Handbook for Staff & Parents

BABYISH
south hampstead synagogue

South Hampstead Daycare
September 2025

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1: Confidentiality, Data Protection and Cyber Security

BabyiSH Nursery works with many children and their families, which brings us into contact with confidential information. It is a legal requirement for the nursery to hold relevant information about the children and families using the service, as well as staff working at the nursery. This information is used for registers, invoicing, and for contact purposes. All records will be stored securely, either physically in a locked cabinet or digitally via secure systems, in line with data protection legislation.

It is our intention to respect the privacy of children and their families, and we do so by:

- Storing confidential records in a locked filing cabinet, accessible only to relevant personnel.
- Ensuring that all staff, volunteers, and students are aware that this information is confidential and only for use within the nursery.
- Ensuring that parents have access only to records relating to their own child. Permission is required to access any information beyond this.
- Gaining parental permission for any information to be used beyond the purposes listed above.
- Ensuring staff do not discuss personal information given by parents with other staff members, except where it affects planning for the child's needs.
- Including the importance of confidentiality in inductions for staff, students, and volunteers. A breach of confidentiality may result in disciplinary action, or in serious cases, dismissal.
- Ensuring all staff, students, and volunteers are aware of and follow our social networking policy in relation to confidentiality.
- Ensuring any concerns or evidence relating to a child's personal safety are kept in a secure, confidential file and are shared with as few people as possible on a need-to-know basis. However, if a child is considered at risk, our Safeguarding/Child Protection Policy will override confidentiality.

All the above practices are subject to the paramount commitment of the organisation (United Synagogue), which is the safety and well-being of the child.

Methods
We keep two kinds of records on children attending our setting:

A. Developmental Records

- These include online observations, samples of children's work, summary developmental reports, and records of achievement (e.g., 2-year checks).
- The online platform (Famly) is used to record and share observations. It can be accessed and contributed to by staff and the child's parents.
- Any additional personal documents are stored in a locked cabinet in the manager's office.

B. Personal Records

- These include registration and admission forms, signed consents, correspondence concerning the child or family, reports or minutes from multi-agency meetings, ongoing records of contact with parents, and staff observations regarding any confidential matters (e.g., developmental or safeguarding concerns).
- These records are stored securely in a lockable cabinet and are kept secure by the person in charge.
- Parents may access their own child's file but are not permitted access to information about any other child.
- Personal information is only shared among staff where it is relevant to the child's care or development. Staff induction includes training on the importance of confidentiality and the key person's responsibilities.

Access to Personal Records

Parents may request access to records held about their child and family by following this procedure:

- All requests must be made in writing to the setting manager.
- The manager will inform the director or area manager and provide a written acknowledgement of the request.
- Access will be arranged within 14 days where possible, although this timeframe may be extended if necessary.
- The manager (and director if needed) will prepare the file for viewing.
- Third parties referred to in the file will be contacted for permission to disclose their information. Copies of these consent/refusal letters are kept in the file.
- Third parties may include family members, social workers, or other professionals/agencies.
- If consent to disclose is not given, all references to those parties will be redacted (e.g., using a thick black marker).
- A "clean copy" of the file, containing only information recorded by the setting, is created.
- Parents are invited in to view the clean copy with the setting manager, who will go through it with them. Files are not handed over without discussion.
- Legal advice may be sought before sharing records, especially in situations involving potential litigation.

Cyber Security

We are committed to maintaining high standards of cyber security to protect all personal and sensitive information we hold. As part of this commitment, all staff are made aware of:

- The value of the information we hold and the potential for cyber-related threats such as scam emails or data breaches.
- The importance of strong passwords, secure devices, and regularly backing up data.
- How to recognise and avoid suspicious emails (e.g., messages about resetting passwords, receiving compensation, scanning devices, or missed deliveries).
- The need to report suspicious emails or messages to the nursery manager immediately.

Any suspicious messages will be reported through the NCSC Suspicious Email Reporting Service at report@phishing.gov.uk.

All staff are reminded that a data breach—where sensitive information is accessed without authorisation—can have serious consequences, including reputational damage and service disruption. We actively take steps to prevent such incidents and ensure compliance with data protection and cyber security standards.

2: Working in Partnership with Parents and Carers & Key Person Policy

BabyiSH Nursery recognises that parents are the primary carers and educators of their children. Our aim is to work in partnership with parents to support and encourage their children to feel safe and secure in an enabling environment that values the diversity and equality of all our families. This helps children develop a sense of belonging, supports emotional wellbeing, and enables them to grow, learn, and become lifelong learners.

At BabyiSH, we operate an Open Door Policy that encourages positive parent partnerships. Parents are welcome into the nursery at any time and are always welcome to call during opening hours.

We work closely with parents to ensure high standards of care and developmental progress for all children. By building positive relationships with families, we nurture trust, respect, confidence, independence, self-esteem, and a love for learning.

Communication is key. We send out fortnightly newsletters and encourage parents to follow their child's progress via our Famly app. This app is updated daily and provides information about meals, nappy changes, activities, and supply reminders. It also allows parents to stay involved in their child's day and progress.

We are committed to the highest level of partnership and are always open to suggestions on how we can improve.

We achieve strong partnerships by:

- Ensuring parents are regularly informed about their child's learning, development, and progress.
- Creating opportunities for parents to share their skills and interests with the nursery.
- Involving parents in record-keeping about their child's development, both formally and informally.

- Meeting with parents soon after a child starts nursery to gather information about their learning and development.
- Conducting the two-year check following an initial assessment, using both parent and staff input.
- Ensuring all parents are informed about meetings, training opportunities, and developments within the nursery.
- Consulting parents about suitable times for meetings and discussions.
- Encouraging parents to meet with staff when their child is preparing to transition to school, to support a smooth process.
- Welcoming all types of parent contributions.
- Making sure parents are aware of the nursery's process for queries, complaints, or suggestions.
- Providing clear information to parents about the Early Years Foundation Stage (EYFS) and how the nursery supports it.

Key Person Policy

Our Key Person system is a vital part of our approach to partnership with parents and carers.

- Each child is assigned a Key Person upon joining the nursery. This person has special responsibility for supporting that child's settling-in process, emotional wellbeing, and individual care needs.
- The Key Person builds a strong bond with the child and their family, helping the child feel safe and secure, and acting as a key contact for parents.
- All practitioners are assigned specific key children and observe them regularly to understand their interests and developmental needs. These observations inform tailored planning to support each child's learning and development.
- Observations are recorded in each child's Learning Journey, which the Key Person is responsible for. This journey documents achievements, supports planning, and keeps parents informed about daily activities and progress.
- Parents are encouraged to engage with their child's online Learning Journey by adding comments, photographs, "wow" moments, and events from home.
- The Key Person works closely with parents or carers to share information, support care needs, and follow the child's home routines and preferences. This supports consistency and strengthens the child's attachment and outcomes.
- While each child has a designated Key Person, all staff share responsibility for the care and wellbeing of all children in the setting, ensuring strong and supportive relationships across the nursery.

3: Settling In

The settling-in period can be a sensitive time for both children and their families. At BabyiSH Nursery, we aim to make this experience as smooth, relaxed, and positive as possible by taking each child's individual needs into account.

We recognise that every child settles in differently, and we work in partnership with parents to support this transition with patience, care, and flexibility.

