



Rhostyllen Playgroup Prospectus Pack

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Statement of Purpose

Our aims are

- To introduce children to the new experiences of playgroup
- To help your child make friends in a happy, relaxed atmosphere
- To provide a safe, stimulating and happy environment
- That each child is valued equally and as an individual
- Introducing an early trial start to children aged 2 years, 3 months

We are now introducing a new start age of 2 years and 3 months on a trial basis for each individual child. We will only be starting 3 children at this earlier age range at one time.

Playgroup staff and Qualifications:

Debbie Roberts - Supervisor
Cache Diploma in Playgroup practice - Level 3
First Aid
CRB
Basic food hygiene
Child protection

Jane Smith – Assistant Supervisor
NVQ – Level 3
First Aid
CRB
Basic food hygiene
Child protection

Gaynor Pugh - Play worker
NVQ - Level 2
First Aid
CRB
Basic food hygiene
Child protection

Statement of purpose (alternative)

Our aims are to introduce children to the new experiences of playgroup.

To help your child make friends in a happy, relaxed atmosphere.

And to help provide a safe, stimulating and happy environment that each child is valued equally and as an individual.

Opening times

Monday, Wednesday & Friday

Starts 9.15, finishes 11.40am

The children will arrive in the room at 9.15 and sit on the carpet for the register to be taken, then either go to play around the playgroup room to play with the toys and take part in any activities or if the group is above 21 children they will then be put into groups of 6-8 children to go into a separate room with staff and parent rota, leaving the remaining children in the play room. They will then be changed around every 30 minutes with the other groups.

The children will then all be brought back together in the play room for their snacks at 10.30am. After snack time they will be taken into the main hall or to the outside area for physical play i.e. bikes, cars, slide, digging in soil etc....

A parent rota person will be asked to help out at playgroup to cover for the additional adult to child ratio. This is to aid staff when they leaving the room for toileting with the children. The health and safety policy of the group will still be adhered to i.e. rota parents will not be permitted to take children to the toilet, or be left in the room on their own with any child. All parent rota parents will be required to complete a CRB check.

Rota person's duty will be as follows :-

- Arrive in the room at 9 am
- Help set up the room
- Pick up any toys thrown on floor during session
- Be an extra pair of eyes to help with the safety of the children
- Help prepare the snacks
- Interact with the children
- Brush up sand/mop water on floor
- Wash dishes after snacks and ensure tables and surfaces are cleaned with spray provided
- Help tidy up at end of session when children have left

Daily routine

- 9.00am – Staff arrive to set up the room
- 9.15 am – Children are brought into the play room to sit on the carpet and the register is taken then they are free to choose toys/activities
- 10.30am – Tidy up time is called
- 10.40am – After tables are cleaned, snack mats are added and children use anti bacterial hand wash before eating their snacks
- 11.00am – Go into main hall or the outside area for physical play
- 11.25am – Back into play room to sit on carpet for story/song time
- 11.35am – Children put coats on
- 11.40am – Home time
- 12.00pm – Staff leave after the room has been cleaned and tidied

Daily routine (alternative)

- 9.00am - Staff and rota person arrive to set up the room
- 9.15 am – Children are brought into the play room to sit on the carpet and the register is taken
- 9.20am – 10.30am – Children are put into groups of 6-8 and taken into another room
- 10.30am – Tidy up time is called
- 10.40am – After tables are cleaned, snack mats are added and children use anti bacterial hand wash before eating their snacks
- 11.00am – Go into main hall or the outside area for physical play
- 11.25am – Back into play room to sit on carpet for story/song time
- 11.35am – Children put coats on
- 11.40am – Home time
- 12.00pm – Staff leave after the room has been cleaned and tidied

Food and diet policy

Healthy eating habits will be promoted and social skills developed and encouraged during refreshments and meal times.

Food offered must be fresh, nutritious and well balanced

- Foods which contain high proportions of fat, sugar or salt will be avoided as much as possible
- The use of foods containing additives, preservatives and food colouring will be minimised

Meals will include the following as often as possible –

- Protein for growth
- Carbohydrates for energy
- Vitamins and minerals to protect

Whole, pasteurised milk or water will be offered in preference to squash

All dietary requirements must be respected, including –

- Personal
- Medical
- Religious

Diets and eating practices of all cultures will be positively valued. Giving children an opportunity to identify with the familiar and to learn to enjoy and respect other traditions.

Attention will be given to hygiene, storage and waste disposal. Food Safety Act 1990 and Food Hygiene Amendment (Regulations 1990). Advice will be sought from the Environment Health Officer where needed.

Snack list

Below is a list of food and drink used for snack time in playgroup

- Sandwiches
- Toast
- Margarine
- Jam
- Cheese spread
- Fruit- bananas, apples, grapes, pears & oranges
- Ham, tomatoes, cucumber & dips
- Crumpets, muffins, scones & pancakes
- Yogurts
- Crisps
- Biscuits
- Crackers & Ritz
- Cheese flavoured crackers
- Blackcurrant squash
- Milk
- Milkshake
- Apple juice

Assisted Places Form



Llyfrgell a Chanolfan Gelf Wrecsam, Ffordd Rhosddu, Wrecsam LL11 1AU. Ffôn: (01978) 292 094
Wrexham Library & Arts Centre, Rhosddu Road, Wrexham LL11 1AU. Tel: (01978) 292 094
cib@wrexham.gov.uk cib@wrexham.gov.uk



CYMORTH – The Children & Youth Support Fund Assisted Places Scheme

Applications for Assisted Places at: Wales Pre-School Playgroup Association / Mudiad Ysgolion Meithrin

Dear *Rhostyllen Playgroup*

With effect from **April 1st 2007**, the CYMORTH – Children & Youth Support Fund Assisted Places Scheme will be administered by the Children's Information Bureau. Please find enclosed new application forms to replace those you currently use.

A new Assisted Places Application form needs to be completed for:

- ✓ All children wishing to **continue** to access an assisted place from April 1st 2007.
- ✓ All new applications for an assisted place.

Payment will continue to be made in advance to the end of term for confirmed placements. Groups will need to inform the Childcare Funding Officer at the end of each term the total amount of absences for assisted places that term. Assisted Places payment for the following term will then be adjusted accordingly.

For all enquiries and more application forms, please contact the Childcare Funding Officer, details below.

Please send all completed application forms to:

Childcare Funding Officer
Children's Information Bureau
Ty AVOW
21 Egerton Street
Wrexham
LL11 1ND
Tel: 01978 298340/292094



Disciplinary and grievance procedure for playgroup employees

This paper may be adopted by playgroups as part of the Statement for Employees under the Employment Acts.

The following procedures relate to a community run group but can be adapted to other situations.

Minor Disagreements

It is recognised that disagreements may arise among playgroup staff or between staff and committee. These can usually be resolved informally by discussion, if necessary, with the help of Area Organiser or local authority adviser, and are outside the limit of disciplinary or grievance procedure.

