



Encouraging happy, confident, independent learners

Information for Parents

Little Pippins Pre-School
Freeman Orchard, Gaveston Road, Harwell
Oxon. OX11 0HP

Tel: 01235 821741

Email: office@littlepippins.org.uk

Website: www.littlepippins.org.uk

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Welcome to Little Pippins Pre-School.

We hope that you find this booklet useful as it contains a lot of information you will need to know when your child starts at Little Pippins and during their time here- information about the daily routines and procedures and the people involved in making Little Pippins an 'outstanding' (Ofsted - January 2015) facility for local children.

The Pre-school, for children aged two and a half to five, has been operating since 1970, firstly as a pack-away pre-school in the village hall and now in our amazing purpose-built building in an idyllic orchard setting. The qualified, caring and enthusiastic staff provide a stimulating and varied programme of play for children from the age of two and a half to school age. We also offer a Breakfast Club for children aged 3-11.

Little Pippins is a registered charity and we welcome, and indeed rely on, support from parents, former parents and the wider village community to maintain and improve the provision we offer to local children and families. Our management committee consists entirely of volunteers the majority of whom are parents of children at Pippins.

Aims & Objectives

- To provide a safe and happy learning environment for every child
- To develop happy, confident and independent learners
- For each child to have acquired a good (age and stage appropriate) range of knowledge, skills and attitudes by the time they leave the pre-school.

Opening Hours

We are open Monday to Friday during term time. Term dates for the current academic year are provided with the handbook and are also on our website.

The sessions we offer are:

Breakfast Club	8.00am – 9.15am
Morning session	9.15am -11.45am
Lunch Club	11.45am -12.30pm
Afternoon session	12.30pm -3.00pm

Parents can choose which day/s their child attends and whether it is for a morning, afternoon or all day session, subject to availability. We require children to attend for a minimum of 2 sessions per week

If you would like your child to attend the Breakfast Club, please speak to the Breakfast Club Supervisor, Martha Collins, or to Brenda in the office.

On Arrival

Staff will open the front door promptly at the start of session times as above. Late arrival disrupts the flow of the session. If you are going to be delayed by more than a few minutes, please could you ring the office and let us know.

On entering:

- Place your child's lunch box on the trolley
- Help your child to find their coat peg and hang up their coat up,
- Support your child to find their name card and place it on the self-registration board
- Put snack items on the kitchen hatch
- Place their water bottle (plain water only please) in the tray by the window. Please remember take the bottle home every day.
- Settle your child at an activity then say 'goodbye'.
- Group time will start shortly afterwards.

Settling in

When your child first starts, you may need to stay for the first few sessions with them to help them build confidence in the new surroundings and settle in. This may take a few sessions or longer, staff will help you decide when the time is right to leave them.

The Pre-school Session

We believe in an holistic approach which involves nurturing and caring for your child as well as meeting their educational needs. The routines and activities that make up the pre-school's session/day are provided in ways that:

- Help each child to feel that they are a valued member of the pre-school
- Ensure the safety of each child
- Help children to gain from the social experience of being part of a group
- Provide children with opportunities to learn and help them to value learning

The children can choose from, and are helped and encouraged to take part in, a mix of adult-led and child-initiated activities. A typical session will generally follow the pattern of:

- Self-registration
- Nurture groups
- Child-initiated activities
- Buffet snack
- Adult-led focus and child-initiated activities (indoors and out)
- Group time

A typical timetable is included at Appendix C.

Collecting your child

Please arrive promptly to collect your child and wait outside. Staff will open the door at the end of the session and will release your child to you. If you are going to be delayed, please telephone the office to let us know as soon as possible. A late collection fee will be charged for persistent lateness - see schedule of fees.

You must keep us informed of the persons who will be collecting your child and provide a password. If we are not certain that the person collecting your child is who we are expecting, we will contact you to check before releasing your child to them.

Early collection of your child will be permitted by prior arrangement only and will be at 11.25am or 2.40pm to avoid disrupting group time and unsettling the remaining children. If you are late for early collection, you must wait until the end of the session.

Site Security

The gates to the garden and the main entrance door are locked at all times. Please ensure you ask a member of staff to lock the main door when you leave the premises.

What to Wear

Please provide a pair of wellies, named on the bottom, to be kept at Pippins. Shoes that they can put on themselves or with some support should be suitable for the activities on offer and should stay firmly on their feet. Crocs and flip-flops do not allow children to grip safely on climbing equipment.

