

Aims of Gan Alon Pre-School

“Self confidence and high self-esteem for the children in our care is our ultimate goal.”

We aim to:

- Provide a seamless transition from home to pre-school
- Build positive relationships by operating a Key Person system, the aim is to ensure families feel welcomed, reassured and safe whilst they attend the pre-school.
- Provide a pre-school education, using observation, assessment and planning which caters to the individual needs, interests and skills of each and every child in our care.
- Provide a differentiated individualised plan to accommodate every child's interests and needs, irrespective of special needs, to encourage all children to participate in all areas of pre-school life.
- Allow children to extend their own learning at their own pace, by providing continuous provision designed and resourced to allow freedom of artistic expression and to encourage children to develop their skills free from the pressure of adult intervention.
- Allow freedom of verbal expression by providing social times that encourage children to talk to the whole group, in small groups and converse with each other and significant adults.
- Promote positive attitudes to diversity and difference, through planning and resources within the pre-school and by challenging any expression of gender stereo-typing, prejudice and discrimination.
- Create a happy environment
- Encourage independence by allowing freedom of movement within the classroom and trusting children to manage their own needs.
- Send children to primary school happy, confident and with a range of developed skills.

The Jewish Curriculum

Gan Alon is a Jewish pre-school with a fully integrated Jewish curriculum

We aim to:

- Provide a Jewish atmosphere in which children and families are involved and accepted into the community life of the synagogue.
- Ensure our Masorti pre-school is traditional, but free from religious dogma.
- Deliver the stories and teachings of the Torah by finding the educational value to pre-school children.
- Use Ivrit in the classroom
- Support children with English as a second language.
- Establish the link between Israel and ourselves by integrating modern life in Israel into our secular routines whenever possible.

This policy was adopted at a meeting of:

Gan Alon Pre-School

Held on

Date to be reviewed

Signed by the Manager

Countersigned by

Role of counter-signatory (eg. Chair,
Director or Owner)

Health and Safety Policy

Safety Within the Building

- Entrances, exits, passageways and doors are kept free from obstruction.
- Heating, lighting, ventilation systems and equipment are regularly inspected and maintained and comply with health and safety regulations.
- All doors leading to the larger building and outside have safety-catches which are above child height.
- Electric plugs and power points are child safe.
- All paint, glue, crayons, chalk, markers, pencils, and playdough are non-toxic.

Smoking and Alcohol

- Smoking or alcohol consumption is prohibited, during opening hours, anywhere on the Sternberg Centre site.

Staffing Responsibilities

- An attendance register will be taken at the start of each session.
- At the end of each session a member of staff will ensure that each child is collected by someone known to the group and/or authorised to do so.
- Parents are asked to sign the 'Going Home Board' posted outside of Gan Alon if their child is to be collected by an adult other than themselves or the usual carer.

Outings

- Gan Alon will not take children off site at any time without prior notice.
- Consent Forms must be signed by parents before a child can attend an outing.
- The ratio of adults to children will be 1:2 for every outing.
- At least one member of staff attending the outing will have a current Paediatric First Aid training.
- Gan Alon will only use reputable coach companies with adequate insurance and on board safety equipment, seatbelts, fire extinguishers and toilets.
- A mobile phone number will be left in the synagogue office allowing parents to contact staff in cases of real emergency.
- A First Aid box, the Gan Alon register, childrens' Essential Information forms, mobile phones and drinking water are to be brought by staff on every outing.

Prior to each outing The Gan Alon Outing Procedures will be re-issued to every family.

Fire Drills and Evacuation Procedures

- The basis of fire safety is risk assessment. These are carried out by a 'competent person' a member of the site security staff.
- Fire doors are clearly marked, never obstructed and easily opened from the inside.
- Smoke detectors/alarms and intercom warning system all conform to BSEN standards and are fitted in high risk areas of the building and checked regularly.
- Our emergency evacuation procedures are:
 - Clearly displayed
 - Explained to new members of staff, volunteers and students
 - Practised regularly at least once each half term.
- Records of fire drills are kept at the back of the register.

