

POLICIES & PROCEDURES

Last reviewed: 29th October 2026, v1.73

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ACCEPTANCE OF GIFTS

Employees may accept gifts or benefits from parents/ carers, if such gifts/ benefits are intended for the purpose of a specific occasion deemed appropriate for gifting (e.g. Christmas, birthdays, maternity or leaving gifts) and as long as these are declared to the management team to allow Little Jungle to ensure the safeguarding policy is being respected.

Employees must not accept directly or indirectly any monetary and/ or non-monetary benefits, payment or any other benefits from parents/ carer and anyone else with any actual or prospective business relationship with the company, if such a payment and/ benefit is intended directly or indirectly to induce or influence the treatment of the children under the care of the employer.

A breach of this policy may result in disciplinary action, which may result in dismissal of the employee in breach.

Next Review: July 2027

ACCIDENTAL INJURIES POLICY

Minor injuries to children will be attended to by staff members and referred to the first aider and recorded using Accident Forms. Parents/ carers may be informed at collection time - where staff capacity to talk allows – but otherwise by means of an 'Accident Form' and by phone – in case of bumps to the head, injuries involving blood or bites and any serious accidents involving professional medical interventions.

Accident forms are in place to a) support our communication process with parents/ carers and b) enable us to review our organisation and reflect on our safeguarding practice.

We will ALWAYS fill out an accident form:

- On the day of the event.
- For any accident we know happened in our care or on our premises
- For any incident which took place whilst in our care, which could later affect a child's health or leave marks (e.g. applying first aid slap on back to stop a child from chocking)
- Irrespective of whether or not we witnessed it (but ideally by the person who did)
- Retrospectively if an accident form was accidently not filled out and we find out about the accident later.

In the event of a serious accident or illness, Little Jungle will make an immediate attempt to contact the child's parents/ carers. Little Jungle will also contact the parents in the case of a bump to the head, where a child has consumed something, they should not (see procedures for children with allergies), as well as any other non-serious incident that requires attention from a medical expert (e.g. a child gets a foreign object stuck in their nose).

Until the arrival of the parents/ carers, paramedic or ambulance, Little Jungle will make all necessary decisions about the child. At the same time, and if necessary, Little Jungle will call for emergency assistance to make sure that no time is lost in caring for the injured child. Parents/ carers will be expected to assume all expenses.

It is important that parents/ carers keep Little Jungle up to date with all contact numbers, place of employment, doctor, and emergency information.

Next Review: July 2027

ADJUSTING ROOM TEMPERATURE PROCEDURE

If the room temperature is too hot, the following steps should be taken to keep the children and room cool:

- Open all windows
- Use a fan / cooling systems available
- Remove top layer of clothing off the children
- Cool the children down if they have a temperature by giving them a tepid wash
- Ensure that children have plenty of water to drink which will help prevent dehydration

If the room temperature is too cold, the following steps should be taken to keep the children and room warm:

- Report the fault to the Operations Lead/ Director immediately
- Close all windows
- Ensure that the children are dressed appropriately
- Turn the heating up where possible

Next Review: July 2027

ADMISSIONS AND ATTENDANCE POLICY

The basis of our admission policy is its' official registration with Ofsted, which sets out the number and age for which places can be provided.

We take into consideration the ratios of adults to children and never exceed these ratios when admitting children.

Little Jungle does not, and has no intention in the future, of discriminating against any child for reasons of sex, ethnic or social background, religion, colour or creed.

Applications from Special Rights children will be welcomed taking into account the ability of Little Jungle to provide the appropriate level of care. We are aware that some funding can be sought from the Southwark SEND Department, if necessary, to support us with our care e.g. extra member of staff.

Next Review: July 2027

ADMISSIONS AND ATTENDANCE PROCEDURE

We believe that quality care and education are essential to children's wellbeing and development and form the primary and universal right of all children, regardless of their ability, needs, race, religion, creed, colour or gender. This is why we welcome children from all corners of our community and why our Admissions Policy is designed to reflect our fair and democratic values.

Parents/ carers can register their child on our waiting list free of charge. A link to the waiting list is available on our Admissions page at www.littlejungle.co.uk.

Places are offered on a two-day, three-day or five-day basis, and children must be able to confidently and independently use the toilet to join our 3-5s room (Crocs).

Priority (but not guarantee) will be given to children whose siblings are already with us and attending Little Jungle when the next child joins (we cannot prioritise a child if their sibling is no longer with us), or due to any extenuating circumstances affecting the child's welfare or his/ her family.

To secure a child's place and confirm the agreed starting date, parents / carer will be asked to:

- Sign a Little Jungle Terms and Conditions agreement within 5 days of the offer letter being sent.
- Pay their first month's fee within 5 days of the offer letter being sent (this fee is non-refundable if parents/ carers terminate the agreement before the child's attendance begins).
- Closer to the time, complete and sign a more detailed registration form (to give us important information such as emergency contact numbers, health and dietary requirements etc).

Registration forms must be completed and returned before the child's settling-in begins (usually this should be at least 2 months before start date to allow for pedagogical and care plans to be drawn before the child begins). Children will not be admitted without this information.

Free of charge settling-in sessions will be organised to enable the child to settle at a gentle pace. It is recognised that the settling-in process will be individual for each child and that both parent and child must be confident that the settling-in period is satisfactory.

Settling-in arrangements should be made at the time of enrolment and take place, wherever possible, during the week prior to the start date and will not be charged.

We do not allow children to swap days of attendance, except for where a regular attendance day falls on a public holiday, when a parent may request swapping this day to an alternative day of their choice within the preceding or same week of the public holiday where their child was unable to attend. This is subject to availability of the alternative swap day and will be allocated on a first-come, first-served basis.

As stated in all parent/ carer offer letters, no refunds or fee reductions will be provided for attendance days missed due to public holidays, inset days, planned closures (e.g. during the summer closure week), child and family holidays or sickness.

The allocation of a place must continue normally through 'school holidays' on the same basis as during 'term time'. Places will not be held open for unpaid sabbaticals, or any other leave of absence.

As part of our admissions policy, all carers and staff will be asked to sign up to our Green Living Plan, to encourage walking, use of public transport and cycling instead of driving. Please refer to the Green Living Plan section for more details.

Changing children's attendance at Little Jungle:

Where parents wish to change their 'days' of attendance, this will be considered as a request for a new place and the normal rules concerning (three full calendar months) notice and availability of places will apply. Requests by parents to change their days temporarily can only be agreed where places are available.

Where parents want to change the 'hours' of attendance (i.e. session length), such changes will always be applied to full calendar months of attendance and therefore notice given must be before the start of the new (invoiceable) month of attendance, with a minimum of 1 week notice to the start of the month, to allow for staff shift adjustments.

Next Review: July 2027

AGE OF ADMITTANCE

We accept children from the age of ten months to five years old.

Although we accept children from the age of ten months, we recommend that children join us from the age of one.

Children usually start school in the September after they turn 4, but parents of children born between 1 April and 31 August, also known as "summer-born" children, can ask to delay entry to Reception for a year. For this reason, children can stay with us until they are just over 5 years old.

Next Review: July 2027

ANIMAL POLICY

It is our policy to ensure that animals kept at Little Jungle will be cared for according to their individual requirements and needs. If animals are kept at the setting, the children will be encouraged to help care for our animals, feeding, petting, cleaning etc. and will be encouraged to talk with adults regarding the animals and their care.

The children's hands will always be washed after handling animals or when they have helped to clean the animals' environment.

Animals will be fed daily, and their environment will be cleaned as often as required to care for them ethically and according to our values.

All care records for animals kept on site will be kept up to date in a folder managed by our office team.

Next Review: July 2027

ARRIVAL AND DEPARTURE OF CHILDREN

It is essential that parents/ carers always notify a member of staff of their child's arrival.

On arrival at Little Jungle parents will be expected to hand over their child to the room staff who will then 'register' that child for the session. Upon collection, parents/ carers should notify Staff of their child's departure.

To avoid disruption to our daily routine, parents are requested to ensure that their **child arrives no later than 09:00** and **no later than 08:45 if having breakfast** at the setting. Only in exceptional cases, and with prior notification, will children be admitted after 10:00.

Little Jungle must be informed if anyone other than the parent/ carer is to collect the child. This is done by the parent/ carer either face to face, in writing (email is sufficient) or by phone using a password chosen by the parent/ carer upon registration.

If a child is to be absent, we ask parents to inform Little Jungle as soon as possible and ideally before 09:00. This can be done by using the Famly app, or by contacting the office.

Staff will not release children to anyone other than parents/ carers, except to pre-authorised persons/ carers (listed in the Registration form) about whom parents/ carers will be expected to inform Little Jungle in advance that they are to collect their child. These authorised persons will be required to say the correct password and may be asked for further identification.

Parents/ carers may be required to give a physical description of such pre-authorised persons before they collect children for the first time (a photograph attached to the Registration form would be of assistance). Authorised persons may also be required to provide proof of identity before children are released to them.

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BABY-SITTING POLICY

For insurance reasons, Little Jungle do not offer a baby-sitting service. However, we also do not restrict our staff from baby-sitting* Little Jungle children outside of operating hours, as we trust their judgment as responsible adults whose legal responsibility it is to "promote the welfare of children and protect them from harm" (Working together to safeguard children, 2023).

In-line with our recruitment policy, all our staff are subject to a thorough vetting process and are trusted by Little Jungle to always protect all children in their care. They also attend regular safeguarding training to reinforce their ability to recognise the signs of abuse and emphasise the importance of their role in protecting children from harm in any environment or context.

With this in mind, we encourage and remind our staff to always remain professional and not allow such extra-curricular services to blur their judgment as protectors of children.

Any baby-sitting service or arrangements for such services should only be conducted outside of Little Jungle hours and premises, to not distract our Staff from their main responsibilities.

In fairness to other children attending the setting, Staff will not be allowed to take children out of the setting as part of these independent services.

*Please note that baby-sitting is defined as ad-hoc sessions of childcare outside of a Staff's working hours. Where parents require a regular/ weekly service of childcare, the latter would be defined as 'nannying' and will not be permitted, in line with our 'Staff Retention Policy' which forms part of Parents' Registration agreement.

Management reserve the right to restrict baby-sitting if it is felt that the service interferes in any way with a staff member's responsibilities at Little Jungle.

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BEHAVIOUR GUIDANCE

At Little Jungle, we are committed to the approach to young children's learning and development that is set out in the EYFS framework, particularly the emphasis that it gives to educators and all staff in recognising the importance of the unique child demonstrating respect for each other and valuing active learning and exploration.

We also work within the education department's 2014 Special Educational Needs and Disability Code of Practice: 0 to 25 years on the identification and assessment of special educational needs, which adopts a staged response to children's behavioural needs.

Our Enquiry Based Learning Approach offers a stimulating environment where the children are active participants in their own learning and with the help of Educators drive the use of space, materials and planning of the experiences. We respect children's competence and ability and therefore have high expectations of them, all of which is reflected, along with a unique relationship we build with children, in our dynamic environment. The children are seen as competent learners with rights and a unique identity.

Play and exploration are at the heart of every interaction, creating an environment of 'listening' and participation where the children's culture, temperament, developmental needs, and rights are considered.

We strive to create a democratic culture that is based on reflection, emotional intelligence and individuality that fosters pride through purposeful interactions. As educators, we are inquisitive, innovative and we use critical thinking and reflective practices. We are lifelong learners who develop through their everyday practice with the children.

Being in constant communication with parents and carers becomes invaluable, so everyone can apply the same strategies, and consistency can be achieved through cooperation from all the important adults in the children's lives. The families become part of Little Jungle life as they are being heard and are part of the decisions taken for their children.

Establishing routines and managing transitions

The environment plays a vital role to promote independence, self-esteem, and skill refinement. We create an environment where the children's preferences and opinions are considered and implemented. We also provide a predictable schedule with known procedures and smooth transitions in terms of space and experiences, decreasing distress and frustration.

Preparation and predictability are two factors that are inextricably connected to the children's sense of security and autonomy, so we prepare the children for every daily transition or change in the routine. Before every experience or event takes place, we explain the safety rules and we include the children as much as possible in the setting up and tidying up process. We assign tasks and we give time to the children before making a change.

The boundaries we create in the learning environment must be a combination of adult and children's perspectives about relationships and use of space. We also include the children in the process of applying the acceptable behaviour as they can be strong advocates of justice and can help their peers by reminding them of our agreements or by suggesting solutions, they have already applied themselves. As we role-model positive behaviour, we give explanations, and we include the

children in any way we can in the decisions taken. The children become promoters of positive behaviour.

Promoting Positive Behaviour

Positive interactions are essential to provide an environment where children feel motivated and valued. The adults' role in this is key in modelling behaviour that is pleasing and gratifying and becomes the medium for building strong and reciprocal relationships.

In our interactions with the children, we apply our values of: Respect, Empathy, Freedom, and Democracy. This means that we cultivate respectful exchanges where we speak in a positive way, we offer choices, and we treat the children the way we want other people to treat us.

For this reason, we do not develop preconceptions about the behaviour of specific children. Even if we observe behaviour, we treat every incident as an individual moment where we ask open-ended questions without 'labelling' the children or making them feel judged. When we come across a moment of conflict, we ask the children what has happened, and we trust their answers as we do not believe that a child will deliberately lie to deceive or to cause harm.

Building on that, we act as role-models by explaining everything that happens, or for what we ask of the children to do. Also, we are always open to questions and suggestions from the children as they are the protagonists of the environment.

Respect applies for the environment and the adults, too. We treat everything and everyone in a positive and considerate manner, promoting a calm and secure environment where everyone's needs are considered and acknowledged.

Prevention is important and that is why we are sensitive to the children's actions, reactions, words, and body language as we aim to relieve signs of anxiety before an outburst occurs.

Finally, we find positive and acceptable solutions when we encounter challenging moments of behaviour. We consider these moments as opportunities for guidance and for building a strong attachment relationship to achieve emotional regulation and to meet the individual needs of every child.

For these reasons, everyone at Little Jungle uses five positive behaviour strategies to be consistent and offer a sense of security to the children:

1. We notice and promote the positive qualities that every child demonstrates. In doing so, we build trust and showcase the positive side of children's interactions, and they connect with us on a more personal level and do not need to attract attention in a negative way. Also, if we look for the positive behaviour instead of the negative one, we become attuned to it and at the same time we reinforce it.

   We make the children's ideas, processes and successes known to their peers, and visible in observations documentation displayed at the children's height. We include them in preparations and setting up and we always look and talk to them with warmth and respect.

2. We do not give physical rewards (e.g. stickers, star chart stars, sweets, treats or presents) as behaving in a positive way and helping others need to derive from an innate need and relate to self-worth.

3. Instead of saying “no” to the children, we offer a positive alternative for the behaviour that seems to not be working at the specific moment. (e.g. “We don’t do that…” can be replaced by: “Shall we paint on the paper?”).

4. We offer choices to the children so they can feel in control of what is happening and so we can demonstrate to them that you can use creative thinking and problem solving in any possible situation. This is especially important to help children realise that there is always an alternative, even when things that we do not choose must happen (e.g. “It is cold outside. Would you like to wear the green or the blue coat?”).

   It is important not to exaggerate simple things and to move on without spending too much time negotiating. If the child is reluctant to choose, we let them know that we are going to choose for them and we do so quickly.

5. Finally, the way we talk to the children is really important as it sets expectations. It is better to use the word: “when” instead of “if” as it promotes a teamwork mentality. It is essential to show that specific things need to happen, that otherwise disrupt the daily routine and everyone’s day. If these things are essential, we cannot give an option not to do them, so the language we use needs to reflect that. A good example is tidying up. When the children leave an area without tidying up because they want to engage in another area, we need to say that “once we have tidied up, then we can move on to the [other area]”. We must create a culture of cooperation and empathy, always using respectful words and behaviour and applying freedom and democracy through choices.

6. We make sure we offer a stable and consistent environment by always keeping our promises. If we say something with words, we follow up with actions, too. Our actions become a way of demonstrating the why and how of our words. If we are not consistent in this way we cannot build a relationship of trust.

<u>Emotional Intelligence</u>

To support the children’s social and emotional development, we use the five steps of emotional coaching:

1. Being aware of the child’s emotion
2. Recognizing the emotion as an opportunity for intimacy and teaching
3. Listening empathetically and validating the child’s feelings
4. Helping the child to verbally label emotions
5. Setting limits while helping the child problem-solve.

We apply these steps in every opportunity that arises to help the children become aware of their feelings and at the same time understand that they can find solutions to any challenging situation. As educators, we talk about our own feelings, and we make sure that they do not influence our interactions with the children in a negative way.

Behavioural needs and special rights

Where use of the strategies described above have not so far been effective the children will require additional support or intervention, and the parents and carers will be notified if their behaviour:

- Hinders their own learning or development
- Hinders or prevents the learning of others
- Causes physical harm or distress to others, or our environment.

When we consider that a child may need behavioural support, we:

- Observe, record and monitor incidents of concern and implement changes in the child's experiences or routines to see if these alter their behaviour (For this we may use the Behavioural Interaction Observation sheet).
- As a procedure, all incidents where a child has had to be physically removed from a situation due to their or other children's safety will need to be logged, so that we can track children's progress. Logging these incidents is also a statutory requirement (Ref. Working together to safeguard children 2026)
- If, having made such changes, there is no change in the child's behaviour, we will discuss and plan to provide a consistent and predictable environment for the child and to identify any areas of learning, such as language or social interaction that they are having particular difficulties with.

Any significant, inappropriate behaviour is likely to relate to the child's emotional needs, and may be the result of learning difficulties, physical impairment, abuse including neglect, physical or mental illness or psychological trauma. When these signs are evident, specialist professional support needs to be sought with the permission of parents or carers*.

***Note: No referral can be made without the consent of the Parents/ Carers.**

Strategies for coping with serious misbehaviour related to special rights may include:

- The parents become aware of the behaviour exhibited and a meeting is offered to discuss next steps.
- The focus of the meeting is on observations, discussion and reflection about other strategies to use.
- Use of the Behaviour Interaction Record and Reflection Form
- Referral to a behaviour support service via the Local Authority SEND team or privately, depending on parents' preference.

Next Review: July 2027

BIRTHDAY CELEBRATIONS POLICY

Little Jungle celebrates birthdays, but with a focus on healthy living and developing children's social skills and self-esteem and confidence. For this reason, we do not accept birthday cakes, sweets or party bags.

Instead, birthdays for all children within a room are announced each week and those children are invited to prepare and make a birthday cake at the setting and share this cake with their friends who are attending on that day, with a maximum of 2 cakes per week made, to allow for non-matching attendance days. This activity is planned by the Educators in the room in advance and parents of birthday children are welcome to take part in the cake making and/or celebrations if they so wish. We do prefer for other parents not to attend though, as this causes significant disruption to the children's routine.

Birthdays are usually celebrated at afternoon snack time or after tea-time.

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BIRTHDAY CELEBRATION PROCEDURE

- All cakes are made by the children and supported by the Educators and the kitchen.
- All ingredients for making the cakes will be supplied by Little Jungle, and will be fully aligned to the minimum dietary requirements of the room on that day (for example if 1 of the children in that room cannot have gluten, then we will use gluten free flour)
- No nuts will be used to make the cake, in line with our 'Meals and snack management' policy
- Little Jungle will not accept any kinds of sweets, biscuits, chocolate, juice for birthdays celebrated at Little Jungle
- Parents cannot unfortunately provide party bags for their child, or their child's friends
- Where multiple children have a birthday on a given day, the children will only make one cake together, but if children's attendance does not overlap, up to 2 cakes can be made in any given week
- Birthdays will be celebrated at afternoon snack-time or tea-time
- Where a child is not in attendance on their birthday, then an alternative date can be chosen by the parents / educators to bake the child's birthday cake and celebrate their birthday.
- Each room will have a schedule/ calendar of all birthday celebrations, mapped to the attendance of the individual children

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BITING POLICY

Biting is a common incidence in the developmental of many children. It is usually a temporary condition that is most usual between thirteen and twenty-four months of age.

The safety of the children is our primary concern. The Little Jungle biting procedure addresses the actions the staff will take if a biting incident occurs.

Toddlers bite other toddlers for many different reasons. A child might be teething or overly tired and frustrated. He or she might be experimenting or trying to get the attention of the adult or his/her peers.

Toddlers have poor verbal skills and are impulsive, with developing self-control. Biting can therefore occur as an alternative to verbal communication. Staff members should therefore encourage children to use their words if they become angry or frustrated and maintain close and constant supervision of the children.

The setting provides leaflets on biting for parents/ carers. These are displayed in the lobby area of the setting.

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BITING PROCEDURE

The following steps will be taken if a biting incident occurs at our setting.

1. The biting will be interrupted with a sturdy “We do not bite people”.
2. Staff will stay calm and will not overreact.
3. The bitten child will be comforted.
4. Staff will remove the biter from the situation. The biter will be reminded of the need to be kind to his/ her friends and encouraged to be aware of their peer’s state of upset, without making them feel judged. If the child is old enough to understand, they may be offered an alternative. E.g.: “we need to be gentle with our friends” whilst stroking their arm to support their understanding).
5. The wound of the bitten child shall be assessed and cleansed with water.
6. An accident form will be completed, in line with our ‘Accidental Injuries’ policy, and parents will be called.
7. If it is determined that there was a blood exposure, further steps need to be taken as outlined in the ‘Procedures for Incidents Involving Blood Exposure’.
8. Later, and away from the moment, books such as ‘Teeth are not for biting’ can be read to build a culture against biting.

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BREASTFEEDING POLICY

At Little Jungle, we are committed to promoting the health and wellbeing of all children and families. We recognise the importance of breastfeeding and aim to provide a welcoming and supportive environment for breastfeeding families.

This policy supports the continuation of breastfeeding in our setting, in line with:

- Public Health England and NHS guidance
- UNICEF Baby Friendly Initiative standards
- Equality Act 2010 (protecting pregnancy and maternity rights)

Our aim is to:

- Support mothers to continue breastfeeding once their child starts school
- Provide a safe and respectful environment for breastfeeding and expressing
- Encourage positive attitudes among staff and families
- Ensure staff understand how to support breastfeeding and manage expressed milk
- Protect the rights of breastfeeding mothers in our setting

We are committed to:

- Welcoming breastfeeding within the school premises
- Providing private space for breastfeeding or expressing milk upon request
- Ensuring safe storage and handling of expressed breast milk
- Never discriminating against breastfeeding mothers
- Providing staff with appropriate training
- Promoting inclusive and non-judgmental communication with families

Next Review: July 2027

BREASTFEEDING PROCEDURES

These procedures outline how the policy will be implemented in practice.

1. Facilities and Environment

- Mothers are welcome to breastfeed anywhere on the premises.
- A private and comfortable space (e.g. quiet room or office) will be offered, if preferred.
- Seating and access to drinking water will be made available where possible.

2. Expressed Milk: Storage & Handling

Accepting Milk

- Milk must be labelled with:
    - Child's full name
    - Date and time of expression

Storage

Storage Location	Duration
Room temperature (<25°C)	Up to 4 hours
Fridge (≤4°C)	Up to 5 days
Previously frozen (now thawed in fridge)	Use within 24 hours

Do not refreeze thawed milk

- Expressed breast milk will be stored in a dedicated labelled container within the nursery fridge.
- Milk will be used in date order (oldest first).
- Any unlabelled milk will not be used.

Warming Milk

- Milk will be warmed using warm water or bottle warmer—not microwaved.
- Staff will test the temperature before feeding to ensure it is lukewarm.
- Any unused milk after a feed will be discarded.

3. Feeding and Routine

- Feeding preferences are discussed during the child's induction.
- Parents are asked to complete a feeding plan detailing:
    - Whether child is breastfed, combination fed, or formula fed
    - Preferred feeding schedule and method (breast, bottle, cup, etc.)
- Staff will record feeding times and amounts in Famly app.
- Feeding plans will be reviewed regularly with families.

4. Communication with Parents

- Staff will communicate daily about feeding, including:
    - How much milk was consumed
    - Any concerns or changes in feeding patterns
- Any issues (e.g., refusal to feed, suspected spoilage) will be raised immediately with the parent/carer.
- All discussions will be handled sensitively and confidentially.

5. Training and Responsibilities

- All staff will receive breastfeeding awareness as part of induction training.
- Refresher training will be given annually or when updates occur.
- The Educator Lead is responsible for:
    - Monitoring compliance with the policy
    - Providing support and guidance to staff and families
    - Reviewing and updating the policy as needed

Next Review: July 2027

CHILDREN OF STAFF MEMBERS

We welcome staff members to apply for a place for their child at Little Jungle. Children will be prioritised using the "priority" list, which is based on a first come first served basis. Places will be discounted, as long as they remain employed at Little Jungle (if the staff member decides to leave Little Jungle, they will not be eligible for a discount on their child's fees). Please note that being a staff member of Little Jungle does not guarantee a space for that staff member's child.

Below are some specific procedures relating to staff members applying for a space for their child to attend Little Jungle:

- Little Jungle is only able to take on a certain number of children from staff members, this is at the discretion of the Directors and should be discussed at the point of application.
- Discount rates are at the discretion of the Directors and may fluctuate depending on differing circumstances.
- Staff members must be in employment for a minimum of 6 months and must have passed their probation period before applying.
- Children cannot be put into the same "room" their parent are working in, and this must be discussed and agreed at the point of application with the Directors.
- A staff member may not apply for a space for a child for whom they are not the legal guardian.
- All other Little Jungle policies and procedures apply to a staff member applying for a space for their child.
- Extra session prices are not discounted.

Next Review: July 2027

CHILDREN'S CLOTHING

Children should wear comfortable safe and suitable clothes that they can manage on their own as their independence increases. E.g. Avoiding belts or difficult buttons on trousers that cannot be undone when they need to go to toilet.

Protective wear is provided for messy activities e.g. clay, water play, painting but we cannot guarantee that clothing will be completely safe.

We therefore ask parents to bring 2 spare sets of clearly labelled clothing and bring them in a (non-plastic/ carrier) bag of their choice. This is especially important for younger children, and for children who are being learning to use the toilet.

It is important that all children's clothes and shoes be labelled, so that they can be recognised quickly and returned to their owner promptly. Un-labelled lost items will be put in a lost property box and Little Jungle cannot be held responsible for such lost items of clothing.

Next Review: July 2027

CHILDREN WITH SPECIAL RIGHTS POLICY

At Little Jungle, we believe that quality care and education is essential and as necessary to children's wellbeing and development as water is to human life. Quality care and education form the primary and universal right of all children, regardless of their ability or needs.

This is why we believe that all children should be given equal opportunities to play, explore and learn together, in an inclusive social context, where differences are recognised but not used to define individual children's competence or potential.

At Little Jungle, we consider a child to have Special Rights if they have significant learning difficulties in comparison to their peers or have a disability that may require extra special attention to help them develop. However, we also recognise that whilst these children may have some difficulties or disabilities, they also are competent in lots of other ways. Our approach therefore supports children by focussing on what they **can** do, encouraging them to communicate their competencies in as many ways as they can (we call these the many 'languages' of expression).

We welcome any child with any disability or special needs to whom a place will be given priority on our waiting list. If a child has a physical disability, Little Jungle will contact the local council to obtain advice about any arrangements or facilities that need to be added to the setting's environment to help that child integrate as smoothly and comfortably as possible.

We are sensitive to the needs and feelings of children with Special Rights and their families and will ensure individual needs are recognised and addressed. Parents/ carers will be involved at every stage and in any plans that are made to meet a child's individual needs.

Equality of opportunity for all children is essential, and it is important that children with Special Rights have the same opportunity to learn alongside their peers as all children in our care. For this reason, any special needs of children will normally be met within the inclusive environment of the mainstream setting, inviting, and encouraging all children to play and explore together.

If a child has additional needs of any kind, we will discuss:

- How the child and parent/ carer can be helped.
- How Little Jungle staff can be helped, including what resource, training or funding might be available to apply for.
- What advice and practical help we can get from outside agencies.
- What adaptations need to be made.
- What behavioural or educational plan needs to be devised (using a Support Cycle), with outside agency help, tailored to each individual child.

Little Jungle has a Special Rights Coordinator for each age group and has access to a Special Educational Needs and Inclusion Practitioner (SENDIP) at Southwark Council, who is available for consultation and advice. Parents are requested to contact the Little Jungle's Special Rights Lead directly for further details.

Little Jungle will ensure:

- That children with Special Rights have an equal opportunity to learn and are free from any discrimination on the grounds of disability.

- Access to suitable individual programmes, and small group work, according to the child's individual needs and through their individual behavioural or educational plan.
- That regular observations on the progress of the child are noted by a qualified and experienced Educator, to make sure the child is valued and respected, and can value his or her strength.
- The child is fully included into the life of the setting and develops communication channels with other children, through sign, gesture, or pictures if the child is yet to develop speech.
- That the child leaves Little Jungle fully prepared to the full of their individual potential for their next setting.

Little Jungle is respectful of the areas of special educational needs listed in the revised codes of practice:

- Communication and interaction.
- Cognition and learning.
- Behavioural, emotional, and social development.
- Sensory or / and physical.

We also follow the graduated response through early years action and action plus.

Little Jungle believes in inclusion. This involves ensuring:

- All children with Special Rights have their needs met.
- A child's Special Right(s) is/ are identified early.
- We promote good and best practice.
- We work in partnership with parents/ carers.
- We review intervention regularly through an Individual Support Cycle (otherwise known as IEP) review.
- We employ a multi-disciplinary approach.

Children with Special Rights should be offered full access to a broad, balanced, and relevant education.

Little Jungle's Special Rights Lead is:

Caroline El-Semman

The Special Rights Lead takes responsibility for:

- Liaising with parents and professionals.
- Advising and supporting other practitioners in identifying, understanding, and meeting the individual needs a child may have.
- Ensuring children with Special Rights are on the correct stage of help and support.
- Supporting staff in writing and reviewing an Individual Support Cycle (or IEPs).
- Ensuring relevant background information about individual children with additional needs is collected, recorded, and updated.

<u>Working with parents/ carers of children with Special Rights</u>

Our parents and carers have given us the privilege of working with their child to ensure they develop to their fullest potential within our setting. We value the opportunity to work together with parents/ carers, sharing information. This is done through one-on-one conversations with them daily regarding their child's day at the setting and how they were throughout the day. This will help us to work even more closely and effectively to ensure the child's best interests are central to everything we do.

When applying for a place at Little Jungle, parents/ carers should be aware that it does not matter what disability a child has; if the setting does not already have the capabilities to support that child, we will seek help.

We work with the Southwark **Special Educational Needs and Inclusion Team (SEND team)** who have the necessary experience and give valid support in all areas of development. We also have access to outside agencies that can help parents/ carers where English is not their first language.

Children with special dietary, and/ or other requirements (such as related to race, ethnicity, culture, sexuality, and gender):

Each family comes to us with their own views and expectations; we will endeavour to facilitate all, if it is not against Little Jungle's policies and procedures. If a child is next on our waiting list, he/ she will be admitted if a place becomes available.

If we have any concerns about a child after admission, documentation will be prepared by the Key Person and discussed with the parent/ carer. If there is a need to act, we will arrange to meet with a team, which will include the parent/ carer, Key Person, Special Rights Lead and any other professional who needs to be included (See 'Children with Special Rights' procedures).

We do not 'label' children as having additional needs. Instead, we complete observations on all our children to take note of any changes (be that behavioural or developmental) we may have noticed.

There are documents which help us to plan effectively for children with Special Rights such as Support Cycles, which help us ensure the child's fullest potential is reached.

In planning for children with Special Rights, we endeavour to show differentiation through our planning process; this is where we ensure all aspects of the child's growth and development are taken into consideration. This can involve tailoring and adapting the way we work with the child but no less stimulating.