We do provide aprons for messy play, but it is best to send your child in clothes that are easily washable and not too new. Please provide a change of clothes in a small bag to hang on their peg – for safety reasons, don't put anything except clothes in the bag.

We have a 'uniform' of T-shirts and sweatshirts, which, although not compulsory, will benefit the children in many ways. These are available from the office.

We encourage children to play outside in all weathers so please send your child in clothing appropriate for the weather conditions, eg. gloves or rain coat. We do have some all-in-one waterproofs for children to wear outside in the pouring rain!

We also encourage children to gain the skills that help them to be independent and look after themselves. These include taking themselves to the toilet and putting on and taking off their own coats and shoes. Simple clothing, which they can manage themselves, will help them to do this.

Please ensure all clothing and footwear is clearly labelled.

For safety reasons children are not permitted to wear jewellery at the pre-school, with the exception of stud earrings. Cultural/religious requirements will be respected but please discuss these with the Manager.

Sun Cream

In the summer, please apply sun protection lotion to your child before arrival at pre-school. We will apply a top up of 5 * high factor sensitive skin sun lotion each morning or afternoon if appropriate considering the weather and UVA/UVB forecasts. We ask for a small contribution towards this in the summer terms.

Nappy Changing

If your child is still wearing nappies or equivalent, please provide your own nappies and wipes. We will work with you towards toilet training your child at the appropriate time.

The Key Person system

Every child has a key person who will help ensure that your child's learning and care is tailored to meet their individual needs. The key person is responsible for liaising with you, observing your child, planning and recording your child's 'learning journey'.

During the visits before your child starts, your key person will start to build up a profile of your child and this will also provide you with the opportunity to discuss your child's individual needs, abilities and interests.

Changes in the home environment can often result in a change in a child's behaviour at Pippins that may not be evident at home. Please notify your key person of any changes that may affect your child, such as death of a pet or family member, change in family circumstances, or moving house. You should also keep your keyperson informed of any health conditions your child has or health professionals involved in your child's care.

Snack Time

Snack time is a social time at which children and adults eat and talk together. The children help themselves from a choice of healthy snacks and milk or water.

We ask each family to provide a portion of healthy snack per session your child attends which is shared with the group. Snacks could include fruit, cheese, breadsticks, rice cakes. Please include the packaging so we can check any allergy information.

Packed Lunch

Little Pippins recognises the importance of healthy eating and a balanced and nutritious diet. If your child is attending lunch club, please provide them with a healthy, balanced packed lunch. We discourage packed lunches that consist largely of crisps, sweet drinks, biscuits and chocolate. To avoid risk of choking, please cut any grapes, small tomatoes, olives etc in half lengthways.

For the younger children, the contents of each child's box are put onto plates and placed on the lunch table with their name card. Staff sit with the children encouraging them to eat. Part eaten food and opened yogurt pots etc are not returned to the lunchbox.

To help with transition to school, the older children are given their lunch box to open themselves, staff will assist with opening packets. Any uneaten or part-eaten food remains in their lunchbox.

Holidays

If your child will be going on holiday or taking a day out of Pippins other than for illness, please complete a Holiday Form, available from the office or our website, giving as much notice as possible before you go. Unfortunately, fees cannot be waived, and sessions cannot be swapped for holiday absence.

Absence

Please advise us by 9.30am if your child is unable to attend for any reason. If we have not heard from you, we will call you, or your alternative and emergency contacts if necessary, to establish the reason for absence.

If a child is absent from Little Pippins for more than 3 weeks without explanation, they will be removed from the register and their place may be offered to a child on the waiting list.

Allergies

Pippins is a nut free zone. Please do not bring snacks or lunches that may contain nuts – no peanut butter sandwiches. If your child suffers from any allergies, please discuss this with your key person. A list of children with allergies is kept in the kitchen for quick reference when the snacks are prepared.

Illness

If your child is not well they should remain at home. Please call us by 9.30 am if your child will not be attending. If your child has **diarrhoea and/or vomiting, whatever the suspected cause, you must keep them at home for 48hrs after the symptoms have stopped.** This is a government recommended exclusion period.

We reserve the right to refuse to admit your child if they have a temperature, sickness and diarrhoea or a contagious infection or disease on arrival at Little Pippins, or to ask you to collect your child if they become unwell whilst in our care.

