh drinking water constantly available for the children. We inform the children about how to obtain the water and that they can ask for water at any time during the session.
- For children who drink milk, we provide pasteurised milk.

**This policy was last reviewed on 8.5.24**

**Signed on behalf of the Management Committee by Alan Clatworthy (Chairperson)**

.....

# Fairfield Playbox Pre-School

## **PARENTAL ENGAGEMENT POLICY**

### **Statement of intent**

We believe that children benefit most from early years education and care when parents (or person in loco parentis) and preschool work together in partnership.

### **Our aim**

Our aim is to support parents as their children's first and most important educators by involving them in their children's education and in the full life of the playgroup.

### **Method**

In order to fulfil these aims we:

- are committed to ongoing dialogue with parents to improve our knowledge of the needs of their children and to support their families;
- inform all parents about how the preschool is run and its policies. This is done through access to written information: on our website; a new parent information sheet; through regular informal communication, including half termly newsletters and information on the noticeboard in the entrance hall. We check to ensure parents understand the information that is given to them.
- encourage and support parents to play an active part in the management of the preschool by encouraging them to become parent representatives on our Management Committee or to talk to the Parent Reps at regular coffee mornings, open evenings etc. or to help occasionally as a parent volunteer.
- inform parents on an informal, regular basis about their children's progress.
- involve parents in any record keeping about their children - either formally or informally.
- provide opportunities for parents to contribute their own skills, knowledge and interests to the activities of Playbox Preschool and to welcome the contributions of parents, in whatever form these may take.
- inform parents about relevant support groups, conferences and training courses.
- hold meetings in venues that are accessible and appropriate for all.
- inform all parents of the systems for registering queries, complaints or suggestions and check to ensure these are understood. All parents have access to our written complaints procedure.
- provide opportunities for parents to learn about the curriculum offered in Playbox and about young children's learning, in the preschool and at home. This includes the use of special books called 'Learning Journeys' which show the child's progress with photos and comments which are passed to parents on a regular basis, and our weekly lending library.



In compliance with the Early Years Foundation Stage - Welfare Requirements, the following documentation is in place:

- admissions policy;
- complaints procedure;
- record of complaints; and
- plans of activities provided for children.

**This policy was last reviewed and revised on 8.5.24**

**Signed on behalf of the Management Committee by Alan Clatworthy (Chairperson)**

.....

# Fairfield Playbox Pre-School

## **HEALTH AND SAFETY POLICY**

### **Statement of intent**

We believe that the health and safety of children is of paramount importance. We will make our preschool a safe and healthy place for children, parents, staff and volunteers.

### **Aim**

We aim to make children, parents and staff aware of health and safety issues and to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment.

### **Methods**

All the members of staff are responsible for health and safety. The Joint Playbox Managers are the designated persons for ensuring that the policy is adhered to.

We display the necessary health and safety poster in the entrance lobby above the hand sanitiser machine.

### **Risk assessment**

Our risk assessment process includes:

- A full annual review of the risks in our preschool and the procedures we follow to identify and manage these.
- A review, as necessary, of the risks arising from epidemics and pandemics (such as Covid-19) and the procedures to be followed
- A daily checklist for hazards and risks in the halls downstairs and upstairs, the outside area, toilets, kitchen and all other rooms used for small groups; also we check daily our activities and procedures. Our assessment covers adults and children.
- deciding which areas need attention and developing an action plan that specifies the action required, the timescales for action, the person responsible for the action and any funding required.
- We discuss risk assessment issues at our staff meetings and at our weekly planning meetings.

### **Insurance cover**

Kingston Methodist Church has public liability insurance and employers' liability insurance.

## **Awareness raising**

- Our induction training for staff and volunteers includes written guidelines and a clear explanation of health and safety issues so that all adults are able to adhere to our policy and understand their shared responsibility for health and safety. The induction training covers matters of employee well-being, including safe lifting and the storage of potentially dangerous substances.
- Health and safety issues are explained to the parents of new children so that they understand the part played by these issues in the daily life of the setting. (eg. Door/gate for security, the wearing of jewellery being a safety hazard, etc.)
- Health and safety is discussed regularly at staff meetings.
- We have a no smoking policy.
- Children are made aware of health and safety issues through discussions, planned activities and routines.

