



# **Gresford Governors' Clubs & Playgroup**

## **POLICIES & PROCEDURES**

Registered Charity No. 1180659

*Revised August 2021*



# Gresford Playgroup Ducks and Ducklings

Registered Charity Number - 1180659

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# **Gresford Playgroup Ducks and Ducklings**

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## **STATEMENT OF PURPOSE**

**Dear Parents, Grandparents and Carers**

### **Welcome to Gresford Playgroup Ducks and Ducklings**

Gresford Playgroup Ducks and Ducklings, formerly Gresford Pre-School Playgroup, has been running for over 50 years with our wraparound setting for children starting school part-time in the nursery in April 1994.

Although we use the premises at All Saints' School, Gresford, we are independent and entirely self-supporting. A voluntary elected Committee manages Gresford Playgroup Ducks and Ducklings which has registered charity status. The Committee endeavours to run the Playgroup in the most professional and cost-effective manner and, as a non-profit making charity, we rely on the fees you pay as well as regular fund-raising activities. In this way, we support not only the day to day running of the groups, such as insurance, statutory membership of regulated bodies and staff salaries, but also the purchase of new toys, equipment and educational items.

We accept children from the age of 2½ until they attend full time school. Our aim is to promote a relaxed, happy, caring environment where the children can acquire the social and basic pre-school skills essential for their growth. We provide suitable experiences and activities appropriate to age and developmental stages.

Our 'Ducklings' group cater for children from 2½ until they move up to 'Ducks' which is where we offer wraparound care when they start attending school part-time in the nursery class. We are registered to take a maximum of 25 children (including both groups) and operate from The Cedar Rooms, at All Saints' School.

We are predominantly English speaking but children are introduced to the Welsh language and culture, as well as a variety of other cultures through a wide variety of equipment and toys. All children, irrespective of religion, nationality or ability are welcome at Gresford Playgroup Ducks and Ducklings. We have policies in place to address any specific needs a child may have and encourage parents to discuss any issues or concerns in complete confidentiality with any of the staff (Persons in Charge). Any requests will be met wherever possible. We have an access ramp for wheelchair users and liaise with school regarding any special needs procedure as we are within the school grounds.

We request that parents/carers who are wishing to send their children to our Playgroup must:

- Acknowledge understanding and agreement of the policies and procedures we have in place
- Complete a registration form detailing emergency contact names and vaccination dates
- Sign a contract stating session times and procedures
- Pay promptly for the sessions booked

We are open Monday to Friday during term time.

Ducklings – 9.00 am – 11.30 am Monday-Friday



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Ducks – 8.50 am – 3.05 pm Monday-Friday (morning 8.50 am – 12.35 pm and afternoon 11.30 am – 3.05 pm).

These sessions are subject to there being sufficient take up as, being a charity, we have to ensure they are viable.

### Fees:

Ducklings - £9.00 per session

Ducks - £18.00 per session

(second sibling receives a 12½% discount)

Fees are paid monthly (at the start of each month) and you will receive an invoice explaining the procedure for collection of fees which are due within 14 days of the date of the invoice. If fees remain unpaid after 14 days, regrettably an additional 20% charge will be added to that invoice.

Children must be registered for all sessions you wish them to attend and charges still apply if a child is booked in and does not attend as well as any holidays taken in term time. For any holidays taken in term time we request that you complete a holiday form which is available from the staff. Parents benefitting from the 30-hour Childcare Allowance will be invoiced at the appropriate session rate for any additional hours. However, as we are required to submit our claim (30-hour Childcare Allowance) by the middle of each month, we need to have our own 'cut off' which means that if you decide you would like your child to attend any additional sessions in the second half of the month that fall within the allocated hours, you need to book your child in by the 15<sup>th</sup> of the month. Any sessions requested after this date will be too late for us to claim, so will have to be invoiced separately to you.

If you have already booked your child in to attend on particular days and you wish to increase or amend the number of days, this can be arranged with the Person in Charge. However, as we have to adhere to a strict adult:child ratio it is not always possible to make day-to-day alterations but we will do everything we can to assist you. Shift patterns can be accommodated where possible.

Children attending Playgroup Ducks must bring their own lunchboxes (preferably with in ice pack to keep the contents cool). Sweets and chocolate are not encouraged, so parents are asked to provide children with an alternative in their lunchbox, such as fruit or yogurt.

At 11.30 am the children who have attended morning nursery in school will be escorted across to The Cedar Rooms and at 12.35 pm staff will escort the afternoon nursery children from the Cedar Rooms to the school Nursery unit. During this lunch time period, both groups will sit and have lunch together.

At break-time (Ducks and Ducklings), children are offered a healthy snack, for which there is an additional charge of £15 per term (ie 3 times a year). Snack fees will be included on the monthly session invoice at the start of each full term, ie September, January and after Easter. There are a wide variety of healthy snacks which are changed daily. A snack menu plan is displayed on the noticeboard in the Cedar Rooms foyer. Dietary requirements can be accommodated and if parents prefer their children to have alternative snacks for any other



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reason, this can also be accommodated. Parents are welcome to provide an alternative should they wish to do so.

If a child brings in birthday cake or biscuits to share with the other children, these will not be given to the children during the session but instead will be wrapped to take home.

The children undertake different activities each day. Details are available to view within our Policies and Procedures documents which are on display in the foyer of the Cedar Rooms. We always listen to the children's news, read stories and play games as well as offering the children a wide range of activities and have lots of educational games. We have access to a secure, enclosed outside area (which includes a large wooden shelter) which enables us to let the children play outside at every session.

In the case of any emergency, we will ensure the safety of your child and refer to the child's registration form and telephone the contacts you have given to us, in the order of how they are listed. It is therefore essential to inform us if there are any changes to the details you submitted when you first completed the registration form.

If the person collecting your child changes, the Person in Charge **MUST** be informed of this, preferably in writing if known in advance, or by phone to the mobile during the session time: 07523 398880 Ducks and 07874 631901 Ducklings

The staff are Hayley McGrath, Tracy Rees, Karon Rowlands and Sharman Wilson (all Senior staff), Jayne Ashfield (Level 3), and Tracy Berry (Level 2) and Gemma Ward and Sarah Lee-Abeabe, who are working towards the relevant qualifications. See at the end of this document the member of staff in overall charge during any particular session. All staff are DBS checked and trained in paediatric first aid, safeguarding and food hygiene. We also hold regular fire drills.

Complaints about the service that you and your child receive at Playgroup are dealt with in the following ways:

- The Persons in Charge will take some details to make sure they have all the information needed to investigate the complaint. This will include your name, nature of complaint and the date and time of the incident.
- Should you wish to make a complaint directly to a member of the Committee, their names and positions are displayed on the notice board in the Cedar Rooms foyer. Your complaint can then be addressed marked 'Personal, Private and Confidential' addressed to the Chairman of Gresford Playgroup Ducks and Ducklings and handed in at the school office. Alternatively, you can send an email to [gresfordplaygroup@hotmail.co.uk](mailto:gresfordplaygroup@hotmail.co.uk)
- Complaints will be dealt with promptly and fairly in a confidential manner.
- Once the complaint has been logged, we will endeavour to send you a written response within seven working days. Should the matter take longer to investigate we will



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acknowledge your complaint and send you a letter detailing our full response as quickly as possible.

- If you are not satisfied with our response, or if you have a serious concern about the quality of care that your child is receiving, then you should contact the Care Inspectorate for Wales (CIW).

Their address is:

CIW  
North East Wales Regional Office  
Government Buildings  
Sarn Mynach  
Llandudno Junction  
LL31 9RZ  
Telephone: 0300 7900126

If you feel you would to know more about what we do, please come and visit us and the staff will be happy to show you (as long as Covid restrictions allow). If you have any comments about Gresford Playgroup Ducks and Ducklings, please do not hesitate to speak to any of our staff or Committee members as we welcome suggestions or constructive criticism.

Finally, please remember that we are a non-profit making registered charity, entirely self-funding, run by a voluntary Committee, and therefore your contributions and support of our fundraising events is depended upon.

This Statement of Purpose is reviewed at least annually or as a result in operational practice. Parents and CIW are informed of any changes as they occur.

### **Gresford Playgroup Ducks and Ducklings Staff**

#### **Senior Staff:**

**Hayley McGrath, Tracy Rees, Karon Rowlands, Sharman Wilson**

#### **Assistants:**

**Tracy Berry, Gemma Ward, Jayne Ashfield and Sarah Lee-Abeabe**

#### **Person in Overall Charge:**

**Monday-Friday mornings and Wednesday and Thursday afternoons: Tracy Rees**

**Monday afternoon: Sharman Wilson**

**Tuesday and Friday afternoons: Hayley McGrath**

**The Cedar Rooms, All Saints' School, School Hill, Gresford LL12 8RW**

**Contact Mobile Numbers (only during opening times)**

**Ducklings 07874 631901; Ducks 07523 398880**

This Statement of Purpose for Gresford Playgroup Ducks and Ducklings was passed for use

On .....

By ..... Jan MacDonald, Responsible Person and Chairman



**Gresford Playgroup Ducks and Ducklings**  
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**PARENTAL CONTRACT**  
**FOR CHILDREN ATTENDING PLAYGROUP (DUCKLINGS)**

This contract is an agreement between:  
Gresford Playgroup Ducks and Ducklings  
Registered Charity Number 1180659  
Early Years Wales number 12-0022-F-06,  
Employer Liability Cover & Public Liability Cover combined policy number RKK923151 through Early Years Wales  
and  
Parents/Carers of any child attending

**Name of Child:** ..... **Mother's Name:** .....

**Father's Name:** ..... **Guardian's Name:** .....

**Address:** .....

**Address where child is resident (if different from above):** .....

**Access arrangements (if applicable to Playgroup):** .....

**Names of people other than parents/carers who will bring/collect children:**

**Name:** ..... **Relation:** .....

**Name:** ..... **Relation:** .....

**Name:** ..... **Relation:** .....

Playgroup Ducklings starts at 9.00 am and finishes at 11.30 am (morning sessions) every Monday-Friday. Parents are asked to collect children promptly.

Playgroup Duckling sessions are charged at £9.00 per session (a discount of 12½% for additional siblings). Daily healthy snacks are provided by Playgroup Ducklings at an additional cost of £15 per term. Snack money will be included on the monthly bill at the start of each full term. All sessions are invoiced monthly (at the beginning of each month) and payment is due within 14 days of invoice by cash, cheque, childcare vouchers, bank transfer (BACS) or Paypal. Cheques should be made payable to Gresford Playgroup Ducks and Ducklings. **If fees remain unpaid after the 14 days, regrettably an additional 20% charge will be added to that invoice.** A receipt will be given as soon as possible for cash payment via the Treasurer. Short-term absences are non-refundable and holidays taken in term time are also charged at full price. Absence due to a prolonged stay in hospital or at home will be dealt with at the discretion of the Committee. If you decide to discontinue with your Playgroup Ducklings sessions, we require one week's notice for which you will be billed at full price.





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Parents will be asked to complete a registration form, which must be completed prior to their child's attendance at Playgroup Ducklings and all sections filled in. Use of N/A or NONE is required in sections which are not relevant to you or your child. Parents are asked to sign and date forms and you will be asked to review your registration form periodically, amend changes and sign and re-date your form – all forms are confidential.

In case of emergency or sickness, Supervisors will contact someone to collect your child in the order they appear on your Registration form. Three contact names are the minimum requirement, although parents are encouraged to leave as many numbers as possible. We request that you keep your child at home if they have an infection and to inform the staff as to the nature of the infection, so that other parents/carers can be alerted and this also enables the staff to make careful observations of any child who shows signs of becoming unwell during a session. Information regarding exclusion periods for the more common diseases will be made available on the notice board. If your child has been suffering with vomiting and or diarrhoea, we request that they stay at home until at least 48 hours has elapsed since the last attack.

If a child is on prescribed medication the parent will, where possible, administer the medicine. All medication must be clearly labelled with the child's name, dosage and any instructions. Medication can be administered in the form of either an inhaler or liquid prescribed by a child's doctor, but only with previous written consent of the child's parent/carer. Supervisors should be aware of any special dietary needs. This can be noted on the registration form under 'About your Child'.

Parents/Carers are asked to familiarise themselves with all Playgroup Ducklings policies within the booklet.

### **Playgroup Ducklings agree to:**

- Care for your child during the times of a Playgroup Ducklings session.
- Comply with all requirements of registration stated by the Local Authority and the Child Minding and Day Care (Wales) Regulations 2002 and The Children and Families (Wales) Measure 2010
- Maintain appropriate insurance cover and comply with all requirements issued by the named insurance company
- Provide suitable developmental experiences and activities appropriate to the age and stage development of your child
- Notify the parents/carers of any accident or incident that occurred whilst your child is in the care of Playgroup Ducklings
- Be available to discuss with parents/carers the care and development of your child at a time suitable to both parties
- Manage your child's behaviour without physical punishment
- Accept children who are still being toilet trained. We are happy to work with you in the process of toilet training. To aid us with this process, we appreciate you sending your child in knickers/underpants or nappies/pull-ups where appropriate.

### **The Parents/Carers agree to:**

- Drop off/Collect your child on time
- Complete Registration Forms, which include:
  - The Parental Contract
  - Registration Form, including dietary requirements
  - Medical Form, including allergies
  - Parental Permission form for emergency medical treatment



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- 
- Billing and Debt Recovery procedure
  - Photographs
  - Parental Permission form for visits
  - Parental Permission form for sun cream
- prior to attendance and sign and date the form to confirm details are correct
- Provide necessary information requested about the child’s registration and suitable emergency contact numbers and notify any changes to this information ASAP if details changed between parental review of forms
  - Be available to discuss with Playgroup Ducklings Supervisors the care and development of your child at a time suitable to both parties
  - Be willing to co-operate with Supervisors if they are experiencing behavioural problems with your child which have been discussed with you at an earlier stage. Any action required will be at the Supervisors’ discretion and discussed with you fully. Our policy is to adopt behavioural management and not exclusion.
  - Inform the Playgroup Ducklings Supervisors of any medication prescribed by your child’s doctor and give written permission for Supervisors to administer the medicine if it is required during session time and understand that written permission will be required each time medicine is prescribed.
  - Accept the Playgroup Ducklings Supervisors will not use physical punishment to discipline your child
  - Familiarise themselves with the Playgroup Policies on **Equal Opportunities** and **Behaviour, Discipline and Anti-Bullying**.
  - Sign a consent form to give permission for outings with Playgroup should you wish your child to attend.

If you have any complaints with regard to the service we offer, please refer to your copy of our **Statement of Purpose** where the procedures to follow are clearly set out.

I have read and understood this contract:

**Parent/Carer**

Name .....

Signed ..... Date .....

**Gresford Playgroup Ducks and Ducklings**

Name .....

Signed ..... Date .....



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**PARENTAL CONTRACT**  
**FOR CHILDREN ATTENDING GRESFORD PLAYGROUP (DUCKS)**

This contract is an agreement between:  
Gresford Playgroup Ducks and Ducklings  
Registered Charity Number 1180659  
Early Years Wales number 12-0022-F-06  
Employer Liability Cover & Public Liability Cover combined policy number RKK923151 through Early Years Wales  
and  
Parents/Carers of any child attending

**Name of Child:** ..... **Mother's Name:** .....

**Father's Name:** ..... **Guardian's Name:** .....

**Address:** .....

**Address where child is resident (if different from above):** .....

**Access arrangements (if applicable to Playgroup):** .....

**Names of people other than parents/carers who will bring/collect children:**

**Name:** ..... **Relation:** .....

**Name:** ..... **Relation:** .....

**Name:** ..... **Relation:** .....

Playgroup Ducks currently consists of morning and afternoon sessions which run from 8.50am – 12.35pm and 11.30am – 3.05 pm every weekday during school term time only and subject to sufficient numbers to make these sessions viable.

Playgroup Ducks sessions are charged at £18.00 per day (a discount of 12½% for additional siblings) and billed monthly at the beginning of each month. Daily healthy snacks are provided by Playgroup Ducks at an additional cost of £15 per term. Snack money will be included on the monthly bill at the start of each full term. Payment is due within 14 days by cash, cheque, childcare vouchers, bank transfer (BACS) or Paypal. Cheques are made payable to Gresford Playgroup Ducks and Ducklings. **If fees remain unpaid after the 14 days, regrettably an additional 20% charge will be added to that invoice.** A receipt will be given as soon as possible after payment via the Treasurer. Short-term absences are non-refundable and holidays taken in term time are also charged at full price. Parents benefitting from the 30 hour Childcare Allowance will be invoiced at this rate for any additional hours over and above the weekly allowance. These additional hours must be booked by the 15<sup>th</sup> of the month in which they are required. This is the cut-off for us making our claim so any requests for extra sessions after the 15<sup>th</sup> (if not notified beforehand) will be invoiced to you directly. Absence due to a prolonged stay in hospital or at home will be dealt with at



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the discretion of the Committee. If you decide to discontinue with your Playgroup Ducks sessions, we require one week's notice for which you will be billed at full price.

Parents will be asked to complete a registration form, which must be completed prior to their child's attendance at Playgroup Ducks and all sections filled in. Use of N/A or NONE is required in sections which are not relevant to you or your child. Parents are asked to sign and date forms and you will be asked to review your registration form periodically, amend changes and sign and re-date your form – all forms are confidential.

In case of emergency or sickness, Supervisors will contact someone to collect your child in the order they appear on your Registration form. Three contact names are the minimum requirement, although parents are encouraged to leave as many numbers as possible. We request that you keep your child at home if they have an infection and to inform the staff as to the nature of the infection, so that other parents/carers can be alerted and this also enables the staff to make careful observations of any child who shows signs of becoming unwell during a session. Information regarding exclusion periods for the more common diseases will be made available on the notice board. If your child has been suffering with vomiting and or diarrhoea, we request that they stay at home until at least 48 hours has elapsed since the last attack.

If a child is on prescribed medication the parent will, where possible, administer the medicine. All medication must be clearly labelled with the child's name, dosage and any instructions. Medication can be administered in the form of either an inhaler or liquid prescribed by a child's doctor, but only with previous written consent of the child's parent/carer. Supervisors should be aware of any special dietary needs. This can be noted on the registration form under 'About your Child'.

Parents/Carers are asked to familiarise themselves with all Playgroup policies within the booklet.