In order that we can keep other parents informed of the presence of infectious diseases at Pippins, please notify us if your child has any of the following:

Chicken Pox, Conjunctivitis, Measles, Rubella, Scarlet Fever, Whooping Cough, Threadworms, Ringworms, Hand Foot and Mouth Disease, Head lice, Swine Flu, Norovirus.

Medication

If your child requires prescribed medicine to be given or cream to be applied whilst at Pre-school, speak to a member of staff who will ask you to complete a Medication form. The medicine bottle or container must contain the pharmacy label. It is your responsibility to collect and take home the medication at the end of the day.

Please do not leave creams, medicines and cough sweets in your child's bag for safety reasons or put Movicol in your child's water bottle.

We cannot give over the counter medicines like Calpol.

If your child has a long-term on-going medical condition, for example asthma, we will ask you to complete a health care agreement form. On-going medication, including asthma inhalers, must be kept at Pippins during term time and any medication not taken home at the end of term will be discarded. Any changes in medical conditions must be notified in writing and a new form be completed.

If your child is going to be absent for more than 3 weeks for health reasons such as recovery from an operation, the fees may be waived at the discretion of the Committee if we are informed in advance.

Keeping you/us informed

It is your responsibility to inform us immediately of any changes to your contact and emergency contact details, or to your child's health condition, medication requirements, allergies and food intolerances.

We use email and Facebook to communicate a variety of information to parents such as newsletters, details of events and parents' evenings, pre-school and fund-raising activities and reminders of forms due. Notices are also displayed on the whiteboard outside and noticeboard in the lobby.

We use Tapestry to record your child's progress and you can view this online. You can also add your own notes of your child's achievements at home for staff to see.

We will provide you with regular verbal updates as to your child's progress and you can also speak to your child's key person or any of the staff on arrival about any questions you have or issues you would like to inform us of. For a longer chat, we will agree times to discuss with you the progress of your child, any issues or any other aspects of our childcare services as and when required.

Our website contains a lot of information about the pre-school including this handbook, key dates and events, forms to download, newsletters, policies and procedures.

Noticeboards display statutory information such as Ofsted registration, insurance details, and committee meeting minutes as well as information about preschool activities, who we are, who to contact if you have a safeguarding concern about a child, newsletters, partnership with parents, and fundraising events. We also display information about other local children's groups and activities and local sources of advice and support.

If you are in doubt about any activity at Little Pippins, then please do not hesitate to contact any member of the staff or management team. You can also contact the office with any queries and these will be forwarded to the appropriate person.

Parent / Staff meetings

Two or three times per year we hold parent's evenings when you can speak to your child's key person about your child's progress, look at the displays and also meet other parents and members of the Pre-school management team.

The first meetings early in the academic year are informal 'Meet the staff/committee' events and all are welcome. At the end of the year, there is a more formal meeting for parents of children leaving to go to Primary school with their keyperson focussing on school readiness.

We are always available for brief discussions about your child's progress or welfare when you drop off or collect your child. We are also happy to arrange longer appointments if required, please ask your child's keyperson or the Manager if you would like to book an appointment.

Privacy and Data Protection

Any personal information you supply to us will be collected, stored and used in accordance with the principles of the General Data Protection Regulations (GDPR) (2018) and our Records and Confidentiality policies.

A copy of our Privacy Notice explaining how we use your personal data is included at Appendix E. You will also receive a Privacy Notice in relation to information provided to the Oxfordshire County Council for funding purposes.

Little Pippins is registered with the Information Commissioners Office.

Changing Sessions

If you would like to change or increase the sessions your child attends at any time, please complete a Session Request form giving as much notice as you can, and we will try and accommodate your requirements. Forms are available from the lobby or our website.

If the session requested is currently full, we will place your child on the waiting list and inform you as soon as a place becomes available.

Notice of leaving

It would help considerably if we could have written notice of leaving as early as possible, but we do require at least one month's notice. If you don't give the required notice, you will be liable for any fees due for the notice period

Funding

3-year olds are entitled to universal 15 hours of funding by the Early Education Fund starting from the January, April, or September term after their third birthday. At the beginning of each of these terms, we will ask you to complete a declaration form to enable us to claim the funding for your child. We do not offer the additional 15 hours funding.

Funding for some 2-year olds, dependant on circumstances, is also available. You will have received a postcard and reference number from the County Council if you are eligible and you must let us know before your child starts.