Medication

- If possible the child's parents/carers will administer medicine.
- Precise written information must be given by parents to staff prior to any staff member administering medication. Such information must state that a member of staff has permission to administer medicine to the child and contain clearly stated instructions as to the dosage and timing of that medication.
- Medication must be sent in the original container, clearly labelled with the child's name and dosage.
- Written records are kept of all medicines administered to children. Furthermore, parents must sign the record book acknowledging the entry.
- If the administration of prescription medicines requires technical/medical knowledge then training must be provided for staff from a qualified health professional.
- All medicines will be stored in their original containers and will be inaccessible to children.

First Aid

In our setting, staff are able to take action to apply first aid treatment in the event of an accident involving a child or adult. At least one member of staff with a current first aid certificate is on the premises, or on an outing at any one time. The first aid qualification includes first aid training for infants and young children. We aim to ensure that first aid training is local authority approved and is relevant to staff caring for young children.

The first aid kit

Our first aid kit is accessible at all times and contains the following items:

- Triangular bandages (ideally at least one should be sterile) x 4.
- Sterile dressings:
 - Small x 3.
 - Medium x 3.
 - Large x 3.
- Composite pack containing 20 assorted (individually-wrapped) plasters x 1.
- Sterile eye pads (with bandage or attachment) e.g. No 16 dressing x 2.
- Container of 6 safety pins x 1.
- Guidance card as recommended by HSE x 1.

In addition to the first aid equipment, each box should be supplied with:

- 2 pairs of disposable plastic (PVC or vinyl) gloves.
- 1 plastic disposable apron.
- A children's forehead 'strip' thermometer.

- The first aid box is easily accessible to adults and is kept out of the reach of children.
- No un-prescribed medication is given to children, parents or staff.
- No antiseptic creams or lotions will be administered to cuts or grazes.

Accidents

- All accidents are recorded in the Accident Book by the member of staff who dealt with the accident.
- The incident will be reported to the parent/ carer and a signature will be required.

Managing children who are sick, infectious, or with allergies

We provide care for healthy children through preventing cross infection of viruses and bacterial infections and promote health through identifying allergies and preventing contact with the allergenic substance.

Parents/Carers or another adult designated by the parent will be notified to come and collect their child when s/he displays a temperature, or a general inability to cope.

- A child who needs to rest will be allowed to do so in a quiet place.
- If a child has a temperature, they are kept cool, but away from draughts.
- If we take a child's temperature, we use a forehead thermometer, kept in the first aid box.
- We ask that when a child has been prescribed antibiotics, s/he is kept at home for 48 hours before returning to Gan Alon
- We ask that children or staff who have had diarrhoea or vomiting only return to Gan Alon once they have had one normal stool.
- We ask that children or staff who have had a raised temperature and been unwell, stay at home until their temperature has been normal for 24hours.
- We ask that parents keep their children at home if they have any infection and to inform the pre-school as to the nature of the infection so that the pre-school can alert other parents and make observations of any child who seems unwell.
- The setting has a list of excludable diseases and current exclusions times. The full list is obtainable from www.hpa.org.uk/web.c/HPAwebFile/HPAweb_C/1194947358374 and includes common childhood illnesses such as measles.

Nits and Headlice

Parents should inform the pre-school if their child has a case of nits and/or headlice. This information will be dealt with in the strictest confidence and children will not be named.

- A notice will be sent informing other parents there is a case of headlice within the pre-school.
- Information on how to detect and treat headlice will be sent to all parents.
- A child with headlice should be treated with a lotion and have their hair combed through, with a fine-tooth comb, once, before returning to Gan Alon.

Sun Protection

- Young children have a propensity to sensitive skin conditions. If the climate calls for sun protection, parents must administer their own sun protection cream, before a child comes to pre-school. We ask that all children use a Once A Day sun protection cream to prevent re-application during the day. It is advisable for young children to wear clothing that covers their shoulders and bring a hat for additional protection.