## **Children's safety**

- We ensure all staff and regular volunteers have been checked for criminal records by an enhanced disclosure from the Disclosure and Barring Service.
- All children are supervised by adults at all times.
- Whenever children are on the premises at least two adults must be present.

## **Security**

- Systems are in place for the safe arrival and departure of children. The times of the children's arrivals and departures are recorded.
- The arrival and departure times of adults - staff, volunteers and visitors - are recorded.
- Our systems are designed to prevent unauthorised access to our premises and to prevent children from leaving our premises unnoticed, during preschool hours.
- The personal possessions of staff and volunteers are securely stored during sessions.

## **Windows**

- Low level windows are made from materials that prevent accidental breakage or are made safe.
- Furniture is arranged to ensure that children cannot climb up to any of the windows on the first floor.

## **Doors**

- We take precautions to prevent children's fingers from being trapped in doors.

## **Floors**

- All surfaces are checked daily to ensure they are clean and not uneven or damaged.

## **Kitchen**

- Children do not have access to the kitchen.

- All surfaces are clean and non-porous.
- There are facilities for washing up.
- Cleaning materials and other dangerous materials are stored out of children's reach.
- When children take part in cooking activities in the lower hall, they:
  - are supervised at all times;
  - are kept away from hot surfaces and hot water; and
  - do not have unsupervised access to electrical equipment.

### **Electrical/gas equipment**

- All electrical/gas equipment conforms to safety requirements and is checked regularly.
- Our boiler/electrical switchgear/meter cupboard is not accessible to the children.
- Fires, heaters, electric sockets, wires and leads are properly guarded and the children are taught not to touch them.
- There are sufficient sockets to prevent overloading.
- Children are supervised when using hot water to wash hands.
- Lighting and ventilation is adequate in all areas including storage areas.

### **Storage**

- All resources and materials from which children select are stored safely.
- All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

### **Hygiene**

- Our daily routines encourage the children to learn about personal hygiene.
- We have a daily cleaning routine for the preschool which includes lower hall, kitchen, toilets and nappy changing area.
- We regularly clean resources and equipment, dressing-up clothes and furnishings.
- The toilet area has a good standard of hygiene including hand washing and drying facilities and the disposal of nappies.
- We implement good hygiene practices by:
  - cleaning tables between activities;
  - checking toilets regularly;
  - wearing protective clothing - such as aprons and disposable gloves - as appropriate;
  - providing sets of clean clothes;
  - providing tissues, wipes and paper towels.

## **Activities**

- Before purchase or loan, equipment and resources are checked to ensure that they are safe for the ages and stages of the children currently attending Playbox.
- The layout of play equipment allows adults and children to move safely and freely between activities.
- All equipment is regularly checked for cleanliness and safety and any dangerous items are repaired or discarded.
- All materials - including paint and glue - are non-toxic.
- Sand is clean and suitable for children's play.
- Physical play is constantly supervised.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.

## **Food and drink**

- Staff who prepare and handle food receive appropriate training and understand - and comply with - food safety and hygiene regulations.
- All food and drink is stored appropriately.
- The temperature of the fridge is monitored.
- Adults do not carry hot drinks through the play area(s) and do not place hot drinks within reach of children.
- Snack times are appropriately supervised and children do not walk about with food and drinks.
- Fresh drinking water is available to the children at all times.
- We operate systems to ensure that children do not have access to food/drinks to which they are allergic.

## **Outings and visits**

- Are undertaken only when the parent/carer accompanies their child.
- A risk assessment is carried out before an outing takes place.
- One or two staff may accompany children and parents on outings and a minimum of two should remain behind with the rest of the children.

## **Missing child**

If a child goes missing from the Preschool:

- The Leader will carry out a thorough search of the building and outside area.
- The register is checked to make sure no other child has also gone astray.
- If the search fails to find the child the police are contacted and the parents informed.