Early Years Pupil Premium is also available for 3 and 4-year olds who meet certain eligibility criteria. If you think you might be eligible, please check Oxfordshire County Council's web page <https://www.oxfordshire.gov.uk/cms/content/early-years-pupil-premium-information-parents> or speak to Brenda in the office.

Funding cannot be used to pay for Lunch Club, Breakfast Club or the Walking Bus.

Payment of Session Fees

The current schedule of fees is included at Appendix F. Current fees are also displayed in the lobby and on our website. If you would like your child to attend before they are eligible for funding, for lunches or for more than 15 hours of funded pre-school sessions, you will receive an invoice for the fees due.

Fees are due **in advance** of every session. All booked sessions and lunches must be paid for even if your child is absent for whatever reason. Invoices are raised at the beginning of each September (for Terms 1 and 2), January (Terms 3 and 4) and April (Terms 5 and 6) term and can be paid weekly, monthly or termly.

We prefer payment by childcare vouchers, bank transfer or cash but will also accept cheques (minimum £10). Cash and cheque payments should be placed in a named envelope in the 'Fees box' outside the office.

If you think you will be late making a payment at any time or need help with fees, please speak to the Manager or the Office Manager at the earliest opportunity to discuss payment options.

Help a Village Child Fund

Our 'Help a Village Child' fund can provide subsidised places for some children. The fund enables us to assist parents of village children who are experiencing financial difficulties with payment of fees. It began with a donation from St Matthew's Church and 10% of profits from our fundraising activities are added to it.

Please speak to your child's key person or the Manager at the earliest opportunity if you would like to know more about the fund or to request help from the fund. It cannot be used to pay arrears or Breakfast Club fees.

Breakfast Club

We run a Breakfast Club for Little Pippins and Harwell Primary school children. The school children are taken by walking bus to school at 8.40 while the pre-school children remain at Pippins.

Places are booked in termly blocks on a first come first served basis and payment must be made at time of booking. For ad hoc booking, please check availability in advance then pay on or before the day.

For more information, please see Appendix G. Booking Forms are available from the office or our website.

Parking

There is limited parking available and we encourage you to walk to Pippins whenever possible. Pedestrians and drivers should take extra care near the narrow entrance where visibility coming in to and out of the car park is poor.

There is a **5mph speed limit** and please be considerate to the neighbours who share the access to the Pre-school. Please do not block the disabled parking space and emergency vehicle space by the ramp.

Forest School

At Little Pippins, we have a Forest School area in a mature part of the orchard adjacent to our garden. Our qualified Forest School Leader runs regular child led Forest School sessions where the children can become little adventurers, climb, dig, hunt, build dens and much more.

The Forest School Association describes Forest School "as an inspirational process that offers all learners regular opportunities to achieve and develop confidence and self-esteem through hands on learning experiences in a woodland or natural environment with trees".

Our hope is that every child that attends Little Pippins will get the wonderful opportunity to experience Forest School.

Forest School is a special area; please don't allow your child to play in the forest school area at arrival and departure times.

Curriculum

What is the Early Years Foundation Stage (EYFS) and what does this mean for my child and me?

The EYFS is the government's framework outlining standards for learning, development and welfare for 0-5yr olds. It contains both statutory requirements and good practice guidance. The framework is focused around seven areas of learning and development. It outlines the skills, knowledge and understanding your child will need to be able to successfully access the school curriculum at five and to work alongside others as he/she gets older.

The seven areas of the curriculum are sub-divided into two areas, **PRIME** and **SPECIFIC**. Whilst all the areas are equally important, it is very difficult for a child to be able to access the rest of the curriculum without a good strong grounding in the **PRIME** areas of learning. (This is particularly important when children start school).

At Little Pippins, we take great care to ensure that children have the best possible opportunities to hone their skills in these areas. These areas are assessed formally at age two –*Now I Am Nearly Three* - at Little Pippins, and at the end of the foundation stage in primary school against the *Early Learning Goals*. We also provide a final formal assessment of your child's learning during their time here.

PRIME AREAS OF THE EYFS

Communication and language	-Listening and attention -Understanding -Speaking
Physical	-Moving and handling -Health and self-care
Personal, social and emotional development	-Making relationships -Self-confidence and self-awareness -Managing feelings and behaviour

SPECIFIC AREAS OF THE EYFS

Literacy	-Reading -Writing
Mathematics	-Number -Shape, space and measure
Understanding the world	-People & communities -The world -Technology
Expressive art and design	-Exploring and using media and materials -Being imaginative

How will Little Pippins support my child to reach their full potential?