Our Approach:

- We create a personalised settling-in schedule for each child, gradually increasing the time they spend in the nursery each day. This process typically lasts one to two weeks, but we adapt it based on the needs of the child and family.
- During the initial days, we ask parents to remain nearby and available in case their child becomes upset or needs additional comfort. If a child becomes particularly distressed, we will contact you and may ask you to return to help us settle your child again.
- Our aim is to help your child develop a sense of belonging and security. All staff will do their best to ensure your child feels safe, happy, and comfortable in the nursery environment.
- We encourage parents to stay for a short period during the first few sessions, where possible. This helps the child adjust to the setting, get to know their Key Person, and feel reassured by your presence.

Before Your Child Starts:
To help us get to know your child and provide the best possible care, we ask parents to complete an "All About Me" form, which includes:

- Daily routines (including sleep, milk/feeding times, toileting/nappies, comforters, etc.)
- Food preferences, allergies, and known intolerances
- Bottle preparation (if applicable) temperature and feeding instructions
- Food textures your child accepts (e.g., pureed, mashed, finger foods)
- Likes, dislikes, fears, and comfort strategies
- Favourite toys, interests, and things that help soothe or settle them

This information helps staff build a picture of your child's needs and enables us to create a nurturing and responsive environment from day one.

Working Together:

- Your child will be allocated a Key Person who will take special responsibility for helping them settle in, forming a strong relationship, and getting to know their routines and preferences.
- We encourage open communication between parents and staff throughout the settling-in period. You are welcome to ask questions, share concerns, and talk to us about how things are going, both at drop-off and pick-up or via the Famly app.

Flexibility and Reassurance:

- Some children settle quickly, while others take more time. We never rush this process. Your child's wellbeing is our priority.
- If any changes to the settling schedule are needed, we'll discuss and agree them with you.

4: Collection and Late Collection Policy

At BabyiSH Nursery, the safety and security of every child is our top priority. We have clear procedures in place for the collection of children to ensure they are always handed over safely to authorised individuals.

Collection Procedures

- Parents/carers are responsible for collecting their child from the nursery on time.
- If someone other than the parent is collecting the child, nursery staff must be informed in advance.
- The authorised person must be discussed beforehand and their full name and photo ID provided. We will not release a child to anyone without prior authorisation.
- Parents will also be asked to choose a password, which may be used during collection to verify the identity of the person collecting.
- If an unknown person arrives without prior notice, the child will not be released until contact with the parent has been made and appropriate checks are completed.

Late Collection
We understand that occasional delays can happen. However, persistent late collection is taken seriously, and in extreme cases may be viewed as a safeguarding concern.

- Please inform us as soon as possible if you are running late.
- If a child has not been collected within 30 minutes of the nursery closing, and we have not been able to reach the parent or emergency contacts, we are legally required to contact social services for advice.
- In such a situation, two staff members will stay with the child at all times to ensure they are safe and reassured.
- Ofsted and the police will be informed of any significant incidents, including non-collection of a child.

Opening Hours
Our opening hours are 8:00am to 6:00pm, Monday to Thursday and 8:00am to 12:00pm on Friday.

- Please ensure your child is collected by 6:00pm or 12pm on Friday.
- Nursery staff, including security and cleaning teams, cannot leave the premises until all children have been safely collected. We kindly ask for your consideration and punctuality at collection time.

5: Outdoor Play Policy

At BabyiSH Nursery, we believe outdoor play is an essential part of every child's development. Outdoor learning offers opportunities for exploration, risk-taking, physical activity, and connection with the natural world.
Children have access to outdoor play twice a day — once in the morning and once in the afternoon. These sessions are planned as part of the daily routine. If a child expresses a desire to go outside at other times, and staffing ratios allow, staff are encouraged to be flexible and support this.

Clothing and Weather Preparedness
To ensure children can enjoy the outdoors comfortably and safely in all weather conditions, we ask that parents provide:

- Sun hats and sun cream during hot weather (by providing suncream, you consent to staff applying it throughout the day)
- Warm clothing, including hats and gloves, during colder months
- Waterproof coats and trousers when the outdoor area is wet
- Spare clothes, as outdoor play may involve water, mud, or messy play
  Staff will monitor weather conditions daily and adapt outdoor time, accordingly, ensuring children are safe and protected from excessive heat, cold, or adverse weather.

Risk Assessment and Safety

- The outdoor environment is checked daily for safety using a garden risk assessment form completed by staff in the morning before children arrive.
- Equipment and surfaces are regularly cleaned and maintained.
- Any hazards identified will be addressed before children are allowed to play.
- Staff supervise children at all times, ensuring safe and inclusive outdoor play for all age groups.
- Children are encouraged to take appropriate, supported risks to build confidence and physical skills.

Learning Through Outdoor Play
We use the outdoor environment as an extension of the indoor learning space, providing resources that support:

- Physical development (climbing, running, jumping, balancing)
- Imaginative play (mud kitchens, role play, nature play)
- Sensory exploration
- Social interaction and teamwork

6: Staffing Policy

At BabyiSH Nursery, we are committed to providing safe, high-quality childcare in line with all legal requirements. We follow the statutory staff-to-child ratios and employment standards set out in the EYFS and adhere to safer recruitment practices to ensure all children are cared for by qualified, skilled, and trustworthy adults.

Staff-to-Child Ratios
We ensure appropriate staffing levels are always maintained, both indoors and on outings:
Children Under 2 Years
1 adult to every 3 children (1:3)
Children aged 2 to 3 Years
1 adult to every 5 children (1:5)

Children aged 3 and over
1 adult to every 8 children (1:8)
(or 1:13 if led by a qualified teacher in a school or maintained nursery class)

Outings
Stricter ratios are followed for outings and are risk-assessed in advance:

- Under 2s: 1 adult to 2 children
- Older children: safer than standard ratios, based on the nature of the outing and individual needs

Staff Qualifications

- We ensure that at least 50% of staff working directly with children hold a full and relevant Level 2 qualification or above.
- Where possible, we aim to exceed this by having a high proportion of staff qualified at Level 3 or higher.
- All room leads and the manager hold appropriate qualifications in Early Years and designated safeguarding training.
- Staff are supported and encouraged to progress in their careers through additional training and CPD (including Paediatric First Aid).

Staff Induction
All new staff, including apprentices and long-term agency staff, have an induction. The induction process ensures new staff understand their responsibilities and can confidently support the children and the nursery team.

- A full tour of the nursery
- Introduction to policies and procedures (including safeguarding, behaviour, and confidentiality)
- Health & safety guidance
- Supervision of routines, hygiene, and record-keeping
- Introduction to the Key Person approach
- Shadowing experienced staff

Staff Training and Development

- We provide ongoing opportunities for staff to attend training, workshops, and CPD courses to support their personal and professional growth.
- Statutory training is regularly refreshed and includes:
- Safeguarding and Child Protection
- Paediatric First Aid
- Food Hygiene
- Prevent
- FGM

- We hold fortnightly staff meetings and three annual INSET days to support team development, reflect on practice, and review policies and planning.
- Meeting minutes are recorded and used to inform continuous improvement.

Safer Recruitment
We are committed to safeguarding and promoting the welfare of children. All staff and volunteers are recruited in line with our Safer Recruitment Policy (See in policy file in staff room or online file). To summaries, the policy includes:

- Enhanced DBS checks and overseas checks where applicable
- Identity checks
- At least 2 reference checks from previous employers
- Right to work in the UK verification
- Interviews that assess both suitability to work with children and understanding of safeguarding responsibilities

We only use agency staff from United Synagogue vetted agencies.

7: Admissions Policy

At BabyiSH Nursery, we are committed to offering an inclusive, welcoming environment where all children and families are treated equally and with respect. We aim to make our setting accessible to all children in the local community, regardless of background, ability, or needs.
We cater to the individual needs of every child and strive to ensure that every child feels valued and supported from the moment they join us.

