

Safeguarding and Child Protection Policy for Unit One Kids

Purpose:

At **Unit One Kids**, the safeguarding of children in our care is of paramount importance. We are committed to providing a safe environment where children are protected from abuse and harm. This policy outlines our procedures for safeguarding, in line with the Early Years Foundation Stage (EYFS) framework and Ofsted regulations.

Designated Safeguarding Leads (DSLs)

- **DSL:** Nicola Forrest (Manager)
- **Deputy DSL:** Aimee Lacy (Unit One Manager)
The DSL is responsible for ensuring all safeguarding procedures are followed, and staff are appropriately trained. In Nicola Forrest's absence, Aimee Lacy will act as the safeguarding lead.

Reporting Procedures

- All staff are required to report any concerns about a child's welfare immediately to the DSL or Deputy DSL.
- Concerns will be documented using the **Safeguarding Concern Form**, which is available in the staff room and must be completed by the reporting staff member.
- The DSL will assess the concern and, if necessary, refer the issue to the **Leeds Safeguarding Children Partnership** or other relevant authorities.
- In cases where a staff member is concerned about the behaviour or actions of the DSL, concerns should be raised directly to the Deputy DSL, or they can follow the whistleblowing procedure (detailed below).

Local Safeguarding Authorities and Contacts

- **Leeds Safeguarding Children Partnership (LSCP):** 0113 376 0336
- **Children's Social Services (Leeds):** 0113 222 4403 (9am-5pm), Emergency Duty Team: 0113 535 0600
- **Local Authority Designated Officer (LADO):** 0113 378 9687
- **West Yorkshire Police (non-emergency):** 101, or **999** in an emergency.

Staff Training

- All staff will undergo safeguarding training as part of their induction and refresher training will be conducted **annually** in line with Ofsted's requirements.

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- External safeguarding training will be provided by **Smart Horizons**. All staff must attend these sessions and will be updated on any changes to safeguarding legislation or best practices.
- Ongoing training, including online courses and workshops, will be scheduled to ensure staff remain up-to-date with safeguarding requirements.

Whistleblowing

- If a staff member has concerns about safeguarding practices or any other serious issues within the setting, they are encouraged to report these concerns directly to the DSL, Deputy DSL, or a member of management.
- Staff may also report concerns anonymously through a whistleblowing hotline.
- **Whistleblowing protection:** All reports will be handled confidentially, and no staff member will face retaliation or any adverse treatment for raising concerns in good faith.

Record Keeping

- All safeguarding concerns and incidents will be recorded using our **Safeguarding Concern Log**, which will be kept securely by the DSL in a locked filing cabinet or on a secure, password-protected digital system.
- Access to safeguarding records will be restricted to the DSL and Deputy DSL only.
- Records will be retained for a minimum of **10 years** or until the child reaches **18 years of age**.

Allegations Against Staff

- If an allegation is made against a member of staff, including volunteers, the DSL or Deputy DSL will immediately notify the **Local Authority Designated Officer (LADO)** for Leeds.
- The staff member will be removed from duties involving children while an investigation takes place, in line with LADO advice.
- An internal investigation will be conducted in partnership with the LADO, and Ofsted will be informed of any safeguarding allegations within **14 days** as per Ofsted's guidelines.

Health and Safety Integration

- Safeguarding is integrated with our health and safety policy. Risk assessments are regularly conducted to ensure that children's physical safety is maintained. The environment is closely monitored to prevent accidents or injuries, and all staff are trained in basic first aid procedures.

Review and Monitoring

This policy will be reviewed **annually** or whenever there are changes to safeguarding legislation or local authority requirements.

Health and Safety Policy for Unit One Kids

Purpose:

At **Unit One Kids**, we are committed to ensuring the health, safety, and welfare of all children, staff, and visitors. This policy outlines our procedures to maintain a safe

environment, in line with Ofsted regulations and the Early Years Foundation Stage (EYFS) framework.

Risk Assessments

- **Daily Risk Assessments:** The Manager or designated staff member will conduct daily risk assessments of indoor and outdoor areas before the children arrive. This ensures that equipment, play areas, and facilities are safe and suitable for use.
- **Trips and Outings:** A separate risk assessment will be carried out for any off-site outings to ensure all potential hazards are identified and managed. Parental consent will be obtained for all trips.

Fire Safety Procedures

- **Fire Drills:** Fire drills will be conducted **once every term** to ensure that staff and children are familiar with evacuation procedures.
- **Evacuation Plan:** The evacuation plan is displayed throughout the setting. Fire exits are clearly marked and kept free of obstruction at all times.
- **Assembly Point:** The designated assembly point is outside the entrance to **Firefight Boxing Club**, where staff will conduct headcounts to ensure all children are accounted for.
- **Fire Equipment:** Fire extinguishers, alarms, and other safety equipment will be maintained and checked regularly by an external fire safety professional.

Accidents, Incidents, and First Aid

- **First Aid Training:** All staff will hold a **Paediatric First Aid** certificate, which will be renewed every three years. A qualified first aider will always be present during opening hours.
- **First Aid Kits:** Fully stocked first aid kits are available in every room and outdoor play area. These are checked regularly to ensure they are complete and items are in-date.
- **Accident Reporting:** All accidents, no matter how minor, will be recorded in a **paper-based Accident Book**. Parents will be informed of any accidents, and in cases where medical attention is needed, they will be contacted immediately.
- **Serious Incidents:** Any serious incidents will be reported to Ofsted within **14 days** in accordance with statutory requirements.

Hygiene Standards

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- **Cleaning Routines:** All play areas, equipment, and surfaces will be cleaned daily, with an emphasis on high-contact areas (e.g., door handles, toilets). A **professional cleaning company** will perform a deep clean of all areas **twice a week**.
- **Food Preparation:** Staff will prepare and serve **snacks** only. All staff involved in food preparation have completed the **Food Hygiene Course** through **Smart Horizons e-learning** to ensure compliance with food safety regulations.
- **Handwashing:** Children will be encouraged to wash their hands regularly, especially before meals and after using the toilet. Hand sanitizers are available throughout the setting.

Managing Illness

- **Sick Child Policy:** Children who are unwell should not attend the daycare. If a child becomes ill during the day, they will be moved to the designated **quiet area in the staff room** until a parent or guardian can collect them.
- **Exclusion Periods:** Children with contagious illnesses (e.g., chickenpox, vomiting) will be excluded for the recommended period as advised by **Public Health England**. A list of exclusion periods will be provided to parents.
- **Infection Control:** If there is an outbreak of an illness, parents will be informed, and the setting will take additional cleaning measures to control the spread.

Supervision and Safety Measures

- **Indoor and Outdoor Supervision:** Children will always be supervised while inside the setting and during outdoor play. Staff-to-child ratios will adhere to Ofsted guidelines:
 - **Under 2 years:** 1 adult to 3 children.
 - **2-3 years:** 1 adult to 4 children.
 - **3+ years:** 1 adult to 8 children (or 1 to 13 if the staff member has Qualified Teacher Status).
- **Security:** The premises are secured with controlled entry systems. Visitors must sign in and be supervised during their time on the premises.

Food Safety and Allergy Management

- **Snack Preparation:** Staff will prepare and serve healthy snacks, ensuring all food is stored and handled in compliance with food hygiene regulations.

- **Allergy Management:** A list of children's allergies will be displayed in the kitchen and in relevant rooms to ensure that all staff are aware. Any incidents involving allergic reactions will be recorded and reported to parents immediately.

Outdoor Play and Equipment Safety

- **Outdoor Safety:** The outdoor play area is enclosed and secured. Regular inspections are conducted to ensure that equipment is safe, free from hazards, and well-maintained.
- **Sun Protection:** During sunny weather, children will be provided with sunscreen (with parental consent), and outdoor play will be monitored to prevent overexposure to the sun.

Emergency Procedures

- **Medical Emergencies:** In the case of a medical emergency, staff will administer first aid and contact emergency services (999) if required. Parents will be informed immediately.
- **Emergency Closures:** In the event of an emergency closure (e.g., severe weather, flooding), parents will be informed via **email, text, and phone calls**. The decision to close will be made by the Manager and will be in line with local authority advice.

Review and Monitoring

This policy will be reviewed annually or when there are changes to health and safety legislation or local authority guidance.