Your child's key person, in collaboration with you, will observe your child noting particular learning styles and needs and feed these observations into our weekly planning system. Any observations, photographs or notes will then form part of your child's online *Learning Journey*. The Tapestry online system is available for you to access at any time via a secure login. The *Learning Journey* provides evidence for our formal assessments.

How can I help my child?

Good learning experiences are inextricably bound up in purposeful every day events and reading and talking to your child are probably the most valuable things you can do. Other suggestions are:

- Pointing out signs and labels in the environment
- Cooking together - reading recipes, measuring, counting, turn-taking
- Writing for a purpose - shopping lists, signs and notes
- Following up on your child's interest – 'Let's see what we can find out about spiders?' 'Shall we draw a spider?' 'How many legs has it got?' 'Let's take a photograph/write a story/make a rhyme'...

There is more information for parents at www.foundationyears.org.uk/eyfs-statutory-framework and there is a copy of the [Parents Guide to the EYFS](#) on the notice board in the lobby.

Record Keeping - the 'Learning Journey' and Tapestry

We keep a record of achievement - a 'learning journey' - for each child making reference to the EYFS curriculum. On-going assessment involves observing each child and planning their learning to reflect their level of achievement and interests. This is recorded in your child's learning journey and used to plan their next steps.

We use an online journal system called Tapestry. The staff use iPods to upload observations and photos to the child's record. (The iPods are stored securely; no information is stored permanently on the iPod itself and they are not taken off the premises). Parents are given a login to view their own child's profile and you can also add your own comments.

When you first access the Tapestry system, please complete the 'All About Me' page.

Your child's learning journey is confidential to you and you can access and discuss your child's file at any time. Your key person will also keep you up-to-date with their progress and we would encourage you to share your own observations with us via the online system.

Parent Involvement

Little Pippins recognises parents as the first and most important educators of their children. The staff members see themselves as co-workers with you in providing care and education for your child.

As a charity, Little Pippins needs parents to be involved and there are many ways in which you can take part in making this a successful, welcoming and stimulating place for children and parents such as:

- Making yourself available as and when required to discuss the progress of your child or any factor relating to their childcare place.
- Exchanging knowledge about your child's needs, interests and progress with staff.
- Helping at sessions or sharing any special interests with the children
- Help with Fundraising activities. This is essential to Pippins and we welcome suggestions for new events, support from parents with organisation of activities or just helping out on the day.
- Help to provide, make and look after the equipment and materials used in the children's play activities.
- Being part of the Management Committee enabling you to contribute the running of the Pre-School, and to have your say on future developments.
- Take part in events and informal discussions about the activities and the curriculum of the pre-school
- Joining in with community events which Little Pippins supports
- Help with repairs and maintenance including diy and gardening days
- Identifying sources of Grant funding and completing applications.
- Building friendships with other parents in the pre-school.
- Making suggestions for improvements to the setting and our procedures

For more information on how we work together with you, see Appendix B 'Parents as Partners' or the poster in the lobby.

If you are unable to contribute any of your time to help and support us, we suggest making a donation of £30-£50 per term (3 per year).

Parent Helper support

We encourage parent involvement by asking you to help at the pre-school ideally for at least one session per term. This enables staff to spend more time with the children. It also enables you to see what the day-to-day life of the pre-school is like and help the children to get the best out of the activities. Please sign up on the rota on the whiteboard for either a whole or part of a session each term.

A list of tasks parent regularly help with is displayed on the notice boards and includes assisting with preparing activities and snacks and tidying away. Please also adhere to the Do's and Don'ts list for Parent helpers displayed in the main room. If you have a special talent or interest, please do share it with us. The staff really do appreciate your help.

Safeguarding Children

Safeguarding children and young people is everyone's business.

Our Designated Safeguarding Leads (DSL's) are:

Vicky Redman (SEND and Safeguarding Manager), Sam Abbott, and Martha Collins (for Breakfast Club).

If you have a concern about a child at Pippins, please speak to one of the above. Further contact details for support and advice in the Safeguarding Children Policy (Appendix A) and on the noticeboard in the lobby.

All our staff are DBS checked and have received safeguarding training. We have procedures to ensure the protection of children against those that have not been checked with the DBS.