Disciplinary Procedure

A more serious situation arises when a dispute cannot be resolved, or when the committee is dissatisfied with the activities or conduct of an employee. Instant dismissal is possible only in extreme circumstances of gross misconduct. Examples of such misconduct would be:

- Theft or fraud
- Ill-treatment of children
- Assault
- Malicious damage
- Gross carelessness which threatens the health and safety of others
- Matters occurring outside the workplace which impinge on the actual job.

This list is not exhaustive. Otherwise an employee will not be dismissed without the proper warnings.

Any disciplinary matter will normally be dealt with in four stages:

1. An oral warning
2. A written warning
3. A final written warning
4. Notice of dismissal

This procedure may be invoked at any stage depending on the seriousness of the offence.

The employee may be accompanied by a friend or trade union official at each stage if she/he wishes and that person may speak on her/his behalf.

1. Oral Warning

If an oral warning is to be given:

- i) The employee should be interviewed by the playgroup chairperson who will explain the complaint

ii) The employee will be given full opportunity to state her/his case.
iii) If the warning is still considered to be appropriate, the employee will then be told:

- What action should be taken to correct the conduct
- That she/he will be given reasonable time to rectify matters
- That if she/he fails to improve then further action will be taken
- That a record of the warning will be kept
- That she/he may appeal against the decision

2. Written Warning

If the employee fails to correct her/his conducts and further action is necessary:

i) The employee will be interviewed and given the opportunity to state her/his case as before.
ii) If the need for disciplinary action is established, a letter will be sent to the employee immediately.
iii) The letter will:

- Contain a clear reprimand and give the reasons for it
- Explain what corrective action is required and that reasonable time will be given for improvement.
- Warn that a failure to improve will result in further action being taken.
- Explain that she/he has the right to appeal against the decision.

(If progress is satisfactory within the time given to rectify matters, the record of verbal warning on the individual's file will be destroyed)

3. Final Written Warning

If the employee still fails to correct her/his conduct then:

i) The employee will again be interviewed and given the opportunity to state her/his case as before.
ii) If the need for disciplinary action is established, a final written warning will be sent to the employee immediately.

4. Notice of Dismissal

If the decision is to dismiss, the employee will be given notice of dismissal, stating the reasons for dismissal and giving details of the right to appeal.

Appeals

At each stage of the disciplinary procedure the employee must be told that she/he has the right to appeal against any disciplinary action and that the appeal must be made in writing to the playgroup secretary within five days of a disciplinary interview.

The playgroup committee will normally hear the appeal and it will be heard as soon as possible. Procedure will be informal and the employee may take a friend or trade union official to speak for her/him.

- The employee will explain why she/he is dissatisfied and may be asked questions.

- The playgroup supervisor or chairperson will be asked to put their point of view and may be asked questions.
- Witnesses may be heard and may be questioned by the appeal committee and by the employee and supervisor or chairperson.
- The committee will consider the matter and make known its decision. A written record of the meeting will be kept.

If the employee remains dissatisfied she/he may appeal to the Wales PPA county branch.

Suspension

If the circumstances appear to warrant instant dismissal and employee may be suspended while investigations are made. (State whether paid or unpaid and if the former applies, state the maximum number of days)

Grievance Procedure

If an employee is dissatisfied she/he must have the opportunity for prompt discussion with her/his immediate superior. For the supervisor of a playgroup this would normally be the committee chairperson. For other playgroup staff it would be the supervisor. If the grievance persists, there should be a sub committee of the playgroup committee set up for this purpose for further discussion, at which the employee may, if she/he wishes, be accompanied by a friend. There must be a right of appeal, perhaps to the full committee at which the employee's friend or trade union official may be present. The aim of the above procedure is to settle the grievance fairly and as near as possible to the point of origin.

It is intended to be simple and rapid.

Special needs policy

The group will have regard to the Department for Education Code of Practice (1993) 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. 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, will be admitted after full consultation between parents/carers, group staff, Referral Scheme Co-ordinator 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, assistance with fees and travel, when necessary.

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

Group staff whenever possible, will attend appropriate special needs training provided by Wales PPA 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 Opportunity Policy, with the needs of the children being of paramount importance at all times.

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 fathers and mothers, other relations and carers, including childminders. People from all cultural, ethnic, religious and social groups, which with or without disabilities are welcome.
- Arrange the waiting list in order of date of birth. Each group should decide whether children with special needs, of all kinds, are given priority over a strict adherence to date of birth.
- Keep a place vacant, if financially viable, to accommodate emergency admissions.
- Arrange a visit to the group for parents/carers and the child prior to the offer of a place at the group, to discuss the admission and to look around the group and meet the staff.
- Monitor the gender and ethnic background of the children joining the group to ensure no accidental discrimination is taking place.
- Make sure the equal opportunities policy is widely known.
- Encourage parental involvement in the management and day to day running of the group.

NB: Accompanying the admissions policy should be information on:-

- The type of management of the group.
- The names and telephone numbers of the supervisors and committee members.
- The number of sessions, days and times of opening.
- The cost per session, and whether there is a scheme for reducing the fees of those in financial difficulties.
- The number of children for which the group is registered.
- Whether the group is registered to take nursery vouchers
- Whether the group is accredited, or working towards accreditation, with Wales PPA's Quality Assured Scheme.
- Whether the group is involved with a special needs referral scheme

Parental involvement settling in at playgroup Policy and practice

This 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 to visit the group as a family before registering with a particular group.
- Offer a flexible approach to all parents/carers to allow for a settling in period when starting and for all concerned to become use to the group's routine and policies along with the philosophy of Wales PPA.
- Welcome the contributions of the parents/carers whatever form these might take and ensure they have opportunities to contribute their skills, knowledge and interests.
- Involve the parents/carers in the progress of their child formally or informally and work with them in sharing all records concerning their child.
- Inform parents/carers that the group has adopted a number of policies to provide a quality environment for all involved.
- Ensure that parents/carers are informed of any committee meetings taking place that they may wish to attend.
- Ensure that parents/carers are aware of how queries, complaints or suggestions can be made.
- Ensure that they are able to talk or discuss personal matters relating to their child in confidence with the supervisor/staff, on a daily basis if required.
- Encourage them to play an active part of the running and management of the of the groups role in the democratic decision making of Wales PPA.
- Provide opportunities for parents/carers to participate in the groups 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.

Outings policy

Our group will make every effort to arrange trips for the children which will develop their knowledge and understanding and will involve the parents/carers.

To ensure the safety and enjoyment, the group will:-

- Have a staff/committee member make a pre-requisite visit to ensure the suitability of the place being visited.
- Send a letter to parents in advance of the trip, detailing the date, place to visit and time of return. Parents/carers will be asked to sign a consent form. Information will be displayed on the notice board.
- Invite parents/carers to participate in the trip, informing them that they will be responsible for their own child.
- Ensure there is sufficient adult/child ratio for children who are not accompanied by their parent/carers.
- Ask parents to supply a packed lunch for their child, to be in plastic containers and with no glass bottles.
- Also send their child in suitable clothing for the weather, i.e. If wet – Wellies and raincoat, if hot – sun hat and sun lotion.
- Issue identification on the day to the children, to be worn at all times, first names only and the groups name.
- Ensure the register is taken on departure and return.
- Designate a member of staff to have a mobile phone in case of emergency.
- Designate a first aider who can carry the first aid kit.

