



PARENTS' INFORMATION BOOKLET

# Little Crofters Nursery

Academic Year 2024 - 2025



**WEST CROFT SCHOOL**  
Discover your leg★cy





## West Croft Little Crofters Nursery

Nursery telephone: 01237 425173

Main School telephone: 01237 473548

Email: [nursery@westcroft.devon.sch.uk](mailto:nursery@westcroft.devon.sch.uk)

Website: [www.westcroft.devon.sch.uk](http://www.westcroft.devon.sch.uk)



“Effective early years provision enables children to make a positive start and achieve good progress.” *Ofsted, May 2018*

“Early years provision [in Nursery and Reception is] good.”  
*Ofsted, May 2018*

“The Nursery and Reception learning environments are lively and inviting, both indoors and outside.” *Ofsted, May 2018*

“Relations with parents and external agencies are strong.”  
*Ofsted, May 2018*

“Children were engaged and were ready to further explore the theme during continuous provision... The children were focused.” *Early Years Consultant Observational Visit, February 2020.*



## Welcome

**Welcome to Little Crofters Nursery. We look forward to meeting you and are excited to find out all about you and your family as we take this exciting first step in your Educational Adventure!**



We believe that a positive partnership with our Parents and Carers and open communication at all times is the key to ensuring your child has the most wonderful and joyful experience as they start their journey with us at Nursery, We would like to encourage you to contact us with any needs, questions or requirements and will ensure we are personally available to you, alongside our wonderful team of staff to support you in every way possible.

We will keep you regularly updated and informed on our exciting themes, topics and areas of investigation through our regular newsletters and you will also be invited to join Class Dojo to share in their play, learning and success throughout their time at Little Crofters.

The team at Little Crofters Nursery are looking forward to the adventures ahead and would like to thank you for choosing to join us at such an important and exciting stage of your child's life and Education.



**Mrs Scarrett**



**Miss Delmaine**





## About our Nursery

Little Crofters Nursery can accommodate children from 2 years old up until they start in Reception and is a spacious setting with the use of two, purpose built buildings. These are linked by a canopied outdoor area and we have an extensive playground and developing forest school. Our 2 year old places start the term after your child's 2nd birthday.

The Nursery is open term time only and offers morning and afternoon or full day sessions. The times of these sessions are set and can not be split. Our staffing ratio is in line with government guidelines - 1 adult to 13 children (with a qualified teacher or Level 6 on site) and 1 adult to 4 two year olds.

### Sessions

Nursery doors open at 8:50am

Morning sessions run from 8:50am—11:50am (3 hours)

Afternoon sessions run from 12pm to 3pm (3 hours)

All day sessions run from 9am to 3pm (6 hours)

It is important that children arrive on time for the start of their session and are picked up promptly to avoid them becoming distressed.







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## Nursery Staff

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**Mrs L Johnston** - Acting Headteacher, DSL & SENDCo

**Mrs C Baldock** - Acting Deputy Headteacher

**Miss L Prowse** - EYFS Lead

**Mrs N Scarrett** - EYFS Teacher, Paediatric First Aider

**Miss R Delmaine** - Teacher

**Miss J Stanford** - Early Years Practitioner, 2 Year Old Room Lead,  
Key Person, Paediatric First Aider

**Mrs J Glasson** - Early Years Practitioner, Key Person, NNEB Nursery  
Nurse, Paediatric First Aider

**Miss K Northcott** - Early Years Practitioner, 3 Year Old Room Lead,  
Key Person, Paediatric First Aider

**Miss J Rose** - Early Years Practitioner, Key Person, Paediatric First  
Aider

**Mr J Shackleton** - Early Years Practitioner, Key Person, Paediatric  
First Aider

**Mrs M Sawyer** - EYFS Teacher & SEN Support

**Ms A Mathias** - Speech and Language Support

**Miss Z Lynch** - Meal Time Assistant

**Mr J Prouse** - Cleaner

**Mrs C Prouse** - Cleaner



## **Learning and Assessment**

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The philosophy of the setting is to provide planned, purposeful play through a mix of adult led and child initiated activities. Each child is considered to be unique and should feel safe and secure whilst becoming a confident, self-motivated, independent learner through play. Children may access activities freely during their own learning time, and are encouraged to take risks and push their own learning boundaries.