At Little Jungle we review children's progress against the EYFS each term, as a standard issue. However, we do also review children's Individual Support Cycles with the relevant persons both from outside agencies (where relevant) and the parents/ carers as well as the relevant team member when the review dates come up (usually every 4-6 weeks).

We also make ourselves available to parents/ carers to talk about their child's progress, although we ask parents to arrange this time in advance, if possible, to ensure adequate cover is maintained in the staff ratio.

If we find that at any time a child needs further equipment and/or resources, we will then research and aim to acquire what is necessary to assist us in this developmental need.

Staff are sent on regular training to update their knowledge and understanding of how best to care for the needs of all children in our setting. They are also given the opportunity to talk with their line manager about their personal needs in terms of qualifications they wish to gain. This is done during regular Growth & Development review meetings.

Staff training needs are catered for on an individual, as well as a team basis. We also hold full group training days to ensure each staff member can continue their professional development.

The staff, through their close relationship with both the children and their parents/ carers, may learn more about the families using the setting. All staff are aware that this information is confidential and only for use within the setting.

If any of this information is requested for whatever reason, the parents' permission will be sought. If, however, a child is considered at risk, our Safeguarding policy will override confidentiality.

If Little Jungle may need to contact professionals outside the setting, the parents' consent is obtained in advance to ensure the additional support which is needed will be provided as soon as possible.

Next Review: July 2027

CHILDREN WITH SPECIAL RIGHT PROCEDURES

In the event of noticing that a child has any kind of individual need, which may include a disability, the following procedures will be followed:

- The child's Key Person will start to make factual, non-judgmental observations of the child and take notes.
- The child's Key Person will share their concern with the child's parents/ carers, taking into consideration the following:
    - Remaining sensitive and tactful whilst discussing the concerns
    - Acquiring information on how the child behaves at home
    - Establishing whether the parents/ carers already have any concerns
- Other Little Jungle staff will be consulted to ensure that the concerns are warranted.
- With advice/ guidance from the Special Rights Lead, where necessary, key persons will set age and child appropriate targets and strategies to support the child. These will be recorded via the Spcial Rights Support Cycle tracker (SRST).
- The SRST will be shared with all class team members from the child's class to:
    1. Inform room design
    2. Inform adjusted adult practice and organisation.
- The Southwark SEND Team may be contacted for input and advice on next steps to be taken to acquire the right level of support for the child.
- Parents/ carers' consent must be sought before the local SEND Team advisor starts to observe the child. Other professional bodies may also be contacted, as appropriate.

Next Review: July 2027

COMMUNICATION POLICY

Good communication within the setting is very important. The main reasons for maintaining effective communications are to:

- Provide accurate information, instruction and guidance
- Pass on vital information concerning the children
- Exchange ideas, views, and concerns
- Reduce misunderstandings
- Improve relationships, organisation and culture within LJ

Any information that you hear or are told must be passed on to the management team as it may be a vital piece of information concerning a child or member of staff's wellbeing. Information should also be passed on to the whole team, ideally face to face though at least through the use of the rooms' communication books, where necessary.

All members of staff will be asked for their email address (Leadership Team members will be given a Little Jungle email address) upon joining so that urgently important information can be communicated to them to read outside of working hours. A hard copy of such information may be handed out too, the receipt of which may be required to be acknowledged by each staff member.

Upon arrival in their respective room, all staff should:

- Read and sign the room communication book
- Check the room's rotas to familiarise themselves with their daily duties
- Read the daily plan to assist in its' preparation, where necessary

Upon joining, all staff are asked to sign up to our social media 'Signal' group, used to facilitate urgent/ immediate communications (such as staff absences) and to build a sense of community and social togetherness. All staff should strive to only use Signal within working hours, unless for fun and social purposes, for which there is no obligation to take part.

Next Review: July 2027

COMPLAINTS POLICY

It is of paramount importance that Little Jungle should run smoothly. Parents, carers and staff must work together in the spirit of cooperation and in the children's best interests.

At Little Jungle, we treat all feedback as importantly as if it were a complaint. Listening and reflecting on our practice is key to keeping our relationships collaborative, transparent and mutually respectful and trusting. For this reason, we always aim to respond quickly and appropriately to any such feedback.

However, for the purposes of establishing some clear guidelines and manage expectations on procedures, we like to define a complaint as a written statement made to express someone's dissatisfaction and/ or disappointment in Little Jungle.

Next Review: July 2027

COMPLAINTS PROCEDURE

The following steps may be taken by parents who have concerns about a child or about the running of Little Jungle:

1. In the case of matters needing further consideration, parents should discuss it with their room's Lead Educator or the Operations Leads, who will investigate it and work out an acceptable solution with the Parents/ Carers and make the Director aware of the complaint
2. If Parents/ carers feel that their concern has not be dealt with satisfactorily, the Director will investigate their complaint in detail and endeavour to reach a satisfactory solution in the best interest of the children under our care.
3. If the complaint concerns the Director, or the Director has a personal or professional conflict of interest in the matter, the complaint will instead be investigated by the other Director, who will endeavour to reach a satisfactory solution in the best interest of the children under our care.
4. If Parents feel that the Director has still not satisfactorily dealt with the issue, parents/ carers should contact **OFSTED**, with which Little Jungle is registered, at the following address:

   OFSTED
   Early Years
   Piccadilly Gate
   Store Street
   Manchester
   M1 2WD
   Tel: 0300 123 4666
   Email: enquiries@ofsted.gov.uk
   Online: www.ofsted.gov.uk/contact-us

5. Parents/ carers will always receive a written reply to their complaint.
6. Complaints will be recorded and dated in the complaints online folder.
7. After a complaint has been resolved the final outcome will be written in the complaints record.
8. Any recommendation for changes in procedure will be made and noted against the complaints policy.

Note: Little Jungle will take no longer than 28 days to reply to the complainant in writing of the outcomes and actions to be taken.

Next Review: July 2027

CORONAVIRUS (COVID-19) POLICY

This policy applies to all staff members, parents, carers children, volunteers, students and anyone else working on behalf of Little Jungle. This policy also applies to service users and delivery personnel and any other visitor to our premises.

General:
Despite the unlocking of social distancing measures in England, staff members are advised to practice good hygiene and cleanliness standards:

- Regularly wash hands with soap and water for at least 20 seconds.
- Regularly use hand sanitiser.
- Cover mouth and nose when coughing or sneezing with either a bent elbow or tissue and always wash hands afterwards.
- Avoid close contact with others where possible and maintain a social distance where possible.
- Frequently touched areas, particularly across teams (previously known as 'bubbles') are appropriately cleaned several times a day. High alcohol content hand sanitiser will be available across both sites.
- Protective equipment will be available for all staff members who require them (e.g. when supporting a child with symptoms of Covid-19).

Fees:
Little Jungle may be required to close partially or fully based on the spread of Covid-19/ staff shortages due to Covid-19. If this occurs, then full fees will still be payable.

Fees must be paid in full, even if a child is unable to attend due to contracting Covid-19. Fees must also be paid in full if a room or area of Little Jungle cannot operate due to Little Jungle staff shortages caused by Covid-19.

Vaccination status of Little Jungle staff:
We are unable to share vaccination status of our staff. Having vaccinations against Covid-19 remains optional in England and as an organisation we respect the individual liberty and choices of our staff.

Risk assessment and communication:
Little Jungle will continue to assess the risk and likelihood of Covid-19 infection and/or spread within our premises and a copy of this risk assessment will be kept on record. This will be shared upon request.

Little jungle will communicate updates to government guidance, changes to processes and procedures and other updates around the response to Covid-19 as required.

Early Years settings are no longer required to inform OFSTED of Covid-19 cases, and staff/ parents are no longer required, by law, to inform settings of a positive Covid-19 infection, nor to self-isolate.

Next Review: July 2027

DAILY ROUTINE

For all children, the routine at Little Jungle is loosely based around meal/ snack time as follows:

Breakfast: 08:30 to 09:00 (although we stop serving at 8:45)
Snack time: 09:30 to 10:00
Lunch: 11:45
Snack time: 14:30 to 15:00
Tea-time: 16:45

Outside of that, each room follows a daily routine depending upon the age group and competencies of the children. With the 1–2-year-olds in Tigers, we follow each child's individual routine, as their needs and capabilities vary so much. For the older children (Chimps and Crocs) a more structured group routine is offered to include opportunities for the children to enquire together whilst gradually preparing for school.

Next Review: July 2027

DATA PROTECTION AND CONFIDENTIALITY POLICY

At Little Jungle we recognise that we hold sensitive/confidential information about children and their families and the staff we employ. This information is used to meet children's needs and to enable us to manage our staff only. Any information shared with the staff team is done on a 'need to know' basis and treated in confidence. This policy will work alongside the Little Jungle Privacy Notice to ensure compliance under the General Data Protection Regulation (GDPR).

We are committed to high standards of professionalism. Our philosophy is to respect the rights of those who use the setting, and that confidentiality is respected and maintained. This includes ensuring that:

- No information is given about the children, staff or management e.g. by telephone, oral or written without prior consent from parents/carer and management.
- No information is given out about progress reports or access allowed to them without prior consent from parent/carer and management.
- No telephone numbers are given out relating to parents/ carers, staff, or management without their prior consent.
- No information is given out about the parents/carers financial or personal affairs at any time.

Our legal requirements:

- We follow the legal requirements set out in the Statutory Framework for the Early Years Foundation Stage (EYFS) 2025 and accompanying regulations about the information we must hold about registered children and their families and the staff working at Little Jungle.
- We follow the requirements of the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 and the Freedom of Information Act 2000 regarding the storage of data and access to it.

Procedures:

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 or on our online systems of record (Famly, eDays and GlassCubes). These are secured and GDPR compliant. Where data is stored on computers, these are password and virus protected.
- Ensuring staff, student and volunteer inductions include an awareness of the importance of confidentiality and that information about the child and family is not shared outside of the setting other than with relevant professionals who need to know that information. If staff breach any confidentiality provisions, this may result in disciplinary action and, in serious cases, dismissal. Students on placement in the setting are advised of our confidentiality policy and required to respect it.
- Ensuring that all staff, volunteers and students are aware that this information is confidential and only for use within the setting and to support the child's best interests with parental permission.
- Ensuring that parents have access to files and records of their own children but not to those of any other child, other than where relevant professionals such as the police or local authority children's social care team decide this is not in the child's best interest.
- Ensuring all staff are aware that this information is confidential and only for use within the setting. If any of this information is requested for whatever reason, the parent's permission will always be sought other than in the circumstances above.

- Ensuring staff do not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs.
- Ensuring staff, students and volunteers are aware of and follow our Social Networking policy in relation to confidentiality.
- Ensuring issues concerning the employment of staff remain confidential to the people directly involved with making personnel decisions.
- Ensuring any concerns/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. If, however, a child is considered at risk, our safeguarding policy will override confidentiality.
- All the undertakings above are subject to the paramount commitment of the setting, which is to the safety and well-being of the child.

General Data Protection Regulation (GDPR) compliance:

To meet our requirements under GDPR we will also undertake the following:

- We will ensure our Privacy notice is easily accessed/ made available in accurate and easy to understand language.
- We will store children's data only to support the education and care of children.
- We will only contact parents regarding their own children or relevant Little Jungle events and updates. We will not share or use parent data for other purposes.
- All information and records relating to staff will be kept confidentially in a locked cabinet, on secure LJ IT platforms or on the password protected computers of both Directors. Individual staff may request to see their own personal file at any time.
- Everyone at Little Jungle understands that people have the right to access their records or have their records amended or deleted (subject to other laws and regulations).

Data Retention Timings:

As part of our commitment to safeguarding and good governance, we collect, store, and process personal information about children, parents, and staff in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. Our setting is the Data Controller for all personal information we hold. We only collect and retain data that is necessary for the safe and effective running of the setting and to meet our statutory obligations under the Early Years Foundation Stage (EYFS) framework, Ofsted requirements, and other relevant legislation.

This section outlines how long we retain personal data before securely disposing of it. We keep information only for as long as necessary to fulfil the purposes for which it was collected - including for legal, regulatory, or safeguarding reasons. Once the relevant retention period has expired, all records are securely destroyed or anonymised.

Record Type	Retention Period	Legal/Guidance Basis
Staff and parent details, contracts, and declarations	7 years after employment or contract ends	Limitation Act 1980 (contractual claims); HMRC requirements
Child records – accident, incident, and behaviour reports	Until the child reaches 21 years and 3 months of age	Limitation Act 1980; EYFS requirements

Routine child data – registers, daily records, learning journals	3 years after the child leaves the setting	EYFS framework; good practice guidance
Safeguarding and child protection records (including referrals, social services correspondence)	Until the child reaches 25 years of age	Information and Records Management Society retention guidelines for childcare and education records
Financial records (invoices, fee payments, receipts)	7 years	HMRC requirements

All records containing personal data are disposed of securely in a way that ensures confidentiality — for example, by shredding paper files or permanently deleting electronic records from all systems and backups.

Next Review: July 2027

DISPOSAL OF BODILY WASTE PROCEDURES

To minimise the risk of infection we ensure that:

- All staff members wear disposable aprons and gloves.
- All staff members follow our nappy changing routine.
- Soiled nappies, wipes, etc. are placed in yellow nappy bags and disposed of in an outside bin, ensuring gloves are worn. Nappy bags should be carried out via the quickest route and (where possible) not through the main children's rooms.
- Bodily fluid e.g. vomit, blood, etc. is cleaned using Bio-cleaner (crystals) and placed in a yellow clinical waste bag.
- A yellow mop and bucket labelled "bodily fluid only" is used to clean the floor and disinfected after each use.
- Changing mats are cleaned after each use with anti-bacterial spray.
- Any soiled clothes are sluiced and placed in a suitable bag.
- Aprons and gloves are placed in a yellow bag and disposed of in the outside bin.
- Staff should wash and sanitise their hands before and after handling any bodily waste and bins
- Hands should be sanitised (using in-room sanitizers) after wiping a child's nose

Next Review: July 2027

DOMESTIC ABUSE, HONOUR BASED VIOLENCE AND FORCED MARRIAGE POLICY

The UK's cross-government definition of domestic abuse is:
"Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members regardless of gender or sexuality. This abuse can encompass but is not limited to

- ✓ *psychological*
- ✓ *physical*
- ✓ *sexual*
- ✓ *financial*
- ✓ *emotional*

The Serious Crime Act 2015 section 76 created a new offence of "controlling or coercive behaviour in an intimate or family relationship".

The Domestic Violence, Crime and Victims Act 2004 extended provisions to help stop domestic abuse and created the new offence of "causing or allowing the death of a child or vulnerable adult". This Act was amended in 2012 by the Domestic Violence, Crime and Victims (Amendment) Act 2012 to include 'causing or allowing serious physical harm (equivalent to grievous bodily harm) to a child or vulnerable adult'.

Where domestic abuse is taking place in a child's home the child is at risk of harm, whether they witness the violence or not. This may take the form of physical abuse, sexual abuse, emotional abuse or neglect. At Little Jungle, we ensure that if there are any signs or symptoms that domestic abuse may be occurring, we act without haste and follow our main safeguarding / child protection policy

Signs may include:

- Visible signs of injury on the adult being abused
- Changes in behaviour of the adult(s) and child – e.g. the abused adult may become withdrawn, show low levels of self-esteem
- One adult being visible worried about what their partner may say in a certain situation (e.g. if the child has become dirty or injured at the setting)
- One adult becoming scared of their partner
- Adults becoming isolated from their friends or family
- Signs of abuse in the child (as per the main safeguarding policy).

As part of our duty to keep children safe we provide the following:
Support leaflets and numbers for females and males who may be experiencing domestic abuse

Honour based Violence
'Honour' based violence (HBV) is a type of domestic abuse which occurs in the name of so called 'honour'. Some families believe that certain actions bring shame on the family and may react with punishment. This may be rejecting a forced marriage, having a relationship not approved by the family, wearing the wrong clothing or wearing makeup. This can happen in families from a variety of cultures and countries and happens within the UK.
Signs of HBV may include changes in behaviour of the person undergoing the violence, changes in how they dress or act and in comments they make.

If signs of HBV are present in a parent or staff member within the setting, then we will act and follow our safeguarding policy to keep children safe in the environment as well as seeking support for the adult involved.

Forced Marriage

We are aware arranged marriages are part of some cultural practices. We also recognise there is a clear distinction between a marriage in which both parties are willing and able to give an informed consent to, and a marriage which is forced. Forced marriage is a criminal offence.

A forced marriage is a marriage in which one or both spouses do not and/or cannot consent to the marriage and duress is involved. If we become aware of a forced marriage occurring, then we will report it to the appropriate body. If the person is under the age of 18 then we will report it to the children's social care team as this is a child protection issue. We will follow our safeguarding reporting procedure.

Next Review: July 2027

EMERGENCY NUMBERS

A minimum of two emergency numbers (ideally more) must be given to the Office team as soon as the child joins Little Jungle and any changes must be notified immediately.

Next Review: July 2027

EQUAL OPPORTUNITIES POLICY

At Little Jungle, we positively value and respect all individuals - adults and children - and it is our aim to demonstrate this, through everything that we do. We take all reasonable steps to promote and practice equal opportunities, regardless of race, gender, sexual orientation, religion, culture, colour and linguistic ability. Children of both sexes are positively encouraged by staff to participate in all activities.

Little Jungle considers it important to provide children with an environment and range of experiences that will instil in them a positive outlook towards people in our society whom they may see as different from themselves. We do this through:

- Toys and equipment chosen with differing needs of children in mind.
- Celebrating cultural differences relevant to the children in our care
- Celebrating difference within ourselves and supporting each other to recognise differences.
- Ensuring equal access to all activities for all children.
- Monitoring procedures and practices to ensure inclusion of all children, parents and carers.
- Using assessment procedures to monitor individual children's achievements.

Monitoring:

- Images displayed will show and reflect a positive image towards the world in which we live.
- Books will be chosen to meet all the children's ages and abilities and to reflect the differing lifestyles present in our society.
- Children may need to be encouraged to be non-sexist in their choice of experiences. Racist attitudes or remarks will be challenged and discussed.
- Support and encouragement will be given to parents to complete developmental checks and health related appointments for their children.
- Children developing language skills or who have a learning difficulty or disability, which affect speech will be supported and encouraged.

At Little Jungle we recognise that discrimination is unacceptable, and, for that reason, we have made the decision to adopt a formal equal opportunities policy. Breaches of the policy will lead to disciplinary proceedings and, if appropriate, disciplinary action.

The aim of the policy is to ensure no job applicant, employee or worker is discriminated against either directly or indirectly on the grounds of race, colour, ethnic or national origin, religious belief, sex, marital status, sexual orientation, gender reassignment, age or disability.

We will ensure that the policy is circulated to any agency responsible for our recruitment and a copy of the policy will be made available for all employees and made known to all applicants for employment.

The policy will be communicated to all private contractors reminding them of their responsibilities towards the equality of opportunity. The policy will be implemented in accordance with the appropriate statutory requirements and full account will be taken of all available guidance, and particularly any relevant Codes of Practice. We will maintain a neutral working environment in which no employee or worker feels under threat or intimidated.

Next Review: July 2027

EXCLUSION POLICY

The law allows exclusions to be used:

- As a last resort.
- When the health, safety and well- being of others is, or is likely to be adversely affected.
- When the efficient education offered in the setting is or is likely to be adversely affected.

In extreme circumstances, any member of the Leadership team, but always in conjunction with the Director, may decide to exclude a child indefinitely or for a specific period.

We recognise that this is an extreme step. However, if the persistent behaviour of a child is such that the safety and the wellbeing of the staff is compromised, and the wellbeing of other children is constantly affected then the above procedures will be adopted.

Parents/ carers will still be liable to cover the child's fees/ notice period if excluded.

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EXCLUSION PROCEDURE FOR ILLNESS/ COMMUNICABLE DISEASES

If a child is unwell, they should not be attending Little Jungle's provision - not only to prevent the risk of infection spreading to children, staff, but also because constant nursing and attention may be needed. If a child becomes unwell and unable to comfortably take part in the school's learning experience, Parents/Carers will be asked to collect their child immediately. The child will be allowed to rest, away from the other children until their Parents/ Carers arrive to collect them.

In addition to using our professional judgment of children's general wellbeing whilst in our care, we will also refer to certain criteria for exclusion to safeguard all children and staff from illness. These criteria are laid out as follows:

Disease/Illness	Minimal Period of exclusion from Little Jungle
Fever / High temperature	Children must stay away from the setting for a minimum of 12 hours from when the fever subsides, without the help of medication.
Vomiting	48 hours since last episode
Diarrhoea (Defined as watery faeces discharged from the bowels frequently, not soft 'teething' related faeces)	48 hours since last episode (children to be sent home after 3 consecutive episodes)
Conjunctivitis	No exclusion as long as child is fine in themselves
Chickenpox	Until spots have crusted over (Usually, 7 to 10 days from appearance of rash)
Gastroenteritis, food poisoning, salmonellas & dysentery	Until authorised by doctor
Hand foot & mouth	Until the child is well enough
Impetigo	Until blisters have crusted over or 48 hours after treatment
Infective hepatitis	7 Days from onset of jaundice
Measles	5-7 days from appearance of rash
Meningococcal infection	Until fully recovered from illness
Mumps	Until all swelling has gone, usually about 10 days
Pertussis (Whooping Cough)	21 days from the onset of symptoms
Rubella (German measles)	10 days from appearance of rash
Shingles	Until spots have crusted over (Usually, 7 to 10 days from appearance of rash)
Scarlet fever & streptococcal Infection of throat	24 hours from start of treatment
Threadworm	Until treated
Tuberculosis	Until declared free from infection by doctor
Typhoid fever	Until declared free from infection by doctor
Pediculosis (headlice / lice)	No exclusion, but treatment to be provided asap
Ringworm of scalp	Until cured
Ringworm of body	72 hours after treatment
Scabies	24 hours after first treatment is complete, and close / household contacts have been treated. Contacts are not excluded.
Warts / verruca	No exclusion, but request to always treat or cover with plaster to protect other children from developing them.

Room threshold for illness: Where 20% or more of children in a room (approximately 1 in 5) are presenting with the same condition at the same time, Little Jungle reserves the right to send affected children home. This measure is taken to limit the spread of infection and to protect the welfare of staff, whose capacity to care for a significantly higher number of unwell children may be affected. Parents will be contacted and asked to collect their child as soon as possible. This decision will always be made by a member of the Leadership team.

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FAMILY & SCHOOL AGREEMENT

1. **Active participation between parents / carers and Little Jungle:**
At Little Jungle we talk a lot about Participation as a key principle of our approach to working with children. It is the active ingredient that gives value to each human being's voice and the glue that brings and keeps our voices together. By actively reaching out, connecting and 'taking part in' the group, we not only assume responsibility to be part of the group, but we contribute to its culture. We invest in it and own it. We protect it.

For participation to grow, it does require the right conditions. Transparency to encourage trust. Openness to inspire dialogue. Time to build relationships. We work hard to create these conditions to encourage participation from our children, their families and all of our team, because of course, the more our community grows, the stronger and richer it will be. The more opportunities the children will have to see from different perspectives, to encounter and to live the values and the culture they can reinvest into themselves.

Active participation creates a strong and unique culture where we all work in active collaboration, to make all children at Little Jungle feel secure, scaffolded and to enable them to develop skills across all areas. One of the main touchpoints between our school and parents is the termly catch-up, and we ask for commitment from both parents / carers (where applicable) of a child to attend these meetings. Furthermore, where we meet together to develop strategies for your child, we ask for your active participation in working through these with us. In doing so, we hope to support your child with a consistent approach and help them reach their full potential.

2. **Travelling to and from Little Jungle:**
Parents / carers are required to not drive to, nor park at, Little Jungle – School of Early Childhood during drop-offs and pick-ups as a condition of being offered a space at Little Jungle. We have added this important policy condition to our admissions policy to reduce congestion on our busy local roads, free-up parking spaces for our neighbours and most importantly improve the quality of the air that children breath in our local area.

3. **Session Timings:**
We run three different sessions, where timings are as follows:
Extended Day 07:30 to 18:30
Full Day 08:00 to 18:00
Core Day 08:30 to 17:30

A late fee will be charged for any children collected after their booked session (see our 'Late Collection Policy').
Additional ad-hoc days can be purchased (subject to availability and within 14 prior to date reqeusted) as follows:
Ad-hoc morning sessions, which run from 07:30 to 13:00
Ad-hoc afternoon sessions, which run from 13:00 to 18:30
Ad-hoc extra days, which run from 07:30 to 18:30

Please note we may decide to not sell available ad-hoc days to parents due to other factors (e.g. staff availability). Parents should not consider another child being on holiday or absent from Little Jungle as an indication that there is an ad-hoc space available. Parents should therefore always check with the office whether there is availability for ad-hoc sessions.

4. **Paying Little Jungle fees and additional charges:**
Fees are payable each month in advance, on or before the 1st day of each new month. We accept payments via Standing Order, Bank Transfer, Childcare Vouchers and Tax-Free Childcare. We do not accept cheque, debit and credit card or cash payments. We do not have a Direct Debit facility.

Fees are inclusive of all meals. Please note, Little Jungle food is only available for children who are on solids. Food other than this needs to be provided by parents and adhere to our healthy eating policy (please see separate 'parents policies and procedures pack').

A late charge of £10 will be applied to any fees received into the Little Jungle account after the 5th day of the month. A further additional charge of £50 will be applied to any fees that remain unpaid on the 24th day of the month. If fees and outstanding

balances are not paid within 30 days of the due date, the child may be removed from the Little Jungle register without prior notice.

5. **Applicable fees during non-attendance and closure:**
Parents / carers are responsible for monthly fees in full, even when children are not in attendance due to illness or holidays. If Little Jungle has to close (e.g. due to an emergency, weather conditions, medical quarantine, force majeure, due to government instruction or for any other reason) fees will be payable in full.

Little Jungle closures (e.g. summer and Xmas closures) and public holidays are not deductible from Little Jungle fees.

6. **Changing children's attendance at Little Jungle:**
Where parents wish to change their 'days' of attendance, this will be considered as a request for a new place and the normal rules concerning (three full calendar months) notice and availability of places will apply. Requests by parents to change their days temporarily can only be agreed where places are available.

Where parents want to change the 'hours' of attendance (i.e. session length), such changes will always be applied to full calendar months of attendance and therefore notice given must be before the start of the new (invoiceable) month of attendance, with a minimum of 1 week notice to the start of the month, to allow for staff shift adjustments.

7. **Swapping and Trading Days:**
The swapping or trading of days is not permitted, except where a child's regular attendance falls on a public holiday. In this case, a parent may request (the week preceding) swapping this day to an alternative day in the same week, subject to availability of the alternative swap day.

8. **Accessing Southwark Funding:**
We offer all types of Early Years funding provided by Southwark from the term after a child's 9-month birthday (these start 1st September, 1st January and 1st of April) for eligible families. As we are open longer than term time, the funding is spread over the year.

We will confirm a child's reduced fee (using the current Southwark funding rate) two months ahead of a child becoming eligible for the funding.

Funding will be made available to 80% of all children on role at Little Jungle, and we have a limited number of spaces allocated throughout the year (subject to availability) for fully funded children. These fully funded spaces will be completely free of charge and based on parental or carer confirmed eligibility. Please get in touch with our Admissions team to discuss this in more detail.

Confirming eligibility for funding, and providing all necessary information on time, including completing any forms required is the parent or carers responsibility. Without this we will not be able to apply for funding even if a parent or carer is deemed eligible.

9. **Annual fee review:**
Fees are reviewed annually, in-line with the setting costs and market factors. Any new fees will usually be charged from January each year, although this can vary, depending on the setting's circumstances.

10. **Non-payment or deduction of fees:**
We require payment to terms. Payment must be made on time, in full, and without any deduction, off-set or counterclaim. If an account is outstanding, we will refer the matter to our debt collection agents, which will incur additional costs. The additional costs incurred to collect the debt will be added to the debt, plus VAT at the prevailing rate. You agree that you will be legally liable to pay the outstanding account plus additional costs, and that payment of the same can be enforced against you in court. If applicable, you also agree to pay compensation and interest at the relevant reference rate, as provided for under the Late Payment of Commercial Debts (Interest) Act 1998.

11. **Leaving Little Jungle:**
If you wish to leave Little Jungle, we require at least three calendar months' written notice, whereby the last chargeable day will always be the last day of the month in which a child leaves. Only in very rare circumstances will part months be charged.

For example, if a parent gives notice on the 05/04 that their child is leaving on the 14/07, the parent will be required to pay the child's fees up to the end of July (last day the child would normally attend).

See below for the process for children leaving to attend primary school.

12. **Process for school leaving children (i.e. children leaving to attend Reception class):**
The process we follow for managing children's exit from Little Jungle when leaving to join Reception class / Primary school is as follows:

- All children leaving Little Jungle who are due to transition to Reception Class / Primary school will be given an automatic last day of 31st July prior to starting Primary School.
- Parents can of course give notice to leave earlier (see previous point 11).
- Where possible, and on a first come and first served basis, parents may request a full-month extension to the end of August. We will contact parents in good time to remind them of this process and will usually start to take requests for the extension from January onwards.
- In very exceptional circumstances, we may be able to offer mid-month departure dates. This will depend on transitions into the room of new pre-school children or current attending children changing their attendance.
- The current three full calendar months' notice period still applies for earlier departure, whereby the final day of a child's attendance will always be the last day of their attendance schedule in their final month. This is regardless of how much notice is given (e.g. if more than two months' notice is given).
- The summer closure week usually falls into the last week of July (or part thereof) and these days will be charged as normal. This is because our fee structure is based on a 12-month rolling model including the closure between Christmas and New Year, inset days, bank holidays and the summer closure.

13. **Parent / carer agreement:**
I hereby agree to the Terms and Conditions as stated, as well as the general Little Jungle policies and procedures (which are available on www.littlejungle.co.uk). I also agree to pay Little Jungle the sum of my child's first monthly fee as a non-refundable deposit upon enrolment. I understand this deposit will be used to cover my child's first month of attendance.

I agree to give Little Jungle three full calendar months' notice (whereby the last day falls on the final day of the second month) of my child's departure, or changes of attendance, for which I will pay full fees. I understand that if I provide more notice than this, the last day charged will always be the last calendar day of the month that my child attended (even if this falls on a day that Little Jungle is not open (e.g. due to public holiday, or other closure as mentioned above).

14. **Medication and illness:** I understand that where my child requires prescribed medication or has a health care plan in place and refuses to take their medication while at Little Jungle, the setting reserves the right to contact me to attend and administer the medication in person, or to ask me to collect my child. I also understand that where 20% or more of children in a room (approximately 1 in 5) are presenting with the same condition at the same time, Little Jungle reserves the right to send affected children home to limit the spread of infection and to protect the welfare of staff. In such circumstances, I agree to collect my child as soon as possible when contacted by the setting.

Child/ren full name/s (block capitals):

Parent / Carer 1 full name (block capitals):

Signature of Parent / carer 1:

Parent / carer 2 full name (block capitals):

Signature of parent / carer 2:

Date:

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FEES & CHARGES

Fees are payable each month in advance, on or before the 1st day of each new month. We accept payments via Standing Order, Bank Transfer, Childcare Vouchers and Tax-Free Childcare. We do not accept cheque, debit and credit card or cash payments. We do not have a Direct Debit facility.

Fees are inclusive of all meals, snacks, local outings and sunscreen. Please note, Little Jungle food is only available for children who are on solids. Food other than this needs to be provided by parents and adhere to our healthy eating policy (please see separate 'parents policies and procedures pack').

Fees are payable monthly in advance, on the first day of each month, by standing order, Tax Free Childcare payment or using childcare vouchers. Additional charges will be made for any fees that are paid late.