### **Playgroup Ducks and Ducklings agree to:**

- Care for your child during the times of a Playgroup Ducks session.
- Comply with all requirements of registration stated by the Local Authority and the Child Minding and Day Care (Wales) Regulations 2002 and The Children and Families (Wales) Measure 2010
- Maintain appropriate insurance cover and comply with all requirements issued by the named insurance company
- Provide suitable developmental experiences and activities appropriate to the age and stage development of your child
- Notify the parents/carers of any accident or incident that occurred whilst your child is in the care of Playgroup Ducks
- Be available to discuss with parents/carers the care and development of your child at a time suitable to both parties
- Manage your child's behaviour without physical punishment
- **Accept children who are still being toilet trained. We are happy to work with you in the process of toilet training. To aid us with this process, we appreciate you sending your child in knickers/underpants. No nappies/pull-ups due to safeguarding reasons.**

### **The Parents/Carers agree to:**

- Drop off/Collect your child on time
- Complete Registration Forms, which include:
  - This Parental Contract
  - Registration Form, including dietary requirements



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- Medical Form, including allergies
- Parental Permission form for emergency medical treatment
- Billing and Debt recovery procedure
- Photographs
- Parental Permission form for visits
- Parental Permission form for sun cream

prior to attendance and sign and date the forms to confirm that the details are correct

- Provide necessary information requested about the child’s registration and suitable emergency contact numbers and notify any changes to this information ASAP if details changed between parental review of forms
- Be available to discuss with Playgroup Ducks Supervisors the care and development of your child at a time suitable to both parties
- Be willing to co-operate with Supervisors if they are experiencing behavioural problems with your child which have been discussed with you at an earlier stage. Any action required will be at the Supervisors’ discretion and discussed with you fully. Our policy is to adopt behavioural management and not exclusion.
- Inform the Playgroup Supervisors of any medication prescribed by your child’s doctor and give written permission for Supervisors to administer the medicine if it is required during session time and understand that written permission will be required each time medicine is prescribed.
- Accept the Playgroup Supervisors will not use physical punishment to discipline your child
- Familiarise themselves with the Playgroup Policies on **Equal Opportunities** and **Behaviour, Discipline and Anti-Bullying**.
- Sign a consent form to give permission for outings with Playgroup should you wish your child to attend.

If you have any complaints with regard to the service we offer, please refer to your copy of our **Statement of Purpose** where the procedures to follow are clearly set out.

I have read and understood this contract:

Parent/Carer

Name .....

Signed ..... Date .....

Gresford Playgroup Ducks and Ducklings

Name .....

Signed ..... Date .....



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**REGISTRATION FORM**

Child's Name: ..... Date of Birth: .....

Home Address: .....

..... Home Telephone No: .....

<u>Mother's contact details</u>		<u>Father's contact details</u>	
Name		Name	
Mobile		Mobile	
Email		Email	
Place of work		Place of work	

**Emergency Telephone Numbers:**

Name: ..... Relation: ..... Tel. No: .....

Name: ..... Relation: ..... Tel. No: .....

Name: ..... Relation: ..... Tel. No: .....

**Name(s) of Person(s) who will collect Child –**

Name	_____	Relation	_____
Name	_____	Relation	_____
Name	_____	Relation	_____
Name	_____	Relation	_____

**Any Special Arrangements: e.g. Custody/Access** .....

**Doctor's Name** ..... **Telephone No.** .....

**Surgery Address** .....

**Health Visitor or Clinic Address** .....

**Telephone No** .....

**Any Medication** .....

**Dietary Requirements** .....



# Gresford Playgroup Ducks and Ducklings

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## ABOUT YOUR CHILD - MEDICAL FORM

Any Allergies : .....

Medical History : .....

Parental Preferences: .....

Likes/Dislikes: .....

Religion ..... Culture .....

Is there anything else we should know about your child that will assist us in caring for him/her?

.....

.....

### **MUST BE COMPLETED IN ALL CASES**

#### **Vaccinations and Dates**

Age Due	Immunisation	Date Given
2 months	Diphtheria/Tetanus/Whooping Cough/Polio. Haemophilus influenzae type b (Hib) and hepatitis B	
	Meningococcal group B (MenB)	
	Rotavirus gastroenteritis	
3 months	Diphtheria/Tetanus/Whooping Cough/Polio, Hib and hepatitis B	
	Pneumococcal (13 serotypes)	
	Rotavirus gastroenteritis	
4 months	Diphtheria/Tetanus/Whooping Cough/Polio, Hib and hepatitis B	
	MenB	
12-13 months	Hib/Meningococcal Group C (MenC) Pneumococcal Measles, mumps and rubella (German measles) MenB	
2 and 3 year olds and primary school aged children	Influenza (each year from September)	
3 years 4 months	Diphtheria/Tetanus /Pertussis/Polio = Pre-school Booster/Measles/Mumps/Rubella (MMR)	

Signed: \_\_\_\_\_

Parent/Carer

Name \_\_\_\_\_

Date: \_\_\_\_\_



**Gresford Playgroup Ducks and Ducklings**  
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**PARENTAL PERMISSION FORM FOR**  
**EMERGENCY MEDICAL TREATMENT**

Should there be an emergency during the session time or while out on an authorised outing, to ensure that your child receives the best and most appropriate care, attention and treatment, you need to complete, sign and date the declaration below.

**FULL NAME OF CHILD:** ..... **DATE OF BIRTH:** .....

**NAME OF PARENT/CARER:** 1: ..... 2:.....

**DECLARATION FOR EMERGENCIES**

I agree to the responsible person of Gresford Playgroup Ducks and Ducklings taking the necessary steps to ensure that my child .....receives the best and most appropriate care, attention and treatment should there be an emergency or accident in session time or when my child is on an authorised outing.

I understand that the responsible person or Supervisor will make every effort to inform me of any emergency or accident as soon as possible after the event but that they may have to accompany my child

.....to hospital in case of a serious accident in my absence.

I give permission for the responsible person or Supervisor in charge of the session to authorise hospital staff to administer essential treatment until my arrival.

Signed ..... Name: ..... Date: .....

Signed ..... Name: ..... Date: .....

If you do not agree with any of the above declaration, please do not sign it but make your views and particular wishes known in the space below. The Supervisors will then discuss this with you and do their best to accommodate you.

I do NOT agree with the declaration and would prefer the following procedure to be followed for my child

.....

**In the event of an emergency.**

.....

.....

.....

**Signed by the parent/carer:** 1 - ..... **Date:** -.....

2 - ..... **Date:** - .....





**Gresford Playgroup Ducks and Ducklings**  
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**BILLING AND DEBT RECOVERY PROCEDURE**

**Billing**

- The Committee and Staff will endeavour to ensure that invoices are sent out as soon as possible at the beginning of every month.
- Payment in full is due within 14 days of the date of the invoice.
- Payment can be made by cheque, cash, childcare vouchers, Paypal or bank transfer (BACS). Cheques should be made payable to Gresford Playgroup Ducks and Ducklings.
- Payment can be handed to a member of staff and a receipt will be issued by the Treasurer.
- If payment has not been received within 14 days, a reminder letter will be issued to the fee payer requesting prompt payment. **However, if it is necessary to send out a reminder letter then there will be an additional 20% charge added to that invoice.**
- If you terminate the contract at any time, one week’s notice in writing is required and will be invoiced at full price.
- If any individual session is booked and later cancelled, one week’s notice in writing is required and a full session fee will be charged.
- Should Playgroup have to close during normal opening hours, for any reason such as (but not exclusively) poor weather (eg snow), necessitating the closure of Playgroup Ducks and Ducklings, then full fees may still be charged at the discretion of the Committee.

**Debt Recovery**

- If payment is still not received within the time stated on the reminder letter, the Committee will meet to discuss the case and further steps will be taken to recover the debt.
- In all cases, we will try and meet any reasonable reasons for late payment. However, if no payment terms are offered, or agreed payment terms are not met, Gresford Playgroup Ducks and Ducklings will have no choice but to exclude the child from sessions and consider legal proceedings.

If you are having problems meeting payment of your bills, please email the Treasurer (details will be on the invoice) who will treat your concerns with complete confidence and assist you to try and resolve the issue amicably. Failure to resolve the issue, the matter will be brought to the Committee.

I ..... agree to abide by the payment terms set out by Gresford Playgroup Ducks and Ducklings

**Signed:** \_\_\_\_\_ **Parent/Carer**  
**Name** \_\_\_\_\_ **Date:** \_\_\_\_\_



**Gresford Playgroup Ducks and Ducklings**  
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**PHOTOGRAPHS**

I will give permission for my child/children to be included in photographs in your group. I understand these may be used for publicity and display using only first names and approximate age.

Gresford Playgroup Ducks and Ducklings have a Facebook page which is accessible to the general public via Facebook.com. Only one member of staff has access to be able to upload photographs/information or communicate through this page.

Any photographs added to this page through the member of staff will only ever be of children taking part in activities within the groups but will NEVER have information regarding the child such as name, age, location etc.

We adhere to the GDPR (General Data Protection Regulations) and any photographs taken of the children during the academic year will be stored in a locked drawer and then disposed of by shredding.

**If you have any concerns about your child's picture being seen on our Facebook page, please indicate that here:**

.....

**Parents/Carers**

**Name of Child:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_



**Gresford Playgroup Ducks and Ducklings**  
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**PERMISSION FORM FOR EXCURSIONS**  
**AROUND THE VICINITY OF THE CEDAR ROOMS**

During our Playgroup sessions, we would like to take the children outside the Cedar Rooms on short excursions around the immediate area, eg to visit the pond, or the local play park, or on the school field (or for Ducks children the dentist, library) – the children will be supervised at all times. They will have the opportunity to take part in fun activities such as feeding the ducks, collecting leaves and just enjoy being in the fresh air!

For us to do this we need your signed permission.

We would therefore be grateful if you would complete and return this form with your registration documents.

If you have any queries regarding this, please speak to a member of staff or a committee member.

I give my permission for my child.....  
to take part in excursions around the vicinity of the Cedar Rooms. I understand that he/she will be supervised at all times.

Signed ..... Parent/Carer

Date .....

**PARENTAL PERMISSION FORM FOR SUNCREAM**

I give my permission for a member of staff to supervise my child whilst he/she is applying their sun cream.

I will provide sufficient sun cream (labelled with child’s name) and a sun hat.

Signed ..... Parent/Carer

Date .....



## Gresford Playgroup Ducks and Ducklings

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### DUCKLINGS DAILY TIMETABLE

9.00 - 9.15 am	<b>Staff to welcome children and lock doors</b> <b>Register Time</b> – Discussion of morning activities Sing songs, use and develop Welsh, discuss weather, self-register photo board
9.15- 10.15 am	<b>Free Choice</b> – continuous provision activities, focus activity (adult led). <b>At some point every session, children have some time outdoors.</b>  <i>Staff to do observations of children, facilitate learning throughout setting</i>
10.15 am (approx.)	<b>Tidy up Time</b> – (children encouraged to tidy up) children go to the toilet and wash hands ready for snack.  <b>Snack Time</b> – children encouraged with healthy eating, good manners (Welsh and English), helping set and tidy tables and to pour their own drinks. A short prayer is said.
10.45 am	<b>Carpet Time</b> – variety of adult led activities, ie songs, stories, rhymes, drama/role-play, games etc.
11.15 am	<b>Story Time and music and movement</b>
11.10 am	<b>Physical Play</b> – eg dance, parachute, bikes, ball and hoop games, ribbons, outdoor play etc
11.30 am	<b>Home time</b> – Hwyl Fawr Song. Hand out craft/letters. Unlock door and hand over to parents. Opportunity for parents/carers to talk to staff.



## Gresford Playgroup Ducks and Ducklings

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### DUCKS DAILY TIMETABLE

Morning session		Afternoon session	
8.50-9.10	Registration of children and staff Discussion of day – news and weather	11.30-12.35	Arrival and registration  Lunch
9.10-10.00	<b>Free Play</b> Water, sand, jigsaws, Duplo, role play etc <b>AND/OR</b> <b>Craft</b> Gluing, painting, play dough, display work and seasonal themes	12.35-12.55	Discussion of day – news and weather
		12.55-1.55	<b>Free Play</b> Water, sand, jigsaws, Duplo, role play etc <b>AND/OR</b> <b>Craft</b> Gluing, painting, play dough, display work and seasonal themes
10.00-10.20	<b>Break</b> Snack Time	1.55-2.15	<b>Break</b> Snack time
10.20-10.45	<b>Free Play</b> Continued	2.15-2.40	<b>Free Play</b> Continued
10.45-10.50	<b>Tidy up</b>	2.40-2.45	<b>Tidy up</b>
10.50-11.30	<b>Outdoor Play</b> Parachute, bats and balls, trikes, circle games etc <b>AND/OR</b> <b>Circle Time</b> Story, musical instruments, singing	2.45-3.05	<b>Outdoor Play</b> Parachute, bats, balls, trikes, circle games etc <b>AND/OR</b> <b>Circle Time</b> Story, musical instruments, singing
11.30	<b>Lunch</b>	3.05	<b>Home</b>

- **11.30-12.35 Children from both groups will sit at the table together to have their lunch.**
- **Doors remain locked whilst the children are inside.**
- **Due to the yard being shared with children who attend the School's Breakfast and Tea Time Clubs, the toys and equipment owned and used by Playgroup will be stored away at the end of each session.**
- **All children will be encouraged to go outside into our designated play area outside the Cedar Rooms to run and play. The recent addition of the large wooden outdoor shelter enables the children to play outside when it's raining and also when the sun is very hot.**



# Gresford Playgroup Ducks and Ducklings

Registered Charity Number - 1180659

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## OPERATIONAL PLAN

Gresford Playgroup Ducks and Ducklings operational plan supports and underpins our Statement of Purpose.

It describes how we organise our resources to operate flexibly and effectively and our approach to improving the quality of care we provide. Any changes to the operational plan will be reflected in the Statement of Purpose.

Gresford Playgroup Ducks and Ducklings' aims are described in our Statement of Purpose. Sessions are run out of Cedar Room. Security of the premises is maintained by operating a system of locking the main entrance and exit points and ensuring staff are always visible at entry/exits points during opening/closing of sessions.

### Organisational Structure:

<b>Gresford Playgroup Ducks and Ducklings address:</b> The Cedar Rooms, All Saints' School, Gresford WREXHAM LL12 8RW
<b>Telephone:</b> 07523 398880/07874 631901 in opening hours only
<b>Email:</b> <a href="mailto:gresfordplaygroup@hotmail.co.uk">gresfordplaygroup@hotmail.co.uk</a>
<b>Correspondence address and details (if different from above):</b> As above
<b>Legal status:</b> Gresford Playgroup Ducks and Ducklings is a registered charity, managed by a voluntary Committee.
<b>Age range of children cared for and type of care:</b> Sessional care for 40 weeks of the year (we run in line with the Wrexham Schools) and cater for children aged between 2 ½ and (Ducklings) and 3 to 4 years of age at our wraparound Ducks sessions.
<b>Operational times:</b> <b>Ducks</b> 8.50am – 12.35pm and 11.30am – 3.05 pm - Monday to Friday (term time only) <b>Ducklings</b> 9.00am – 11.30am – Monday to Friday, again term time only.

Gresford Playgroup Ducks and Ducklings implements policies and procedures that ensure the smooth operation of the provision. The policies and procedures are developed and maintained in line with and/or exceed the national minimum standards and regulations. They are reviewed regularly and updated as necessary. The policy pack is available to read for all who visit, work in or use Gresford Playgroup Ducks and Ducklings and is sent out to all Parents prior to their children attending.

### Staffing roles and responsibilities:

#### Gresford Playgroup Ducks and Ducklings:

- Recruits, vets and employs staff in line with regulatory requirements.
- Maintains or exceeds legal qualification levels.
- Develops and maintains staff training plans and the continual professional development plans reflect our commitment to continuous improvement.

Please refer to our Staff Recruitment Policy and Procedure



## **Gresford Playgroup Ducks and Ducklings**

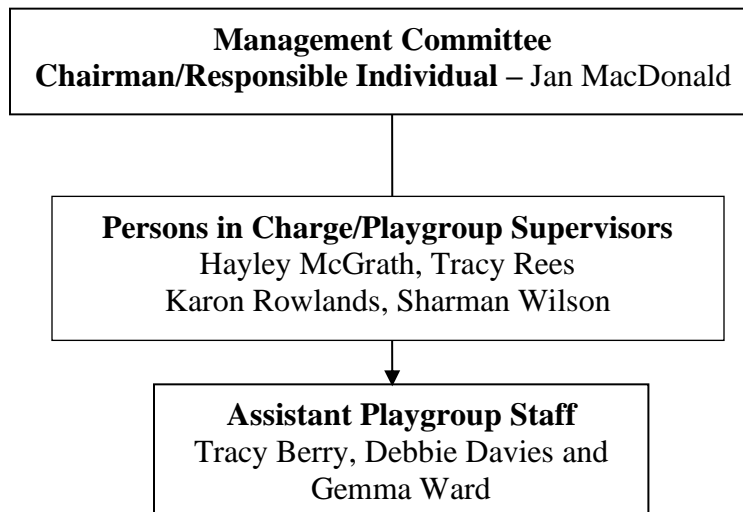
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- Staff meetings are held regularly and records are kept of decisions made, which contribute to our ongoing improvement plans.

### **Gresford Playgroup Ducks and Ducklings:**

- Maintains or exceeds legal staff:children ratios at all times.
- We keep accurate records on every child and compile 'Record Books' and transition documents for Ducks and Early Education children for when they leave our care.
- Keeps a consistent but flexible staffing routine to enable positive relationships between staff and children to develop.
- Ensures relevant information is shared routinely with parents/carers about their child by having an 'open door' policy (See also: Confidentiality Policy.)

### **Organisational structure:**



**\*\*Children with additional needs and those that require one to one support can be integrated into playgroup with the help and support of additional staff.**

### **Quality of care review and action plans**

Gresford Playgroup Ducks and Ducklings is committed to making improvements to the quality of care we provide. We do this by:

- Undertaking an annual review of our operational practice and management systems.
- Involving staff, parents/carers and children in the review as appropriate.
- Reporting on the outcomes of the review.
- Sharing the report of the outcomes with those who contributed to the review.
- Developing action plans from the report that are monitored for timely implementation.
- Applying a reflective approach to all our work and including what we learn in our staff team meetings, which in turn contributes to the overall review of care.



## Gresford Playgroup Ducks and Ducklings

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### POLICY AND PROCEDURE DOCUMENTS

Please read the Policy and Procedures documents that will be sent to you by email and do not hesitate to ask our Staff, should you have any queries.

You will need to sign to confirm that you have read and understood these policies and procedures in order to register your child with Gresford Playgroup Ducks and Ducklings services.