Admissions Process

- We welcome visits to our setting; these must be arranged in advance.
- We prioritise South Hampstead Synagogue members and full-time children, we also take into consideration the age of the child, session availability.
- Once the nursery reaches full capacity, a waiting list will be established. Parents will be notified when a place becomes available.
- Priority may be given to siblings of children already attending the nursery, although this isn't guaranteed.

Capacity
Our maximum capacity is 21 children per day, in line with our staffing ratios and space requirements.

8: Missing Child Policy

At BabyiSH Nursery, we take the safety of every child extremely seriously. We have clear procedures in place to prevent children from going missing and to respond swiftly if such an incident ever occurs.

Preventative Safety Procedures
To reduce the risk of a child going missing:

- Parents must provide an up-to-date daily contact number and two separate emergency contacts on the application form. Please notify us immediately of any changes to these details.
- Staff sign children in and out of the setting using the Famly app.
- Staff must ensure all doors and gates are properly secured at all times.
- On outings, staff carry out head counts before leaving, during the activity, and before returning to nursery.

In the Event of a Suspected Missing Child
If a child is thought to be missing:

1. Staff will gather all children and carry out a head count, checking with all staff members to confirm the child has not been collected by a parent or carer.
2. A thorough search of the building and immediate surroundings will be carried out including all rooms, behind doors, garden areas, and any potential hiding spots.
3. Remaining staff must stay calm and maintain appropriate supervision of the other children during the search
4. If the child cannot be located and all possible checks have been exhausted,
   manager or deputy will:

- Inform the child's parents/carers immediately
- Contact the police to report the missing child

5. The incident will be recorded, including the timeline, action taken, and the outcome.
6. The manager or deputy manager will notify OFSTED as per regulatory requirements.

9: Safety and Fire Safety Policy

At BabyiSH Nursery, we are committed to providing a safe, happy, and secure environment for all children. To achieve this, we follow clear safety procedures, daily checks, and fire protocols to minimise risk and respond quickly in case of emergencies.

General Safety Procedures

- Children are supervised at all times and staff adhere strictly to correct staff-to-child ratios.
- Any accidents or incidents, whether that occur at nursery or are noticed on arrival, must be recorded on the Famly app as soon as possible.
- First Aid kits are kept on-site and taken on all outings. These are checked and replenished regularly.
- Daily risk assessments are carried out in all areas of the nursery. Any hazards are dealt with immediately.
- All equipment is checked and cleaned daily to ensure it is safe for use.
- All visitors must sign in and out in the visitor's book, which is maintained by the security guard.
- Parents must inform staff in advance if someone else is collecting their child. A name, photo ID, and pre-agreed password are required.
- Entry to the building is only through the main entrance, monitored by a security guard.
- Children must only be collected by designated carers, and staff must them out after they leave.

Lockdown Procedure

In the event of a potential threat or emergency:

- Lockdown will be announced by the Security Guard or any staff member who identifies a risk.
- Staff will immediately lock all access and exit doors from the inside. Floor bolts and internal locks should be secured.
- Children will be taken to the designated "safe area", identified by a Star of David.
- Staff will initiate "Sleeping Lions" – keeping children calm, still, and quiet.
- Babies will be carried by staff, and older children will walk quietly with their key workers.
- Staff will remain with the children in the safe area until the all-clear is given.

Fire Safety Procedures

- A clear and practised evacuation procedure is in place.
- Fire drills are conducted termly so both children and staff are familiar with what to do.
- If the fire alarm sounds, all staff and visitors must treat it as a real emergency and follow evacuation procedures immediately.
- The Manager (or in their absence, a senior staff member) will be responsible for leading the evacuation and accounting for all children and adults.
- Staff and children will exit through the designated fire exit door, which leads to the outdoor play area and assembly point.
- A fire safety officer has approved the fire escape route.
- The Manager will bring the fire evacuation bag and mobile phone.
- Once at the assembly point, a full head count is carried out again.
- The Manager will follow any further instructions from the fire safety officer or emergency services.
- All fire safety equipment is checked regularly by a qualified fire inspector.
- Equipment used at the nursery conforms to BS EN safety standards.
- Records of fire drills are kept in the fire drill log at the nursery.
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10: Walks and Outings Policy

At BabyiSH Nursery, we believe that outings and walks are a valuable part of children's learning experiences. We take great care to ensure these are safe, well-organised, and age-appropriate.

- Risk assessments are carried out for every venue or route we plan to visit, ensuring it is safe and suitable for children.

- Our usual adult-to-child ratio is 1:2 on outings. Ratios may vary depending on the age group and specific needs of the children.
- Parental consent is required for all outings. A signed permission form must be on file before your child can join.

During every outing:

- We will maintain appropriate staff/child ratios based on the children's ages and needs.
- Our security guard is to accompany us
- A nursery mobile phone will be taken, so staff can communicate with the nursery or emergency services if needed. The Manager will decide on any action required in the event of an issue.
- A staff member will carry a first aid kit at all times.
- If a child goes missing during an outing, we will follow our Missing Child Policy procedures immediately.

11: Equal Opportunities, Inclusion and SEND Policy

At BabyiSH Nursery, we are committed to promoting equality, inclusion and celebrating the individuality of every child. We follow the Equality Act (2010) and strive to reflect the diverse community we serve. All children and families are welcome and respected in our setting, regardless of background, needs, or circumstances.

Our Commitments

We aim to:

- Treat each child as an individual and plan for their unique needs.
- Promote a positive, non-stereotypical image of all people and communities, including differences in race, culture, religion, gender, and sexual orientation — using books, displays, role play, and everyday resources.
- Support children who speak English as an additional language.
- Ensure staff recruitment is fair, inclusive, and in line with equal opportunities legislation.
- Create an environment where all children feel seen, safe, valued and included.

Inclusion is embedded throughout our practice, from curriculum planning and resources to staff training and daily routines. We actively challenge all forms of discrimination or exclusion.

SEND (Special Educational Needs and Disabilities)

We aim to provide an inclusive, supportive environment where all children — including those with special educational needs and disabilities — can thrive and reach their full potential.
We follow the SEND Code of Practice (2020) and work in close partnership with families, professionals, and other agencies to meet children's needs in the most appropriate way.

Our Approach

- We regularly review and adapt our environment, curriculum, and teaching methods to ensure accessibility and inclusion.
- We use a graduated response approach: assess, plan, do, review.
- We support early identification of needs and take prompt action through tailored support strategies.
- We create Individual Education Plans (IEPs) in collaboration with parents and professionals, setting achievable targets and regularly reviewing progress.
- We promote an ethos of celebrating difference, valuing ability, and learning from one another.

Our SENCO

- Our designated SENCO is **Rachel Simon**.
- The SENCO is responsible for leading SEND provision and is trained to stay up to date with current legislation, strategies, and good practice.
- All staff understand that supporting children with SEND is a shared responsibility.

Working with Families

- We work in close partnership with parents and carers at every stage, ensuring they are fully informed and supported.
- We offer signposting to independent support, where needed.

Monitoring and Review

- Our provision is regularly evaluated using IEP reviews, staff feedback, parental input, and external agency reports.
- We provide training opportunities to ensure all staff are confident and competent in inclusive practice.
- All documentation related to SEND is kept securely and reviewed regularly to ensure the child's needs are being met.
- We will assist with transitions and forward on relevant documents.
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12: First Aid

Babyish Nursery makes every effort to ensure that all children are safeguarded and well cared for.

In line with the EYFS 2025 statutory framework:

- At least one staff member with a current paediatric first aid certificate must be present on the premises at all times when children are present, and must accompany children on outings.
- Babyish Nursery recognises adequate first aid provision as essential in the daily care of children.