Staffing Policy for Unit One Kids

Purpose:

At **Unit One Kids**, we are committed to employing well-qualified, trained, and experienced staff to ensure high standards of care and education for the children. This policy outlines the recruitment, vetting, training, and supervision of staff in line with the Early Years Foundation Stage (EYFS) and Ofsted requirements.

Staff Ratios and Qualifications

- We will adhere to the following staff-to-child ratios as required by the EYFS framework:
 - **Under 2 years:** 1 adult to 3 children.
 - **2-3 years:** 1 adult to 4 children.
 - **3+ years:** 1 adult to 8 children (or 1 adult to 13 children if the staff member holds Qualified Teacher Status or another Level 6 qualification).
- All staff working directly with children will have relevant early years qualifications. At least **half of the staff** will hold a **Level 3 qualification** or higher in early years education or childcare.

Recruitment and Vetting Procedures

- **Safer Recruitment:** All staff will undergo safer recruitment procedures to ensure suitability for working with children. This includes:
 - **Interviews** with the Manager and Lead Practitioner.
 - Proof of qualifications and references.
 - **Enhanced DBS checks** for all staff, including volunteers.
- Any offer of employment will be conditional until the results of the DBS check and reference checks are confirmed.
- New staff will be required to complete a **six-month probation period**, with performance reviews conducted **monthly** during this period.

Induction Program

- All new staff members will undergo an **induction program** to familiarize them with the policies, procedures, and daily routines at **Unit One Kids**. This will include:
 - An introduction to safeguarding policies and procedures.
 - Health and safety protocols, including fire safety, first aid, and risk assessments.

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- Training on the **Early Years Foundation Stage (EYFS)** framework.
- Understanding of our behavior management strategies and equal opportunities policies.
- The induction process will be completed within the first **four weeks** of employment.

Ongoing Training and Development

- Staff training is a key priority at **Unit One Kids** to ensure the highest quality care and education. We are committed to providing opportunities for staff to develop their skills and knowledge through:
 - **Annual Safeguarding Training:** All staff will complete safeguarding training on an annual basis to ensure they are up-to-date with current child protection legislation and procedures.
 - **Paediatric First Aid Certification:** All staff will hold a valid **Paediatric First Aid** certificate, renewed every three years.
 - **Continual Professional Development (CPD):** We will support staff in undertaking additional qualifications or training relevant to their role, including online courses, workshops, and conferences.
- Staff appraisals will be held **annually** to discuss performance, training needs, and career progression opportunities.

Supervision and Support

- Staff will receive **regular supervision** and **mentorship** from the Manager or Lead Practitioner. Supervision sessions will provide a space for staff to:
 - Reflect on their practice.
 - Discuss any concerns or issues they may have.
 - Review children's progress and discuss key responsibilities.
- Supervision will occur **every 6-8 weeks**, with more frequent sessions if required.
- Staff will also be encouraged to work as part of a team, sharing best practices and supporting one another in delivering high-quality care and education.

Staff Conduct and Responsibilities

- All staff at **Unit One Kids** are expected to:
 - Act professionally at all times and be role models for the children.
 - Comply with all **safeguarding and child protection** policies.

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- Treat children, families, and colleagues with respect, adhering to the **Equal Opportunities Policy**.
- Report any concerns about the welfare or behavior of a child to the Designated Safeguarding Lead (DSL).
- Maintain confidentiality regarding children's records and family information.
- Breaches of conduct will be addressed in line with our **Disciplinary Procedures**, and serious breaches may result in dismissal.

Safer Working Practices

- Staff will always follow safer working practices, which include:
 - Never being alone with a child in a secluded area.
 - Using positive language and behavior management strategies.
 - Maintaining appropriate boundaries with children and families.

Whistleblowing

- Staff are encouraged to raise concerns about any inappropriate behavior or breaches of safeguarding procedures through the **Whistleblowing Policy**.
- All whistleblowing concerns will be taken seriously and dealt with confidentially. Staff will not face retaliation or adverse consequences for raising concerns in good faith.

Review and Monitoring

This policy will be reviewed **annually** or when there are changes in legislation or Ofsted regulations.

Behaviour Management Policy for Unit One Kids

Purpose:

At **Unit One Kids**, we believe that promoting positive behaviour is essential for creating a happy and secure environment where children can thrive. This policy outlines our approach to managing behaviour in line with the Early Years Foundation Stage (EYFS) and Ofsted guidelines.

Aims:

- To encourage and promote positive behaviour through praise, role modelling, and reinforcement.
- To create a consistent and fair approach to behaviour management across the setting.
- To support children in developing self-regulation, empathy, and social skills.
- To ensure that all behaviour management strategies are developmentally appropriate and respectful.

Promoting Positive Behaviour:

We believe that children respond best to praise and encouragement. At **Unit One Kids**, we promote positive behaviour by:

- **Praising and rewarding** positive actions and behaviour (e.g., sharing, helping, following instructions).
- **Modelling positive behaviour** for children by demonstrating kindness, patience, and respect.
- **Establishing clear and simple boundaries** that are communicated in a way children understand.
- Using **visual aids and positive reinforcement** to remind children of acceptable behaviour.
- Encouraging children to solve problems independently with staff support.
- Implementing a **reward system** that includes **stickers** and a daily recognition as the **Star of the Day** to celebrate positive behaviour.

Strategies for Managing Challenging Behaviour:

When children display challenging behaviour, we address it in a calm and consistent manner. The following strategies will be used:

- **Redirection:** Gently redirecting a child to a different activity or space to help them refocus and calm down.

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- **Positive Reinforcement:** Recognising and praising a child's positive efforts or behaviours to encourage repetition of good behaviour.
- **Discussion:** Talking with the child about their behaviour, explaining why it was inappropriate, and discussing alternative actions.
- **Time Out:** In cases where a child needs time to reflect, they will spend time with a practitioner in an appropriate place to calm down. This will always be supervised to ensure the child feels supported and safe.

Partnership with Parents:

We work closely with parents to ensure consistency between home and the daycare setting. Parents will be informed of:

- Any significant behavioural concerns or incidents.
- The strategies used to manage challenging behaviour.
- How they can support positive behaviour at home in line with our approach.

Communication about behavioural concerns will be facilitated by **Nicola Forrest** via **email** or **WhatsApp** as appropriate.

Involvement of Children:

Where developmentally appropriate, children will be encouraged to take responsibility for their own behaviour by:

- **Making choices** and understanding the consequences of their actions.
- **Participating in discussions** about behaviour expectations, helping them feel involved and respected.

Dealing with Specific Behavioural Issues:

For more complex behavioural issues, including recurring patterns of challenging behaviour, we will:

- Conduct **observations** to better understand the underlying causes or triggers of the behaviour.
- Work with parents to create a **behaviour support plan** if needed.
- Seek advice from external professionals if additional support is required.

Prohibited Practices:

At **Unit One Kids**, the following behaviour management practices are **strictly prohibited**:

- Corporal punishment or any form of physical punishment.

- Humiliating, shaming, or belittling a child.
- Deprivation of food, drink, or rest as a form of punishment.
- Isolating a child in a way that prevents supervision by staff. Any breaches of this policy will be addressed in line with our **Disciplinary Procedures**.

Bullying:

We take bullying very seriously and aim to prevent bullying by fostering a culture of kindness, respect, and empathy. In the event of any suspected bullying, staff will:

- **Investigate** the incident immediately and fairly.
- Provide support to both the victim and the child displaying bullying behaviour.
- Work with parents to resolve the situation and prevent further incidents.

Supporting Children's Emotional Wellbeing:

We recognise that children's behaviour is often influenced by their emotional wellbeing. To support children's emotional development, we:

- Ensure they feel **safe and secure** in the environment.
- Provide opportunities for **talking and expressing emotions** in healthy ways.
- Encourage **empathy** by helping children understand the feelings of others.

Review and Monitoring

This policy will be reviewed annually or when changes are made to behaviour management legislation or guidelines. All staff will receive training and support to ensure they follow this policy effectively.