Parents must read and agree to follow our Safeguarding Children Policy and sign that they have done so. A copy of the policy and a 'key points' sheet is included at Appendix A.

Mobile Phones and Cameras

Staff, parents and visitors attending Little Pippins are asked to place their mobile phone or camera into the phone crèche in the office while on the premises in accordance with our Safeguarding Children policy.

Charity Membership

Little Pippins is a registered charity and it is a requirement that all parents of children attending must be a Member of Little Pippins. Please complete the Membership Form provided before your child starts and return it to the office. A copy of our Memorandum and Articles of Association is on the notice board in the lobby.

All parents as members of Little Pippins can attend any committee meeting and are eligible to be elected onto the Management Committee at the AGM.

Management and Administration

While employed staff provide the care and education of your child and day to day operation of the pre-school, our volunteer management committee, consisting mostly of parents of children at the Pre-school, manage the administration, maintenance and fundraising aspects of the setting. The committee is responsible for:

- Managing the pre-school's finances and arranging fund-raising events
- Making sure the pre-school works to policies which help it provide a high-quality service

- Making sure the pre-school works in partnership with the children's parents
- Employing and managing staff
- Maintenance of the premises and grounds.
- Development of the pre-school for the future.

The major decision-making is in the hands of parents. Parents with children currently at Little Pippins must form the majority of the committee membership otherwise we cannot legally operate.

The committee is elected every year at the AGM, which is usually in the Autumn. Parents are warmly invited to join the committee to participate as much or as little as they would like to help ensure the pre-school provides the best environment for the children. You do not have to take on a particular role, there are many small tasks that help make such a difference to the running of Little Pippins. However, to be able to make decisions, parents must be present at the committee meetings.

More information about the role of the committee is included in the welcome pack. The committee usually meet once per term on a Monday and we ask that you attend as many meetings as you are able to. Notice of the next meeting date and copies of the minutes are displayed on the notice board in the lobby. Meeting dates are also on our website under 'Key Dates'.

Fundraising and Grants

Fundraising is essential to enable Little Pippins to operate. The majority of income from fees and government funding just covers staff costs. We therefore rely a great deal on fundraising, including grants, to cover other costs including equipment and toys, consumables, and maintenance of the building.

If you would like to help the fundraising team by seeking out available grant opportunities, organising events, suggesting ideas for events or just helping out on the day then please speak to any committee member or member of staff or respond to appeals for help.

Does your employer offer a community giving or match funding scheme? If so, we would love to know about it.

Do you shop online? Shop via www.easyfundraising.co.uk, and Little pippins will receive a donation when you shop at a range of online stores (Amazon, groceries, holidays, many high street stores) at absolutely no extra cost to you.

10% of all profits from fundraising activities are put into our 'Help a Village Child' fund.

Health & Safety

During the settling in meetings, you will be informed of how we ensure the continued safety of the staff and children in our care. The following will be covered: fire safety procedures, location of fire exits, door security, location of First Aid boxes, kitchen safety, visitors, smoking policy.

Our Health and Safety files containing procedures, risk assessments, and checklists are kept on the shelves in the lobby and available to view at any time.

Most importantly, please do not leave the premises without ensuring that a member of staff is aware and re-locks the main door after you leave

Policies

We will provide you with details of our policies and procedures at the settling in meeting. These outline how we satisfy the requirements of the EYFS in our everyday practice. Paper copies are kept in the lobby and they also available to read on our website. Parents are required to abide by all of our policies and procedures.

As previously mentioned, we specifically require parents to read our Safeguarding Children policy and sign a declaration to abide by it. It is included at Appendix A for convenience.

Our policies are reviewed by committee annually. If you have any questions about our policies or procedures, please do ask a member of staff.

Confidentiality

It is important to recognise that during any time you spend at Little Pippins our confidentiality policy is adhered to. If you witness or hear any information that is confidential we request that you keep it so.

Information Sharing

You may request access to any confidential records we hold on your child and family following the procedure outlined in our Records and Information Sharing policies.

We will always seek your consent where we need to share information about your child with any other professional or agency. Information will be shared with external agencies, for example, regarding any special needs the child may have or transition to school.

We are obliged to share confidential information without authorisation from the person who provided it, or to whom it relates, if it is to prevent a crime from being committed, or a matter of safeguarding a child or vulnerable adult.