The Nursery Practitioners work closely alongside parents/carers and other child care professionals. Working in partnership is essential to the well-being and development of children. We want every child to feel confident so that they can learn and achieve.

Staff and governors recognise their accountability and contribute fully to the development and successful implementation of school policies and practices; the life of the school and curriculum effectively promote pupils'

spiritual, moral, social and cultural development. Effectiveness is kept under rigorous review and links with the wider community to contribute to pupils' attainment and personal development. In short, we want Little Crofters to make a difference.

The Nursery Information Booklet contains all of the information that you require regarding staff structure, policies, procedures and fees.

## **Unplanned closure of the Nursery**

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The school reserves the right to close the Nursery at short notice in the event of extreme severe weather conditions, flood, fire or any other critical incident which affects the successful running of the Nursery, or has an impact on the health and safety of children and staff. The school will keep parents/carers updated via the website and by text message.





## **Nursery Fees**

Children are entitled to full funding for up to 15 hours per week in the term following their third birthday.

For eligible working parents children may be entitled to full funding for up to 30 hours following their third birthday.

Extra hours may be bought subject to availability. Extra Provision hours may be purchased providing the child attends some Nursery core hours.

Fees are payable in advance (weekly or half termly) by ParentPay. They must be paid whether the child attends or not.

### **Charges:**

#### **£5.25 per hour for 3 and 4 Year Olds**

E.g. £15.75 for 3 hours (morning or afternoon); £31.50 for the 6-hour school day; £78.75 for 15 hours.

### **30 Hours funding**

3 Year Old Children whose parents both work a minimum of 16 hours per week may be entitled to 30 hours funded child care.

Funding can be split between two providers to enable all year

round places to be accessed.

### **2 Year Old Funding**

Families will be eligible if they meet the criteria of the Two Year Old Funding Offer, families must be in receipt of an income-based benefit or qualify for the working element of the funding.

**2 Year Old Places can also be purchased at a cost of £6.50 per hour** and are offered in 3 or 6 hour blocks

**If you experience difficulty paying your fees, please see the Nursery Teachers or Mrs Wright in the office.**

All children have an entitlement to participate fully in Nursery activities and visits, regardless of family income. All contributions for Nursery events and trips are voluntary payments.

### **Absence/Notice period**

**We operate a four week notice period.**

Any child who is absent for two weeks or more without notifying the Nursery of the reason shall be deemed to have withdrawn



their place from the setting.  
Funding claims and

invoices will continue to apply throughout the notice period.

Should you wish to move your child to an alternative setting, a four week notice period will apply. If you move your child within this notice period your new setting will be unable to claim funding during the overlap and you will still be liable to pay for any unfunded sessions you have booked.

## **Admissions**

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The Local Authority (LA) is responsible for the Admissions Policy for Nursery schools and classes.

The LA reserves the right to give priority for admissions to a child with exceptional social, medical or educational needs.

Once your child has been offered a place at Nursery you will be invited to a parents' evening where you will be given relevant information regarding your child starting Nursery.

You will also be invited to some taster sessions in Nursery for you to share with your child.

## **Induction Period and Settling In**

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The settling in period is paramount to your child feeling safe and secure in the Nursery environment.

We allocate each child and family a Key Person to help support with the transition into the Nursery environment. This Key Person, along with the Nursery Teachers, will be your point of contact.

All parents/carers are welcome to visit the Nursery; you may also telephone to enquire how your child has settled. We will always contact you if your child becomes distressed during the Nursery session.

Flexible admission procedures can be introduced, when appropriate, to meet the individual needs of the child. For example, parents may need to leave their children for brief periods at first, gradually building up to longer absences.

Every child and family is unique, subsequently their induction sessions will vary. The Nursery will support all families to ensure that every child feels



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safe and secure before their parents/carers leave them in the Nursery.

During the settling in period we strongly advise you to stay with your child until they are settled and happy to be left.

In some circumstances a more gradual introduction to Nursery is more appropriate and beneficial. Staff will use their professional judgement and discuss with you when your child will be ready to stay full time and unaccompanied.