We maintain detailed records of all illnesses, accidents, and injuries, along with documentation of any first aid treatment, non-prescription medication, or other treatment given.
The locations of the First Aid boxes are clearly marked within the setting. A fully stocked first aid kit is also taken on all outings. First aid box contents are checked termly by management, or sooner if an item is used.

Procedure for Administering First Aid
Any trained nursery staff member may administer first aid following these steps:

- Administer appropriate first aid
- Call for additional help if necessary
- Contact emergency services if required
- Ensure the injured person is cared for and that others are safe
- Notify parents/carers immediately (if appropriate)
- Record the incident in the accident/incident form
- Ensure all relevant staff are informed
- Take any further action required

If emergency medical treatment is required, a senior staff member will accompany the child to hospital.
Parents will be contacted immediately.
Staff must call emergency services without delay if the injury is beyond the nursery's ability to manage, or if the child's health is clearly at risk. If unsure, consult a senior staff member immediately.

Recording and Reporting
All accident/incident reports must be completed and management informed. Parents will always be contacted if:

- The child suffers anything more than a minor injury
- There is a head injury
- The child becomes unwell
- We have concerns about their health

For non-serious injuries, parents will be informed and asked to sign the accident form at collection.
Accident Record Requirements
Records will include:

- Date, time, and location of the incident

- Name of the child
- Description and location of the injury/illness and treatment given
- Outcome (e.g. returned to play, sent home, taken to hospital)
- Name and signature of the staff member dealing with the incident
- Parent's/carer's signature to confirm the incident was explained

Incident records are reviewed regularly by management to prevent recurrence.
Notifying Authorities
We are required to inform Ofsted of any serious accident, injury, illness or death within 14 days. We may also notify Camden's Local Authority Designated Officer (LADO) where appropriate.

Ofsted contact number: 0300 123 1231

13: Illness and Medication Policy

To protect all children and staff, anyone experiencing the following symptoms must remain away from nursery for at least 48 hours from the last occurrence:

- Vomiting
- Diarrhoea
- High temperature
- Unexplained rash
- Any other suspected infection

Parents/carers must inform the nursery if their child is unwell.

Procedures When a Child Becomes Ill at Nursery

- The parent/carer will be contacted to collect the child as soon as possible.
- If unreachable, the emergency contact will be called.
- The child will be kept away from others to reduce the risk of infection.
- If a staff member becomes unwell, they will be asked to leave. If too unwell to do so, their emergency contact will be called.

Administering Medication
We will only administer medication with written consent from a parent/carer.

- Consent forms must be signed for each medication and each occasion, we used the Famly app for this.
- For regular medication, parents must provide a long-term medication consent form stating dosage and timing.
- Only one designated staff member will administer medication.
- Staff will receive training for medication administration if necessary.
- Medication must be in its original packaging, clearly labelled with the child's name and dosage instructions.
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We reserve the right to request a doctor's note before a child returns to nursery.
If a child or adult develops a contagious illness, the setting must be informed immediately.

Fever Management
If a child appears unwell, refuses food, or feels unusually warm, their temperature must be taken immediately.
If the child has a high temperature:

- Parents will be contacted.
- Appropriate measures will be taken to reduce the fever.
- The child must be monitored closely until collected.

Emergency Procedures
In the event of a medical emergency:

- A staff member must immediately nominate someone to call 999.
- The person speaking to the emergency operator must be beside the child.
- The manager or deputy must inform the parents/carers immediately.
- A staff member will stay with the child at all times, including in the ambulance if parents haven't yet arrived.
- The child's personal file (including emergency contact details and medical history) will be handed to medical professionals if relevant.
- Staff will be designated to supervise other children during the incident.
- A detailed accident/incident report must be completed as soon as possible and signed by the parent/carer.

Reporting to Authorities
Babyish Nursery is responsible for notifying:
- Ofsted of any serious accident, injury, illness, or death within 14 days
- Local child protection agencies (e.g., Camden LADO) where necessary

14: Oral Health & Hygiene

At Babyish Nursery, we recognise the importance of supporting children's oral health from an early age. We promote and encourage positive habits that contribute to lifelong health and wellbeing.

Healthy Eating Policy
We operate a healthy eating policy (see section 15), which supports good oral health and general wellbeing:
- Meals are freshly prepared daily, with no added sugar or salt
- Children are offered freshly cut fruit twice daily
- Juice drinks are not permitted; water and milk are provided
- Children are encouraged to drink from open cups or trainer cups/bottles.

Promoting Oral Hygiene
We are committed to helping children develop positive oral hygiene routines:
- Toothbrushing is included in our daily routine and planning
- Each child is provided with a named toothbrush stored hygienically in an individual plastic container
- Children are encouraged to brush independently, with staff offering guidance and support where needed
- Staff follow infection control procedures when supervising and assisting with toothbrushing

Embedding Oral Health in Learning
Oral hygiene and general health are embedded in our curriculum and daily discussions. This includes:
- Activities and stories about toothbrushing and dental care
- Discussions about healthy food choices and how they affect our teeth
- Role-play opportunities (e.g., dentist visits)

We aim to build children's understanding of how their choices impact their health and to make good dental habits second nature. Our oral hygiene scheme also helps to support children's independence.

Parental Involvement and Support
We work in partnership with parents to promote consistency between nursery and home routines:
- Parents are given guidance on oral health and hygiene, including tips for brushing at home
- We support families in transitioning children from bottles to open cups/beakers

15: Food Safety

At Babyish Nursery, we take all necessary steps to keep children healthy and safe by ensuring the highest standards of food hygiene, safety, and nutrition.
We provide nutritious, balanced meals and integrate healthy eating education into our daily routines and curriculum. Babyish Nursery operates a strictly kosher kitchen and does not accept food from home in order to maintain kashrut standards. All meals and snacks provided on site are pescatarian and dairy-based, prepared in accordance with kosher dietary laws. We have a 2-week meal rota, all meals contain the 4 food groups. We current have a hybrid of catered and meals made on site.
As an early years setting registered to care for children from 3 months old, we recognise the importance of identifying when each baby is developmentally ready to begin weaning. We work closely with parents to ensure a consistent and supportive approach to introducing solid foods, respecting individual readiness and family preferences.
We have a duty to share nutritional knowledge with parents, supporting them to make informed choices for their child's health and wellbeing.

We work in accordance with the EYFS nutrition guidance.

Supervision and Mealtime Practice

- Children are always supervised while eating.
- Staff are encouraged to sit with children during meals, modelling good habits and encouraging positive conversations about nourishing our bodies and healthy choices.
- Children are reminded to eat 'slow and steady' and drink water.
- Staff are trained and regularly reminded of choking risks and maintain constant supervision during all snack and mealtimes.
- We will not overfeed or force-feed children and will be mindful of age-appropriate portion sizes.
- A member of staff with a paediatric first aid certificate is present during all meals and snacks.

Managing Dietary Needs and Allergies

- At admission, an initial meeting is held with each parent and key person to record:
- Special dietary needs
- Preferences
- Food allergies and intolerances (an allergy action plan is required and medication if necessary)
- Texture or cultural requirements (although our site is strictly Kosher)
- Any other health-related food restrictions
- All recoded information is forwarded on to our catering company
- Individual dietary needs are clearly displayed (with name and photo) in the meal area to ensure all staff are aware.
- Parents are consulted regularly to ensure information is kept up to date.
- Babyish is a nut-free setting, and food is checked to avoid allergen contamination.
- Clearly identify which children have allergy action plans in place, know how to access these and follow the procedures described within them, including action to take in case of an emergency and correct administration of prescribed medication. Medication should be stored alongside an action plan and emergency contact details.