When visiting farms or animal parks the group will ensure the children treat the animals with respect and consideration, in the same way as they would in the group situation.

Our group will issue the following guidance to those accompanying the children, to ensure their safety:-

- Approach and handle the animals quietly and gently.
- Wash hands thoroughly after contact with them at all times.
- Eat only in designated areas.
- DO-NOT allow children to kiss animals or to put their fingers in their mouths without first washing properly whilst with or around animals.
- Don't let the children play with any farm equipment.
- Encourage the children to listen to any instructions given to them by any adults.
- Ensure that all hands are washed when leaving the park/zoo, and also wash any Wellies/footwear.

Outing Parental Form

Outing parental form

I give permission for my
child _____

To go to _____ with staff from Rhostyllen
Playgroup.

Contact
numbers _____

In case of emergency, if we are unable to find you, please give name,
relationship, address and telephone number of a person we can contact:

Does your child suffer from any allergies or diet
restrictions _____

Does your child have any special needs or
medication _____

Parent _____ Date _____

Equal opportunities policy

As members of Wales PPA, we are fully committed to the active promotion of equality of opportunity for all the children and families in the group. Equal opportunity does not mean treating everyone the same. The 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
- Parent/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. This will be done by informing the local Health visitor about the group so this information can be passed onto parents/carers. Information posters will be displayed in the local Doctor's surgery, post office, shop etc.

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 enter will be adhered to. Children need not attend every session. The group will be flexible in providing sessions to suit each child/parents needs.

Employment

The group will appoint the best person for the job.

Commitment to implementing the group's Equal opportunities policy will form part of the job description for all workers.

Advertisements will be in the language appropriate to the community, when possible and will be placed in the local paper and job centre and 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, 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 and will be treated as an individual in compliance with current employment legislation.

Parent's role in the group

The group will encourage the involvement of parents/carers by making them welcome and by respecting the differences in families.

Also by respecting their language and culture's and encouraging them to contribute in what ever 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 any meetings will e 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.

The children will be given the opportunity to learn to respect cultures, languages and celebrations other than their own. Children growing up in all white areas need the opportunity to see they are part of a multi racial society.

The children will be offered activities to give them the opportunity to explore, acknowledge and value similarities and differences between them selves 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 they are positive and accurately reflect a multi racial society.

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

Anti-bullying policy

Introduction

Bullying is action taken by one or more children with the deliberate intention of hurting another child, either physically or emotionally.

Aims and objectives

Bullying is wrong and damages individual children. We therefore do all we can to prevent it, as we regard bullying as unacceptable.

We aim, as a playgroup, to produce a safe and secure environment where all can learn without anxiety.

This policy aims to produce a consistent response to any bullying incidents that may occur.

We aim to make all those connected with the playgroup aware of our opposition to bullying.

The role of supervisor

The committee supports the supervisor in all attempts to eliminate bullying from the playgroup, and that any incidents of bullying that do occur are taken seriously and dealt with appropriately.

It is the responsibility of the supervisor to implement the playgroups anti-bullying strategy and to ensure that all staff is aware of the policy, and know how to deal with incidents of bullying.

The supervisor ensures that all the children know that bullying is wrong, and that it is unacceptable behaviour in this playgroup.

The supervisor sets the playgroup climate of mutual support and praise for success, so making bullying less likely. When children feel they are important and belong to a friendly and welcoming group, bullying is far less likely to be part of their behaviour.

The supervisor and staff in the playgroup will take all forms of bullying seriously and intervene to prevent incidents from taking place.

If the supervisor or staff witness an act of bullying, they do all they can to support the child who is being bullied. If a child is being bullied over a period of time, then after consultation with the committee, the supervisor will inform the child's parents.

If as supervisors, we become aware of any bullying taking place between members in playgroup, we deal with the situation immediately. This may involve counselling and support for the victim of the bullying, and punishment for the child who has carried out the bullying. We spend time talking to the victim child, explaining why the action taken by the child was wrong, and we endeavour to help the child change their behaviour in the future. If a child is repeatedly involved in bullying other children, we inform the committee and the special needs co-ordinator, we then invite the child's parents into our playgroup setting to discuss the situation. In more extreme cases, for example where these initial discussions have proven ineffective, the committee may contact external agencies such as social services.

Supervisors attend training when available and appropriate, which enables them to be equipped to deal with incidents of bullying and behaviour management.

Supervisors attempt to support all children in our setting and to establish a climate of trust and respect for all. By praising, rewarding and celebrating the success of all children, we aim to prevent incidents of bullying.

The role of parents

Parents, who are concerned that their child might be being bullied, or suspect that their child may be the perpetrator of bullying, are encouraged to contact the committee and supervisor immediately.

Parents have a responsibility to support the playgroup's anti bullying policy and to actively encourage their child to be a positive member of the playgroup.

Reviewing

This policy is reviewed termly by the supervisor, who will report to the committee about the effectiveness of the policy on request.

Child protection 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 post, 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 Rehabilitations of Offenders Act 1974 and to give their permission for checks to be made for any criminal records.

All applicants for work within the group, both paid and unpaid, will be interviewed before appointment and asked to provide at least one reference from someone who has experience of their work with children. All references will be followed up.

All appointments, 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.

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

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

Children will be collected from the group by authorised adult whose details are held by the group.

The group will ensure that all staff and volunteers have knowledge of and access to, Wales PPA Child Protection Guidelines, and encourage accurate record keeping.

The group will hold regular meetings with all staff and volunteers working in the group to facilitate the raising of any concerns.

Children are accompanied at all times by authorised adults when taking part in groups external activities, e.g. walks, visits, carnivals, swimming etc.

Respond Appropriately to Suspicion of Abuse

Any changes in a child's behaviour or injuries will be investigated. Parents will normally be the first point of contact.

If there are grounds for suspecting abuse, these will be referred to the Social Services, NSPCC or Police as appropriate.

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

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, chairperson and other members of staff as appropriate.

Liase with Other Bodies

The group will operate within the local authority guidelines. Confidential records kept on children about whom there is concern, should be shared with the Social Services Dept. if it is felt that adequate explanations for the child's condition have not been provided, or if the Social Services Dept 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 the 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 is paramount and will do all 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, Wales PPA child protection guidelines.

Staff and volunteers will be encouraged to attend Child Protection training sessions to enable them to recognise signs of abuse.

Complaint procedure

Any complaint will be given attention by the registered person and will meet the requirements of the National Minimum Standards (NMS) and the revised regulations - Regulation 14 - "The care Standard Act 2000 and the Children's Act 1989 (Regulatory reform and Complaints) (Wales) Regulations 2006.

As a member of Wales PPA 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:

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 wishes.