## Special Educational Needs

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At Little Crofters Nursery, we believe that to successfully meet the needs of children with Special Educational Needs, we require strong partnerships between all those involved – parents/carers, children, staff and other outside agencies. We have a policy in school for children with Special Educational Needs.

The school provides a staged approach to Special Educational Needs identification. Many children are supported by our staff through ‘school action’ and some will have individual

education plans outlining targets which are reviewed regularly.

If further support is needed we work closely with many other professionals and agencies such as ‘Nursery Plus’ to support children. Parents are always informed if the school is concerned about any aspect of their child’s development and permission is always obtained before we involve any other professionals.

Your views and support are of great importance and we seek to work in partnership with you for the benefit of your child.

The Governing Body of West Croft School has an agreed policy for inclusion. We audit our physical environment to try to ensure that we are an accessible school for those in the community with disabilities and other Special Educational Needs.

## Illness

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It is very important that your child attends Nursery every day, unless they are ill. **Can we please ask all parents to call and let Nursery know if their child is going to be**



**away.** If they are absent for more than 14 days they may lose their place, unless we are notified of the reason for the absence.

Please let us know by 9.30am if your child is ill/going to be absent from Nursery (Tel. 01237 425173).

To prevent the spread of infection we ask that all children must have 48 hours away from Nursery after sickness or diarrhoea.

Attendance is monitored and reviewed in line with our Provider Agreement.

## **Medication**

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Medicines are only given in Nursery in special circumstances. Where possible, please ensure your child has any medication before or after their session.

If your child requires medication during the day, you will need to complete a form giving us permission to administer it and all the necessary details regarding frequency and dose. Please provide medication in the original named container.

If your child is taken ill during the school day we will phone you to come in and collect them as soon as possible.

## **Accidents**

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Busy children who are learning to control their movements whilst playing often have lots of small accidents. We have qualified Paediatric First Aiders in the Nursery. Parents are always notified of “bumps” at the end of our sessions. You may be asked to sign an accident form. If we feel that the injury is serious we always contact you and seek further professional support.

**Please ensure that we have up to date contact numbers for you as well as other emergency contact details. If you give us a mobile phone number it is essential that it is switched on whilst your child is at Nursery and that we are informed of any changes of number.**

## **Packed Lunches, Snacks and Drinks**

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We ask that all children bring their own water bottle, clearly named. They can have access to these all day.



Please could you also send in a named healthy snack with your child. There will be a small selection of fruit available and children will have access to water and milk during snack times.

Please do not send your child into school with sweets, chocolate, fizzy drinks etc.

Some children have a life threatening allergy to nuts, therefore **the Nursery requests that NO NUT products may be brought into the Nursery environment. This includes peanut butter and cereal bars containing nuts.**

The Nursery regards snack and meal times as an important part of the Nursery day.

If your child attends Nursery for an afternoon or all day session, they will need to have a packed lunch. We have a duty to ensure that every child is healthy and has a healthy packed lunch which encourages healthy eating.

If your child is registered as eligible for Free School Meals **and** attends an **all day** session, a free school packed lunch can

be ordered if required. Please check your child's eligibility for Free School Meals on the Portal using the following link

[https://oneonline.devon.gov.uk/CCSCitizenPortal\\_LIVE](https://oneonline.devon.gov.uk/CCSCitizenPortal_LIVE)

If you have any difficulties with this, please see the administrators in the School Office who will be pleased to help you.

School packed lunches can also be purchased at a charge of £2.45 per day and will need to be ordered with the Nursery Teacher at the start of the day.

## **Toilet Training**

Please ensure that you provide enough nappies/wipes to last your child throughout their Nursery day. If your child requires nappy cream, please ensure that you supply cream that has a clear label stating its purpose. Make sure that you have signed your child's registration form as this is authorisation for the staff to apply cream on your child.



It is important for your child's routine that parents/ carers and Nursery staff work closely together. When you think that your child is ready for toilet training, please discuss this with your child's Key Person or the Nursery Teachers.