Kitchen Hygiene and Staff Training

- The kitchen is our main facility for safe and hygienic food preparation.
- Food is sometimes prepared in classrooms with children, under strict hygiene supervision, to promote independence and healthy food awareness.
- All food preparation areas and equipment are cleaned thoroughly.
- Suitable sterilising equipment is available for preparing baby bottles and food.

All staff who prepare or handle food must:

- Hold an up-to-date Food Hygiene certificate
- Wash hands before handling food

- Wear clean aprons and gloves
- Follow infection control guidance

Food Preparation and Safety
To minimise choking hazards and promote food safety:

- Fruits are peeled and de-pipped
- Small, round or hard foods are avoided or modified (e.g., grapes halved lengthwise, carrots cooked and softened)
- Fish is checked for bones (meat/chicken is not served on site)
- Hard fruits and vegetables (e.g., carrots, apples) are softened and peeled before serving to younger children
- Rice milk is not given to children under 5
- Plant-based drinks are not recommended for children under 12 months unless prescribed. If parents wish for their child to have plant-based milk after 12 months they must consent and provide the milk
- Children's water bottles are cleaned and refilled regularly, especially before/after meals
- Fresh water is always accessible to children
- Children are offered full-fat cow's milk daily unless parents provide an alternative (only 12+ months)
- Formula milk and breast milk may be provided by parents. We have suitable sterilising and handling procedures in place to ensure safe preparation, storage, and feeding in line with current health and safety guidance.
- We believe in fostering a sense of belonging and celebrating children's birthdays. Cupcakes are made on site to ensure they are guaranteed kosher and nut-free.
- We also celebrate festivals and enjoy foods that are culturally associated with these occasions. Celebrations may include baking activities, although these are occasional and recipes are adapted to be healthier while remaining enjoyable.

16: Hygiene and Kitchen Hygiene

At Babyish Nursery, we promote high standards of hygiene across all areas of the setting to ensure children and staff remain healthy and to reduce the risk of infection.

Hand Hygiene
Handwashing is one of the most effective ways to prevent the spread of germs. We encourage and support both children and staff to wash their hands:

- Before and after mealtimes
- After using the toilet
- Before and after engaging in messy play or outdoor activities
- After coughing, sneezing, or wiping noses
- After handling animals or unhygienic materials/equipment
- After any potential contact with bodily fluids

Handwashing must be supervised for younger children and is taught as a part of daily routines and the health and self-care curriculum.

Surface and Equipment Cleaning

- All tables, highchairs, and food preparation surfaces must be cleaned using antibacterial spray before and after use.
- Cleaning cloths, mops, and sponges are washed and replaced frequently.
- Disposable gloves and aprons must be worn when cleaning or handling waste, food, or bodily fluids.

Dealing with Bodily Fluids

- Staff must wear disposable gloves and aprons when clearing up any bodily fluids (e.g. urine, vomit, blood, or faeces).
- Affected areas must be cleaned using paper towels only, then disinfected immediately using appropriate cleaning solutions.

- Any contaminated clothing must be placed in a sealed plastic bag, labelled, and sent home with the child.
- All incidents are recorded and monitored for health and safety reporting.

Kitchen Hygiene and Food Handling
All food preparation and storage must follow strict hygiene and safety protocols.
Before preparing or handling food, staff must:
- Wash hands thoroughly with **soap and warm water**
- Dry hands with **disposable paper towels**
- Wear **protective clothing** (clean apron, gloves, hair tied back)

Food Preparation and Storage
- All cooked food must reach a core temperature of at least 63°C before serving.
- Raw and cooked foods must be handled with separate, designated equipment (e.g., chopping boards, utensils) to avoid cross-contamination.
- All food must be covered and stored in appropriate sealed containers.
- Refrigerated foods must be returned to the fridge promptly after use.
- Leftover food must be disposed of safely.
- Hands must be washed thoroughly after handling or disposing of food waste.

Temperature Monitoring
- Fridge temperature should be kept at between 0–5°C
- Freezer temperature should be maintained at -18°C or below
- Daily temperature checks of both fridge and freezer must be recorded on a temperature log sheet
- If temperatures fall outside the safe range, this must be reported to the manager immediately, and food should be checked for safety

Bottle Feeding and Milk Safety
- Some children drink formula or expressed breast milk, both of which are welcomed.
- Parents must provide labelled bottles, powder or liquid formula, and ensure items are clearly marked and dated when opened.
- All bottles, teats, and feeding equipment are sterilised before each use.
- Breast milk is stored safely and prepared in accordance with hygiene procedures.

Food for Different Ages and Stages
We cater for children of different developmental stages, offering:
- Blended or mashed food for babies from around 6 months
- Minced or chopped foods for older babies and toddlers
- Foods and textures adapted to each child's "All About Me" form and ongoing observations

We liaise closely with parents on weaning progress, texture introduction, and age-appropriate food. Solid foods are introduced when children show readiness, not simply based on age.

Foods to Avoid Before 6~ Months
The following foods are not given to babies under 6 months:
- Cow's milk as a main drink
- Eggs
- Fish
- Wheat and gluten-containing products (e.g., bread, pasta)
- Honey (not given to any child under 12 months)

Food Poisoning and Notification Procedures
In the event of a food poisoning outbreak (two or more children affected), Babyish Nursery will:
- Notify Ofsted within 14 days
- Take appropriate health and safety actions and notify Camden's Public Health if needed

17: Smoking and Vaping Policy

At Babyish Nursery, we are committed to providing a healthy, safe, and smoke-free environment for all children, staff, and visitors. Smoking, including the use of e-cigarettes and vaping devices, is strictly prohibited:

- Inside the nursery premises
- Anywhere on the nursery grounds
- Immediately outside the building (including the entrance/exit areas)
- This applies to all staff, parents, carers, visitors, and contractors.
-

18: Behaviour Management Policy

At Babyish Nursery, we aim to support children's personal, social, and emotional development by promoting positive behaviour in a happy, respectful, and nurturing environment.
We are committed to providing an atmosphere where children feel safe, valued, and able to express themselves freely and appropriately.

Promoting Positive Behaviour

- Our staff act as positive role models, demonstrating kindness, patience, good manners, and respectful behaviour.
- We use positive reinforcement to encourage good behaviour, praising children when they:
- Share and take turns
- Use kind words and gentle hands
- Show empathy or help others
- Try to resolve conflicts calmly (conflict resolution)

- We create clear and consistent boundaries and routines to help children feel secure and understand expectations.
- Children are supported to understand their feelings and develop the skills to manage them in a developmentally appropriate way.

Unacceptable Behaviour

- Behaviour such as bullying, biting, hitting, or verbal aggression will be addressed promptly and appropriately.
- Children are always treated as individuals, and behaviour is managed with consideration of their age, stage of development, needs, and any additional circumstances.
- We work closely with parents/carers to share observations and develop consistent strategies to support the child.