Purpose:

At **Unit One Kids**, we are committed to providing high-quality care and education for all children. We value feedback from parents, carers, and staff and aim to resolve any complaints or concerns efficiently, fairly, and in line with statutory requirements. This policy outlines the procedure for handling complaints, ensuring compliance with the Early Years Foundation Stage (EYFS) and Ofsted regulations.

Aim:

- To provide a clear, transparent, and accessible process for dealing with complaints.
- To ensure all complaints are taken seriously and dealt with swiftly and professionally.
- To resolve complaints at the earliest opportunity and to learn from feedback to improve our service.

How to Raise a Concern:

If a parent or carer has a concern about any aspect of the care or education provided at **Unit One Kids**, they are encouraged to:

1. **Informally raise the concern:** Speak to the child's key person, room leader, or the Manager, Nicola Forrest, as soon as possible. Most issues can be resolved quickly and informally through discussion.
2. **Formal Complaint:** If the concern cannot be resolved informally, a formal complaint can be submitted via email to the Manager. Complaints should include:
 - The nature of the complaint.
 - Relevant dates and details.
 - The desired outcome or action.

Formal complaints can be submitted to:

Nicola Forrest

Unit One Kids

Email: info@unit-onekids.co.uk

Complaint Procedure:

1. **Acknowledgement:**
 - All formal complaints will be acknowledged in writing within **3 working days** of receipt.
2. **Investigation:**

- Nicola Forrest (or a designated staff member if Nicola is unavailable or implicated) will thoroughly investigate the complaint. This may involve speaking with relevant staff members, reviewing records, and holding meetings with the complainant to clarify the issues raised.

3. Outcome:

- A formal written response will be provided within **28 days** of receiving the complaint. This response will detail the investigation findings, any actions taken, and the proposed resolution.
- If the complainant is not satisfied with the outcome, they can request a follow-up meeting with Nicola Forrest to further discuss the matter.

Complaints to Ofsted:

If a parent or carer is dissatisfied with the outcome of the complaint or wishes to escalate it beyond the setting, they have the right to contact **Ofsted** directly. Ofsted is the regulatory body for early years settings and will handle complaints that relate to the care and safety of children.

Ofsted can be contacted at:

- **Ofsted Contact Details:**
 - **Telephone:** 0300 123 4666
 - **Email:** enquiries@ofsted.gov.uk
 - **Address:** Ofsted, Piccadilly Gate, Store Street, Manchester, M1 2WD

Details of this process will be made available to parents on request, and a copy of this policy is displayed at the daycare and provided in the parent handbook.

Monitoring Complaints:

- All complaints, both formal and informal, will be recorded in a **Complaints Log**. This log will include the nature of the complaint, actions taken, and the outcome.
- The Complaints Log will be available to Ofsted during inspections to demonstrate how complaints are managed and resolved.

Confidentiality:

- All complaints will be handled confidentially and in accordance with data protection regulations.
- Information regarding complaints will only be shared with relevant parties and will not be disclosed to any third parties without consent unless legally required.

Learning from Complaints:

- **Unit One Kids** views complaints as an opportunity to improve services. Following the resolution of a complaint, the setting will review its procedures and practices to identify any changes or improvements that need to be made.
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Review and Monitoring

This policy will be reviewed annually or when there are updates to legislation or Ofsted regulations. Complaints and feedback will be regularly monitored to ensure the effectiveness of our complaints procedure.

Purpose:

At **Unit One Kids**, we are committed to promoting equality and diversity, ensuring that all children, families, and staff are treated fairly and with respect. We aim to provide an inclusive environment where everyone is valued, regardless of age, gender, ethnicity, culture, language, religion, disability, or family background.

Aims:

- To create a welcoming environment where everyone feels included, respected, and valued.
- To ensure that all children have equal access to learning opportunities and are supported to reach their full potential.
- To challenge discrimination and promote diversity through positive role modelling, activities, and resources.
- To work in partnership with parents, carers, and external agencies to meet the individual needs of all children.

Commitment to Inclusion:

- We are committed to ensuring that all children, including those from minority ethnic backgrounds, different religions, or those with disabilities, are fully included in all aspects of the setting.
- **Unit One Kids** will provide resources and plan activities that reflect the diverse backgrounds, languages, and cultures of the children and their families.
- Our environment will be adapted where necessary to ensure it is accessible to children with disabilities or additional needs, even though we do not specifically cater to children requiring SENCo.

Valuing Diversity:

- We will ensure that children are exposed to a wide range of cultural, religious, and social experiences through:
 - Books, toys, and resources that reflect different cultures, languages, family structures, and abilities.
 - Encouraging children to share their own backgrounds and experiences through play and discussions.

Challenging Discrimination and Promoting Positive Behaviour:

- **Unit One Kids** has a zero-tolerance approach to discrimination or prejudice. If discrimination occurs, it will be addressed swiftly, with the focus on education and positive behaviour management.

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- Staff are trained to recognise discriminatory behaviour and will challenge it in a way that helps children understand the importance of treating others with respect and kindness.

Partnership with Parents and Carers:

- We work in partnership with parents and carers to understand their child's background, family structure, culture, and religion. This helps us to provide a tailored approach to the care and education we provide.
- Parents and carers will be encouraged to share their knowledge, culture, and experiences with the children through discussions, activities, or events where appropriate.
- **Nicola Forrest** will act as the primary point of contact for parents to discuss any issues related to inclusion and equality.

Admissions and Access to Services:

- **Unit One Kids** is committed to ensuring that no child, family, or staff member is excluded or disadvantaged due to their background or characteristics.
- Admissions will be open and fair, and we will not discriminate against any child or family based on their race, religion, culture, gender, or disability.

Resources and Activities:

- We will regularly review the resources, books, toys, and equipment used in the setting to ensure they reflect diversity and promote equality.
- Activities will be planned to provide equal opportunities for all children to engage, participate, and learn at their own pace and level.
- Children will be encouraged to respect and celebrate differences, fostering an atmosphere of mutual understanding and acceptance.

Staff Training:

- All staff will receive training on equality, diversity, and inclusion as part of their induction and ongoing professional development. This will include:
 - Recognising and challenging discriminatory behaviour.
 - Ensuring equal access to learning and play opportunities.
 - Promoting cultural awareness and valuing diversity in their interactions with children and families.

Monitoring and Evaluation:

- We will regularly review our practices, policies, and procedures to ensure that they promote equality and inclusion.

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- Staff will be encouraged to reflect on their own practice and identify any areas where improvements can be made to better meet the needs of all children and families.

Review and Monitoring:

This policy will be reviewed annually or whenever there are changes to relevant legislation or guidance from Ofsted. We will also seek feedback from parents, carers, and staff to ensure our approach remains inclusive and effective.

Data Protection and Confidentiality Policy for Unit One Kids

Purpose:

At **Unit One Kids**, we are committed to ensuring that all personal information related to children, parents, carers, and staff is handled confidentially and in accordance with the **General Data Protection Regulation (GDPR)** and the **Data Protection Act 2018**. This policy outlines how we collect, store, use, and protect personal data.

Aims:

- To ensure that personal data is handled in a secure and confidential manner.
- To comply with GDPR and the Data Protection Act 2018 by protecting the rights of individuals whose personal information we hold.
- To be transparent with parents, carers, and staff about how their data is used and ensure they can exercise their rights regarding this information.

Types of Personal Data Collected:

At **Unit One Kids**, we collect personal data for the purpose of providing high-quality care and education. This includes:

- **Children's Information:** Name, date of birth, address, health and medical information, dietary requirements, developmental records, emergency contact details.
- **Parent/Carer Information:** Name, address, contact details, employment details (if necessary), and financial information (for payment of fees).
- **Staff Information:** Name, contact details, DBS check records, employment details, qualifications, and payroll information.

Lawful Basis for Data Collection:

We collect and use personal data for the following lawful purposes:

- **Contractual Obligation:** To fulfil the contract between **Unit One Kids** and parents for the provision of childcare services.
- **Legal Obligation:** To comply with statutory requirements, such as safeguarding laws, employment law, and regulations set by Ofsted.
- **Legitimate Interests:** To ensure the smooth running of the daycare, including the communication with parents and the monitoring of children's development.

How We Use Personal Data:

Personal data will be used only for purposes directly related to the care, safety, and education of the children. This includes:

- Maintaining **developmental records** to monitor children's progress.
- Ensuring the **health and safety** of children by sharing relevant health or allergy information with staff.
- Communicating with parents about their child's progress, health, or other important matters.