Parents/carers are invited to discuss concerns/complaints with the supervisor as the first step to the resolution, and this will be recorded in writing and resolved as reasonably practical within 14 days.

Making concerns known

Any parent/carer who is uneasy about any aspect of the group's provision should talk over any worries and anxieties with the group supervisor. If there is no satisfactory outcome within two weeks, or the problem recurs, the parent/carer should:

- Put the concerns of complaints in writing
- Request a meeting with the group's supervisor and chairperson of the committee
- Have a friend or partner present for both parent/carer and supervisor
- Have a written record of the discussion made and agreed

Most problems should be resolved informally at this initial stage.

If the parent/carer is not satisfied that the problem has been sorted, the parent/carer should contact the chairperson of the committee again.

If the parent/carer and group cannot reach agreement an external mediator, acceptable to both sides, may be invited to listen to both sides and offer advice.

Fieldworkers, Regional Executive Officers or Volunteers from Wales PPA will be available to act as mediators.

A mediator has no legal powers but can help clarify the situation.

A mediator should:

- Help define the problem
- Review the actions
- Suggest further ways which might resolve it
- Meet the group if requested
- Keep agreed written record of any meetings held and advice given
- Keep all discussions confidential

In certain circumstances it will be necessary to involve the local registration and inspection unit who have a duty to ensure that the requirements of the Children Act 1989 are met.

Wales PPA works in partnership with Social Services to encourage high standards.

Social Services would be involved if:

- A child appeared to be at risk of any kind
- There appeared to be a possible breach of registration requirements

In these cases the parents/carers and the group will be informed and the Wales PPA fieldworker/Regional Executive Officer, will work with the Social Services Dept to ensure that the complaint is properly investigated and appropriate action taken.

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

A written record must be kept of any complaint or concern, the outcome of the investigation and any action taken in response.

As the registered person, the complainant should be advised of their right, at any time to complain to the Care and Social Services Inspectorate Wales

CSSIW
Government Buildings
Sarn Mynach
Llandudno Junction
LL31 9RZ

Telephone 0300 062 5609

Confidentiality policy

The groups 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 not have access to information about any other child.

Staff should not discuss individual children, other than for purposes of curriculum planning /group management with anyone other than the parents.

Information given by parents/carers to the supervisor/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 confidential to the people directly involved with making personnel decisions.

Students on Wales PPA recognised courses i.e.; observing or on placement in the group, should be advised of our confidentiality policy and required to accept it.

The safety and well being of the child will be of paramount importance.

Child protection procedure telephone numbers

The welfare of all children is paramount and as a Registered Childminder, I have a duty to protect children in my care at all times.

All accidents and incidents are recorded in my accident and incident books, which parents are expected to sign.

If there is anything that cannot be satisfactorily explained or that gives me cause for concern, I have a duty and I will report to the Child Protection Officer.

I do not approach parents if I suspect any form of sexual abuse.

I may seek advice from a CSIW inspector or an NCMA Co-ordinator.

Local Numbers

CSSIW Inspector (Children's Day Care)	0300 062 5609
NCMA Co-ordinator	01978 314433
NSPCC	01978 362383

Behaviour and discipline policy

Good behaviour and discipline are essential to ensure the smooth 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.
- Be able to differentiate between deliberate and accidental occurrences.
- Use appropriate language and establish eye contact when talking to the children.
- Work with the parents and carers to promote and encourage acceptable behaviour.
- Always respect confidentiality.

Children will never be smacked, shaken, humiliated, ridiculed, threatened, left in isolation or made to feel unwanted or undervalued.

Playgroup complaints policy

The following policy applies to complaints made by parents about the playgroups activities or staffs behaviour:

- All complaints and discussions resulting from them must be recorded in writing. The written record must be retained by the committee.
- Complaints should be addressed to the chair of the committee.
- The committee will respond in writing within three working days, defined as days when the playgroup is open.
- The committee will seek to resolve complaints within 28 days or such shorter periods as may be reasonable, and advise the complainant of the outcome. If not resolved within the 28 days the Area Organiser/CSSIW should be informed.
- Where complaints are regarding staff, the staff member(s) will discuss the complaint with the committee prior to a written response being sent to the complainant. The staff member may have a friend attend discussions with them.
- Complainants may discuss their complaint in person with the committee. They are allowed to have a friend accompany them to such discussions. These discussions will be recorded in writing too.
- Should the complaint be specifically of sexual/abuse nature the abuse unit of CS1W and the Area Organiser of the Wrexham branch of Wales PPA will be informed by the chairperson, the member of staff will not attend sessions until the matter is resolved.
- Should the complaint not be settled to the satisfaction of all parties the matter will be referred to the Area Organiser of the Wrexham branch of Wales PPA or the Care Standards in Wales (CSSIW) inspectorate whichever is the most appropriate in the opinion of the chair of the committee.

Health and safety policy

Health

The group will promote a healthy lifestyle and a high standard of hygiene in its day to day work with adults and children.

Food

- All snacks provided will aim to be nutritious with particular attention paid to the children's individual dietary requirements.
- Staff will promote healthy eating and extend the children's understanding of a healthy diet.
- Snacks will be prepared in the room, and toast etc in the kitchen. Antibacterial spray will be used on all surfaces before putting food on them.
- Adults and children will wash hands before handling food.
- Different cloths will be used for food preparation and other activities, e.g. paint and glue.
- At least one member of staff will hold a basic food hygiene certificate.

Illness

- Parents/carers will be asked to keep children at home if they have infections and to inform the supervisor as to the nature of the infection so that they can alert other parents/carers and make useful observations of any other child in the group who seems unwell.
- Children who have vomiting and/or diarrhoea should not return to the group until 24 hours has elapsed since the last attack.
- Cuts and open sores on adults and children will be covered with a plaster or other dressing.
- The group is happy to administer prescribed medication, only with parents/carers written consent. All medication must be clearly labelled with the child's name, dosage and any other instructions on. The group will then record on a medication sheet when medication is administered and by whom. Group staff is unable to administer injections as this is not covered by our insurance policy.
- First aid equipment will be kept sterile and sealed until needed.

Personal hygiene

- Hands will be washed after using toilet.
- Hands will also be washed before children eat or handle any food.
- Tissues will be available to wipe noses and will be hygienically disposed of.
- Paper towels or hand dryer will be used to dry hands
- The use of electric hand dryer will be supervised.
- Gloves will be worn to handle bodily fluids.

Cleaning and clearing

- Disposable gloves and aprons will be worn to clear any bodily fluids such as blood, vomit, urine or excrement.
- Floors and other affected surfaces will be disinfected using hot water and diluted bleach.
- Spare clothes and pants will be available in case of accidents.
- Polythene bags will be available to wrap up soiled garments.
- Toys and equipment will be regularly washed.

Nappy changing

- A changing mat, wipes and gloves and apron are provided.
- Parents of children in nappies need to provide spare nappies for the session.
- Soiled nappies must be sealed in a plastic bag and disposed of in the outdoor bins.