## Clothing

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We ask all children attending Little Crofters to wear a green school sweatshirt, **these can be purchased from the School Office or direct from the supplier—Instant Images in Torrington**. There is no need for children to wear other "uniform" items as all clothing and footwear worn to Nursery should be suitable for play and be easy for your child to manage in order to go to the toilet independently. Items with elasticated waist bands such as Joggers and Leggings are ideal. Velcro shoes are also preferable to laces.

Please make sure all clothes are clearly labelled. All children should bring a bag to Nursery containing a complete change of clothes including underwear and socks. Children are much happier changing into their own

clothes rather than Nursery spares.

If your child does come home with Nursery clothing on, please return any borrowed clothes washed and clean. We do provide aprons for painting and other messy activities, however there are times when children will get in a mess, so please ensure clothing is easily washable.

The children do have access throughout the school year to the outside area. Please ensure that your child wears appropriate footwear for outdoor activities such as running, riding bikes and climbing (no open toed sandals, flip flops, crocs, high heels or jelly shoes). If you send your child in Wellington boots, please also bring in a pair shoes/trainers.

## Toys

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Children are not encouraged to bring their own toys into Nursery, as they can become damaged or lost and this causes distress. If your child is keen to bring a toy in to show a member of staff please take it home when you leave, or ask a member of staff to put it somewhere safe. If your child



accidentally comes home with a piece of school equipment in their pockets, please do not be embarrassed, but return it to school as soon as possible, as equipment which has pieces missing can be expensive to replace.

## **Jewellery**

**The wearing of jewellery is not allowed at all in the Nursery.**

During the nursery day children are engaged in a range of activities both indoors and outside and earrings, necklaces, bracelets and rings can be a serious safety issue.

## **Weather**

Please ensure your child comes to Nursery dressed appropriately and prepared for the weather.

On warm days we ask that parents/carers apply sunscreen to their child before they come to Nursery and make sure that they have a sun hat and a water bottle. If your child is staying in Nursery all day, please put sun cream in their bags so it can be re-applied as necessary.

Please also send them in with a rain coat as the weather is often changeable!

We frequently go outside, regardless of the weather so a pair of Wellington Boots is also recommended. We do have a small selection at Nursery but not enough for everyone.

In the event of snowfall the school office will alert parents of any closures by text message. It will also be posted on the website and on the local radio.





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## School Curriculum

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### What Your Child Will Learn at Nursery

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The Nursery is staffed by a qualified teacher and Learning Assistants who plan and work together as a team.

Every child deserves the best possible start in life and the support that enables them to fulfil their potential. Children develop quickly in the Early Years and a child's experiences between birth and age five have a major impact on their future life achievements and progress.

A secure, safe and happy childhood is important in its own right. Good parenting and high quality early learning together provide the foundation children need to make the most of their abilities and talents as they grow.

The Early Years Foundation Stage (EYFS) Framework sets the standards that all Early Years providers must meet to ensure that children learn and develop well and are kept healthy and safe.

It promotes teaching and learning through play to ensure

children's 'school readiness' and gives children the broad range of knowledge and skills that provide the right foundation for good future progress through school and life.

### Overarching principles

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Four guiding principles should shape practice in Early Years settings. These are:

- every child is a unique child, who is constantly learning and can be resilient, capable, confident and self-assured;
- children learn to be strong and independent through positive relationships;
- children learn and develop well in enabling environments in which their experiences respond to their individual needs and there is a strong partnership between practitioners and parents and/or carers;
- children develop and learn in different ways and at different rates. The framework covers the Education and Care of all children in Early Years provision, including children with Special Educational needs and Disabilities.



## Learning and Development

There are seven areas of learning and development that must shape educational programmes in Early Years settings. All areas of learning and development are important and inter-connected. Three areas are particularly crucial for igniting children's curiosity and enthusiasm for learning, and for building their capacity to learn, form relationships and thrive. The Prime areas are:

- Personal, Social and Emotional development
- Communication and Language
- Physical Development

Personal, Social and Emotional development involves helping children to develop a positive sense of themselves, and others; to form positive relationships and develop respect for others; to develop social skills and learn how to manage their feelings; to understand appropriate behaviour in groups; and to have confidence in their own abilities.

Communication and Language development involves giving children opportunities to experience a rich language environment; to develop their confidence and skills in expressing themselves; and to speak and listen in a range of situations.