- Doors and gates are checked to see if there has been a breach of security whereby a child could wander out.
- The Leader talks to staff to establish what happened
- A full investigation will be carried out by the Management Committee Chairperson taking written statements from all the staff present at the time.
- The Leader writes an incident report detailing:
  - the date and time of the report;
  - what staff/ children were in the group.
  - when the child was last seen.
  - what has taken place in the group since then;
  - the time it is estimated that the child went missing.
- A conclusion is drawn as to how the breach of security happened.
- If the incident warrants a police investigation all staff co-operate fully. In this case, the police will handle all aspects of the investigation, including interviewing staff. Social Services may be involved if it seems likely that there is a child protection issue to address.
- The incident is reported under RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations) arrangements and is recorded in the incident book; the local authority health and safety officer may want to investigate and will decide if there is a case for prosecution.
- OFSTED is informed.
- The Insurance Department of the Methodist Church is informed.

### **Animals**

- Animals visiting Playbox are free from disease and safe to be with children, and do not pose a health risk.
- Children wash their hands after contact with animals.

### **Fire safety**

- Fire doors are clearly marked, never obstructed and easily opened from inside.
- Smoke detectors/alarms and fire fighting appliances conform to BSEN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.
- Our emergency evacuation procedures are approved by the Fire Safety Officer and are:
  - clearly displayed in the premises;
  - explained to new members of staff, volunteers and parents; and
  - practised regularly once a term.
- Records are kept of fire drills and the servicing of fire safety equipment.

## **First aid and medication**

At least one member of staff with current first aid training is on the premises at any one time. The first aid qualification includes first aid training for infants and young children.

Our first aid kit:

- complies with the Health and Safety (First Aid) Regulations 1981;
- is regularly checked by a designated member of staff and re-stocked as necessary;
- is easily accessible to adults; and
- is kept out of the reach of children.

At the time of registration, parents are asked to sign for permission for emergency medical advice or treatment to be sought, including allowing staff to take their child to an appropriate medical service to be examined.

## **Administration of medication**

- Parents must give prior written permission for the administration of medication, providing the name of the child, name/s of parent(s), date the medication starts, the name of the medication, the dose and times, or how and when the medication is to be administered.
- Only prescribed medication may be administered. It must be in-date and prescribed for the current condition.
- Children's prescribed drugs are stored in their original containers, are clearly labelled and are inaccessible to the children.
- Children taking prescribed medication must be well enough to attend the preschool.
- The administration of any medication is recorded accurately each time it is given and is signed by staff. Parents sign the record book to acknowledge the administration of a medicine.
- If the administration of prescribed medication requires medical knowledge, individual training must be provided for the relevant member of staff by a health professional.

## **Our accident book:**

- is kept safely and accessibly;
- all staff know where it is kept and how to complete it. A record of an accident to a child is shown to the parent/carer, who signs it and keeps a copy.
- is reviewed at least termly to identify any potential or actual hazards.

Accidents recorded will also be recorded in the Church Accident Book book kept on the shelf in the corridor between the entrance lobby and the Lower Hall.

Ofsted is only notified of any injury requiring treatment by a general practitioner or hospital doctor, or the death of a child or adult.

When there is any injury requiring general practitioner or hospital treatment to a child, parent, volunteer or visitor or where there is a death of a child or adult on the premises, we make a report to the Health and Safety Executive using the format for the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations. (RIDDOR)

### **Dealing with incidents**

We meet our legal requirements for the safety of our employees by complying with RIDDOR. We would report to the Health and Safety Executive:

- deaths;
- major injuries
- over-3-day injuries – where an employee is away from work or unable to perform their normal work duties for more than 3 consecutive days;
- injuries to members of the public or people not at work where they are taken from the scene of an accident to hospital;
- some work-related diseases;
- dangerous occurrences – where something happens that does not result in an injury but could have done.

Any dangerous occurrence is recorded in our Incident Book. See below.