	<b>Page(s)</b>	<i>(please tick below)</i>
Admissions Policy	24	[ ]
Parental Involvement – Policy and Practice	25-26	[ ]
Transition Policy	27-29	[ ]
Behaviour, Discipline and Anti-Bullying Policy	30	[ ]
Safeguarding Children Policy and Procedures	31-32	[ ]
Safeguarding Children Allegation Policy	33-34	[ ]
Confidentiality Policy	35	[ ]
Equal Opportunities Policy	36-37	[ ]
Complaints Procedure	38	[ ]
Safety Policy and Practice	39-41	[ ]
Health and Hygiene Policy and Practice	42-43	[ ]
Food and Drinks Policy	44-45	[ ]
Sun Protection Policy	46	[ ]
Outdoor Play Policy	47	[ ]
Physical Activity and Active Play Policy	48-50	[ ]
Operational Procedure for Safe Conduct on Outings	51	[ ]
Policy when Child not Collected or when a Child goes Missing	52-53	[ ]
Procedure if a Child is not Collected	54	[ ]
Procedure if a Child goes Missing	55	[ ]
Emergency Medication Policy	56	[ ]
Nappy Changing Policy	57	[ ]
Sick Children Policy	58	[ ]
Medication Form	59	[ ]
Medication & Asthma Policy & Procedure	60-62	[ ]
Accident Procedure	63	[ ]
Accident Form	64	[ ]
Incident Form	65	[ ]





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Fire Safety and Evacuation Policy and Procedure	66	[ ]
Emergency Plan	67	[ ]
Risk Assessments.	68-70	[ ]
Special Needs Policy	71-72	[ ]
Selecting Equipment & Toys - Policy & Practice.	73	[ ]
Environment Policy	74	[ ]
Reserves Policy	75	[ ]
Staff Recruitment & Employment Policy	76	[ ]
Staff Disciplinary Policy	77-81	[ ]
Student Placement Policy	82-83	[ ]
E-Safety Policy	84-86	[ ]
Whistleblowing Policy	87-89	[ ]

**Documents relating to Covid-19**

Policy for dealing with Covid-19	90-96	[ ]
Covid-19 Risk Assessment	97-100	[ ]

I ..... **Parent/Carer of** .....

**have received, read and understood the above Policies and Procedures.**

**Signed** .....

**Date** .....

**Please return this document to Playgroup as soon as possible. Thank you**



**Gresford Playgroup Ducks and Ducklings**  
Registered Charity Number - 1180659

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**POLICY AND PROCEDURE STATEMENT**

The Policies and Procedures on the following pages have been drafted to suit Gresford Playgroup Ducks and Ducklings in accordance with the Local Authority and Local Authority Child Minding and Day Care (Wales) Order 2016.



**Gresford Playgroup Ducks and Ducklings**  
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**ADMISSIONS POLICY**

Our group is accessible to children from all sections of the local community. In order to accomplish this, the group will: -

- ensure the existence of the group is widely known in all local communities. Notices advertising the group will be displayed in places where all sections of the community can see them, in more than one language when appropriate
- describe the group and its practices in terms which make it clear to both fathers and mothers, other relations and other carers, including childminders, people from all cultural, ethnic, religious and social groups, with and without disabilities, are welcome
- arrange the waiting list in order of date of birth. We keep 2 places for children with additional needs, and are able to arrange 1:1 support if needed.
- keep a place vacant, if financially viable, to accommodate emergency admissions
- arrange informal visits to the group for parents/carers and children, prior to the offer
- have a place, and give parents/carers the opportunity to discuss the admission of their children with the supervisor/play leader or appointed member
- monitor the gender and ethnic background of children joining the group to ensure no accidental discrimination is taking place
- make the Equal Opportunities Policy widely known
- consult with families about the opening times of the group to avoid excluding anyone
- be flexible about attendance patterns to accommodate the needs of individual children and families
- encourage parental involvement in the management and day-to-day running of the group
- We accept children who are still being toilet trained. We are happy to work with you to aid the progress/continuity of toilet training. To aid us with this process, it would be appreciated if you could send your child either in knickers/underpants or pull up nappies.
- If toileting becomes a problem, we are happy to discuss a timetable plan with the family and child to aid the progress of toilet training

This **Admissions Policy** was passed for use in Gresford Playgroup Ducks and Ducklings

On .....

By ..... Position .....

Date of planned review .....



# **Gresford Playgroup Ducks and Ducklings**

Registered Charity Number - 1180659

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## **PARENTAL INVOLVEMENT**

### **SETTLING IN AT THE SESSION POLICY AND PRACTICE**

The Group will:

- welcome new parents/carers and help them to become familiar with the day-to-day routine of the group, together with appropriate guidelines of good practice, and therefore make certain that all children are welcome
- encourage parents/carers and their children to visit the group as a family before registering with a particular group, according to up-to-date policies and risk assessments in relation to Covid-19.
- offer a flexible approach to all parents/carers to allow for a settling in period when starting and for all concerned to become used to the group's routines and policies along with the philosophy of Early Years Wales
- welcome the contributions of all parents/carers whatever form these might take and ensure they have opportunities to contribute their skills, knowledge and interest
- involve all parents/carers in the progress of their child formally or informally and to work with them in sharing all records concerning their child
- inform parents/carers that the group has adopted several policies to provide a quality environment for all involved
- ensure that all parents/carers are kept fully informed about all meetings and training and that these will be held at various times and venues to consider individual family needs
- ensure that all parents/carers are aware of how any queries, complaints or suggestions can be made
- ensure that all parents/carers can talk and discuss personal matters relating to their child, in confidence, daily if required
- encourage parents/carers to play an active part in the running and management of the group and the group's role in the democratic decision making of Early Education.
- provide opportunities for parents/carers to participate in the group's activities, to learn about the pre-school curriculum and the importance of play in the child's development both in the group and at home
- make every effort to provide translation services or interpreters as needed for parents/carers whose first language is not that of the group

### **Parents' Role in the Group**

The group will encourage the involvement of parents/carers by making them welcome and by respecting the differences in families, their language and encouraging them to contribute in whatever way they can.

The group will ensure all families have an equal opportunity to be involved in the running of the group.

The time and place of meetings will be considered to suit the members involved. Any information written or spoken will be clearly communicated as appropriate. All parents/carers and staff will be encouraged to understand the effects of stereotyping and discrimination, and any discriminatory remarks will be challenged.

### **Children in the Group**

The group will ensure that all children are respected and their individuality and potential recognised, valued and nurtured. The needs of children in the community will be provided for, with special needs wherever possible.



## **Gresford Playgroup Ducks and Ducklings**

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The children will be given the opportunity to learn to respect cultures, languages and celebrations other than their own, as part of a multi-cultural society. We encourage the promotion of the Welsh language.

The children will be offered activities to give them the opportunity to explore acknowledge and value similarities and differences between themselves and others.

Children with special needs will be included in the group.

Any discriminatory remarks or behaviour will be challenged and children will be encouraged to understand the effect of any such remarks or behaviour.

### **Resources**

Books, posters and all resources will be checked regularly to ensure that they positively and accurately reflect a multi-racial society.

Boys and girls will have the opportunity, and be encouraged, to use all activities.

This **Parental Involvement (settling in at the session) Policy and Procedure** was passed for use in Gresford Playgroup Ducks and Ducklings

On .....

By ..... Position .....

Date of planned review .....



## **Gresford Playgroup Ducks and Ducklings**

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### **TRANSITION POLICY AND PROCEDURE**

#### **CORE PURPOSE**

The core purpose of managing transitions effectively is to ensure that all children and their parents experience practical and emotional support through all transition stages which:

- facilitates continuity in their care;
- supports progression in their development and learning;
- enhances their well-being; and
- ensures that they have a positive experience of change.

Transition should be a pro-active, planned process that is flexible enough for individual needs to be met. Effective transitions are largely governed by a commitment from all staff to develop positive communication links and to share information sensitively and with care. Those managing transitional stages should consider a child's situation, development and needs. Trusting and respectful relationships with parents are an integral part of the transition process and help facilitate the seamless transition of children.

#### **PARENTAL INVOLVEMENT AND SETTLING IN AT GRESFORD PLAYGROUP DUCKS AND DUCKLINGS**

Gresford Playgroup Ducks and Ducklings (hereinafter referred to as Gresford Playgroup) recognises parents as the first and most important educators of their children. Our aim is to welcome and encourage parents, to take an active interest in what their child is doing and learning at the group.

- parents/carers will be encouraged to visit Gresford Playgroup with their child before registering, according to the current Policy and Risk Assessments surrounding Covid-19.
- prior to a child starting, parents are fully informed of the policies and procedures of Gresford Playgroup including their statement of purpose and operational plan
- parents will provide Gresford Playgroup, prior to child starting, a comprehensive and detailed account of the needs and preferences of their child
- parents/carers will be encouraged to accompany their child during his/her settling in period, appropriate to the child's needs, according to the current Policy and Risk Assessments surrounding Covid-19.
- parents/carers will be encouraged to participate in the provision's activities, to learn about the pre-school curriculum and the importance of play in the child's development both in the provision and at home
- all contributions of all parents/carers will be welcomed, whatever form these might take, they will have opportunities to contribute their skills, knowledge and interest
- all parents/carers will be encouraged to discuss the progress of their child formally or informally
- parents have the right to access their child's records
- all parents/carers will be notified about meetings and relevant training, these will be held at various times and venues



## Gresford Playgroup Ducks and Ducklings

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- all parents/carers will be made aware of how any queries, compliments complaints or suggestions can be made
  - all parents/carers will have access to the provision's complaints procedure
  - all parents/carers will be given the opportunity to talk and discuss personal matters relating to their child, in confidence, by arrangement.

While your child is attending Gresford Playgroup we aim to cover the seven areas of learning:

- **Language, Literacy and Communication Skills**  
To recall songs and nursery rhymes, listen and respond to stories, sharing their news with other children and adults, enjoy mark making experiences
- **Personal and Social Developments**  
To show respect and affection for other children and adults. Learn to take turns, share and take responsibility for personal hygiene and an understanding of living things and to respond to a range of Welsh phrases.
- **Mathematical Development**  
To use mathematical language in contexts: - recognise patterns, numbers, counting games, sorting and matching, colours.
- **Welsh Language Development**  
Develop skills through communicating in a range of enjoyable practical planned activities using a range of stimuli that build on children's knowledge and experiences.
- **Knowledge and Understanding of the world**  
Talk about home and where they live, begin to understand about different places, have a basic understanding of the seasons, time, and begin to recognise other cultures.
- **Creative Development**  
Imagination within role play, beginning to understand sound using musical instruments, singing and dancing, art activities:- painting, pencil work, colouring, play dough.
- **Physical Development**  
Begin to understand about health, hygiene and safety, using outdoor toys, toys that can be constructed, understanding the difference between: - running, jumping, skipping, climbing and hopping.

These are the core areas of learning that they will continue when they are attending their primary school. By following the curriculum at Gresford Playgroup, the learning techniques become familiar to the children and eases their transition to 'big school'. We even use the same 'tidy up' music.

All Early Education children will have a Profile booklet which is completed and updated by Playgroup staff. This will be shared with parents and their new school.

All Saints School, Gresford, is our feeder school and admission forms for all children wishing to move to this school are available from WCBC website.

Teachers from All Saints' Early Years department visit our Playgroup to meet the children that are transferring and the Person in Charge at Playgroup will introduce the children to them.



## **Gresford Playgroup Ducks and Ducklings**

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A visit is arranged to All Saints' School where the children visit the classrooms and meet the other Early Years staff. The Playgroup accompany the children and parents are encouraged to visit also according to the current Policy and Risk Assessments surrounding Covid-19..

On regular occasions the Playgroup Ducks children will mix with Playgroup Ducklings children at their joint location in the Cedar Rooms at All Saints' School, Gresford.

This **Transition Policy and Procedure** was passed for use in Gresford Playgroup Ducks and Ducklings

On .....

By ..... Position .....

Date of planned review .....





**Gresford Playgroup Ducks and Ducklings**  
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**BEHAVIOUR, DISCIPLINE AND ANTI-BULLYING POLICY**

Good behaviour and discipline are essential to ensure the smooth and safe running of the group.

The foundation is provided for the development of morals and values whilst advocating acceptable behaviour in children. Deliberate bad behaviour is never acceptable.

Adults involved in the group are aware of their role in promoting acceptable behaviour and will: -

- act as a good role model by showing consideration, respect and good manners to, and for, others particularly the children
- provide a social environment where activities are stimulating and appropriate for the developmental stage of the children
- provide situations where each individual can enjoy freedom without threatening the enjoyment of others
- understand age/stage appropriate behaviour
- encourage children to develop self-discipline
- be positive, constructive and fair, rewarding and praising acceptable behaviour and use distraction to manage behaviour and remove a child from any situation should their behaviour become unacceptable within the group. Redirection of attention will be applied
- be able to differentiate between deliberate and accidental occurrences
- be aware there may be underlying problems when unacceptable behaviour occurs
- use appropriate language without shouting and establish eye contact when talking to the children
- work with parents and carers to promote and encourage acceptable behaviour and set consistent guidelines for behaviour – where possible offer a full explanation to the children taking into consideration their age/stage
- bullying will not be tolerated and will be deemed unacceptable behaviour. Concerns will be discussed with parents
- always respect confidentiality

**CHILDREN WILL NEVER BE SMACKED, SHAKEN, HUMILIATED, RIDICULED, THREATENED, LEFT IN ISOLATION OR MADE TO FEEL UNWANTED OR UNDERVALUED.**

This **Behaviour and Discipline Policy and Procedure** was passed for use in Gresford Playgroup Ducks and Ducklings

On .....

By ..... Position .....

Date of planned review .....



## **Gresford Playgroup Ducks and Ducklings**

Registered Charity Number - 1180659

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### **SAFEGUARDING CHILDREN POLICY AND PROCEDURES**

The group will create an environment in which children are safe from harm and abuse in which the welfare of the children is paramount and any suspicion of abuse is responded to promptly and appropriately.

In order to do this the group will:

- exclude known abusers
- prevent abuse by means of good practice
- respond appropriately to suspicion of abuse
- keep accurate records
- liaise with other bodies
- support families
- offer training

#### **Exclude Known Abusers**

It will be made clear to applicants for posts, both paid and unpaid, within the group, that they will be asked to sign a statement giving details of any convictions for criminal offences against children, including any 'spent' convictions under the Rehabilitation of Offenders Act 1974 and to give their permission for checks to be made for any criminal records.

All applicants who work within the group, both paid and unpaid, will be interviewed before they are appointed and asked to provide at least two references from people who have had experience of their work with children. All references will be followed up. Every member of staff we employ will need to hold a current Enhanced DBS certificate.

All applicants, both paid and unpaid, will be subject to a probationary period and will not be confirmed unless the group is confident the applicant can be safely entrusted with children.

#### **Prevent Abuse by Means of Good Practice**

Children will be supervised at all times by a responsible adult.

Adults who have not been registered as 'fit' persons will not take children unaccompanied to the toilet, or be left alone in a group.

There are no circumstances in which children will be punished by smacking, slapping or shaking. Neither will humiliation and/or frightening methods of punishment be used.

Children will not be left alone with visitors to the group.

Children will only be collected from the group by an authorised adult whose details are held by the group. The group will ensure all staff and volunteers have knowledge of, and access to, Early Years Wales Safeguarding Children Guidelines, and encourage accurate record keeping.

The group will hold regular meetings with all staff and volunteers working in the group to discuss the raising of any concerns. Children are accompanied at all times by authorised adults when taking part in any external activities, e.g. walks, visits etc.

#### **Respond Appropriately to Suspicion of Abuse**

Changes in a child's behaviour or injuries will be investigated. If there are grounds for suspecting abuse, these will be referred to our Safeguarding Officer, Social Services, or Police, as appropriate. A SPOA (single point of access telephone number) is always displayed.



## **Gresford Playgroup Ducks and Ducklings**

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All such suspicions/investigations/referrals will be kept confidential and shared only with those who need to know. This should usually be a member of staff, the supervisor/play leader.

### **Keep Accurate Records**

Whenever worrying changes are observed in a child's behaviour or physical condition, or if there is an injury, a confidential record should be set up. The record will include (in addition to the child's name, address, age, and date) observations of the child's behaviour/appearance, without comment or interpretation. Exact words spoken by the child may also be recorded, timed, dated and signed by the recorder. Such records will be kept confidential and should not be accessible to anyone in the group other than the supervisor/play leader, Responsible Individual and other members of staff as appropriate.

### **Liaise with Other Bodies**

The group will operate within the local authority guidelines. Confidential records kept on children about whom there is concern will be shared with the Social Services Department if it is felt that adequate explanations for the child's condition have not been provided, or if the Social Services Department requests access.

### **Support Families**

The group will do all in its power to build trusting and supportive relationships between families, staff and volunteers within the group.

Where abuse is suspected at home or elsewhere, the group will continue to welcome the child and family whilst investigations proceed.

Confidential records on a child will be shared with the child's parents.

The group believes the care and safety of the child are paramount and will do all in it can to support and work with the child's family.

### **Offer Training**

The group will ensure all staff and volunteers have knowledge of, and access to, Early Years Wales 'Safeguarding Children Guidelines'. Staff and volunteers will attend Safeguarding Children training sessions to enable them to recognise signs of abuse.

This **Safeguarding Children Policy and Procedure** was passed for use in Gresford Playgroup Ducks and Ducklings

On .....

By ..... Position .....

Date of planned review .....



## **Gresford Playgroup Ducks and Ducklings**

Registered Charity Number - 1180659

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### **SAFEGUARDING CHILDREN ALLEGATION POLICY**

**Allegations of abuse against a staff member or a volunteer.** The allegation should be taken seriously.

If the child is telling you what happened, listen to him/her but don't probe, question or lead the child. When a natural break occurs, inform the child that you must tell someone about this. (Confidentiality cannot be promised and the child will need to be questioned by further parties.)

**DO NOT:**

- discuss the situation with any other persons except the Person in Charge or Responsible Individual.
- examine the child or take photographs to verify any injuries - trained staff will do this
- promise confidentiality
- quiz, probe or question the child, as he/she will need to be questioned by trained staff
- interrupt the child if he/she is recalling significant events

**DO:**

- reassure the child that they are doing the right thing by disclosing this information
- inform the child that you will have to pass this information on to someone who will be able to help
- make a written recording of the discussion, using the child's own words verbatim
- record time, date, persons present, appearance etc.

As soon as possible after an allegation has been made, (no later than 24hrs) the Responsible Individual **MUST** inform the Social Services Department/The Police/The Family Protection Unit.

If the referral is made by phone, it should be backed by a written referral within 2 days.

