

Horfield Welly Toddler Group Policy

Horfield Welly toddler group aims to provide a safe environment where children aged 0-5 can learn, play and interact with others while also allowing their parents/carers to meet other adults who also care for young children.

General policies:

- The parent/carer is entirely responsible for their child/children whilst attending the session.
- We will provide drinks and biscuits. Children may bring their own snack and drink. If your child has any allergies it is your responsibility to ensure that your child does not eat any unsuitable items.
- All hot drinks will be served from the kitchen and should only be drunk in the area immediately outside the kitchen. Hot drinks should never be put down where a child may reach.
- Children should not be allowed to go into the kitchen.
- Keep potentially harmful or breakable items out of children's reach, particularly if you carry medicines or sharp items in your bags.
- Should your child need a nappy change there are facilities provided with a nappy disposal bin for you to use. We ask that the changing area is cleaned after each use to ensure that the area is contamination free for the next nappy change.
- No photographs or videos may be taken at the group on personal devices.
- Mobile phones are not to be used on the premises when other children are present.
- Horfield Welly Toddler group complies with health and safety regulations making our setting a no-smoking environment - both indoor and outdoor. Please do not smoke either in the church hall or close to the entrance doors.
- Any broken or damaged toys or equipment will be removed from play and handed to the session leader who will then make a decision as to whether they should be mended or discarded.
- Prior to each session a risk assessment of facilities and equipment is undertaken by the group leader.
- Please remember that should your child vomit or have diarrhoea, they must not attend the group for 48 hours after the last time they were ill. Should your child have any infectious disease, they should not attend until they are fully recovered.

Valuing diversity and promoting equality

We ensure that Horfield Welly Toddler group is fully inclusive in meeting the needs of all children. We recognise that children and their families come from diverse backgrounds and value the contribution of all families to our understanding of equality and diversity.

Child protection

- While Horfield Welly Toddler Group makes every effort to ensure the safety and safeguarding of the children in attendance it stresses that the parents/carers are responsible for the children they bring.
- Horfield Welly Toddler Group recognises that there are different forms of child abuse including physical, emotional, sexual and neglect, and these can manifest themselves differently in each child, e.g. changes in behaviour, physical signs such as bruising.
- Horfield Welly Toddler group has a designated child protection officer. If you have concerns about the behaviour of anyone towards a child, inform the child protection officer (wellychair@gmail.com) or the group leader.
- We have regard to the Government's statutory guidance 'Working together to Safeguard Children' and "Keeping Children Safe in Education"
- The group leader(s) will have an enhanced disclosure check.
- Volunteers will not work unsupervised.
- Staff/Volunteers will not use personal mobile phones during the session
- Should photographs be taken for the purpose of sharing an event or for publicity these will be taken on a device registered to Horfield Welly Toddler group and will only happen with the parent/carers permission.
- We work within the Local Safeguarding Children's Board guidelines when responding to any complaint about a member of staff, Committee member or volunteer.
- Horfield Welly Toddler Group has a Safeguarding Children folder which contains detailed procedures for making a referral.
- In the event of suspected child abuse the child protection officer will firstly speak to the relevant parent/carer in confidence, unless there is reason to believe this will make it worse in which case they will report the incident to First Response.

Useful numbers

- First response – 0117 9036444 (all Bristol)
The place to call if you are concerned about a child or young person or think they need some help. Calls to First response may result in direct referral to a Social Work Team or to Early Help and/or advice and guidance being given about services to help families.
- Families in Focus: North 0117 352 1499;
- Disabled Children Team (all Bristol) - Tel: 0117 9038250
- Emergency Duty Team /Out of Office Hours Tel: 01454 615 165
- Police: Non emergency – Tel: 101 Emergency – Tel: 999
- On-Call Consultant Paediatrician (via BRI Switchboard) 0117 923 0000 – non-mobile babies
- Local Area Designated Officer - Telephone 0117 903 7795, Work mobile: 07795 091020
- NSPCC: 0808 800 5000
- ChildLine: 0800 1111
- Samaritans: 08457 90 90 90

Missing child

- It must be stressed that children are in attendance under the supervision of their parents or carers.
- If a child is found to be missing it is not the responsibility of Horfield Welly Toddler Group to locate them, though any committee members present will offer help if possible.
- As soon as it is noticed that a child is missing the group should be alerted so that a search of the building and its surroundings can be carried out and the police alerted if necessary.

Fire emergencies

- Fire extinguishers are located next to the main entry door into the toddler group.
- In the event of an emergency all adults, children and staff would exit through the nearest fire exit and assemble on the field adjacent to the building. The sign-in sheet will be checked to make sure everyone is present, bearing in mind that some people may have left the building before the fire emergency.
- If a real fire or other emergency requiring help has occurred the emergency services will be contacted as soon as it is safe to do so.
- The emergency situation will be reported to the parochial church council

Activities and equipment

- We provide equipment and resources that are safe for the ages and stages of the children attending the sessions.
- The layout of play equipment allows adults and children to move safely and freely between activities.
- All equipment is regularly checked for cleanliness and safety and any broken items are repaired or discarded.
- All materials, including paint and glue, are non-toxic
- In the event of a messy play activity care should be taken when walking around near it as the floor may be wet or slippery

Illness and first aid

- We ask parents/carers and children who are unwell not to attend the sessions to ensure that they recover from the illness as swiftly as possible and to prevent the infection of other children and adults.
- In the instance of vomiting or diarrhoea, parents/carers/children are asked to wait for 48 hours after the last occurrence before attending Horfield Welly Toddler Group.
- There is a first aid kit available for minor injuries.
- The group leader is first aid trained.

General Data Protection Regulation (GDPR)

- Toddler group attendees are asked to provide their names and email address when registering their interest. These details are taken with the adults consent and free will.

- Horfield Welly toddler group will store information provided securely and only use this to share information regarding the Toddler Group or Pre-school. We will never share this information with any other individuals or organisations.

Finances and booking sessions

- Horfield Welly Toddler Group charges £2.60 (for 1 adult and 2 children) per session 10-11.30am. Additional children are 50p each.
- Payment can be made on card or by cash.
- The group takes place on a Monday morning during term time.
- The session charge includes refreshments.

Thank you for taking the time to read this information. If you have any questions then please talk to the group leader. She will be able to help you or if not signpost you to someone who can.

Tel: 07837133925 E-mail: Horfieldwellytoddlers@gmail.com Website:

Wellypreschool.org/Toddlers Facebook: Welly Toddlers 2021-2022

<https://www.facebook.com/groups/2970129553250572>