Activities with children.

A healthy lifestyle will be promoted through games and themes such as healthy eating, dental health, the importance of activities and rest.

Outdoor play

Children will all have the opportunity to use the outdoor play area as much as the weather will allow us. Ensuring lots of fresh air in a safe and fun environment.

The outside area is surrounded by a very high fence that neither children nor people on the outside can climb over.

Safety

The safety of the children in our care is of the utmost importance. In order to ensure that the environment is safe for both adults and children the following action points will be carried out.

- All children will be supervised by the correct adult ratio at all times. At least two adults will be present while children are on the premises. Outings will be supervised on a ratio of 1 adult to 2 children and parental consent forms will be used.
- A register of attendance of both adults and children will be completed as people arrive, so that a complete record is available in an emergency.
- The supervisor will record any accident or incident that has occurred.
- All visitors to the playgroup will sign the visitor's book.
- Children will only be allowed to leave the premises with authorised adults who are nominated on the registration form unless staff are otherwise informed. Older children will not be allowed to collect any child.
- Fire drills will be carried out at least once every half term. The procedure will be displayed on the notice board and the event will be recorded.
- The whole building is fitted with locks to prevent unwanted visitors from entering. The doors are locked once all the children are inside. These locks are easily released from the inside in an emergency.
- A first aid box, correctly stocked, will be available at all times. At least two members of staff will hold a first aid certificate, which will be updated as needed. The stock will be checked, and a chart will be used to keep a record of dates for stock to be replaced.
- Heaters will be checked regularly to ensure that they are at the correct temperature and that no equipment is stacked against them.
- All electricity sockets will have covers.
- Staff will not walk about the play area with hot drinks.
- We have a no smoking policy and guarantee that all children's play areas, including outdoors, are smoke free.
- Rules of behaviour will be set out in relation to the use of equipment, e.g. no throwing sand, no running etc.
- The layout will allow adults and children to move safely between activities. General untidiness will be avoided, e.g. toys to be picked up and sand brushed up.
Toys and equipment to be safely stored.
- Equipment will be of a good standard and will be checked regularly for breakages. Damaged or broken equipment will be repaired promptly or discarded. Then replaced using a stock chart and dated where appropriate.
- Activities and equipment will be developmentally appropriate, recognising that materials suitable for older children may pose a risk to less mature children.
- All staff are aware of child protection and will act appropriately if need arises. Children will be accompanied to the toilet by a registered member of staff only. The same will apply to change of clothing or nappy changing.
- Safety will be promoted to the children through games, fire drills, importance of tidying up, road safety, etc.
- A member of staff will stand with parents and another by the door, and then released to parents / carers individually for maximum safety of the children.

Information booklet



Rhostyllen Playgroup Information Booklet

Welcome to Rhostyllen Playgroup, the language in the setting is English. We hope your stay with us will be a happy one, here is some information for you about the group and how it works. All parents who join the group will be asked to fill out a form for a C. R. B. check to help out on rota.

The group is for children aged 2 years 6 months – 3 years. We are registered for 30 children and may not exceed this number at any time at present. We are registered with social services and are members of the Wales PPA who provide us with a visit from our area organizer once a term, they are also available at other times to offer support and advice.

The Supervisor of the group is Debbie Roberts and the assistants are Jane Smith (Assistant Supervisor) and Gaynor Pugh (Playgroup Assistant). The telephone number is 07847 927 177. All the staff are C. R. B. cleared.

Should you have any worries at any time please speak to the supervisor or chairperson who are there to help you. Please could you contact them during playgroup hours where possible as they all have other commitments and family, also before and after playgroup as they are there for your children as well.

If you have any complaints about the setting please discuss with staff, committee members or CSSIW on 0300 062 5609.

On the notice board is information for you about the group and information off the Wales PPA etc. Notice of meetings and details of activities will also be displayed. A prospectus pack is available of all the policies and procedures of the group.

Please inform the supervisor if there are any circumstances which would be a help to them about your child e.g. a recent move, or loss of a close relative etc. Please put in writing any custody, access or contact arrangement changes.

Opening times and fees

Playgroup is open Monday, Wednesday, and Friday 9:15am to 11:40am. Tuesday and Thursday 12:30pm to 2:40pm. The fee is £5.50 per session for playgroup.

Playgroup Plus is open Tuesday 11:30am to 2:40pm. You must provide a packed lunch for your child for this session; the fee is £6.50 per session. Fees are due in advance each week to secure your child's place and are non refundable.

Children are not insured before or after the stated opening times. So we ask that parents or carers pick their children up promptly at the end of the session. If your child has an infectious disease i.e. chicken pox, measles or rubella your child will not be able to attend playgroup, however full fees are still required. If you go on holiday inform the staff before you go and you will be given a form to fill in, this will retain your child's place. The first two weeks of holiday taken in term time are free. After this you will be asked to pay your child's fees.

Fees are to be paid weekly in advance, this is to help us balance the books. Please write your child's name and date of period covered on the back of the cheque. If your child attends the group and no fees are paid for two weeks he/she will no longer be allowed in the session until the fees are paid in full. Also your child's place may be offered to another child. However, if you have a problem, please speak to the chairperson or supervisor to see if you can be helped in any way.

Parent Rota

On occasions we may need a parent to enable us to run to CSSIW standards of child ratio. A list of names will be displayed on the notice board. If you cannot do your rota please arrange a swap with another parent.

We must have the correct adult to child ratio for the playgroup to open.

Rota Duty

When it comes to your turn for rota duty please help staff and children by following the points below:-

1. Arrive at 9.00am.
2. Help set up the room.
3. Pick up any toys thrown on the floor.
4. Prepare the snacks, or help with preparation.
5. Help clean up at the end of snack time.
6. Help clean the room after the session has finished.

The group

The group is run by a committee, which is made up of parents such as you, any help that you can offer will be greatly appreciated.

We are a self funding group and although we collect fees, there is still a short fall. Therefore fund raising plays an important part in providing wages, equipment, and treats for the children such as outings, parties and gifts.

Please support your committee with fund-raising activities. The committee is made up of a Chairperson, Secretary and Treasurer along with other parents who can be part of the committee. Any ideas you may have will be very welcome and will be discussed with the committee at the next meeting. Meetings are usually once a term and details will be displayed on the notice board.

Please remember “No committee = No playgroup”.

The group has a 3 year old funding scheme funded by the early years education. If your child is 3 years old between September to December they will be entitled to the free funding sessions from January, also the same applies January to Easter. Please ask a member of staff for more details.

The group works in conjunction with the Early Years Education Entitlement, which means the group follows areas of learning, which are:- Personal and Social, Language, Literacy and Communication, Mathematical, Creative, Physical, Knowledge and Understanding of the World and Bilingualism of which the desirable outcomes are displayed on the walls of all the areas in the setting.

Snacks

In the session your child will be given a snack and drink, which we like to keep as healthy as possible.

It is very important to let staff know of any allergies or diet requirements that your child may have.