- Processing payments, managing staff payroll, and keeping staff employment records.

Data Storage and Security:

We take the security of personal data seriously. Personal data is stored securely, and we ensure it is protected from unauthorised access or accidental loss:

- **Paper Records:** All paper-based records (e.g., registration forms, medical records) are stored in locked cabinets accessible only to authorised personnel.
- **Digital Records:** Digital records are stored on password-protected systems, and only authorised staff have access to these systems. All devices used to access personal data are secured with strong passwords and encryption where necessary.
- **Data Retention:** We retain personal data for as long as necessary to fulfil our legal obligations. For example, children's records are retained until the child reaches **age 21**, and staff records are kept for **six years** after their employment ends.

Sharing Data:

Personal data will only be shared in the following circumstances:

- With staff members who require the information to carry out their roles (e.g., key workers, first aiders).
- With **third parties** when legally required, such as with Ofsted, local authorities, or emergency services in safeguarding cases.
- With parental consent when sharing information with external agencies (e.g., speech therapists, medical professionals). We will not share personal data with any third parties for marketing purposes or any reason not related to the care and safety of the children.

Parental and Staff Rights:

Parents, carers, and staff have the right to:

- **Access their data:** Request a copy of the personal data we hold about them or their child.
- **Rectify inaccuracies:** Request corrections to any inaccurate personal data.
- **Erase their data:** Request the deletion of personal data in certain circumstances (e.g., if it is no longer needed for the original purpose).
- **Restrict processing:** Request that we limit how we use their personal data in certain situations.

- **Object to processing:** Object to how we use their data if there is no legal obligation to process it.

Requests can be made in writing to **Nicola Forrest**, our **Data Protection Officer** at **info@unit-onekids.co.uk**.

Confidentiality:

All staff are required to keep personal information about children, families, and colleagues confidential. This includes:

- Discussing children's personal information only with relevant staff members.
- Ensuring that personal information is not shared with unauthorised individuals, either inside or outside of the setting.
- Ensuring all conversations regarding personal or sensitive information take place in a private setting.

Data Breach Procedure:

In the event of a data breach (e.g., loss of personal data, unauthorised access), we will:

- Take immediate steps to mitigate the breach and secure the data.
- Notify affected individuals as soon as possible, detailing the nature of the breach and the steps taken to address it.
- Report the breach to the **Information Commissioner's Office (ICO)** if required within **72 hours** of becoming aware of the breach.

Complaints Regarding Data Protection:

If a parent, carer, or staff member has concerns about how their data is being handled, they should raise the issue with **Nicola Forrest**, who will investigate the matter. If they are unsatisfied with the response, they can contact the **Information Commissioner's Office (ICO)** for further guidance:

- **ICO Contact Details:**
 - **Website:** <https://ico.org.uk>
 - **Telephone:** 0303 123 1113

Review and Monitoring:

This policy will be reviewed annually or when there are changes to relevant data protection laws. Staff will receive training to ensure compliance with data protection and confidentiality standards.

Administering Medication Policy for Unit One Kids

Purpose:

At **Unit One Kids**, we are committed to ensuring the health and wellbeing of the children in our care. We understand that some children may require medication during the day, and this policy outlines the procedures for safely administering medication in line with Ofsted guidelines and health regulations.

Aims:

- To ensure that all medication is administered safely and correctly.
- To follow procedures that meet legal requirements and protect children's health.
- To work in partnership with parents to ensure the correct administration of medication.

Types of Medication:

We will administer both **prescribed** and **non-prescribed medication** under the following conditions:

- **Prescribed Medication:** Must be in its original container, with the child's name, the date, dosage instructions, and expiry date clearly visible.
- **Non-Prescribed Medication:** We will administer non-prescribed medication, such as pain relief or antihistamines, only with written consent from the parent or carer. We will not administer any medication that has not been previously authorised by parents, and non-prescribed medication will be administered in accordance with the dosage instructions on the label.

Parent Consent and Responsibilities:

- **Parental Consent:** Parents must provide written consent before any medication is administered. This includes completing an **Administering Medication Form**, which details the child's name, medication type, dosage, administration time, and reason for medication.
- **Providing Medication:** Parents must supply all medication in its original packaging, labelled with the child's full name and clear dosage instructions.
- **Notification of Health Changes:** Parents must inform **Unit One Kids** if their child's medical needs change or if the medication is no longer needed.

Storage of Medication:

- All medication will be stored safely in the **staff-only room** in a secure box to ensure it remains protected and in good condition.
- **Prescription medications** will be kept in the secure box and in the staff room fridge if refrigeration is required.
- **Emergency medications** such as inhalers, auto-injectors (EpiPens), or other lifesaving medicines will be stored in an easily accessible area in the **staff room**, known to all staff.
- Expiry dates will be checked regularly, and parents will be informed if the medication needs replacing.

Administration Procedures:

- Only trained staff members will be responsible for administering medication.
- Medication will be administered according to the **written instructions** provided by the parent on the **Administering Medication Form**.
- Before administering any medication, staff will verify the child's identity and check that the dosage and instructions match the consent form.
- Staff will document every instance of medication administered, including the **time, dosage, and staff member's signature**. This information will be shared with the parents at the end of the day.

Refusing Medication:

- If a child refuses to take their medication, staff will not force the child to do so. In such cases:
 - The parent will be informed immediately.
 - The refusal will be recorded in the child's medication log.
 - Further guidance will be sought from the parent about how to proceed.

Emergency Medication:

For children with specific health needs, such as asthma or severe allergies, we will follow a personalised **Health Care Plan**, agreed upon by the parent and the setting, which details:

- Emergency procedures if the child experiences a medical emergency.
- Instructions for administering emergency medication (e.g., inhalers, EpiPens).
- Contact details for the child's GP and emergency contact numbers.

Record Keeping:

- A detailed **Medication Administration Record** will be kept for each child. This log will include:
 - The name of the child.
 - The type and dosage of medication.
 - The time the medication was administered.
 - The name and signature of the staff member who administered the medication.
- Parents will be given access to the medication log daily, and the records will be retained for future reference.

Staff Training:

- All staff responsible for administering medication will receive appropriate training, particularly in administering emergency medication (e.g., EpiPens or inhalers).
- Staff will also be trained to identify symptoms of medical conditions that may require immediate action, such as allergic reactions or asthma attacks.

Health Care Plans:

- For children with long-term or complex health needs, an individual **Health Care Plan** will be created in consultation with the parents, the child's GP, or other healthcare professionals.
- The Health Care Plan will include details of the child's medical condition, medication, potential triggers, and emergency procedures.
- The Plan will be reviewed regularly to ensure it reflects the child's current needs.

Over-the-Counter Medication:

- Over-the-counter medication, such as pain relief (paracetamol or ibuprofen), will only be administered with prior written consent from the parent or carer.
- We will ensure that parents are informed if any over-the-counter medication is given during the day.

Off-Site Activities:

- When children participate in off-site activities (e.g., trips, outings), staff will ensure that any required medication is taken along in a secure container.
- A designated staff member will be responsible for administering medication during the trip, following the same procedures as outlined in this policy.

Review and Monitoring:

This policy will be reviewed annually or when there are updates to relevant legislation or guidance. Staff will be regularly trained to ensure that they follow these procedures effectively.

Accident and Incident Reporting Policy for Unit One Kids

Purpose:

At **Unit One Kids**, the safety and wellbeing of the children are of paramount importance. We aim to provide a safe environment by preventing accidents and managing any incidents that occur efficiently and in line with legal requirements. This policy outlines how accidents and incidents are reported, recorded, and communicated to parents, carers, and relevant authorities.

Aims:

- To ensure that all accidents and incidents are dealt with promptly, recorded accurately, and communicated to parents and carers.

- To take appropriate actions to prevent future accidents by regularly reviewing incidents and risk assessments.
- To comply with the statutory requirements of Ofsted and the Health and Safety Executive (HSE).

Definitions:

- **Accident:** Any unplanned event that causes injury or harm to a child, staff member, or visitor while on the premises.
- **Incident:** An event that does not result in injury but has the potential to cause harm (e.g., a child slipping but not being hurt) or events such as a child going missing or aggressive behaviour from a child or parent.