This policy was adopted at a meeting of:

Gan Alon Pre-School

Held on

Date to be reviewed

Signed by the Manager

Countersigned by

Role of counter-signatory (eg. Chair,
Director or Owner)

Notifiable Diseases

A notifiable disease is any disease that is required by law to be notified to government authorities. The current Health Department List of notifiable diseases is as follows:

Acute encephalitis
 Acute poliomyelitis
 Anthrax
 Cholera
 Diphtheria
 Dysentery
 Food poisoning
 Leprosy
 Leptospirosis
 Malaria
 Measles
 Meningitis: meningococcal, pneumococcal, Haemophilus influenzae, other unspecified
 Meningococcal septicaemia (without meningitis)
 Mumps
 Ophthalmia neonatorum
 Paratyphoid Fever
 Rubella
 Scarlet Fever
 Smallpox
 Tetanus
 Tuberculosis
 Typhoid Fever
 Typhus Fever
 Viral Haemorrhagic Fever
 Viral Hepatitis – hepatitis A, hepatitis B, hepatitis C
 Whooping Cough
 Yellow Fever

If the Gan Alon staff has reason to believe that any user of the pre-school is suffering from a notifiable disease, they must telephone the main switchboard on 020 3182 0116 to report a suspected outbreak.

Staff will act on any advice given and Ofsted will be informed.

This policy was adopted at a meeting
of

Held on _____ (date)

Date to be reviewed _____ (date)

Signed on behalf of the provider

Name of signatory _____

Role of signatory (e.g. chair, director or owner) _____

Emergency Procedures and Treatment

For a Child Requiring Emergency Medical Attention

1. One member of staff will remain with the child in the classroom or playground – while another dials 999 for an ambulance.
2. Give a calm, precise account of what happened and the steps taken to the health professional you speak to.
3. Next, contact parent or if they are unavailable contact the additional contacts provided on the child's Essential Information Form.
4. The Senior member of staff will remain with the rest of the group while the child's key worker accompanies the child in the ambulance.
5. The child's contact will be kept informed at all times until the child and contact are united.

For a Child Requiring a Casualty Department

- 1 A member of staff should take the child into the Manager's office or staff room, make him/her comfortable.
- 2 Another member of staff to collect the child's red folder, containing Essential Information Form, Health Information Form and Gan Alon Agreement.
- 3 Telephone and explain to the telephone operator in Casualty that you are from Gan Alon pre-school and give an account of what happened to the injured child and any symptoms you are observing and give any relevant medical information on the child's Health Form.

**Finchley Memorial Hospital, Granville Road N12 0JE
Tel: 020 8349 7500, request Casualty Department**

- 4 Follow any treatment they recommend.
- 5 Call the numbers on the Essential Information Form starting with the parents. Say you have already contacted the hospital; ask that the adult collecting the child arrive as soon as possible.

Treatment at the hospital

If staff arrive at the hospital, with your child before you do, it may be suggested that treatment is given right away. We will ensure that we make every effort to contact parents giving them the details of any such treatment before it is carried out.

Please sign the Gan Alon Agreement Form at the end of this policy document. This gives your parental consent to the hospital medical staff carrying out any necessary medical treatment your child may require on arrival at the hospital in your absence.

Ofsted

Ofsted will be informed of any accident that involves an ambulance being called or a trip to the hospital due to an accident sustained at Gan Alon.

For a Member of Staff Requiring Emergency Medical Attention

- 1 The able adult should take the children into the playground, classroom or office away from the injured member of staff.
- 2 Alert another adult to stay with the injured member of staff.
- 3 The able adult should ask the ambulance driver which hospital would be used.
- 4 Contact emergency numbers for staff. Give a calm account of what happened and the procedures taken.

