

Reddish Vale Nursery School

Care and Control of Pupils

1. Purpose

This policy has been written for the support of all staff who come into contact with children at Reddish Vale Nursery School. It is designed to explain the arrangements for care and control, and its contents are made available to parents.

2. Duty of Care

The Health and Safety at Work Act 1974 specifies the duty of employers: "to ensure, so far as is reasonably practicable, the health, safety and welfare of all employees".

All staff working at Reddish Vale Nursery School have a right to:

- Be treated with respect and dignity;
- Work in a safe and healthy and environment;
- Be protected from harm;
- Receive adequate information and training in behaviour management.

All children at Reddish Vale Nursery School have a right to:

- Consideration of their needs by staff who have a responsibility for their care;
- Expect staff to undertake their duties and responsibilities in accordance with Nursery School policies;
- Be informed about Nursery rules, policies and expected conduct for all;
- Be provided with high quality education in an environment where they are protected from harm;

3. Appropriate Physical Contact

It is recognised that there are situations in which appropriate physical contact occurs in the nursery setting between staff and children e.g. in changing nappies, wet / soiled pants, treating cuts / bruises, and to comfort pupils in distressing circumstances. Staff use their professional judgement when children need this kind of physical contact.

In this nursery, we believe to deny a child physical reassurance is against the needs of the child. For some children a physical response may be an essential way of communicating if there is little or no spoken language or a sensory impairment. Some physical contact may be necessary with young children and those with SEND. Staff may need to have physical contact with children to demonstrate movement or techniques during play, to give first aid, to congratulate a child or to comfort a child in distress.

There are five guiding principles on appropriate physical contact:

- The welfare of the child comes first and takes precedence.
- We comfort children who are in need of comfort.
- We care for children who cannot care for themselves.
- We hold children to keep them and others safe.
- We endeavour to maintain dignity for children and staff.

In this nursery, we follow a 'team teach' approach, e.g. the hugging sideways. Due to the age of our children, however, this approach is not always appropriate. We believe that the hugging of children is acceptable if the child initiates this contact. The lifting of children should generally be avoided unless it is exceptional cases, for instance to keep a child away from danger, or if recorded on behaviour plans and agreed with parents. If children attempt to kiss any adult in the Nursery, we explain that 'kisses are for home'.

4. Personal and intimate care of children

- Staff will always ensure that the privacy, dignity and modesty of the child be respected.
- Staff will be aware of and alert to any religious or cultural values of the child and family when caring for the individual children for example (undressing for water play, keeping body parts covered).
- Whenever possible the child will be able to exercise choice and independence, which includes allowing them to make mistakes for example when dressing or feeding themselves.
- Staff will aim to discuss aspects of children's personal and intimate care with the child's parent/carer to ensure that we are complying with their wishes and usual practice. Children have unique behaviour and by understanding this, staff can demonstrate their respect for individual children's likes, wishes and dislikes.
- If children need regular intimate care, an 'Intimate and Personal Care Plan' will be completed by the parent/carer and Key Worker. These are then signed off by a member of SLT and stored in the changing folder.
- If children are toilet trained, parents/carers will tick on the admissions form that they give consent for intimate care to be given if this is required, e.g. if a child has an unexpected accident.
- Additional care and sensitivity will be shown when caring for a child with additional needs who may be unable to demonstrate their preference or communicate their wishes. Staff will need to verify whether children use signs, gestures or words to communicate their wishes.

- Effective Health and Safety and hygiene procedures will be adopted at all times, e.g. washing hands before and after nappies are changed and changing mats cleaned before and after each use.
- Staff will wear and use Personal Protective Clothing and Equipment (PPE) such as gloves, aprons, nappy bags. These are always available in the Nursery.
- Each time a child has intimate care, the person performing this will record the date and time and specify what care was given, e.g. nappy change. Any cream applied will require a parental signature.
- Staff will inform the Headteacher if a child is displaying any signs of infection or diarrhoea. The parent will be informed. Action will be taken with reference to the "infection prevention and communicable disease control guidance for Early Years and school settings".

Standard practice is for one member of staff to change children; dress wounds etc. and this can result in staff being alone in bathroom areas. However our Nursery bathrooms are located off the Nursery play areas in full view of Nursery staff.

Safeguarding

We ensure all staff have an up-to-date understanding of safeguarding and how to protect children from harm. This includes identifying signs and symptoms of abuse and how to raise these concerns as set out in the safeguarding policy. All of our staff have a full DBS check.

5. Dealing with Difficult Behaviour

Our policy has been developed in response to the recommendation of Circular 10/98 'The use of Force to Control or Restrain Pupils' issued following the implementation of the Education Act 1996 (Section 550 A).

The majority of the children in our Nursery respond positively to the discipline and control practiced by staff, ensuring the wellbeing and safety of children and staff. It is recognised that in exceptional circumstances staff may need to take action in situations where the use of reasonable force may be required.

i) Before Intervening

For a child with known behavioural problems the parent/carer will be involved in the child's Individual Educational/Behaviour Plan, and be made aware that physical intervention may be necessary. All staff should know the agreed strategies for dealing with the child's potential outbursts.