### **Our Incident Book**

- We keep an incident book for recording incidents including those that are reportable to the Health and Safety Executive as above.
- These incidents include:
  - break in, burglary, theft of personal or the setting's property;
  - fire, flood, gas leak or electrical failure;
  - attack on member of staff or parent on the premises or near by;
  - any racist incident involving a staff or family member on the centre's premises;
  - death of a child, and
  - a terrorist attack, or threat of one.
- In the incident book we record the date and time of the incident, nature of the event, who was affected, what was done about it - or if it was reported to the police, and if so a crime number. Any follow up, or insurance claim made, should also be recorded.
- In the unlikely event of a terrorist attack we follow the advice of the emergency services with regard to evacuation, medical aid and contacting children's families. Our standard Fire Safety Policy will be followed. The incident is recorded when the threat is averted.
- In the unlikely event of a child dying on the premises, the emergency services are called, and the advice of these services is followed.



## **Sickness**

Our policy for the exclusion of ill or infectious children is discussed with parents. This includes procedures for contacting parents - or other authorised adults - if a child becomes ill while at Playbox. We ask parents to inform us, by telephone, if their child is unable to attend preschool for any reason, including illness.

- We do not provide care for children who are unwell, have a temperature, or a contagious or infectious illness, including conjunctivitis. A child who has had sickness or diarrhoea should be clear of the symptoms for 48 hours before returning to Playbox.
- Children with headlice are not excluded, but must be treated to remedy the condition.
- Parents are notified if there is a case of headlice in the playgroup.
- Parents are notified if there is an infectious disease, such as chicken pox.
- HIV (Human Immunodeficiency Virus) may affect children or families attending the setting. Staff may or may not be informed about it.
- Children or families are not excluded because of HIV.
- Good hygiene practice concerning the clearing of any spilled bodily fluids is carried out at all times.
- Staff suffering from sickness and diarrhoea or any other infectious illness, do not attend Playbox.
- A staff member who appeared to be under the influence of alcohol or drugs at the preschool would be sent home immediately and the circumstances would be investigated. If any staff member is taking medication that may affect their ability to care for children, medical advice would be sought and the staff member only allowed to continue working if that advice confirms that the medication is unlikely to impair that staff member's ability to look after children properly. All staff medication is securely stored, out of the reach of children.
- Ofsted is notified of any infectious diseases that a qualified medical person considers notifiable.

## **Safety of adults**

- Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.
- When adults need to reach up to store equipment or to change light bulbs they are provided with safe equipment to do so.
- All warning signs are clear.
- Adults who remain in the building on their own have the door locked.
- The sickness of staff is recorded in our log book/wages book and their involvement in accidents in our accident book. The records are reviewed termly to identify any issues that need to be addressed.

## **Records**

In accordance with the Welfare Requirements of the Early Years Foundation Stage, we keep records of:

## Adults

- names and addresses of all staff on the premises, including temporary staff, students and volunteers who work with the children or who have substantial access to them;
- names and addresses of all members of the management committee;
- all records relating to the staff's employment with the playgroup, including application forms, references, results of checks undertaken etc.

## Children

- names, addresses and telephone numbers of parents and adults authorised to collect children from the pre-school;
- the names and telephone numbers of emergency contacts in case of children's illness or accident;
- the allergies, dietary requirements and illnesses of individual children;
- the times of attendance of children, staff, volunteers and visitors;
- accidents and medicine administration records;
- consents for administration of medication, emergency treatment;
- incidents

The following procedures and documentation in relation to health and safety are in place:

- Risk assessment and action plan.
- Record of visitors.
- Fire safety procedures.
- Fire safety records and certificates.
- Administration of medication.
- Prior parental consent to administer medicine.
- Record of the administration of medicines.
- Prior parental consent for a child to be taken to an appropriate medical service for emergency treatment.
- Accident record.
- Sick children.
- No smoking.

**This policy was last reviewed on 8.5.24**

**Signed on behalf of the Management Committee by Alan Clatworthy (Chairperson)**

# Fairfield Playbox Pre-School

## **SPECIAL EDUCATIONAL NEEDS & DISABILITY POLICY**

### **Statement of intent**

We will provide an environment in which all children are supported to reach their full potential.