A late charge of £10 will be applied to any fees received into the Little Jungle account after the 5th day of the month. A further additional charge of £50 will be applied to any fees that remain unpaid on the 24th day of the month. If fees and outstanding balances are not paid within 30 days of the due date, the child may be removed from the Little Jungle register without prior notice.

Parents / carers are responsible for monthly fees in full, even when children are not in attendance due to illness or holidays, Little Jungle must close (e.g. due to an emergency, weather conditions, medical quarantine, force majeure, due to government instruction or for any other reason, summer and Xmas closures and public holidays.

The sum of a child's first monthly fee is required within 5 days of their offer letter being sent to secure a child's place at Little Jungle. This deposit is allocated to their first month's fee, and non-refundable once paid.

Parents/ carers of non-school leaving children are required to provide three full calendar months' notice, in writing, to terminate their child's attendance at Little Jungle (whereby the last day will always fall on the final day of the second month, regardless of when notice is given). Fees will be charged in full for the full three months' notice period.

The process we follow for managing children's exit from Little Jungle when leaving to join Reception Class/ Primary school is as follows:

- All children leaving Little Jungle who are due to transition to Reception Class / Primary school will be given an automatic last day of 31st July prior to starting Primary School.
- Parents can of course give notice to leave earlier.
- Where possible, and on a first come and first served basis, parents/ carers may request a full-month extension to the end of August by contacting the office in May/ June.
- In very exceptional circumstances, we may be able to offer mid-month departure dates. This will depend on transitions into the room of new pre-school children or current attending children changing their attendance.
- The current three full calendar months' notice period still applies for earlier departure, whereby the final day of a child's attendance will always be the last day of their attendance schedule in

their final month. This is regardless of how much notice is given (e.g. if more than three months' notice is given).

- The summer closure week usually falls into the last week of July (or part thereof) and these days will be charged as normal. This is because our fee structure is based on a 12-month rolling model including the closure between Christmas and New Year, inset days, bank holidays and the summer closure.

Sessions run as follows:

Extended day - 7.30am to 6.30pm
Full day – 8.00am to 6.00pm
Core day – 8.30am to 5.30pm

Half-day sessions are only available as extra to a child's usual attendance and run as follows:
Morning sessions: 7.30am to 1.00pm
Afternoon session: 1.00pm to 6.30pm.

A late fee will be charged for any children collected after 6.30pm (See Late Collection procedure) and will be added automatically to the families' invoices concerned.

Funding (e.g. Three- and four-year-old FEEE Southwark Funding):

We offer all funding provided by Southwark. As we are open longer than term time, the funding is spread over the year.

Funding will be applied to a child's fee from the start of term after the child's 9-month, two-year and three-year birthday depending on parent or carer confirmed eligibility. Please note that the Southwark funding rates differ between children's ages.

We will confirm a child's reduced fee (using the current Southwark funding rate) two months ahead of a child becoming eligible for the funding.

Funding will be made available to 80% of all children on role at Little Jungle, and we have a limited number of spaces allocated throughout the year (subject to availability) for fully funded children. These fully funded spaces will be completely free of charge and based on parental or carer confirmed eligibility. Please get in touch with our Admissions team to discuss this in more detail.

Confirming eligibility for funding, and providing all necessary information on time, including completing any forms required is the parent or carers responsibility. Without this we will not be able to apply for funding even if a parent or carer is deemed eligible.

If a child receives a sibling discount, the discount will be applied to the older child's fee remaining once the funding has been applied. For example, if a child receives a 5% sibling discount their fee will be calculated as follows: ***(Childs full fee – Funding) – 5% = Monthly fee***.

Fees are reviewed annually, in-line with the setting costs and market factors. Any new fees will usually be charged from January each year, although this can vary, depending on the setting's circumstances.

We require payment to terms. Payment must be made on time, in full, and without any deduction, off-set or counterclaim. If an account is outstanding, we will refer the matter to our debt collection agents, which will incur additional costs. The additional costs incurred to collect the debt will be added to the debt, plus VAT at the prevailing rate.

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FIRE EVACUATION PROCEDURE

- The evacuation signal is a continuous ringing of the fire alarm
- In the event of an emergency evacuation, children will be taken from the building by Little Jungle staff to the assembly point to await clearance for the safe return to the setting.
- Staff are fully aware of all emergency points and are familiar with locations of the various types of fire equipment and their purposes.
- If possible, on discovering a fire, staff will use the nearest emergency call point to raise the alarm whilst taking care not to endanger either themselves or the Children or any other persons they are responsible for (i.e. visitors).

Staff will:

- Keep calm and walk swiftly, taking the children to the nearest fire exit.
- Evacuate all children from the whole building and take them to the assembly point.

The Leadership team will:

- Take the register and contact book for the children in their room to the assembly point
- Check all registers to ensure all staff/ children and visitors are present.

Little Jungle staff will not:

- Stop to gather personal belongings.
- Re-enter the building unless permitted to do so by the authorised fire Warden or Fire Officer.

Fire evacuation assembly point:

Outside church side return gates

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FIRST AID POLICY

At Little Jungle it is our policy that if a child becomes ill while in our care, every effort will be made to contact the parents to take them home.

We have first aid kits in each room, staff room, kitchen, gardens and the office. At least one member of staff in each room has their first aid certificate although we strive to have all staff first aid trained.

A travel first aid kit is always available and regularly checked and to be used on all outings.

All first aid kits should be checked regularly, using a checklist and a first aid risk assessment.

Un-prescribed painkillers are strictly not allowed to be given to any person within the setting under any circumstances, except for Calpol for children with a tendency to suffer from febrile convulsions (See Medication policy).

Cold compresses are always available in the setting and can be found in each building's Medication fridge.

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FIRST AID PROCEDURES

In the setting

- In the event of an injury or medical emergency, the first aider is to be called to deal with the situation.
- Any child who has been injured is to be looked after by a member of staff to ensure that they are comfortable.
- Parents should be contacted as soon as possible so that the child can be collected and taken home. If the parents are not accessible, emergency contacts should be called.
- If the situation is life threatening, then an ambulance should be called at the earliest opportunity without waiting for the appointed person to arrive to the setting.
- No member of staff or volunteer helper is to administer first aid unless he or she has received proper training, except in the case of minor cuts or grazes, which can be dealt with by any member of staff.

Out of the setting

- Staff members must take the Little Jungle mobile phone/s on trips out of the setting.
- Educators must check that the children who have asthma take their inhalers.
- A travel first aid kit must be taken on all outings.

Action at an Emergency

- Action must be undertaken by a trained First Aider
- The Staff should:
    - Assess the situation: are there dangers to the First Aider or the casualty?
    - Make the area safe, look at the injury.
    - If there is no response, they should open airway by placing one hand on the forehead and gently tilt the head back. Remove any obvious obstruction from the mouth and lift the chin up.
    - Check for breathing. If the casualty is breathing, assess for life threatening injuries and then place in the recovery position. If the casualty is not breathing send for an ambulance and begin chest compressions and rescue breaths (children only).
    - Assess for signs of circulation. Look for breathing, coughing or movement. If not present, continue chest compressions (and rescue breaths for children) and check signs for circulation every minute.

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GREEN LIVING POLICY

Green Living Policy:

This policy works in line with our 'wastage' policy but focuses on the impact of our operations on the environment.

We strive to make Little Jungle as sustainable an organisation as possible and to achieve this, it is important that all Little Jungle Employees, Parents and Carers be made aware of their roles and responsibilities.

Employees are asked to take extra care to:

- Avoid unnecessary use of resources and energy.
- Recycle all materials/ reuse, wherever possible.
- Be creative in their use/ recycling of certain materials (which would also benefit children's creative development).
- Consider sustainable sourcing wherever possible.

Employees, Parents and Carers are asked, wherever possible, to do their best to come to the setting by foot or cycle. Little Jungle offers a safe storing area for bicycles. Failing that, Employees, Parents and Carers are asked to do their utmost to use public transport or car-pooling as an alternative means of transport to get their child to and from the setting.

If travelling to the setting by car, Parents/ Carers are asked not to leave their car at the setting or surrounding streets. This adds to the already difficult parking situation for our neighbours.

Running of a car's engine (idling) whilst parked outside of Little Jungle premises is against the law and therefore strictly forbidden.

Please note that from 01/10/2021 new parents/ carers will no longer be able to drive to, or park at Little Jungle. This will be a condition of admission to their child accepting a place at Little Jungle. If there are any extenuating circumstances for parents/ carers needing to drive to Little Jungle, then this should be discussed with the Directors or Operations Lead prior to joining Little Jungle.

Upon their official engagement/ enrolment with Little Jungle, employees and parents/ carers will be given a form to sign, acknowledging their understanding of, and agreement to, this Policy. Their offer will be conditional to this acknowledgment being signed.

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HEALTH AND SAFETY POLICY

It is the policy of Little Jungle to provide and maintain a safe and healthy environment for the protection of the children and their parents/carers, visitors and staff members. This applies to the care of the children within the building, outside play areas and whilst out on trips and visits.

It is the Director's understanding that it is the duty of every individual employee to take responsible care for the health and safety of his/ her wellbeing and other people who may be affected by his/her omissions at work.

The Director also considers that it is the duty of all employees to ensure strict adherence to all the company's safety rules and regulations, and that they are obliged to co-operate with management in maintaining good standards of health and safety.

It is the responsibility of each individual employee to take immediate remedial action if potential hazards are spotted. All staff are expected to be vigilant and to report potential safety hazards immediately to the Health and Safety Officer.

All of our staff have a contribution to make in ensuring that the setting is always a safe and healthy place in which to work. They can do so by being familiar with and following laid down safety procedures.

All Health & Safety sheets must be signed first thing every morning (via Glasscubes) and any hazards reported immediately. It is the responsibility of each individual member of staff to check and set out the rooms to make sure there are no potential hazards (e.g. plug covers are in place, safety mats etc.).

The equipment is to be checked on a daily basis. The outdoor play area should be checked for hazards every morning at the start of the first shift and the check sheet should be signed by a nominated person. The kitchen door is to be kept shut at all times. All hot drinks are strictly not allowed in the children's play areas, at any time, unless held in a spill proof receptacle, which needs to be pre-approved by our H&S officer prior to being used.

All staff should report any accident, however minor, to the Health & Safety Officer, who will check the accident and the area in which the accident occurred. An action plan should then be filled out regarding the area and appropriate actions taken.

All details of an accident must be recorded using 'Accident Sheets' for adults (to be stored in the office once signed off by Management and parent) and Accident forms for children (using the Famly App). Adult Accident sheets should be regularly (at least monthly) reviewed by the Operations Lead.

In addition, the Management team will carry out a formal investigation on all reported and severe occurrences. Any hazards causing or contributing to an accident will be dealt with immediately and a record kept of the action taken.

Regular risk assessments will be made especially in the event of an accident and action taken as necessary. Risk Assessments are carried out and updated. Training needs of all staff are regularly assessed and appropriate training is provided.

All fire exits are clearly marked and free from obstruction at all times. Monthly fire drills, fire alarm and fire risk assessments are carried out.

Little Jungle operates a no smoking, no vaping and no mobile phone policy (see Smoking and Vaping Policy).

When a visitor enters the setting, they will be asked to sign the visitor's book and will be asked not to use their mobile phones whilst on the premises.

For security, we have an intercom system, where visitors have to buzz to enter the garden and premises and to leave the building. Attending parents are given a code to enter, which they are asked to only share with persons they have themselves permitted (in writing) to regularly pick up their child. This is changed at least once a year, and as and when it is deemed necessary by the Operations Lead.

Staff should only let people in whom they recognise.

Children will not be left unattended at any time and will always be supervised by a member of staff.

Windows are locked and will unlock with a key. Staff will always make sure the children are unable to climb out.

Children will only be allowed out of the building at home time when staff know the person who is picking them up. In emergencies or unforeseen circumstances, parents must leave a password and let us know a description of the person picking up their child. Identification will be required.

All staff members are fully aware of the location of the setting's fuse box and the main water supply, as briefed during their induction of Little Jungle's operations. They also know how to disconnect the electricity safely in the event of any accident involving electricity.

Clinical waste bags are always available with all first aid kits, and all staff members must ensure that all clinical waste is disposed of safely and according to the health and safety regulations.

Health & Safety Officer

Bailie Samuels

2nd in charge

Molly Tracey

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HEALTH CARE PLANS

Where the child has a medical condition (e.g. eczema, asthma, diabetes, epilepsy or allergies) a 'health care plan' must be put in place with the parent, Operations Lead and relevant health care professional. The plan must get reviewed and updated every 6 months by contacting the parents and asking them if there are any changes to be made to their child's health care plan. The parents/ carers must also complete the Medication Form so that the staff can administer medication or treatment. Advice from the relevant health care professional will be sought to determine whether the administration of the medication requires training.

Health care plans must be developed prior to the child starting at the setting. If the condition develops when the child already attends the setting then a health care plan must be prepared immediately with the input from the parents and appropriate health care professionals.

In some cases, it may be necessary for childcare to stop until the 'health care plan' and appropriate training has been put into place. This will be determined by the Operations Lead after consultation with relevant health care professionals. This is to ensure that the setting remains a safe place for the child and to ensure that staff can meet the needs of the child appropriately and provide the level of support they need.

Where a child no longer needs a health care plan, parents will be asked to confirm this in writing, either by email or by letter and sign the updated form.

The setting will make every endeavour to follow the parents/carers instructions, but reserve the right to refuse a request to administer non-prescribed medicines whilst a child is in our care. Written records must be held by Little Jungle.

Members of staff administering medication are required to ensure that parents/ carers complete the medication form with the date, time, dosage and their signature when medication has been given. All medication forms must be signed only by the parent/ carer who has parental responsibility.

A second member of staff is required to witness the administration of any medication to any child, taking care to check the medication used is for the intended child and the dosage is as prescribed on the Medication Form. Once this has been done, they are required to countersign. The parents/ carers will be asked to sign the form in acknowledgement that the medication has been given to the child as required.

It is the parents' responsibility to ensure that the setting carries sufficient stock of their child's medication to allow for the safety and wellbeing of their child whilst at the setting. Little Jungle reserves the right to refuse entry to a child if it is felt that the stock is not sufficient to guarantee the child's safety whilst in our care.

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HOURS OF OPERATION

Little Jungle is open from 7:30 am to 6:30 pm, Monday to Friday throughout the year, except for public holidays, two weeks at Christmas, and one week in July/August, which is the summer closure week. Dates for this will always be publishes at least two years ahead of time.

Part time sessions are available as extra ad-hoc sessions only. They run from 7:30 am to 13:00 pm (morning session) and 1:00pm to 6:30 pm (afternoon session).

The children cannot be accepted before 7.30am for insurance and security purposes.

Parents are asked to ensure they arrive no later than 10 minutes before the end of their booked session to enable them to acquire feedback on their child's day, without incurring a Late Collection Fee.

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HYGIENE FOR FOOD HANDLERS' PROCEDURE

This policy applies to anyone handling food or working in food handling areas.

Hands must be washed immediately before commencing work, upon re-entering the kitchen and after using the toilet.

Any cut or burn on the hand or arm must be covered with an approved visible dressing (usually blue)

Head or beard coverings and overalls/uniforms, where provided, must be worn at all times.

No jewellery should be worn, other than plain band wedding rings.

You should not wear excessive amounts of make-up or perfume and nail varnish should not be worn. Nails should be kept clean and short (no longer than tip of fingers, when looking at palms).

If you are suffering from an infectious or contagious disease or illness, or have a bowel disorder, boils, skin or mouth infection, you must not report for work without clearance from your own doctor.

Contact with any person suffering from an infectious or contagious disease must be reported and you must have clearance from your own doctor before commencing work. You must also report to the Operations Lead before commencing work.

Staff serving children's meals and snacks, or doing any food related activities, must wash and sanitise their hands (using the in-room sanitisers provided) before handling food and dishes.

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INFECTIONS AND ILLNESSES POLICY

One of the ways we strive to ensure the safety and healthy environment of our children is to protect them as best as possible from infectious illnesses. For this reason, we ask parents/ carers not to send their children to the setting if they are unwell or if an infectious illness is suspected. Little Jungle reserves the right to refuse admittance to any child showing signs of illness.

Staff will raise with parents/ carers any symptoms of illness, which are identified at the time of the children's arrival at the setting. Parents/ carers are asked to notify staff or any medication administered before arrival at the setting.

If parents/ carers are aware of the children having symptoms of illness but uncertain whether they are well enough to attend the setting, they should discuss the matter with the Operations Lead. If there is any question about the child's health, we will not admit the child to Little Jungle without a doctor's medical note.

The setting should be informed of any contagious or infectious illness contracted by the children and will inform parents/ carers of any infectious illness, which has been present in the setting. If a child has been exposed to an infectious illness, parents are asked to discuss the incubation period with Educators in the room, or the Operations Lead so that the dates during which the child should stay at home can be determined.

Staff will inform parents/ carers of any minor symptoms of illness observed in their child when the child is collected. They will also contact parents/ carers immediately in case of any vomiting, fever or prolonged diarrhoea and may request parents/ carers to collect their child if they have a fever exceeding 38'C, severe diarrhoea or vomiting or are showing signs of distress or discomfort.

If a child has been absent through illness, he/ she should stay at home until they are able to participate in a normal day at Little Jungle, including outdoor play.

For a complete list of the illnesses that require exclusion from the setting, please refer to the 'Exclusion procedures for communicable illnesses' section of this document.

There may be incidents when we must ask for a child to be excluded from the setting both for the child's wellbeing and to safeguard our staff and other children from infection.

Cuts or open sores, whether on adults or children, will be covered with a plaster or other dressing.

Please note that if a child is considered well enough to attend Little Jungle, they will be considered well enough to take part in all experiences on offer, including outings and being the garden.

Where a child who requires prescribed medication or has a health care plan in place refuses to take their medication while at Little Jungle, we reserve the right to contact the parent or carer to attend and administer the medication in person, or to arrange for the child to be collected. We cannot be responsible for the welfare of a child who is unable to receive medication they require.

Where 20% or more of children in a room (approximately 1 in 5) are presenting with the same condition at the same time, Little Jungle reserves the right to send affected children home in order to limit the spread of infection and to protect the welfare of staff. Parents will be contacted and

asked to collect their child as soon as possible. This decision will always be made by a member of the Leadership team.

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INSURANCE REQUIREMENTS FOR CHILDREN WITH ALLERGIES AND DISABILITIES

The insurance will automatically include children with any disability or allergy, but certain procedures must be strictly adhered to as set out below.

For children suffering life threatening conditions, or requiring invasive treatments, a written confirmation from our insurance provider must be obtained to extend the insurance.

At all times the administration of medication must be compliant with the Welfare Requirements of the Early Years Foundation Stage and follow procedures based on advice given in Managing Medicines in the Early Years.

Asthma inhalers are now regarded as "oral medication" by insurers and so documents do not need to be forwarded to the insurance provider.

- Oral medications must be prescribed by a GP or have manufacturer's instructions clearly written on them.
- The setting must be provided with clear written instructions on how to administer such medication.
- All risk assessment procedures need to be adhered to for the correct storage and administration of the medication.
- The setting must have the parent's or guardian's prior written consent. This consent must be kept on file. It is not necessary to forward copy documents to the insurance provider.

Life-saving medication & invasive treatments

Adrenaline injections (Epi pens) for anaphylactic shock reactions (caused by allergies to nuts, eggs etc) or invasive treatments such as rectal administration of Diazepam (for epilepsy).

The setting must have:

- A letter from the child's GP/ consultant stating the child's condition and what medication if any is to be administered.
- Written consent from the parent or guardian allowing staff to administer medication.
- Key person to have the relevant medical training/ experience, which may include those who have received appropriate instructions from parents or guardians, or who have qualifications.
- If children appear unwell during the day — have a fever, sickness, diarrhoea or pains, particularly in the head or stomach — staff should call the parents/ carers and ask them to collect their child or send a known carer to collect them on their behalf.
- If a child has a fever, they are kept cool, by removing top clothing, sponging their heads with cool water, but kept away from draughts.
- Parents are asked to take their child to the doctor before returning them to Little Jungle; the setting will refuse admittance to children who have a fever, sickness and diarrhoea or a contagious infection or disease.
- Where children have been prescribed antibiotics, parents are asked to keep them at home for 48 hours before returning to the setting.
- After diarrhoea, parents are asked to keep children home for 48 hours or until a formed stool is passed.
- The setting has a list of excludable diseases and current exclusion times.

Reporting of ‘notifiable diseases'

When the setting becomes aware, or is formally informed of the notifiable disease, the Operations Lead informs **RIDDOR** and acts on any advice given by the Health Protection Agency.

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INTERNAL TRANSITIONS AT LITTLE JUNGLE

At Little Jungle, transitions are treated with the same care and intention as settling in. Moving to a new room is a significant moment for a child - and for their family - and we want it to feel that way: unhurried, well-supported, and something to look forward to.

How we think about readiness

Each of our three rooms has an age range that guides when children typically move:

- Tigers to Chimps - from around 24 months
- Chimps to Crocs - from around 36 months
- Crocs to school - from around 48 months

But age is only part of the picture. We look at each child individually - their confidence, their relationships, how they're managing their feelings, and whether they seem ready for what the next room has to offer. We will never move a child before they are ready, even if their peers have already made the move. A transition that happens at the right time, for the right child, makes all the difference.

When we feel your child is approaching readiness, we will always come to you first. The transition plan is agreed together, and we will make sure you have everything you need to feel confident and prepared.

A note for families of summer-born children

If your child is summer-born and you are unsure whether they are ready to start school, please know that you do not need to make that decision until June. We encourage you to continue with the application process in the meantime - this keeps all options open while giving your child every opportunity to develop at their own pace. If, come June, you feel they would benefit from another year, we will support you through the deferral process and continue to nurture your child's growth here at Little Jungle.

How we support transitions

Our transition process runs across two weeks. In the lead-up, we encourage families and educators to prepare children together by:

1. Talking with them about their upcoming move, using gentle, positive language.
2. Sharing the Welcome Pack and Class Team Booklet - sent home at least four weeks before the transition date - so your child can begin to get a sense of the people, spaces, and rhythms of their new room.
3. Reading books about starting something new, both at school and at home. We are happy to share our recommended reading list.
4. Visiting the new room together whenever the opportunity arises.

Week 1

- Your child's current Key Person will complete a transition form, passing on everything that matters most to their new Key Person.

- Where the Key Person is changing, the new Key Person will visit your child in their current room first - a chance for both of them to get to know each other on familiar ground. They will also be in touch with you directly to introduce themselves and hear about your child from you.
- Your child will be invited to visit their new room as often as possible, accompanied by familiar adults and friends from their current room. You are warmly welcome to pop in too.
- Each day at circle time, children will have the chance to talk about the upcoming change, building understanding and emotional readiness together.
- We will host a dedicated transition evening for families - a chance to meet the new room team, get to know your child's Key Person, and connect with other families making the move at the same time.

Week 2

- Your child will begin the day in their new room, dropped off following the usual Little Jungle routine.
- Educators will share regular updates about how your child is settling in over the first few weeks.
- If your child needs a little extra support, we will be in touch to talk through any tailored strategies that might help - and in some cases, we may suggest a home visit to help build trust and confidence with their new Key Person.

A few things worth knowing

- Specific arrangements for your child's transition will be discussed with our Admissions & Transitions Officer before the move date.
- If your child's Key Person is unavailable at any point, a familiar adult will always step in and a plan will be in place.
- Every child moves through this process in their own way. We will always follow your child's lead.

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Jewellery should only be worn if they do not pose a Health and Safety risk. Hooped or dangling earrings, bracelet and necklaces can get caught in equipment and potentially cause injury and harm to the wearer or children in their care. Consideration towards this point should be made when deciding to wear jewellery.

The Leadership Team reserves the right to request that jewellery be removed if deemed dangerous for any individual.

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KEY PERSON POLICY

We operate a Key Person system. Each child is allocated to a member of staff (the name of whom is communicated to parents prior to the child joining their class, at the latest), who is responsible for ensuring that the child's individual learning and care needs are met.

The Key Person's role is to form a bond with the child (both during the initial settling in process and throughout their engagement as Key Person), using the information given by parents/ carers upon registration, as well as by engaging with them day to day.

They are responsible for keeping records and observations on the child's development and using these records to move that child's learning forward (part of that process includes a baseline assessment at the end of the first 6 weeks' attendance, as well as a two-year progress check when the child is between 24 to 36 months, a School Transition Report upon the child's departure from Little Jungle and any other systems required to support children's development, such as referrals to other professionals or Individual Support Plans, as done through our Special Rights system). Key Persons should encourage and support parents and/or carers in guiding their child's development at home. They should also help families engage with more specialist support if appropriate.

The Key Person does not have the sole charge of the child throughout the day, and they will not necessarily be the person giving feedback at the end of each day.

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LATE COLLECTION OF CHILDREN POLICY & PROCEDURE

Little Jungle operates promptly each day between the hours of 7:30 am and 6:30 pm. If a child is not collected on time, our legal liability relating to the staff/ child ratio will be infringed as two members of staff must remain at the setting* until the last child has been collected (*It is not necessary for both adults to be in the same room, as long as they are communicating and both feeling supported.)

Where children are collected after 6:30 pm or after their booked session end time (5.30 pm for Core sessions, 6pm for Full Day sessions, and 6.30 pm for Extended Session) without prior arrangement, an initial fee of £20 will be charged, and £20 for each hour thereafter, regardless of how many minutes late they are in that hour. Parents will be contacted by the office to make the payment.

We remind parents to arrive 10 minutes before the end of their booked session to acquire feedback on their child's day.

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LOOKED-AFTER CHILDREN POLICY

At Little Jungle, we are committed to providing a welcoming and inclusive quality environment for all children and families.

The description ‘looked-after’ is generally used to describe a child who is looked after by the local authority. This includes children who are subject to a care order or temporarily classed as looked after on a planned basis for short breaks or respite care. Most looked after children will be cared for by foster carers with a small minority in children’s homes, looked after by family members or even placed back within the family home.

The term 'looked-after-child' denotes a child's current legal status. The setting never uses this term to categorise a child as standing out from others or refers to a child using acronyms such as LAC.

The legal framework for this policy is underpinned by or supported through:

- Childcare Act 2006
- Children Act (1989 and 2004)
- Adoption and Children Act (2002)
- Children and Young Persons Act (2008)
- Children and Families Act (2014)
- Children and Social Work Act (2017)
- Keeping Children Safe in Education (2025)

Our policy

Little Jungle treats each child as an individual. We recognise that for young children to get the most out of educational opportunities they need to be settled appropriately with their carer. We will discuss with the child’s carer, and social worker where applicable, the length of time the child has been with the carer before they start at Little Jungle to establish how secure the child feels and whether they are ready to be able to cope with further separation, a new environment and new expectations made upon them.

We are aware that there are several reasons why a child may go into care and these reasons may or may not include traumatic experiences or abuse. All our practitioners are committed to doing all they can to support all children to achieve their full potential. The Little Jungle staff team are all trained to understand our safeguarding policy and procedures. Additional training to support children’s individual needs will be planned for where appropriate. Educators are supported by the leadership team at all times, and we have an open-door policy if they need to discuss any sensitive issues regarding the child.

Where applicable, we contribute to any assessment about the child, such as those carried out under local authorities’ assessment frameworks or Early Help Assessment (EHA) and to any multi-agency meetings, case conferences or strategy meetings in relation to the child’s learning and development. The designated person for ‘looked after’ children and/or the child’s key person will attend meetings as appropriate.

The designated persons for ‘look after children’ are the Special Rights Coordinators (See room structure).

Each child is allocated a key person. The key person will support the child initially with transition and settling in and then continue to support and build up a relationship with the child, carers and any

other agencies involved. Regular contact will be maintained with the carers throughout the child's time at the setting and with the social worker or other professionals (where applicable).

The key person will carry out regular ongoing practice such as observations to build up a picture of the child's interests, and plan activities accordingly to support the child's stage of learning and development and interests. This information will be shared with carers and other professionals as appropriate as well as any concerns surrounding their developmental stages.

Where necessary we will develop a care plan with carers and professionals. This will include:

- The child's emotional needs and how they are to be met
- How any emotional issues and problems that affect behaviour are to be managed
- The child's sense of self, culture, language/s and identity - how this is to be supported
- The child's need for sociability and friendship
- The child's interests and abilities and possible learning journey pathway
- How any special needs will be supported.

In addition, the care plan may also consider:

- How information will be shared with the foster carer and local authority (as the 'corporate parent') as well as what information is shared with any other organisation or professionals and how it will be recorded and stored.
- What contact the child has with his/her birth parent(s) and what arrangements will be in place for supervised contact. If this is to be in the setting, when, where and what form the contact will take will be discussed and agreed.
- Who may collect the child from Little Jungle and who may receive information about the child.
- What written reporting is required
- Wherever possible, and where the plan is for the child to return to their home, the birth parent(s) should be involved in planning.
- With the social worker's agreement, and as part of the plan, whether the birth parent(s) should be involved in the setting's activities that include parents, such as outings, fun days etc. alongside the foster carer.

Where applicable, we will complete a Personal Education Plan (PEP) for any children aged three to five in partnership with the social worker and/or care manager and carers. We will also attend all appropriate meetings and contribute to reviews.

The key person and Special Rights Coordinator for the child's room will work together to ensure any onward transition to school or another Early Years setting is handled sensitively to ensure that this is as smooth as possible and all necessary information is shared. The child's individual file, including observations, photographs and pieces of artwork and mark making will be passed on to the carer at this stage.

Private Fostering

Private fostering is an arrangement made between the parent and the private foster carer, who then becomes responsible for caring for the child in such a way as to safeguard and promote their welfare.

A privately fostered child is a child under the age of 16 (18 if a disabled child) who is cared for and provided with accommodation etc. for more than 28 days and where the care is intended to continue by someone other than:

- The parents

- A person who is not a parent but has parental responsibility
- A close relative
- The Local Authority.

It is a statutory duty for us to inform the local authority where we are made aware of a child who may be subject to private fostering arrangements. We will do this by contacting the local authority children's social care team.

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LATE COLLECTION PROCEDURE

If a child has not been collected after 6.30 pm and no contact has been made by the Parents/ Carers, the following procedures must be followed:

- At all times two members of staff must stay with the late child, one of them must stay with him.
- At 6:40 pm call the child's parents.
- If no-one answers, leave a message
- Call all numbers in the child's registration forms
- If no-one answers, leave messages.
- Stay calm and do not speak of the situation in front of the child.
- At 6:50 pm contact all the numbers again and leave messages, if required.
- Contact the Lead Educators/ Operations Lead/Director on their contact number displayed in the main rooms and office to inform them of the situation.
- Keep trying the parents and the emergency contact numbers.

If no contact has been made after a period of one hour, the following steps must be followed:

1. A Director must be informed of the situation (Caroline: **07866 441 808;** Tarek**: 07971 738 533)**
2. A Lead Educator from the room must contact the emergency duty social worker on **020 7525 5000** and follow their instructions.

3. **If parents eventually arrive:**
    1. Staff should inform the Operations Lead, who will add the late collection fee onto the parents account and invoice.

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LOCKDOWN/ UN-INVITED INTRUDER PROCEDURE

This procedure relates to how we will react and what our procedure is, at Little Jungle, in the unlikely event that an intruder (i.e. uninvited person) gains access to the setting during Little Jungle operating hours (07:30 to 18:30, Monday to Friday). This procedure impacts the children in attendance on the day, Little Jungle staff, parents and invited or authorised visitors to the setting.

