

Summary of policy updates 2023-2024

January 2024

Full safeguarding policy:

1.22 Camera, Mobile Phone and Recording Devices Policy

- Added - Staff are also not to use smart watches for any purpose other than in an emergency.
- Added - Children will not have any access to the recording devices used by staff.

1.11 Valuing diversity and promoting equality

Training

Old - We endeavour to have all staff trained in paediatric first aid so they hold a current qualification.

Now - We endeavour to have at least two staff members on site trained in paediatric first aid.

1.22

Changed:

- Children will not have any access to the recording devices used by staff.

To:

- Devices used by staff in the setting are password protected so that children cannot use them

February 2024

Suitable people policy:

Training and staff development

- All permanent staff receive paediatric first aid training every 3 years.
(‘permanent’ added)

March 2024:

Suitable people policy

2.1 Employment and staffing

Procedures

Ratios

- To meet this aim we use the following ratios of adult to children:
 - children aged two years of age: 1 adult : 5 children; and
 - children aged three to five years of age: 1 adult : 8 children.

April 2024

Organisation Policy

4.4

Changed:

- We reserve the right not to accept a child into the setting without a parent or carer if the child continues to find it distressing to be left. This is especially the case with very young children.

To:

- We reserve the right not to offer Fun in the Forest sessions to a child whose behaviour causes a safety issue.
- On days when we are trialling new sessions with children, a parent or carer must be available to collect from Wellington or The Ark if a child is not coping or co-operating with activities and this is causing a safety issue.
- If a child continues to cry consistently and is distressed at being left, we will advise parents on whether continuing with the sessions is right for them, and whether postponing sessions is in their best interest. Home situations and other factors will be taken into account.

June 2024

Organisation Policy

4.1

Added:

- We allow new children to start at the beginning of a half term.