

M&M Childcare

Policies

2016/17

A little information about M&M Childcare

We are qualified childcare practitioners with 11 years' experience and graded outstanding by Ofsted in our last inspection. We recognise the demands of working parents and feel that it is important to provide an environment that is safe and nurturing where children are able to play, interact and feel comfortable.

Health and Safety Policy

Security

Systems are in place to prevent unauthorised entry to the setting and to prevent the children from leaving the setting unnoticed. Members of the public are unable to gain access through main door without unlocking the door from the inside.

All members of staff have enhanced DBS checks.

Visitors are never left alone with children.

Children never leave in the care of individuals unless named by their parent.

Visitors sign and date a Visitors book.

The arrival and departure times of children is recorded in the Daily Attendance Register. Children are brought to the door of the main building at home time and parents are able to enter the setting if they need to have a word with us. Due to concerns with safety, only one child's parent is able to come in to have a word at a time.

The premises both indoors and outdoors are secure and safe. The front door is kept locked.

Risk Assessments

Risk assessments are carried out daily (before entry) and this includes ensuring that the hall, the outdoor area and toilets are free of hazards.

The daily and weekly Risk Assessment and Safety Checks cover the following;

Smoke alarms

Kitchen – The children do not have unsupervised access to the kitchen. Any food will be passed through the hatch from the kitchen to the hall.

The surfaces are clean and non-porous

We are inspected by Enfield Environmental Services and follow food safety regulations

Cleaning materials are stored out of children's reach

When taking part in cooking activities;

**Children are supervised at all times
They are kept away from hot surfaces and hot water
They do not have unsupervised access to electrical equipment**

Downstairs toilet next to the hall

Children are able to wash their hands here. They will be escorted to the toilet.

Windows

**The windows are new and conform to British Safety Standards
Children are unable to climb through them**

Doors

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

Floors

Floors are vacuumed daily and swept at various intervals during the day to ensure that they are clean, free from obstacles and not damaged.

Electrical Equipment

**All electrical equipment conforms to safety requirements and is checked regularly
The boiler and electric meter is not accessible to the children
Electric sockets are covered and children are taught not to touch them
There are sufficient sockets to prevent overloading
Lighting and ventilation are adequate**

Back Garden

**The outdoor area is securely fenced
The outdoor area is checked for safety and cleared of rubbish before it is used.
There are no poisonous plants
Outdoor activities are supervised at all times**

Insurance

**We have public liability insurance which is available for viewing
Certificates of Registration are available for viewing**

Outings

**Risk assessments are carried out for the journey from Palmers Green High School and Alice Nursery. A new risk assessment is carried out if we go anywhere else.
There is a separate Missing Child procedure if this should happen.**

Fire Safety

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Fire drills are carried out regularly and at different times. There is a fire blanket in the kitchen and two smoke alarms which are checked weekly.

There is a separate Fire / Emergency Evacuation procedure

Hygiene

We keep up to date with the latest recommendations from the Environmental Health Department.

Our daily routines encourage children to learn about personal hygiene

We clean all surfaces including the children's tables and work surfaces with a disinfectant suitable for use around food and recommended by Environmental Health.

All toys and resources are cleaned once a week with disinfectant.

The toilet area has hand washing facility and paper towels are provided to dry hands.

We provide tissues and wipes

First Aid, Medication and Illness

We have a separate policy

Use of Car

The cars have insurance suitable for the carriage of children.

It is taxed and has passed a recent MOT

The children's car seats are weight appropriate and have been checked by Enfield Safety Team at Enfield Civic Centre.

All car seats are checked prior to departure and are anchored in place.

Another First Aid Kit located in boot of car

Safety of Adults

Adults are provided with guidance about the safe storage, movement and lifting of heavy equipment.

When adults need to reach up to store equipment, they are provided with safe equipment to do so.

The sickness of staff and their involvement in accidents is recorded

Incidents

We keep records of any incidents

These include a break in, burglary, theft of personal belongings, attack on staff members, racist incidents involving staff or families and lost child.

We record the date and time of incident, nature of the event and who was affected. What was done about it, whether it was reported to the police and if so, a crime number.