Record the name and department of person contacted, and ask for advice to follow up the referral.

The various departments will then decide upon action to be taken, such as investigations and/or safeguarding children conference.

Employers **MUST NOT** decide which is a matter for disciplinary action and which is a matter for referral.

Employers **MUST** refer to Social Services department or the Police.

(These are the only agencies with the statutory powers to investigate allegations of abuse.)

The Social Services and/or the Police will consider whether immediate suspension of the member of staff is required in order to safeguard any children. If this is required they will contact and inform the Responsible Individual.

In all cases where abuse is alleged, the child's parents or carers would be informed at an early stage by Social Services of details of the allegations and procedures to be followed unless to do so may further endanger the child or compromise any investigation.

The allegation should not be discussed directly with staff, as the various agencies may need to question the staff member.

Any investigation will be carried out in accordance with Section 4.5.2 of the All Wales Safeguarding Children Procedures, a copy of which is available on request for staff, volunteers, parents and children.



**Gresford Playgroup Ducks and Ducklings**  
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This **Safeguarding Children Allegation Policy and Procedure** was passed for use in  
Gresford Playgroup Ducks and Ducklings

On .....

By ..... Position .....

Date of planned review .....



**Gresford Playgroup Ducks and Ducklings**  
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**CONFIDENTIALITY POLICY**

The group's work with children and families will sometimes bring contact with confidential information.

To ensure that all who use and work in the group can do so with confidence, confidentiality will be respected in the following ways: -

- parents/carers will have ready access to any files and records of their own children but will not have access to information about any other children
- staff should not discuss individual children, other than for purposes of curriculum planning/group management with anyone other than the parents/carers of that child *without their permission*
- information given by parents/carers to the Person in Charge/member of staff should not be passed to other adults without permission
- any anxieties/evidence relating to a child's personal safety should be kept in a confidential file and should not be shared within the group except with the staff
- issues to do with the employment of staff, whether paid or unpaid, should remain confidential to the people directly involved with making personnel decisions
- students on Early Years Wales recognised courses (observing or on placement in the group) should be advised of our confidentiality policy and required to accept it willingly
- the safety and well-being of the child will be of paramount importance

This **Confidentiality Policy and Procedure** was passed for use in Gresford Playgroup Ducks and Ducklings

On .....

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# **Gresford Playgroup Ducks and Ducklings**

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## **EQUAL OPPORTUNITIES POLICY**

As members of Early Years Wales we are fully committed to the active promotion of equality of opportunity for all children and families in the group.

Equal Opportunities does not mean treating everyone the same. This policy is intended to provide and maintain equality of opportunity for all children and parents/carers within the group and will reflect the needs of members and future members of the group by:

- advertising the group
- admissions
- employment
- parents'/carers' role in the group
- children in the group resources

### **Advertising the Group**

The group will ensure that everyone in the community has access to information about the group. Informing the local Health Visitor about the group so the information can be passed on to parents/carers will do this. Information posters will be displayed in the local doctors' surgeries and Post Office, library, shops etc, as well as our Facebook page, Website, local community magazine, All Saints' School website and banners around the village, in the language/s appropriate to the community, when possible.

### **Admissions**

The group will be open to every family in the community. The individual needs of each child and family wishing to join the group will be considered; a first come first served basis will not be adhered to rigidly. Children need not attend every session but if registered for the Childcare Offer, children need to attend all sessions applied for. The group will be flexible in providing sessions to suit the majority of parents/carers and children. The child's first language will be acknowledged, and the use of other languages will be encouraged, as appropriate.

### **Employment**

The group will appoint the best person for the job. Commitment to implementing the Group's Equal Opportunity Policy will form part of the job description for all workers.

Advertisements will be in the language/s appropriate to the community, when possible. Advertisements will be placed externally in the local paper and Job Centre, through the Family Information Service and on relevant websites as well as internally on the notice board.

The existence of an Equal Opportunity Policy will be highlighted. It will be ensured, at interview, that the candidate agrees with the policy and will do their best to uphold it, by treating every child and parent/carer as individuals.

Only questions relevant to the job will be asked. Each candidate will be asked broadly the same questions. A welcome and professional approach to interviews will be ensured.

All applicants will have copies of any relevant information.

Each candidate will be treated as an individual in compliance with current employment.



**Gresford Playgroup Ducks and Ducklings**  
Registered Charity Number - 1180659

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This **Equal Opportunities Policy and Procedure** was passed for use in Gresford Playgroup Ducks and Ducklings

On .....

By ..... Position .....

Date of planned review .....





**Gresford Playgroup Ducks and Ducklings**  
Registered Charity Number - 1180659

**COMPLAINTS PROCEDURE**

As a member of Early Years Wales, the group aims to enhance the development, care and education of pre-school children by encouraging parents to understand and provide for their needs through high quality pre-school groups.

**Group name: Gresford Playgroup Ducks and Ducklings**

The group offers a warm welcome to all children and families and by working in partnership with parents/carers provides a warm, caring environment, where all children can learn and develop as they play. Suggestions on how to improve the provision in the group are welcomed.

Parents/carers and children are entitled to expect courtesy and prompt attention to their concerns and issues.

**Making Concerns Known**

Any parent/carer who has concerns about any aspect of the group's provision should talk over any worries and anxieties with the group supervisor/play leader or a member of the committee.

If there is no satisfactory outcome within two weeks, or the problem recurs, the parent/carer should: -

- put the concerns or complaint in writing. Once the complaint has been logged we will endeavour to send a written response within seven working days. Should the matter take longer to investigate we will acknowledge your complaint and send you a letter detailing our full response as quickly as possible.
- request a meeting with the group's Person in Charge
- have a friend or partner present for both parent/carer and Person in Charge
- have a written record of the discussion made and agreed

Most problems should be resolved informally at this initial stage.

However, if the parent/carer is not satisfied that the problem has been sorted complaints about the service that you and your child receive at the Playgroup sessions should be addressed to the Care Inspectorate for Wales (CIW). Your local office is:

Government Buildings, Sarn Mynach, Llandudno Junction LL31 9RZ  
Tel. 0300 7900 126

Complaints should be made constructively and resolved at an early stage. In the best interests of the parents/carers, children and group, complaints will be taken seriously, and dealt with fairly and **confidentially**.

This **Complaints Policy and Procedure** was passed for use in Gresford Playgroup Ducks and Ducklings

On .....

By ..... Position .....

Date of planned review .....



# Gresford Playgroup Ducks and Ducklings

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## **SAFETY POLICY AND PRACTICE**

The safety of young children is of paramount importance. In order to ensure the safety of both children and adults the group will ensure that: -

- all children will be supervised by adults at all times and a form will be available at each session for the reporting of any accident/incident
- regular safety monitoring will include checking of the accident and incident forms
- all adults will be aware of the system(s) in operation for the arrival and departure of children, and an adult will be at the door during these periods
- children will only leave the group with authorised adults
- a safety check on premises indoors will be made every session/day
- if the main entrance has to be locked, a key will be close by at adult level
- adults will be aware of the effect of any plants, particularly in an outdoor area
- equipment/toys will conform to all relevant safety regulations and will be sound and well made
- equipment will be checked regularly and any dangerous items repaired/discarded
- rules of behaviour will be set for children, staff and helpers in relation to use of equipment
- the layout and space ratios will allow children and adults to move safely and freely between activities
- fire doors will not be obstructed
- rooms will be well lit and windows will be able to be shaded by blinds/curtains which are non-flammable
- all dangerous materials, including medicines and cleaning materials will be stored out of reach of children
- children will not have unsupervised access to kitchens, cookers or any cupboards storing hazardous materials, including matches
- adults will not walk with hot drinks, or place hot drinks within reach of children
- fire drills will be held at least twice a term
- a register of both adults and children will be completed as people arrive, so that a complete record is available in any emergency
- there will be no smoking on the premises
- a correctly stocked first aid box will be available at all times
- smoke detectors will be fitted and checked periodically
- whenever children are on the premises at least 1 adult: 4 children (aged 2) will be present (when children are 3 the ratio is 1 adult: 8 children)
- large equipment will be erected with care, and checked regularly
- activities such as energetic play, will receive close and constant supervision
- the adult: child ratio on outings will be at least one: two, unless the 'grab and go' rope is in use.
- equipment offered to children will be developmentally appropriate
- the premises will be checked before locking up at the end of a day/session
- appropriate safety arrangements will be made for children with Special Needs or learning difficulties
- safety arrangements will be reviewed periodically
- in the event of a power failure, the Person in Charge is to take advice from the Committee/Early Years Wales as to whether to close - if so parents/carers are to be contacted immediately
- parents are to park in designated bays, taking note of those spaces reserved for disabled drivers, and not block in other vehicles by causing obstruction
- all gates to be closed and locked at all times



**Gresford Playgroup Ducks and Ducklings**  
Registered Charity Number - 1180659

This **Safety Policy and Practice Procedure** was passed for use in Gresford Playgroup Ducks and Ducklings

On .....

By ..... Position .....

Date of planned review .....



## **Gresford Playgroup Ducks and Ducklings**

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### **HEALTH AND HYGIENE - POLICY AND PRACTICE**

The group will promote a healthy lifestyle and a high standard of hygiene during day-to-day work with children and adults. This will be achieved in the following areas:

- Food
- Outdoor play
- Illness
- Information sources
- Hygiene

#### **Food**

All snacks provided must be nutritious and attention paid to the children's particular dietary requirements. However, all children are encouraged to try different food and fruit or vegetables are always served at every snack. When cooking with children as an activity, adults will wear appropriate clean clothing and wash their hands before handling food. The food provided should be healthy and wholesome, promoting and extending the children's understanding of a healthy diet. All staff working towards WCBC Healthy School Award.

#### **Outdoor Play**

Children have the opportunity to play outdoors daily throughout the year, either in the group's own outside area or on outings.

#### **Illness**

- Parents/carers will be asked to keep their children at home if they have any infection, and to inform the group as to the nature of the infection so that the group can alert other parents/carers and make careful observations of any child who seems unwell.
- Information regarding exclusion periods for the more common diseases will be made available to parents/carers on the Notice Board.
- Parents/carers will be asked not to bring any child into the group who has been vomiting or had diarrhoea until at least forty-eight hours has elapsed since the last attack. This policy also applies to staff.
- If the children of staff are unwell, they will not accompany their parents to work in the group.
- Cuts or open sores, whether on adults or children, will be covered with sticking plaster or other dressing.
- If a child is on prescribed medication the following procedures should be followed:
  - a) the child's parents will, if possible, administer the medicine. All medication must be clearly labelled with the child's name, dosage and any instructions.
  - b) group staff may administer medication to children under their control. This may take the form of either an inhaler or liquid prescribed by the child's doctor, but only with the previous written consent of the child's parents/carers. All group staff will be trained to administer the medication.
  - c) all medications should be kept in a lockable cupboard or the fridge.
  - d) a medication book will be used to record the name of the child receiving medication, the times the medicine should be administered, and the date and time of when the medicine was administered. The person who administers each dose will sign the book,
- The group will ensure that the first aid equipment is kept clean, replenished and replaced as necessary. Sterile items should be kept sealed in packages until needed.



# Gresford Playgroup Ducks and Ducklings

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### Information Sources

- The group will maintain links with Health Visitors and gather health information and advice from the Local Health Authority Information Services and/or other health agencies.
- Parents/carers will have the opportunity to discuss health issues with the staff and have access to information available to the group

### Hygiene

To prevent the spread of all infection, adults in the group should ensure the following good practices are observed: -

#### **1. Personal Hygiene:**

- Hands washed after using the toilet, using liquid soap provided.
- Two members of staff to accompany children to the toilet at all times (Ducklings). Two children (Ducks) allowed to go to the toilet at a time. Children to ask staff if they can go to the toilet, so staff are aware of who and how many are visiting the toilet.
- Tissues will be available and children will be encouraged to blow and wipe their noses as necessary. Soiled tissues will be disposed of hygienically.
- 
- Children will be encouraged to shield their mouths when coughing.
- There will be a minimum of one toilet and one wash basin available per ten children.
- Paper towels will be available and disposed of appropriately when used.
- Hygiene rules related to bodily fluids will be followed with particular care, and all staff and volunteers will be aware of how infections, including HIV infection, are transmitted.
- If a child should soil their clothes, staff will treat the situation confidentially, replace the clothing required and inform the parent/carer upon collection.
- If staff have to change nappies, the parents are given a form to sign at the end of the session when their child is collected.

#### **2. Cleaning and Clearing:**

- Spills of blood, vomit or excrement will be wiped up and flushed down the toilet.
- Rubber gloves will always be used when cleaning up spills of body fluids.
- Floors and other affected surfaces will be disinfected with an appropriate product and diluted according to the manufacturer's instructions.
- Spare laundered pants, and other clothing, will be available in case of accidents. However, if parents would prefer children to wear their own clothing they can send spare (labelled) clothing.
- Polythene bags will be available in which to wrap soiled garments.

#### **3. Food:**

The group will observe current legislation regarding food hygiene, registration and training. In particular, each adult will:

- Always wash hands under warm running water before handling food, and after using the toilet.
- Ensure the kitchen area is free from contamination, e.g. rodents, flies, etc.
- Never cough or sneeze over food.
- Keep food covered and refrigerated.
- Keep perishable food/drink at appropriate temperature.
- Ensure waste is disposed of properly and out of reach of children.



## Gresford Playgroup Ducks and Ducklings

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- Keep a lid on the dustbin and wash hands after using it. However, bins in the settings are controlled by a foot pedal to avoid touching the lids unnecessarily.
  - Wash fresh fruits and vegetables thoroughly before use
  - Tea towels will be kept clean and washed between sessions.
  - All utensils will be kept clean and stored in a dust-free place, e.g. closed cupboards or drawers

#### 4. Pets:

- No domestic pets are kept permanently on site.
- If children handle visitor's pets, they are escorted to wash their hands with liquid soap and warm running water after any contact with the animals.

This **Health and Hygiene Policy and Procedure** was passed for use in Gresford Playgroup Ducks and Ducklings

On .....

By ..... Position .....

Date of planned review .....



# Gresford Playgroup Ducks and Ducklings

Registered Charity Number - 1180659

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## **FOOD AND DRINK POLICY**

### **AIM:**

To provide healthy and nutritious snacks in a positive eating environment, which meet best practice food and drink standards and guidelines. This will ensure that children attending our setting get the right balance of nutrients for growth and development, whilst developing good eating habits, social skills and learning about healthy food.

### **THE EATING ENVIRONMENT:**

- Carers will sit with the children when they eat and encourage good eating habits and table manners.
- Snack times will not be too close to meal times (approximately 10.15 am and 2.15 pm).
- Children will be given plenty of time to eat.
- Children will sit when eating or having a drink.
- Children will be encouraged to serve themselves where possible and try new foods.
- Food will link to activities taking place in the setting (where possible).
- Food will not be used as a reward.
- Withholding food will not be used as a form of punishment.
- On special occasions, such as birthdays, where a birthday cake is brought in from home, this should be boxed and sealed, and each child will have a portion sent home with them.

### **FOOD AND DRINKS:**

- All children will have suitable snacks available depending on their age, development and needs, using the recommended portion size for their age group.
- Snack menus will be planned in advance and include a good variety of suitable snacks and drinks, in line with best practice guidance.
- All snacks will include vegetables, salad or fruit.
- The only drinks offered will be milk and water.
- Fresh tap water will be freely available to children at all times.
- Children will be given drinks in a lidless cup.
- Ducks children to bring their own packed lunch.

### **FOOD SAFETY AND HYGIENE:**

- We are registered with the local authority as a food provider.
- Staff have the appropriate qualifications in food hygiene and safety.
- Food served is stored, prepared and served following regulated food safety and hygiene practices.
- All dietary requirements must be respected including personal, medical and religious.
- Attention will be given to hygiene, storage and waste disposal. Food Safety Act 1990 and Food Hygiene Amendments (Reg 1990). Advice will be sought from the Environmental Health Officer if needed.

### **COMMUNICATION WITH PARENTS:**

- This policy will be available to parents/carers and reviewed annually.
- Parents will be informed what and how well their child is eating.
- Parents of children on special diets will be asked to provide as much information as possible about suitable foods. In some cases, parents may be asked to provide food themselves.
- Parents will be given information about our approach on foods brought in from home.
- Parents are encouraged to offer snack suggestions and comment on the snack policy.



**Gresford Playgroup Ducks and Ducklings**  
Registered Charity Number - 1180659

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This **Food and Drink Policy and Procedure** was passed for use in Gresford Playgroup Ducks and Ducklings

On .....

By ..... Position .....

Date of planned review .....





**Gresford Playgroup Ducks and Ducklings**  
Registered Charity Number - 1180659

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**SUN PROTECTION POLICY**

During the hot summer months when the children go outside it is essential that we follow the correct procedures for the safety of the children in our care.

We ask the parents to provide us with sufficient sun cream, which must be labelled with the child's name. Parents must also sign a consent form giving the staff at Gresford Playgroup permission to apply the cream. The staff will ensure that the child's cream is applied before partaking in outdoor activities during the hot weather. Children are encouraged to apply their own sun cream but assistance will be offered where necessary.

Parents are also requested to supply their child with a named sun hat, which can be worn when the children are outside.

If a seated activity is planned to take place outside, the children will be seated in a shaded area where they are not directly exposed to the sun.

We will ensure that the children's fluid intake is increased and that water is readily available for them.

If parents have not given us written consent to apply sun cream, the child will not be able to go outside for long periods of time and Ducklings parents must be asked to supply a top with long sleeves and full length bottoms.

This **Sun Protection Policy and Procedure** was passed for use in Gresford Playgroup Ducks and Ducklings

On .....

By ..... Position .....

Date of planned review .....



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**OUTDOOR PLAY POLICY**

When the children go outside to play the following procedure will be followed:

- the area will be checked over by a member of staff to make sure that it is safe from all hazards
- any play equipment to be used will be checked for any damage or breakages
- the external gates must be locked
- children will be asked if they need the toilet before going outside
- appropriate clothing must be worn:
  - a) Gloves, hats, scarves and coats during the winter
  - b) Sun hats and sun cream during the summer
- staff to child ratios will be maintained at all times
- staff to be vigilant at all times
- no staff are to sit down unless they are actively involved in a children's activity at floor level
- outside activities must be planned in depth as the indoor activities and will follow Early Education guidelines
- at the end of the session, everything must be tidied away for the next session.

This **Outdoor Play Policy and Procedure** was passed for use in Gresford Playgroup Ducks and Ducklings

On .....

By ..... Position .....

Date of planned review .....