Accident Reporting Procedure:

1. Immediate Action:

- Staff will attend to the child or individual involved, providing first aid where necessary. All staff are trained in **Paediatric First Aid** and will act according to their training.
- If the accident is serious or requires medical attention, emergency services will be contacted immediately, and the child's parent or guardian will be notified as soon as possible via **phone call**.

2. Recording the Accident:

- All accidents will be recorded in the **Accident Log**, which will include:
 - The date and time of the accident.
 - Details of the accident and injury.
 - Actions taken by staff, including first aid administered.
 - Names of the staff members involved.
 - Parent or carer's signature to acknowledge that they have been informed.
- Parents or carers will be notified of all accidents, regardless of severity, and asked to sign the accident record upon collection of the child.

3. Serious Accidents:

- If the accident is considered serious (e.g., a head injury, broken bone, or requires hospital treatment), it will be reported to **Ofsted** and, if required, to the **Health and Safety Executive (HSE)** under **RIDDOR** (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013).

- A full investigation will be carried out to determine the cause and necessary steps to prevent future occurrences.

Incident Reporting Procedure:

1. Immediate Action:

- Staff will take immediate steps to deal with any incident (e.g., preventing further risks or calming a situation).
- If the incident involves a serious risk (e.g., a child going missing or dangerous behaviour), parents will be notified immediately.

2. Recording the Incident:

- All incidents, whether or not they result in injury, will be recorded in the **Incident Log**, which will include:
 - The date and time of the incident.
 - A description of the incident.
 - The names of children and staff involved.
 - Actions taken in response to the incident.
 - The signature of the parent or carer upon collection of the child.
- Parents will be informed of any incidents affecting their child and will be asked to sign the log as acknowledgement.

Head Injuries:

- **Head injuries** will be treated with particular care. Even if no visible injury is apparent, the child will be monitored for signs of concussion or distress.
- Parents will be informed immediately if their child sustains a head injury, and a **Head Injury Form** will be completed, providing advice on signs to watch for after leaving the setting.
- In cases of significant head injury, medical attention will be sought immediately, and parents will be advised to seek further medical advice.

Emergency Procedures:

- If an accident or incident requires the attendance of emergency services, a **Level 3 qualified practitioner** will accompany the child to the hospital or remain with them until the parent or guardian arrives.
- Emergency contact details will be used to notify the parent or guardian as soon as possible by **phone call**.

Reviewing Accidents and Incidents:

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- The **Accident Log** and **Incident Log** will be reviewed regularly by the Manager, Nicola Forrest, to identify any patterns or recurring risks. If risks are identified, further actions will be taken to mitigate them (e.g., changing equipment, adapting activities).
- A full **risk assessment** will be carried out following serious accidents or incidents to prevent recurrence.

Communication with Parents and Carers:

- Parents or carers will be informed of all accidents and incidents, regardless of severity.
- If the accident or incident requires medical attention or is considered serious, the parent will be contacted immediately.
- For less serious accidents (e.g., minor bumps or scrapes), parents will be informed upon collection and asked to sign the **Accident or Incident Log**.

Notifying Authorities:

- **Ofsted** will be notified of any serious accidents, injuries, or illnesses involving children or staff within **14 days** of the incident.
- **RIDDOR Reporting:** We will notify the Health and Safety Executive (HSE) in accordance with **RIDDOR** regulations if an accident involves serious injury or hospitalisation.

Staff Training:

- All staff will be trained in **Paediatric First Aid** and receive regular updates on emergency procedures and the correct use of accident and incident recording systems.
- Staff will be made aware of their responsibilities in responding to accidents and incidents through regular supervision and training.

Review and Monitoring:

This policy will be reviewed annually or whenever there are changes to relevant legislation or regulations. Regular reviews of the Accident and Incident Logs will ensure that risks are minimised, and all legal obligations are met.

Sick Child Policy for Unit One Kids

Purpose:

At **Unit One Kids**, we are committed to maintaining a healthy environment for all children, staff, and visitors. This policy outlines the procedures to be followed when a child becomes unwell in the setting or is too ill to attend, ensuring the health and safety of all children and staff.

Aims:

- To prevent the spread of illness within the setting by identifying and managing sick children promptly.
- To provide clear guidance on exclusion periods for common illnesses.
- To ensure parents, carers, and staff are aware of procedures for dealing with sickness and when a child should be excluded from the setting.

When to Keep a Child at Home:

Parents or carers are required to keep their child at home if they display any of the following symptoms:

- Fever (temperature of 38°C or above).
- Vomiting or diarrhoea (children must remain at home for **48 hours** after the last episode).
- Persistent cough, difficulty breathing, or other respiratory issues.
- Rash or spots that have not been diagnosed by a doctor.
- Conjunctivitis with discharge.
- Any infectious or contagious illness (e.g., chickenpox, hand, foot, and mouth disease, or impetigo).
- Any symptoms of COVID-19, as per the latest government guidelines.

Exclusion Periods for Common Illnesses:

In line with advice from **Public Health England**, the following exclusion periods will apply for common childhood illnesses:

- **Vomiting/Diarrhoea:** Exclude for **48 hours** after the last episode.
- **Chickenpox:** Exclude until all spots have crusted over (usually about 5 days).
- **Conjunctivitis:** Exclude until the infection is treated or cleared.
- **Hand, Foot, and Mouth Disease:** Exclude until the child feels well and the spots have begun to heal.
- **COVID-19:** Follow the most recent government guidelines regarding testing and isolation periods.

A full list of exclusion periods will be made available to parents and updated regularly in line with health guidance.

If a Child Becomes Unwell at the Setting:

1. Identification of Illness:

- If a child shows signs of illness during the day, staff will isolate the child in a designated **quiet area** (staff room) under supervision until they are collected.
- The child will be monitored closely, and their symptoms recorded.

2. Notifying Parents:

- Parents or carers will be contacted immediately via **phone call** to collect their child.

- If parents are unreachable, the emergency contact provided will be notified.

3. First Aid and Comfort:

- Staff will provide first aid if needed and ensure the child is as comfortable as possible while waiting to be collected.
- If necessary, medical advice will be sought, and emergency services contacted if the child's condition worsens.

Infection Control and Hygiene Measures:

To prevent the spread of illness within the setting, **Unit One Kids** will follow strict hygiene protocols, including:

- **Handwashing:** All children and staff will wash their hands regularly, particularly after using the toilet, before eating, and after handling tissues or cleaning.
- **Cleaning and Disinfection:** The setting will be thoroughly cleaned daily, with special attention given to high-contact areas such as door handles, toilets, and toys. The setting will undergo additional cleaning if a child with an infectious illness has attended.
- **Tissue Use:** Children will be encouraged to use tissues when coughing or sneezing, following the "catch it, bin it, kill it" approach.

Administering Medication:

- If a child is prescribed medication (e.g., antibiotics), they should ideally stay at home for the first **24 hours** after beginning treatment to ensure they are well enough to return and to monitor for any adverse reactions.
- Medication will be administered in the setting following the procedures outlined in the **Administering Medication Policy**.

Managing Outbreaks of Illness:

If there is an outbreak of an infectious illness (e.g., flu, hand, foot, and mouth disease, or COVID-19):

- Parents will be informed via **email and phone call** about the outbreak.
- We will take additional cleaning measures and monitor all children for symptoms.
- In the case of a serious outbreak, advice from **Public Health England** or the local health authority will be sought, and Ofsted will be notified if required.

Returning to the Setting After Illness:

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- Children can return to the setting once they have met the exclusion period requirements and are well enough to participate in activities.
- For certain contagious illnesses, a doctor's note may be required to confirm that the child is no longer contagious before returning to the setting.

Staff Illness:

- Staff who are unwell and unable to work will be required to follow the same exclusion periods as the children.
- Staff members who become unwell during the day will be sent home and a replacement staff member arranged to maintain the required staff-to-child ratios.

Review and Monitoring:

This policy will be reviewed annually or whenever there are changes to public health guidance. Staff will be trained on managing illnesses and infection control to ensure the safety of all children and the setting.