### **Aims**

- We have regard for the Department for Education Special Educational Needs Code of Practice.
- We welcome children of all abilities at Playbox.
- We provide practitioners to help support parents and children with special educational needs (SEN)/disabilities.
- We identify the specific needs of children with SEN/disabilities and meet those needs through a range of strategies.
- We work in partnership with parents and other agencies in meeting individual children's needs.
- We monitor and review our practice and provision and, if necessary, make adjustments.

### **Methods**

- The Joint Playbox Managers are the special educational needs co-ordinators (SENCOs). They attend regular Network meetings with other SENCOs in the borough and regular training courses provided by Kingston Early Years.
- We provide a statement showing how we provide for children with SEN/disabilities.
- We ensure that the provision for children with SEN/disabilities is the responsibility of all members of the preschool.
- We ensure that our inclusive admissions practice ensures equality of access and opportunity.
- We ensure that our physical environment is as far as possible suitable for children with disabilities.
- We work closely with parents of children with SEN/disabilities to create and maintain a positive partnership.
- We ensure that parents are informed at all stages of the assessment, planning, provision and review of their children's education.

- We provide parents with information on sources of independent advice and support. We will direct parents to the Local Offer website.
- We liaise with other professionals involved with children with SEN/disabilities and their families, including transfer arrangements to other settings and schools.
- We provide a broad and balanced curriculum for all children with SEN/disabilities.
- We provide a differentiated curriculum to meet individual needs and abilities.
- We keep records of the assessment, planning, provision and review for children with SEN/disabilities.
- We provide appropriate resources (human and financial) to implement our SEN/disability policy.
- We ensure the privacy of children with SEN/disabilities when intimate care is being provided.
- We provide in-service training for practitioners and volunteers.
- We raise awareness of any specialism the setting has to offer, e.g. Makaton trained staff.
- We provide a complaints procedure.

**This policy was last reviewed and revised on 8.5.24**

**Signed on behalf of the Management Committee by Alan Clatworthy (Chairperson)**

.....



# Fairfield Playbox Pre-School



## PROCEDURES IN CASE OF FIRE

1. On discovering a fire, raise the alarm by activating one of the fire alarms situated near the entrance doors or in the upstairs hall.
2. Children in the Lower Hall should be lined up, be told – and helped – to hold hands and then led out by the safest door, the one furthest from the fire. Sing “Follow my Leader” or another familiar song to keep them calm. The Leader should pick up the daily register and the Playbox mobile phone on the way out.
3. In the case of fire, assemble **in the car park on the other side of Avenue Road, between building 20 and 22**. The assembly point in the event of a bomb/terrorist threat to the church is the southern end of Avenue Road. The Leader will then call the register.
4. If any children are in the toilets, in the Vestry, or in the hall upstairs (which has a fire exit leading to the car park) the member/s of staff with them should take them out of the building following the procedure as above i.e. holding hands and singing to keep them calm and assemble with the others. If you are trapped in the toilets by flames or smoke – keep calm. The doors are fireproof for 30 minutes. Place wet paper towels at bottom of door to prevent smoke coming in.
5. Once the children are out of the building the Leader will ensure that the Fire Brigade is called.

Fire drills will be carried out termly and the Church Property Co-ordinator will be notified of the dates.

**THE PRIORITY IS TO GET EVERYONE OUT OF THE BUILDING QUICKLY, CALMLY AND SAFELY.**

These procedures were last reviewed and revised on 8.5.24.

Signed on behalf of the Management Committee by Alan Clatworthy (Chairperson)

.....