## **Gresford Playgroup Ducks and Ducklings**

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### **PHYSICAL ACTIVITY AND ACTIVE PLAY POLICY**

Children begin their active lives through play. This is important to their physical, cognitive and social development and is largely dictated by the opportunities that they are given at home, at pre-school settings and at school. Playing, whether it is indoors or outdoors contributes to agility, balance, creativity, social co-operation and concentration.

Public Health Wales identifies playing outdoors as one of the 10 Steps To A Healthy Weight for children aged two to five: *Give children and toddlers opportunities to play outdoors every day. Children who play outdoors every day are more likely to be a healthy weight.*

Guidelines in *Start Active, Stay Active* from the Chief Medical Officers (2011) on physical activity indicate that for children under the age of five years:

- Physical activity should be encouraged from birth, particularly through floor-based play and water-based activities in safe environments.
- Children of pre-school age who are capable of walking unaided should be physically active daily for at least 3 hours, spread throughout the day.
- All under fives should minimise the amount of time spent being sedentary (being restrained or sitting) for extended periods.

Active play is one of the easiest and most natural ways that children of any age can engage in the necessary levels of physical activity. When given the opportunity to play children are likely to be physically active by running, jumping, dancing, climbing, digging, lifting, pushing and pulling.

Gresford Playgroup Ducks and Ducklings will make a commitment to being a physically active early years setting, and adopt a holistic approach to the promotion of physical activity and we will work towards offering all children many opportunities to take part in a variety of play and physical activity.

We will:

- Promote positive attitudes towards participation in physical activity and play
- Increase children's knowledge and understanding of the importance of physical activity and play
- To help improve mental health and wellbeing
- To help develop social skills

#### **Aims and Objectives:**

Gresford Playgroup Ducks and Ducklings aims to promote the physical wellbeing of our children by implementing this policy in the following ways:



## **Gresford Playgroup Ducks and Ducklings**

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- To support the guidelines mentioned above. Part of a child's day in Playgroup will be unstructured, and will include active play which is freely chosen and child led.
  - A wide variety of activities and experiences will be offered which are stimulating, fun, enabling and safe, including: musical movement (ie action songs and nursery rhymes), dance (ie Busyfeet/Sticky Kids), bats, balls, hoops, bean bags, bikes, trikes and other ride on toys.
  - Our daily planning ensures that our children do not spend long periods of time being sedentary (sitting down). For example, we will ensure that snack time or story time is followed by a period of activity or active play. Screen time is limited and only used in connection with educational goals.
  - Children will be encouraged to play outside every day to explore the natural environment. This will help to ensure they have the opportunity to be exposed to sunlight, which helps their bodies to make vitamin D. Extreme weather conditions will be considered. Limited wet weather clothing is available for the children's, together with a few spare pairs of Wellington boots but it is preferable for parents/carers to provide the children's own.
  - We will ensure that information is provided to parents about their child's activities and will share information about how to maintain complementary support for physical activity and active play at home. We will share information on our website and Facebook page which is regularly updated with lots of information about keeping healthy and active.
  - We will use nearby facilities like the local park to offer opportunities to be active beyond the setting environment.
  - We will remind all our parents/carers that their children may get muddy and/or messy and would ask that children are sent in to Playgroup in appropriate play clothes.
  - Healthy growth and development will also depend upon the right balance of foods and sufficient water to drink. This policy links with our Food and Diet Policy to ensure mixed messages are avoided.
  - Staff will act as good role models for the children in their care. They will participate in physical activity/play during structured activity times, demonstrating that being active is fun for everyone.
  - Staff will use relevant vocabulary relating to movement to support your child's physical literacy development, including words like jump, hop, skip, climb, kick, catch, roll, bend, stretch.
  - All activities, equipment and outside play areas will be safe and accessible. Procedures are in place to ensure that the safety of everyone taking part is considered. Children are also encouraged to make their own risk assessments within a safe environment. All activities are inclusive and will be adapted, if necessary, to ensure all children are able to participate.
  - Restriction or withdrawal of physical activity time or play will not be used as a form of punishment and will be in line with our Behaviour Policy.

Through effective preparation, planning and assessing, we will provide regular opportunities for both structured and spontaneous active play throughout the day.

### **Community Links and Training**

Gresford Playgroup Ducks and Ducklings will link with the Healthy and Sustainable Pre School Scheme Co-ordinator for Wrexham County Borough Council in order to seek continued



## **Gresford Playgroup Ducks and Ducklings**

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professional development for staff via training and workshops. We will also seek support from a variety of other services and partners such as Early Years Wales, NDNA, Family Information Service and Early Education who will inform us of developments and training opportunities that will support implementation.

We will encourage (where possible) children, staff and parents/carers to walk or cycle to Playgroup.

All staff will be responsible for the physical and active play agenda. The policy will be disseminated through staff meetings.

This **Physical Activity and Active Play Policy and Procedure** was passed for use in Gresford Playgroup Ducks and Ducklings

On .....

By ..... Position .....

Date of planned review .....



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**OPERATIONAL PROCEDURE FOR**  
**SAFE CONDUCT ON OUTINGS**

- A risk assessment is carried out before an outing takes place
- Parents always sign consent forms before major outings
- Our adult to child ratio is high, usually one adult to two children
- Parents and carers are welcome to come with their children, particularly on large outings
- The children are appropriately supervised to ensure no child gets lost and that there is no unauthorised access to children
- Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover
- If the outing requires coach travel, we will only use a reputable coach company and check to ensure they have seat belts and drivers have current DBS check
- Where possible, the venue will be checked by a member of staff prior to the outing to check that it is suitable for groups of children and children with special needs
- If food and drink is offered during the outing, a check is made for allergies and other dietary requirements
- A first aid kit will be carried on all outings, and any information on special health requirements of children
- The Playgroup's mobile telephone will be carried on all outings, as well as the staff's phones for back-up in case of emergency
- A list of contact numbers for parents and staff will be taken
- Spare clothes will be carried on the outing

This **Safe Conduct on Outings Policy and Procedure** was passed for use in Gresford Playgroup Ducks and Ducklings

On .....

By ..... Position .....

Date of planned review .....



**Gresford Playgroup Ducks and Ducklings**  
Registered Charity Number - 1180659

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**POLICY WHEN CHILD IS NOT COLLECTED OR**  
**WHEN A CHILD GOES MISSING**

To be completed by the Person in Charge.

**Name of registered group:** Gresford Playgroup Ducks and Ducklings

**Address:** The Cedar Rooms, All Saints' School, Gresford, Wrexham LL12 8RW

**Tel no:**0753 981 9247/07523 398 880

The following child was not collected/The following child went missing (delete as appropriate)

Name of child: .....

Male: ..... Female: .....

Address: .....

.....

Tel. No.: .....

Name of Guardian: .....

**FOR CHILD NOT COLLECTED:**

Date and time child should have been collected: .....

Name of person who should have collected child: .....

This person was (a) Parent/Carer ..... (b) Guardian .....  
or

(c) Emergency contact .....

Parents contacted (date and time): .....

Duty Social Worker informed (date and time):  
.....

What happened next: .....

Signed by Person in Charge: ..... Date: .....

Name: ..... Position: .....



**Gresford Playgroup Ducks and Ducklings**  
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**FOR CHILD GONE MISSING:**

Date: ..... Time: .....

Location: .....

Who was responsible for caring for the child at the time he/she disappeared:

.....

What the child was wearing: .....

Any distinguishing features: .....

Circumstances surrounding the disappearance .....

.....

.....

.....

Parents contacted (date and time): .....

Signed by person in charge: ..... Date: .....

Name: ..... Position: .....





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**PROCEDURE IF A CHILD IS NOT COLLECTED**

If a child is not collected from a session by either a parent or designated person, every effort will be made by staff to contact that person as soon as possible.

If this person cannot be contacted then staff will contact the 'Emergency Person' in the order that they appear on the registration form.

If all attempts to contact a parent/carer, designated person or emergency contact fail and the child has not been collected after half an hour then the staff should inform the local authority duty social worker of the situation without delay, as well as our own Responsible Individual.

The advice of the duty social worker should then be followed.

He/she should then decide what happens next, and whether it is necessary to contact the Police to help trace the parent/carer of the child.

If the parents/carer or other designated person cannot be found to collect the child, the duty social worker can arrange for the child to be placed with foster parents temporarily until the situation is resolved.

This **Child is Not Collected Policy and Procedure** was passed for use in Gresford Playgroup Ducks and Ducklings

On .....

By ..... Position .....

Date of planned review .....



**Gresford Playgroup Ducks and Ducklings**  
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**PROCEDURE IF A CHILD GOES MISSING**

In the unlikely event of a child going missing from the registered provision an immediate search of the playroom, storeroom, kitchen area, toilets and outside areas should be taken.

If the child is not found during these searches then parents/carers should be contacted immediately.

The Police should then be contacted and their advice acted upon.  
The CIW should then be contacted and informed.

If the child is lost on an outing, a member of staff will make a search of the immediate area. If the child is not found the Police will be contacted immediately and staff of the venue/organisation notified.

It is important that staff make a note of the circumstances surrounding the disappearance in order to help the Police as much as possible with their investigations.

The advice of the Police with regards to informing parents/carers and what steps to take should be followed.

As soon as possible staff must complete the 'Incident Form'. This can be referenced should a full incident report be required.

Staff must ensure that the Playgroup mobile is charged and has sufficient credit to last for the duration of a session or outing.

The phone will be switched on during this time and on outings carried by a member of staff at all times.

This **Child Goes Missing Policy and Procedure** was passed for use in Gresford Playgroup Ducks and Ducklings

On .....

By ..... Position .....

Date of planned review .....



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**EMERGENCY MEDICATION POLICY**

If a child becomes unwell as a result of illness or accident whilst in the care of the Playgroup during session time or on an authorised outing, every effort will be made to inform the child's parent/carer.

Every parent/carer will be asked to sign a parental permission form for emergency medical treatment.

If a child requires medical treatment in an emergency and staff are unable to contact parents/carers they will refer to the form and follow the procedure as specified by the child's parent/carer.

This **Emergency Medication Policy and Procedure** was passed for use in Gresford Playgroup Ducks and Ducklings

On .....

By ..... Position .....

Date of planned review .....



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**NAPPY CHANGING POLICY**

We accept children who are still being toilet trained and are happy to work with parents/carers to aid in the progress/continuity of toilet training to aid with this progress. We request that, if appropriate, children attend in either knickers/underpants or pull-up nappies.

The following procedures are in place to limit the spread of infection:

- Toilet facilities meet the regulatory requirements and trainer seats for toilets and nappy changing facilities are available as needed.
- Parents are required to send in spare nappies/knickers/underpants as appropriate.
- Staff wear disposable aprons and gloves, which are then disposed of appropriately, when changing children and/or cleaning spills and body fluids.
- Soiled nappies are double bagged and disposed of safely. If we have had to change any child, then a form is given to parents to sign at the end of the session when they come to collect their child.
- Changing mats are cleaned and dried immediately after use.
- Hands are washed after using the toilet and before handling food.
- Individual hand drying facilities are provided in the form of paper towels and these are disposed of appropriately.
- Anti-bacterial gel is readily available for staff and children.
- Any spillage of blood, vomit or excrement is wiped up and flushed down the toilet and the surface disinfected.
- Spare clothing is available in case of accidents. Plastic bags are available in which to wrap soiled garments as necessary.

This **Nappy Changing Policy and Procedure** was passed for use in Gresford Playgroup Ducks and Ducklings

On .....

By ..... Position .....

Date of planned review .....



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**SICK CHILDREN POLICY**

- Parents/carers will be asked to keep their children at home if they have any infection and to inform the group as to the nature of the infection, so that the group can alert parents/carers and to make careful observations of any child who seems unwell
- Information regarding exclusion periods for the more common disease will be made available to parents/carers on the notice board
- Parents/carers will be asked not to bring any child into the group, who has been vomiting or had diarrhoea until at least 48 hours has elapsed since the last attack
- If a child become unwell in Playgroup Ducklings, the Person in Charge will contact the parent /carer
- If a child is well enough to attend Playgroup but needs medication during the session, and parents are unable to attend and medicate the child themselves, parents will be asked to complete and return a Medication Form. This gives specific information regarding the medication to be administered and the dosage required. Please also refer to Medication and Asthma Policy and Procedure.
- Any child attending Playgroup with a broken limb must be agreed beforehand with the staff. This is to ensure the safety and wellbeing of your child. Please provide specific care details in writing to the staff.

This **Sick Children Policy and Procedure** was passed for use in Gresford Playgroup Ducks and Ducklings

On .....

By ..... Position .....

Date of planned review .....



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**MEDICATION FORM**

I authorise the Person in charge to administer the medication detailed below to my child:

<b>Name of child:</b>	
<b>Name of medication:</b>	
<b>Dosage to be given:</b>	
<b>Frequency/Time:</b>	
<b>Time of last dose at home:</b>	
<b>Reason for medication:</b>	
<b>Side effects:</b>	
<b>Parent/Carer signature:</b>	
<b>Date:</b>	

<b>The above medication was given/administered:</b>					
	<b>Date</b>	<b>Time</b>	<b>Dose</b>	<b>Administered by</b>	<b>Parent's/ Carer's Signature</b>
<b>1</b>					
<b>2</b>					
<b>3</b>					
<b>4</b>					
<b>5</b>					
<b>6</b>					
<b>7</b>					
<b>8</b>					



## **Gresford Playgroup Ducks and Ducklings**

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### **MEDICATION AND ASTHMA POLICY AND PROCEDURE**

**Gresford Playgroup Ducks and Ducklings do not accept children who are unwell at the time of arrival at the provision.**

**It is the policy of Gresford Playgroup to support any child who becomes unwell during their time in our care; and to welcome children who require prescribed medication to be administered to maintain their wellbeing while attending this provision, in line with the equality and inclusion policy.**

**We do this by operating the following procedure:**

- In the event of a child becoming unwell, their needs are assessed and met as far as practicable, and the health care policy is implemented.
- Parents/carers complete the contract and registration form at admission and provide information about any changes to their child's health needs as soon as is practicable.
- Medication is administered only if it is prescribed by the child's doctor.
- Parents/carers written permission is obtained before any medication is administered.
- Written information relating to the child's individual medication is given to the provision including any possible side effects of the medication.
- Gresford Playgroup checks that any medication given conforms to the provision's insurance policy requirements.
- All adults in Gresford Playgroup know who is responsible for administering medication at any time.
- In circumstances where technical or medical knowledge is required for specific medication to be administered to a child Gresford Playgroup may arrange for a nominated person to be trained by a qualified health professional, prior to the admission of the child, and update the training as needed.
- Medicines are stored in their original container, with the original label intact and clearly displayed.
- Medicines are stored at the correct temperature, temperatures checked, and records kept.
- Medicines are returned to parents/carers after the prescribed period of treatment.
- All medication is inaccessible to children at all times and kept in a locked cabinet/fridge (immediate access is enabled as necessary).
- Medication that is found to be out-of-date is not administered.
- Written information about when the medication was last administered is obtained from the parent/carer.
- Medication is administered to a child only by a delegated and trained adult.
- The time and dosage of medicine given is recorded and witnessed by another designated adult/member of staff in the provision.
- The parent/carer is required to sign the record of administration of medication on the same day when they collect the child.



## **Gresford Playgroup Ducks and Ducklings**

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- Records relating to medication administered are kept in line with Gresford Playgroup's confidentiality policy and retained in line with regulatory and insurance company requirements.

### **Asthma policy and procedure**

**Asthma** is a long-term condition that can cause a cough, wheezing and breathlessness. The severity of the symptoms varies from person to person. Asthma can be controlled well in most people most of the time. In the UK, 5.4 million people are currently receiving treatment for asthma. That is 1 in every 12 adults and 1 in every 11 children.

Asthma is caused by inflammation of the airways. This makes it difficult to breathe and causes wheezing and coughing. It may also make the chest feel tight.

(<http://www.nhs.uk/conditions/asthma/Pages/Introduction.aspx>)

**It is the policy of Gresford Playgroup to promote an effective partnership between all concerned to promote the safety, welfare and best interests of any child with asthma in our care.**

#### **We do this by:**

- Encouraging and supporting children with asthma to participate fully in activities.
- Ensuring children have immediate access to their reliever inhalers.
- Providing guidance for staff on what to do if a child has an asthma attack and ensuring the child's welfare in the event of an emergency. This includes:
  - Access to appropriate asthma training for staff as needed.
  - Key workers/staff recognising when a child's asthma symptoms worsen.
- Ensuring that parents/carers of children who develop asthma after they have started at Gresford Playgroup are informed about this policy and given a copy.

**When a child with asthma attends the setting, we discuss their needs with their parents/carers.**

#### **This includes:**

- Discussing the level or degree of the child's condition.
- Establishing how we can recognise when symptoms get worse – any triggers that the child is known to be sensitive to.
- Ensuring the child has immediate access to their reliever inhaler as prescribed, keeping it in an easily accessible place and making sure all relevant people - especially the child - know where to find it.





## Gresford Playgroup Ducks and Ducklings

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- Ensuring that written records are kept clearly detailing information of what medicine is to be taken, when and how often.
  - Informing parents/carers that:
    - The inhaler must be prescribed for the child, labelled clearly with their full name.
    - It must not have passed its expiry date.
    - A record is kept each time a child takes their inhaler.
    - Medication left in the setting must be checked regularly and parents informed if and when replacements are needed.
  - Asking parents/carers to bring a spare inhaler to be kept at our provision in case of an emergency.
  - Keeping and using emergency contact details for next of kin but in the case of an emergency dial 999 (in line with our registration form).
  - Making sure the person collecting the child is informed if the child has had to take their medicines and to sign the form (in line with our medication policy).
  - Making sure that inhalers are always taken on our trips (in line with our outings policy).
  - Parents/carers are also referred to our admissions and equality and inclusion policies and procedures.

This **Medication and Asthma Policy and Procedure** was passed for use in Gresford Playgroup Ducks and Ducklings

On .....

By ..... Position .....

Date of planned review .....



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**ACCIDENT PROCEDURE**

**MAJOR ACCIDENT**

If a major accident occurs the procedure is as follows:

*At all times the staff must wear protective gloves.*

1. If able to be moved the child is taken to a quiet area and the Person in Charge notified.
2. The situation is assessed to decide whether the child needs to go immediately to hospital or whether the child can wait for a parent/carer to come.
  - If a child needs to go straight to hospital an ambulance is called. Then the parent/carer is called and arrangements made to meet the parent/carer at hospital. A member of staff will accompany the child to the hospital, but will not sign for any treatment to be carried out.
  - If the child can wait for the parent/carer to come, then the parent/carer will be contacted and the child made as comfortable as possible. A member of staff will stay with them until the main parent/carer arrives.
3. A report of the accident will then be recorded in the accident book, which is available for the parent to read and sign next time they are in the building.