Admissions Policy for Unit One Kids

Purpose:

At **Unit One Kids**, we are committed to providing an inclusive and welcoming environment for all children. Our admissions policy ensures that children are admitted to the setting in a fair, transparent, and equitable manner, in line with our commitment to equality and diversity.

Aims:

- To ensure that the admission process is fair, open, and consistent for all families.
- To allocate available places based on clear criteria, with priority given to those with the greatest need.
- To provide parents and carers with clear information about the admissions process and availability of places.

Admissions Criteria:

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Places at **Unit One Kids** are offered on a first-come, first-served basis. However, when the number of applications exceeds available spaces, the following priority system will be applied:

1. **Siblings:** Children who have a sibling already attending the setting will be given priority.
2. **Children of Staff:** Priority will be given to children whose parents or carers are employed by **Unit One Kids**.
3. **Children with Additional Needs:** We will give consideration to children with specific needs or who require additional support, in line with our equal opportunities policy.
4. **Age Groups:** Preference may be given to children within certain age groups to maintain the correct staff-to-child ratios as required by Ofsted.

Application Process:

1. **Initial Enquiry:** Parents and carers interested in enrolling their child at **Unit One Kids** can make an initial enquiry by contacting the setting via **phone** or **email**. They will be invited to visit the setting, meet the staff, and discuss their child's needs.
2. **Registration Form:** Once a place is confirmed, parents will need to complete a **Registration Form**, providing essential information about their child, including:
 - Child's full name and date of birth.
 - Emergency contact details.
 - Health and medical information (e.g., allergies, medical conditions).
 - Parent or guardian contact details.
 - Information on any special requirements or additional support needed.
3. **Fees:** Details of fees and payment schedules will be provided to parents during the registration process. There is no deposit required to secure a place.
4. **Confirmation of Place:** Once the registration form is received, the place will be confirmed in writing. Parents will be given a **welcome pack** that includes the setting's policies, procedures, and other key information about starting at **Unit One Kids**.

Sessions and Availability:

- **Unit One Kids** operates Monday to Friday from **08:00 to 17:00**. We offer a range of session times to meet the needs of families, including:

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- **Full Day Sessions:** 08:00 – 17:00.
- **Morning Sessions:** 08:00 – 12:30.
- **Afternoon Sessions:** 13:00 – 17:00.
- Parents will be asked to indicate their preferred session times during the application process. We will do our best to accommodate preferences, but places may be limited based on demand and availability.

Settling-In Procedure:

To ensure a smooth transition for both the child and the family, we offer a flexible **settling-in period**. This allows the child to gradually adjust to the new environment at their own pace. The settling-in period will typically include:

- **Short Visits:** The child will attend the setting for short visits, accompanied by a parent or carer if needed.
- **Gradual Increase:** The duration of these visits will gradually increase until the child is comfortable staying for a full session without their parent or carer.
- The settling-in period will be tailored to the individual needs of the child.

Changes to Sessions:

- Parents wishing to change their child's session times (e.g., adding or reducing days) must submit a request in writing. We will do our best to accommodate changes, but they will depend on availability.
- Changes to sessions will be confirmed in writing and may require an updated payment schedule.

Waiting List:

- If there are no available places at the time of application, parents may choose to place their child's name on the **waiting list**.
- Places on the waiting list will be allocated in line with the priority system outlined above.
- Parents will be informed as soon as a place becomes available.

Equal Opportunities:

- We are committed to ensuring that all children, regardless of their background, are welcome at **Unit One Kids**. Our admissions process does not discriminate on the basis of race, religion, gender, disability, or any other characteristic protected by the **Equality Act 2010**.

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- We will work with parents to ensure that children with additional needs are fully supported and that reasonable adjustments are made to meet those needs.

Termination of Place:

- **Unit One Kids** reserves the right to terminate a child's place in the setting if fees are not paid in accordance with the payment terms, if the child's behaviour poses a risk to others, or if there is a serious breach of the setting's policies.
- Parents will be given adequate notice in writing, and any decision to terminate a place will be discussed with the family beforehand.

Review and Monitoring:

This policy will be reviewed annually or whenever there are changes to relevant legislation or guidelines. The admissions process will be monitored to ensure it is fair and equitable for all applicants.

Food and Nutrition Policy for Unit One Kids

Purpose:

At **Unit One Kids**, we are committed to providing healthy, balanced, and nutritious snacks to support the health and development of the children in our care. We aim to promote healthy eating habits and ensure that children with specific dietary requirements or allergies are safely accommodated.

Aims:

- To provide nutritious and balanced snacks that meet the dietary needs of all children.

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- To accommodate children with allergies, intolerances, or other dietary requirements in consultation with parents and carers.
- To ensure that food is prepared and served safely, in compliance with food hygiene regulations.

Healthy Eating:

- We believe that teaching children about healthy eating from an early age is important for their long-term health and development.
- The snacks we provide will include a variety of fruits, vegetables, whole grains, and other nutritious options.
- We will avoid foods high in sugar, salt, and unhealthy fats. Sugary drinks, crisps, and sweets are not provided, and children are encouraged to drink water throughout the day.

Snacks Provided:

- **Unit One Kids** provides a selection of healthy snacks during both the morning and afternoon sessions. Snacks may include:
 - Fresh fruit and vegetables.
 - Wholegrain crackers or rice cakes.
 - Yogurt or cheese.
 - Water and milk as drinks.
- Parents are welcome to inform us of any preferences or additional items they would like their child to have, but sugary and processed snacks are discouraged.

Dietary Requirements and Allergies:

- Upon registration, parents and carers must inform us of any **allergies, food intolerances, or special dietary requirements** their child may have. This information will be recorded and reviewed regularly.
- We will work with parents to develop a plan for accommodating these dietary needs, ensuring that all staff are aware of any restrictions.
- A list of children's dietary requirements and allergies will be displayed discreetly in the kitchen and eating areas to ensure staff follow the appropriate guidelines when preparing and serving food.
- Cross-contamination will be avoided by ensuring that utensils and food preparation areas are cleaned thoroughly, and allergens are clearly labelled.

Parent-Provided Food:

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- Parents may choose to send **packed snacks** with their child. These should align with the setting's commitment to healthy eating.
- We ask that parents avoid sending snacks that contain **nuts, sweets high in sugar, and fizzy drinks** or any known allergens that could pose a risk to other children.

Celebrations and Special Events:

- For birthdays or special occasions, parents may provide a treat (e.g., cake or biscuits), but we encourage them to consider healthier alternatives where possible.
- If a treat is provided, it will be shared in a way that aligns with any dietary restrictions and preferences within the group.

Food Hygiene and Safety:

- All staff involved in food preparation will have completed **Food Hygiene Training** through **Smart Horizons e-learning** to ensure compliance with food safety regulations.
- We follow strict hygiene protocols when handling food, including:
 - Washing hands before handling food.
 - Cleaning surfaces and utensils before and after food preparation.
 - Storing food safely at the correct temperatures to prevent contamination.
- All food preparation and storage will comply with the **Food Standards Agency** guidelines.

Promoting Independence at Mealtimes:

- Children will be encouraged to develop independence during snack times by:
 - Serving themselves where appropriate (under supervision).
 - Learning to use utensils and pour drinks.
 - Making choices from a range of healthy options.
- We aim to make mealtimes a relaxed, social experience where children can interact and learn about food in a positive way.

Allergen Management:

- We maintain an **Allergen Register** that lists all known allergens for each child.

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- Staff will be vigilant about managing allergens during food preparation, and parents will be informed immediately if there is any concern about cross-contamination.
- If a child has a **severe allergy** that requires emergency medication (e.g., an EpiPen), staff will be trained on how to use it, and emergency procedures will be in place.

Water Access:

- Fresh drinking water is available to children at all times. Children are encouraged to stay hydrated throughout the day, especially during physical activities and warm weather.

Working with Parents:

- We work closely with parents to understand their child's food preferences, allergies, and any cultural or religious dietary restrictions.
- Parents are welcome to provide feedback on the snacks provided, and we will make adjustments where possible to accommodate preferences.

Review and Monitoring:

This policy will be reviewed annually or when there are updates to food hygiene regulations. Staff will be trained regularly to ensure compliance with food safety standards and best practices in promoting healthy eating.