Behaviour Management Strategies
Our behaviour guidance includes:

- Distraction and redirection
- Encouraging reflection through calm discussion
- Helping children identify and label emotions
- Supporting problem-solving and choices
- Modelling alternative, positive behaviour
- Conflict resolution

Prohibited Practices
In line with the EYFS 2025 statutory framework, we do not permit:

- Any form of corporal punishment
- Shouting or intimidating behaviour

- Withholding food, drink, or sleep as punishment
- Humiliation, ridicule, or isolation

Use of Physical Intervention

- Physical intervention is used only as a last resort, and only to prevent injury to the child or others, or to prevent serious damage to property.
- Any incident involving physical intervention will be:
- Recorded in full
- Reported to the parent/carer on the same day
- Monitored and reviewed by the manager

Working with Families

- We believe in partnership with parents and carers when managing behavioural challenges.
- Where behaviour becomes a cause for concern, we will:
- Share observations with parents
- Develop a plan of support, may involve shadowing a child
- Seek additional help (e.g. SENCO or external professionals) if appropriate

Guidelines to Managing Behaviour

- We will spend time talking to the child/parent about unacceptable behaviour to ensure consistency.
- When prevention is used, we will evaluate it according to every child's needs.
- We will praise and encourage positive behaviour.
- We will model and encourage children to respect and be gentle towards one another.
- All expectations of children's behaviour will be according to their age and ability.
- We will show sympathy and fairness in our response for unacceptable behaviour and help a child to find a way to become aware of themselves and their behaviour.
- We will redirect a child from a situation and engage them into a different activity.
- We will make sure that our response for challenging behaviour will be carried out in a calm manner.
- Staff members are not permitted to shout or raise their voice at the children.
- We will show children empathy and reassure them with a cuddle when they become emotional and need support to overcome their emotions.

Our responsibilities for managing behaviour

- Keeping up to date with legislation and research on handling children's behaviour.
- Making sure there is stability and consistency when managing behaviour.
- Ensure all staff has the opportunity to take part in training on handling children's behaviour.

19: Biting policy

At Babyish Nursery, we recognise that biting is a common and developmentally normal behaviour, especially among young toddlers. It typically occurs between 12 and 30 months of age, when children are developing communication and emotional regulation skills. While biting is often temporary, it can be distressing for everyone involved. The safety and wellbeing of all children is our top priority. This policy outlines the procedures staff follow when a biting incident occurs, with the goal of understanding and addressing the behaviour in a calm, supportive, and developmentally appropriate way.

Why Children Bite

Children may bite for a range of reasons, including:

- Teething discomfort
- Frustration, tiredness, or overstimulation
- Limited verbal communication
- Exploring cause and effect
- Seeking attention or expressing strong emotions

We aim to help children express themselves using words and positive behaviour. Staff members are trained to maintain close supervision, observe patterns of behaviour, and intervene proactively where needed.

Immediate Response to a Biting Incident
If a child bites another child, the following steps will be taken:

- Immediate intervention with calm but firm:
  "No, we don't bite. Biting hurts."
- Staff will remain calm and avoid showing frustration, to prevent reinforcing the behaviour.
- The child who has been bitten will be comforted, and first aid will be administered if necessary:
- The wound will be assessed
- A cold compress may be applied.
- The area will be cleaned if broken skin is present.
- The child who bit will be calmly removed from the situation and redirected to a different activity or environment.
- Both sets of parents/carers will be informed individually at the end of the day or sooner if appropriate.
- Staff will complete all required documentation, Incident Report Form on Famly
- If repeated or intentional, a Behaviour Management Record
- The bitten area should continue to be monitored by staff and parents for signs of infection or bruising.

Confidentiality
At all times, the identities of both children involved will be kept confidential.
Staff will not disclose the name of the other child to parents.

Ongoing Biting Behaviour
If biting becomes recurrent, the following strategies will be implemented:

- Observation and monitoring of the child to identify triggers, times, or patterns.
- Shadowing by a staff member to support and intervene early.
- Offering sensory and calming activities to redirect the need to bite.
- Positive behaviour reinforcement through praise and redirection.

Parent Partnership
We work closely with parents/carers to understand behaviour both at home and in nursery.
If biting is frequent, we will develop an individual behaviour management plan in partnership with parents.
Regular reviews and updates will ensure consistency and progress.

Exclusion (Only in Exceptional Circumstances)
In rare and serious cases where repeated biting puts other children at significant risk:
The child may be sent home temporarily after consultation with the manager and parents.
This will only be considered when all other interventions have been exhausted and will be approached with sensitivity and in the child's best interest.

20: Intimate care (including nappy changing & toileting)

At Babyish Nursery, we recognise that intimate care is a fundamental aspect of supporting young children's health, dignity, and wellbeing. Intimate care may include tasks such as nappy changing, assisting with toileting, washing, dressing or undressing, or attending to a child's physical needs in any way that requires close or physical contact.

Principles of Intimate Care

- All children will be treated with dignity, respect, and sensitivity.
- Intimate care tasks are always carried out in a way that is age-appropriate and child-centred.
- Children's privacy is protected as much as possible during these routines.
- Cultural, religious, gender, and personal preferences will be respected.

Staffing and Safeguarding

- Only staff who have been safely recruited, including satisfactory DBS checks, may carry out intimate care tasks.
- Volunteers, agency staff, and students are not permitted to carry out personal care unless fully vetted and authorised by management.
- All staff receive appropriate training and guidance, including awareness of Female Genital Mutilation (FGM) and the importance of recognising signs of abuse.
- Any concerns about unexplained marks, bruises, rashes, or discomfort observed during care routines must be immediately reported to the Designated Safeguarding Lead (DSL) - **Rachel Simon**.

Working in Partnership with Parents

- Parents are asked to provide:
- Nappies
- Wipes
- Nappy creams (clearly labelled)
- At least one full change of clothes
- We work closely with families to support toilet training and discuss the child's readiness, routines, and progress.
- Guidance and encouragement are provided to help make the transition a positive experience for the child.
- When a child is ready to begin toilet training, we kindly ask parents to begin the process at home over a weekend. This gives the child the opportunity to start in a familiar environment with one-to-one support.
- The nursery team will continue and support the process from the start of the following week, maintaining consistency with the routines and language used at home.
- Regular communication between parents and the key worker is encouraged to track the child's progress and adjust strategies as needed.

Nappy Changing Procedure

- Nappies are checked on arrival and changed immediately if needed. If not changed, the check should still be recorded.
- Nappy changes occur at least three times daily (morning, lunchtime, afternoon) or as needed.
- All changes and checks are logged on the Famly app, including:
- Time
- Whether the nappy was wet (W), soiled (S), or just checked
- Staff changing the nappy should log the change/check on the app

Procedure:

1. Prepare the changing area with disposable couch roll.
2. Put on a white disposable apron and gloves.
3. Talk to the child, explaining what is happening, and maintain their dignity throughout.
4. Remove the nappy and clean the child with provided wipes.
5. Apply cream (if authorised and supplied).
6. Dress the child and support them to wash their hands.
7. Dispose of:
- Used nappy and wipes in yellow clinical waste bin
- Used gloves and apron
- Couch roll
8. Spray and wipe down the changing mat using anti-bacterial spray.
9. Wash hands thoroughly and encourage the child to do the same.

Toilet Training Procedure

We have three child-appropriate toilet cubicles. Children are free to use the toilet as needed but are supervised discreetly for safeguarding and support.

Procedure:

1. Wear disposable gloves and apron.
2. Support the child in a way that promotes independence, allowing them time and encouragement.
3. Speak reassuringly and maintain privacy and modesty.
4. Assist with wiping if needed and flush the toilet.
5. Disinfect the toilet/seat after use if soiling has occurred.
6. Dispose of gloves, apron, and any wipes or tissue.
7. Wash your hands and encourage the child to wash theirs thoroughly using anti-bacterial soap.

21: Safe and Respectful Care

At Babyish Nursery, we are committed to ensuring that all children feel safe, secure, valued, and happy. Our team understands that providing safe and respectful care is essential for promoting children's wellbeing and for maintaining a professional, nurturing environment.
All staff are expected to respond appropriately and professionally to children's needs, including those requiring intimate care or emotional support, while always upholding the highest standards of safeguarding and ethical conduct.