Physical Development involves providing opportunities for young children to be active and interactive; and to develop their co-ordination, control, and movement. Children must also be helped to understand the importance of physical activity, and to make healthy choices in relation to food.

Providers must also support children in four specific areas, through which the three prime areas are strengthened and applied. The specific areas are:

- Literacy
- Maths
- Understanding the world
- Expressive Arts and Design

Educational programmes must involve activities and experiences for children, as follows:



Literacy development involves encouraging children to link Phase 1 phonics and to begin to read and write. Children must be given access to a wide range of reading materials, sharing stories etc (books, poems, and other written materials) to ignite their interest. Letter and sound will be introduced when the children are ready.

Maths involves providing children with opportunities to develop and improve their skills in counting, understanding and using numbers, calculating simple addition and subtraction problems; and to describe shapes, spaces, and measures.

Understanding the World involves guiding children to make sense of their physical world and their community through opportunities to explore, observe and find out about people, places, technology and the environment with the use of small world play.

Expressive Arts and Design involves enabling children to explore and play with a wide range of media and materials, as well as providing opportunities and encouragement for sharing their thoughts, ideas and feelings

through a variety of activities in Art, music, movement, dance, role-play, and design and technology.

## **Parental Involvement**

We welcome parents into school, and throughout the year you will be encouraged to come into Nursery to join in lots of fun activities.

We also hold fundraising events where parental support is invaluable in helping to raise money to buy new equipment for the children to use. If you are interested please come and join West Croft PTA and support our school.

If you have a particular skill or interest that you would like to share with us then please speak to a member of staff. We are always open to new ideas and suggestions.

The Nursery Teachers and Key Persons are always available to inform you about how your child is progressing in Nursery. If you have any worries or concerns an appointment can be made to meet with the Nursery Teachers and your child's Key Person.



Information for parents is displayed on the Parents Notice Boards in the Nursery entrances. There is a weekly newsletter which is also displayed in the Nursery window and on the website and Class Dojo each week.

We have an Early Years blog which is updated when special events happen in Nursery and Reception.

Parents are also sent text messages as reminders about events.

We use an online platform called Class Dojo to record and celebrate children's learning and achievements. This is also where we still share important updates, newsletters and information with you.

It is a great way for us to communicate with you and has proved very popular with parents over the last year.

## **Maintaining Standards**

The Nursery is a reflective practice and therefore welcomes feedback from parents/carers. This can be given verbally to

any member of staff or alternatively if you prefer you can email:

[nursery@westcroft.devon.sch.uk](mailto:nursery@westcroft.devon.sch.uk)

Questionnaires are sent out to parents/guardians at the beginning and the end of the academic year. The questionnaires are evaluated, the strengths of the Nursery are celebrated and maintained, any concerns, issues or areas to be further developed are reflected upon and if found to be necessary, changes will be made with immediate effect, or at the next suitable opportunity.

Staff meetings are held once a week. The aim of these meeting is to monitor the standards of the Nursery, to reflect upon the Nursery policies and procedures, and to discuss any additional staff training which could enhance the provision we provide.

## **Working in Partnership with Parents/Guardians**

It is the policy of the Nursery to ensure that parents/carers have the opportunity to participate actively at all levels, as partners of the organisation and in the planning of services for their



children. We aim for parents/ carers to feel comfortable, respected and valued. The Nursery aims to achieve this by:

- ensuring all parents/carers are made welcome to visit the Nursery at any time
- ensuring that parents/carers have the opportunity to review their child's progress as often as requested
- ensuring that parents/carers are involved with their viewing of policies, procedures and guidelines of the Nursery
- ensuring that parents/carers can meet with staff and other professionals to discuss relevant issues and concerns
- ensuring that the Nursery values parents'/carers' comments regarding the strengths and areas requiring development in the Nursery

The Nursery welcomes parental support with activities. If you have a skill you would like to share or would like to be included in an activity please speak to the Nursery Teachers or any member of Nursery staff.

## **Keeping Children Safe - Behaviour and Discipline Policy**

The Nursery believes that children flourish best when they know how they are expected to behave and should be free to play and learn without fear of being hurt or unfairly restricted by anyone else.