For a Member of Staff Requiring a Casualty Department

- 1 If possible that person should make his or her own arrangements
- 2 If not, go to the office and ask staff to make a call for you, using your emergency contact numbers. The office staff will ask the person listed to come and collect you and take you to a Casualty Department of your choice.

This policy was adopted at a meeting of:

Gan Alon Pre-School

Held on

Date to be reviewed

Signed by the Manager

Countersigned by

Role of counter-signatory (eg. Chair,
Director or Owner)

Risk Assessment

Our setting believes that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, parents, staff and volunteers by assessing and minimising the hazards and risks to enable the children to thrive in a healthy and safe environment.

This policy is based on the Pre-school Learning Alliance risk assessment processes, which follow five steps as follows:

- Identification of a risk: Where is it and what is it?
- Who is at risk: Childcare staff, children, parents, cooks, cleaners etc?
- Assessment as to whether the level of a risk is high, medium, low. This takes into account both the likelihood of it happening, as well as the possible impact if it did.
- Control measures to reduce/eliminate risk: What will you need to do, or ensure others will do, in order to reduce that risk?
- Monitoring and review: How do you know if what you have said is working, or is thorough enough? If it is not working, it will need to be amended, or maybe there is a better solution.

Our risk assessment process covers adults and children and includes:

- determining where it is helpful to make some written risk assessments in relation to specific issues, to inform staff practice, and to demonstrate how we are managing risks if asked by parents and/or carers and inspectors;
- checking for and noting hazards and risks indoors and outside, in relation to our premises and activities;
- assessing the level of risk and who might be affected;
- deciding which areas need attention; and
- developing an action plan that specifies the action required, the time-scales for action, the person responsible for the action and any funding required.

Where more than five staff and volunteers are employed, the risk assessment is written and is reviewed regularly.

We maintain lists of health and safety issues, which are checked daily before the session begins, as well as those that are checked on a weekly and termly basis when a full risk assessment is carried out.

This policy was adopted at a meeting of:

Gan Alon Pre-School

Held on

Date to be reviewed

Signed by the Manager

Countersigned by

Role of counter-signatory (eg. Chair,
Director or Owner)

Equipment and Toys

We aim to provide children with resources and equipment which help consolidate, challenge and extend their knowledge, skills, interests and aptitudes. We believe that high quality care and education is promoted by providing children with attractive, safe, clean, age and stage appropriate resources, toys and equipment. In order to achieve this aim:

- We provide play equipment and resources which are safe and — where applicable — conform to the BS EN safety standards for Toys.
- We provide a sufficient quantity of equipment and resources for the number of children; we provide resources which promote all areas of children’s learning and development, which may be child or adult led;
- We select books, equipment and resources which promote positive images of people of all races, cultures and abilities, are non-discriminatory and avoid racial and gender stereotyping;
- We provide play equipment and resources which promote continuity and progression, provide sufficient challenge and meet the needs and interests of all children;
- We provide made, natural and recycled materials which are clean, in good condition and safe for the children to use;
- We provide furniture which is suitable for children and furniture which is suitable for adults;
- We store and display resources and equipment where children can independently choose and select them;
- We check all resources and equipment regularly as they are set out at the beginning of each session and put away at the end of each session. We repair and clean, or replace any unsafe, worn out, dirty or damaged equipment;
- We use the inventory to, review the balance of resources and equipment so that they can support a range of activities across all areas of play, learning and development;
- We provide adequate insurance cover for the pre-school’s resources and equipment;
- We have a book donation system to introduce new books;
- We plan the provision of activities with appropriate resources so that a balance of familiar equipment and resources offer new exciting challenges.

This policy was adopted at a meeting of:

Gan Alon Pre-School

Held on

Date to be reviewed

Signed by the Manager

Countersigned by

Role of counter-signatory (eg. Chair,
Director or Owner)

Gan Alon Food Policy

Food is a crucial part of the pre-school program. Eating is essential to physical development it bolsters the immune system and improves concentration. It also provides an opportunity to socialise, experience different foods, understand the laws of kashrut and learn to make healthy choices.