In the event of an emergency the Personal Emergency Plan would be followed.

Records

We keep records of;

Names and addresses of all staff on the premises including temporary staff or student placements

Names, addresses and telephone numbers of parents and adults authorised to collect children from the setting

Names, addresses and telephone numbers of emergency contacts in case of children's illness or accident

Allergies, dietary requirements and illnesses of individual children

The times of attendance of children, staff, volunteers and visitors

Accidents and medication records

Consent for outings, administration of medicine, emergency treatment and incidents

In addition the following policies and documentation are in place as required by EYFS Statutory Framework under;

Safeguarding and promoting children's welfare

Suitable People

Suitable Premises and Equipment

Risk Assessment

Record of Visitors

Fire Safety Procedure

Outings Policy

Administration of Medicine

Prior Parental Consent to Administer Medicine

Record of the Administration of Medicine

Prior Parental Consent for Emergency Treatment

Accident Record

Illness Policy

First Aid, Medication and Illness

Policy on Safeguarding Children and Child Protection

OUR RESPONSIBILITY IS TO THE CHILD AND THEIR PROTECTION IS OUR FIRST PRIORITY

We believe that children have a right to be heard and a right to be taken seriously in accordance with Article 12, The United Nations Convention of the Rights of a Child, 1989. Children have a right to equal protection from all types of harm and abuse regardless of age, disability, gender, racial heritage, religious belief, sexual orientation and identity.

We discuss any concerns with parents if appropriate.

We will respond to promptly and appropriately to all incidents or concerns of abuse that may occur and follow the guidelines that are set out in 'Working together to Safeguard Children', 2015.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419595/Working_Together_to_Safeguard_Children.pdf

We will report our concerns about the welfare of a child to:

Enfield Council's Children's Social Care on 020 8379 2507 (Mon-Thurs: 9 am-5 pm; Fri: 9 am-4.45 pm). Out of office hours call: 020 8379 1000 (select option 2).

NSPCC Contact Number 0808 800 5000

In the event that a member of staff has a concern, the concern needs to be addressed with the manager (Melanie Hassan or Mary Ozyurekliler), so that the matter can be dealt with internally. In the event that the concern needs to be addressed externally, the NSPCC Whistle Blowing Hotline is 0800 028 0285.

In emergency 999 will be called.

The children in our care will never be left alone with anyone other than Mary or Melanie at our setting or on an outing.

We will refer any allegations against ourselves to our Designated Officer in Enfield and Ofsted immediately in accordance with the Enfield Safeguarding Children Board Protocol for the Management of Allegations of Abuse against an Adult working with Children. (Attached with protocol and contact telephone number

http://www.enfield.gov.uk/enfieldscb/download/downloads/id/566/protocol_for_the_management_of_allegations_of_abuse_against_an_adult_working_with_children

A detailed record of all related incidents, including what was said and by whom, with times and dates will be written. This will be signed.

We take precautions to protect ourselves from allegations of abuse by,

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- **Ensuring all staff in contact with children have DBS clearance.**
- **Ensuring all visitors sign the visitors book and do not have unsupervised access to the children under any circumstances**
- **Ensuring, that no unauthorised persons have access to the premises used for after school provision during the hours of operation.**
- **Document every accident and incident that occurs whilst in our care, informing parents and requesting them to sign the records**
- **Noting any marks on the children when they arrive and asking parents to inform us of any accidents that have occurred whilst outside our care**
- **Ensuring the children are supervised at all times**
- **Keeping accurate records on each child.**
- **Staff cannot have mobile phones during hours of operation with the exception of staff carrying out school pick-ups in case of emergency.**
- **No pictures to be taken by mobile telephone.**
- **Any photos will be taken by the setting camera and are used to support observations. Separate signed policies for mobile telephones and parental permission to take photographs.**
- **No sharing of photographs unless permission is given by parents.**

We introduce elements of child protection in our activities to promote the personal, social and emotional development of the children in our care so that they may grow to be strong, resilient and listened to and so that they develop understanding of why and how to keep safe.

Bullying or any other forms of negative/discriminatory behaviour will not be tolerated in our setting.