The risk that an intruder gains access to the setting during the operating hours could manifest itself in the following ways:

1. Theft from the setting
2. Arson to the setting property / resources
3. Damage to the setting property / resources
4. Child abduction
5. Child protection issues
6. Assault

Little Jungle control measures that are in place to mitigate the risk of the above are:

#	Control
1	Children supervised at all times.
2	CCTV in operation (inside and garden areas covered).
3	Safeguarding policies updated.
4	Culture in which strangers are challenged (Staff).
5	Culture in which strangers are challenged (Parents).
6	All visitors report to the Office, sign-in to the visitor's book, wear visible visitor badges and are escorted when on-site.
7	Restricted door access to building with coded entry.
8	Main door intercom (voice and video) used by staff prior to allowing access.
9	Main door is sufficiently strong to withstand reasonable forced entry.
10	Perimeter wall is above 1.8m.
11	Indoor door locks installed to main internal access doors.
12	Violent / armed intruder reaction plan documented and shared with all staff.

Procedure to follow in case of un-invited intruder:
The procedure to follow in case an un-invited intruder breaches the setting front door / gate is as follows:

47a Amott Road Site:

1. The office staff will blow their whistle to alert the rest of the team.
2. The kitchen staff will join the Chimps team immediately.
3. The Chimps and Crocs will lock the front and back exits to their room and await instructions.
4. Both teams will keep the room phone and register with them, where possible.
5. Chimps (206) will call Crocs (207) to ensure that they have received the message.
6. Whoever is able should immediately dial 999.
7. Staff and children should remain low, keep noise to a minimum and block windows/ doors with furniture.
8. Wait for emergency services to arrive and provide next steps.

60a Amott Road Site:

1. The Lead Educators will blow their whistle to alert the rest of the team.
2. The first available person should immediately inform the office (201) or kitchen (208) and dial 999.
3. The kitchen / management staff from 47a will attend to help immediately and also call 999.
4. The Tigers staff will get all children into the building, and lock all entrances and exits and move all children into the main room (ideally upstairs).
5. The room phone and register should be taken with the team.
6. Keep all staff and children low, keep noise to a minimum and block doors with furniture.
7. Wait for emergency services to arrive and provide next steps.

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LOST CHILD POLICY

With careful planning and co-operative working amongst staff, children should not be out of sight of an adult during an outing.

There are a limited number of situations where a child could be lost and these are:

- Where a child wanders off on a Little Jungle outing.
- Where a child escapes from the setting's door.
- Where an unapproved adult takes a child from the setting.

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LOST CHILD PROCEDURE

- Alert the Office team or Director who will make enquiries from relevant members of staff as to when the child was last seen and where.
- Remember the safety of the other children, with regard to supervision and security.
- Ensuring that the remaining children are sufficiently supervised and secure, one or preferably two members of staff should search the building, garden and immediate vicinity.
- If the child cannot be found within 10 minutes, then the parents/ carers must be informed.
- Continue to search, opening up the area, keeping in touch with mobile phones if available.
- If the child is not found the children must go back to the setting.
- Two staff members should stay close to where the child has gone missing
- The Operations Lead/ Director should inform the police and provide the child's photo.
- The child's parents/ carers should be informed of the situation.

When the situation has been resolved, and the child is found the Directors, Health and Safety Officer and the outing leader should review the reasons for the loss of the child and establish measures to ensure that this does not happen again. This should then be documented and discussed with the wider team and next steps documented.

Next Review: July 2027

MEALS AND SNACKS MANAGEMENT POLICY

At Little Jungle we ensure that mealtimes are a happy and enjoyable social occasion for staff and children alike. We also ensure that the children appreciate the benefits of food, healthy eating as well as the learning experience.

We use mealtimes as an opportunity for all children to gain self-help skills by encouraging them to take turns to serve themselves, to negotiate portion size, to ask for more and to share with others. This also ensures there is minimal waste and children manage what they eat.

Adults and children all sit together at mealtimes, where appropriate cutlery is used and adults lead by good role modelling using these implements when eating.

Children are encouraged to take part in meal preparation, such as setting the table and cleaning away. This is followed through in their cooking activities, where good practice of healthy eating is made as well as attention to hygiene. The importance of this is shown through washing their hands, before and after, sanitising tables and washing up equipment.

Little Jungle offers a choice of hot lunches, which includes a main dish, followed by a refined sugar-free dessert.

There is a variety of foods on offer that is healthy, to ensure children get a balanced diet. We monitor children's individual dietary requirements and where possible, adaptations are made for special dietary requirements due to health, religion and/ or parents/ carers lifestyle choices (such as vegetarian).

Where special ingredients are requested by parents/ carers, the cost or procurement of these will be the responsibility of the parents/ carers.

All children receive breakfast (if arriving by 8:45), mid-morning snack, hot lunch, mid-afternoon snack and tea.

Fresh water is available for the children all day, as is milk, to accompany afternoon snacks. All meals are in accordance with Ofsted requirements, the School Foods Trust and the Eat Better, Start Better nutritional guidance for 1- to 5-year-olds (Jan 2012).

We ensure that our menus introduce children to a wide variety of food, tastes and experiences and as they grow, they will hopefully continue to enjoy healthy eating habits.

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MEALS AND SNACKS MANAGEMENT PROCEDURES

- Individual dietary requirements will be met and respected at all times.
- Nuts and products containing nuts as main ingredients are **not allowed** on Little Jungle premises (See also packed lunch Policy & Procedures) at any time (Note that some products come from factories where nuts may be present. These cannot be omitted from the setting, but every effort should be made to check all ingredients in pre-prepared and packaged food to ensure dangerous allergens are identified).
- Mealtimes will not be rushed but should be an opportunity for social skills to be practiced.
- Cultural differences in eating habits will be respected at all times.
- Staff will set a good example by sitting with the children during mealtimes and demonstrating good table manners.
- Children should be encouraged to help set the table (depending on age ability).
- Children should be encouraged to use their cutlery appropriately (forks and knives, depending on age ability).
- Children should be encouraged to try everything that they are served, but in a non-pressured way and in line with our separate guidelines on 'How to help children develop a healthy relationship with food'
- Any child showing signs of distress will have their food removed without fuss.
- Menus will be displayed for parents and carers to see. In line with the Food Information Regulation (Dec 14), our menus include a list of key allergens sometimes used in recipes, to help us identify any allergies, if required.
- Menus will be adapted as and when required, based on allergenic requirements, feedback from the children (and their parents) or to offer new culinary experiences to the children.
- Where special ingredients are requested by parents, the cost or procurement of these will be the responsibility of the parents.

In line with best practice Safeguarding practice, we will always:

- Ensure there is at least a member of staff supervising and supporting children, whilst children are eating, at each mealtime and snack time.
- Ensure that all staff supervising and supporting children whilst they are eating should always have a valid paediatric first aid certificate
- Ensure that there will always be at least one member of staff whose responsibility it is to check the food being provided meets all the requirements for each child.
- Ensure that all staff are aware of the symptoms and treatments for allergies and anaphylaxis, the differences between allergies and intolerances.
- Ensure that food is prepared in a way to prevent choking.

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FOOD & MEALS FOR STAFF POLICY

At Little Jungle we provide all staff breakfast, lunch, tea, snack at set times of the day, as well as other refreshments in the staff room, free of charge. Staff who are not on shift are not eligible to receive this. Staff on shift are, subject to a strict code of practice, as set out in the 'Food and Meals for staff procedures' (see below).

The dietary requirements of staff will not be catered to, however, all allergens will always be highlighted, to ensure the safety of all persons wishing to eat at Little Jungle.

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FOOD & MEALS FOR STAFF PROCEDURE

Below some specific rules and code of practice for supporting our policy on Food and meals for staff at Little Jungle:

Portion size:

- Little Jungle will offer all staff 1 reasonable portion of breakfast, lunch and tea.

Meal and snack times:

- Children should be prioritised at all times, and Staff should help themselves to food only once all children have received their first serving.
- Children should be settled into their lunch before staff start to help themselves to their lunch or begin eating. i.e. supporting the children always take priority.
- Children should be supported with all skills as a priority to staff eating. This should be maintained throughout the meal.
- Whilst working with children, staff must:
    - Only consume food as provided by Little Jungle.
    - Only consume food at the set time allocated to children's meals and food routine
- All other food that staff bring onto the setting premises should be consumed within the staff room or outside of Little Jungle premises.
- No nuts or nut-based products should be brought into Little Jungle.

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MEDICATION POLICY

Medicine (both prescription and non-prescription) must **only** be administered to a child where written permission for that particular medicine and the medicine itself has been obtained from the child's parent and/or carer beforehand (Little Jungle does not hold bottles of Calpol for general use).

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MEDICATION PROCEDURES

Little Jungle is unable to take any requests to give the children any kind of medicine over the phone, unless parents can provide a complete and signed Medication Form with all the relevant details and the administration of medicines, and the medication has been provided in advance, labelled, as per our procedures laid out below. Medication should also always be given by one member of staff, whilst witnessed by another member of staff.

The procedures for pre-administering medication are as follows:

- Parents fill out and sign a Medication Form and hand over medicine
- Medicine must be labelled with its prescription or by parents with the following details:
    - Date given to the setting
    - The child's name
    - The exact dosage required
    - Time or times per day it is to be given
    - Last dosage administered
- The label on the medication container should be cross-checked against the details on the medication form by the two staff members before administering the medication.
- Staff must sign the form to acknowledge receipt

The procedures for administering medication are as follows:

- Two members of staff must attend the administration of medication at any time, one to administer the medication, the other to witness the administration and dosage reflect the instructions given on the form.
- Each administration of medication must be recorded on the medication form.
- If more than one medication is to be administered, separate forms should be used for each medication type to avoid confusion.
- Both members of staff must sign the form
- Medication forms must be filled daily, even if it is for the same medication.
- Once complete and fully used, the form should be scanned and kept in the child's online Key Child file.

Note 1: Where a child is known to suffer from febrile convulsions, a health care form must be put in place to allow for the use of Calpol to be administered by a member of staff, and thus manage the child's fever, whilst waiting for them to be picked up. In this case, even if the child's fever subsides, the setting's Exclusion Policy still applies, and the child should be excluded from Little Jungle for a minimum of 12 hours.

Note 2: All products used to manage teething pains (such as Bonjela) are considered medication and require a medication form to be administered, with times and dosage clearly stated.

Note 3: This policy must be read in conjunction with the following documents:
- Illnesses and Infections policy
- Exclusion policy
- Health Care plan policy

Note 4: Where a child refuses medication that has been prescribed or is required as part of their health care plan, Little Jungle reserves the right to contact the parent or carer to attend and

administer the medication themselves, or to arrange for the child to be collected. We cannot be responsible for the welfare of a child who is unable to receive medication they require.
Note 5: In the event that 20% or more of children in a room (approximately 1 in 5) are presenting with the same condition at the same time, Little Jungle reserves the right to send affected children home. This measure exists to limit the spread of infection and to protect the welfare of staff, whose capacity to care for a higher number of unwell children may be significantly affected. Parents will be contacted and asked to collect their child as soon as possible. This decision will always be made by a member of the Leadership team.

Next Review: July 2027

MEDICATION STORAGE POLICY

Medicines should be labelled and kept in the fridge respective to each unit.

It is the senior staff's responsibility to ensure that all medicines are stored in the correct manner and are not accessible to children.

Disposal

Medicines that are no longer required should be returned to the parents/carer for disposal at the earliest opportunity.

Staff Responsibility

The Educator Lead shall insure that a named person is responsible for medicines in each group. The day-to-day process of giving medicine may be delegated to competent, trained staff.

Parents/ Carers Responsibility

The parents/ carers must fill out a medication form to enable Little Jungle the storage and administration of Medicines.

All medicines must be provided in their original packaging, fully labelled with the following:

- Date given to the setting
- The child's name
- The exact dosage required
- Time or times per day it is to be given

All medications must carry instructions written in English. Any medication with instructions in a language other than English will not be accepted.

Next Review: July 2027

MODERN SLAVERY AND HUMAN TRAFFICKING POLICY

Legislation

The Modern Slavery Act received Royal Assent on 26 March 2015. The act consolidates slavery and trafficking offenses and introduces tougher penalties and sentencing rules.

Background

Child trafficking and modern slavery is becoming a more frequent form of child abuse. Children are recruited, moved, transported and then exploited, forced to work or are sold on.

Modern slavery is a term that covers:

- Slavery
- Servitude and forced or compulsory labour
- Human trafficking.

Victims of modern slavery are also likely to be subjected to other types of abuse such as physical, sexual and emotional abuse. This policy should be used alongside the following policies to ensure all children, staff, parents and visitors are fully safeguarded:

- Safeguarding and child protection
- Whistleblowing
- Equality and inclusion

For an adult or child to have been a victim of human trafficking there must have been:

- *Action* (e.g. recruitment, transportation, transfer, harbouring or receipt of a child for the purpose of exploitation)
- *Means* (threat or use of force, coercion, abduction, abuse of power or vulnerability) There does not need to be "means" for children as they are not able to give informed consent
- *Purpose* (e.g. sexual exploitation, forced labour or domestic servitude, slavery, financial exploitation, illegal adoption, removal of organs).

Procedure:
When a concern is raised about slavery or trafficking then we will follow our safeguarding procedure. If the child (or adult) is at risk of immediate harm then the police will be called, otherwise the local authority will be contacted, and the referral process will be followed as per the safeguarding procedure.

Next Review: July 2027

MONITORING, REVIEWING, EVALUATING AND DEVELOPING POLICY

At Little Jungle we are committed to, not only maintaining a high quality of caring and learning, but to working to improve on our previous best. To facilitate this, it is necessary to monitor, review and evaluate both the quality of the curriculum and the standards of care to promote development.

Monitoring and reviewing ensures the systematic collection and presentation of information, including quantitative data. Evaluating ensures the systematic study of that information and the quality of provision to provide a qualitative judgement that will facilitate and promote development.

Aims of this policy

- To maintain and improve on our previous best standards of caring and learning.
- To enhance and improve the quality of learning and in doing this enable each child to fulfil their potential
- To ensure that value is added to each child's learning through our teaching.
- To ensure that the children receive a broad, balanced and rich curriculum as set down in the standards for the Early Years Foundation Stage.
- To ensure that the curriculum is not only differentiated to meet the needs of all children, but that it provides equality of access.
- To ensure that there is consistency and progress within the different curriculum areas.
- To enhance the professional development of the staff in such a way as to impact on management and add to the quality of caring and learning.
- To ensure processes are in place for monitoring, reviewing, evaluating and developing provision.
- Planning, observation, assessment and record keeping policy.
- Weekly planning/evaluation meeting involving learning and caring.
- Formal / informal contact and discussions between staff including regular staff meetings.
- Regular staff meetings where the individual needs of the children are discussed and planned for and evaluated.
- Children's records in the form of The Early Years Foundation Stage Profile.
- Individual educational plans.
- Staff monitoring and Growth & Development review meetings.
- Staff development and training needs linked to Little Jungle improvement plan.
- Regular observations of individual children, using the EYFS format. These observations are shared with and discussed by all practitioners.
- An end-of-year questionnaire to be given to staff and parents.
- Developmental assessments are done each term, and opportunity given to parents to discuss these at coinciding times of the year.
- All Little Jungle policies and procedures are reviewed once a year or as and when necessary and are shared with and made accessible to all staff and parents, as well as the Southwark Early Years advisory team who give us guidance on best practice.
- Children's Learning Journeys are monitored regularly.
- Complaints are reviewed and analysed on a regular basis.

Senior leadership specific responsibilities:

The leadership team work together to monitor the planning and the delivery of the EYFS to update the Little Jungle improvement plan. Specific roles and responsibilities include:

- Monitoring weekly planning.
- Monitoring the quality of children's experiences and individual support cycles, where appropriate, against expectations laid out in the EYFS guidance.
- Monitoring the weekly rotas to ensure best allocation of time, staff and resources.
- Monitoring the progress of individuals in their team, including students and trainees.
- Monitoring the work in Basic Skills regularly.
- Monitoring caring and learning.
- Monitoring Growth & Development review targets for staff.

- The Director will monitor and evaluate questionnaires from parents and staff.

Educators Responsibilities:

Specific roles and responsibilities of the educators include:

- Regularly monitoring and evaluating the quality of children's experiences and individual support cycles, where appropriate, against expectations laid out in the EYFS guidance.
- All staff have individual job descriptions that have clear links into this policy.

Next Review: July 2027

MOVING CHILDREN AROUND PROCEDURE

When moving children around from one place to another, it is crucial to put their safety first. As young children can get excited and run ahead of adults, it is best to always follow the same procedures whilst taking them from one place in the building to another.

Before leaving a specific space/ room, adults should always:

- Communicate expectations/ boundaries to the children (E.g.: "We're going to go to the toilet now. Let's stay together and use our walking feet")
- Ensure adult/s are deployed in a way to manage risk (e.g.: at the front of the group and/ or one at the back, to ensure all children stay safe)
- Be encouraged to make space for oncoming traffic by moving to the side/ holding hands
- Be counted
- Walk, not run

When going up and down the stairs, children should always:

- Have one adult at the back, to ensure all children stay together/ safe
- Line up in single file
- Hold the handrail for extra support
- Look forwards as they walk

When arriving at the garden, children's names should be noted in the garden register (one per room).

When arriving in a room/ re-joining a wider group, children should be counted to ensure no one has been left behind.

Next Review: July 2027

NAPPY CHANGING POLICY

Parents are asked to supply nappies, wet wipes and any other creams their children will need. Children wearing nappies will be checked/ changed (where appropriate) mid-way through each session to keep them comfortable and avoid nappy rash.

They will also be changed as necessary if they are soiled or considered to be wet. It is vital that nappy changing is carried out both safely and hygienically to prevent the risk of possible infection and keep them comfortable and avoid nappy rash.

Clothes may be changed during the nappy changing process to ensure the child is comfortable.

Note: Children in the preschool room (Crocs) should be able to use the toilet independently, as we do not have nappy changing facilities in that room.

Next Review: July 2027

NAPPY CHANGING PROCEDURES

At Little Jungle we treat all children as individuals and their nappies will be changed as and when they need to be, although we will always ensure they are checked at a minimum of two-hourly intervals. If children need to be changed, they will be approached from the front and invited to be changed. Staff will wait for the child to acknowledge them before changing a child.

Procedures for changing nappies are as follows:

- All nappy changing will be done in the nappy changing area
- The nappy changing area should be clean and set up with required nappies and tools before inviting the child to be changed.
- Staff must wear an apron which should be washed daily (or more if necessary) and disposable gloves.
- New disposable gloves must be used for each single use
- Hands must be washed and sanitised before and after changing nappies.
- All surfaces must be cleaned before and after every change, with disinfectant spray
- Nappies should be disposed of in the appropriate nappy bags and nappy bin
- Nappy sacks should be disposed of via the lobby door and following the 'Disposal of bodily waste' procedures.

Note: These procedures should be clearly displayed within the setting.

Next Review: July 2027

NAPPY RASH CREAM POLICY

Nappy rash cream can be applied by Little Jungle staff provided that parents specify when the cream should be applied and how much to apply. The nappy rash cream should be supplied in its original packaging and recognised as a nappy cream that can be purchased from a chemist.

All packaging must carry instructions written in English. Any packaging with instructions in a language other than English will not be accepted.

Next Review: July 2027

OUTINGS POLICY

Little Jungle is committed to ensuring that all children are taken out at least once a week for local outings whenever possible, subject to child attendance*, staff ratio and weather permitting (*Where children attend school two days per week only, this can happen fortnightly as we also need to ensure children are exposed to all experiences on offer). It is expected that children will arrive at the setting dressed appropriately for the weather.

We may organise more formal outings throughout the year. Charges for these outings, if applicable, will be notified to parents/carers in advance of the outing and we will make sure that parents are given enough notice before each outing.

It is hoped that these outings will enhance and reinforce, in a practical way, what children are learning in the setting. First aid equipment, a Little Jungle mobile phone and a register of all the children and practitioners taking part in the outing will be taken.

Parents/ Carers will be asked to give written consent for all outings upon joining.

Types of outings

Different types of outings take place, and each will require slightly different preparation and staffing levels, these include:

- Trips on foot, e.g. visits to the park, the wildlife centre, the playground and local places of interest.
- Trips on public transport to places like museums, farms, etc.

For more detail, please refer to the outing procedures of this document.

Next Review: July 2027

OUTINGS PROCEDURE

For all new* outings, the following procedures must be followed (*regular/ local outings venues only require risk assessments when first used):

- A risk assessment is to be carried out for the venue before the visit.

A request to the place of visit should be made, wherever possible, for a risk assessment to be posted to us or it should be downloaded from their website, to be kept in the risk assessment folder which is kept on our online filing system.

- A check list should also be used to ensure that all safety measures are in place for the children and staff safety.

The same applies to the coach driver, whose driving licence and MOT should be checked and guaranteed by the bus company used, for which a written confirmation should be supplied and recorded in our files to complete the paperwork.

- Permission must be obtained for each outing from parents who have not signed the full permission consent form (See child registration form) upon joining. Information of attendees of an outing will be written on the rooms organisation boards and children signed on outing using the online system.
- Staffing ratio must be maintained at 1:3 for all ages, with the following exceptions (as deemed appropriate by staff):
    - 1:2 or 1:1 – where children require individual support (e.g. new walkers or children with special educational needs)
    - 1:4 – for children over the age of 2, where children are deemed to be very responsible, able to listen to and follow instructions and respect boundaries
- Additionally, where possible, parents should be encouraged to join in as they can be responsible for their own children, allowing staff to concentrate on the other children, so as to achieve a safer overall ratio of adults to children.
- As Little Jungle promotes independence and exploration, children should be encouraged to explore the outdoor environment without needing to hold adults' hand, but only where the environment is deemed to be safe and away from traffic and immediate danger. Children should always remain within sight of adults and within easily reachable distance for staff to support them, relative to their abilities. This is usually more appropriately achieved in smaller groups.
- A first aider must be present and a suitable first aid kit must be taken.
- The children must be counted before setting off (on the coach if used) and counting must be on-going at regular intervals throughout the outing. If the group is broken up into subgroups a designated person, in charge must be assigned and that person is responsible for counting the children at regular intervals.
- All children must wear the high visible vests showing the name and the telephone number of Little Jungle.
- A member of staff must carry the Little Jungle mobile phone, the number of which should be displayed in the setting's main rooms and office.
- Toilet facilities must be provided for the children at regular intervals.
- Food and drinks must be provided at similar times to those in the setting and additional drinks should be offered if the weather is warm or if energetic exercise is part of the day.

- Meeting points must be pre-designated, and times arranged when all the party should assemble. This must be strictly adhered to.
- Transport must be fully insured, the driver's details satisfactory and all seats must have safety harnesses or equivalent.
- The maximum seat capacity of the vehicle must not be exceeded.
- Children should have spare clothing, where it is felt needed.

At the conclusion of each outing the member of staff in charge of the outing will complete a review of the outing, noting the following:

- Any particular problems with transport (e.g. coach arriving late).
- Any particular problems with the venue (e.g. nowhere to shelter during rain).
- Any particular problems with specific children (illness, distress, etc.).
- Any educational benefits of the visit.
- Comments from parents.
- Recommendations for future visits.

Prior to each outing the staff in charge of the outing will refer back to the review and take into accounts of comments when preparing for the next outing

Staff going on outings are strictly forbidden to do any of the following:

- Smoke
- Chew gum or eat anything other than what the whole group may be offered (e.g.: snacks)
- Give the children sweets or anything to other than what is planned the whole group, and individual dietary requirement.
- Eat until the agreed time for lunch

Staff must:

- Make sure any rubbish is collected and put in an appropriate bin.
- Take as little with them as possible (Handbags that are cross body, or rucksacks are best) to enable them to have both hands free to hold those of the children.
- Prepare expect to look after two/three children depend on the age group and to keep these children with them at all times.
- Talk to the children about the trip, what they can see and hear where they are going.
- In the event of being split up from the group during the trip, always stay with at least one other adult and their children to enable toilet breaks or in case of accident.
- Ensure the children go to the toilet before they leave for the journey home.
- Ensure they meet back at the arranged meeting point at the given time.
- Be aware of the destination, the journey plan and the assembly point.
- If we are all together, stay with the group. Staff should not wonder off or leave the group, without informing someone of their intention e.g. if someone has left something behind.
- Ensure that they check the register in the time shown on the top of the form.

Next Review: July 2027

PACKED LUNCH POLICY

At Little Jungle we are able to cater for all dietary requirements including those related to allergies and special diets. We therefore discourage families to bring their own food to cater for individual needs, unless absolutely necessary. In such cases, parents will be asked to discuss their child's requirements, and a packed lunch may be brought in, but in line with the Little Jungle Meals and Snacks Management Policy (see relevant section).

Fees will not be altered depending on the use of packed lunches.

Next Review: July 2027

PACKED LUNCH PROCEDURE

- The Key Person and Operations Lead should be informed about the packed lunch.
- The packed lunch should be kept in the fridge until lunch time.
- The individual child's needs and packed lunch should be added to the class 'Menu of day' List to ensure the ingredients are also listed and allergens considered for all children in attendance.
- Food is to be heated to the right temperature before given to the child, if needed (please refer to the Making Food Safely Policy and the Food Handling Dos and Don'ts document)
- The Little Jungle meal policy applies to packed lunches which should not include any nuts, sweets, crisp, juice etc.

Next Review: July 2027

PARENTS (FAMILY) AND SCHOOL AGREEMENT POLICY

The agreement (see below 'Current Agreement') sets out the expectations for both parents and the setting as to the care of the child and the business arrangements agreed between the two parties. It is important for parents to read this contract thoroughly and return a signed copy to the setting prior to the child being admitted into Little Jungle.

Next Review: July 2027

PARTNERSHIP WITH PARENTS POLICY

At Little Jungle we firmly believe that close cooperation and communication with parents is essential to the quality of service we can offer. We also understand that parents have rights, and the Children Act 1989 recognises that parents have their own specific needs and are entitled to being involved in any decisions made regarding their child.

Little Jungle have agreed principles for parents/ carers' involvement. The importance of continuity between home and the setting cannot be over stressed. Our aim is to develop an honest, open and supportive relationship with parents, which complements life in their homes rather than contradicts it.

We are very aware of our influence as role models for the children who attend our setting and, without the parents' extensive knowledge of their children, we would be unable to enhance the children's development.

At Little Jungle we understand that the particular wishes of parents will vary from family to family, and culture to culture. They may be linked to diet, sleep provision, clothing, personal care routines or behaviour management. Specific parental needs or wishes will be identified, discussed with them and acted on in an appropriate manner.

Parents' wishes are to be valued and acted upon whenever possible, as long as they do not affect the setting's policies or uphold a practice that could be detrimental to a child or to other children in the setting.

At Little Jungle we recognise that the responsibility for setting the expectations for behaviour within the relationship rests with the professional worker. For this reason, we will always ensure that our staff meets the highest standards in professional relationships. These are reflected in the following criteria:

- Adopting an open and transparent approach towards the application of policies and procedures.
- Never accepting any gifts from parents which may blur the professional relationship.
- Always maintaining an approachable, warm and friendly manner, without losing objectivity or blurring or breaching professional boundaries (i.e. being friendly but not a friend).
- Encouraging parental involvement and participation, without becoming over familiar.
- Remaining focused on each parent when talking to them, rather than making comparisons across other children or breaching confidentiality.
- Being sensitive to stresses in the lives of parents/ carers, children and work colleagues.
- Ensuring disputes or conflicts with parents/ carers or work colleagues are solved outside of the children's environment.
- Maintaining self-control in all circumstances (i.e. not becoming physically or verbally abusive) should a parent/carer become either physically or verbally abusive.
- Following the setting's policies and procedures.
- Recognising the different level of power held by professional workers and parents/ carers and that in working with socially vulnerable people, this power can be abused.
- Acknowledging that individual differences based on family culture, race, religion, ability, and experience can influence ways of relating to others, but that this is not an explanation for abusive behaviour, i.e. while individual culture should be respected, abuse cannot be ignored.
- Avoiding giving special attention to or having favourite children or parents/ carers.

- Ensuring that any professional discussion about a child is not conducted in their presence unless their opinion is being sought.
- Although it is natural to form stronger relationships with some children, parents/ carers and work colleagues, under no circumstances are social, sexual or emotional relationships appropriate to professional conduct. Little Jungle does all it can to encourage and enable comprehensive communication to take place between parents and staff.

The Director, Educators, or a child's Key Person can be approached at any time to discuss matters of that child's welfare and progress. Staff will be on hand at the beginning and end of sessions for this purpose.

All parents/ carers will have access to their children's records and will be consulted in respect of the care given to their children.

Information about Little Jungle's plans, activities, and events will be regularly distributed through written updates and notice boards.

Parents/ carers will be able to read all policies and procedures at any time and we will inform the parents/ carers of any changes in the policies and procedures and give them enough notice before any changes take effect.

Child development chats will take place between parents and Key Person once per term, as a minimum

Communicating appropriately with parents/ carers involves:

- Greeting parents/ carers warmly.
- Key person being available to parents/ carers on a regular basis.
- Showing respect for all family members.
- Respecting issues of confidentiality and privacy.
- Giving equal time to all parents as needed.
- Using suitable methods of presenting information to parents/ carers, verbal, written and visual.
- Ensuring that parents/ carers are informed of all procedures within the setting when they take up a place for their child.
- Keeping parents/ carers informed on specific areas of interest shown by their child.
- Sharing information regarding a child's health.

At Little Jungle we will:

1. Make all new parents/ carers aware of the Little Jungle policies and consult with all parents/ carers about the times of meetings to avoid excluding anyone.

2. Ensure that parents/ carers are informed on a regular basis about their child's progress. Parents/ cares will be informed of who their child's Key person is, so that information can be exchanged daily (Parents/ carers are welcome to join any session to observe their child playing and learning).

3. Ensure that all parents/ carers have opportunities to contribute from their own skills, knowledge and interests to the activities of the group.

4. Welcome the contributions of parents/ carers, in whatever form these may be, to involve parents/ carers in shared record keeping about their own child, either formally or informally.

5. Ensure that all parents/ carers are fully informed about meetings, workshops events, parents' evenings, sports days, fundraising days and training through displays on the notice board and website / Famly.

6. Provide opportunities for parents/ carers to learn about our approach as well as young children's learning.

Next Review: July 2027

GROWTH & DEVELOPMENT REVIEWS

A Growth & Development reviews is the process by which staff are supported in carrying out their duties effectively to meet their responsibilities and take full ownership of their role. It is also an opportunity for them to be given opportunities to develop new skills and professionally.

Staff will be allocated a Growth & Development Mentor (usually, but not always, their day-to-day Line Manager) whose role it is to help them identify their strengths, motivations and areas of development, both to meet their responsibilities effectively, but also to continue to be challenged and to grow. During this process, the staff member may also wish to discuss obstacles which may hinder them from achieving their goals and co-designing solutions to ensure a reciprocal relationship is always maintained for both parties and in the spirit of Little Jungles' values.

Growth & Development reviews should occur every 3, 6, or 12 months (depending on an individual's journey or identified areas of development) during each calendar year and may include 360' feedback from colleagues and parents, where necessary and appropriate.

Next Review: July 2027

PHONES, MOBILE PHONES AND SMART WATCHES POLICY

Little Jungle Phones and Mobile Phones

The use of the Little Jungle phone/s is for business purposes only.

A Little Jungle mobile phone is made available for staff to take on outings to enable efficient communication between outings groups and the setting. This mobile phone should be used for work-related phone calls only. Failure to follow this procedure may result in disciplinary action and may lead to termination of employment.

All calls received should be answered in a manner that is appropriate to Little Jungle's communication standards.

Employees requiring using the phone for personal purposes should seek the permission of their Line Manager.

Mobile Phones and Devices (Staff)

Mobile phones must be switched off during working hours and must be left in the staff room if working with children. In the case where a member of Staff is expecting an urgent call, the latter may be received on the Little Jungle phone by informing the office that the staff member is expecting a call.

All personal smart watches, or other connected devices should either be switched off, left in the staff room or set to not receive notifications whilst working with children.

Personal mobile phones or other connected devices may be used in the staff room during allocated break times, or in the office if awaiting important phone calls.

