

**ENGAGEMENT POLICY 2009 – RESOURCES, MINOR POLICIES  
AND GUIDANCE**

Part of our Engagement Strategy (ENG1, ENG2, ENG3 & ENG4)

**ENG 4-1 Admissions Policy and Procedures**

It is our intention to make The Apple Trust genuinely accessible to children and families from all sections of the local community. In order to accomplish this, we will:

- Ensure that the existence of the Apple Trust is widely known in all local communities. We will place notices advertising the setting where members of the wider community can see them, in more than one language if appropriate and on the internet.
- Have an 'open door' policy that welcomes families and children to view the setting and discuss any potential worries about their children prior to starting to use the provision.
- Keep a place vacant, if this is financially viable, in order to accommodate emergency admissions (occupancy levels & flexibility of rooms taken into account).
- Describe The Apple Trust and its practices in terms which make it clear that it welcomes both fathers and mothers, other relatives and carers, including childminders, and people from all cultural, ethnic, religious and social groups, with and without disabilities.
- We strive to be a fully inclusive setting and have a named person responsible for inclusion (currently Mrs Jane Cardwell)
- Monitor the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place.
- Make our equal opportunities policy widely known.
- Be flexible about attendance patterns so as to accommodate the needs of individual children and families.
- On admission we gather as much information from parents/ families to ensure we can, as best possible, meet the needs of each individual child.
- Continue to consult local parents/carers to ensure that the group goes on meeting the changing needs of the local community.

## **ENG 4-2 Confidentiality Policy**

It is a legal requirement on The Apple Trust to hold information about the children using The Apple Trust and the staff/volunteers. Basic information is used for registers, invoices and for emergency contacts, however all records will be stored in a locked cabinet.

The staff, through their close relationship with both the children and their parents may acquire information using The Apple Trust. All staff are aware that this information is confidential and only for use within the Apple Trust setting. If any of this information is requested for whatever reason, the parent's permission will always be sought.

If, however, a child is considered at risk our child protection policy will override this commitment to confidentiality. Please see SG1 and SG2 for further details.

## **ENG 4-3 Access to Information Policy**

The Apple Trust believes that an open access policy is the best way of encouraging partnership and collaboration.

Parents/carers are welcome to view our policies and procedures - these governs every aspect of the way in which the Apple Trust works. These can be viewed in files stored in the main office (Ellis Ashton Street) or via our website [www.theappletrust.org.uk](http://www.theappletrust.org.uk)

Parents/carers also welcome to see the records kept on their child, but as this would require withdrawing a member of staff from their usual duties, arrangements should ideally be made in advance to ensure staff availability.

## **ENG 4-4 Environmental Policy**

The Apple Trust is committed to protecting and improving the environment in all areas of its operations by seeking continual improvement of our environment, and employee safety and health as they relate to our projects. This is part of our commitment to preserve and enhance the local community, safety and health of our employees, service users, and neighbours.

The development and implementation of this policy is a commitment of the trustees, management, and a shared responsibility with all our employees.

The Apple Trust recognizes that a commitment to the following guiding principles is fundamental in carrying out the company's environmental policy:

- To comply with environmental, health and safety laws and regulations, and to the extent practical, implement programs that exceed statutory requirements
- To consider environmental impacts as an essential element when evaluating new projects, products, and operations
- To provide and maintain safe and healthy working conditions
- To establish objectives and targets aimed at the prevention of pollution by reducing the generation of waste, recycling waste that is generated, and properly disposing of waste that cannot be recycled
- To encourage conservation of energy, water, and natural resources through increased efficiency and the introduction of new technology
- To provide employees with a better understanding of environmental issues and the company's commitment, policies, and programs to preserve and improve the environment
- To openly make this policy available to all employees and the public (by display in our operations file and on the Apple Trust website)

## **ENG 4-5 Racial Harassment Policy**

We have the duty to create and implement strategies in nursery to prevent and address racism. Such strategies include:

- That nursery records all racist incidents
- That all recorded incidents are reported to the children's parents/guardians, and when appropriate to the registering authority.

Parents have a right to know when racism occurs and what actions the nursery will take to tackle it.

In the Race Relations Act 1976 Section 71 there is a statement of the duty to 'promote harmony and good relations' between different groups in society. We have a statutory responsibility to monitor, review and eliminate racial discrimination.

### **Definition of racial harassment**

'Violence which may be verbal or physical and which includes attacks on property and people because of their race, nationality, ethnic origins – when the victim believes that the perpetrator was acting on racial grounds and/or there is evidence of racism' – (Commission for Racial Equality).

Incidents may involve a small or large number of persons, they may vary in their degree of offence and may not even recognise the incident has racial implications; or at the other extreme their behaviour may be quite deliberate and blatant.

## **ENG 4-6 Dealing with Racial Harassment Procedures**

1. Staff must intervene firmly and quickly to prevent all forms of racial harassment. Any allegation should be taken seriously and reported to the Manager.
2. Each incident should be investigated and recorded in detail as accurately as possible. This record should be available for inspection by staff, inspectors and parents where appropriate, on request.

The Manager is responsible for ensuring that incidents are handled appropriately and sensitively. Any pattern of behaviour should be indicated. Perpetrator/victim's initials may be used in the record kept as information on individuals is confidential to the nursery.