A member of staff must always call for assistance when it appears that physical intervention may be required. The second adult can assist and also be a witness. Every effort must be made to de-escalate the situation. Staff should remain calm, reassure verbally, respond rather than react, stay objective, stay in control.

ii) *Circumstances Justifying Physical Intervention*

Section 14 Circular 10/98 identifies occasions when teachers and other persons who are authorised by the Headteacher to have control or charge of pupils, they may use such force as is reasonable in the following circumstances:

- a) Where action is necessary in self defence or because there is an imminent risk of injury;
- b) Where there is a developing risk of injury, or significant damage to property;
- c) Where a pupil is behaving in a way that is compromising good order and discipline.

iii) *Application of Reasonable Force*

The use of force can be regarded as reasonable if:

- It is used for the minimum amount of time to achieve its objective.
- It is used as a last resort.
- The degree of force is the minimum required.

Reasonable force might involve staff:

- Holding
- Pushing away
- Pulling
- Blocking a child's path
- Leading a child by the hand or arm
- Shepherding a child away by placing a hand in the centre of the back
- In extreme circumstances using more restrictive holds e.g. the wrap

Authorised Staff

In line with LA guidance on 'Care and Control', all suitably trained staff at the Nursery, are authorised within the context of this policy to use reasonable force to restrain children.

The Headteacher is responsible for making clear to whom such authorisation has been made, in what circumstances and settings they may use force and for what duration of time this authorisation will last. The Headteacher will ensure that those authorised are aware of, and understand properly, what authorisation entails, and that all staff receive training in basic behaviour management. The majority of staff working directly with children have received training in TEAM – TEACH.

The Headteacher maintains a list of those who have been authorised.

All peripatetic teaching staff will work within the policy of their own Service and this should dovetail with that of Reddish Vale Nursery. Whilst on the Nursery premises they will be expected to operate within the policy of the Nursery.

Recording of Incidents

As soon as it is reasonably practicable following an incident in which physical force has been used, the member of staff involved will **inform** the Headteacher or member of the Senior Leadership Team, following this up with a written report, in line with Section 9 of the LA 'Care and Control' document.

Report pro-forma are available for this purpose.

The written reports will be kept in an incident book/folder.

Involvement of Parents/Carers

Parents/Carers will be informed when an incident occurs with their child. A clear policy about physical contact with children should help to avoid complaints from parents. It will not prevent all complaints, however, and a dispute about the use of force by a member of staff might lead to an investigation, either under disciplinary procedures or by the Police and Social Care department under Safeguarding Procedures. This has clear links to 'Staff Facing Allegations of Abuse' Practice and Procedure Guidelines.

If a complaint is received from a parent/carer regarding the use of physical intervention, the Headteacher will seek advice immediately from Stockport MBC Human Resources and Schools Management Section and follow Stockport MBC procedures in responding to staff facing allegations of abuse.

Risk Assessment

When there is a child with known challenging behaviour, a risk assessment will be carried out.

Challenging behaviours are often foreseeable:

- Explore why a child behaves in ways that pose a risk;
- Try to understand the factors that influence the behaviour;
- Recognise the early warning signs;
- Develop skills to manage difficult situations competently and sensitively.

Key steps

- Assessing the context for risk – trying to predict the situations in which the child may display dangerous behaviour;
- Assessing the probability of such an event;
- Assessing the seriousness – trying to gauge the kind of injury that may result etc.

If there are other plans in place for the child, e.g. Individual Behaviour Plan, any risk assessment should dovetail with these and will be subject to regular and frequent review.

6. Arrival and departure of children including non-collection

It is the policy of Reddish Vale Nursery School to give a warm welcome to each child and their parents/carers on their arrival. Parents/carers are requested to pass the care of their child to a specific member of staff who will ensure his/her safety.

If the child is not to be collected by the parent/carer at the end of the session, an agreed procedure must be followed to identify the nominated adult.

No child will be handed over to anyone other than the known parent/carer unless an agreement has been made at the time of arrival and an agreed password is provided for anyone new to collecting. If a child departs other than at the usual time a note will be made on Inventory.

Collection of children

The safety and wellbeing of the children is our first priority. All parents need to be aware of procedures on what to do if they expect to be late. This includes:

- Calling the Nursery as soon as possible to advise of their situation.
- Ask a designated person to collect their child wherever possible.
- Inform the Nursery of this person's identity so that staff can talk to the child if appropriate. This will help to reduce or eliminate the distress that may be caused by this situation.
- If the designated person is not known to Nursery staff the parent must provide a detailed description of this person, including their date of birth where known.

All parents are made aware of nursery organisation and of the time that they are required to collect their children and are informed of procedures on what to do if they expect to be late.