Our setting is registered with the Information Commissioner's Office and any data is kept in accordance with the Data Protection Act.

We attend Advanced Child Protection Training every two years. All staff must hold a standard and valid Child Protection certificate and understand the signs of abuse and the procedure for reporting concerns about a child and the procedure for reporting concerns about an adult working with children.

Disqualification

In the event of the disqualification of a registered provider, the provider must not continue as an early years provider nor be directly concerned in the management of such provision. Where a person is disqualified, the provider must not employ that person in connection with early years provision. Where an employer becomes aware of relevant information that may lead to disqualification of an employee, the provider must take appropriate action to ensure the safety of children.

Uncollected Child Policy

In cases when a parent fails to collect a child within the appointed time, we will contact the parent/s after half an hour on all contact numbers held. If this is unsuccessful, all emergency contacts for the child will be called. If this is unsuccessful, then social services and the police will be contacted.

**Enfield Safeguarding Children's Team
Charles Babbage House
1 Orton Grove
Carterhatch Lane
Enfield
EN14TU
02083792507**

**Out of hours
02083791000
Ofsted Whistleblowing Hotline
03001233155
Email whistleblowing@ofsted.gov.uk**

Please also see Late Collection of Child Policy on Page 23

Equal Opportunities and Diversity Policy

WE TREAT EACH CHILD AS AN INDIVIDUAL AND WITH EQUAL CONCERN

This often means treating each child differently so that their individual needs are met. Also taking into account their health, age and stage of development so that they can reach their full potential

WE DO NOT DISCRIMINATE AGAINST OTHERS ON BASIS OF DISABILITY, LEARNING DISABILITY OR DIFFICULTY, GENDER, ABILITY, RACE, RELIGION, AGE, ILLNESS OR SEXUAL ORIENTATION

We encourage children to understand that everyone is different and that is what makes us special

WE WILL PROVIDE THE TOYS, EQUIPMENT AND MATERIALS NECESSARY TO HELP CHILDREN APPRECIATE AND VALUE EACH OTHERS SIMILARITIES AND DIFFERENCES

Equal access to all play materials. Promoting activities which reflect diversity, books, music, puzzles, role play equipment, positive images of people from a variety of cultural backgrounds and with different needs

WE WILL CHALLENGE RACIST, DISCRIMINATORY AND STEREOTYPICAL REMARKS, ATTITUDES AND BEHAVIOUR FROM CHILDREN AND ADULTS

We will gain understanding by speaking to child and parents and work closely to resolve, taking into consideration the child's age and stage of development. We will also explain Equal Opportunities policy and why remarks/attitude is unacceptable.

WE EMBRACE AND GAIN UNDERSTANDING FOR EACH CHILD'S BELIEFS, TALENT AND ATTITUDE WITH AN AWARENESS OF INDIVIDUAL NEEDS

We encourage children to develop a sense of their own identity and culture. This helps the other children to learn, accept and value other people and cultures that are different to their own.

We will do this by carrying out activities and using resources which promote and value diversity and difference.

WE WILL USE ALL RESOURCES AVAILABLE TO HELP COMMUNICATION WITH PARENTS WHO DO NOT SPEAK ENGLISH OR SPEAK ENGLISH AS A SECOND LANGUAGE.

WE WILL TAKE INTO ACCOUNT DIFFERENT RELIGIOUS AND CULTURAL PRACTISES SUCH AS DIET, CLOTHING, HAIR AND SKIN CARE, LIKES, DISLIKES, HEALTH INFORMATION, AND LANGUAGE ON THE CHILD INFORMATION FORM AT CONTRACT SET UP.

WE WILL WORK WITH PARENTS AND OUTSIDE AGENCIES IF I HAD DIFFICULTY IN MEETING INDIVIDUAL NEEDS

WE WILL WORK IN PARTNERSHIP WITH PARENTS AND FAMILIES BY RESPECTING THEIR WISHES, VIEWS AND NEEDS

We will review, monitor and evaluate the effectiveness of inclusive practices

Policy on First Aid, Medication and Illness

Staff are trained and hold a certificate in Paediatric First Aid 12 Hours

At point of contract, parent's written permission for emergency treatment is sought. The form is signed and dated.