Under no circumstances should staff leave their working posts to check their mobile devices (e.g. to go into the staff room to check their phone).

Failure to follow this procedure may result in disciplinary action and may lead to termination of employment.

Mobile Phones and Devices (Parents, Carers and Visitors)

The use of mobile phones and other connected devices / cameras are not allowed whilst on Little Jungle premises.

Next Review: July 2027

PHOTOGRAPHY POLICY

Upon having a child accepted at Little Jungle, we ask Parents/ Carers to consider agreeing to the child being photographed on occasion by the setting staff or individuals validated by the Operations Lead. This enables Little Jungle to proceed with the taking of photographs for publicity shots, and at special events/ occasions such as Christmas.

Every parent has the right to refuse this request by not signing the photography form at his or her child's entry record, in which case the child will not be photographed by any member of staff, by a parent, or by any outsider such as professional photographer, without the expressed permission for that occasion of the parent.

Under no circumstances will photographs of the children be circulated outside the setting, used for promotional purposes, or posted on the website unless express permission is received in writing from parents/carers beforehand.

Next Review: July 2027

PRIVACY NOTICE FOR EMPLOYEES, CHILDREN ATTENDING LITTLE JUNGLE AND THEIR PARENTS

WHAT IS THE PURPOSE OF THIS DOCUMENT?

Little Jungle (U.K.) Limited (also known as Little Jungle) is a company incorporated and registered in England and Wales (company number 6953948 with its registered office address at 55 North Cross Road East Dulwich, London SE22 9ET ("the setting" or "we") is committed to protecting the privacy and security of your personal information.
This privacy notice describes how Little Jungle collects and uses personal information about employees of the setting ("Employees"), children attending the setting ("Child" or "Children") and the parents of the Children ("Parents") (known collectively as "You" or "Your"), in accordance with the General Data Protection Regulation (GDPR).

Little Jungle is a "data controller". This means that we are responsible for deciding how we hold and use personal information about You. We are required under data protection legislation to notify You of the information contained in this privacy notice.

This notice applies to Employees, Children and Parents. This notice does not form part of any contract of employment or other contract to provide services. We may update this notice at any time but if we do so, we will provide You with an updated copy of this notice as soon as reasonably practical.

It is important that Employees, Children and Parents read and retain this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about You, so that You are aware of how and why we are using such information and what Your rights are under the data protection legislation.

DATA PROTECTION PRINCIPLES

We will comply with data protection law. This says that the personal information we hold about You must be:
1. Used lawfully, fairly and in a transparent way.
2. Collected only for valid purposes that we have clearly explained to You and not used in any way that is incompatible with those purposes.
3. Relevant to the purposes we have told You about and limited only to those purposes.
4. Accurate and kept up to date.
5. Kept only as long as necessary for the purposes we have told You about.
6. Kept securely.

THE KIND OF INFORMATION WE HOLD ABOUT YOU

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).
There are "special categories" of more sensitive personal data which require a higher level of protection, such as information about a person's health or sexual orientation.

Employees:

We will collect, store, and use the following categories of personal information about Employees:

- Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses.
- Date of birth.
- Gender.
- Marital status and dependants.
- Next of kin and emergency contact information.
- National Insurance number.
- Bank account details, payroll records and tax status information.
- Salary, annual leave, pension and benefits information.
- Start date and, if different, the date of an Employee's continuous employment.
- Location of employment or workplace.
- Copy of driving licence (where applicable).
- Recruitment information (including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process).
- Employment records (including job titles, work history, working hours, holidays, training records and professional memberships).
- Personnel files and training records including performance, growth and development information, disciplinary and grievance information, and working time records.
- Information about your use of our information and communications systems.
- Records of any reportable death, injury, disease or dangerous occurrence.
- Photos and videos on our website, children's learning journeys, documentation used to make children's learning visible.

We may also collect, store and use the following "special categories" of more sensitive personal information:

- Information about an Employee's race or ethnicity.
- Information about an Employee's health, including any medical condition, accident, health and sickness records, including:
    - where an employee leaves employment and under any share plan operated by a group company the reason for leaving is determined to be ill-health, injury or disability, the records relating to that decision;
    - details of any absences (other than holidays) from work including time on statutory parental leave and sick leave; and
    - where an employee leaves employment and the reason for leaving is related to their health, information about that condition needed for pensions and permanent health insurance purposes.

Children:

We will collect, store, and use the following categories of personal information about Children:

- Name.
- Date of birth.
- Home address.
- Dietary requirements.
- Attendance information.
- Photographs and videos of the Child to signpost Children to where their belongings are stored at the setting that they attend, and also for general display / documentation purposes.
- Emergency contact should Parents be unavailable and the emergency contact's contact details.

- Records for each Child containing the work of the Child whilst at the setting, observations about the Child's development whilst at the setting from Employees of Little Jungle, specific examples of the Child's progress, photographs demonstrating the Child's development whilst at the setting, and personal details of the Child (e.g. their date of birth).
- Records relating to individual Children e.g. care plans, common assessment frameworks, speech and language referral forms.
- Accidents and pre-existing injuries forms.
- Records of any reportable death, injury, disease or dangerous occurrence.
- Observation, planning and assessment records of Children.

We may also collect, store and use the following "special categories" of more sensitive personal information:

- Information about a Child's race or ethnicity, spoken language and nationality.
- Information about a Child's health, including any medical condition, health and sickness records.
- Information about a Child's accident or incident reports including reports of pre-existing injuries.
- Information about a Child's incident forms / child protection referral forms / child protection case details / reports.

Parents:

We will collect, store, and use the following categories of personal information about Parents:

- Name.
- Home address.
- Telephone numbers, and personal email addresses.
- National Insurance number.
- Bank account details.
- Photos and videos from events and life at Little Jungle / children's learning journeys and documentation.

We may also collect, store and use the following "special categories" of more sensitive personal information:

- Information about a Parent's race or ethnicity, spoken language and nationality.
- Conversations with Parents where Employees of the setting deem it relevant to the prevention of radicalisation or other aspects of the governments Prevent strategy.

HOW IS YOUR PERSONAL INFORMATION COLLECTED?

Employees:

We collect personal information about Employees through the application and recruitment process, either directly from candidates or sometimes from an employment agency or background check provider. We may sometimes collect additional information from third parties including former employers, credit reference agencies or other background check agencies.

We will collect additional personal information in the course of job-related activities throughout the period of when an Employee works for us.

Children and Parents:

We collect personal information about Children and Parents from when the initial enquiry is made by the Parents, through the enrolment process and until the Children stop using the Little Jungle's services.

HOW WE WILL USE INFORMATION ABOUT YOU

We will only use Your personal information when the law allows us to. Most commonly, we will use Your personal information in the following circumstances:
1. Where we need to perform the contract we have entered into with You.
2. Where we need to comply with a legal obligation.
3. Where it is necessary for our legitimate interests (or those of a third party) and Your interests and fundamental rights do not override those interests.
We may also use Your personal information in the following situations, which are likely to be rare:
1. Where we need to protect Your interests (or someone else's interests).
2. Where it is needed in the public interest or for official purposes.

Situations in which we will use Employee personal information

We need all the categories of information in the list above (see Employee section within the Paragraph entitled 'The Kind of Information We Hold About You') primarily to allow us to perform our contracts with Employees and to enable us to comply with legal obligations. The situations in which we will process Employee personal information are listed below.

- Making a decision about an employee's recruitment or appointment.
- Checking an Employee is legally entitled to work in the UK. Paying an Employee and, if an Employee is an Employee or deemed Employee for tax purposes, deducting tax and National Insurance contributions (NICs).
- Providing any Employee benefits to Employees.
- Enrolling you in a pension arrangement in accordance with our statutory automatic enrolment duties.
- Liaising with the trustees or managers of a pension arrangement operated by a group company, your pension provider and any other provider of employee benefits.
- Administering the contract we have entered into with an Employee.
- Conducting Growth & Development and/or salary reviews, managing performance and determining performance requirements.
- Assessing qualifications for a particular job or task, including decisions about promotions.

- Gathering evidence for possible grievance or disciplinary hearings.
- Making decisions about an Employee's continued employment, engagement.
- Making arrangements for the termination of our working relationship.
- Education, training and development requirements.
- Dealing with legal disputes involving Employees, including accidents at work.
- Ascertaining an employee's fitness to work.
- Managing sickness absence.
- Complying with health and safety obligations.
- To prevent fraud.
- To monitor your use of our information and communication systems to ensure compliance with our IT policies.
- To ensure network and information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution.
- Equal opportunities monitoring.
- To display photos and videos on our website / social media / children's learning journeys and general documentation. This is to enable making children's learning visible to prospective and attending parents as well as other professionals or anyone with an interest in the organisation's services and provision and therefore organisational structure.

Some of the above grounds for processing will overlap and there may be several grounds which justify our use of an Employee's personal information.

Situations in which Little Jungle will use personal information of Children

We need all the categories of information in the list above (see Children Section within the Paragraph entitled 'The Kind of Information We Hold About You') primarily to allow us to perform our obligations (including our legal obligations to Children. The situations in which we will process personal information of Children are listed below.

- Upon consent from the Parents, Personal Data of Children will be shared with schools for progression into the next stage of their education.
- Personal information of Children will be shared with local authorities without the consent of Parents where there is a situation where child protection is necessary.
- The personal information of Children will be shared with local authorities without the consent of Parents for funding purposes.
- Ofsted will be allowed access to Little Jungle's systems to review child protection records.

    a. To ensure we meet the needs of the Children.
    b. To enable the appropriate funding to be received.
    c. Report on a Child's progress whilst with the setting.
    d. To check safeguarding records.
    e. To check complaint records.
    f. To check attendance patterns are recorded.
    g. When a Child's Progress Report is given to their Parent for that Parent to pass the same Progress Report to a school for application or enrolment purposes.

Situations in which Little Jungle will use personal information of Parents

We need all the categories of information in the list above (see Parents Section within the Paragraph entitled 'The Kind of Information we Hold About You') primarily to allow us to perform our contracts

with Parents and to enable us to comply with legal obligations. The situations in which we will process personal information of Parents are listed below.

- The personal information of Parents will be shared with local authorities without the consent of Parents for funding purposes or in certain cases of safeguarding concerns.
- To report on a Child's attendance.
- To be able to contact a Parent or a Child's emergency contact about their Child.
- To ensure Little Jungle fees are paid.

If Employees and Parents fail to provide personal information

If Employees and Parents fail to provide certain information when requested, we may not be able to perform the respective contracts we have entered into with Employees and Parents, or we may be prevented from complying with our respective legal obligations to Employees, Children and Parents.

Change of purpose

We will only use Your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use Your personal information for an unrelated purpose, we will notify the Employee, Child or Parent, as is appropriate in the circumstances, and we will explain the legal basis which allows us to do so.

Please note that we may process an Employee's, a Child's or a Parent's personal information without their respective knowledge or consent, as relevant to the circumstances, in compliance with the above rules, where this is required or permitted by law.

HOW WE USE PARTICULARLY SENSITIVE PERSONAL INFORMATION

"Special categories" of particularly sensitive personal information require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal information. We have in place an appropriate policy document and safeguards which we are required by law to maintain when processing such data. We may process special categories of personal information in the following circumstances:
1. In limited circumstances, with Employee or Parent explicit written consent.
2. Where we need to carry out our legal obligations or exercise rights in connection with Employee employment.
3. Where it is needed in the public interest, such as for equal opportunities monitoring or in relation to our occupational pension scheme.
Less commonly, we may process this type of information where it is needed in relation to legal claims or where it is needed to protect an Employee, a Child or a Parents' interests (or someone else's interests) and the Employee, Child or Parent as is appropriate is not capable of giving consent, or where the Employee or Parent has already made the information public.

Little Jungle's obligations as an employer

We will use particularly sensitive personal information of Employees in the following ways:

- We will use information relating to leaves of absence, which may include sickness absence or family related leaves, to comply with employment and other laws.
- We will use information about the physical or mental health of an Employee, or their disability status, to ensure Employee health and safety in the workplace and to assess the fitness of Employees to work, to provide appropriate workplace adjustments, to monitor and manage sickness absence and to administer benefits including statutory maternity pay, statutory sick pay, pensions and permanent health insurance.
- We will use information about an employee's race or national or ethnic origin, religious, philosophical or moral beliefs, or an Employee's sexual life or sexual orientation, to ensure meaningful equal opportunity monitoring and reporting.

Do we need Employee consent?

We do not need the consent of Employees if we use special categories of personal information in accordance with our written policy to carry out our legal obligations or exercise specific rights in the field of employment law. In limited circumstances, we may approach Employees for their written consent to allow us to process certain particularly sensitive data. If we do so, we will provide Employees with full details of the information that we would like and the reason we need it, so that Employees can carefully consider whether they wish to consent. Employees should be aware that it is not a condition of their contract with the setting that they agree to any request for consent from us.

INFORMATION ABOUT CRIMINAL CONVICTIONS

We may only use information relating to criminal convictions where the law allows us to do so. This will usually be where such processing is necessary to carry out our obligations and provided we do so in line with our data protection and confidentiality policy.
Less commonly, we may use information relating to criminal convictions where it is necessary in relation to legal claims, where it is necessary to protect the interests of You (or someone else's interests) and You are not capable of giving your consent, or where an Employee or a Parent, as is relevant to the circumstances, has already made the information public.

We envisage that we will hold information about criminal convictions.

We will only collect information about criminal convictions if it is appropriate given the nature of the role and where we are legally able to do so, which includes but is not limited to Disclosure and Barring Service ("DBS") checks. Where appropriate, we will collect information about criminal convictions as part of the recruitment process or we may be notified of such information directly by you in the course of you working for us. We will use information about criminal convictions and offences in the following ways:

- To conduct a DBS check on each Employee, to record the date of the DBS check, the number of the DBS check and the name of the body conducting the DBS check.

We are allowed to use your personal information in this way to carry out our obligations. We have in place an appropriate policy and safeguards which we are required by law to maintain when processing such data.

AUTOMATED DECISION-MAKING

Automated decision-making takes place when an electronic system uses personal information to make a decision without human intervention. We are allowed to use automated decision-making in the following circumstances:
1. Where we have notified Employees or Parents of the decision and given the Employee or the Parent as is appropriate 21 days to request a reconsideration.
2. Where it is necessary to perform the contract with an Employee or a Parent and appropriate measures are in place to safeguard the Employee's, the Child's or the Parent's rights as is appropriate.
3. In limited circumstances, with explicit written consent from the Employee or the Parent, as is appropriate, and where appropriate measures are in place to safeguard Employee or Parent rights.
If we make an automated decision on the basis of any particularly sensitive personal information, we must have either explicit written consent from an Employee or a Parent as is appropriate, or it must be justified in the public interest, and we must also put in place appropriate measures to safeguard an Employee or a parent's rights as is relevant in the circumstances.

You will not be subject to decisions that will have a significant impact on You based solely on automated decision-making, unless we have a lawful basis for doing so and we have notified the Employee or the Parent as is appropriate in the circumstances.

DATA SHARING

We may have to share Employee, Child or Parent data with third parties, including third-party service providers and other entities in the group.
We require third parties to respect the security of Your data and to treat it in accordance with the law.

Why might Little Jungle share Employee, Child or Parent personal information with third parties?

We will share Your personal information with third parties where required by law, where it is necessary to administer the working relationship with You or where we have another legitimate interest in doing so.

Which third-party service providers process my personal information?

"Third parties" includes third-party service providers (including contractors and designated agents), local authorities, regulatory bodies, and school. The following third-party service providers process personal information about you for the following purposes:

- Local Authorities – for funding and monitoring reasons (e.g. equal opportunities and uptake of funded hours)
- Regulatory bodies – for ensuring compliance and the safety and welfare of the children
- Schools – to provide a successful transition by ensuring information about the child's progress and current level of development and interests are shared

How secure is my information with third-party service providers and other entities in our group?

All our third-party service providers and other entities in the group are required to take appropriate security measures to protect Your personal information in line with our policies. We do not allow our third-party service providers to use Your personal data for their own purposes. We only permit them to process Your personal data for specified purposes and in accordance with our instructions.

When might you share my personal information with other entities in the group?

We will share Your personal information with other entities in our group as part of managing our contract with You. For example:

- We will store confidential records on our online systems of record (Famly, eDays, and Glass Cubes).

What about other third parties?

We may share Your personal information with other third parties, for example in the context of the possible sale or restructuring of the business. In this situation we will, so far as possible, share anonymised data with the other parties before the transaction completes. Once the transaction is completed, we will share Your personal data with the other parties if and to the extent required under the terms of the transaction.

We may also need to share Your personal information with a regulator or to otherwise comply with the law.

DATA RETENTION

How long will you use my information for?

We will only retain Your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. Details of retention periods for different aspects of your personal information are available in our Data Protection and Confidentiality policy. To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of Your personal data, the purposes for which we process Your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

In some circumstances we may anonymise Your personal information so that it can no longer be associated with You, in which case we may use such information without further notice to You. Once you are no longer an Employee, or a Child benefiting from the setting's services or a Parent, as is appropriate, we will retain and securely destroy your personal information in accordance with applicable laws and regulations.

RIGHTS OF ACCESS, CORRECTION, ERASURE, AND RESTRICTION

Your duty to inform us of changes

It is important that the personal information we hold about You is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

Your rights in connection with personal information

Under certain circumstances, by law You have the right to:

- **Request access** to Your personal information (commonly known as a "data subject access request"). This enables You to receive a copy of the personal information we hold about You and to check that we are lawfully processing it.
- **Request correction** of the personal information that we hold about You. This enables You to have any incomplete or inaccurate information we hold about You corrected.
- **Request erasure** of your personal information. This enables Employees or Parents to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove Your personal information where You have exercised Your right to object to processing (see below).
- **Object to processing** of Your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about Your particular situation which makes You want to object to processing on this ground. You also have the right to object where we are processing Your personal information for direct marketing purposes.
- **Request the restriction of processing** of Your personal information. This enables Employees or Parents, as is appropriate, to ask us to suspend the processing of personal information about You for example if You want us to establish its accuracy or the reason for processing it.
- **Request the transfer** of Your personal information to another party.

If You want to review, verify, correct or request erasure of Your personal information, object to the processing of Your personal data, or request that we transfer a copy of Your personal information to another party, please contact the manager in writing.

No fee usually required

You will not have to pay a fee to access Your personal information (or to exercise any of the other rights).

What we may need from You

We may need to request specific information from You to help us confirm your identity and ensure Your right to access the information (or to exercise any of Your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

RIGHT TO WITHDRAW CONSENT

In the limited circumstances where You may have provided Your consent to the collection, processing and transfer of Your personal information for a specific purpose, you have the right to withdraw Your consent for that specific processing at any time. To withdraw Your consent, please contact the Data Manager. Once we have received notification that You have withdrawn Your consent, we will no longer process Your information for the purpose or purposes You originally agreed to, unless we have another legitimate basis for doing so in law.

CHANGES TO THIS PRIVACY NOTICE

We reserve the right to update this privacy notice at any time, and we will provide You with a new privacy notice when we make any substantial updates. We may also notify You in other ways from time to time about the processing of your personal information.

If you have any questions about this privacy notice, please contact Tarek El-Semman, Little Jungle Director and Data Manager.

I,_____ (Employee/Parent), acknowledge that on _____ (date), I received a copy of the Little Jungle's privacy notice for Employees, Children and Parents and that I have read and understood it.

Signature:

……

Name:

……

‘PREVENT’ DUTY TO SAFEGUARD CHILDREN POLICY

From 1 June 2015 registered early years childcare providers (amongst other educational bodies and providers) are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015, to have “due regard to the need to prevent people from being drawn into terrorism”. This duty is known as the ‘**Prevent duty’**.

Statutory guidance on the duty is available at:
https://www.gov.uk/government/publications/prevent-duty-guidance

In order for Little Jungle to fulfil its’ duty, it is essential that all staff are able to identify children who may be vulnerable to radicalisation and know what to do when they are identified.

Protecting children from the risk of radicalisation should be seen as part of Educators’ wider safeguarding duties and is similar in nature to protecting children from other harms (e.g. drugs, gangs, neglect, sexual exploitation), whether these come from within their family or are the product of outside influences.

At Little Jungle, we believe we can protect children from the risk of radicalisation by promoting ‘Fundamental British values’ as laid out by governmental guidance – and as already embedded both in the Early Years Foundation Stage and Little Jungle’s own values.

Fundamental British values can be defined as:

Democracy
Reflecting together, making decisions together and valuing each other’s opinion, turn taking, sharing and collaboration.

Rule of law
Understanding that rules matter, understanding each other’s behaviour and consequences, distinguishing right from wrong, working together to create rules and codes of behaviour and ensuring children understand these apply to everyone.

Individual liberty
Enabling children to express themselves, their ideas and thoughts (safely and) freely, using as many different ways as possible and with the reassurance that their opinion is valued, and differences are embraced and encouraged.

Encouraging children to reflect on their feelings and their responsibilities, to calculate and take some risks so as to build their confidence in their own abilities.

Mutual respect and tolerance for those with different faiths and beliefs
Promoting an ethos of inclusivity and tolerance where views, faiths, cultures and races are valued, and children are engaged with the wider community.

Encouraging children to appreciate and respect their own and other cultures, differences between themselves and others and among families, faiths, communities, cultures and traditions and share and discuss practices, celebrations and experiences.

Encouraging and explaining the importance of tolerant behaviours such as sharing and respecting other's opinions.

Promoting diverse attitudes and challenging stereotypes, for example, sharing stories that reflect and value the diversity of children's experiences and providing resources and activities that challenge gender, cultural and racial stereotyping.

In line with these values, Little Jungle believe that each person, adult and child, has the right to be respected as an individual, who carries with them their own differences, and whose opinion is as valid as any other person's. We embrace and promote individuality amongst adults and children, and we make time to listen to each other and reflect with each other on all aspects of practice and life. By doing this, we aim to build a culture of trust, partnership and dialogue to enable all individuals attending the setting to continuously develop their self-esteem and increase their confidence in their own physical and cognitive abilities, including their ability to challenge extremist views.

This policy should be read alongside other relevant policies and procedures such as:

- 'Prevent Duty to safeguard children' procedures
- 'Safeguarding children' policy
- 'Safeguarding children' procedures
- 'Partnership with parents' policy
- Equality opportunities policy

Next Review: July 2027

PREVENT DUTY TO SAFEGUARD CHILDREN PROCEDURE

Even very young children may be vulnerable to radicalisation by others, whether in the family or outside, and display concerning behaviour. The Prevent duty does not require Educators to carry out unnecessary intrusion into family life but as with any other safeguarding risk, we must act when we observe behaviour of concern and follow the setting's safeguarding procedures.

General safeguarding principles apply to keeping children safe from the risk of radicalisation as set out in Working together to safeguard children and Keeping children safe in education.

If a member of staff has a concern about a particular child they should follow Little Jungle's normal safeguarding procedures, including discussing their concern with the Designated Safeguarding Lead and, where deemed necessary, with children's social care.

You can also contact:

- Your local police force or dial **101** (the non-emergency number). They can talk to you in confidence about your concerns and help you gain access to support and advice.
- The Department for Education dedicated telephone helpline: **020 7340 7264***
- counter.extremism@education.gsi.gov.uk

*Please note that the helpline is not intended for use in emergency situations, such as a child being at immediate risk of harm or a security incident, in which case the normal emergency procedures should be followed.

Next Review: July 2027

PROCEDURES FOR CHILDREN WITH ALLERGIES

Where a child has been registered at Little Jungle and has an allergy (recorded in the child's registration form) the following procedure must be undertaken **prior** to the child attending their first day at Little Jungle:

1) A Risk Assessment and Health Care form must be completed and approved by the Operations Lead, to detail the following:
    - The allergen (i.e. the substance, material or living creature) the child is allergic to such as nuts, eggs, bee stings, cats etc.
    - The nature of the allergic reactions e.g. anaphylactic shock reaction, including rash, reddening of skin, swelling, breathing problems etc.
    - What to do in case of allergic reactions, any medication used and how it is to be used (e.g. Epi pen).
    - Control measures – such as how the child can be prevented from contact with the allergen.

Parents should make necessary arrangements with their GP or Health Practitioner to train staff on how to administer special medication in the event of an allergic reaction.

2) This form is kept in the child's personal file and the child's requirements are added to the 'Special Diets and Requirements List' (devised for all Little Jungle children who have allergies or special diet requirements) displayed where staff can see it, in all rooms, kitchen and the office.

3) The Operations Lead should then discuss the risk assessment with the Educator Lead/s for that child's team/ class and the Kitchen Chef to ensure they understand the risk assessment. The Educator Lead and Kitchen Chef should cascade this information to their team.

Food related allergies

Once the child has joined the setting the following procedures apply:

- All menu items will be listed on a special 'Menu of the day Sheet' provided by the kitchen, detailing who the items cater for (e.g. All children or Child X only), and what allergens are contained in each item. This will support Classroom staff to anticipate what options are to arrive. **No food should be carried into the room or served to the children without ensuring this sheet accompanies the food and has been reviewed first.**

- All menu items will be provided by the kitchen in separate dishes, each labelled clearly to list all possible allergens contained in the respective dishes. The sticky labels should always be placed on the same side of the dishes to avoid confusion with old labels. **No food should be served to the children if any dish is missing a label.**

- Dishes prepared specifically for any one or two children should be labelled as such to avoid confusion. **No food should be served to the children if any 2 same looking dishes have been prepared, but it is not clear what the difference is.**

- All food for children with allergies / special dietary requirements should be served in a separate colour coded plate/ bowl/ cup (for drinks) - Blue means allergy/ special dietary requirement. This is applicable for all 3 meals offered and snacks (where required).

- The Operations Lead/s and kitchen are equally accountable for providing food that is suitable for any child's allergy / dietary requirement and to plan meals accordingly. The kitchen will accept calls and questions from any member of staff at any time regarding the meals being served and the suitability of food/ ingredients (for consumption or activities).

- Classroom staff will ensure that questions and concerns are addressed to the kitchen immediately. **No assumptions are to be made around suitability of food for a child with an allergy or a special dietary requirement.**

- Educator Leads will ensure that the team, including cover or temporary staff understand all of our children's dietary requirements and allergies as well as regularly testing the team on these requirements.

- When a child is classed as having a potential life threatening / severe dietary requirement (highlighted red on the dietary requirements list), an individual carer will be put in charge of supporting that child to ensure the food given to that child meets his or her dietary requirements/allergy (consulting the kitchen as required), and the eating environment remains safe (no possibilities of the children sharing or cross contamination).

- All staff in a child's room will be made aware of what to do in case of allergic reactions, any medication used and how it is to be used (e.g. Epi pen).

Note 1: Generally, no nuts or nut products are used within the setting, and parents are made aware of this so that no nut or nut products are accidentally brought into the setting.

Note 2: In the case where a child needs an Epi pen, the setting should be provided with 2 Epi pens, in line with the recommendation from the Department of Health and Social Care.

Note 3: In the case where a child has been consumed food they should not (whether this be allergen, intolerance or lifestyle related, parents should be called and informed as soon as the child has been treated (if required) and an accident form should be filled out and sent to parents. No names of employees or children should be used in the accident form, in line with our data protection/ confidentiality policy. An internal review of the incident should then be carried out by a member of the Leadership Team to ensure future incidents are avoided.

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PROCEDURES FOR INCIDENTS INVOLVING BLOOD EXPOSURE

Examples of the types of accidents involving blood exposure are:

- An injury to the skin (cut with a sharp object).
- Mucous membranes.
- Skin that is chapped, grazed, or otherwise affected so that an effective skin barrier is not present.
- A bite or injury, which results in blood exposure.

A human bite will rarely transmit a bacterial infection if proper first aid is given. Hepatitis B and HIV can potentially be transmitted during a human bite if the skin is broken, and a blood exchange occurs.

When a bite or injury occurring in the Little Jungle setting involves a break in the skin and potential blood exposure, Little Jungle will follow the guidelines set by the health department:

1. Assess the bitten area and clean with water.
2. Check both children's immunization records and determine if they are up to date with their tetanus. Call their GPs so that each child's record can be evaluated.
3. Notify the parents of both children immediately.
4. File an accident report as outlined above.
5. Both children/ parties involved in the exchange of blood should be tested for Hepatitis B and HIV.
6. If one of the children tests positive for HIV or Hepatitis B, the child's physician will contact the Health Department.

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PURCHASING ADDITIONAL DAYS POLICY

Parents at Little Jungle are able to purchase additional (ad-hoc/ extra) days for their registered child's attendance by contacting the Little Jungle office (by phone or email at hello@littlejungle.co.uk). The additional days are charged at the current rate (this rate is available by contacting hello@littlejungle.co.uk or calling the office) and must be paid for prior to the child attending. The rate for the additional day will be the same regardless of how long a child stays at Little Jungle and cover an extended day (07:30 to 18:30).

If an additional day is cancelled, the office must be informed of this cancellation 2 full working days prior to the child attending the additional day. If less notice is given the additional day will still be charged.

Additional days are subject to availability, and there is no guarantee that an additional day is available.

Additional days can also only be booked up to 2 weeks in advance.

We have the right to limit the number of spaces available at Little Jungle, and may decide not to offer additional days out, despite there being space available in the rooms.

Parents and carers should not contact other parents or carers to check if their child is on holiday or absent. The factors involved in deciding whether Little Jungle approves an additional ad-hoc day for a child are more complex that the numbers of children in our attendance.

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PUSH CHAIR POLICY

The setting supplies a dry and clean area for push chairs.

All parents/ guardians are responsible for folding and storing their push chairs. Little Jungle is not responsible for any missing push chairs, or any items left in this area, i.e. rain cover, blankets, toys, scooters, helmets etc.

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QUALITY ASSURANCE POLICY

At Little Jungle we value the views and opinions, enjoyment and experience of children, staff and parents using the setting. We ensure that we provide ample opportunities to communicate any comments of dissatisfaction or praise in a manner of ways. These comments assist us in ensuring that we are providing a high-quality service as a day care provider and employer. This quality of care is reviewed annually and a report constructed to display results and a necessary action taken in line with these.

This is generally achieved through the following means:

- Talking and listening to children.
- Specifically designed activities for children.
- Monitoring questionnaires for parents.
- Monitoring questionnaires for staff.
- Leavers forms.
- Parents' child assessment chats.
- Enquiry monitoring form.
- Children's leaving gifts and notes of thank you.
- Suggestion notes.
- Complaints policy.
- One to one staff meetings and appraisals.
- Staff exit interviews, where applicable.
- Staff meeting agendas and minutes.
- We obtain the views of the children attending, the parents of relevant children, (if relevant), a local authority arranging for childcare for a relevant child and staff employed to look after the relevant children.

Please refer to the procedures section of these documents

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QUALITY ASSURANCE PROCEDURES

Consulting Children

Children learn about the various emotions and expressions to reflect their feelings. Each child is generally very open and honest and will discuss their feelings and likes and dislikes, if presented in a relaxed and un-intrusive manner.

It is essential that we allow the children within our care, time to express their feelings and views and listen and take these on board and find ways of amending or highlighting them. Communication is essential, though to be effective, we must take account of the various ways in which children express themselves.

At Little Jungle we have devised a number of example activities or means of allowing the children to express their feelings and for the staff to observe and capture these. The results of these are noted and recorded and form a part of this annual quality assurance report.

- Take numerous photographs to capture and reflect the children's enjoyment of various activities. These are documented in the children's learning journeys as well as the school's documentation displayed on the walls.
- Children are encouraged to independently select which resources they wish to play with, through which we can understand their preferences.
- The children are observed using various means of recording these observations. All answers are also recorded and monitored, and if necessary, a means of improvement outlined, activities/toys adapted or indeed maintain in line with these.
- As younger children are unable to communicate their feelings verbally, these will generally be interpreted through their non-verbal communication and behaviour. Little Jungle will therefore observe the children, as well as closely liaise with parents, and note any significant change in their children's behaviour either at the setting or at home and record this in the children's learning journey. This communication process assists the parents and Little Jungle in monitoring and reviewing the children's behaviour and ensuring that we provide the best quality care for their child.