In the instance of a child not being collected from the Nursery and after a reasonable amount of time, for example 10 minutes has been allowed for lateness, the following procedure will be initiated by staff:

- Inform the Headteacher / member of Senior Leadership Team (SLT) if a child has not been collected.
- The Headteacher / member of Senior Leadership Team will check for any information regarding changes to normal routines or messages received. If there is no information recorded, the parents/carers will be contacted on the numbers provided for their home or work. If this fails the emergency contacts will then be contacted as per the child's records.
- A member of the SLT and one member of staff must stay behind with the child (if it falls outside normal Nursery hours). During normal Nursery times, staff ratios must be met and planned for accordingly.
- If the parents/carers still have not collected the child, a member of staff will telephone all contact numbers available every 10 minutes until contact is made. These calls must be logged.
- In the event of no contact being made after one hour has elapsed, the person in charge will ring the Social Care Emergency Duty Team

at the Contact Centre telephone 0161 217 6028 and Pupil Services at Stockport Town Hall – Pat Morgan telephone 0161 474 3917.

- Two members of staff will remain in the building until suitable arrangements have been made for the collection of the child. The child's welfare and needs will be met at all times.

7. Lost or missing children

Systems in place to prevent children going missing include:-

- Supervision of children at all times; children are not left unsupervised.
- Parents/carers are requested to LET US KNOW if there are any changes to the usual arrangements for the collection of their child – if someone arrives to collect a child and that person is unknown to us we will not let the child leave until the necessary checks have been made.
- If there are any prohibitive steps/orders or injunctions in place – Parents/Carers will supply copies of these and a plan will be put in place to alert staff and to raise awareness of potential difficulties.
- Visitors are required to sign in/out of the Nursery and checks are in place to confirm the identity of any visitors. During session times any visitors would be escorted and would not be left alone with children.
- Parents/Carers are asked to keep us informed of any changes in contact details.

Nursery

- We have a 'managed door' situation – this is supported by a risk assessment. A member of staff is by the Nursery door at all times of transition (i.e. picking up/dropping off children)
- The Nursery door (entrance) is protected by a fobbed door entry/exit system.
- Registers are maintained and children 'sign' in and are greeted/handed over at the beginning and end of each session.

Lost/Missing Children Procedure

In the unlikely event of a child going missing from the Nursery the most senior person in charge will immediately:

- Call the Police
- The Headteacher or a member of the Senior Leadership Team (SLT) will be informed immediately and all staff present will be informed and deployed to start an immediate search of the Nursery, and grounds followed by a search of the surrounding area, ensuring that all other children remain supervised, calm and supported throughout.
- Staff will make a record surrounding the disappearance in order to help the police as much as possible.

- The Headteacher/SLT will contact the parents/carers of the missing child.
- During this period, staff will be continually searching for the missing child, whilst other staff maintain as near to normal routine as possible for the rest of the children in the Nursery.
- The Headteacher/most senior members of staff will meet the Police and parents/carers.
- The Police will then advise the member of staff about informing the parents/carers of what to do next.
- Any incidents must be reported and recorded in writing as soon as practicably possible and Pupil Services at Stockport MBC (0161 480 4949) notified along with Ofsted.
- With incidents of this nature parents, carers, children and staff may require support and reassurance following the traumatic experience.
- Post incident risk assessments will be conducted following any incident of this nature to ensure this does not reoccur and to review all action taken to ensure best practice is adopted.

8. Sun Care

Reddish Vale Nursery School is committed to ensuring that all children are fully protected from the dangers of too much sun. Severe sunburn in childhood can lead to the development of malignant melanoma (the most dangerous type of skin cancer) in later life.

In order to promote sun safety parents are requested to note that:

- It is their responsibility to apply sun block cream prior to the start of Nursery School sessions (as required)
- Children may have their own sun block cream named and dated with prior consent for staff to apply
- Children need light weight cotton clothing suitable for the sun, with long sleeves and long legs if prone to sunburn

Whilst at Nursery School:

- Children will wear a sun hat when outside on sunny days
- Children will have sun cream applied as agreed with parents before going outside and at frequent intervals during the day as required on hot days (written consent from parents required)
- Children are offered cooled water more frequently throughout the day when it is a hot day

- Children will be made aware of the need for sunhats, sun block cream and the need to drink more fluids during their time in the sun

Staff will:

- Make day-to -day decisions about the length of time spent outside dependent on the strength of the sun but will avoid taking the children out between 11:15 am – 2:00 pm (when the sun is at its most intense) on very hot days.
- Shaded areas are provided e.g. the blue room. Trees (in leaf) to provide some shade so that children are able to cool down or escape the sun should they wish or need to. Children are able to go indoors at all times.

Asian and Black Skin Types

- Children with Asian and Black skin colouring can have skin which is tolerant to sunshine. However, it is important to remember that burning can still occur, and follow the guidance above.

Links to other policies, procedures & guidance:	
<ul style="list-style-type: none"> • Safeguarding Policy • Positive Behaviour and Anti Bullying Policy • SEN Policy • Risk Assessments 	
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