Key Guidelines

- Cuddles and Physical Reassurance:
- We recognise the importance of physical reassurance and cuddles in supporting young children's emotional development.
- However, cuddles are only given when initiated or clearly sought by the child.
- Staff are expected to maintain appropriate boundaries and provide comfort in view of other adults, ensuring transparency and safeguarding.
- Intimate Care and Changing:
- Children are changed within the classroom in a designated changing area.
- The child's privacy and dignity are respected at all times, while ensuring that another staff member is present or within sight.
- Intimate care routines must be carried out in line with the nursery's Intimate Care Policy and only by staff who have passed all safer recruitment checks, including a satisfactory DBS.
- Respect and Professional Conduct:
- All staff are expected to treat each other, children, and families with respect, kindness, and professionalism at all times.
- Inappropriate behaviour or language, including during breaks, is not tolerated and will be addressed through disciplinary procedures if necessary.
- Monitoring and Whistleblowing (See whistleblowing policy for detailed information and reporting procedure):
- Management carries out regular supervision and monitoring to ensure staff are following safe practices.
- Staff are informed of and trained in the whistleblowing policy, and encouraged to report any concerns immediately, without fear of reprisal.

Raising Concerns

- If a parent, carer, or staff member has any questions or concerns regarding care practices or behaviour, they are urged to speak to the manager immediately.
- All concerns will be taken seriously and addressed in accordance with our supervision, disciplinary, and whistleblowing procedures.

22: Head Lice policy

At Babyish Nursery, we understand that head lice are a common issue among young children. While not harmful, they can spread quickly and need to be treated promptly.
Nursery Responsibilities:

- Carry out general visual checks on children.
- Notify parents if head lice are seen on their child.
- Inform all parents if there is an outbreak in the setting.
- Provide basic head lice information annually or more often if needed.

Parental Responsibilities:

- Check children's hair regularly at home.
- Begin treatment promptly if lice or nits are found.
- Inform the nursery of any cases to help manage spread.
- Keep long hair tied back where possible.

Children can attend nursery once treatment has started. In cases of repeated or untreated lice, we may ask that the child remains at home until resolved.

23: Online/E-Safety

BabyiSH Nursery is committed to ensuring that children are kept safe online. It is our duty to safeguard children and our family's well-being under the Early Years Foundation Stage (EYFS) statutory framework and UK legislation, including the Online Safety Act 2023. This policy outlines how we protect children, staff, and families from online risks in our setting. Our setting uses devices to engage with children and to communicate with parents. Refer to our mobile phone policy for more information.

This policy applies to:

- All children attending the setting
- All staff, volunteers, and management
- Parents/carers, and visitors

Purpose

- To promote safe and responsible use of technology and the internet at the setting and at home.
- To protect children from exposure to harmful content and online dangers.
- To provide clear procedures for managing online safety concerns.
- To ensure all staff understand their responsibilities regarding online safety.

Online Safety Risks

We recognise that the online world can present various risks, including but not limited to:

- Bullying and Cyberbullying: Children and staff may be at risk of bullying through digital platforms or social media. The setting will take all concerns seriously and respond promptly.
- Harassment: Any form of online harassment towards children, staff, or families is unacceptable and will be addressed according to our safeguarding procedures.
- Grooming and Exploitation: We are vigilant to signs of grooming and exploitation online, in line with safeguarding policies. Staff are trained to recognise potential risks and know how to report concerns.
- Inappropriate Content: Access to age-inappropriate or harmful/violent content will be prevented through filtering and supervision.
- Prevent: Prevent is about protecting our children and families from being exploited or groomed into violent extremism, harmful ideologies and terrorism.

Legal and Framework Context

- Early Years Foundation Stage (EYFS) 2025: Requires providers to safeguard children's well-being, including protection from online harm.
- Online Safety Act 2023: Emphasizes the protection of users from harmful content online.
- UKCIS Guidance for Early Years: Provides best practice recommendations for safeguarding online.
- Data Protection Act 2018 and GDPR: Governs personal data privacy and security.
- Department for Education: Internet Safety & Safeguarding children and protecting professionals in early years settings: online safety considerations

Roles and Responsibilities

Management

- Provide training and resources to staff and parents/carers on online safety.
- Ensure internet is monitored and filtered.

Staff

- Children are not permitted to use devices at the setting but in the case that they do, staff are to always supervise children's use of technology.
- Model safe and responsible use of online resources and technology.
- Report any online safety concerns or incidents immediately to management and reporting tools online.

Parents and Carers

- Support the setting's approach to online safety.
- Engage in communication about online safety measures and resources.

Use of Technology and Internet Access

- Devices and online materials used by children will be age-appropriate, and use will be always supervised.
- There will be no screen time, the use of devices will be limited and balanced with other activities promoting physical play and interaction (e.g. Used to play music or watch educational material)
- Access to the internet will be filtered and monitored to prevent exposure to inappropriate content.
- Staff will use secure passwords and maintain confidentiality of login credentials.
- Communication with parents is done through the Famly app, which is accessible on the iPads and nursery laptop.
- Nursery Laptop used for resources, parent/external communication and planning, this device is password protected and on a monitored network (united synagogue).

Acceptable Use

- Staff will not use mobile phones or personal devices in the presence of children unless for work-related purposes with management approval.
- Photographs or videos of children will only be taken using setting-approved devices and with parental consent.
- Staff and volunteers must not share any information, images, or personal details about children, families, or colleagues on personal social networking sites. Separate permission must be granted to post photos on social media linked to South Hampstead Synagogue or BabyiSH.
- Any communication about children or families on social networking platforms related to the setting is strictly prohibited to protect confidentiality and privacy.
- Parents are encouraged to engage with the setting through official communication channels rather than through social networking platforms. Famly, nursery email and nursery phone number are the only suitable channels.

Online Safety Education

- Staff will receive regular training updates on online safety risks and management.
- Resources and advice will be shared with parents to support online safety at home.
- We work closely with ECP Safeguarding and Kids Online World who share regular updates.
- NSPCC Keeping Children Safe Online

Incident Reporting and Management

- Any online safety incidents, such as accidental access to inappropriate content or misuse of devices, must be reported immediately to the designated safeguarding lead (DSL).
- A record of incidents will be maintained, and parents informed as appropriate.
- Serious concerns will be escalated to relevant authorities following safeguarding procedures.

Parental Engagement and Information Sharing

- Regular updates and information about online safety, including tips and guidance for home use, will be communicated through newsletters, emails, and noticeboards.
- Workshops, meetings, or online webinars will be offered periodically to help parents understand online risks and how to support safe technology use at home.

- We encourage open communication with parents, inviting them to discuss any concerns or questions about online safety.
- Resources and trusted websites will be shared to assist parents in educating their children about responsible and safe online behaviour.

24: Safe sleep

At Babyish Nursery, we follow safe sleep guidance in line with NHS and Foundation for the Study of Sudden Infant Death Syndrome (SIDS) recommendations. Our aim is to promote safe and healthy sleep routines for every child in our care.

Key Practices:

- At settling-in, the keyworker meets with parents to discuss the child's individual sleep needs and routines.
- Our standard practice is to place babies under 2 years old on their backs, in the "feet-to-foot" position (feet at the bottom of the cot).
- If a child naturally rolls onto their side or stomach during sleep, we do not disturb them unless parents have requested otherwise.
- Parents are asked to sign a consent form confirming their awareness and agreement with our sleep practices. Any specific sleep requests (e.g. stomach or side sleeping) must be noted and signed in the child's information pack.
- We cannot accommodate sleeping in a buggy.
- Staff check sleeping children every 10 minutes, monitoring room temperature, the child's comfort, and safety. All sleeping checks are recorded on Famly as well as fall asleep and wakeup time.
- We ensure that bedding is minimal, safe, and that the sleep environment is free of soft toys or loose covers that may pose a risk.