Consulting Parents

Parents are a vital insight to the school's quality of service, thus their opinions and views are obtained and utilised throughout the process of registering, caring for and dealing with a child leaving.

At Little Jungle we have devised a number of means of allowing the parents to express their views and feelings and for the setting to take note of and record them. The results of these are noted and recorded and form a part of our annual Quality Assurance Report.

All parents are issued with our Quality Monitoring Questionnaire annually to provide us with a continuous method of monitoring the service we provide. These are strictly confidential and anonymous, allowing parents to openly and honestly answer any questions.

Parents' child assessment chats are also each term, providing parents with the opportunity to communicate any concerns or opinions to staff and Management verbally and in confidence. This again assists us in the process on continually monitoring the service we provide.

We have an open-door policy, where parents/guardians are welcome to visit the setting to discuss any matters with their Key Person, Educator Lead/s of their class, Office team and/ or Director. This is highlighted within the access to information policy within the parents' handbook provided when registering their child.

We also consider all concerns/complaints, irrelevant of their severity, and note the main area of concern, working alongside the parents to devise a resolution or plan of action and try and ensure all parties involved are happy with the outcome.

We monitor and take note of the thank you cards we receive when various children leave and the chocolates, cards and presents we receive at Christmas time for the enjoyment of the Managers and staff.

The results drawn from the above are discussed amongst all Management and staff, if necessary, to devise means of improving, provide praise or consider any issues arisen. These are monitored when received and annually in line with this report.

Consulting Staff

The happiness and satisfaction of our Staff is vital in providing a friendly atmosphere for the children attending, thus it is essential that we monitor their work and overall motivation.

At Little Jungle we have devised a number of means of allowing the staff to express their views and feelings and for the setting to take note of and record these. The results of these are noted and recorded and form part of this annual Quality Assurance Report.

Members of the Leadership Team organise a full induction session for all new employees to ensure that they are provided with the knowledge to allow them to be confident within their work. They also provide them with the necessary literature to accommodate this.

Two Atelieristas work alongside all Educators to specifically support their practice with children and inform their professional development, through reflection and coaching.

All staff follow a six-months probationary period (which includes a mid-probation review) during which time their work is regularly monitored and assessed. Following this the staff are then invited to a six-monthly Growth & Development review to discuss their on-going progress and development. All information from these is then put together to form their annual appraisals to ensure that their level of work is of a high standard and that any queries, concerns or anxieties they may be feeling at home or at work are discussed and hopefully resolved.

All staff are provided with the knowledge and reassurance that they may speak to any Senior member of staff or Director at any time within their employment should they wish to. The open-door policy applies to all employees.

All staff are issued with our staff quality monitoring questionnaire annually. The results of these are drawn up, recorded and summarized and discussed amongst all management and individual staff, if necessary, to devise a means of improving areas, procedure etc.

All staff also have the opportunity to discuss their questionnaire answers individually with their Line Manager or Director in a confidential meeting.

All staff attend regular staff meetings and training sessions. The agenda and minutes for these meetings are all kept on file. These are again considered within the week following the meeting and action is taken, if required, in line with each other.

In order to assess the success of the Little Jungle ethos in relation to its employees, Little Jungle also carries out exit interviews with staff on leaving to ascertain their reasons for leaving and overall opinion of the position undertaken to date.

The views and feelings of all staff members are considered in line with each of the above. The results are drawn where necessary and discussed amongst Management and staff if necessary to devise a means of improving or maintaining various aspects of the setting.

Next Review: July 2027

RECORD KEEPING POLICY

Our policy is that staff should keep parents informed of their child's progress through regular dialogue and at least one termly catch up.

Little Jungle staff will keep records of all aspects of children's development. All records will be available for inspection by the child's parents. Parents may add to the record at any time, and we encourage them to contribute their observations.

We use an online communication app (Famly) to make visible the learning experiences of all children each day, both to parents, but also to support our reflective process for supporting children's learning. Parents have constant access to this app and are also notified when new observations are posted.

Key Persons write a report to summarise a child's development with us after 6 weeks of settling in (Settling in report), between the ages of 2-3 years (2-year report) and when a child leaves us (Leavers Report). The latter summarises their progress across the three to seven areas of development, depending on the age of the child.

In each case, where areas of development are identified as needing specific targets to support the child to develop on par with their peers, strategies will be designed and agreed with parents. If the strategies are deemed to be needed for longer than a few weeks, a separate support plan will be designed for the child (Special Rights Support Cycle) to ensure the child is appropriately supported and evidence is gathered as part of the process, to be used for any future referrals or funding applications.

Records of the children's progress are kept in each room and a tracking system for all Little Jungle children is kept by Management to ensure all children's progress is tracked appropriately. Any part of the records that is considered highly confidential or sensitive will be kept in a secure place and its existence will be noted in the child's file. If Little Jungle staff have any concerns about a child, they will inform Management and parents by writing a statement of concern.

Next Review: July 2027

RECRUITMENT AND SELECTION POLICY

The recruitment and selection process are crucially important to any equal opportunities policy. We will endeavour through appropriate training to ensure that employees making selection and recruitment decisions will not discriminate, whether consciously or unconsciously, in making these decisions.

Promotion and advancement will be made on merit and all decisions relating to this will be made within the overall framework and principles of this policy.

- Job descriptions, where used, will be revised to ensure that they are in line with our equal opportunities policy. Job requirements will be reflected accurately in any personnel specifications.
- We will adopt a consistent, non-discriminatory approach to the advertising of vacancies.
- We will not confine our recruitment to areas or media sources, which provide only, or mainly, applicants of a particular group.
- All applicants who apply for jobs with us will receive fair treatment and will be considered solely on their ability to do the job.
- All employees involved in the recruitment process will periodically review their selection criteria to ensure that they are related to the job requirements and do not unlawfully discriminate.
- Short listing and interviewing will be carried out by more than one person where possible.
- Interview questions will be related to the requirements of the job and will not be of discriminatory nature.
- We will not disqualify any applicant because he/she is unable to complete an application form unassisted unless personal completion of the form is a valid test of the standard of English required for the safe and effective performance of the job.
- Selection decisions will not be influenced by any perceived prejudices of other staff.

Staff Referrals:
Where a staff member has made a personal recommendation about a candidate and submitted the candidate's CV to Little Jungle, along with Little Jungle's Referral Form, Little Jungle will, in the event of the applicant successfully passing their probation period, make an employment referral bonus payment to that staff member who made the recommendation. The referral bonus is set at £250. per hired person.

Next Review: July 2027

RECRUITMENT OF AND CHECKS ON STAFF POLICY

Little Jungle believes that the corner stone to high standards of practice lies in the quality, commitment and professionalism of all staff employed.

Parents must feel confident that they are leaving their child/ren with skilful, experienced, responsible and well-trained staff.

We are committed to equality of opportunity, and this is stated in our equal Opportunities policy.

Next Review: July 2027

RECRUITMENT OF AND CHECKS ON STAFF PROCEDURES

- All candidates applying for a role at Little Jungle must provide a copy of their CV, and ideally a cover letter asking them to explain why they have applied. This should be clearly communicated on the job advertisement site (e.g. Indeed) or the recruitment agency representing Little Jungle.
- Candidates will be selected to an interview based on the skills, aptitudes and values deemed to match our requirements at application stage.
- Interviews will be carried out using the normal procedures, i.e. following a set of questions, asking them about themselves, and giving them scenario situations.
- All candidates deemed to meet the requirements of the job description and values of the organisation will be asked to come for a paid working trial, which must be carried out over 2 consecutive days, as a minimum (candidates from abroad may be able to carry out the working trial across a whole week), so that the staff and the leadership team can assess if they are a good fit for their team and the school, paying particular attention to their interaction with children, and their openness to learn and develop.
- The recruitment of staff will include a careful scrutiny of their previous employment pattern.
- Upon a successful working trial and offer of employment, a minimum of two professional references will be taken up and checked thoroughly. One of them must be the most recent previous employer.
- Gaps in employment should be accounted for.
- Checks should be made on all potential employees or volunteers. These must include:
    - A security check to establish identity (i.e. the potential employee is, who they say are and has authority to work in the UK.)
    - A Disclosure and Barring Service (DBS) Enhanced Disclosure (Includes listing of known individuals prohibited from work with children).
    - DBS Checks should be repeated every three years for each staff member and Volunteer (unless they are signed up to the 'online check'). Directors are automatically checked by OFSTED.
- The Operations Lead is responsible for ensuring that all students and agency staff have been thoroughly checked, written confirmation of checks should be held on staff personnel files.
- No member of staff will be left unsupervised until their competence and suitability has been established through a period of close supervision. Following this period staff will work without direct supervision at some times. All staff are under general supervision.
- Probation period should be made use of.

All staff at Little Jungle must have a valid DBS check, regardless if they are working directly with children or not and whether the staff are full-time, part-time, permanent or temporary. A new DBS application will always be logged by the staff member when they join and start working at Little Jungle. The cost of this first DBS application will be borne by Little Jungle. Staff members should submit an expense form and the receipt for payment of the DBS application to the office, and payment will be made to the staff member for the full amount.

Once a DBS requires to be re-issued, this must be done by the staff member and the costs borne by that staff member. Costs associated for online DBS checks will be borne by the individual employee.

Where an employee's contract is terminated within the first 4 weeks of employment, whether instigated by the employee or by Little Jungle, the cost of the DBS will be deducted from the employee's salary.

Next Review: July 2027

RISK ASSESSMENT POLICY

Little Jungle practitioners identify and manage risks to children and adults through carrying out Risks Assessments. A risk is a likelihood of a hazard occurring and the hazard is anything that could cause harm to others. All activities need to be considered, significant risks are identified, measures are put in place to control or eliminate risks and all hazards and measures are recorded.

Other risks that are identified must be controlled appropriately. For example, a child standing on a chair is a risk and must be controlled; however, this would not necessarily be recorded. All risks are dealt with promptly by the Operations Lead/ in charge of Health and Safety.

Risk assessments are required to be "suitable and sufficient", therefore all risk assessments are carried out in accordance with our Health and Safety policy and the EYFS requirements.

Each room is checked at the beginning of the day for hazards, in accordance with each room's risk assessment. These assessments are reviewed once a year or as a result of change to the room. In the event that a risk is identified throughout the day or when opening the setting, a Risk Assessment is carried out to determine the severity of the risk and an appropriate course of action to control or eliminate the hazard.

The garden area is checked for hazards before children go out for outdoor play. A risk assessment must be carried out prior to taking children on outings.

An 'expectant and new mother' risk assessment is carried out as soon as a member of staff informs the Operations Lead of her pregnancy.

Next Review: July 2027

ROOM TEMPERATURE GUIDELINES

For children under two years old the room temperature must not be under **21.1C**

For children over 2 years, the room temperature must not be under **18.3C**

For more information regarding this section, please refer to the 'Adjusting room temperature' procedures.

Next Review: July 2027

SAFEGUARDING CHILDREN POLICY & PROCEDURES

At Little Jungle, we believe that children have the right to be cared for in an environment where they will be protected, and free to learn about the world around them. We aim to create an atmosphere in which children feel safe, and where they can learn to trust and respect the adults who care for them. The welfare of children is our main priority and parents are asked to work with the staff to ensure that their child remains safe from harm.

We are committed to taking whatever actions necessary to protect children in our care from coming to harm, this requires that we work in partnership with parents/carers, and that we share policies and procedures with new families when their child joins us. As part of that partnership, we recognise that parents/carers have expert knowledge of their children, and we will encourage them to share that information both during the settling in period and throughout the child's time at the. We also work in close co-operation with outside agencies and the community to ensure the welfare and safety of children and to give them the very best start in life.

Little Jungle follows the Safeguarding procedures and code of practice as laid down by Southwark Safeguarding Children Board. As a childcare provider, we are required by law to report any suspicions of neglect or physical, emotional or sexual child abuse. For this reason, all our staff are aware of their duties and responsibilities to be alert to any signs of possible abuse. We support the children within our care, protect them from maltreatment and have robust procedures in place to prevent the impairment of children's health and development. We strive to protect children from the risk of radicalisation and we promote acceptance and tolerance of other beliefs and cultures (please refer to our inclusion and equality policy for further information).

Safeguarding is a much wider subject than the elements covered within this single policy, therefore this document should be used in conjunction with Little Jungle's other policies and procedures.

This policy works alongside these other specific policies to cover all aspects of child protection:

- Human Trafficking and Modern Slavery
- Prevent Duty
- Domestic Violence, Honour Based Violence (HBV) and Forced Marriages
- Looked After Children

The legislations which are linked to Safeguarding Children are:

- The United Nation Convention rights of the child 1989
- The Children's act 1989 and 2004
- Childcare act 2006
- Safeguarding Vulnerable Groups Act 2006
- Children and Social Work Act 2017
- The Statutory Framework for the Early Years Foundation Stage (EYFS) 2025
- Working together to safeguard children 2026
- Keeping children safe in education 2025
- What to do if you're worried a child is being abused: advice for practitioners (2015)
- Counter-Terrorism and Security Act 2015
- London Safeguarding Children's board 'London Child protection Procedures'

Safeguarding and promoting the welfare of children, in relation to this policy is defined as:

- Protecting children from maltreatment
- Preventing the impairment of children's health or development

- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes.

(Definition taken from the HM Government document 'Working together to safeguard children 2026').

Policy intention

Little Jungle is aware that abuse does occur in our society and we are vigilant in identifying signs of abuse and reporting concerns. Our practitioners have a duty to protect and promote the welfare of children. Due to the many hours of care we are providing, staff may often be the first people to identify that there may be a problem. They may well be the first people in whom children confide information that may suggest abuse or to spot changes in a child's behaviour which may indicate abuse.

Our prime responsibility is the welfare and well-being of each child in our care. As such we believe we have a duty to the children, parents and staff to act quickly and responsibly in any instance that may come to our attention. This includes sharing information with any relevant agencies such as local authority services for children's social care, health professionals or the police. All staff will work with other agencies in the best interest of the child, including as part of a multi-agency team, where needed.

Little Jungle aims to:

- Keep the child at the centre of all we do
- Ensure staff are trained right from induction to understand the child protection and safeguarding policy and procedures, are alert to identify possible signs of abuse (including the signs known as softer signs of abuse), understand what is meant by child protection and are aware of the different ways in which children can be harmed, including by other children through bullying or discriminatory behaviour
- Be aware of the increased vulnerability of children with Special Educational Needs and Disabilities (SEND) and other vulnerable or isolated families and children
- Ensure that all staff feel confident and supported to act in the best interest of the child, share information and seek the help that the child may need
- Ensure that all staff are familiar and updated regularly with child protection training and procedures and kept informed of changes to local/national procedures
- Make any child protection referrals in a timely way, sharing relevant information as necessary in line with procedures set out by the Southwark Local Authority.
- Ensure that information is shared only with those people who need to know in order to protect the child and act in their best interest
- Keep the setting safe online using appropriate filters, checks and safeguards, monitoring access at all times
- Ensure that children are never placed at risk while in the care of Little Jungle staff
- Identify changes in staff behaviour and act on these as per the Staff Behaviour Policy
- Take any appropriate action relating to allegations of serious harm or abuse against any person working with children or working on the Little Jungle premises including reporting such allegations to Ofsted and other relevant authorities
- Ensure parents are fully aware of child protection policies and procedures when they register with Little Jungle and are kept informed of all updates when they occur

- Regularly review and update this policy with staff and parents where appropriate and make sure it complies with any legal requirements and any guidance or procedures issued by the Southwark Local Authority.

Key contacts:

- LADO (Eva Simcock): 0207 525 0689
- Multi-Agency Safeguarding Hub (MASH): 0207 525 1921
- OFSTED: 0300 122 4666 (Complaints) / 0300 123 3155 (Whistle Blowing)
- Duty social worker for Southwark: 020 7525 1921 (020 7525 5000 after 6:30pm)
- Southwark Safeguarding Children Board (SSCB): 020 7525 5181
- NSPCC: 0808 800 500

Types of abuse and particular procedures followed

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by harming them or by failing to act to prevent harm. Children may be abused within a family, institution or community setting by those known to them or a stranger. This could be an adult or adults, another child or children.

What to do if you're worried a child is being abused (advice for practitioners) 2015.

The signs and indicators listed below may not necessarily indicate that a child has been abused but will help us to recognise that something may be wrong, especially if a child shows a number of these symptoms or any of them to a marked degree.

Indicators of child abuse

- Failure to thrive and meet developmental milestones
- Fearful or withdrawn tendencies
- Unexplained injuries to a child or conflicting reports from parents or staff
- Repeated injuries
- Unaddressed illnesses or injuries
- Significant changes to behaviour patterns.

Softer signs of abuse as defined by National Institute for Health and Care Excellence (NICE) include:

- Low self-esteem
- Wetting and soiling
- Recurrent nightmares
- Aggressive behaviour
- Withdrawing communication
- Habitual body rocking
- Indiscriminate contact or affection seeking
- Over-friendliness towards strangers
- Excessive clinginess
- Persistently seeking attention.

Peer on peer abuse
We are aware that peer on peer abuse does take place, so we include children in our policies when we talk about potential abusers. This may take the form of bullying, physically hurting another child, emotional abuse, or sexual abuse. We will report this in the same way as we do for adults abusing children and will take advice from the appropriate bodies on this area.

Physical abuse
Action needs to be taken if staff have reason to believe that there has been a physical injury to a child, including deliberate poisoning, where there is definite knowledge or reasonable suspicion that the injury was inflicted or knowingly not prevented. These symptoms may include bruising or injuries in an area that is not usual for a child, e.g. fleshy parts of the arms and legs, back, wrists, ankles and face.

Many children will have cuts and grazes from normal childhood injuries. These should also be logged and discussed with the Educator Lead or Operations Lead.

Children and babies may be abused physically through shaking or throwing. Other injuries may include burns or scalds. These are not usual childhood injuries and should always be logged and discussed with the Designated Safeguarding Lead (DSL).

Female genital mutilation
This type of physical abuse is practised as a cultural ritual by certain ethnic groups and there is now more awareness of its prevalence in some communities in England including its effect on the child and any other siblings involved. This procedure may be carried out shortly after birth and during childhood as well as adolescence, just before marriage or during a woman's first pregnancy and varies widely according to the community[1]. Symptoms may include bleeding, painful areas, acute urinary retention, urinary infection, wound infection, septicaemia, incontinence, vaginal and pelvic infections with depression and post-traumatic stress disorder as well as physiological concerns. If you have concerns about a child relating to this area, you should contact children's social care team in the same way as other types of physical abuse. There is a mandatory duty to report to police any case where an act of female genital mutilation appears to have been carried out on a girl under the age of 18, we will ensure this is followed in our setting.

Breast Ironing
Breast ironing also known as "breast flattening" is the process where young girls' breasts are ironed, massaged and/or pounded down through the use of hard or heated objects in order for the breasts to disappear or delay the development of the breasts entirely. It is believed that by carrying out this act, young girls will be protected from harassment, rape, abduction and early forced marriage. Although this is unlikely to happen to children in the setting due to their age, we will ensure any signs of this in young adults or older children are followed up using the usual safeguarding referral process.

Fabricated illness
This is also a type of physical abuse. This is where a child is presented with an illness that is fabricated by the adult carer. The carer may seek out unnecessary medical treatment or investigation. The signs may include a carer exaggerating a real illness or symptoms, complete

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1 https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/512906/Multi_Agency_Statutory_Guidance_on_FGM__-_FINAL.pdf

fabrication of symptoms or inducing physical illness, e.g. through poisoning, starvation, inappropriate diet. This may also be presented through false allegations of abuse or encouraging the child to appear disabled or ill to obtain unnecessary treatment or specialist support.

Sexual abuse
Action needs be taken if the staff member has witnessed an occasion(s) where a child indicated sexual activity through words, play, drawing, had an excessive preoccupation with sexual matters or had an inappropriate knowledge of adult sexual behaviour or language. This may include acting out sexual activity on dolls/toys or in the role play area with their peers, drawing pictures that are inappropriate for a child, talking about sexual activities or using sexual language or words. The child may become worried when their clothes are removed, e.g. for nappy changes.

The physical symptoms may include genital trauma, discharge and bruises between the legs or signs of a sexually transmitted disease (STD). Emotional symptoms could include a distinct change in a child's behaviour. They may be withdrawn or overly extroverted and outgoing. They may withdraw away from a particular adult and become distressed if they reach out for them, but they may also be particularly clingy to a potential abuser so all symptoms and signs should be looked at together and assessed as a whole.

If a child starts to talk openly to an adult about abuse, they may be experiencing the procedure below will be followed:

Procedure:

- The adult should reassure the child and listen without interrupting if the child wishes to talk
- The observed instances will be detailed in a confidential report
- The observed instances will be reported to a DSL
- The matter will be referred to the local authority children's social care team (see reporting procedures).

Child sexual exploitation (CSE)
Working Together to Safeguard Children defines CSE as "…a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology."

We will be aware of the possibility of CSE and the signs and symptoms this may manifest as. If we have concerns, we will follow the same procedures as for other concerns and we will record and refer as appropriate.

Emotional abuse
Action should be taken if the staff member has reason to believe that there is a severe, adverse effect on the behaviour and emotional development of a child, caused by persistent or severe ill treatment or rejection.

This may include extremes of discipline where a child is shouted at or put down on a consistent basis, lack of emotional attachment by a parent, or it may include parents or carers placing inappropriate age or developmental expectations upon them. Emotional abuse may also be

imposed through the child witnessing domestic abuse and alcohol and drug misuse by adults caring for them.

The child is likely to show extremes of emotion with this type of abuse. This may include shying away from an adult who is abusing them, becoming withdrawn, aggressive or clingy in order to receive their love and attention. This type of abuse is harder to identify as the child is not likely to show any physical signs.

Neglect
Action should be taken if the staff member has reason to believe that there has been any type of neglect of a child (for example, by exposure to any kind of danger, including cold, starvation or failure to seek medical treatment, when required, on behalf of the child), which results in serious impairment of the child's health or development, including failure to thrive.

Signs may include a child persistently arriving at Little Jungle unwashed or unkempt, wearing clothes that are too small (especially shoes that may restrict the child's growth or hurt them), arriving at Little Jungle in the same nappy they went home in or a child having an illness or identified special educational need or disability that is not being addressed by the parent. A child may also be persistently hungry if a parent is withholding food or not providing enough for a child's needs.

Neglect may also be shown through emotional signs, e.g. a child may not be receiving the attention they need at home and may crave love and support at Little Jungle. They may be clingy and emotional. In addition, neglect may occur through pregnancy as a result of maternal substance abuse.

Domestic Abuse / Honour Based Violence / Forced Marriages
We look at these areas as a child protection concern. Please refer to the separate policy for further details on this.

Reporting Procedures
All staff have a responsibility to report safeguarding concerns and suspicions of abuse. These concerns will be discussed with the designated safeguarding lead (DSL) as soon as possible.

- Staff will report their concerns to a DSL
- Any signs of marks/injuries to a child or information a child has given will be recorded and stored securely
- If appropriate, the incident will be discussed with the parent/carer, such discussions will be recorded and the parent will have access to these records on request
- If there are queries/concerns regarding the injury/information given then the following procedures will take place:

The designated safeguarding lead (DSL) will:

- Contact the local authority children's social care team to report concerns and seek advice (if it is believed a child is in immediate danger, we will contact the police)
- Notify Ofsted where the concern is one that the EYFS requires us to report — namely any allegation of serious harm or abuse committed by a person living, working or looking after children at the premises (whether the alleged incident took place at the setting or elsewhere), and any serious accident, illness or injury to, or the death of, a child in our care — together with the action taken. Such notifications are made as soon as reasonably practicable and in any event within 14 days of the allegation being made or the incident occurring. Where an

allegation is made against a member of staff, we will also notify the Local Authority Designated Officer (LADO)
- Record the information and action taken relating to the concern raised
- Speak to the parents (unless advised not do so by LA children's social care team)
- The designated safeguarding lead will follow up with the Local Authority children's social care team if they have not contacted the setting within the timeframe set out in Working Together to Safeguard Children 2026. We will never assume that action has been taken.

Keeping children safe is our highest priority and if, for whatever reason, staff do not feel able to report concerns to the DSL or deputy DSL they should call the Local Authority children's social care team or the NSPCC and report their concerns anonymously.

These contact numbers are displayed at the top of this policy (ref. Key Contacts)

Recording Suspicions of Abuse and Disclosures
Staff should make an objective record of any observation or disclosure, supported by a designated safeguarding lead (DSL). This record should include:
- Child's name
- Child's address
- Age of the child and date of birth
- Date and time of the observation or the disclosure
- Exact words spoken by the child
- Exact position and type of any injuries or marks seen
- Exact observation of any incident including any concern was reported, with date and time; and the names of any other person present at the time
- Any discussion held with the parent(s) (where deemed appropriate).

These records should be signed by the person reporting this and the DSL or other Responsible Persons as listed on the form (Educator Lead/ Operations Lead/ Director), dated and kept in a separate confidential file.

If a child starts to talk to an adult about potential abuse, it is important not to promise the child complete confidentiality. This promise cannot be kept. It is vital that the child is allowed to talk openly and disclosure is not forced or words put into the child's mouth. As soon as possible after the disclosure details must be logged accurately.

It may be thought necessary that through discussion with all concerned the matter needs to be raised with the local authority children's social care team and Ofsted. Staff involved may be asked to supply details of any information/concerns they have with regard to a child. Little Jungle expects all members of staff to co-operate with the local authority children's social care, police, and Ofsted in any way necessary to ensure the safety of the children.

Staff must not make any comments either publicly or in private about the supposed or actual behaviour of a parent or member of staff.

Informing parents
Parents are normally the first point of contact. If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance of the local authority children's social care team/police does not allow this. This will usually be the case where the parent

or family member is the likely abuser or where a child may be endangered by this disclosure. In these cases, the investigating officers will inform parents.

Confidentiality
All suspicions, enquiries and external investigations are kept confidential and shared only with those who need to know. Any information is shared in line with guidance from the local authority.

Support to families
Little Jungle takes every step in its power to build up trusting and supportive relations among families, staff, students and volunteers within the setting.

Little Jungle continues to welcome the child and the family whilst enquiries are being made in relation to abuse in the home situation. Parents and families will be treated with respect in a non-judgmental manner whilst any external investigations are carried out in the best interest of the child.

Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child, only if appropriate in line with guidance of the local authority with the proviso that the care and safety of the child is paramount. We will do all in our power to support and work with the child's family.

Allegations against adults working or volunteering with children
If an allegation is made against a member of staff, student or volunteer or any other person who lives or works on the setting premises regardless of whether the allegation relates to the Little Jungle premises or elsewhere, we will follow the procedure below.

The allegation should be reported to the DSL on duty. If this person is the subject of the allegation, then this should be reported to the Director instead.

The Local Authority Designated Officer (LADO) and Ofsted will then be informed immediately in order for this to be investigated by the appropriate bodies promptly:

- The LADO will be informed immediately for advice and guidance
- If as an individual you feel this will not be taken seriously or are worried about the allegation getting back to the person in question then it is your duty to inform the LADO yourself directly
- A full investigation will be carried out by the appropriate professionals (LADO, Ofsted) to determine how this will be handled
- Little Jungle will follow all instructions from the LADO and Ofsted and ask all staff members to do the same and co-operate where required
- Support will be provided to all those involved in an allegation throughout the external investigation in line with LADO support and advice
- Little Jungle reserves the right to suspend any member of staff during an investigation
- All enquiries/external investigations/interviews will be documented and kept in a locked file for access by the relevant authorities
- Unfounded allegations will result in all rights being reinstated
- Founded allegations will be passed on to the relevant organisations including the local authority children's social care team and where an offence is believed to have been committed, the police, and will result in the termination of employment. Ofsted will be notified immediately of this decision. Little Jungle will also notify the Disclosure and Barring Service (DBS) to ensure their records are updated

- All records will be kept until the person reaches normal retirement age or for 21 years and 3 months years if that is longer. This will ensure accurate information is available for references and future DBS checks and avoids any unnecessary reinvestigation
- Little Jungle retains the right to dismiss any member of staff in connection with founded allegations following an inquiry

Monitoring children's attendance
As part of our requirements under the statutory framework and guidance documents we are required to monitor children's attendance patterns to ensure they are consistent and no cause for concern.

Parents should inform Little Jungle prior to their children taking holidays or days off, and all sickness should be called into the setting on the day so the Little Jungle team are able to account for a child's absence.

If a child has not arrived at Little Jungle within one hour of their normal start time the parents will be called to ensure the child is safe and healthy. If the parents are not contactable then the further emergency contacts will be used to ensure all parties are safe.

Where a child is part of a child protection plan, or during a referral process, any absences will immediately be reported to the local authority children's social care team to ensure the child remains safeguarded.

This should not stop parents taking precious time with their children but enables children's attendance to be logged so we know the child is safe.

Looked after children
As part of our safeguarding practice, we will ensure our staff are aware of how to keep looked after children safe. In order to do this, we ask that we are informed of:

- The legal status of the child (e.g., whether the child is being looked after under voluntary arrangements with consent of parents or on an interim or full care order)
- Contact arrangements for the biological parents (or those with parental responsibility)
- The child's care arrangements and the levels of authority delegated to the carer by the authority looking after him/her
- The details of the child's social worker and any other support agencies involved
- Any child protection plan or care plan in place for the child in question.

Please refer to the 'Looked After Children' policy for further details.

Staffing and volunteering
Our policy is to provide a secure and safe environment for all children. We only allow an adult who is employed by Little Jungle to care for children and who has an enhanced clearance from the Disclosure and Barring Service (DBS) to be left alone with children. We will obtain enhanced criminal records checks (DBS) for all volunteers and do not allow any volunteers to be unsupervised with children.

All staff will attend child protection training and receive initial basic child protection training during their induction period. This will include the procedures for spotting signs and behaviours of abuse and abusers/potential abusers, recording and reporting concerns and creating a safe and secure

environment for the children in Little Jungle. During induction staff will be given contact details for the LADO (local authority designated officer), the local authority children's social care team and Ofsted to enable them to report any safeguarding concerns, independently, if they feel it necessary to do so.

We have a named person within Little Jungle who take lead responsibility for safeguarding and co-ordinate child protection and welfare issues, known as the Designated Safeguarding Lead (DSL), there is always at least one designated person (or Deputy) on duty during all opening hours of the setting.

Although, we have one Designated Lead for safeguarding, for best practice and to ensure cover at all times, we have two Designated Deputy Leads in place. This enables safeguarding to stay high on our priorities at all times. There will always be at least one Designated Lead or Deputy Lead on duty at all times our provision is open. This will ensure that prompt action can be taken if concerns are raised.