Food Issues and Allergies

- Via the Registration Form the staff learn about each child's dietary needs, including the existence of any allergies.
- Gan Alon will inform staff, parents and carers about the existence of a serious allergy by sending out a letter that names that child and describes his/her allergic condition.
- If a child has food allergies we request a conversation with the child's Health Visitor.

Every Day

Snack time

A nutritious snack is provided every day, this snack consists of fresh fruit and vegetables, milk or water and a breadstick.

Lunchtime

Gan Alon does not provide lunch, we ask that parents provide lunch for their own child. The following conditions apply:

- To comply with the laws of kashrut, lunch must be free of meat, (this includes meat flavoured foods e.g. beef flavour crisps). Gan Alon reserves the right to confiscate and dispose of any meat flavour products found in lunchboxes.
- No nuts or nut products are permitted within the lunch box.
- Fish is permitted at Gan Alon providing it complies with the laws of kashrut, i.e. tuna, salmon, sardines, etc.
- Lunch can arrive in either a plastic lunchbox or a carrier bag. We request that different food items are individually wrapped, if a drink has not been provided Gan Alon will provide water.
- Gan Alon respects the culture within individual families and trusts parents to provide their own version of lunch.
- The staff will encourage children to eat their lunch in the appropriate order i.e. sandwich and drink before any 'treats'.

Cooking Activities:

Cooking activities are an essential component of any early years setting, they are relevant to all six areas of the foundation stage.

- At Gan Alon we will try whenever possible to use wholemeal flour, bread and pasta.
- We will keep sugar to a minimum.
- We will use real butter instead of margarine.

Birthdays

Gan Alon honours the significance of each child's birthday and encourages families to indulge their children on that day.

- Gan Alon will only accept cakes bought from kosher bakeries. All other shop bought cakes, regardless of the vegetarian seal, are unacceptable and will be rejected and not shared with the other children. Ideally we request that you purchase a plain cake from a kosher bakery and decorate it with icing.
- Please refrain from bringing any additional birthday items e.g. bags of sweets, lollipops, small gifts, etc.

Party Days and Family Days

Jewish festival foods encourage us to eat for example, donuts, sticky cakes (hamantaschen) and matzah crackers, Gan Alon believes it is important to maintain these foods in the context of the relevant festival to give children a sense of their cultural heritage.

- Our party list will offer a nutritious snack of sandwiches and savoury fillings. Any chocolate treats will be pure chocolate only, devoid of coatings and fillings.

Outings

Gan Alon will provide all foods and drinks on all outings for both children and adults.

- We will provide a healthy kosher lunch, using only wholemeal bread and pure butter.
- We will use savoury fillings.
- We will provide bottled water at all times and provide juice cartons at lunch time.

Outings are special days and we reflect this in the food we eat, we will offer:

- Ready Salted crisps
- Ice-cream during the afternoon of the summer outing.

This policy was adopted at a meeting of:

Gan Alon Pre-School

Held on

Date to be reviewed

Signed by the Manager

Countersigned by

Role of counter-signatory (eg. Chair,
Director or Owner)

Tips for Lunch

Lunch is a necessary and important part of the pre-school day, lunch provides a social time for both staff and children and an opportunity to learn about healthy eating.

The Lunch

- Keep it simple, too many choices can overwhelm a child and their common reaction is to reject the entire lunch because the task of eating it appears to be too much.
- One sandwich, in two slices of bread, cut into small squares or shapes is sufficient.
- Avoid large lumps of dough such as bagels, large pitta pockets, whole pizza slices, instead provide mini bagels, mini pitta pockets or half a large pitta pocket and cut large pizza slices into small manageable squares.
- Food should be easy to eat, for example, avoid long strands of spaghetti and peel hard boiled eggs and fruits.
- One or a maximum of two forms of vegetable and one small piece of fruit, is sufficient.