The Nursery aims to provide an environment in which there is acceptable behaviour and where children learn to respect themselves, other people and their environment.

The Nursery Staff keep up to date with new legislation, research and thinking on encouraging positive behaviour. All new training is cascaded to all members of the staff; this ensures consistency with strategies, enabling the children to receive the same clear rules and boundaries from all of the staff.

All Nursery staff, volunteers and students provide a positive model of behaviour by treating children, parents and one another with friendliness,



respect, care and courtesy. The Nursery demands that all staff, volunteers and students use positive strategies for handling conflict by helping children to find solutions in ways which are appropriate for the children's ages and stages of development, for example distraction, praise and reward.

The Nursery can call upon outside agencies for additional support for families.

## **Safeguarding**

The Nursery works with children, parents/carers and the community to ensure the safety of children. Every child has the right to be safe.

The Nursery aims to create an environment which encourages children to develop a positive self-image, regardless of race, language, religion, culture or social background.

We want to help children to establish and sustain satisfying relationships within their families, with peers and with other adults.

We aim to enable children to have the self-confidence and the vocabulary to resist inappropriate approaches and to work with

parents/guardians to build their understanding of and commitment to the welfare of all our children.

## **Disclosures**

Where a child makes a disclosure to a member of staff, that member of staff will:

- offer reassurance to the child, ask "What happened?" taking care not to influence the outcome through the way the adult speaks to the child, or by questioning
- discreetly try to attract the attention of another practitioner
- listen to the child
- give reassurance that they believe the child, record suspicions of abuse and disclosures and report to the Safeguarding Officer.

## **Photographs**

Nursery practice includes taking photographs of children during their daily experiences. The photographs might be included in Nursery wall displays, as evidence in your child's Dojo record, a group photograph for marketing purposes for the school. Only Nursery media will



be used in the setting. You will be asked to sign a permissions form for your child when they first start with us.

## **Knocks and Bumps**

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The Nursery has a Knocks and Bumps Folder. For more serious injuries, parents will be given an accident form to sign. We also ask parents to inform staff of any injuries their child has sustained outside school. This ensures that there can be no misunderstanding of who was responsible for caring for the child when the child received the injury.

## **Mobile Telephones**

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The Nursery requests that staff, parents and visitors refrain from using their mobile telephones in the play rooms, toilets/changing area, corridor and kitchen area. Staff are only authorised to use their mobile telephones in the staffroom/office during their lunch break.

## **Social Media Policy**

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Although the Nursery appreciates that Facebook and other forms of media such as Twitter are an excellent way for people

to keep in touch and communicate, the Nursery does not see this as good practice between staff and parents/carers.

It is also not appropriate to discuss incidents which may have happened in Nursery. Please do not be offended if a member of staff declines to accept your request to become friends .

## **Complaints Procedure**

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If parents have any concerns or complaints please see the staff in the Nursery, the Nursery Teachers, Miss Prowse or the Headteacher. Hopefully we will be able to resolve any difficulties.

We also have a duty of care to all of the children, staff and other parents in the school. We will not accept any form of verbal or physical aggression or unsociable behaviour, as it is against the culture and ethos of our school.

## **Safety**

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For Health and Safety reasons we ask that parents/carers do not bring buggies into Nursery but leave them outside under cover. Younger siblings should



be brought in with you as they are your responsibility whilst on nursery premises. However the Nursery does not take responsibility for any items left outside.

We would like to remind parents/ carers that the use of mobile phones whilst dropping off or picking up your child is not permitted

## **Risk Assessments**

Risk Assessments are carried out for all areas and equipment on a daily basis. The Nursery's aim is to make children, parents and staff aware of health and safety issues and to minimise the hazards and risks to enable the children to thrive in a healthy, safe environment.

**PLEASE HELP US TO KEEP  
YOUR CHILD SAFE**

**BY**

**CLOSING AND SECURING  
ALL THE GATES EVERY TIME  
YOU COME THROUGH THEM**

**AND**

**LEAVING PUSHCHAIRS ON  
THE BALCONY AREA.**

We like the whole family to feel at home in school but we must stress that whenever you are in school and you have a younger toddler with you, he/ she is always your responsibility and you must keep them with you at all times.