First Aid will be given to any injuries in accordance with the first aid training we have received.

999 will be called if appropriate and our Emergency Procedures will apply.

All accidents and / or incidents will be recorded in the Accident Book located in the trolley that is brought to the setting every day. Parents must sign this.

Risk assessments are carried out regularly and steps are taken to reduce possibility of accidents.

Ofsted and Pacey will be notified if necessary.

Our First Aid Kit complies with Health and Safety (First Aid) Regulations 1981.

It is regularly checked as part of our weekly safety check list and restocked if necessary.

ILLNESS

If a child is unwell, we are unable to take her in due to the risk of the spread of infection. If a child has a contagious infection for example, conjunctivitis, we are unable to take her due to the risk of the spread of infection.

If a child becomes unwell, we will contact her parents to collect their child.

If a child's health rapidly deteriorates during this time, we will contact 999 and our Emergency Procedures will apply.

We will use our judgement in accordance with the first aid training we have had.

It is the parent's responsibility to inform us if their child is ill, as quickly as possible and particularly if the child has an infectious disease.

In cases of infectious diseases, Public Health England (PHE), Ofsted and the parents of the other children in our care will be notified.

Medicines will be administered according to the prescription details and parent's consent will be required in the 'Permission to Administer Medication' folder. We will record the dosage and time given.

Children taking prescribed medication must be well enough to attend the setting.

Children's prescribed medicines are stored according to the instruction on the label and are kept out of reach of children.

If the administration of a prescribed medication requires medical knowledge, individual training will be required by a health professional.

We are unable to administer non-prescription medicines such as Calpol as they are usually administered in cases of high temperature and in which case the child would not be in our care.

In cases of illness, normal childcare fees still apply.

Fire / Emergency Evacuation Plan

If fire breaks out children must be evacuated first!

Nearest Exits

Smoke Alarms

- **Main entrance to Hall next to office. Door at rear of hall**
- **If fire breaks out, the nearest exit is the door at the end of the hall**
- **Take mobile telephone and attendance register and go to the designated area by St Johns church**
- **Dial 999 Fire Service using mobile phone**
- **Contact parents using contact list kept in briefcase**
- **Children and staff are made aware of the location of fire exits and take part in regular fire evacuations.**
- **Records of fire drills are recorded in the Safety Folder**

Personal Emergency Plan

First Aid Box situated in storage trolley which is brought to the setting. Secondary First Aid Kit is situated in Melanie Hassan's Car

- **If an accident / illness occurs and emergency attention is required, call 999 for an ambulance as per first aid training**
- **Notify parents at earliest opportunity**
- **If parents unavailable, emergency contacts to be notified**

Contact information in storage trolley inside children's personal files. Additional contact lists to be kept locked in vehicle boot. (Melanie H and Mary O)

- **If Mary is available, children to be left in her care until Melanie returns or parents collect**
- **If Mary unavailable, contact Philitsa (assistant) and if unavailable contact Heather (neighbour), 350 Firs Lane has agreed to be an emergency contact**
- **If Melanie/Mary has an accident/illness, parents to be notified immediately by either childminder**
- **If accident/illness occurs while out, Melanie and Mary both carry emergency contact information**
- **If parents have an accident/illness, Melanie and Mary to liaise with parent emergency contacts. If unavailable and depending on the situation, contact will be made with Social Services.**

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**Risk Assessment from Palmers Green High School, Hoppers Road, London
N21 3LJ to St John's Hall, 1 Bourne Hill, London**

We ensure that parents have signed parental permission forms allowing us to transport children on foot to after school premises. School to be notified by parents that their children will be attending M&M Childcare and names of suitable persons.

Staff to wear Identification Badges and reflector jackets. Mobile telephone must be taken in case of emergency.

Children to wear reflector jackets and hold hands.

Before we go out to the hall, ensure that children are dressed appropriately, coats, hats and scarves on cold days and hats.

Names of children to be checked against a list and collected.