**MINOR ACCIDENT**

If a minor accident occurs the procedure is as follows:

*At all times staff must wear protective gloves.*

1. The child is taken to a quiet area.
2. The injury is assessed by a First Aider
3. The injury is treated.
4. The child is then resettled back into group activities and observed.
5. The incident is recorded in the accident book which is put near the door for the parent to read and sign on collection (Ducklings). For Ducks children, a form will also be completed and a copy placed in the child's reading folder/lunch box to notify the parent/carer.

<p>This <b>Accident Policy and Procedure</b> was passed for use in Gresford Playgroup Ducks and Ducklings</p> <p>On .....</p> <p>By ..... Position .....</p> <p>Date of planned review .....</p>
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**ACCIDENT FORM**

Name of Child:

Date and time of accident:

Nature of accident:

Nature of injury (if applicable):

Treatment given:

Name of person who dealt with accident:

Name(s) of witness (es):

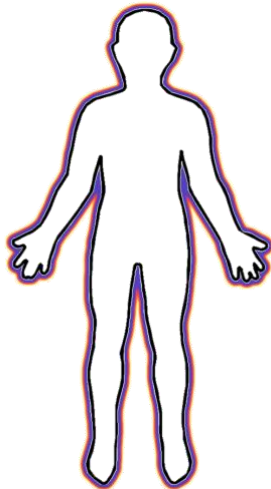
Supervisor's Name:

Supervisor's signature:

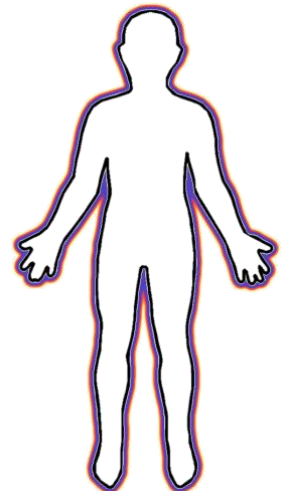
Parent's name:

Parent's signature:

FRONT



BACK





**Gresford Playgroup Ducks and Ducklings**  
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**INCIDENT FORM**

<b>Name of child</b>	
<b>Date and time of incident</b>	
<b>Nature of incident</b>	
<b>Nature of injury (if applicable)</b>	
<b>Treatment given or action taken</b>	
<b>Name of person who dealt with incident</b>	
<b>Name(s) of witness(es)</b>	
<b>Supervisor's name</b>	
<b>Supervisor's signature</b>	
<b>Parent's name</b>	
<b>Parent's signature</b>	



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**FIRE SAFETY POLICY**

- fire doors are clearly marked, never obstructed and easily opened from inside
- firefighting appliances and blankets conform to BSEN standards, are fitted in appropriate high risk areas of the building and are checked regularly by an outside agency (records kept in school)

Our emergency evacuation procedures are approved by the Fire Safety Officer and are

- clearly displayed in the premises;
- explained to new members of staff, volunteers and parents; and
- practised regularly at least once every six weeks
- records are kept of fire drills and the servicing of fire safety equipment
- first aid and medication
- at least one member of staff with current first aid training is on the premises or on an outing at any one time. The first aid qualification includes first aid training for infants and young children.

**FIRE EVACUATION PROCEDURE**

- On discovering a fire/or the fire alarm sounding, evacuate the building from the nearest fire door:
  - Front door – and assemble in the All Saints’ school yard.
  - Fire exits from the Cedar Rooms – and assemble at the bottom of the infant yard.
- On evacuating the building, act calmly and quietly to avoid alarming/scaring the children. Do not rush the children which may result in accidents; provide reassurance and take care
- The Person in charge must take the register, the contact details and the mobile phone with them
- Once children are in the assembly points the Person in charge must take a quick register to ensure that all the children and staff are together in the safe point
- The Person in charge will telephone the fire brigade if necessary
- Do not re-enter the building until informed it is safe to do so by the Person in charge or Fire Brigade
- Only tackle small fires yourself using the appropriate fire appliances and where there is no risk to yourself

This **Fire Safety and Evacuation Policy and Procedure** was passed for use in Gresford Playgroup Ducks and Ducklings

On .....

By ..... Position .....

Date of planned review .....



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**EMERGENCY PLAN**

On some occasions it may be necessary to close Gresford Playgroup at short notice. These occasions are very rare.

Situations where this may arise include, but are not limited to:

- Power cuts
- Staff sickness
- Damage to the Cedar Rooms
- Severe weather conditions
- Infectious/contagious disease outbreak e.g. flu, Covid-19

**Before 8.50 am**

If it is necessary to close Gresford Playgroup before 8.50 am, parents will be informed on arrival and given clear instructions regarding the closure and when we will reopen. If All Saints’ School is closed, Playgroup will also be closed. There will be an announcement on local radio as well as a post on our Facebook page.

**After the start of the session**

Parents will be contacted and asked to collect their child as soon as possible.

Each situation will be assessed as necessary regarding the refund of fees.

This **Emergency Plan Policy and Procedure** was passed for use in Gresford Playgroup Ducks and Ducklings

On .....

By ..... Position .....

Date of planned review .....



# Gresford Playgroup Ducks and Ducklings

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## RISK ASSESSMENT

**(Please see also Relevant Policies and Procedures within this Document)**

Identified Hazards	Who May be Harmed and how?	Safety Measures in Place	Any Further Action	Actioned by Whom and When.
Lack of confidentiality	Children, staff, Parents : If any issues arise that need private discussion.	<ul style="list-style-type: none"> <li>➤ Discussions take place in or outside the Cedar Rooms, as appropriate, with the relevant parties present.</li> <li>➤ (Currently discussions are outside due to Covid).</li> </ul>	Dependant on subject matter.	Staff and/or committee members when required and appropriate
Handling soil, vegetation, etc.	Children, staff : should any inappropriate item be accidentally ingested.	<ul style="list-style-type: none"> <li>➤ Children briefed on specific hazards and supervised to ensure they follow safety procedure.</li> <li>➤ Hands washed immediately after activity finished.</li> </ul>	Children supervised to ensure they do not ingest any item voluntarily.	Staff, as necessary.
Child separated from group	Children: should a child accidentally become separated or lost on an external activity.	<ul style="list-style-type: none"> <li>➤ Regular head counts carried out.</li> <li>➤ Effective supervision at all times.</li> <li>➤ Adult:child ratio adhered to at all times.</li> </ul>	Staff already trained in this area. If any additional adult helpers, they are to be fully briefed.	Staff and other appropriate adults, as necessary.
Weather extremes - Wind, cold, sun or heat related conditions and injuries.	Children : injuries caused by slipping, falling, sun-burn etc.	<ul style="list-style-type: none"> <li>➤ Appropriate clothing and footwear for children and adults.</li> <li>➤ Conditions of individuals monitored.</li> <li>➤ Weather conditions taken into account when planning any activity.</li> <li>➤ Avoid exposed woodland/trees during damaging winds.</li> <li>➤ See sun protection policy - page 46</li> </ul>		Staff, as necessary.
Accidents and Emergencies	Children, Staff, parents.	<ul style="list-style-type: none"> <li>➤ Appropriate first aid cover (kit &amp; first aider) provided for activity and venue.</li> <li>➤ Method of summoning help available - mobile phone with staff at all times.</li> <li>➤ Separate outings risk assessments in place.</li> </ul>	First aid kit checked regularly to ensure complete and in date. Staff attend first aid refresher courses when required.	Staff, as necessary.
Defective Toys.	Children, Staff : injury may be caused.	<ul style="list-style-type: none"> <li>➤ Toys are checked when put out and put away.</li> <li>➤ Defective toys are removed and either repaired or disposed of.</li> </ul>	New toys are purchased to replace broken.	Staff, as necessary.
Slips, Trips and Falls	Children, staff, Parents : Fractures or bruising if they slip. E.g. on spillages or trip over hazards.	<ul style="list-style-type: none"> <li>➤ Staff clean up spillages immediately.</li> <li>➤ Mats at entrance to stop rain water being carried in.</li> <li>➤ No trailing electrical leads/cables</li> <li>➤ Walkways kept clear of unnecessary items.</li> <li>➤ At the end of the session, children walked individually down the steps from the building..</li> </ul>	Surfaces inspected regularly and repaired as necessary	Staff on a daily basis and by suitably qualified persons as required.



## Gresford Playgroup Ducks and Ducklings

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Identified Hazards	Who May be Harmed and how?	Safety Measures in Place	Any Further Action	Actioned by Whom and When.
Contact with hot surfaces, E.g. cooker, or hot water radiator	Children, Staff : scalds and burns.	<ul style="list-style-type: none"> <li>➤ Children are prevented from accessing the kitchen area</li> <li>➤ Thermostatic mixing valves are fitted to all hot water taps.</li> <li>➤ Covers are fitted on radiators.</li> </ul>	Thermostatic valves checked regularly by suitably qualified person. Ensure saucepan handles are placed safely on cooker when in use.	Staff, as necessary, and by suitably qualified persons.
Electricity	Children, Staff : Electric shock or burns,	<ul style="list-style-type: none"> <li>➤ Fixed installations correctly installed by qualified electrician and inspected regularly.</li> <li>➤ All repairs carried out by a qualified electrician.</li> <li>➤ Safety plug in all sockets</li> <li>➤ Portable equipment considered unsafe is taken out of use and removed.</li> </ul>	Staff already trained in emergency procedures and first aid.  Staff are aware of location of fuse box and able to switch off supply in an emergency.	Staff, as necessary.
Manual Handling	Staff : back or other injury if they move/lift children, or heavy equipment.	<ul style="list-style-type: none"> <li>➤ Avoid lifting and handling where appropriate by use of correct lifting/handling techniques.</li> <li>➤ aids (e.g. Trolleys)</li> <li>➤ Reduce the carrying distance.</li> <li>➤ Store heavy/awkward items at waist height in an area where children cannot gain access.</li> </ul>	Staff already trained on proper lifting and handling techniques.	Staff, as necessary.
Defective Equipment	Children, staff :injury may be caused.	<ul style="list-style-type: none"> <li>➤ Equipment is checked before use for defects and visual faults</li> <li>➤ Defective equipment is removed and either repaired by suitably qualified person or disposed of.</li> </ul>	New toys are purchased to replace broken.	Staff as necessary.
Collection of children	Children.	<ul style="list-style-type: none"> <li>➤ Children are only to be released to individuals known to the Playgroup staff.</li> </ul>		Staff, on a daily basis.
Fire.	Children, Staff, Visitors.	<ul style="list-style-type: none"> <li>➤ All exits are clear of toys and are unobstructed at all times.</li> <li>➤ A fire drill with the children is carried out half - termly.</li> <li>➤ Please see Fire Safety and Evacuation Policy – page 66</li> </ul>	Staff check the fire exits periodically to ensure it is working and to ensure unobstructed.	Staff and other appropriate adults, as necessary.
Spread of Infectious Diseases.	Children, Staff, Visitors : Sickness	<ul style="list-style-type: none"> <li>➤ Children are taught good toilet hygiene.</li> <li>➤ Children are taken to the toilet to ensure hands are washed.</li> </ul>	Staff undertake relevant courses Staff ensure they are up-to-date on latest Government	Staff on a daily basis and as necessary.





## Gresford Playgroup Ducks and Ducklings

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Identified Hazards	Who May be Harmed and how?	Safety Measures in Place	Any Further Action	Actioned by Whom and When.
		<ul style="list-style-type: none"> <li>➤ Hands are also washed before snacks and lunch, and after certain activities.</li> <li>➤ Please also see pages 41-43 : Health &amp; Hygiene Policy.</li> <li>➤ Separate Risk Assessments and Policies relating to Covid-19 – pages 90-100.</li> </ul>	advice with regard to Covid-19..	Staff on a daily basis and as necessary.
Outdoor Play	Children : Tripping, falling, slipping, etc.	<ul style="list-style-type: none"> <li>➤ The outdoor play area is checked for litter or other problems before the children are allowed in this area.</li> <li>➤ Children supervised at all times.</li> <li>➤ Please see page 47: Outdoor Play Policy.</li> </ul>	First aid kit checked regularly to ensure complete and in date. Staff attend first aid refresher courses when required.	Staff, as necessary.
Premises, Fixtures and Fittings	Children, Staff, Visitors	<ul style="list-style-type: none"> <li>➤ Defects are reported to the committee and to the school as necessary.</li> </ul>	Defects rectified as soon as possible.	Staff and suitably qualified persons, as necessary.

These **Risk Assessments** were passed for use in Gresford Playgroup Ducks and Ducklings

On .....

By ..... Position .....

Date of planned review .....



# **Gresford Playgroup Ducks and Ducklings**

Registered Charity Number - 1180659

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## **SPECIAL NEEDS POLICY**

The group will have regard to the Department for Education Code of Practice amended 2018 on the Identification, Assessment and Education of children with Special Educational Needs. It aims to provide a welcome with appropriate learning opportunities for all children (and adults). The group will cooperate with, and seek the advice and support of, the Referral Scheme, where available, and all relevant agencies whilst respecting the rights of children and their families at all times.

Children with special needs, like all other children, should be admitted after full consultation between parents/carers, group staff, Referral Scheme Coordinator and any other relevant agency workers involved.

Records of the child's progress will be maintained and reviewed regularly. Parental permission will be obtained before records are released on admission to any agency.

The group will request additional assistance via the Referral Scheme for one-to-one help where assistance is necessary

Full cooperation will be given to all appropriate agencies, i.e. therapists, social workers, health visitors, medical staff, psychologists, portage workers etc., in order to meet the specific needs of each child.

Group staff, whenever possible, will attend appropriate special needs training provided by Early Years Wales and other agencies.

Staff, helpers, parents/carers and visitors who have special needs will be welcomed and supported by the group, in keeping with the Equal Opportunities Policy, with the needs of the children being of paramount importance at all times.

### **Written Statement About Special Needs**

Playgroup will welcome all children including children with special needs including educational needs and disabilities.

Where staff have concerns about a child, whether it be special educational needs and/or disabilities, they will discuss these requirements with the parents/carers of that child and consider how these needs can be met.

Playgroup will always ensure that the child's privacy is maintained and every case will be treated individually and confidentially.

Staff will ensure, where possible, that children with special needs have access to facilities, activities and the same play opportunities as their peers or will be adapted as necessary.

As stated within our Health and Safety Policy the session and its surroundings will be checked daily but in the case of admitting a child with Special Needs the area will be assessed by experienced bodies.



**Gresford Playgroup Ducks and Ducklings**  
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This **Special Needs Policy and Procedure** was passed for use in Gresford Playgroup Ducks and Ducklings

On .....

By ..... Position .....

Date of planned review .....



**Gresford Playgroup Ducks and Ducklings**  
Registered Charity Number - 1180659

**SELECTING EQUIPMENT/TOYS - POLICY AND PRACTICE**

It is the policy of Gresford Playgroup Ducks and Ducklings to arrange the premises and use resources and equipment so that the needs of children in our care are met. Children are provided with opportunities to develop their skills and learn through play and activities that support their natural curiosity and encourage independence in a safe environment.

We do this by:

- arranging rooms and spaces to facilitate ease of movement
- obtaining furniture, fixtures and fittings that are good quality, child size where appropriate, enabling children to achieve their own levels of independence
- arranging equipment indoors and outside that is accessible to children who can select their own resources
- be well laid out and well presented
- offer a variety and self-selection, providing sufficient equipment and resources to offer a range for children’s full participation, meeting their needs as individuals and part of a group
- offer challenges to developing physical, social, personal and intellectual skills at their own pace
- offering opportunities that stimulate natural curiosity within a safe environment
- feature positive images of people, both male and female, from a range of ethnic and cultural groups, with and without disabilities
- include a range of raw materials which can be used in a variety of ways and encourage an open-ended approach to creativity and problem solving
- enable children, with adult support, to develop individual potential and move towards required learning outcomes
- be adapted as necessary to enable the participating of children with special needs
- supervisors approach the committee for the purchase of toys/equipment, if agreed either for committee or staff to purchase accordingly, maintaining and implementing an effective written risk assessment of equipment, resources and activities.

This **Selecting Equipment/Toys Policy and Procedure** was passed for use in Gresford Playgroup Ducks and Ducklings

On .....

By ..... Position .....

Date of planned review .....



# Gresford Playgroup Ducks and Ducklings

Registered Charity Number - 1180659

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## ENVIRONMENT POLICY

Gresford Playgroup Ducks and Ducklings are committed to ensuring that we take care of the environment and that the children are taught to appreciate and value the world in which we live.

### **Appreciating Living Things**

- Children are given the opportunity to sow seeds and care for flowers and plants
- Children are encouraged to talk about their pets and how to care for them
- We undertake activities that reinforce the importance of caring for living things

### **Local Community**

- Children are taught the importance of looking after our environment
- Children are encouraged not to drop litter and to use the bins provided
- Children are encouraged to join in at tidy up time and to keep the environment clean and tidy
- We maintain close links with the local community
- Members of the local community are actively encouraged to visit us and talk to the children
- Children are encouraged to respect their local environment

### **Wider Community**

- We carefully choose our topics to ensure that the children are introduced to the wider community
- Children are encouraged to ask questions and display a sense of curiosity
- We ensure that we always positively reflect equal opportunities

### **Recycling**

- Children are taught about the importance of recycling
- We will discuss local recycling and encourage the children to recycle as much waste as possible in our groups and at home

All adults at Gresford Playgroup Ducks and Ducklings will ensure that they act as positive role models in relation to all of the above.

This **Environment Policy and Procedure** was passed for use in Gresford Playgroup Ducks and Ducklings

On .....

By ..... Position .....

Date of planned review .....



**Gresford Playgroup Ducks and Ducklings**  
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**RESERVES POLICY**

Gresford Playgroup Ducks and Ducklings are committed to ensuring that we have a Reserve Bank Account open that is there, not for the everyday running of the Playgroup but as a back-up in case of emergency.

The account will be overseen by the Treasurer and for the Trustees to agree on the amount held in this account and times when money from the General Account can be transferred across or at times if the Reserve Account needs to be accessed to cover unexpected or emergency costs.

The Trustees will also be updated regularly, and certainly at every Trustee meeting, by the Treasurer on account balances so that relevant decisions can be made and acted upon.

It is also the intention of Gresford Playgroup Ducks and Ducklings Trustees to work towards increasing the amount in the Reserves Account on an annual basis which will be done through fund-raising events throughout the year.