The Designated Safeguarding Lead (DSL) at Little Jungle is:

- Caroline El-Semman, Director

The Designated Safeguarding Lead Deputies (DSLD) at Little Jungle are:

- Juliana Fragoso, Lead Educator
- Vanessa Silva, Lead Educator

Staffing resources

- We provide adequate and appropriate staffing resources to meet the needs of all children
- Applicants for posts within the setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974. Candidates are informed of the need to carry out checks before posts can be confirmed. Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information
- We give staff members, volunteers and students regular opportunities to declare changes that may affect their suitability to care for the children. This includes information about their health, medication or about whether they have been given orders relating to the care of children
- This information is also stated within every member of staff's contract
- We request DBS checks on a three-yearly basis/or we use the DBS update service (with staff consent) to re-check staff's criminal history and suitability to work with children
- We abide by the requirements of the EYFS and any Ofsted guidance in respect to obtaining references and suitability checks for staff, students and volunteers, to ensure that all staff, students and volunteers working in the setting are suitable to do so
- We ensure we receive at least one written reference BEFORE a new member of staff commences employment with us
- All students will have enhanced DBS checks conducted on them before their placement starts
- Volunteers, including students, do not work unsupervised
- We abide by the requirements of the Safeguarding Vulnerable Groups Act 2006 and the Childcare Act 2006 in respect of any person who is disqualified from providing childcare, is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of child protection concern

- We have procedures for recording the details of visitors to the setting and take security steps to ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children
- All visitors/contractors will be supervised whilst on the premises, especially when in the areas the children use
- As a staff team we will be fully aware of how to safeguard the whole setting environment and be aware of potential dangers on the setting boundaries such as drones or strangers lingering. We will ensure the children remain safe at all times
- The staff Code of Conduct sits alongside this policy (See Employee Handbook) to enable us to monitor changes in behaviours that may cause concern. All staff sign up to this policy too to ensure any changes are reported to management, so we are able to support the individual staff member and ensure the safety and care of the children is not compromised
- All staff have access to and comply with the whistleblowing policy which will enable them to share any concerns that may arise about their colleagues in an appropriate manner
- Signs of inappropriate staff behaviour may include inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images. This is not an exhaustive list, any changes in behaviour must be reported and acted upon immediately
- All staff will receive regular Growth& Development reviews (every six to twelve months) where opportunities will be made available to discuss any issues relating to individual children, child protection training and any needs for further support
- We use peer on peer (360 feedback) and Line Manager observations to ensure that the care we provide for children is at the highest level and any areas for staff development are quickly highlighted. Peer observations allow us to share constructive feedback, develop practice and build trust so that staff are able to share any concerns they may have. Any concerns are raised with the designated lead and dealt with in an appropriate and timely manner
- The deployment of staff within the setting allows for constant performance management and support.

Staff Safeguarding training

The DSL and DSL Deputies will receive comprehensive training at least every two years and update their knowledge on an ongoing basis, but at least once a year.

The DSL liaises with the local authority children's social care team, undertakes specific training, including a child protection training course, and receives regular updates to developments within this field. They in turn support the ongoing development and knowledge update of all staff on the team

All other Little Jungle staff members, including students and volunteers, whether working directly or indirectly with children, receive comprehensive training upon joining and at least every two years thereafter to refresh and update their knowledge.

Safeguarding training for DSL is always sourced from an accredited provider. Their training informs the safeguarding training designed in house and provided to the rest of the team and includes a test, as well as case scenarios to assess participant understanding of processes and subtleties that may impact those processes. Where the answers to these tests reflect a poor understanding of our Safeguarding responsibilities and the processes to follow, the DSL will review a participant's understanding through 1-2-1 discussion, reflection and coaching.

Employees, students or volunteers of Little Jungle or any other person living or working on the Little Jungle premises
We have a staff Code of Conduct in place that supports us to monitor staff and changes in their character. Staff are aware of the need to disclose changes to circumstance and use the whistle blowing policy where required.

We also operate a Phones and Mobiles Phones and Social Networking policy which state how we will keep children safe from these devices whilst at Little Jungle.

Extremism – the Prevent Duty
Under the Counter-Terrorism and Security Act 2015 we have a duty to refer any concerns of extremism to the police (In Prevent priority areas the local authority will have a Prevent lead who can also provide support).

This may be a cause for concern relating to a change in behaviour of a child or family member, comments causing concern made to a member of the team (or other persons in the setting) or actions that lead staff to be worried about the safety of a child in their care. We have a Prevent Duty policy in place. Please refer to this for specific details.

Human Trafficking and Slavery
Please refer to our Human Trafficking and Slavery policy for detail on how we keep children safe in this area.

Little Jungle has a clear commitment to protecting children and promoting welfare. Should anyone believe that this policy is not being upheld, it is their duty to report the matter to the attention of the DSL/Director at the earliest opportunity.

Little Jungle's policy on safeguarding children is one part of Little Jungle's policies on securing the safety and well-being of children. Other aspects of their welfare are covered by the following policies:

- Health & Safety
- Security of the premises
- Visitors
- Release of children
- Lost children
- Late and uncollected children
- Trips and outings

This policy on Safeguarding children needs to be seen alongside these and other operational rules and procedures, as well as Little Jungle's policies on equal opportunities, whistle blowing, special rights, confidentiality and complaints.

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SAFEGUARDING CHILDREN ONLINE POLICY

There may be times when Little Jungle staff will interact with attending Little Jungle children via digital means (e.g. video calls), for example when children are self-isolating at home, due to a pandemic. Our normal safeguarding policy and procedures apply, but these are appended by the following for any such interaction:

1. Staff must only use school online accounts (e.g., for Skype or Zoom calls) for online sessions. These sessions must be scheduled in advance by emailing the details to the parents of the child(ren). Parents should reply to the invitation to confirm attendance.
2. Children attending an online session must be accompanied by parents on any online session (or a responsible person over the age of 16).
3. Staff will take a register of all children attending an online session.
4. Parents should be aware of the children's clothing and background.
5. Sessions will only be run at normal operating Little Jungle operating hours.
6. There should be no one-to-one sessions between staff and children, without the parent (or responsible person over the age of 16) present.
7. If staff members are calling parents mobile phone or landline numbers should be blocked to avoid sharing of personal information.
8. Parents and staff members should not contact each other during Little Jungle operating hours via messaging platforms (WhatsApp) or text message / SMS.

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SETTLING-IN POLICY

Starting somewhere new for the first time can be a significant adjustment for young children. At Little Jungle, we recognise what an emotional time this can be - for children and for the adults who love them.

We want every child's introduction to our setting to feel as warm and unhurried as possible. Once a place has been offered, we invite families to visit before their child's official start date - a chance to begin getting to know the people, the spaces, and the rhythms of Little Jungle life. It's also an opportunity for families to find their own rhythm: the route, the timing, the small rituals that make a morning feel manageable.

A child who feels anxious or unsettled cannot fully explore or learn - and we know that settling in well is something parents and educators do together. Some children take a little longer than others, and that is entirely to be expected. In our experience, with time, patience, and the right support, every child finds their feet.

To help with the separation process, we encourage parents to stay for a little while at first, and then begin leaving for short periods. The more a child experiences the rhythm of the day - and sees their parent at ease with the people and the place - the more naturally their own confidence grows.

For our recommended programme for introducing children to life at Little Jungle, please refer to the Settling-In Procedures document.

We understand how much it matters to families that their child feels truly settled. If at any point we have any concerns about how a child is doing, we will always be in touch - we will never leave a parent wondering.

In the rare and unlikely event that a child is unable to settle at Little Jungle, the Lead Educator and Admissions & Transitions Officer will meet with the family to review the situation together and discuss the best path forward. In such cases, the option to end the placement may be considered, at the discretion of the Leadership team.

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SETTLING-IN PROCEDURES

Our settling-in process begins in the week before your child starts. During this time, your child's Key Person will carefully review all the information you've shared, so they arrive on your child's first day already knowing them - their routines, their preferences, what brings them comfort.

In the weeks before the start date, families also receive a wealth of information about life at Little Jungle, and are warmly encouraged to get in touch with any questions at any time.

The second part of settling-in is our Stay and Play sessions: three consecutive mornings (usually 9:30 to 11:00) in the week before your child's first day, attended alongside other families joining that week. This is a chance for parents to get to know their child's emerging peer group, their Key Person, and the wider team. For children, who learn so powerfully through social experience, it's also an opportunity to begin forming relationships and absorbing the culture of the school - with the reassurance of a parent close by.

As your child grows more comfortable, they'll naturally begin to venture out - exploring the space, joining in with activities - while you move gently around the room. Your confidence in the environment becomes its own reassurance to them: they watch you, and they learn that this is a safe and familiar place.

For their first full day with us, we encourage parents to say goodbye in a warm and loving, but swift and confident way - this helps your child build trust that Little Jungle is a safe and happy place, and that you will always return.

You are always welcome to call us during the day - and we will always reach out to you if your child needs you. We recommend keeping the first few days shorter where possible, though we suggest avoiding pick-ups before 16:00 where you can, as the end of the day has its own gentle rhythm that children benefit from sharing.

If your child has a comforter - a favourite toy, a blanket, something from home - please do bring it. Familiar objects can make a real difference in those early days.

Every child is different, and there are no fixed rules for how settling-in should look. Some children have experienced other settings; for others, this may be their first time apart from their parents or carers. If your child needs a little longer, we will always find a way - whether that means adjusting the timing, or building their day around a moment they love, like circle time, garden time, or a favourite activity.

A few other things worth knowing:

- Please discuss the specific arrangements for your child's settling-in week with our Admissions & Transitions Officer before their start date.
- If your child's Key Person is unavailable at any point during settling-in, a familiar alternative will step in, and a plan will always be in place to ensure consistency and care.
- We encourage you to talk with your child about their time at Little Jungle - sharing in their day and offering gentle reassurance before the next morning can make a real difference.
- At Little Jungle, we know that a child can only truly explore and learn when they feel safe, seen, and settled. Everything in this process is designed with that in mind - for your child, and for you.

The settling-in period typically lasts around six weeks. After this time, your child's Key Person will write a settling-in report and baseline assessment, so that we can fully understand and support where they are in their development.

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SIGNING CHILDREN IN AND OUT SAFELY PROCEDURE

All children visiting Little Jungle on a booked session basis will remain under the supervisory responsibility of their parents until those children have been 'signed in'. Once 'signed in', children remain under the supervisory responsibility of Little Jungle staff until they are once again 'signed out' by a member of staff.

In this case, 'signed in' is defined as the moment a parent has said goodbye to their child and 'signed out' is defined as the moment a parent makes contact with their child.

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SLEEP POLICY

Little Jungle identifies the importance of offering children a quiet area where they may relax and have a sleep during the day. After lunch, mats and blankets will be provided for older children who wish to nap.

In the case of younger children, we will endeavour to follow a child's timetable by implementing the routine they have at home and allocating them their own personal mat, in a separate sleeping area/room, which they can access whenever they need to sleep.

- The children will always be supervised during their sleep time and staff members will conduct physical checks on them to ensure they are breathing normally and are not hot or cold.
- The room temperature will be maintained at 18-20 C steadily throughout the day.
- Outdoor clothing (shoes / coats) and bibs will be removed so that children are comfortable.
- Children will be encouraged to snuggle with their comfort objects from home. Staff members will ensure that they are kept away from their faces during their sleep time.
- We do not allow the use of bottles and beakers during sleep time, due to health risks.
- An individual child sleep requirements sheet will be displayed in each sleeping area.
- Sleep times are recorded using our online Care Diary in the Famly app, available for parents' information.
- Bedding is changed weekly for full time children and on the last day of weekly attendance of part time children, or more regularly, where required.

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SMOKING AND VAPING POLICY

At Little Jungle we want our setting to be a healthy place for children, families and staff members. Young children, and babies in particular, are especially vulnerable to the effects of smoke and second-hand smoke. This policy sets out where smoking and vaping is not permitted, so that everyone in our community knows what is expected.

This policy applies to everyone who works at or visits Little Jungle, including staff members, students, volunteers, agency staff, contractors, parents/ carers and visitors.

In this policy, 'smoking' includes cigarettes, rolled tobacco, cigars, pipes, shisha, herbal smoking products and heated tobacco. 'Vaping' includes e-cigarettes and all other vaping devices, whether or not they contain nicotine. Vaping is treated in exactly the same way as smoking throughout this policy.

Our legal requirements:

- Smoking is not permitted in any enclosed workplace (Health Act 2006).
- The EYFS statutory framework requires that smoking is not permitted in or on the premises when children are present or about to be present.
- The Tobacco and Vapes Act 2026 gives the government powers to extend smoke-free and vape-free rules to some outdoor places, including areas used by children. Little Jungle will update this policy should new rules come into force.

Where smoking and vaping is not permitted:

Smoking and vaping is not permitted at any time:

- anywhere inside the building, including the office, staff room and toilets
- in the garden, outdoor play areas or any outdoor space used by the children
- at or near the entrance, gates or pavement directly outside the building, where children and families arrive and leave
- anywhere children or families can see, including from windows
- on outings, trips, walks or any activity with children, including when travelling to and from them. This includes parents/ carers who join us on outings
- in any vehicle used for Little Jungle business

Parents/ carers and visitors:

We ask parents/ carers and visitors not to smoke or vape on the premises, at the gates or on the pavement directly outside the setting, particularly at drop off and pick up times. Staff members may politely remind anyone of this policy. Where someone continues to smoke or vape in these areas, staff members will inform the Directors.

The Smoking and Vaping Procedure that follows sets out how this policy applies to Little Jungle staff members.

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SMOKING AND VAPING PROCEDURE

This procedure applies to all staff members, students, volunteers and agency staff working at Little Jungle, and should be read alongside the Smoking and Vaping Policy.

Breaks:

- Staff members may only smoke or vape during their normal break entitlement. Smoke breaks are not in addition to contracted breaks, and there is no legal entitlement to extra breaks for smoking.
- Split breaks, to allow for short smoke breaks across the day, may be agreed in advance with the Line Manager. Any time taken will count towards the staff member's total contracted break time.
- Staff members must inform their Line Manager or the office before leaving and on their return, ensuring ratios are maintained and responsibilities are handed over, whether working with children or not.
- Line Managers may ask staff members to delay a break if the setting requires support at that time.

Where to go:

Staff members who choose to smoke or vape during their break should go away from the building and out of sight of the entrance and garden, showing respect and consideration for our neighbours.

Before returning to work:

Young children, and babies in particular, are sensitive to smoke on skin, hair and clothing. Before returning to work, staff members who have smoked or vaped must:

- wash their hands thoroughly with soap and water. Hand gel is not a substitute, as it does not remove nicotine and smoke residue from the skin
- remove or cover any outer layer of clothing that smells of smoke
- ensure they do not smell strongly of smoke before holding, feeding or comforting children, or handling food

Representing Little Jungle:

Staff members should not smoke or vape while wearing Little Jungle clothing, lanyards or anything that identifies them as part of our team, in any place where they can be seen by children or families. This includes the local streets around the setting.

Support to stop smoking:

We recognise that stopping smoking is hard. Any staff member who would like support can speak to the Directors in confidence. Free help is available through the NHS Better Health quit smoking service, local stop smoking services, GPs and pharmacies. Where the rota allows, we will try to offer reasonable flexibility for stop smoking appointments.

Failure to follow this procedure:

Any concerns will usually be addressed first through an informal conversation with the Line Manager. Repeated or serious breaches, including taking extended breaks or smoking or vaping where children can see, may result in disciplinary action and may lead to termination of employment.

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SOCIAL NETWORKING POLICY

Social media is a large part of the world we live in and as such at Little Jungle we need to make sure we protect our children by having procedures in place for safe use.

We use social media, and in order to safeguard children we will:

- Never post identifiable pictures or information regarding a child on social media.
- Monitor comments on all posts and address any concerns immediately.

Staff use of social media:

We require our staff to be responsible and professional in their use of social networking sites in relation to any connection to the Little Jungle, Little Jungle staff, parents or children. When using social networking sites staff must:

- Not name the setting they work at
- Not make comments relating to their work or post pictures of them at work
- Not send private messages to any parents/ children's family members
- If a parent asks questions relating to work via social networking sites, then staff should reply asking them to contact Little Jungle directly
- Report any concerning comments or questions from parents to the Safeguarding Lead
- Follow the Employee Code of Conduct.
- Not post anything that could be construed to have any impact on Little Jungle's reputation or relate to Little Jungle or any children attending the setting in any way

If any of the above points are not followed then the member of staff involved may face disciplinary action, which could result in dismissal.

Parents and visitors' use of social networking

We promote the safety and welfare of all staff and children and therefore ask parents and visitors not to post, publicly or privately, information about any child on social media sites such as Facebook, Instagram, Twitter etc. We ask all parents and visitors to follow this policy to ensure that information about children, images and information do not fall into the wrong hands.

We ask parents not to:

- Send friend requests to any member of Little Jungle staff
- Screen shot or share any posts or pictures from the setting on social media platforms
- Post any photographs to social media that have been supplied by Little Jungle with other children in them (e.g. photographs from an activity at Little Jungle)

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SPECIFIC MEDICAL EMERGENCIES PROCEDURES

Some children may have specific conditions, which may necessitate emergency treatment, for example:

- Children with severe allergies, Children with epilepsy or Children with diabetes

An individual care plan must be available for each child (See 'Health Care Plans' policy).

Staff should check expiry dates on all emergency drugs on a monthly basis and this should also be recorded.

Staff must have specific training in dealing with specific medical emergencies relevant to the child/ren in their care and this should be done in conjunction with the Parents /Carers and relevant professionals.

Medication will never be given without the prior written request of the parent/carer and a written and signed instruction from the child's GP, including frequency, dosage; any potential side effects and any other pertinent information (see Administering Medication Consent Form).

A qualified member of staff will be assigned to administer medication for each individual child concerned. They will also be responsible for ensuring that:

- Prior consent is arranged.
- All necessary details are recorded.
- That the medication is properly labelled and safely stored during session.
- The label on the medication corresponds with completed information on the Administration of Medication Consent Form.
- If reaction occurs, this is recorded in the illness form. The child's parents and G.P. should be contacted straight away.
- Another member of staff acts as a witness to ensure that the correct dosage is given.
- Parents/carers sign in the Medication Record folder to acknowledge that the medication has been given.

If for any reason a child refuses to take their medication, staff will not attempt to force them to do so against their wishes. If and when such a situation occurs, the Key Person and the child's parent/carer will be notified, and the incident will be noted on the Medication Form.

Staff will not administer 'over the counter' medication, only that prescribed by the child's GP. If there is any change in the type of medication – whether regarding dosage or other changes to the information given on the Administering Medication Consent Form – a new form must be completed.

A new medication form must be completed daily even if the child is having a course of medication, which will last for some days. Full details of all medication administered along with all 'Administering medication consent forms', will be recorded and stored in the 'Medication record folder' kept in the office.

Note: This policy may be read in line with our policies on 'Nappy Cream' and 'Sun Cream'

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STAFF RETENTION POLICY

At Little Jungle, we invest a lot of time, effort and money in recruiting and developing our staff, to ensure that your child is cared for and developed to their full potential. And we understand that parents may come to see them as an extension of their family. To help us protect the integrity of our staff, we are obliged to inform you that our terms of employment prohibit them from soliciting or transacting business* with any client of Little Jungle during or after their employment with Little Jungle. Any attempts from clients to entice staff to breach their contract may be subject to exclusion from Little Jungle and/ or legal action.

(*this excludes out-of-hours babysitting work)

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STAFF TRAINING AND DEVELOPMENT POLICY

All categories of staff (including volunteers) will receive an induction from members of the Leadership Team. Staff are required to undertake certain training which is conceded necessary to the efficient operation of the service, and such training will be given with the minimum of delay.

Such training may take place during the week or on weekends, depending on the training required and availability of training providers. All staff will always be given plenty of notice to attend such training and will be paid for their time.

Where training costs represent a substantial investment by Little Jungle, staff associated to that training may be asked to sign a training cost form, asking them to commit to a certain length of employment following the investment, or to repay the cost of the training, pro-rata to the time of length elapsed since the investment was made.

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STAFF BENEFITS (ADDITIONAL STAFF BENEFITS)

Once a staff member has passed their probation period at Little Jungle the following additional benefits will apply:

Support staff members to purchase a bicycle supporting them in their commute to work:

If a staff member would like to buy a bicycle to enable them to cycle to work, they will be able to apply for this by submitting the Little Jungle Bicycle for Work Application Form. If this form is approved, a payment of up to £150, or up to the value of the bicycle (if less than £150) will be made to the staff member's bank account. Only one Little Jungle Bicycle for Work Application Form can be submitted for any one staff member, and the bicycle should be used as the primary way of commuting to and from work. The bicycle remains the ownership of the staff member. If the staff member leaves the company within 6 months of receiving the payment, then this will be deducted from their last payroll payment or must be re-imbursed by the staff member. This benefit cannot be used to purchase accessories (helmets, bike chains), cannot be transferred or used for any other purpose (e.g. buying an electric scooter, roller skates etc).

Long service bonus scheme:

All Little Jungle staff members are eligible for the following long service bonus scheme. The bonus will be paid in the year of the anniversary of their long service, with additional annual leave entitlements being added in that same month.

Over 5 years' service: £500 bonus payment + 2 additional annual leave days from that point onwards (pro-rata for the year). These two additional days will be added to your annual total leave entitlement each preceding year.

Over 7 years' service: £700 bonus payment + 2 additional annual leave days from that point onwards (pro-rata for the year). These two additional days will be added to your annual total leave entitlement each preceding year.

Over 10 years' service: £2,500 bonus payment + 2 additional annual leave days from that point onwards (pro-rata for the year). These two additional days will be added to your annual total leave entitlement each preceding year.

Over 15 years' service: 2 additional days of annual leave days from that point onwards (pro-rata for the year). These two additional days will be added to your annual total leave entitlement each preceding year.

Annual Clothing Allowance:

Each year all staff members employed (and who have passed their probation period) at that point will receive a gift card to support with clothing costs. The value of this gift card will always be the same for all staff but may vary year on year.

Xmas and Summer Closure Days:

Each staff member will receive full pay for the days Little Jungle is closed, and for which they are contracted to work) during the Xmas period and over the summer closure period (usually the last week of July or first week of August). These periods of time (unless they fall on a public holiday) will

not be treated as annual leave, but as additional to a staff members contracted annual leave balance.

Both of these periods (Xmas and Summer Closure) do not represent a monetary value and cannot be accumulated nor paid out (e.g. if someone is leaving).

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SUN PROTECTION & SUN SCREEN POLICY

At Little Jungle we encourage the use of the outdoors in our daily curriculum. For this reason, we acknowledge and stress the importance of sun protection to ensure our staff and children enjoy the sun safely. On sunny days, we will work with staff and parents to achieve this through:

- Encouraging children to sit/play in the shade where it is available.
- Ensuring that children spend more time playing outside before 11am and after 3pm and less time outside over lunch.
- Ensuring that children wear hats that cover the ears, face and neck especially between 11am and 3pm.

Sunscreen:
To simplify our operations and ensure the highest level of sun safety to the children in our care, Little Jungle will provide its own Factor 50+ Suncream, for sensitive skin. The cost of this has been factored into each child's monthly fee.

Should a child need a more dermatologically sensitive product, parents are asked to bring in their own product. We regret that no deduction in fee will be made for this.

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SUPPORTING CHILDREN TO LEARN TO USE THE TOILET POLICY

At Little Jungle, we believe whole-heartedly in children's capabilities. Children are curious, competent learners, able to make connections, from which they build their own understanding and learning.

Our role is to observe and listen; to tune in to the way they communicate and support their learning through encouragement and praise and by providing them with opportunities to make those connections. Helping children to move from nappies to self-sufficiently using the toilet is no exception. And although it is a very natural process, it can be achieved in a very short and 'painless' (for parents!) way.

Our approach demands respect for the child and trust that he can do it. For this reason, we do not like using the phrase 'toilet training', which carries connotations of training an animal. Instead, we refer to "helping your child to learn to use the toilet". It is all about the process of learning; a process we are enabling and supporting, but which the child owns.

When a child starts to show signs that they are becoming aware of their bodily functions and is able to express his needs (the most important signs of readiness to learn to use the toilet), we will arrange a convenient time to meet with the parent/s and discuss their plans on toileting their child.

It is unusual for a child to be ready to be use the toilet much before their second birthday and for some children it can be a lot later. Parents should not be concerned if their child shows no signs of being ready. Also, some children take to using the toilet overnight; for some it is a longer process. Consistency is key.

However, to give your child the best chance of succeeding in their transition to using the toilet effectively, it is very important that we work together to support them. For this reason, we ask that we discuss the process together

For this reason, we have developed a separate guide to help parents support their child's learning process for using the toilet over 3 days. It is also important to note that once a child has transitioned from nappies to underwear, this should be kept consistent, and children should not be put back into nappies, which could risk confusing the child with different messages. Staff will provide parents with daily feedback on how they are progressing with the learning process. They are experienced in helping parents decide if their child is ready to learn to use the toilet, so please do not hesitate to ask for advice or support.

The toilets at the setting are small children's toilets so we do not use potties unless specifically requested by parents who must then provide one for their child to use.

Good hygiene practices are always followed at the setting and the children are shown how to use the toilet and how to wash their hands each time they use the toilet. Accidents will be dealt with calmly, sympathetically and in a way that does not make the child feel they have done anything wrong.

Next Review: July 2027

SWINE FLU POLICY

Our priority at Little Jungle is to co-operate with the authorities in helping to prevent the spread of Swine Flu (or any other infectious disease).

In the event of a child, staff member or a member of their immediate family becoming ill with Swine Flu, Little Jungle will work with the Health Protection Agency to minimise risk to children and staff.

Little Jungle will close if advised to do so by the HPA. We will seek advice from the local authority and the HPA regarding re-opening. We will keep parents and staff informed via telephone and email as the situation progresses.

Next Review: July 2027

SWINE FLU PROCEDURE

It is important for all parents and carers to be aware of the following procedures:
If Parents suspect that they or their child or any member of their immediate family may be showing any flu like symptoms, we would advise them to seek medical advice prior to coming into the setting. We also ask that they telephone the setting on **020 7277 7171** to advise us of the situation and likewise keep us informed of any further developments.

In the event that one or more cases are confirmed/ suspected at our setting:

First case of Swine flu within Little Jungle

- All parents will receive a letter that a case is suspected at the setting, and a notice will be placed on all rooms' notice boards.

Further cases confirmed/suspected

- All parents will be notified again and a notice will be on the notice boards.

- We will continue our current exclusion procedure for infection control i.e. children or staff showing symptoms will be excluded, in the same manner that we would exclude for any other virus e.g. chicken pox. The exclusion time would be the duration of the course of medication, which is usually 10 days.

- Where a case is confirmed for a parent, they will be unable to drop off or pick up their child/children whilst on the course of medication, which is usually 5 days. If the child is not showing any symptoms, they will still be able to attend the setting if brought in by a well relative or friend, unless the **HPA** excludes them.

- We would like to reassure parents that the continued wellbeing of all of our children is of paramount importance to us. Our hygiene standards are already very high and one of our top priorities for minimising any risks of cross-contamination. We now have put in place the following extra hygiene precautions at the setting:

    - We have installed sanitizing anti-bacterial hand foam at the entrance of the setting. We request for anyone entering the setting to make full use of it. We ask Parents to be responsible for their child using the foam at drop off times before they are handed over to our staff.

    - Staff will sanitise work surfaces, door handles, toilet handles, taps... etc. a minimum of twice per day.

    - We will continue to communicate with you regularly with any further changes to procedures.

    - We ask parents to communicate with us any incidence of direct or indirect contact with suspected / confirmed cases of swine flu. In this manner we will have the very best possible chance of keeping the setting open.

Swine Flu Symptoms

The symptoms of swine flu are broadly the same as those of ordinary flu, but may be more severe and cause more serious complications.

Typical symptoms are:

- Sudden fever (a high body temperature of over 38C or 100.4F)
- Sudden cough

Other Symptoms May Include:

- Headache
- Tiredness
- Chills
- Aching muscles
- Limb or joint pain
- Diarrhoea or Stomach upset
- Sore Throat
- Runny Nose
- Sneezing
- Loss of Appetite

Useful Contact Details

National Swine Flu Information Line – 0800 1 513 513
Website: www.direct.gov.uk/swineflu
NHS Direct – 0845 4647
Website – www.nhsdirect.nhs.uk

Should you have any concerns or other issues please do not hesitate to speak to the Little Jungle's Operations Lead responsible for Health & Safety.

Next Review: July 2027

TERMINATION OF REGISTRATION

This may occur when:

a. The child has reached the age limit
   Parents/carers will be expected to terminate their registration by giving three full calendar months' notice, in writing, to the Director.

Please also note the information contained with the Family and School agreement, namely the process for school leaving children (i.e. children leaving to attend Reception class), which all parents and carers must sign-up to.

b. A child fails to settle
   If a child fails to settle after their settling in period/ extended settling in period, then the Agreement may be cancelled and the deposit returned. The contract will therefore be terminated with immediate effect.

c. It is deemed that Little Jungle is unable to meet the needs of a child, whether this is through lack of resource, equipment, knowledge and skills (that cannot be addressed quickly enough to keep the child or other children safe) or general human resource support (such as to provide more targeted 1-2-1 support).

d. Parents fail to pay the Little Jungle fees on time

e. It is deemed by the Leadership Team that the relationship between Little Jungle and the family is beyond reconciliation.

We reserve the right to suspend or terminate care of any child without notice, should it be deemed necessary for the overall safety and well-being of staff and/or other children in our care.

Next Review: July 2027

THE EARLY YEARS CURICULUM

In the UK, the Childcare Act 2006, requires that every registered early years childcare provider must comply with the Welfare and Learning and Development requirements laid out in the Early Years Foundation Stage (EYFS).

The EYFS is shaped around four guiding principles that apply to all children from birth to 5 years. 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; and

- **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.

These principles underpin all experiences offered to the children by our Educators; experiences which are also used to assess children's development against seven areas of learning set out below:

The prime areas

1) **Personal, social and emotional development,** which 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.

2) **Communication and language**, which 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.

3) **Physical development,** which 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.

The specific areas

4) **Literacy**, which involves encouraging children to link sounds and letters and to begin to read and write. Children must be given access to a wide range of reading materials (books, poems, and other written materials) to ignite their interest.

5) **Mathematics,** which 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.

6) **Understanding the world,** which 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.

7) **Expressive arts and design,** which 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.

Each of these areas of development is defined by early learning goals (ref.: *The Early Years Foundation Stage Statutory Requirements*), which all children are required to have achieved by the end of reception year.

Following children's enquiries and fascinations, our Educators plan experiences to further children's explorations and encourage them to develop their natural curiosity, whilst exposing them to different media, supporting them to learn new skills and helping them to become competent researchers. In doing this, we aim to move them naturally towards those early learning goals and prepare them for the next stage in their development and education, i.e., reception.

During their time with us, we use the '*Birth to 5 matters'* guidelines to identify the stage of development children are observed to have reached across these areas of development. However, if children are assessed below the 'expected' stage of development for their current age, we do not assume they are falling behind, as all children are unique and develop at different rates. Instead, we support the children, giving priority to developing their emotional confidence so that their creativity, open-ness and willingness to learn remain strong.

Next Review: July 2027

THE LEARNING AND DEVELOPMENT REQUIREMENTS

It is Little Jungle's policy not to impose academic pressure on children of this age.

Our curriculum is based primarily on our children's enquiries, so we do a lot of listening and we encourage children to explore the world through play and artistic media such as clay, paint, and model making.

The educational experience we provide is generated on an ongoing basis by the questions, ideas and theories which the children express, either verbally or through their play, and supported by the skills, experience and knowledge of the Educators working alongside them. This respect for children's ideas and theories reflects our belief in children as being competent, confident individuals, with the right to actively participate in and structure their own learning. In doing so, we help children to develop skills and knowledge across all areas of learning, and the ability and confidence to become the freethinkers of the future.

Alongside this, we are committed to the principles of the Early Years Foundation Stage and work to ensure the children in our care are given as many opportunities as possible to develop their skills and knowledge across all areas of the EYFS.

In planning for the children's experiences and supporting them during their play, our Educators reflect on the different ways that children learn and demonstrate their engagement and learning through the characteristics of learning. I.e.:

1) **Playing and exploring** - children investigate and experience things, and 'have a go';
2) **Active learning** - children concentrate and keep on trying if they encounter difficulties, and enjoy achievements; and
3) **Creating and thinking critically** - children have and develop their own ideas, make links between ideas, and develop strategies for doing things.