Turn left outside school and walk along Hoppers Road. Cross the road at Stonard Road and walk to the zebra crossing at Bourne Hill. Cross the zebra crossing and walk towards the parish office where the hall is situated. All children to take off their coats and leave belongings in the designated area. Toilet and hand washing in time for meal.

In the event of a child going missing, 999 will be called immediately using the mobile phone that we take with us and the parents would be contacted immediately. The incident would be recorded in the Accident book and signed by the parent.

**Risk Assessment collection from Alice Nursery, 85 Wellington Road,
Enfield EN1 2PL to St John's Hall, Palmers Green N13 4DA**

We ensure that parents have signed parental permission forms allowing us to transport their child in a vehicle.

Parents must notify Alice Nursery of authorised persons to pick up their child. Staff to wear identification, reflector jacket and carry mobile phone in case of emergency. First Aid Kit in boot of vehicle and emergency contact list to be kept in locked compartment.

Vehicle to be parked in marked bay opposite the nursery.

Staff member ensures that the car seats are weight and height appropriate for the children and that they are securely anchored. The children are seated in the car and the doors are locked before driving off.

Pushchairs and/or harnesses to be used if necessary.

The route to the hall is to drive down Wellington Road and turn right at Park Avenue and drive all the way to the end of the road. Turn left at Village Road and drive across Green Lanes towards Palmers Green. Turn right at the lights of Hedge Lane and turn into Bourne Hill. Parking on the left side of the road where available so that there are no roads to cross. Help children out of the car, using reflector jackets/harnesses/pushchairs where necessary.

We still check for hazards and ensure Health and Safety.

In the event of a child going missing, 999 will be called immediately using the mobile phone that we take with us and the parents would be contacted immediately. The incident would be recorded in the Accident book and signed by the parent.

Lost or Missing Child Procedure

We safely supervise children when we go on outings. We focus on safety and teach the children how to keep safe when we are out and about.

If a child goes missing, we will call 999 for the police and will search the area.

Parents will be contacted as soon as possible and Ofsted will be notified.

The incident will be documented in the Incident Folder and signed by the parents.

Confidentiality Policy

WE WILL NOT SHARE CONFIDENTIAL INFORMATION ABOUT CHILDREN AND FAMILIES WITHOUT PERMISSION

Information that can be shared would include children's names and ages, their likes and dislikes, their cultural background/customs/beliefs, where they went on holiday etc.

WE WILL STORE CONFIDENTIAL INFORMATION REGARDING INDIVIDUAL CHILDREN IN A SECURE AND LOCKED CASE IN A TROLLEY WHICH IS TO BE KEPT ON THE PREMESIS

CONFIDENTIAL INFORMATION INCLUDES FINANCIAL, MEDICAL AND PERSONAL INFORMATION

Information regarding a family's financial situation, medical information, court orders concerning contacts with family members, concerns with development would all be deemed Confidential Information.

We keep developmental information and photographs in the child's personal folder and their diary. This can only be accessed by staff or the child's parents.

We keep photographs of children carrying out the activities as evidence in the planning folder. This can be accessed by staff, parents and Ofsted

THE CONFIDENTIALITY POLICY MAY HAVE TO BE BREACHED IN THE INTEREST OF A CHILD'S WELLBEING

If there was a medical emergency and it was necessary to speak to the doctor before the parents could be contacted.

If the child is in danger.

We will not discuss or give access to information to parents regarding another child in our setting.

Students on training in our setting are advised of our confidentiality policy and are required to respect it.