This **Reserves Policy and Procedure** was passed for use in Gresford Playgroup Ducks and Ducklings

On .....

By ..... Position .....

Date of planned review .....



**Gresford Playgroup Ducks and Ducklings**  
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**STAFF RECRUITMENT & EMPLOYMENT POLICY**

**It is the policy of Gresford Playgroup Ducks and Ducklings to recognise the valuable contribution that well qualified and experienced staff make to the experience of children in our care.**

**We do this by:**

- Recruiting staff in an open and inclusive manner that covers advertising, short listing, interviews (including the content of interview questions), interviewer training and interview feedback.
- Recruiting staff based on qualifications, skills and experience that best meet the needs of children in our care.
- Implementing rigorous vetting procedures in line with CIW requirements at recruitment.
- Meeting relevant legislative requirements (CIW, Health and Safety, CDPT, Equality and Inclusion, and so on).
- Operating a clear and accountable induction period that includes health and safety and child protection policies and procedures in the first week of employment.
- Operating a clear and accountable period of probation for each recruit.
- Operating a clear and accountable staff discipline procedure.
- Expecting staff to undertake continuous professional development and training.
- Maintaining individual staff files.
- Operating regular and recorded appraisal meetings between staff and their line managers.
- Operating a whistle blowing policy and procedure.
- Operating a staff code of conduct.

**Advice and information sheets can be found at Wales Council for Voluntary Action:**

[www.wcva.org.uk](http://www.wcva.org.uk) and Care Council for Wales: [www.socialcare.wales](http://www.socialcare.wales)

<p>This <b>Staff Recruitment and Employment Policy and Procedure</b> was passed for use in Gresford Playgroup Ducks and Ducklings</p> <p>On .....</p> <p>By ..... Position .....</p> <p>Date of planned review .....</p>
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# Gresford Playgroup Ducks and Ducklings

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## **STAFF DISCIPLINARY POLICY**

### **Statement of Intent**

This policy is designed to encourage all staff members to achieve high standards of conduct and work performance and also aims to provide a fair, effective and consistent method of dealing with disciplinary matters.

### **Procedures**

- Members of staff are expected to know the standard of conduct or work performance expected of them that is set out in their contracts of employment and in their job descriptions.
- Members of staff will be provided with a management statement of the case prior to any disciplinary meeting and will be allowed to respond to any alleged fault or failing at the meeting.
- A staff member is entitled to be accompanied by a trade union representative (if relevant) or work colleague employed by the setting, to a disciplinary meeting and appeal. Other external representatives may not accompany a staff member.
- For minor or isolated infringements or rules or expected behaviour, managers should give members of staff informal advice as part of their managerial duties.
- Where a staff member's conduct or performance fails to improve as a result of advice, or where the offence is more serious, then the disciplinary procedure will be applied.
- A prompt and thorough investigation into the concerns will take place prior to a disciplinary meeting taking place. The staff member will be informed that an investigation is taking place as soon as possible. Gresford Playgroup Ducks and Ducklings reserves the right to dispense with an investigation interview with the staff member (suspected of contravening policies or rules), and to proceed directly to a formal disciplinary meeting.
- The staff member must take all reasonable steps to attend the disciplinary appeal meeting.

### **Categories of gross misconduct**

Gross misconduct is a category which can include, but is not limited to:

- Theft, fraud and deliberate falsification of records
- Physical violence
- Serious bullying or harassment
- Deliberate damage to property
- Serious insubordination
- Misuse of the setting's property or name
- Misuse of electronic communications which defames individuals or brings the organisation into disrepute
- Bringing Gresford Playgroup Ducks and Ducklings into serious disrepute
- Serious incapability whilst on duty, brought on by alcohol or illegal drugs
- Serious negligence which causes or might cause unacceptable loss, damage or injury
- Serious infringement of health and safety rules
- Serious failure to comply with policies, procedures and legal requirements that safeguard children





## **Gresford Playgroup Ducks and Ducklings**

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- Serious breach of the Early Years settings and statutory policies
  - Serious breach of confidentiality, subject to the Public Interest (Disclosure) Act 1998

When any incident of misconduct or negligence or poor performance is alleged to have occurred, the Responsible Individual must establish the facts to decide whether there is a need for a disciplinary meeting. Where appropriate/possible, signed written statements should be obtained as quickly as possible from the individual(s) concerned and should include, where possible, dates, times, details of those present and the issues of concern.

### **Disciplinary Procedure**

- At the earliest opportunity, the Responsible Individual must inform the staff member that an allegation/incident has occurred and that an investigation is to take place.
- Following an appropriate investigation, the Responsible Individual must prepare a written statement of the staff member's alleged conduct or characteristics, or the circumstances which have led to the contemplation of taking disciplinary action.
- The Responsible Individual must send copies of the statement and any witness statements to the staff member, including any evidence that will be relied upon at the meeting and invite her/him to attend a disciplinary meeting to discuss the matter. The staff member should also be informed of their right to be accompanied at the meeting.
- Members of staff should be given an appropriate amount of notice of the meeting in order to prepare their response and to contact any witnesses that he/she wishes to call to the meeting to give evidence.
- A disciplinary meeting must take place before any disciplinary action is taken (except where the action in question requires a suspension pending a disciplinary meeting). At the meeting, the Responsible Individual should ensure that the circumstances of the complaint against the staff member are fully discussed and that the staff member is provided with an opportunity to respond to the allegation. The Responsible Individual will then decide whether or not to issue a disciplinary penalty. The outcome of the disciplinary meeting must be confirmed in writing within 5 working days, to include the right to appeal and to whom to address any appeal letter.

### **Appeal**

Any staff member who feels they have been disciplined unfairly may appeal in writing to the person named in the disciplinary letter. All appeals must be submitted in writing, clearly setting out the grounds for appeal within 5 days of the date of the disciplinary meeting letter. Normally an appeal meeting will be arranged with the staff member, together with the Manager who issued the disciplinary penalty and the Chairperson of the Committee if the Chairperson was not the Responsible Individual issuing the disciplinary penalty, within 10 working days of the staff member's request.

Appeals will normally be held within 10 working days of the date of the original disciplinary meeting. A letter detailing the outcome of the appeal should be issued within 5 working days of the appeal meeting.

### **Disciplinary Penalties**

The Responsible Individual should not issue any disciplinary penalties without a formal meeting. There are five disciplinary penalties, which may result from misconduct:



## Gresford Playgroup Ducks and Ducklings

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- Formal verbal warning (first formal warning)
- Written warning
- Final written warning
- Dismissal with notice
- Summary dismissal

The gravity of the offence will determine which disciplinary penalty is issued.

### **Formal Verbal Warning**

Minor breaches of Gresford Playgroup Ducks and Ducklings discipline, misconduct or time keeping, or failure to meet performance criteria, may result in a formal verbal warning being given by the Responsible Individual. The Responsible Individual will give this at a disciplinary meeting with the staff member. This warning should be confirmed in writing. If the warning relates to unsatisfactory performance, then it should set out:

- The performance required
- The improvement required
- The timescale for improvement
- Any review date
- Any support that can be offered to assist the staff member to improve their performance

If the warning relates to conduct then the nature of the misconduct and the change in behaviour required should be set out in the warning letter.

The staff member may be accompanied at the meeting by a work colleague or trade union representative.

The warning will be placed on the staff member's personnel file. After a period of three months, if no further disciplinary action has been found necessary and the minor breach has been resolved, the warnings will expire.

### **Written Warnings**

If the infringement is regarded as more serious, or the staff member's work or conduct are considered unsatisfactory after they have received a formal verbal warning and after a period has elapsed, in which the staff member has had time to remedy their work or conduct, a disciplinary meeting conducted by the Responsible Individual will be held.

The staff member will be informed of the nature of the complaint and such evidence as may exist, and will be given an opportunity to respond. The staff member will be told of the decision and given a letter of confirmation within 10 working days of the disciplinary meeting.

The written confirmation will state:

- The date of the disciplinary meeting and those to be present
- The penalty imposed



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- Details of the misconduct, poor performance or poor time keeping that has occasioned a warning and the performance required or the change in behaviour required
  - The timescale for performance improvement, where appropriate
  - Details of any necessary action to remedy the situation, any period of review, extra training or supervision etc, or the possibility for redeployment/demotion
  - That any further misconduct etc will result in a further disciplinary meeting and will normally result in a confirmed final warning which, if unheeded, will result in dismissal with appropriate notice that there is a right to appeal.

After a period of six months, if no further disciplinary action has not been found necessary and the minor breach has been resolved, the warning will expire.

### **Final Written Warning**

If the staff member's work or conduct fails to improve, or where the infringement is sufficiently serious, the Responsible Individual will follow the same procedures as for issuing a written warning. If proven, a final warning in writing will be given to the staff member, warning that any misconduct will result in dismissal with appropriate notice.

After a period of twelve months, if no further disciplinary action has been found necessary and the breach has been resolved, the warning will expire.

### **Gross Misconduct**

Members of staff dismissed with notice will be paid for this notice period. A staff member may be dismissed without notice if there has been an act of gross misconduct, or major breach of duty or conduct that brings Gresford Playgroup Ducks and Ducklings into disrepute. The staff member will be suspended with pay while the circumstances of the alleged gross misconduct are investigated.

A dismissal must be confirmed in writing within 5 working days of the date of the disciplinary interview. As well as covering the points in a written warning, the letter should also include details of any outstanding money owed to the staff member, how and when it will be paid and the final date of employment.

In certain cases, where a member of staff is dismissed from Gresford Playgroup Ducks and Ducklings or internally disciplined because of misconduct relating to a child, we inform the CIW, DBS and other relevant agencies and follow Local Safeguarding Children Board guidelines.

### **Suspension**

Suspension should be used sparingly in circumstances where the Responsible Individual needs to conduct an investigation prior to a hearing, where it is felt that the impact of not suspending the staff member during the period would be likely to be more detrimental than suspending them.

Cases which involve potential gross misconduct will usually result in suspension, particularly when relationships have broken down or where Gresford Playgroup Ducks and Ducklings property or responsibilities to other parties are involved, or where the staff member's presence may prejudice the inquiry.



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Suspension should be kept brief and reviewed to ensure that it is not unnecessarily protracted.

Where a member of staff is suspended because of alleged misconduct relating to a child, we inform CIW, Social Services and we may contact the Police. We may also contact other relevant agencies.

### **Timescale**

Member of staff are required to take all reasonable steps to attend the hearing. However, should for reasonably unforeseen reason, either the staff member or their companions be unable to attend the meeting, it must be rearranged. Should any staff member's companion be unable to attend then the staff member should make contact within 3 days of the date of the letter to arrange an alternative date that falls within 5 days of the original date provided.

Time limits may be extended by mutual agreement.

When the concerns relate to the actions of a member of Staff/Volunteer/Visitor, excluding Responsible Individual/Person in Charge, concerns are raised with the Responsible Individual/Manager/Person in Charge.

When the concerns relate to the actions of the Person in Charge then these should be raised with the Responsible Individual.

When the concerns relate to the Responsible Individual, CIW should be informed.

[www.ciw@gov.wales](mailto:www.ciw@gov.wales)

Tel: 0300 7900 126

This **Staff Disciplinary Policy and Procedure** was passed for use in Gresford Playgroup Ducks and Ducklings

On .....

By ..... Position .....

Date of planned review .....



# **Gresford Playgroup Ducks and Ducklings**

Registered Charity Number - 1180659

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## **STUDENT PLACEMENT POLICY**

At Gresford Playgroup Ducks and Ducklings we recognise that qualifications and training make an important contribution to the quality of the care and education provided by Early Years providers. As part of our commitment to quality, we offer placements to students undertaking Early Years qualifications and training. We also offer placements for school pupils on work experience. We aim to provide for students on placement with us, experiences that contribute to the successful completion of their studies and that provide examples of quality practice in Early Years care and education.

### **Procedures**

- We require students on qualification courses to meet the 'suitable people' requirements of CIW and have Disclosure and Barring services (DBS) checks carried out.
- We require students in our setting to have a sufficient understanding and use of English to contribute to the wellbeing of children in our care.
- We require schools placing students under the age of 17 years with the setting to vouch for their good character.
- We supervise students at all times and do not allow them to have unsupervised access to children.
- Students undertaking qualification courses who are placed in our setting for a period of 12 weeks or less are not counted in our staffing ratios.
- We take out employers' liability insurance and public liability insurance, which covers both trainees and voluntary helpers.
- We require students to keep to our confidentiality policy.
- We co-operate with students' tutors in order to help students to fulfil the requirements of their course of study.
- We provide students, at the first session of their placement, with a short induction on how our setting is managed, how our sessions are organised and our policies and procedures.
- We communicate a positive message to students about the value of qualifications and training.
- We make the needs of the children paramount by not admitting students in numbers that hinder the essential work of the setting.
- We ensure that trainees and students placed with us are engaged in bona fide Early Years training, which provides the necessary background and understanding of children's development and activities.
- We require that any information obtained by students about children, families or other adults in the provision remains confidential, in line with Gresford Playgroup Ducks and Ducklings Privacy and Confidentiality Policy.



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This **Student Placement Policy and Procedure** was passed for use in Gresford Playgroup Ducks and Ducklings

On .....

By ..... Position .....

Date of planned review .....



# **Gresford Playgroup Ducks and Ducklings**

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## **E-SAFETY POLICY**

### **Incorporating ACCEPTABLE USE (of Cameras and Mobile Phones) Policy**

#### **Statement of Intent**

It is the policy of Gresford Playgroup Ducks and Ducklings to place children's safety and wellbeing as their highest priority, while acknowledging the advantages of information and communications technology in our world. It is our intention to provide an environment in which children, parents and staff are safe from images being recorded and inappropriately used, in turn eliminating the following concerns:

- 1 Staff being distracted from their work with children
- 2 The inappropriate use of mobile phone cameras around children
- 3 The inappropriate use of social networking sites and other online activities

#### **Aim**

Our aim is to have a clear policy on the acceptable use of mobile phones, cameras and social networking sites that is understood and adhered to by all parties concerned without exception.

In order to achieve this aim, we operate the following Acceptable Use Policy:

#### **Mobile Phones**

- Gresford Playgroup allows staff to bring in personal mobile telephones and devices for their own use. Under no circumstances does the Playgroup allow a member of staff to contact a current pupil or parent/carer using their personal device.
- Users bringing personal devices into Playgroup must ensure there is no inappropriate or illegal content on the device.
- All staff must ensure that their mobile telephones/devices are left inside their bag throughout contact time with children. Staff bags should be placed in the kitchen or the store cupboard unless requested by the Supervisor to move them to another appropriate location.
- Mobile phone calls may only be taken at staff breaks or in staff members' own time and in the designated 'staff area' eg Kitchen or foyer of Cedar Rooms, but in any event not in the company of the children for whom we are caring.
- If staff have a personal emergency, they are free to use the setting's phone or make a personal call from their mobile in the designated staff area but, in any event, not in the company of the children for whom we are caring.



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- If any staff member has a family emergency or similar and is required to keep their mobile phone to hand, prior permission must be sought from the Supervisor. The mobile phone should be located in a sensible place accessible to the member of staff, but out of reach of children.
  - Staff (will need to) ensure that the Supervisor has up to date contact information and that staff make their families, children's schools etc aware of emergency work telephone numbers. This is the responsibility of the individual staff member.
  - All parent helpers/students will be requested to place their bag containing their phone in the kitchen or other appropriate location and asked to take or receive any calls in the kitchen area where their phone must remain.
  - During group outings, nominated staff will have access to the setting's nominated mobile phone, which is to be used for emergency purposes only.
  - It is the responsibility of all members of staff to be vigilant and report any concerns to the Supervisor/Committee.
  - Concerns will be taken seriously, logged and investigated appropriately.
  - The Supervisor and Committee reserve the right to check the image contents of a member of staff's mobile phone should there be any cause for concern of the appropriate use of it.
  - Should inappropriate material be found then our Local Authority Designated Officer (LADO) will be contacted immediately. We will follow the guidance of the LADO as to the appropriate measure for the staff member's dismissal.

### **Tablets/Laptop**

- Photographs taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements is an effective form of recording their progression in the Early Years Foundation Stage. However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care.
- Ideally the only designated Playgroup tablet/phone is to be used to take any photo within the setting or on outings. However, if a staff member's phone is needed for photographs to upload on Facebook or for recording children's progress, then the photographs will be deleted straightaway after printing and/or uploading on to the Facebook page.
- Images taken on this tablet/phone must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress.
- All staff are responsible for the location of the tablet/phone; this should be placed within the lockable cabinet when not in use.
- The tablet/phone must be locked away at the end of every session.
- Images taken and stored on the tablet/phone must be downloaded as soon as possible, ideally once a week and then deleted.





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- Images must only be downloaded by the Supervisor.
- If the technology is available, images should be downloaded on site. Should these facilities not be available, they may be downloaded off site by a member of staff or Committee and erased from the personal computer as soon as the images have been printed successfully.
- Photographs should then be distributed to members of staff to record in children’s learning journeys.
- Under no circumstances must tablets/phones of any kind be taken into the bathrooms without prior consultation with the Supervisor or Committee.
- If photographs need to be taken in a bathroom, ie photographs of the children washing their hands, then the Supervisor or Committee must be asked first and staff must be supervised whilst carrying out this kind of activity. At all times the tablet/phone must be placed in a prominent place where it can be seen.
- Failure to adhere to the contents of the Policy will lead to disciplinary procedures being followed.

## Social Networking Sites

- Gresford Playgroup Ducks and Ducklings do have a Facebook page run by staff. See Page 17.
- Parents are encouraged to view, use and communicate through this page if they wish.
- Staff, volunteers, students and registered bodies must not engage in any on-line activity that may compromise their professional responsibilities.
- Photographs of the children’s faces will appear on our Facebook page from time to time, showing the children enjoying activities. However, this will only be done with the permission of Parents/Carers and names or any comments about the children within the setting WILL NOT be included
- All communications should be transparent and open to scrutiny.
- Staff are aware that failure to comply with Policies and Procedures may result in disciplinary action.

This **E-Safety Policy and Procedure** was passed for use in Gresford Playgroup Ducks and Ducklings

On .....

By ..... Position .....

Date of planned review .....



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**WHISTLEBLOWING POLICY AND PROCEDURE**

**This Policy is underpinned by the Public Interest Disclosure Act 1998.**

**What is Whistleblowing?**

The official name for whistleblowing is ‘making a disclosure in the public interest’, however it is much more commonly called ‘blowing the whistle’. It means that if you believe there is a wrongdoing in your workplace (eg your employer is committing a criminal offence) you can report this by following the correct processes, and your employment rights are protected.