Snack list

Sandwiches (Jam, Cheese, Ham, Chicken)
Toast (Buttered - Jam)
Muffins
Pancakes
Breadsticks, Crackers, Cheddars, Ritz
Fromage Frais, Yoghurts
Cheese Spread
Biscuits
Crisps
Apple Juice
Milk or Milk Shake
Water or Blackcurrant Juice
Various Fruit (Apples, Grapes, Satsuma's, Bananas etc.)
Tomatoes and Cucumber
Chicken Noodles and Prawn Crackers

Behavior and discipline policy

If a child misbehaves the following action is taken by the supervisor:

1. He/she is spoken to.
2. If a child is persistently disruptive he/she is removed from the activity.
3. Incidents of a physical nature against another child must be recorded in the incident book.
4. Parents will be advised of the occurrence of any of the above.

Child Protection Policy

If you have any problems you wish to discuss please see the supervisor, it will be in confidence and we will endeavor to support and help you. We are here to protect your child and if we have any cause for concern we will discuss it with you, but we may have to refer it to appropriate authorities.

Please inform in writing any child custody problems or changes as to who will be collecting your child from playgroup.

Medication & Sickness

Staff do not administer medication, i.e. anti-biotics, calpol etc. but will however give medicines such as inhalers etc. both parents and staff must fill out medication forms that are to be signed and dated. All medicines will be kept out of children's reach.

If your child has sickness and/or diarrhea they will not be allowed to attend playgroup for 48 hours following the last episode. Unfortunately fees remain payable during any period of illness.

Accidents

Should your child have an accident while at playgroup, this has to be reported on an accident form. The supervisor will fill out the form and the parent or carer who picks up the child will be asked to sign the form to say that they have been made aware of the accident.

Incident

If your child comes to playgroup with a bruise or injury sustained outside of playgroup an accident form is to be filled out dated and signed for safety reasons. Also if your child is involved in an incident with another child one has to be completed and signed.

Nappies

To start playgroup your child does not have to be out of nappies. Please send your child in a clean nappy and with a spare nappy etc. incase it's needed. Please inform staff of any special requirements if your child should need changing e.g. wipes or cream. Please also inform staff when you start to toilet train so that we can assist and help your child.

Messy Play And Appropriate Clothing

We provide various forms of messy play including paint, glue, sand and water. Please dress your child in suitable old clothing, as they are here to enjoy themselves. Although aprons are provided, paint still gets on their clothes. Please also send your child with a change of clothes incase of a toilet accident etc.

Tip- if paint does get on their clothes rub the garment through with ordinary soap before putting in the washing machine. Biological powder will set the paint, some colours remain stubborn.

Footwear should be enclosed shoes or trainers only. Strappy sandals and flip flops can cause accidents and we would prefer to avoid this from happening. In hot weather, please send your child with sun cream and sun hat. In winter please provide hat, gloves and a scarf.

Jewellery

Please remember that we are not liable for accidents i.e. choking on a necklace, ring or for any breakages or loss of jewellery. Only stud earrings may be worn.

Special Needs

We welcome children into the group with special needs. Relevant agencies will be contacted, to support and advise us on the level of care your child needs.

Your Child's Work

Your child's work is put up on display throughout the room, please feel free to come in to admire it at the end of the session.

Registration contract

Rhostyllen Playgroup Registration contract

Agreement to start on _____ Male or Female _____
(To be filled in by supervisor)

Child's full name _____ Date of Birth _____

Parents/carers name _____

Address _____

Home Tel. no _____ Work Tel. no _____

Mobile Tel. no _____

Ethnic origin _____ Religion _____

In case of emergency, if we are unable to find you, please give name, relationship, address and tel no we can contact:

MEDICAL INFORMATION – This information will be kept confidential.

Doctor's name _____ Tel no _____

Address _____

Has your child been immunised against the following, beside each immunization, please give last date of last vaccination.

Polio date: _____ Whooping cough date: _____

Diphtheria date: _____ Hib date: _____

M.M.R date: _____ Meningitis C date: _____

Tetanus date: _____

Does your child suffer from any allergies or diet restrictions? _____

Does your child have any special needs? _____

EMERGENCY TREATMENT

If my child needs emergency treatment or hospitalisation while in playgroup care and no contact can be made to any contact numbers, I give consent for Debbie Roberts, Gaynor Pugh or Jane Smith to give consent for any necessary or emergency treatment including **anaesthetic or blood transfusion**.

Signature of parent or Guardian _____ Date _____

Child's full name _____

I confirm that I have been given an information booklet and agree that my child and I will abide by the policies (Discipline, Equal Opportunities and Health and Safety) of Rhostyllen Playgroup.

Signature _____ Date _____

CHILD PROTECTION POLICY

If you have any problems you wish to discuss, please see the supervisor in confidence, we will support and help you. We are here to protect your child and if we have cause for concern we will discuss it with you, but we may have to refer it to other agencies.

Please list those people authorised to collect your child and remember to advise supervisor accordingly.

If there are any changes to the collecting of your child, please put this in writing to the supervisor.

SESSIONS

	Start Time	Finish Time
Monday	9.15am	11.40am
Tuesday	11.30am playgroup plus 12.30pm playgroup	2.45pm 2.45pm
Wednesday	9.15am	11.40am
Thursday	Closed	Closed
Friday	9.15am	11.40am

Children are not insured before or after these times. Please collect your child promptly at the end of the session.

FEES

Playgroup Sessions - £5.50

Playgroup Plus Sessions - £6.50

Please pay your fees weekly, this is to help us balance the books. If your child attends the group and no fees are paid for two weeks they will no longer be allowed in the session until the fees are paid in full. Your child's place may be offered to another child.

Fees remain payable during periods of absence due to illness

You will not have to pay fees (for two weeks) if you are going on holiday. Please fill in a holiday form before you go to retain your child's place. For any extra holidays taken over the two weeks per year, full fees will be charged.

If you wish your child to change sessions or leave the playgroup, please give the staff at least two weeks notice.

Please advise the staff if there are any family circumstances that may effect or upset your child e.g. recent move, loss of close relative. Also confirm in writing whether there are any custody, access or contact arrangements.

If you have any complaints about the setting, in the first instance please discuss it with the playgroup supervisor or a committee member. Alternatively you can also contact the CSSIW (0300 062 5609)

PHOTOGRAPHS

Do you object to photographs being taken of your child within the group for display purposes or for our photo album for that year? These photographs may also be used for Wales Pre School Playgroup Association and their magazine small talk.

The photos from activities will be displayed around the play room if you wish to see them. They may also be used in the Quality assurance.

I do/do not object to photos being taken during playgroup time.
I do/do not object to photos being used on the rhostyllen playgroup website.

Parent _____ Date _____

I do/do not object to photos taken of my child being used by Wales pre-school playgroups association and small talk magazine.

Parent _____ Date _____

I do/do not object to photos taken of my child being used in the playgroups quality assurance.