# PLAYBOX RISK ASSESSMENT

Reviewed May 2024  
Next Review due May 2025

Risk Assessment Values		Classification of Risk Rating (C x L = score)	
Consequence (C)	Likelihood (L)	Score	Risk Rating
Marginal - 1 (slight injury, minor first aid)	Unlikely - 1	1	Trivial (Tri)
	Likely - 2	2	Tolerable (Tol)
		3-4	Moderate (Mod)
Dangerous - 2 (serious injury or damage)	Very likely - 3	6	Substantial (Sub)
		9	Intolerable (Intol)
Very Dangerous - 3 (could cause death or widespread injuries)			

Hazard	Persons at Risk	C	L	CxL	How risk will be minimised	Who Will Action This
Unauthorised intruders	All	3	1	3	Outer door to be secured after children have arrived. Visitors must ring the bell and identify themselves before being admitted.	Snack / Register Person to secure door.
Lost child	Children	3	1	3	Safety gate outside main hall to be closed when outer door secured. Register taken of children. Children counted out and back into main hall when visiting other areas of the building. Inspection of Outside Area to ensure it is secure.	Snack / Register Person to complete register and secure gate

Fabric of building, including doors, windows and stairs, damaged or in an unsafe condition	All	2	1	2	Visual inspection of all areas of building and testing of doors and windows before start of session.	Snack / Register Person to complete Daily Checklist	
Toys and play equipment damaged or broken, causing injury	All	2	2	2	4	All toys and equipment to be checked by staff each time they are got out or put away. Damaged toys mended if safe to do so, or thrown away.	All staff. Climbing Frame Person to check climbing frame or trampoline
Risk to health if areas used by Playgroup, particularly toilets and outside area, are not clean and hygienic	All	2	1	2	All areas inspected for cleanliness before start of session. Remedial cleaning carried out if necessary.	Snack / Register Person to Inspect.	
Risk of electrocution	All	3	1	1	3	No trailing or damaged wires.	Snack / Register Person to Inspect.
Risk of burns or scalds	All	2	1	2	Hot water kept out of reach of children. Children do not enter kitchen. Adults take responsibility for observing guidelines for their own safety in kitchen. Heating checked daily when in use.	All staff. Snack / Register Person to Check Heating.	
Risk of injury from other equipment e.g. scissors, knives, staplers etc.	All	2	1	2	Adult scissors and knives to be kept out of reach of children. Adults to observe safety precautions when using such items.	All staff. Snack / Register Person to check no items left out by mistake.	

Severe allergic reaction	All, but mainly children	3	1	3	Information on allergies sought from parents when children join Playbox and recorded on register. Information checked daily and children not given items they are allergic to. No nuts policy. Epipens kept and training in their use undertaken when they are prescribed for a particular child	Snack / Register Person to check allergies when preparing snack. Craft Person to check allergies before doing a cooking activity.
Risk of injury or death in fire	All	3	1	3	Fire Exits kept clear and clearly signposted. All staff know procedures in case of fire. Termly fire drills undertaken.	Leaders ensure fire drills take place regularly
Risk of injury in storage cupboards from heavy items falling, poor lifting technique, tripping etc.	Adults	2	1	2	Regular inspections to ensure cupboard doors and hinges are safe, that shelves not over-stacked and heavier items are stored at floor level. Staff have received training on safe lifting and handling procedures.	Individual Staff Members to ensure own safety by adopting safe handling procedures and reporting any hazards to Leaders.
Food and drink not kept at correct temperature	All	3	1	3	Regular checks of fridge temperature, recorded on sheet	Leaders

This updated assessment was approved on 8.5.24

Signed on behalf of the Management Committee by Alan Clatworthy

(Chairperson).....



# Fairfield Playbox Pre-School

## **SPECIAL NEEDS STATEMENT**

At Playbox we welcome all children including those with special needs, such as language and communication difficulties, developmental delay, visual or hearing impairment, challenging behaviour and/or physical disabilities.

Staff are not qualified to diagnose medical problems, but after years of relevant training and experience, we can recognise areas of development that may need help or investigation and may suggest a visit to Health Visitor or G.P.

Occasionally we may, with parental consent, consult with the Inclusion and Improvement Adviser for Achieving for Children.

We work in partnership with parents and other agencies such as physiotherapists and speech and language therapists in order to meet individual children's needs.

If you have any worries about your child's development please do not hesitate to talk to your child's Key Worker, or one of the Playgroup Leaders.

**This statement was last reviewed and revised on 8.5.24**

**Signed on behalf of the Management Committee by Alan Clatworthy  
(Chairperson)**

.....