Children are given time and space to investigate the world around them, form questions and ideas and to reflect on their learning. Educators and Classroom Assistants observe children, listen to their questions, interpret their exploration and plan to provide opportunities that reflect and extend on the children's fascinations, knowledge and abilities. This is done on a weekly basis and through continuous reflection to help us create an emergent, child-led curriculum, rich in different media and forms of expression through which children can develop confidently and with fun.

A copy of the weekly plan is displayed in each room, highlighting the lines of enquiry currently under exploration, the experiences planned against them.

Parents/ carers are kept informed about our emergent curriculum and events through regular Daily Feedback (via our Famly app), our Events Calendar displayed online and on the parents' noticeboard within the setting.

Next Review: July 2027

THE RECOVERY OF OUTSTANDING FEES PROCEDURE

Where payment of a month's fees has been left outstanding, a meeting between the Little Jungle Director and parent will be held to consider the circumstances.

Where no extenuating circumstances exist, a standard letter will be issued informing the parent that they have reached this threshold and that if they wish to continue using the services of Little Jungle, they should make arrangements to clear the balance immediately.

In the event that the fees are still left unpaid, the following actions will come into effect:

1. Access to Little Jungle services will be withdrawn.
2. County court recovery proceedings will commence.
3. A letter informing the parent of this point will be sent out.
4. Management reserve the discretionary option to continue to provide Little Jungle services during this period of debt recovery on a strict 'cash in advance' basis.

Next Review: July 2027

THREATENING BEHAVIOUR POLICY

All staff working at Little Jungle are entitled to work in a safe and secure and respectful environment. Any person/s who verbally threatens or shows disrespect for any member of staff will be dealt with accordingly and may be asked to leave the premises.

Depending on the severity of the behaviour, the offender may not be permitted into the setting again. In the case of physical violence, the police will be called, and their attendance insisted upon. We may also support our staff in private prosecutions against the perpetrators of physical or racial abuse.

Likewise, any staff using threatening behaviour could face disciplinary action and possible termination of contract.

We reserve the right to suspend or terminate care of any child without notice, should it be deemed necessary for the overall safety and well-being of staff and/or other children in our care.

Next Review: July 2027

USE OF CAMERAS

Under no circumstances should any staff member be taking photographs with a personal camera or mobile phone camera. Photographs are only permitted to be taken when they are authorized and with a Little Jungle device. Failure to follow this procedure will result in disciplinary action and may lead to termination of their employment.

Little Jungle has in place a CCTV system. This is for quality assurance purposes, to allow the leadership team to monitor the quality of care and education across the setting. It can also be used for investigative safeguarding purposes.

The footage recorded is stored on a mains hard drive and is wiped on an automated periodic cycle (around 3 weeks). It is not intended and should never be used for any other purpose and should not be copied without prior authorisation by the Director.

Next Review: July 2027

VISITORS POLICY

The purpose of this Visitor Policy is to ensure the safety and wellbeing of all children, staff and visitors at Little Jungle. This policy outlines how visitors are identified, supervised and managed in accordance with the Early Years Foundation Stage (EYFS) statutory requirements and our safeguarding procedures.

A visitor is any adult or child who is not enrolled as a child, not employed by the school, and not completing an authorised placement or volunteering role.

Visitors include, but are not limited to:

- Parents/carers attending meetings
- External professionals (e.g., speech therapists, social workers)
- Contractors
- Friends or family members of staff
- Staff members' children who are not enrolled in the setting
- Students or volunteers not yet approved or DBS-cleared

Safeguarding Principles

- The safeguarding of children is our highest priority.
- Visitors must never be left alone with children.
- Visitors must not engage in regulated activity unless approved, vetted, and DBS checked.
- All visitors must comply with staff instructions at all times.

Signing In and Out

All visitors must:

- Report to the main office/reception on arrival.
- Sign in using the visitors' log or digital system.
- Wear a visitor badge at all times while on the premises.
- Sign out when leaving and return their badge.

No visitor should access childcare areas without being signed in and accompanied.

Identification Requirements

Visitors may be asked to provide:

- Photo identification
- Proof of professional role (if attending in an official capacity)
- DBS information (if relevant)

Visitors without appropriate ID may be refused entry.

Supervision of Visitors

- Visitors must be accompanied and supervised by a DBS-checked staff member at all times.
- Visitors must not be left alone with any child or take any child to the toilet or private area.
- Visitors may not use mobile phones, take photographs, or record images.

Staff Family Members

Adults (18+)

Staff family members are considered visitors unless they are formally employed, DBS-checked and inducted. They must not carry out work duties or assist with childcare unless officially recruited and cleared.

Children

- Children of staff members who are not registered at the setting count as visitors.
- They must remain with their parent/carer at all times and must not join childcare activities, mix freely with children, or be left with staff. If a staff member wishes to have their child attend regularly, they must be registered in the normal way.

Contractors and Maintenance Personnel

- Contractors must be supervised if work is carried out during school hours.
- Wherever possible, maintenance visits should be scheduled outside of operational hours.

Unexpected or Unauthorised Visitors

- Staff must report all unexpected visitors to the Directors or Operations Leads immediately.
- Unauthorised visitors will not be permitted access to childcare areas.
- If a visitor refuses to leave, emergency procedures will be followed.

Confidentiality

Visitors must respect confidentiality at all times.

They may not:

- Access children's records
- Discuss children or staff outside the setting
- Access staff areas unless authorised

A confidentiality statement may be required for specific visitors.

Record Keeping

The school will retain:

- Visitor logs
- Identification checks (where applicable)
- Safeguarding concerns relating to visitors
- Risk assessments related to specific visitor types (e.g., contractors)

Next Review: July 2027

WHISTLE-BLOWERS

If an Employee believes that the company is involved in any form of wrongdoing such as:

- Committing a criminal offence
- Failing to comply with a legal obligation
- Endangering the health and safety of an individual
- Environmental damage
- Concealing any information relating to the above

They should in the first instance report their concerns to the Director who will treat the matter with complete confidence. If they are not satisfied with the explanation or reason given to them, they should raise the matter with the appropriate organisation or body, e.g. the Police, the Environment Agency, Health and Safety Executive or Social Services Department.

The Public Interest Disclosure Act 1998 prevents such Employee from suffering a detriment or having their contract terminated for 'whistle-blowing' and we take very seriously any concerns, which they may raise under this legislation.

We encourage all Staff to use the procedure if they are concerned about any wrong doing at work. However, if the procedure has not been invoked in good faith (e.g. for malicious reasons or in pursuit of a personal grudge), then it will make the Employee in question liable to immediate termination of engagement or such lesser disciplinary sanction as may be appropriate in the circumstances.

Next Review: July 2027

WORKING FROM HOME/ REMOTE WORKING POLICY

Introduction:

- For a variety of reasons, and with varying degrees of frequency, staff may undertake some of their duties away from their normal place of work on Little Jungle premises. Whilst there is an expectation that normally staff will be in the workplace, it is accepted that there may be infrequent circumstances where working from home is mutually beneficial for the setting and staff member.
- This policy defines arrangements for working from home to perform Little Jungle work, set out entitlements, eligibility criteria and other conditions that apply, as well as to provide a clear approach to working from home
- The intention is that this will ensure fair treatment and consistency of approach, which is understood by all Little Jungle staff members.
- Working from home arrangements will be rare, and each day where work is undertaken away from the Little Jungle premises must be pre-approved in writing and filed in the employee file by the Operations Lead responsible for HR.

Purpose:

- Working from home means performance of Little Jungle work for agreed hours from the home (i.e. normally in the employee's private dwelling) or another remote location. The arrangements are based on a philosophy of trust and mutual benefit.
- Little Jungle is mindful that working from home:
    - Can be mutually beneficial where work needs to be done with minimum distraction or interruption.
    - Assist with flexibility around reasonable caring, dependent or domestic responsibilities.

- However, working from home:
    - Is voluntary and is not intended to create a situation where staff feel obliged to work excessive hours and should not create additional workload for other employees, or otherwise affect operational efficiency and effectiveness.
    - Is not a contractual right through either express or implied terms.
    - Will not alter an employee's terms and conditions of employment.
    - Does not attract subsidy since the benefits are seen as being mutual.
    - Does not normally mean that equipment will be provided by the setting for use at home.
    - Arrangements will be subject to review to ensure that they remain appropriate for all parties and may be modified through discussion.
    - Must be approved by one of the Directors.

Scope:

This policy can be applied in principle to all Little Jungle employees, regardless of contract type or duration, other than those employed on a casual basis, although it is recognised that because of the nature of some roles, home working is not practical or even possible.

Certain roles have aspects for which working from home would appear to be well suited, and some examples as given below:

- Report writing
- Desk based research
- Completion of notes or minutes
- Preparation or administration

Positions with the following requirements will not normally be considered for home working:

- Direct contact with children (particularly where ratio need to be maintained)
- Being a member of a team who needs to have frequent contact with other team members
- Servicing and serving Little Jungle facilities or assets (e.g. kitchen, caretaker, cleaner)
- High level of supervision or line management responsibility

Health and safety considerations:

- Most of the work that staff would undertake at home is paper-based work or work on a computer, and as such should not introduce health and safety risks not already present in the home environment.
- The home worker should refer to the policy regarding lone working.

Key information for employees who wish to home work:

- Little Jungle will not normally provide the employee with additional IT equipment, phone, broadband connection or furniture to work from home.
- The employee is responsible for ensuring that they have suitable telephone and broadband services where required, and for contacting their service provider in the event of any technical issues.
- Employees who are using Little Jungle supplied and supported equipment can receive support, but if the issue cannot be resolved by telephone, they will be required to bring the equipment on-site, as home visits are not possible.
- All employees are required to use their own and supplied equipment correctly and to take reasonable steps to maintain any equipment provided, removing defective equipment from use and reporting defects on supplied equipment to their line manager or the office.
- Little Jungle equipment may not be used by others i.e., family and friends etc.

Security of information / data protection:

- Appropriate security must be obtained for all Little Jungle information stored on a computer (including back-up arrangements) and there must be secure storage for any confidential information. Employees are responsible for ensuring the security of Little Jungle property and all Little Jungle information, files, documents, data etc. within their possession, including both paper and electronic material.
- Staff should discuss the security implications of working from home with their line manager or one of the Directors.
- All information / documentation created or amended away from Little Jungle premises must not contain children's full names, and must be anonymised (for example if an employee is working on a child's leavers report this report should not contain the child's first and last name, instead the child should be referred to only by his or her first name. This also applies to the document file name).
- Staff may not remove any hard copy files from the Little Jungle premises without express written permission by one of the Directors.

In most cases it will not be necessary for employees to transfer private or confidential information from the setting to home as these files should be stored and accessed by using either Famly, Glass Cubes or a Little Jungle approved encrypted USB storage device. These methods avoid the need to store any data on the local computer / non-Little Jungle device (iPad / laptop).

All home workers are required to adhere to the Little Jungle DATA PROTECTION AND CONFIDENTIALITY POLICY as well as the Little Jungle Privacy Policy whilst undertaking Little Jungle business.

Insurance:

- The employee must understand that it is their responsibility to assess the implications for them of home working, for example with respect to taxation, insurance, mortgage, rental or leasing arrangements. Homeworking will be agreed on the basis that the employee has addressed any potential issues.
- Little Jungle equipment would be covered by Little Jungle's own insurance.

Costs/expenses:

- No contribution will be made by the setting towards normal household expenses attached to home working, such as heating, lighting or council tax costs.
- When an employee is working at or from home, journeys made to Little Jungle will not be reimbursed as normal home to work rules apply.

Communication:

- Good communication is an essential part of any successful home working arrangement. Provision must be made to allow effective communication with work colleagues during the working day.
- Employees must be contactable throughout normal working hours by the line manager and other Little Jungle employees. The arrangements for contact should be agreed prior to working from home. The employee's home phone number and home address may not be divulged without their express permission.
- Under no circumstances are arrangements to be made for children, parents or other Little Jungle staff to meet with the employee at their home. All such meetings should be carried out at the setting or a similar professional setting in order to maintain the necessary level of professionalism and safety.

Requests for home working:

- This policy should ensure an appropriate and equitable response to employee requests for home working, with decisions taken and communicated in an efficient and fair manner. It is granted at Little Jungle's discretion and requires the written approval of the appropriate line manager and Directors following discussion with the employee.
- An employee should approach their line manager with a request for home working, and a rationale for why this request is being made (for example to enable them to complete a report). Normally this rationale will outline the benefits of working from home and the expected outcomes. Final approval must however be granted by the Directors.
- A line manager and/or Director may refuse a request to work from home but should aim to be as flexible as possible in accommodating such a request.

Responsibilities:

Line Manager / Director responsibilities:

- To consider requests for home working and how this can benefit the Little Jungle, individual and the environment and be flexible in their approach.
- To notify employees of relevant arrangements.
- To ensure that the employee is aware of expectations.

Employee responsibilities:

- To abide by the requirements of this document.
- To give details of a mobile and/or home telephone number and to facilitate communication with the setting as appropriate.
- To deliver the expected work outcomes.
- Understand and consider all the information within these guidelines, in particular their own responsibilities regarding health and safety, data security and confidentiality.
- To record the actual time worked and communicate this to their Line Manager and Director.

Next Review: July 2027

12 MONTHS REVIEWING PROCEDURE

There is a great importance in reviewing policies on at least on annual basis and to share the review process with all involved within the setting. This will prove we are working as a reflective practitioner and researching legislations and laws.

The process should follow an effective system:

- Read through all policies noting where changes may need to be made, remembering legislation and laws, which may have been amended or introduced.
- Re-draft policies
- Circulate to all staff members, asking for feedback
- Amend any changes needed and produce policy or procedure signed and dated.
- To alleviate a large piece of work, a rolling programme could be produced and one policy reviewed each month.

These policies will next be reviewed in February 2026, unless there are any changes beforehand.

VERSION MANAGEMENT

Date	Author	Role	Version	Description of changes
01/12/2010	Caroline El-Semman	Nursery Director	1.0	First published version
16/06/11	Maria Powell	Nursery Manager	1.1	Addition of legislations into Safeguarding Children Policy Change of 2nd Designated person for Safeguarding from Sammie Barnes to Claudia Goor Pedreros to Hayley Murney
05/10/11	Maria Powell	Nursery Manager	1.2	Change of 1st Designated person for SENCO to Emika Gegova-Kurt and 2nd Designated person to Maria Powell. Change of 1st designated person for Behaviour to Maria Powell.
12/10/11	Maria Powell	Nursery Manager	1.3	Change of OFSTED tel. number and addition of 28 day reply point.
05/04/12	Caroline El-Semman	Nursery Director	1.4	Changes to legislation in following policies: Harassment Policy, Disciplinary Policy, Equal Opportunities Policy
12/09/12	Caroline El-Semman	Nursery Director	1.5	**Annual review** Addition of: - Lone Working Policy - Parents' Agreement Changes to following policies: - Admissions Procedures - Arrival and departure of children - Fees and charges - Internal Settling-in procedures - Named Deputy changed to Melissa Wellington - Safeguarding Children Procedures - Children with additional needs policy - Named SENCOs as Maria Powell (1st) and Kat Gerasimiuk (2nd) - Insurance requirements for children with disabilities - Behaviour Policy - Record Keeping Policy

				- Infections, illnesses and medication policy - Storage of medication policy - Nappy rash cream policy - Meals and snacks management policy - Meals and snacks management procedures - Packed lunch policy - Packed lunch procedures - Birthday celebrations procedures - Use of cameras - Change of title 'Disposal of bodily waste policy' to 'Disposal of bodily waste procedures' - Disposal of bodily waste policy - Sleep policy - Animal policy
15/08/12	Caroline El-Semman	Nursery Director	1.6	- Reconfiguration of contents page in alphabetical order Revised EYFS changes to the following: - Key Person policy - Monitoring, reviewing, evaluating and developing - Learning & development requirements - The Early Years Curriculum
12/09/12	Maria Powell	Nursery Manager	1.6	Changes to Safeguarding Children policy: "What to do if a child is being abused (Archived) - Now to use "Working Together to Safeguard Children in a multi-Agency approach (2010)
17/9/12	Caroline El-Semman	Director	1.7	Change to Settling in Policy Addition of Lone Worker Procedures
17/07/13	Caroline El-Semman (with input from Practitioner team and Manager)	Director	1.9	Changes made to following policies: Accidental injuries policy Adjusting room temperature procedure Admissions policy Admissions procedure Animal policy Annual leave Behaviour Policy Behaviour Management procedures Birthday celebrations policy Birthday celebrations procedure Biting policy Biting procedure Children's clothing

				Children with additional needs policy Communication policy Curriculum policy Disposal of bodily waste procedures Exclusion procedure for illness/ communicable disease Fees and charges First aid procedures Friends and relatives contact Health and safety policy Health care plans Hours of operations House keeping Hygiene for food handlers policy Infections, illnesses and medication policy Key person policy Late collection procedure Meals and snacks management policy Nappy changing policy Outings policy Outings procedure Packed lunch policy Parents/ Nursery agreement Phones & mobile phones policy Procedures for incidents involving blood exposure Quality Assurance procedures Recruitment of and checks on staff procedures Safeguarding children policy Sleep policy Termination of registration Toilet training policy
16/12/13	Maria Powell	Manager	1.10	Visitors Policy Safeguarding Policy
18/06/14	Caroline El-Semman	Director	1.11	Removal of all Employment related policies to separate 'Employee Handbook' document. Related policies are: Alcohol, drugs & smoking policy Allegations made against a member of staff policy Allegations made against a member of staff procedures Annual holidays Bereavement leave Buying or selling goods Capability/ Disciplinary appeal procedure Capability policy Changes in personal details

				Collections for employees Complaining about personal harassment Company property and copyright Court witness Disciplinary policy Disciplinary procedures Dress policy E-Mail and internet policy Employees' property & lost property Evidence of incapacity Friends and relatives contact Garden leave Grievance procedure Harassment policy Health, safety, welfare and hygiene Heavy objects manual lift procedure House keeping Income tax and national insurance Inventions/ discoveries Job changes/ general capability issues Job description Job flexibility Jury service Lateness/ Absenteeism Learners and work experience policy Lone working policy Lone working procedure Mail Manual handling policy Maternity/ Paternity leave and pay Mobility Monitoring Notification of incapacity of work Nursery rules and regulations Other employment Parental leave Personal circumstances/ health issues Probationary period Procedures for email authorised use Procedures for email unauthorised use Public holidays Return of Little Jungle property Return of vehicle Return to work Rights to search Secure storage, handling, use retention and disposal of disclosures and disclosure information policy Shortage of work Sick pay

				Special & domestic leave Staff conduct Staff overpayment Staff payment Staff short service Stakeholder pensions Statement to the media Study leave Termination of employment policy Time off Time off for dependants Training and promotion Use of cameras Virus protection procedures Wastage policy
01/10/14	Caroline El-Semman	Director	1.12	<u>Revised policies and procedures:</u> Acceptance of gifts Age of admittance Biting policy Children with additional needs policy Communication policy Curriculum policy Daily Routine Exclusion procedure for illnesses and communicable diseases Fees & Charges Fire evacuation procedures Health & Safety policy Monitoring, reviewing, evaluating and developing policy Outing policy Outings procedure Parents/ Nursery agreement Quality Assurance procedures Recruitment of and checks on staff policy Safeguarding policy Settling procedure Specific Medical emergency procedure Supervision The learning and development requirements Use of cameras <u>Added policies and procedures</u>: Baby-sitting policy Sun protection and sun screen policy
1202/15	Caroline El-Semman	Director	1.13	<u>Added</u>: Procedure for signing children in and out safely

02/03/15	Caroline El-Semman	Director	1.14	Change to Late Collection Policy
01/06/15	Caroline El-Semman	Director	1.15	Updated: Safeguarding policy (contacts & 2nd in charge) Health & Safety policy (2nd in charge) Packed lunch Policy Meals and Snack Management procedures Outing Procedure Fire evacuation procedure
12/10/15	Caroline El-Semman	Director	1.16	Added: Prevent Policy & procedure Updated: Toilet Training Policy
16/11/15	Caroline El-Semman	Director	1.17	Added: Moving children around procedure Updated: Lost child procedures The early years curriculum Communication policy Safeguarding children policy Staff training and development policy Supervisions
05/01/15	Caroline El-Semman	Director	1.18	Updated: Allegations against a member of staff policy Allegations against a member of staff procedures
11/02/16	Caroline El-Semman	Director	1.19	Updated: Outings procedures
06/04/16	Caroline El-Semman	Director	1.20	Updated: Exclusion procedure for communicable illnesses and diseases
09/05/16	Caroline El-Semman	Director	1.21	Updated: Safeguarding (LADO contact)
19/05/16	Caroline El-Semman	Director	1.22	Updated: Record keeping policy Parents' agreement Children with Special Rights Policy Children with Special Rights Procedure
13/09/16	Caroline El-Semman	Director	1.23	Updated: Accident policy Admissions Policy Arrival and departure of children Babysitting Policy Behaviour Policy Birthday Celebrations Procedures

				Biting Procedures Bullying Policy Children's Clothing Children with Special Rights Policy Communication Policy Fees and Charges First Aid Policy Health and Safety policy Infections, Illnesses ad Medication Policy Jewellery Policy Lost Child Procedures Meals and Snacks Management Policy Nappy Changing Procedures Learning and Development Requirement Supervision <u>Deleted</u>: Curriculum Policy <u>Added:</u> Meals for staff policy & Procedure Staff Retention Policy
28/09/16	Caroline El-Semman	Director	1.24	<u>Updated:</u> Visitors Policy Health & Safety Policy
04/10/16	Caroline El-Semman	Director	1.25	<u>Updated:</u> Procedures for children with allergies Swine Flu procedure Safeguarding procedures
08/11/16	Caroline El-Semman	Director	1.26	<u>Updated:</u> Internal transition procedures
30/11/16	Caroline El-Semman	Director	1.27	<u>Updated:</u> The Early Years Curriculum
31/01/17	Caroline El-Semman	Director	1.28	<u>Updated:</u> Green Living Policy Health & Safety Policy Internal Transitions Procedures Parents Agreement Recruitment and selection policy Safeguarding Policy
07/03/17	Caroline El-Semman	Director	1.29	<u>Updated:</u> Exclusion Policy and procedures Recruitment of and checks on staff procedures <u>Added</u>: Visiting rights for previously employed staff
02/05/17	Caroline El-Semman	Director	1.30	<u>Updated:</u> Birthday celebrations Policy Birthday celebrations Procedures

				Infections, illnesses and medication policy <u>Added</u>: Medication Policy Medication Procedures
24/05/17	Caroline El-Semman	Director	1.31	<u>Updated:</u> Procedures for children with allergies
30/05/17	Caroline El-Semman	Director	1.32	<u>Updated:</u> Admissions Policy Push Chair policy Parents Agreement
30/10/17	Caroline El-Semman	Director	1.33	<u>Updated:</u> Nursery/ Parents Agreement Late Collection of children policy & procedure
21/11/17	Caroline El-Semman	Director	1.34	<u>Updated:</u> Complaints Policy
21/12/17	Caroline El-Semman	Director	1.35	<u>Deleted:</u> Behaviour Management Policy & Procedures <u>Added:</u> Behaviour Guidance Policy
25/05/18	Caroline El-Semman	Director	1.36	<u>Deleted:</u> Confidentiality policy <u>Added:</u> Privacy Notice for employees, children attending Little Jungle Nursery Ltd and their parents Social Networking Policy Data protection and confidentiality policy
17/09/18	Caroline El-Semman	Director	1.37	<u>Updated:</u> Safeguarding Children Policy (also renamed Safeguarding policy and procedures) Internal transitions Procedure Admissions and attendance procedure <u>Deleted:</u> Allegations against staff Policy and Procedures (now covered within 'Safeguarding children policy' as 'Allegations against adults working and volunteering with children' Safeguarding Children Procedures (now covered within Safeguarding Children Policy) Visiting rights for previous employees <u>Added:</u> Domestic Abuse, Honour based violence, Forced marriages Modern Slavery and Human Trafficking Policy Looked after children

10/01/19	Caroline El-Semman	Director	1.38	<u>Updated:</u> Accidental Injuries policy Admissions policy and procedure Age of admittance Animal policy Arrival and departure of children Behaviour Guidance policy Children with Special Rights policy Children with Special Rights procedure Complaints procedures Emergency numbers Exclusion policy Exclusion procedures for Illnesses/ communicable diseases Health and Safety Health Care plan Infections and Illnesses policy Late collections procedures Lost child procedure Medication procedures Monitoring, reviewing, evaluating and developing policy Phones and mobile phones policy Procedures for incidents involving blood exposure Quality insurance procedures Safeguarding Policy and procedures The recovery of outstanding fees procedure <u>Added</u>: Lockdown/ Uninvited intruder procedure
27/03/19	Caroline El-Semman	Director	1.39	<u>Updated:</u> Accidental injuries policy Fees and charges Admissions and attendance procedure Visitors policy
01/04/19	Caroline El-Semman	Director	1.40	<u>Updated:</u> Medication Procedures
03/04/19	Tarek El-Semman	Director	1.41	<u>Updated:</u> • Name change from Little Jungle Nursery Ltd to Little Jungle (U.K.) Limited • Replaced the word nursery with “setting” or Little Jungle throughout the document
03/04/19	Tarek El-Semman	Director	1.42	<u>Updated:</u> • Meals for Staff Policy & Procedure <u>Added:</u>

				• Children of Staff Members Policy & Procedure
23.4.19	Caroline El-Semman	Director	1.43	<u>Updated:</u> • Baby-sitting
10.9.19	Caroline El-Semman	Director	1.44	<u>Added:</u> Reggio Emilia Study tour policy
15/05/20	Caroline El-Semman	Director	1.44	<u>Updated:</u> 'Toilet training policy' also changed to 'Policy on supporting children to learn to use the toilet' <u>Added</u>: Procedures on supporting children to learn to use the toilet
15/6/20	Caroline El-Semman	Director	1.45	<u>Updated:</u> Parent/ School Agreement
05/08/20	Caroline El-Semman	Director	1.46	<u>Updated:</u> Health & Safety policy Internal Transition procedures Medication Procedures Recruitment of and checks on staff procedures Settling in procedures
18/08/20	Caroline El-Semman	Director	1.47	<u>Updated:</u> Internal Transition procedures
25/09/20	Caroline El-Semman	Director	1.48	<u>Added:</u> Coronavirus (Covid 19) Policy
13/10/20	Caroline El-Semman	Director	1.49	<u>Added:</u> Safeguarding Children Online Policy
26/11/20	Caroline El-Semman	Director	1.50	<u>Updated:</u> Internal Transition procedures Data Protection & Confidentiality policy
15/02/21	Caroline El-Semman	Director	1.51	<u>Updated:</u> Parent/ School Agreement
19/04/21	Tarek El-Semman	Director	1.52	<u>Updated</u>: Staff Benefits (Additional Staff Benefits) section added
21/05/21	Caroline El-Semman	Director	1.53	<u>Updated</u>: Behaviour guidance (Policy – now renamed also to omit this word) Fees and charge (funding discount explanation and explanation for giving 2 months' notice Settling In Procedure (first part) explanation

28/06/21	Caroline El-Semman	Director	1.54	<u>Updated:</u> • Late Collection procedures • Parent/ School agreement • Medication form
09/07/2021	Tarek El-Semman	Director	1.55	• Green Living Policy
26/07/2021	Tarek El-Semman	Director	1.56	• Coronavirus Policy and Procedure update
03/09/2021	Tarek El-Semman	Director	1.57	• Coronavirus Policy and Procedure update and overall P&P update
01/03/2022	Tarek El-Semman Caroline El-Semman	Director	1.58	• Coronavirus Policy and Procedure update • Exclusion Procedure for illness/ communicable diseases
01/04/2022	Tarek El-Semman	Director	1.59	• Coronavirus Policy and Procedure update • Exclusion Procedure for illness/ communicable diseases
23/06/2022	Caroline El-Semman	Director	1.60	• All references to Tiny Tigers, Cheeky Chimps, Crazy Crocs changed to Tigers, Chimps, Crocs. • Special Rights policy update • Admissions Procedures update
09/11/2022	Tarek & Caroline El-Semman	Directors	1.61	• Full review • Formatting changes • Addition of Full-Day sessions throughout P&P Changes made to: • Admissions & attendance policy • Admissions & attendance procedures • Behaviour Guidance • Children with Special Rights policy • Children with Special Rights procedure • Complaints procedure • Exclusion procedure • Fees and charges • Green Living policy • Hygiene for food handlers • Internal transition procedures • Meals and snacks management policy • Meals for staff policy • Record keeping policy • Settling in procedures • Sleep policy • Staff training and development policy • Termination of registration policy • The Early Years curriculum Removed: • Reggio Emilia Study Tour policy (removed)

21/02/2023	Tarek El-Semman & Maria Fernandez	Director and Ops Manager	1.62	• Updated OUTINGS PROCEDURE to reflect use of our new operations system FAMLY.
24/03/2023	Caroline El-Semman	Director	1.63	• Exclusion procedures for illnesses (fever and conjunctivitis).
06/09/2023	Tarek El-Semman	Director	1.64	• Phones, Mobile Phones, and Smart Watches policy updated / created.
31/01/2025	Caroline El-Semman	Director	1.65	Full review conducted Jan 2025. Changes made to: • ACCEPTANCE OF GIFTS • ADMISSIONS AND ATTENDANCE PROCEDURE • ARRIVAL AND DEPARTURE OF CHILDREN • BEHAVIOUR GUIDANCE • BITING POLICY • BITING PROCEDURE • CHILDREN OF STAFF MEMBERS • CHILDREN'S CLOTHING • CHILDREN WITH SPECIAL RIGHTS POLICY • COMMUNICATION POLICY • EMERGENCY NUMBERS • FEES & CHARGES • HEALTH CARE PLANS • LATE COLLECTION OF CHILDREN POLICY & PROCEDURE • LOCKDOWN/ UN-INVITED INTRUDER PROCEDURE • FOOD & MEALS FOR STAFF POLICY • MEALS FOR STAFF PROCEDURE • MOVING CHILDREN AROUND PROCEDURE • NAPPY CHANGING PROCEDURES • PACKED LUNCH POLICY • PACKED LUNCH PROCEDURE • GROWTH & DEVELOPMENT REVIEWS • QUALITY ASSURANCE PROCEDURES • RECRUITMENT OF AND CHECKS ON STAFF PROCEDURES • FAMILY & SCHOOL AGREEMENT • ADMISSIONS AND ATTENDANCE PROCEDURE • RECRUITMENT OF AND CHECKS ON STAFF PROCEDURES • SAFEGUARDING CHILDREN POLICY & PROCEDURES Removed: • BULLYING POLICY

06/10/25	Caroline El-Semman	Director	1.66	Added: Breastfeeding policy and procedures
19/11/25	Tarek El-Semman	Director	1.67	Changed: Notice period for when a child leaves Little Jungle from 2 full calendar months to 3 full calendar months.
12/12/26	Caroline El-Semman	Director	1.68	Updated: Visitors Policy
01/02/2026	Tarek El-Semman	Director	1.69	Formatting changes
01/07/2027	Caroline El-Semman Tarek El-Semman Vanessa Silva Juliana Fragoso Ines Horta Bailie Samuels Molly Tracey	Leadership Team	1.70	Full review of all policies and procedures, and updates made mainly formatting / typos / clarification. Changed exclusion policy and procedures, medication procedures and Family & School Agreement.
24/08/26	Caroline El-Semman	Director	1.71	Updated: Complaints procedure Safeguarding policy & procedures updated.
06/10/26	Caroline El-Semman	Director	1.72	Added: Smoking and vaping policy and procedures for staff.
29/10/2026	Tarek El-Semman	Director	1.73	Removed: “Unless signed off by GP” from exclusion for diarrhoea and vomiting and bring the exclusion in-line with NHS guidance.