3. Where an allegation is substantiated following an investigation, the parents of pupil/s who are perpetrators and victims should be informed of the incident and of the outcome.
4. Continued racial harassment may lead to exclusion but such steps should only be taken when other strategies have failed to modify behaviour.
5. Adults found to be perpetrators must be reported immediately to the Manager.

## **ENG 4-7 Dropping off/collection of Children Policy and Procedures**

It is the policy of the Apple Trust to give a warm welcome to each child on its arrival.

The staff member receiving the child immediately records their arrival in the daily attendance register. Any specific information provided by the parents should be recorded appropriately.

If the parent requests the child to be given medicine during the day the staff member must ensure that the medicine consent procedure is followed.

No child should be handed over to anyone other than a known parent/carer named on the registration form unless an agreement has been made at the time of arrival and a note made in the diary. On departure, the child register must be immediately marked to show that the child has left the premises.

The Apple Trust will not release a child to an unauthorised person, even if the collection is late, unless an authorised person telephones to state that because of an emergency a different person will be collecting. The authorised person should give the name and address and a physical description of the unauthorised person and the manager should check this description before permitting the child to leave.

## **ENG 4-8 Document Storage Policy**

All information is treated with respect and handled/stored in accordance with the Data Protection Act (1998) – Please see ENG 2 for summary details.

Financial and general administration working papers/ documents will be kept for 3 – 7 years as appropriate.

Records relating to daycare provision or child protection will be kept for 21 years in a secure place within The Apple Trust Neighbourhood Nursery Department.

Electronic Data is backed up to a secure server. Data cleansing happens annually by the Chair of Trustees.

They are available for inspection by OFSTED at any time.

## ENG 4-9 Visits and Outings Policy

Sometimes the children are taken for local walks off the premises. Permission for this is sought on the admission form at time of registration. For any major excursions specific consent will be sought.

- A staff member shall inform you in advance of any visits or outings involving the transportation of children away from the nursery.
- Little Apples will inform parents whether a school vehicle, private passenger vehicle or public transport will be used.
- When taking a child on such a trip, outing or special event, the nursery will:
  1. Secure individual written consent slips signed by a parent.
  2. Advise parents of the time and place the visit will take place.
  3. Advise parents on the equipment needed for the trip i.e. coats, rucksack, packed lunch etc.
  4. The ratio for staff to children depends on the age group of the group and will be advised at the time.
- The staff members will:
  1. Divide the children into small groups
  2. Take a register with them
  3. Take a first aid kit
  4. Take contact numbers.
  5. And anything else that is deemed necessary for the comfort of the trip.
  6. The staff members will contact the nursery at least once whilst out.
  7. All Children will wear a badge with the contact number of the nursery.
  8. The register will be taken before setting off, on arrival, half way through the visit, before departure, and again on arrival back at the nursery.

## **ENG 4-10 Settling In Policy**

- 1 The Apple Trust staff will work in partnership with parents/carers to settle the child into the Nursery environment.
- 2 When a child is accepted by The Apple Trust, arrangements will be made for a visit so that the child can familiarise him/herself with the Nursery.
- 3 During the first few weeks, parents/carers can stay with the child for sufficient time so that the child feels settled and the parent/carer feels comfortable about leaving her or him.
- 4 For the first few sessions, parents/carers may collect the child early if they so wish.

**These statements, policies and procedures were**

**Reviewed & passed by Trustees: 23<sup>rd</sup> February 2009**

**This document supersedes any alike policy**

## **ENG 4-12 Transition Policy**

### **Statement of Intent**

We at the Apple Trust believe that a high quality early years experience provides a firm foundation on which children can build for future academic, social, and emotional success. The Key to this is to ensure that the continuity between all settings and the children social, emotional, and educational needs are addressed appropriately. The Apple Trust believes that the transition should be seen as a process, not an event and should be planned for and discussed with children and their parents/carers.

### **Rationale**

We believe all children should feel as comfortable, confident and emotionally secure as possible when entering the setting. Young children need support to enable them to adjust to a temporary separation from their family. They need to feel that they are a valuable, competent member of setting and they need to develop positive attitudes towards the range of new experiences they will encounter. During the transition children need to be helped to retain the self confidence and self respect that they have already gained at home or in previous settings. Getting to know the child and planning to meet the child's needs requires parents and practitioner to engage in an equal partnership in which both learn from each other.

### **Our Aim**

Transitions involve a process of change that requires a period of adjustment for you and your child. To help you and your family adapt to change, we aim to provide as much continuity of care and education as possible. We will accomplish this by sharing information about your child and working closely with you, other providers who care for your child and any provider your child may move on to.

- When children start we will liaise closely with the parents or carers and ask them to fill in a "Getting to know me" sheet.
- We work with parent or carer on child's routine
- We allocate a keyworker to each child when they start at the setting
- When child moves rooms or setting they will be supported by visits to the room with their keyworker
- A transition document is filled in by the keyworker and passed on to the next room or school/setting containing information about the child. A tracking form is also sent.
- We support every family during this transition programme including those with EAL or disabilities and provide the appropriate practical help.

**Passed by Trustees: 28<sup>th</sup> September 2010**