Parent _____ Date _____

Please sign below to agree that you have read and understood this form. It is vital that you inform staff, preferably in writing of any changes to any of the information given on this contract.

Parent _____ Date _____

Start date letter



Debbie Roberts
Rhostyllen Playgroup
Parish Hall
Vicarage Hill
Rhostyllen
Wrexham
LL14 4AR

Dear Parent,

We have..... registered to start playgroup with us
on.....

Each session begins at 9.15am till 11.40am at a cost of £5.50 on a
Monday/Wednesday & Friday.

We do ask parents to pay their full payment on a Monday if possible please.
If your child is unable to attend a session full payment is still required unless a
holiday form has been filled out and given in to staff prior to the holiday. Also
if possible can you ring Debbie the supervisor to inform her if your child is
unable to attend due to illness etc, so they know not to expect them that day.
The phone number is 07847927177.

We ask all parents to take a turn at rota duty to assist the staff, we aim to
have the rota completed at least one month in advance and is arranged
through the committee. If you are unable to complete a rota duty due to work
etc, can we please ask if there is an Aunt/Grandparent or friend who can take
your place. For safety reasons we may need 2 mums per session at busier
times. All parents will require a police check, the supervisor/committee will be
able to give you more details when your child starts at playgroup.

If you require any more information or need to discuss your child please call in
at the playgroup or ring on the above number to speak to the supervisor or
committee. We are happy to help.

We look forward to seeing you and your child soon.

Thank you

Debbie, Gaynor, Jane and committee.



Debbie Roberts
Rhostyllen Playgroup
Parish Hall
Vicarage Hill
Rhostyllen
Wrexham
LL14 4AR

Dear Parent,

Rhostyllen Playgroup is now introducing a new trial, child placement for children aged 2 years 3 months.

Your child, who is due to start with us when they reach the age of 2 years 6 months old can now start 3 months earlier!

This new start is on the understanding that if after a weeks trial, or any time between the age of 2 years 3 months and 2 years 6 months, staff think that your child is too young to be at the playgroup, you will be asked to remove your child from the group until they reach the age of 2 years 6 months.

If you are interested in starting your child early, please call into the group to discuss this or any other questions you may have with me.

Hope to see you and your child soon.

Regards,

Debbie and staff

Toileting policy

The group's policy is that we will accept children who are still in nappies.

The staff are all CRB cleared and will wear disposable gloves and aprons to change the children.

If necessary we have a supply of clean clothes that can be used.

If used by your child, it will be required for you to wash and return to the group for us to use on another child when needed.

If you would prefer, you can bring in a small bag to be kept on your child's peg with their own items of clothing to be used if needed.

The nappies are placed in an outside bin in a nappy sack.

Hands are washed before and after, as well as any equipment used.

No rota parent will be allowed to take children to toilet other than their own child/children.

No children will be left unattended whilst in toilet.

Soap is supplied for washing hands.

Playgroup 'Exclusion of children who are ill' Policy

Parents will be telephoned if their child becomes unwell during any of the sessions. It is important that when you initially register your child you provide us with alternative contact telephone numbers, that we can call should you be unable to come to collect your child.

Any child who becomes unwell will be made comfortable and encouraged to rest. If the child appears to have a raised temperature, the staff will reassure the child and offer plenty of water to drink.

If a child is giving considerable concern and parent cannot be contacted, they will be taken to the nearest A & E department, by ambulance with a member of staff.

Parents are requested not to bring their child to any playgroup setting if your child appears unwell or is showing signs of an infectious disorder. The child must be clear for 48 hours before they return.

Examples of Infectious Disorders

Cold sores
Impetigo
Conjunctivitis (sticky eye)
Head lice
Chicken pox
Measles
Whooping cough
Infected cuts
Vomiting
Diarrhoea

Your cooperation in this matter will be greatly appreciated.
This prevents the spread of infections from one child to another.

Children, who are unwell, require individual attention and staff are unable to give this for a pro longed period of time.

Medication Policy and Procedures

If the child is taking prescribed medication the following procedures will be followed:

- If possible, the child's parents will administer medicine. If not, then medication must be stored in the original container and clearly labeled with child's name, dosage and any instructions.
- If child is Asthmatic then the parent is required to give written information, show how to use and give clear instructions about the dosage, administration of the medication and permission for any competent member of staff to follow the instructions.
- All medications will be kept out of reach of children.
- A medication form will be available for parents to complete including, name of child receiving medication, times that the medication should be administered, date and time when medication was last administered, together with the signature of the person who has administered each dose.
- With regard to the administration of life saving medication such as insulin/adrenalin injections 'EpiPen', the position will be clarified by reference to the playgroup's insurance company. If specialist knowledge is required, staff involved in administering medication will receive training from a qualified health professional.
- Rhostyllen Playgroup will ensure that the first aid equipment is kept clean, replenished and replaced as necessary. Sterile items will be kept sealed in their packages until needed.
- There will always be at least one qualified First Aider trained to administer first aid to children on the premises.

Accident Policy and First Aid

At Rhostyllen playgroup, we provide a safe and adequately supervised environment for your child. However accidents can happen.

The aim of this policy is to ensure that all reasonably practical steps are taken to ensure the health, safety and welfare of all children.

Minor Accidents

- If the child has a minor accident while at playgroup, the injury will be assessed by a qualified First aider and treated accordingly.
- It will be recorded in the "Accident Book".
The "Accident Book" is a record of all accidents that occur in the playgroup, and is completed as soon as the accident occurs. If your child has an accident that the staff are aware of, the details will be recorded in the accident book for parents to read and sign when they collect their child.
- The child will be resettled and monitored.
- It is not playgroup policy to disclose names of children that were involved in accidents or incidents to any other child.

Accident or Serious Illness

- The First Aider will assess the severity of the situation and comfort the child.
- If required a member of staff will ring for further Medical Aid.
- The other adults in the session will ensure the children are kept away from the area of the accident or illness and reassure if necessary.
- The staff will contact the parent (using the contact details held) as soon as possible and arrange to meet them at the playgroup or hospital. If an ambulance has been called and the parent cannot be with the child a member of staff will accompany the child to hospital.
- The circumstances of the accident or illness will be recorded in 'The Accident and Incident Book' as soon as possible after the child has been cared for.

Uncollected or lost children policy

Uncollected child

To ensure the safety of all children in the group and to ensure the group meets its registration criteria with the CSSIW, we will work to the policy as set out below for any child not collected by the close of the group session:

- No child will be left unattended if their parent/carer has not arrived to collect them by the end of the group session.
- Children will not be released into the care of any person without the written permission of the parent/carer. However, in an emergency situation, a telephone call from the parent/carer stating that another adult will collect the child will be accepted provided that an accurate description of the adult is given and that the adult can give proof of their identity.
- The child will be kept at the group's premises for 30 minutes after the close of the session, waiting for the child to be collected. After this time the nominated adult will contact CSSIW who will be responsible for deciding what action to take.
- A record will be kept of all children who are not collected on time. This will give the date and time of collection and also the name of any non-authorized person collecting the child.
- Where this happens on three or more occasions in one term there will be a discussion with the parent/carer to emphasise the importance of collecting the child on time and by the authorised adult's.
- If the situation continues the group may levy an excess charge for each time the child is uncollected by their parent/carer after the close of the session.