Emergency Evacuation Policy for Unit One Kids

Purpose:

At **Unit One Kids**, the safety of the children, staff, and visitors is our highest priority. This policy outlines our procedures for evacuating the premises in the event of an emergency, such as a fire, gas leak, or other significant danger. It ensures that everyone knows their role in keeping the children safe and calm during an evacuation.

Aims:

- To ensure the safe and swift evacuation of all children, staff, and visitors from the premises in case of an emergency.
- To ensure that staff are fully trained and prepared to handle emergency situations calmly and efficiently.
- To comply with fire safety regulations and best practices, ensuring the safety of everyone in the setting.

Evacuation Procedures:

1. Raising the Alarm:

- In the event of a fire or emergency, the alarm will be raised by activating the fire alarm or verbally notifying others if the alarm is not functioning.
- Upon hearing the alarm, staff will immediately begin the evacuation process.

2. Evacuation Routes:

- All staff and children will evacuate the building using the nearest designated fire exit, which are clearly marked throughout the setting.
- Staff will ensure that doors are closed behind them to help prevent the spread of fire.
- The primary assembly point is **outside the entrance to Firefight Boxing Club**, where staff will conduct a headcount to ensure everyone is accounted for.
- If the primary assembly point is inaccessible, the secondary assembly point is **outside Airebrough Decorating Centre**.

3. Staff Responsibilities:

- **Lead Practitioner or Manager (Nicola Forrest)** will take responsibility for coordinating the evacuation and ensuring that all staff and children have evacuated the building.
- Each staff member will be responsible for evacuating the children in their care, ensuring they stay calm and follow the evacuation route.
- One staff member will be designated to check all rooms, including toilets, to ensure no child or staff member is left behind.
- **Nicola Forrest** will collect the daily attendance register and emergency contact information before evacuating the building.

4. Children with Additional Needs:

- Any child with mobility issues or additional needs will have a personalised **Evacuation Plan** to ensure they can be safely evacuated. Staff responsible for these children will follow the personalised plan during an emergency.

5. Roll Call:

- Upon reaching the assembly point, staff will conduct a **headcount** and use the attendance register to ensure all children, staff, and visitors are present.
- If any person is missing, the emergency services will be notified immediately, and no one will re-enter the building to search for them.

Emergency Services:

- Once the evacuation is complete, **Nicola Forrest** or the designated person will call the emergency services (999) to notify them of the emergency and request assistance.
- No one will re-enter the building until the emergency services have confirmed it is safe to do so.

Practising Evacuations (Fire Drills):

- Fire drills will be conducted **once per term** to ensure that all staff and children are familiar with the evacuation procedure.
- Fire drills will be recorded, detailing the date, time, and duration of the evacuation, along with any issues that arose during the drill.
- Any issues identified during drills will be addressed promptly to ensure future evacuations run smoothly.

Evacuation During Off-Site Activities:

- When children are off-site (e.g., on a trip or outing), staff will have access to a **mobile phone** and the necessary **emergency contact details**.
- Staff will follow the venue's evacuation procedures in case of an emergency, ensuring that all children are accounted for and remain safe.

Emergency Evacuation Plan for Other Emergencies:

- In addition to fire, other emergencies may require evacuation, such as:
 - **Gas Leaks:** In the event of a suspected gas leak, staff will follow the evacuation procedure and move children to a safe distance from the building while contacting emergency services.

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- **Flooding:** If there is a risk of flooding, staff will evacuate the building and ensure children are taken to a safe location.
- **Intruder Threat:** If there is an intruder on the premises posing a threat, staff will either evacuate or follow the setting's **Lockdown Procedure**, depending on the nature of the threat.

Communication with Parents:

- In the event of an evacuation, parents will be contacted as soon as it is safe to do so. Staff will use the emergency contact details provided by parents to notify them of the situation and arrange for the collection of children, if necessary.
- Parents will be informed of any emergency that affects the safety of their child, and updates will be provided as the situation progresses.

Re-Entry After an Emergency:

- Re-entry into the building will only be allowed once the emergency services have confirmed that it is safe to do so.
- If the building is deemed unsafe to return to, arrangements will be made to ensure the children are safely supervised while parents are contacted to collect them.

Review and Monitoring:

This policy will be reviewed annually or when there are changes to fire safety regulations or guidance from local authorities. Regular fire drills and evacuation procedures will be monitored to ensure they are effective.

Lockdown Policy for Unit One Kids

Purpose:

At **Unit One Kids**, the safety of children, staff, and visitors is our top priority. This

policy outlines the procedures to be followed in the event of a lockdown, where children and staff must remain inside the building to protect them from a potential external or internal threat, such as an intruder, nearby danger, or an emergency in the area.

Aims:

- To ensure the safety and wellbeing of all children, staff, and visitors during a lockdown situation.
- To ensure that staff are fully trained to follow lockdown procedures calmly and effectively.
- To minimise panic and ensure clear communication during an emergency.

When to Initiate a Lockdown:

A lockdown will be initiated in the event of:

- An intruder on or near the premises.
- A dangerous situation near the setting, such as police activity, an environmental hazard, or a security incident.
- A threat within the building, such as a violent or dangerous person.

Lockdown Procedures:

1. Alerting Staff:

- If a lockdown is required, the designated person (Manager or Lead Practitioner) will issue the lockdown signal, which may be a specific verbal code (e.g., "Lockdown") or an agreed signal, such as a specific bell or sound.
- Upon hearing the signal, all staff will immediately begin the lockdown procedure.

2. Securing the Premises:

- All windows and doors will be **locked**, and any external access points will be secured.
- Children and staff will move away from windows and doors and remain out of sight as much as possible.
- Blinds or curtains will be drawn where available to limit visibility into the setting.
- Staff will ensure that all children remain calm and quiet, using reassuring language and distraction activities if needed.

3. Communication:

- The Manager or Lead Practitioner will contact **emergency services (999)** to inform them of the situation and request assistance.
- Staff will keep mobile phones with them in case of updates or further instructions, but phone use should be minimised to maintain quiet and prevent distractions.
- No one will leave the lockdown area or attempt to answer the door until the situation has been confirmed as safe by the police or relevant authority.

4. Managing Children:

- Staff will ensure that children remain calm and occupied during the lockdown, using quiet games or activities if needed.
- Toilet breaks or other activities will be postponed during the lockdown unless absolutely necessary for the safety or comfort of the children.

5. Evacuation Considerations:

- If the lockdown escalates and evacuation becomes necessary, staff will follow the **Emergency Evacuation Procedures** and guide children to the nearest safe exit, as instructed by emergency services.

6. All Clear:

- Once the threat has been confirmed as no longer present, the Manager or Lead Practitioner will announce the "all clear" signal to staff.
- The police or relevant emergency service will give the official confirmation that it is safe to resume normal activities.

Communication with Parents:

- Parents will be notified of the lockdown **after the situation has been resolved**. This will be done via phone, email, or other communication methods, as appropriate.
- During the lockdown, no parents or visitors will be allowed to enter the building until the situation is deemed safe by emergency services.
- Parents will be informed if their child has been involved in a lockdown and will receive updates as necessary.

Practising Lockdown Procedures:

- Lockdown drills will be conducted **once per year** to ensure that staff and children are familiar with the procedure.

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- Drills will be recorded in a **Lockdown Log**, noting the date, time, and any issues or lessons learned during the drill.
- Any identified areas for improvement will be addressed to ensure the safety and effectiveness of future lockdowns.

Post-Lockdown Support:

- After the lockdown, staff will provide emotional support to children to help them process the event.
- Parents will be informed of any specific support measures taken to help children who may have been affected by the lockdown situation.
- A debrief with staff will take place to review the effectiveness of the lockdown and identify any areas for improvement.

Review and Monitoring:

This policy will be reviewed annually or when there are changes in safety regulations or local authority guidance. Lockdown drills will be monitored regularly to ensure they are effective and well-practised.

Lost Child Policy for Unit One Kids

Purpose:

At **Unit One Kids**, the safety and supervision of children are our top priorities. This policy outlines the procedures to be followed in the unlikely event that a child goes

missing from the premises or during an outing, ensuring that swift action is taken to locate the child and notify the necessary authorities and parents.