Treats

- Talk to your children about the right order to eat their food, and name the likes of yoghurt tubes and stringy cheese, small packs of crisps as treat foods
- Avoid whole packs of crisps (take a handful and place in a container)
- Avoid chocolate.

Please remember;

- Name the lunch box
- Children at Gan Alon graze on fresh fruit, breadsticks, water and milk during the morning. Occasionally, they may have eaten different foods as a result of a festival or cooking activity, therefore, they may not eat all that is in their lunch box.
- It is the practice at Gan Alon to, wherever possible, send home uneaten food so that you are aware of what was eaten.
- All lunches must be kosher and dairy, fish is acceptable so long as it complies with the rules of kashrut,
- No nuts or nut products are permitted within the lunch box.

- It is possible to send food that can be heated in a microwave.
- Gan Alon provides water at lunchtime.
- Please keep lunchboxes clean and food fresh.

Food Hygiene

We provide and/or serve food for children on the following basis (delete which does not apply):

- Snacks.
- Packed lunches.

We maintain the highest possible food hygiene standards with regard to the purchase, storage, preparation and serving of food.

We are registered as a food provider with the local authority Environmental Health Department.

- All staff involved in the preparation and handling of food have received training in food hygiene.
- The person responsible for food preparation and serving carries out daily opening and closing checks on the kitchen to ensure standards are met consistently.
- We use reliable suppliers for the food we purchase.
- Food is stored at correct temperatures and is checked to ensure it is in-date.
- Food preparation areas are cleaned before and after use.
- There are separate facilities for hand-washing and for washing up.
- All surfaces are clean and non-porous.
- All utensils, crockery etc are clean and stored appropriately.
- Waste food is disposed of daily.
- Cleaning materials and other dangerous materials are stored out of children's reach.
- Children do not have unsupervised access to the kitchen.
- When children take part in cooking activities, they:
 - are supervised at all times;
 - understand the importance of hand washing and simple hygiene rules;
 - are kept away from hot surfaces and hot water; and
 - do not have unsupervised access to electrical equipment, such as blenders etc.

Reporting of food poisoning

- Food poisoning can occur for a number of reasons; not all cases of sickness or diarrhoea are as a result of food poisoning and not all cases of sickness or diarrhoea are reportable.
- Where children and/or adults have been diagnosed by a GP or hospital doctor to be suffering from food poisoning and where it seems possible that the source of the outbreak is within the setting, the manager will contact the Environmental Health Department to report the outbreak and will comply with any investigation.
- Any confirmed cases of food poisoning affecting two or more children looked after on the premises are notified to Ofsted as soon as reasonably practicable, and always within 14 days of the incident.

This policy was adopted at a meeting of:

Gan Alon Pre-School

Held on

Date to be reviewed

Signed by the Manager

Countersigned by

Role of counter-signatory (eg. Chair,
Director or Owner)

Parental Involvement

It is the policy of Gan Alon to welcome an entire family upon joining the pre-school. Our aim is to support parents as their children's first and most important educators by involving them in their children's education and in the full life of the community.

When we refer to parents we mean both mothers and fathers, these include birth parents, same sex parents, step parents and parents who do not live with their children, but have contact with them and play an active part in their lives and foster parents.

- Gan Alon is run by a management committee of current parents.
- Gan Alon holds an Annual General Meeting at the start of each academic year for all parents at which new management posts are elected and appointed.
- Parent/carers will be invited to assist the staff in creating a lesson plan designed to extend their child's interests, skills and learning each time it is their child's focus week.
- The 'yellow folder' containing a child's observations and Learning Journal will be left accessible to parents at all times.
- Teachers will produce a Calendar informing parents well in advance of every important date during the following academic year.
- Lesson plans will be posted on the classroom notice board.
- Gan Alon operates a book and puzzle library. Each week staff will send home two books and two terms before your child is due to start Primary School a puzzle will be sent home. Items will be sent home in a plastic folder containing a Comment Sheet to enable a dialogue between parents and staff.
- Letters detailing upcoming events are e-mailed or sent home and a paper copy of any letter is posted in a visible place.
- Parents will be invited to attend special occasions, (i.e. festival Family Mornings, and outings).
- Parents who are separated and/or divorced will receive duplicate information about their child independent of one another unless a Court Order prevents information from being shared. Gan Alon will request a copy of the Court Order to be kept confidentially. Both parents will be required to consent to Outings outside of Gan Alon and to any medical treatment given by Gan Alon staff in an emergency. Gan Alon has a duty of confidentiality and will not intervene between parents solicitors.