Equality and Diversity

We aim to ensure that our services promote equality of opportunity and valuing diversity for all children and families using the pre-school and to challenge and eliminate discriminatory actions on the basis of a protected characteristic: age, gender, gender reassignment, marital status, pregnancy and maternity, race, disability, sexual orientation, and religion or belief. The full Equality and Diversity policy is available on our website and in the Policies folder in the lobby.

The Inclusion Co-ordinator for Equality and Diversity is named on the noticeboard in the lobby.

Special Educational Needs and Disabilities

As part of the pre-school's policy to make sure that its provision meets the needs of each individual child and their family, we take account of any special needs a child may have. The Special Educational Needs Co-ordinator (SENCo) for Little Pippins is named on the notice board in the lobby. Please feel free to discuss, in confidence, any needs your child may have with the SENCo.

If we feel your child may benefit from some extra support/input from other agencies we will discuss this with you.

Behaviour Management

We encourage all children to consider and respect those around them and we offer very clear guidelines as to what is acceptable and what is not. We have a 'Behaviour Rules' poster (see Appendix D) on display around the Pre-school available for all parents, staff and visitors to see and the rules are regularly discussed with the children.

Certain types of behaviour are always unacceptable, and we take time to carefully explain why this is so to the individual concerned and to maintain a consistent approach to dealing with such behaviour. We comfort any child who has been upset by another child's inappropriate behaviour and work towards reconciliation by encouraging children to be independent and self-disciplined and to negotiate their way through disagreements.

Saying 'sorry' is often very hard for a young child – who may either say it without meaning or refuse to say it at all. We therefore work towards a **restorative justice** approach in which the child is encouraged to consider how the recipient of his/her unkind behaviour feels and to make amends.

We have a designated member of staff who is the settings Behaviour Management Co-ordinator, their name is on the notice board in the lobby.

We are committed to treating parents, carers and their children with the utmost respect. The staff team and committee members are entitled to be treated with same the courtesy and respect by parents and carers of children attending Little Pippins at all times.

Complaints

We have a complaints procedure which you should have been given a copy of when registering your child and is also included at Appendix H. It is also available on the noticeboard in the lobby and on our website.

If you have an issue about any aspect of the Pre-school's provision you should firstly talk over your concerns with your key person or the Manager at the earliest opportunity.

If a satisfactory outcome is not achieved within a couple of weeks you should formally put the complaint in writing (a form is available on our website) and request a meeting with the Manager and the Chair of the Management Committee. If there still is not a satisfactory solution to the problem, you could get in touch with Ofsted.

Harwell County Primary School and 'The Barn' after school club

Little Pippins maintains strong links with Harwell Primary School. We use their facilities, including their swimming pool, and join in with some of their events on a regular basis.

To help children who are moving up to the primary school, we visit to the Foundation Class during their final terms at Pippins.

Harwell School also run The Barn After School Club for 3-11 year olds, which Little Pippins children can attend. More information is available at Appendix G and on Harwell School's website <http://www.harwellprimaryschool.co.uk/after-school-club/> and booking is made by contacting the School directly.

Little Pippins staff will walk Pre-school children attending After School Club to the school at the end of the afternoon session. There is a small charge for this.

Pre-School Learning Alliance

The Pre-school Learning Alliance is a leading educational charity specialising in the early years. They provide practical support to early years settings, young children and their families each year. Their products and services include specialist publications, directly-managed childcare provision, information and advice, quality assurance, campaigning, research, training and family programmes.

Little Pippins is a fully accredited member of the Pre-School Learning Alliance. The accreditation reinforces our commitment to providing excellent care and the highest levels of education. For more information on the Pre-school Learning Alliance please visit www.pre-school.org.uk

Ofsted

Ofsted carry out inspections and report on the quality and standards of provision at Little Pippins. The most recent report, January 2015, is displayed on the lobby noticeboard and is also available from our website or Ofsted's website.

Parents have every right to report complaints direct to Ofsted, however, we feel it would be more constructive to inform us of your concerns first.

Our Ofsted registration number is 133726

Ofsted's Telephone number is 0300 123 1231

And finally:

We do hope that you and your child enjoy being part of Little Pippins and that you find taking part in our activities interesting and stimulating. The staff and committee members are always ready and willing to talk to you about your ideas, views or questions.