The Nursery is a **NO SMOKING** zone

**MOBILE PHONES MUST NOT  
BE USED WHILST ON THE  
SITE**

**NO DOGS ARE ALLOWED  
ON THE SITE**

## **Fire Evacuation**

There are fire extinguishers suitably placed within the Nursery buildings.

In the event of a fire, the person discovering the fire will raise the alarm (break glass box found in every area of the Nursery) and the building will be evacuated as quickly, calmly and safely as possible and children will assemble at the front grass where there will be a roll call.



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## **Confidentiality**

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All staff members wear lanyards providing identification.

The Nursery provides work experience for Childcare students; please ensure that you discuss any private matters concerning your child/ family with staff only.

The Nursery aims to ensure that all parent/carers can share their information in confidence that it will be used to enhance the welfare of their child.

We respect confidentiality in the following ways:

- by ensuring that GDPR is maintained, personal information about children, families and staff is kept locked away
- information containing children's personal details and development are not accessible to other parents
- staff will not discuss personal information given by parents with other members of staff, except on a need-to-know basis when it affects the well-being of the child

- staff will not discuss children/families with work experience students

The Nursery works closely in partnership with other childcare providers. For the benefit of the child, practitioners from different settings will exchange information. If you do not want your child's information shared, please discuss this with the Nursery Teachers.

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## **Students and Volunteers**

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The Nursery recognises that qualifications and training make an important contribution to the quality of the care and education of young children. As part of our commitment to quality, we offer places to students undertaking their Early Years qualifications and training.

- All students/volunteers are checked for criminal records through the Disclosure and Barring Service in accordance with Ofsted requirements and volunteers will be asked to complete a volunteer application form.
- Students/volunteers are not



included in our staff ratio.

- The Nursery supervises students at all times and does not allow them to have unsupervised access to children.
- The Nursery has employers' liability insurance and public liability insurance.
- The Nursery carries out an induction with all students/ volunteers. The induction includes a talk on Safeguarding, Health and Safety, the layout of the setting, and the performance expectations of the Nursery.
- Students sign an acknowledgement that they understand and agree to comply with the policies and procedures of the Nursery.
- Students/volunteers are only permitted to change nappies and take children to the toilet under the guidance of a member of staff.
- The Nursery promotes positive messages to students regarding the value of qualifications and training.

## **Staffing and Employment Policy**

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We abide by Ofsted requirements in respect of references and DBS checks for all staff, to ensure that no disqualified person or unfit person works at the Nursery or has access to the children.

All staff have a professional and moral duty to report a colleague whom they deem to be displaying inappropriate behaviour or bad practice.

All staff are expected to attend staff meetings, to reflect upon Nursery practice, children's experiences, achievements and what 'comes next.'

## **Visitors**

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All visitors are requested to sign in at the main school office and wear the appropriate lanyard at all times.

## **Equality and Diversity**

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The Nursery is committed to providing equality of opportunity and anti-discriminatory practice for all children, families and employees. We believe that no child, individual or family should



be excluded from the Nursery activities on the grounds of age, gender, sexuality, class, family status, means, disability, colour, ethnic origin, culture, religion or belief.

We aim to:

- provide a secure environment in which all of our children can flourish and in which all contributions are valued
- include and value the contributions of all families to our understanding of equality and diversity
- not stereotype different ethnic groups and people with disabilities
- improve our knowledge and understanding of issues relating to equality and diversity

## Transition

Children transfer to Primary school in the September following their fourth birthday.

Applications are now made online through the admissions portal and this will open around the November before your child is due to start School.

We will display posters in the Nursery windows and include

information on our newsletter so you do not miss it!

More information about admissions can be found on the Local Authority Website at:

[www.devon.gov.uk/adminssions](http://www.devon.gov.uk/adminssions)







## **Little Crofters Nursery**

Nursery telephone: 01237 425173

Main school telephone: 01237 473548

Email: [nursery@westcroft.devon.sch.uk](mailto:nursery@westcroft.devon.sch.uk)

Website: [www.westcroft.devon.sch.uk](http://www.westcroft.devon.sch.uk)