Lost Children Policy

The group will ensure that the group premises are safe and secure to ensure children will not be able to leave the premises without a staff member or other adult authorised by the parent/carer.

This policy supports the 'Outings policy' and will be implemented in the exceptional situation where a child either becomes lost whilst on a group outing or leaves the group's premises unaccompanied.

- A senior staff member will be alerted and enquires made as to when the child was last seen, and where.
- The safety and security of the other children must be maintained and at least one adult must remain with these children.
- At least one staff member will search the premises and any outside space in the immediate vicinity.
- If the child is not found within 10 minutes then the Police and CSSIW will be called, and the parent/carer informed.
- The search will continue, and staff will keep in touch by mobile phone.

- There will be a review of the situation, which allowed the child to become lost and measures taken to ensure the situation cannot happen again.

Staff and employment policy

It is recognised that a high adult; child ratio is essential to provide good quality Pre-school care and education.

In the group

- There should be at least one member of staff to every five children, Wales PPA say 1-4 for 2-3yrs and 1-8 for 3-5yrs.
- At least half of the staff will have Wales PPA qualifications such as Diploma in playgroup Practise or equivalent.
- Staff will attend regular in service training through Wales PPA.
- An equal opportunities employment policy will be worked towards, seeking to offer job opportunities equally both women and men, with and without disabilities, from all religious, social ethnic and cultural groups.
- Regular appraisals will be held in order to support the staff.
- The recruiting, appointing and employing of staff will be adhered to in line with relevant legislation.
- Parents/carers and volunteers will be encouraged to take advantaged of training opportunities.
- The budget should include an allocation towards training costs.

Written statement of particular of employment

Employers are required to give all employees, except those taken on for less than a month, a written statement of their main terms and conditions of employment.

What information must the written statement include?

- The names of the employer and the employee.
- The date when the employment (and if different, the period of continuous employment) began.
- Wages or salary, and the intervals at which they are paid.
- Hours of work.
- Holiday entitlement.
- Pension's entitlement.
- Entitlement to sick leave and pay.
- Entitlement of the employer and the employee to notice of termination.
- Job title or brief job description.
- The period for which the employment is expected to continue where it is not permanent, or a date when it is to end for a fixed term.
- Place of work.
- Existence of any collective agreements that directly affect the employee's terms and conditions.

The statement must also include a note:

- Giving details of the employer's disciplinary rules and grievance procedures, although employers with fewer than 20 employees need to give only the contact name for raising a grievance.
- Stating whether or not a pension contracting out certificate is in force for the employment in question.

What if there is no information to be given under one of the required headings?

- If there is no information to be given, for example if the employee has no pension entitlement, then the written statement must say so.

When must the written statement be given?

- Within two months of taking on the employee.

What if changes are made to the terms and conditions covered in the statement?

- The employee must be given a written statement of any changes, as soon as possible and no later than a month after they are made.

Student placement policy

The group is aware that a pre-school group provides an ideal place for students from child care courses, on placement from school and college, as well as those on the Diploma in Playgroup Practice or other Wales PPA Courses.

When students are welcomed into the group:

- The needs of the children are paramount. Students will not be admitted in numbers which would hinder the work of the group.
- They must be confirmed by their tutor as being part of a bone fide child care course.
- Written permission must be obtained from the child's parents if they are required to carry out a child study.
- Unless registered as a 'fit person' students will not have unrestricted access to children.
- Any information gained by students about children, families or other adults in the group, must remain confidential.
- No student will be permitted to take any child out of the playroom unattended or take them to the toilet or be left alone in the room with a playgroup child.

Child release policy

When releasing children to parents/carers to go home from playgroup, a member of staff will stand with parents/carers, another by the playroom door, leaving the rest of the staff in the room with the children.

The children will then be released to parents individually for the safety of the children.

If a child has to leave early from the group parents must inform staff before hand and instruct the staff who will be picking their child up.

In a formal letter when it is appropriate to do so.

Telephone call is also acceptable.

The safety of the children must come first

Induction procedure for new playgroup staff

It is a good idea to introduce the new employee to existing staff, committee members and parents prior to their starting work and invite them to a committee meeting.

Arrange for them to visit the group in advance to familiarise themselves with the surroundings, to see how the group runs and to observe routines and procedures.

If at all possible arrange for new staff to work alongside the current staff for one or two sessions when they first join the group.

They should be given copies of the policies and procedures of the group and agree to abide by these.

Give the new employee a guided tour of the building, pointing out fire exits, alarms, fire assembly points and location of extinguishers and fire blankets, it should also be explained how and when fire drills are carried out.

They should be made familiar with the layout of the premises, outside play areas, toilet areas, kitchen facilities and storage cupboards.

They need to know where records are kept, where the First Aid Box is, where equipment and cleaning products are stored, and be made aware of any regulations governing the use of the premises.

Ensure the new staff member knows how to complete all forms or records which may be needed during the session such as Register and Accident/incident forms.

They need to know how to deal with visitors to the group, and how to handle child protection and behaviour management issues.

The Group should ensure that copies of all necessary documentation such as references and qualifications have been received and are placed on the staff file, and that a CRB check has been undertaken before the employment begins.

The employee needs to be given all necessary information regarding their employment, such as hours, rate of pay; holiday entitlement etc.

An induction Checklist should be completed before the probationary interview takes place.

Induction checklist for playgroup staff

The checklist is designed to ensure that new staffs are provided with the appropriate information to enable them to carry out their work effectively.

	Date completed	Signature
Welcome and introduction		
Group information pack		
Policies and procedures		
Layout of building		
Fire exits		
Fire equipment		
Fire drill/evacuation procedure		
First aid box		
Accident/incident book		
Health and safety		
Child protection		
Door security system		
Dealing with visitors		
Confidentiality		
Disciplinary and grievance procedures		
Risk assessment		
Daily routine		
Welcome parents and children		
Arrivals and departures		
Registration forms		
Curriculum planning		
Telephone		
Identify training required		
Take part in fire drill		
Attend staff meeting		
Attend committee meeting		
Wales PPA area organiser		

I have been informed about and understand the above items

Name in full _____

Signature _____

Date _____

I confirm that the above induction programme has been completed by:

Registered person full name _____

Signature _____

Date _____

Selecting equipment toys

The toys and equipment in the group will provide opportunities for children, with adult help, to develop new skills and concepts in the course of their play and exploration. The equipment provided will help to develop new skills and concepts in the course of their play and exploration. The equipment provided will:

- Be of high quality, educational and appropriate to the ages and stages of development of the children
- Be sufficient to enable each child to participate in quality play activities be well laid out and well presented
- Offer a variety and self selection
- Offer challenges to developing physical, social, personal and intellectual skills
- Feature positive images of people, both male and female, from arrange 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