Behaviour Policy

OUR APPROACH TO MANAGING CHILDREN'S BEHAVIOUR IS BASED ON THE CHILD'S AGE AND STAGE OF DEVELOPMENT

- **WE ENCOURAGE POSITIVE BEHAVIOUR BY GIVING PRAISE AND ENCOURAGEMENT**
- **WE AIM TO SUPPORT CHILDREN TO DEVELOP THE SKILLS TO BEHAVE IN SOCIALLY ACCEPTABLE WAYS AND TO UNDERSTAND THE NEEDS AND RIGHTS OF OTHERS.**
- **WE LEAD BY EXAMPLE AND TREAT EVERYONE WITH FRIENDLINESS, COURTESY, CARE AND RESPECT**
- **WE ARE CONSISTENT AND FAIR**
- **WE SET CLEAR BOUNDARIES**
- **WE PROMOTE SHARING AND TAKING TURNS**
- **WE SPEAK TO CHILDREN IN A POSITIVE WAY**
- **WE WILL PROVIDE A CARING AND SAFE ENVIRONMENT WHERE A CHILD IS ACCEPTED FOR HIMSELF/HERSELF**
- **UNWANTED BEHAVIOUR WILL BE MANAGED BY TAKING INTO ACCOUNT THE CHILD, THE SITUATION, THE CHILD'S AGE AND LEVEL OF UNDERSTANDING**
- **WE WILL WORK CLOSELY WITH PARENTS AND AGREE ON A CONSISTENT APPROACH TO MANAGING UNWANTED BEHAVIOUR**
- **WE WILL IGNORE THE BEHAVIOUR IF APPROPRIATE AS LONG AS THERE IS NO DANGER TO CHILD, CHILDREN OR ADULTS**
- **DISTRACT THE CHILD**
- **REMOVE CHILD FROM SITUATION IF APPROPRIATE**
- **IF THE UNWANTED BEHAVIOUR BECOMES UNMANAGEABLE AND IS AFFECTING THE WELL BEING OF THE OTHER CHILDREN, PARENTS WILL BE GIVEN ONE MONTHS NOTICE TO REMOVE THEIR CHILD FROM OUR SETTING**

WE WOULD NEVER USE PHYSICAL PUNISHMENT OR HUMILIATE A CHILD.

Transitions

It is inevitable that all children will experience transitions throughout their lives whether they are potty training, going to nursery or school or coping with illness or changes to their family.

It is important to prepare and support for a child's transition as a child's world can be easily turned upside down by the slightest of changes and can have a profound effect on their wellbeing.

We look at each transition separately as each child's situation is unique to them and agree an approach with parents, the child and other professionals like teachers and nursery staff where applicable.

We keep parents informed throughout the transition and keep lines of communication open.

Complaints Policy

We pride ourselves that the standards and quality of care we provide are high at all times. We do realise that there may be an occasion where you have cause to complain or feel unhappy about something in our setting.

Stage 1

For complaints about any aspect of the service we provide, please speak to Melanie or Mary and we will try to resolve the matter promptly and amicably.

Stage 2

If this is not satisfactory, please put your complaint in writing clearly stating your concerns. This will be noted in the Complaints Book and the letter will be kept in the child's personal file or a separate file if the complaint involves a detailed investigation.

We will then endeavour to resolve the matter and respond to you in writing within 28 days.

Stage 3

If this is still unsatisfactory, you can contact Ofsted at the following address;

**National Business Unit
Ofsted
Piccadilly Gate
Store Street
Manchester
M1 2WD**

Tel. 03001231231

No Smoking Policy

We fully understand and agree that children must be cared for in a smoke free environment. Smoking is not permitted at St. John's Hall or surrounding property at any time.

We would not take children into an environment where people are smoking.

No Smoking signs are displayed.

Special Educational Needs and Disability Policy

Children have special educational needs if they have a learning difficulty which calls for special educational provision to be made for them. (DfE, 2014)

We provide an environment in which all children are fully supported to reach their full individual potential. Each child is given the opportunity to achieve their personal best and to become a confident learner.

We are committed to valuing diversity by providing equality of opportunity and anti-discriminatory practice for all children and their families. (Please see Equal Opportunities and Diversity Policy on page 9 of the Information Booklet and Childminder Policies)

We make inclusion a thread that runs through all the activities that I offer:

We will :

- **Work with regard to the Code of Practice on Special Education Needs and Disability (2014) and follow the Early Years Foundation Stage which includes a two year progress report and on-going observations of a child's progress.**
- **Identify the specific needs of children with a SEN/disabilities and meet those needs through a range of strategies.**
- **Work in close partnership with parents by seeking their views and that of their child, by valuing and respecting their views and supporting them in any way that we can.**
- **Use the Graduated response system for identifying, assessing and responding to children's individual special educational needs. This may include using Early Years Action and Early Years Action Plus.**

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- **Provide activities that are differentiated and adapted to meet individual needs and abilities in order to provide equality of opportunity.**
- **Work closely with other professionals to ensure continuity of care for all children in our care.**

We will consider each child's circumstance positively with a 'can do' approach.