Who's Who at Little Pippins

Staff

Please find listed below the staff who work at Little Pippins Pre-School. All our staff are DBS checked (formerly CRB) to enhanced level and have undertaken training in Safeguarding Children

Name	Job Title	Qualifications
Sam Abbott	Manager	Cache Level 3 Children's Care, Learning and Development Designated Lead Safeguarding Early Help Assessment Training Paediatric First Aid, L2 Food Safety
Vicky Redman	SENDCo Safeguarding Manager	QCF Level 3 Childcare & Young People's Workforce Designated Lead Safeguarding Autism Awareness First Aid, L2 Food Safety
Lois Thurley	Pre-school and Breakfast Club Assistant	QCF Level 3 Childcare & Young People's Workforce Level 1 Forest School Autism Awareness First Aid, L2 Food Safety
Martha Collins	Pre-school Leader Breakfast Club Supervisor	QCF Level 3 Childcare & Young People's Workforce Designated Safeguarding Lead Cache Level 2 Childcare Level 2 Food Safety, First Aid
Sabrina Beck	Pre-school and Breakfast Club Assistant	NNEB Diploma in Nursery Nursing (Level 3) Level 2 Understanding Behaviour that Challenges Understanding Autism Paediatric First Aid, Level 2 Food Safety
Hannah Corderoy	Pre-school Assistant	Level 3 Early Years Educator First Aid
Emma Whiting	Breakfast Club & Lunch Assistant	Level 2 Food Safety, First Aid
Trudie Strong	Pre-school and Lunch Assistant	Cache Diploma for the EY Workforce Level 3 Paediatric First Aid, Level 2 Food Safety
Lizzie Joyce	Apprentice	Training for Level 3 Diploma for Early Years Workforce Level 2 Food Safety
Siobhan Arnold	Apprentice	Training for Level 3 Diploma for Early Years Workforce
Brenda Pyke	Office Manager	Health and Safety, Fire Safety, Manual Handling
Natalie Jones	Bank Staff	First Aid,

Committee Members and Trustees:

Committee Members and Trustees are all volunteer parents, ex-parents or ex-staff and together form the pre-school's Management Committee:

Chair	Vicky Lay (Harry's Mum)
Treasurer	John Gorrod (Oliver's Dad)
Secretary	Judith Capper (Lydia's Mum)

Committee Members: Lorraine Moore
Jane Moreton
Jodie Anchors (Reuben's mum)
Hannah Pickles (Katie's mum)
Katy Andrews (Brodie's Mum)
Cat Paterson (James's Mum)
Rhiannon Jones (Fern's Mum)

Fundraising Team	Cat Paterson Katy Andrews Judith Capper Vicky Lay Allie Buckley (Tate's Mum)
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Useful Telephone Numbers

Little Pippins Pre-school	01235 821741
OFSTED	0300 123 1231
Harwell County Primary School	01235 835337
Harwell After School Club	07854 738518
Pre-School Learning Alliance	0207 697 2500
Little Pippins Chair (Vicky Lay)	07766 778038

Safeguarding and Child Protection Policy

Key Points

“Safeguarding children and young people is everyone’s business”

(Oxfordshire Safeguarding Children Board)

If you have any concerns about a child, please speak to one of our designated lead members of staff for safeguarding (DSL) who are:

Vicky Redman (SEND and Safeguarding Manager)

Sam Abbott (Manager)

Martha Collins (Breakfast Club)

This following Safeguarding policy contains information and advice for parents, staff and all other users of Little Pippins including:

- Use of personal mobiles phones, cameras and the internet on the premises.
- Types of abuse and indicators of abuse.
- How we support a child who is abused or witnesses abuse.
- How we support staff who become involved or find a situation distressing.
- Whistleblowing procedures (staff raising concerns about colleagues)
- Working within the Oxfordshire Safeguarding Children Board procedures in all cases of abuse and suspected abuse.
- Record keeping and reporting when a child makes a disclosure or where there is a suspicion of abuse.
- Confidentiality and sharing of information during suspicions and investigations.
- Safer Recruitment procedures followed when appointing staff.
- Staff training on safeguarding.
- Staff training to understand our responsibilities under the Prevent Duty – prevent people from being drawn into terrorism.
- FGM, Forced Marriages, Child Sexual Exploitation.

Further Contact details:

For ‘no names’ advice - Locality and Community Support Service (LCCS) South
0345 241 2608

To report a serious concern – Multi Agency Safeguarding Hub (MASH)
0345 050 7666

Oxfordshire Safeguarding Children Board
www.oscb.org.uk
01865 815843