For more details, you may refer to the NHS Safe Sleep Guidance.

25. Security Camera Policy

At Babyish Nursery, the safety and security of our children and staff are our highest priority. In partnership with the South Hampstead Synagogue Security Team, a security camera has been installed in the main nursery room to support emergency response procedures in the rare event of a serious security incident.

Purpose of the Camera

The camera provides real-time visibility for trained monitoring professionals and emergency services in the event of an intruder gaining access to the nursery while children are present.
Privacy & Safeguards

We understand the need to balance safety with privacy for both children and staff. The following measures have been put in place:

1. Password Protected Access
- The nursery camera feed is secure, and password protected.
- It cannot be accessed or viewed without authorised credentials.
2. Restricted Viewing Rights
- No one at the Synagogue has access to the live feed.
- Only two professional remote monitoring stations (CST and Cougar Monitoring), using vetted and trained staff, have 24/7 access for security purposes.
3. Event-Driven Access
- In the event of an incident, the monitoring stations may provide temporary access credentials to the Synagogue Security Team to enable a targeted emergency response.
- A new password will be issued immediately after any such event.
4. Footage Retention

- All footage is securely stored for 30 days and then automatically deleted, unless required for investigation.

26: Famly – Parent Communication Application

BabyiSH uses the Family App as a secure platform to communicate with parents and share information about children's routines, learning, development, and daily activities. The platform is also used in conjunction with planning. We report accidents and incidents that occur both at home and in the setting through the app. Medication records and allergies are also maintained on the platform.

Children's personal data, including dates of birth and parent/guardian contact details, are stored securely within the app. All personal information is deleted from the system once a child leaves the setting. This policy ensures that the Family App is used safely, responsibly, and in compliance with data protection laws and safeguarding regulations

This policy applies to:

- All staff members using the Family App for communication or sharing content.
- Parents and carers who access the app to receive updates or communicate with staff.

Use of the Family App

- The app will be used primarily to share observations, photos, messages, and important information regarding children's learning and wellbeing.
- For reporting accidents and incidents that occur both at home and in the setting.
- To record parental consent to administer medication and time, date as well as who administered medication.
- Staff will ensure that all shared content respects children's privacy and has the necessary parental consents.
- Communication through the app should be professional, respectful, and relevant to the child's development and care.
- Personal or sensitive information about children or families will not be shared outside of the app's secure environment.

Staff Responsibilities

- Staff must use setting-approved devices and accounts to access the Family App.
- Passwords and login details must be kept secure and never shared.
- Any concerns about inappropriate content or misuse of the app must be reported immediately to the designated safeguarding lead (DSL).
- Staff will not use the app to communicate with parents outside of agreed working hours, except in emergencies.
- Access outside of working hours are limited to management.

Parental Responsibilities

- Parents must use the app respectfully and appropriately, avoiding sharing personal information about other families.
- The app should not be used for complains, urgent or emergency communications, parents should use direct phone contact or email in such cases.
- Parents should notify the setting of any issues accessing or using the app.

Data Protection and Privacy

- The setting complies with the Data Protection Act 2018 and GDPR in all uses of the Family App.
- Personal data shared through the app will be stored securely and only accessible to authorised staff and the child's parents or carers.
- Photos or videos shared via the app will only feature children with prior parental consent.

Incident Reporting

- Any incidents of inappropriate use, breaches of confidentiality, or safeguarding concerns relating to the app will be logged and managed in accordance with safeguarding policies.
- The DSL will oversee investigations and liaise with relevant authorities if required.

27: Prevent Duty

BabyiSH is committed to safeguarding all children in our care. As part of this commitment, we fully recognise our legal duty under the Counterterrorism and Security Act 2015 (the Prevent Duty) to have due regard to the need to prevent children from being drawn into terrorism or extremist behaviour. This policy applies to all staff, volunteers, and management as well as Children and families using our setting.

As an early years setting connected to a Jewish community, BabyiSH recognises the importance of heightened vigilance regarding community safety and security. We work closely with the Community Security Trust (CST) and other relevant organisations to ensure our setting remains a safe environment for all children, families, and staff. This partnership supports our commitment to preventing extremism and responding promptly to any threats or concerns within or external to the setting.

Our aims:

- To protect children, families and staff from radicalisation, extremism and harmful ideologies.
- To ensure staff understand the risks and know how to identify and respond to concerns.
- To promote a safe, inclusive, and respectful environment that encourages critical thinking and resilience against extremist influences.

Understanding Radicalisation and Extremist

- Radicalisation is the process by which a person comes to support terrorism and extremist ideologies.
- Extremism refers to vocal or active opposition to fundamental British values such as democracy, the rule of law, individual liberty, and mutual respect and tolerance of different faiths and beliefs.

Roles and Responsibilities

- All staff must be vigilant and alert to signs of radicalisation or extremist behaviour in children, parents, or staff.
- Concerns must be reported immediately to the Designated Safeguarding Lead (DSL).
- The DSL will assess concerns and liaise with external agencies as appropriate.
- Staff will receive training on the Prevent Duty as part of safeguarding updates.

Signs of radicalisation may include:

- Changes in behaviour or appearance indicating isolation or withdrawal.
- Expressions of extremist views or intolerance.
- Attempts to recruit others or share extremist material.
- Accessing extremist websites or social media.
- Post extremist material on social media.

Procedures

- Concerns will be recorded and reported following our safeguarding procedures.
- We will work with families and external partners to support any child at risk.
- Confidentiality will be maintained, balanced with the need to protect the child.

BabyiSH promotes fundamental British values through:

- **Democracy:** Encouraging children to understand the importance of listening to others and making choices together in a fair and respectful way.

- **The Rule of Law:** Helping children recognise the need for rules and boundaries that keep everyone safe and support positive behaviour.
- **Individual Liberty:** Supporting children to develop confidence in making choices about their learning and expressing their ideas and feelings.
- **Mutual Respect:** Fostering an environment where every child and family is valued, promoting kindness, empathy, and understanding of different cultures and beliefs.
- **Tolerance of Those with Different Faiths and Beliefs:** Celebrating diversity by teaching children to appreciate and respect people from all backgrounds, religions, and traditions.

28: Cultural Capital

At BabyiSH, we believe every child should have the opportunity to develop the knowledge, skills, and experiences that will help them thrive now and in the future. Our Cultural Capital Policy outlines how we intentionally provide enriching opportunities to broaden children's horizons and prepare them school readiness and for lifelong learning.

What is Cultural Capital?
Cultural capital refers to the essential knowledge, behaviours, and skills that children need to succeed in education and life. It includes exposure to arts, culture, community life, values, and diverse experiences beyond the home environment.

We provide children with a broad range of enriching experiences through:
- Celebrations of diverse cultures, traditions, and festivals to promote respect and understanding.
- Access to books, music, art, and role play that reflect a variety of backgrounds and ideas.
- Opportunities for children to develop social skills, resilience, and curiosity through purposeful play and interactions.
- Engagement with families and the wider community to enrich learning experiences.
- Understanding school readiness and incorporating the necessary skills into our planning to support smooth transitions.
- Encouraging children to be passionate about the world they live in by exploring the seven areas of learning and gaining exposure to the natural world.

Our approach helps children to:
- Build confidence and a positive sense of identity.
- Develop communication and critical thinking skills.
- Appreciate diversity and learn to respect different perspectives.
- Gain experiences that prepare them for future education and life challenges.
- Provide them with experiences they wouldn't necessarily be exposed to at home.