We will discuss difficulties positively and honestly with the child's best interests as a priority.

Late Collection of Child Policy

We do appreciate that emergencies happen and we have always done our best to support parents and carers however charges for lateness will now apply for any time outside of contracted hours.

Please note that we only have access to the hall until 6pm and will therefore have to stand outside in cases of lateness.

The charges are as follows,

1 -15 minutes £5

16 – 30 minutes £10

31- 45 minutes £15

46 minutes to 1 hour £20

If a parent or carer is unable to collect their child, they must make alternative arrangements for collection of their child and inform us as soon as practically possible. If we are unable to make contact with parents or other emergency contacts within an hour after the contracted collection time, we will have to refer the matter to Social Care at the Enfield Safeguarding Children's Team.

The late fee will be added to the next invoice.

British Values

The fundamental British values of democracy, rule of law, individual liberty, mutual respect and tolerance for those with different faiths and beliefs are already implicitly embedded in the 2014 Early Years Foundation Stage and in the activities we provide within the setting.

To further promote British values, we will be marking British occasions and festivals and helping children to understand our heritage and history. We will help children to be kind, polite, and respectful of others, taking turns, sharing and behaving in an appropriate way.

We promote friendship, the tolerance of others and mutual respect.

Children learn about their surroundings, the natural world, the weather and the seasons in Britain.

As a childcare provider, we have a duty “to have due regard to the need to prevent people from being drawn into terrorism”

Further statutory guidance on the duty is available at <https://www.gov.uk/government/publications/prevent-duty-guidance>. (The Prevent Duty) DfE will in due course amend the EYFS to reference providers’ responsibilities in the light of the Prevent duty.

The anti-terrorism hotline number is 0800 789 321 if you need further information or advice.

M&M Childcare Mobile Phone Policy

M&M Childcare fosters a ‘culture of safety’ in which the children and staff are protected from abuse, harm, and distress. We therefore have a clear policy on the acceptable use of mobile phones that is understood and adhered to by everyone: staff, children and parents. Abiding by the terms of the club’s mobile phone policy ensures that we all:

- Protect children from harm and abuse
- Prevent staff from being subject to false allegations
- Help staff remain focused on the care of children
- Work in an open and transparent environment.

Staff use of mobile phones

Personal mobile phones belonging to members of staff are kept in a tray next to the kitchen hatch during working hours. Only staff carrying out school pick-ups are permitted to carry mobile telephones in case of emergency.

If a member of staff needs to make an urgent personal call they can make a personal call from their mobile in the kitchen.

If a member of staff has a family emergency or similar and needs to keep their mobile phone to hand, prior permission must be sought from the Manager or Deputy.

Under no circumstances may staff use their personal mobile phones to take photographs at the club during working hours.

Children’s use of mobile phones

Whilst we understand that some children have mobile phones, we actively discourage them from using their phones within the club.

The club does not accept any responsibility for loss or damage to mobile phones brought to the club by the children.

Children must not use their mobile phone to take photographs of any kind whilst at the club. If they want a photograph of a particular activity they can ask a member of staff to take one using the club camera.

Visitors’ use of mobile phones

Parents and all other visitors must not use their mobile phone – or any other device - to take photographs within the club. This includes taking photographs of their own children. If they want to have a photograph of their child involved in an activity or at play, parents can ask a member of staff to take one using the club camera.

Related policies

See also: **Safeguarding Children policy**.

This policy was adopted by: M&M Childcare	Date:
To be reviewed:	Signed:

M&M Childcare

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2014): Safeguarding and Welfare requirements: Child Protection [3.4]*.

Parking at St. John's Church, 1 Bourne Hill, London N13 4DA

Parking is not authorised on the church premises at any time. Any breaches in our contract with the church will result in action being taken and may endanger your child's place in our setting.