Aims:

- To prevent incidents of lost or missing children by maintaining appropriate supervision at all times.
- To ensure that staff respond swiftly and appropriately if a child goes missing.
- To provide clear communication with parents, carers, and relevant authorities in the event of a lost child incident.

Preventive Measures:

- **Supervision:** Children will be supervised at all times, both indoors and outdoors, in line with Ofsted's staff-to-child ratio guidelines. Staff will ensure that all children are visible and accounted for during play, meals, and transitions between activities.
- **Headcounts:** Regular headcounts will be conducted, especially when moving between rooms, going outside, or returning from outings.
- **Secure Environment:** Doors and gates will remain secured at all times to prevent children from leaving the premises unsupervised. Visitors and parents will not be allowed to leave external doors open when entering or exiting the setting.

Procedure if a Child Goes Missing from the Premises:

1. Initial Search:

- If a child is unaccounted for, the staff member who notices the absence will immediately notify the Manager or Lead Practitioner.
- A **thorough search** of the premises and outdoor areas will begin immediately, including checking rooms, play areas, and bathrooms.
- Staff will remain calm to avoid alarming other children.

2. External Search:

- If the child is not found within **5 minutes**, the Manager or Lead Practitioner will organise an immediate search of the surrounding area, such as nearby streets or shops.
- One or two staff members will be assigned to conduct the search while maintaining contact with the setting by mobile phone.

3. Notifying Parents and Authorities:

- If the child is not found within **10 minutes**, the Manager will contact the child's parents or carers to inform them of the situation.
- **Emergency services (999)** will be contacted immediately, providing them with the child's description, last known location, and any other relevant details.
- All available staff will continue searching the area until the child is found or further instructions are received from the emergency services.

4. **Maintaining Supervision:**

- During the search, staff will ensure that the remaining children are safely supervised by a sufficient number of staff in line with the required ratios.

Procedure if a Child Goes Missing During an Outing:

1. **Initial Search:**

- If a child goes missing during an outing, the staff member who notices the absence will immediately inform the group leader or Lead Practitioner.
- A **headcount** will be conducted to ensure all other children are accounted for, and a staff member will begin searching the immediate area.

2. **Notifying the Venue and Authorities:**

- The group leader will notify the **venue's security** or staff to assist in searching for the child.
- If the child is not found within **5 minutes**, the group leader will contact the **Manager** and notify the **police (999)**, providing them with the child's description, last known location, and any other relevant details.
- The child's parents will be contacted by the Manager and kept informed of the situation.

3. **Staff Supervision:**

- The remaining children will be supervised by staff in a safe area while the search is ongoing.

Information to Provide to the Police:

When contacting the police, staff will provide:

- The child's full name, age, and a detailed description (including clothing).
- Any medical or developmental needs the child may have.

- The time and location where the child was last seen.
- Details of the ongoing search and any relevant security measures (e.g., CCTV).

After the Child is Found:

- Once the child is located, staff will reassure the child and ensure they are safe and unharmed.
- The Manager will notify the child's parents and emergency services that the child has been found.
- The child will be monitored for signs of distress or injury, and first aid will be administered if necessary.
- Staff will provide emotional support to the child and other children affected by the incident.

Follow-Up:

- The Manager will conduct a full investigation into the circumstances surrounding the incident, including speaking with staff, reviewing supervision practices, and assessing any security breaches.
- A detailed **Incident Report** will be completed, and any recommendations for improving safety and supervision will be implemented.
- The incident will be reported to **Ofsted** if required, and staff training or policy reviews will take place as needed.

Communication with Parents:

- The child's parents or carers will be kept informed throughout the incident and will be invited to discuss the situation once resolved.
- Parents will be informed of any changes or improvements made to prevent future incidents of this nature.

Review and Monitoring:

This policy will be reviewed annually or whenever there are changes to relevant safety guidelines or legislation. Staff will receive regular training to ensure they are fully prepared to prevent and respond to incidents involving lost or missing children.

Supervision and Staff Ratios Policy for Unit One Kids

Purpose:

At **Unit One Kids**, we are committed to ensuring the safety and wellbeing of all children in our care. This policy outlines the procedures for maintaining appropriate staff-to-child ratios and ensuring that children are adequately supervised at all times, in line with the Early Years Foundation Stage (EYFS) statutory framework and Ofsted requirements.

Aims:

- To ensure that children are supervised at all times by qualified and responsible staff.
- To maintain staff-to-child ratios that meet or exceed the standards set by the Early Years Foundation Stage (EYFS).
- To provide a safe and supportive environment for both children and staff.

Staff-to-Child Ratios:

We will adhere to the following staff-to-child ratios as outlined in the EYFS framework:

- **Children under 2 years:** 1 adult for every 3 children.
- **Children aged 2-3 years:** 1 adult for every 4 children.
- **Children aged 3+ years:** 1 adult for every 8 children (or 1 adult for every 13 children if the staff member holds Qualified Teacher Status or another Level 6 qualification).

These ratios will be maintained at all times, including during:

- Indoor play.
- Outdoor play.
- Meal and snack times.
- Trips and outings.

Supervision Indoors:

- Children will always be supervised when indoors. Staff will position themselves strategically to monitor all areas of the room.
- Staff will be responsible for ensuring that children do not leave designated areas without supervision and that transitions between activities (e.g., moving between rooms) are managed safely.
- Staff will conduct regular **headcounts** to ensure all children are present and accounted for, especially when moving between indoor and outdoor areas.

Supervision Outdoors:

- Outdoor play areas will be fully enclosed and secure to prevent children from leaving unsupervised.
- Staff will maintain appropriate ratios while outdoors, and all areas of the playground will be monitored to ensure safety.
- Staff will conduct **headcounts** before children go outside, once they are outside, and again when they return indoors to ensure no child is left unsupervised.
- Outdoor equipment will be regularly inspected to ensure it is safe for use.

Key Person System:

- Each child will be assigned a **Key Person** who will be responsible for their individual care, development, and safety.
- The Key Person will build a strong relationship with the child and their family, ensuring that the child's individual needs are met, and that they feel secure in the setting.
- In the absence of the Key Person, another designated staff member will take over the responsibility for that child.

During Trips and Outings:

- For trips and outings, staff-to-child ratios will be maintained or increased depending on the nature of the outing and the location.
- A **risk assessment** will be conducted before any outing to ensure that the environment is safe and that adequate supervision can be maintained.
- Staff will carry a **first aid kit**, **emergency contact details**, and a **mobile phone** to ensure safety and communication at all times during the outing.

Use of Vetted Staff Only:

- Only **vetted staff** will be allowed to assist with supervision. This includes:
 - **Level 3 qualified staff.**
 - **Apprentices working towards Level 3 qualifications.**
 - **DBS-checked helpers.**
- Volunteers or students who are not part of our vetted staff will not be used for supervision or included in the staff-to-child ratios.

Break Times for Staff:

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- During staff breaks, adequate cover will be provided to ensure that ratios are maintained.
- Breaks will be staggered to ensure that there are always enough qualified staff members available to supervise the children.

Monitoring Supervision:

- The **Manager (Nicola Forrest)** or Lead Practitioner will regularly monitor supervision practices to ensure that all children are adequately supervised and that staff are positioned appropriately to manage their groups.
- Any concerns about supervision will be addressed immediately, and staff will receive additional training or guidance if necessary.

Contingency Planning:

- In the event of staff illness or absence, we will ensure that replacement staff are available to maintain the required ratios.
- In cases where additional staff are required, relief staff will be called in to ensure that the setting remains compliant with EYFS staffing requirements.

Staff Training:

- All staff will receive training on the importance of supervision and maintaining appropriate ratios as part of their induction and ongoing professional development.
- Staff will also receive training in health and safety, risk assessments, and safeguarding to ensure that they are fully prepared to supervise children effectively.

Maintaining Supervision During Emergencies:

- In the event of an emergency, such as a fire or evacuation, staff will follow the procedures outlined in the **Emergency Evacuation Policy** while ensuring that all children remain supervised and safe during the evacuation process.
- Headcounts will be conducted immediately before and after the evacuation to ensure all children are accounted for.

Review and Monitoring:

This policy will be reviewed annually or when there are changes to EYFS regulations or Ofsted requirements. Supervision practices will be regularly monitored to ensure they meet the highest standards of safety and care.