If you decide to blow the whistle on an organisation, you are protected and your employer cannot victimise you (eg by not offering you a promotion or other opportunities your employer would have otherwise offered).

Whistleblowers are protected for public interest, to encourage people to speak out if they find malpractice in an organisation or workplace.

Malpractice could be improper, illegal or negligent behaviour by anyone in the workplace.

The Public Interest Disclosure Act 1998 covers behaviour which amounts to:

- A criminal offence
- Failure to comply with any legal obligation
- A miscarriage of justice
- Danger to health and safety of an individual and/or environment
- Deliberate concealment of information about any of the above

(Information adapted from [www.direct.gov.uk](http://www.direct.gov.uk))

**It is the policy of Gresford Playgroup Ducks and Ducklings to encourage a culture of openness and transparency within our organisation, which makes it safe and acceptable for employees and volunteers to raise, in good faith, a concern they may have about misconduct or malpractice.**

**We do this by:**

- Expecting staff to place children’s interest as the highest priority at all times.
- Expecting staff/volunteers/adults who may have concerns about the actions or behaviour of any other person employed, working or volunteering within the setting, to act professionally and share their concerns with the appropriate person as soon as possible.
- Recognising that the person reporting the concern is a witness not a complainant.



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- Taking steps to investigate and resolve any concerns as soon as practicable.
  - Maintaining confidentiality and anonymity except in circumstances when not to do so may compromise any investigation and outcome (such as in child protection issues).
  - Ensuring a fair and thorough investigation of any issues.
  - Ensuring investigations undertaken are recorded accurately and appropriately.
  - Working co-operatively with other organisations and professionals as necessary and appropriate to the concern or issue being investigated.
  - Taking any necessary disciplinary action – in line with employment law and any relevant regulations – where staff have failed in their duty to act professionally and in the best interest of the children in their care.

### **FAILURE TO REPORT CHILD PROTECTION CONCERNS WILL RESULT IN DISCIPLINARY ACTION BEING TAKEN.**

#### **Taking action and reporting concerns:**

**When concerns relate to the actions of a member of Staff/Volunteer/Visitor (excluding Supervisor/Manager/Person in Charge) – concerns are raised with the Supervisor/Manager/Person in Charge.**

If, having raised the matter, the person reporting the concern believes it has not been dealt with satisfactorily or appropriately, they must report their concerns to the Responsible Individual. If this is not appropriate then CIW must be informed. At referral, CIW will check any action taken.

**When concerns relate to the actions of Supervisor/Manager/Person in Charge – concerns are raised with the Responsible Individual.**

If, having raised the matter, the person reporting the concern believes it has not been dealt with satisfactorily or appropriately, then it must be reported to CIW who will check any action taken.

**When the concern is about the Responsible Individual – CIW is informed.**

CIW North Wales Region, Welsh Government Office, Sarn Mynach, Llandudno Junction LL31 9RZ. Tel: 0300 7900 126 Email: [CIW.LlandudnoJunction@gov.wales](mailto:CIW.LlandudnoJunction@gov.wales)  
[www.CIW@gov.wales](http://www.CIW@gov.wales)

#### **Further information, useful contacts:**

ACAS (Advisory, Conciliation and Arbitration Service)

Citizens Advice Bureau

Jobcentre Plus

<http://www.businesslink.gov.uk>



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This **Whistleblowing Policy and Procedure** was passed for use in Gresford Playgroup Ducks and Ducklings

On .....

By ..... Position .....

Date of planned review .....



## **Gresford Playgroup Ducks and Ducklings**

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### **POLICY FOR DEALING WITH COVID-19 WITHIN GRESFORD PLAYGROUP DUCKS AND DUCKLINGS**

Information about COVID-19 and Preventing the Spread of Infection

The incubation period of COVID-19 is between 2 and 10 days. This means that if a person remains well 10 days after contact with someone who has been confirmed with Coronavirus, it is unlikely that they have been infected.

The following symptoms may develop in the 10 days after exposure to someone who has the infection:

- Cough
- Difficulty in breathing
- Fever (37.8 degrees or above)
- Loss of sense of smell/taste

Generally, these infections can cause more severe symptoms in people who have a weakened immune system, ie older people and those with long-term conditions like diabetes, cancer and chronic lung disease.

From what we know, the spread of COVID-19 is most likely to happen when there is close contact (within 2 metres) with an infected person. It is likely that the risk increases the longer someone has close contact with an infected person. Droplets produced when an infected person coughs or sneezes (termed respiratory secretions) containing the virus are most likely to be the most likely means of transmission.

There are two routes by which people could become infected:

- secretions can be directly transferred into the mouths or noses of people who are nearby (within 2 metres) or could be inhaled into the lungs
- it is also possible that someone may become infected by touching a surface or object that has been contaminated with respiratory secretions and then touching their own mouth, nose or eyes

There are general principles to help prevent the spread of respiratory viruses, including:

- washing your hands often (for 20 seconds or longer) with soap and water or using an alcohol sanitiser if handwashing facilities are not available. This is particularly important after using public transport.
- Covering your cough or sneeze with a tissue, then throwing the tissue in a bin.



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People who feel unwell should stay at home and should not attend work, education or any childcare setting (see below – guidance on dealing with suspected or confirmed cases of COVID-19 at Gresford Playgroup Ducks and Ducklings).

Children, staff and visitors should wash their hands:

- before leaving home
- on arrival at Playgroup
- after using the toilet
- after outdoor play
- before food preparation
- before eating any food, including snacks
- before leaving Playgroup

Use an alcohol-based hand sanitiser that contains at least 80% alcohol if soap and water are not available.

Avoid touching your eyes, nose and mouth with unwashed hands.

Avoid close contact with people who are unwell.

Clean and disinfect frequently touched objects and surfaces.

Wearing appropriate PPE if supporting a child or colleague who has suspected COVID-19.

If you are worried about your symptoms or those of a child or colleague, call NHS 111. Do not go directly to your GP or other healthcare environment without an appointment.

See further information on the Public Health Wales and NHS UK website.

### Cleaning Routines

All frequently used hard surfaces will be cleaned with a hard surface cleaning and sanitising solution many times throughout each day, with disposable paper towel. This includes all door handles, keys, light switches, telephones, cupboards, tables, chairs, window sills, toilets and sinks. A thorough clean will take place of the whole premises at the end of each day.

The toys available will be ones that can be cleaned effectively and resources will be limited to enable less chance of cross contamination between children who attend on different days.

Toys that are difficult to clean, such as toys with lots of fiddly parts and soft will not be available at this time.



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### Hand Washing Routines

On arrival at the setting, all adults will sanitise their hands at the entrance, followed by hand washing them inside if desired and, if so, re-applying hand sanitiser. All adults will have their temperature taken and this will be recorded.

On arrival, all children will be taken to wash their hands by a member of staff.

Staff should wash their own hands before supporting a child to wash theirs.

During the day, children and staff will be encouraged to hand wash regularly and must wash their hands after going to the toilet, before meals and snacks and when arriving in after any outside play.

Staff should wash their hands before putting on any PPE and after removing it.

Staff must wash their hands before preparing or serving food/snacks, even if wearing gloves.

### PPE

In the event of a child or member of staff showing symptoms of COVID-19 during the day, the person supporting them will be required to wear a disposable apron, disposable gloves, a face mask and visor.

In the event of a staff member cleaning an accident of bodily fluid, eg vomit, blood, urine the staff member will be required to wear a face mask, disposable gloves and a disposable apron.

If a child is to be taken from the parent's/carer's arms, the staff member will be required to wear a face mask.

When performing intimate care, the staff member will be required to wear a face mask, disposable gloves and a disposable apron.

All staff must wash their hands thoroughly before applying PPE and after removing it.

### Social Distancing and further measures to protect from infection

Parents/Carers can drop off their children at the gate by the Cedar Rooms at the normal time, ie 8.50 am (morning Ducks); 9.00 am Ducklings. A member of staff will be on duty to accept the children. Please be mindful of others by respecting a certain level of social distancing.

At home time – 11.30 am for Ducklings and 3.05 pm for afternoon Ducks, parents/carers to wait at the gate and staff will escort the children out for them to be collected.



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Where possible it is advised that one adult only per child attend the setting to drop off or collect and Parents/Carers will not be permitted to enter The Cedar Rooms at this time, unless by prior arrangement.

All children will be welcomed into our setting at Gresford Playgroup Ducks and Ducklings in a warm and friendly way.

Only essential visitors, eg Inspectors, Local Authority Staff, maintenance workers, will be allowed into the Cedar Rooms during this time, unless it has been agreed by the Headteacher at All Saints' School.

If you have any questions or wish to speak to a member of staff at any time, whereas we would normally have an 'open door' policy, unfortunately this will have to be by private messaging on our Facebook page, ringing the setting during opening hours (07523 398880/07874 631901) or emailing gresfordplaygroup@hotmail.co.uk. Staff are also available to speak to at the gate when dropping your child off or collecting them at the end of their session.

### Other Measures

All current staff are double vaccinated and our encouraged to use twice weekly Lateral Flow Tests to further reduce the risk of asymptomatic transmission within the setting.

Staff will arrive at Playgroup either on foot or in their own vehicles and we would encourage Parents/Carers/children to do the same, thus avoiding public transport whenever possible.

Children will be prevented from bringing toys and belongings from home (except for their coats (all), book bags and lunch boxes (Ducks).

Water and milk will be available for all children in cups, which will be washed thoroughly after each use with warm soapy water, rinsed and left to air dry upside down.

Children will spend as much time outdoors as possible and when indoors, windows will be left open to keep the rooms well ventilated.

### **Guidance on dealing with suspected or confirmed cases of COVID-19 at Gresford Playgroup Ducks and Ducklings**

#### What to do if a child or adult becomes unwell with symptoms of COVID-19

If it's a child - call the child's parent/carer to request that they collect their child from the playgroup as soon as possible. (If it's a staff member they should leave and return home immediately).





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The child will be moved away from other children and cared for separately with appropriate adult supervision. If it is not possible to isolate the child completely, they will be moved to an area which is at least 2 metres away from other children. Disposable gloves, apron and mask should be worn if the child requires personal care or close contact. If there is a risk of splashing to the eyes, for example from coughing, spitting or vomiting, then eye protection should be worn (a visor).

If a child needs to go to the toilet while waiting to be collected, they should use a separate toilet if possible. The areas where a person suspected of having COVID-19 has been, including toilets, will be cleaned and disinfected. Gloves and aprons will be used when cleaning the areas where a person suspected of having COVID-19 has been.

If clinical advice is needed then either ring 111 or go online to 111 Wales  
<https://www.nhsdirect.wales.nhs.uk>

If a member of staff has helped someone who has become unwell, they do not need to go home unless they develop symptoms (new continuous cough, high temperature, loss of smell or taste) themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell and where possible should change into clean clothing.

If there is a long delay in a parent/carer collecting a symptomatic child, the local environmental health officer will be contacted.

All children or staff members who are symptomatic should be tested.  
<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>

### **Self Isolation**

The self-isolation period is 10 days.

Self-isolation means that you do not leave the house. You must self-isolate straight away if you have symptoms, are arranging a test or are identified as a contact.

If you've tested positive for COVID-19, or have been told to self-isolate by the NHS Wales Test, Trace, Protect (TTP) service you must stay at home. You are breaking the law and could be fined if you do not stay at home and self-isolate.

If you've had the coronavirus vaccine but have symptoms or have been told to self-isolate you must still self-isolate.

Self-isolation applies to adults and children of all ages. You should self-isolate for 10 days if:



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- you develop symptoms, this means you may have coronavirus
  - you've tested positive for COVID-19, even if you do not have symptoms
  - you live with someone and they have developed symptoms or tested positive. **In this case if you are fully vaccinated or are under 18 you do not need to self-isolate.**
  - someone you have had close contact with has symptoms and you had close contact with them in the 2 days before their symptoms started
  - someone you have had close contact with has tested positive and you had that contact with them in the 2 days before they had the positive test result
  - you've been contacted by the TTP service and told to self-isolate because you have been identified as a contact of a positive case of coronavirus.

Refer to the latest Government guidelines with regard to testing and isolation:

<https://gov.wales/coronavirus>

Parents/Carers are responsible for informing us of any test results as soon as possible, to enable appropriate action to be put in place if required.

### If COVID-19 is suspected in Gresford Playgroup Ducks and Ducklings

If anyone has been in contact with a suspected case in Playgroup, no restrictions or special control measures are required whilst laboratory test results for COVID-19 are awaited. The setting will not close and neither will children or staff be sent home. Once the results arrive, those who test negative for COVID-19 will be advised individually about their return.

### If a case COVID-19 is confirmed

The Playgroup will contact Public Health Wales to discuss the case, identify others who have been in contact with them and advise on any actions or precautions that should be taken. This will be done in conjunction with the Health Protection Team (All Wales Acute Response (AWARE) Team who can be contacted on 0300 003 0032 or by email [AWARe@wales.nhs.uk](mailto:AWARe@wales.nhs.uk) CIW (Care Inspectorate of Wales) will also be informed.

### Disposing of waste, including tissues, if children or staff become unwell with suspected COVID-19.

All waste that has been in contact with the person concerned, including tissues and PPE, will be put in a plastic rubbish bag and tied. This plastic bag will then be placed in a second bin bag also tied.



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This **Covid-19 Policy and Procedure** was passed for use in Gresford Playgroup Ducks and Ducklings

On .....

By ..... Position .....

Date of planned review .....



## Gresford Playgroup Ducks and Ducklings

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### COVID-19 RISK ASSESSMENT

Area	Risk	Matters to Consider	Measures Taken
<b>Arrival</b>	Parents and children mixing in close proximity to the entrance	System for social distancing in place for children and parents waiting to drop off their child	Parents informed via our Covid Policy of expectations /limit to one parent per child
	Children with symptoms of illness come to the setting	Parents and carers understand that symptomatic children and adults cannot attend.	Information given to parents/carers in advance. Take the temperature of all staff daily and any children who appear unwell.
	Large numbers of people arrive at the same time	Children arrive at set time according to their group	Access via school gate where parents/carers will wait for their child to be collected by a member of staff
	Parents/carers wanting to talk about their child, creates hold up and queue	Procedures in place for parents to contact at a safe time and place	Outside venue or private well-ventilated space. Phone numbers and email address of setting given.
	Children bringing possessions and toys to Playgroup	Parents and children understand that toys cannot be brought from home	Included in the Covid-19 policy given to all Parents
	Essential visitor enters premises without taking hand hygiene precautions	Ensure a way that all essential visitors can practice hand hygiene	Hand sanitisers installed
	Unexpected visitor arrives. Will not know our procedures. No information for contact tracing	All visitors to check-in at school office.	Visitors to sign in at school office.
	<b>The Building</b>	Dirty and dusty building	Deep clean prior to opening



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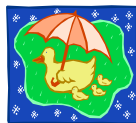
	Dirty and dusty furniture due to other users	Deep clean	Deep clean at the end of every day
	Lack of fresh air circulating in the building increases risk of virus particles spreading	Ensure each room is well ventilated	Windows that are safe to open are left open. Play outside as much as possible.
	Emergency evacuation is necessary and everyone congregates together outside	Children remain with their peer group and staff member on duty at the time.	Follow normal evacuation procedures but keeping children in small groups. Register taken.
	Virus contamination in setting	Cleaning procedure and rota in place to thoroughly clean toilets, sinks, taps, kitchen, tables, chairs, light switches, door handles etc	Cleaning ongoing throughout the days using sanitiser and wipes. Deep clean at the end of every day
	Virus contamination of hard toys	Daily disinfecting	Small toys will be sprayed with anti-bacterial spray. Cleaning rota in place.
	Virus particles live in play dough etc	Measures to reduce or remove risks	Wash hands before and after using.
<b>Keeping Staff and Children Safe</b>	Staff carry virus from one workplace to a second workplace	Change clothes and wash hands	Put removed clothes in a clean sealed bag to take home for washing
	A child is known to have been in another setting where a case of Covid-19 has been confirmed	Risk assess by collecting additional information from other setting/parents	Act on basis of risk assessment – ask for child to stay away for set time/accept child/ask if Covid-19 test should be done/monitor situation. Seek advice from Public Health Wales (Health Protection Team) if necessary.



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	No suitable PPE in setting when suspected case of Covid-19 presents in a child leading to cross infection of staff member	Ensure sufficient supply of aprons, gloves, sanitiser, disinfectant, plastic bags etc. Staff have masks and visors	Regularly check supply
	Children arrive with contaminated hands and possessions	Procedure for handwashing on arrival. Reduce possessions that children bring in (coats, book bags and lunch boxes for Ducks children)	Stop toys brought from home Hand washing procedures Store any possessions (coats, book bags and lunch boxes) in correct location out of the way
<b>Keeping Parents/Carers safe</b>	Close contact due to parents paying with cash	Advise to pay by BACS wherever possible. If not then cheque or cash in envelope brought in by the child. Envelope to be labelled with contents.	Bank account details given to parents Staff accept envelope from parents and then wash their hands immediately
	Two parents or more collecting their child	Implement one parent pick up policy and communicate with parents	Information within Covid-19 policy.
<b>Transporting children</b>	Children arrive sharing transport with another family or having used public transport	Advise walking, arriving by own car (not shared)	Information within Covid-19 policy.
<b>Snack and lunch</b>	Virus particles spreads on plates, food, cutlery and cups	No sharing of any food, cutlery or crockery	Children have their own personal supply. Plastic cups washed afterwards in warm soapy water and left to air dry upside down
	Virus is spread through snacks and meals	Apron to be worn and hands to be washed before any food preparation takes place	Strict hygiene rules to be followed



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<p><b>Changing nappies/toilet use</b></p>	<p>Risk of transmission of Covid-19 whilst changing nappies or helping a child with toileting</p>	<p>Take extra disinfectant measures to reduce risks</p>	<p>Use apron and gloves when changing children Clean and dry changing mats immediately Dispose of waste in accordance with Nappy Changing Policy</p>
<p><b>Suspected Case of Covid-19 in the setting</b></p>	<p>Case of possible Covid-19</p>	<p>Danger of spread through respiratory droplets and/or contaminated surfaces</p>	<p>Develop a procedure for dealing with possible case of Covid-19 Training provided for all staff about the procedures Ensure all PPE equipment is available in the setting Ensure the family seek a test so that the track and trace system can be utilised if needed</p>

These **Covid-19 Risk Assessments** were passed for use in Gresford Playgroup Ducks and Ducklings

On .....

By ..... Position .....

Date of planned review .....