Parent/ Key Person Meetings

- At least two parent/key person meetings will be scheduled during your child's time at Gan Alon. At the end of your child's first term at Gan Alon you will be invited to a Settling In Conference.

Settling In Conference / The progress check at age two

- The key person carries out the progress check at age two in accordance with any local procedures that are in place and referring to the guidance A Know How Guide: The EYFS progress check at age two.
- The progress check aims to review the child's development and ensures that parents have a clear picture of their child's development.
- Within the progress check, the key person will note areas where the child is progressing well and identify areas where progress is less than expected.
- The progress check will describe the actions that will be taken by the setting to address any developmental concerns (including working with other professionals where appropriate) as agreed with the parent(s).
- The key person will plan activities to meet the child's needs within the setting and will support parents to understand the child's needs in order to enhance their development at home.

The End of Year Conference

Parents are invited to attend a meeting with their child's key person to discuss their mid term progress.

For those children leaving to attend primary school it will be a conference to reflect on the observations contained within the Transition Record.

This policy was adopted at a meeting of:

Gan Alon Pre-School

Held on

Date to be reviewed

Signed by the Manager

Countersigned by

Role of counter-signatory (eg. Chair,
Director or Owner)

Procedures for Forest School

Gan Alon is very fortunate to have a Forest School in its grounds. Because of this the staff have undertaken training and have a programme so that Gan Alon children can make use of this extraordinary facility.

- When is Forest School?

We will take one class group, the children who stay behind will do an art or cooking activity, and then on the following day we will alternate the group. Forest School will take place between 1.15 and 2.30pm every week.

Forest school has not been assigned a specific day in order to keep the groups small and to spread this opportunity to as many children as we can.

- Clothing

Gan Alon will provide waterproof trousers that go over clothing. These garments will be kept and washed at Gan Alon. Children will also require a pair of wellington boots. We cannot accept all-in-one snowsuits. Before we go to forest we will dress the children in all clothing provided i.e. hats gloves scarves etc.

- Toileting

If a child needs to urinate we will find a secluded spot in the wood away from the group, where they can relieve themselves. If they need to defecate we will bring them back to use the toilet.

- Weather

To appreciate the experience fully it is important that children are outside no matter what the weather. Staff will take the children out after assessing the risk.

- First Aid

Staff will always have a First Aid box and mobile phone with them at Forest School. Taking them into a wild environment may result in nettle stings, splinters etc. Remember if your child is well enough to attend Gan Alon they are well enough to experience Forest School.

Settling In Policy

Gan Alon staff believe: first, enjoy pre-school and then settle – in. Gan Alon staff believe children are individuals and the reaction to being separated from a parent/carer will vary from child to child.

Staggered Entry System

Gan Alon operates a Staggered Entry System at the start of the Autumn Term, to give families individual attention to ensure children settle happily.

Initially a familiar adult must remain with their child until s/he is happy to be left and this may take some time days, a week, possibly longer.

The right time for a parent to leave is decided verbally between the parent and Head Teacher.

Prior to starting 'The Gan Alon Settling-In Procedure' will be issued to every family to sign agreeing to the prescribed procedure.

Pre-nursery sessions

Children starting in the Spring Term will be sent a letter during the preceding half-term inviting them to attend three or four sessions, for short periods of time, to familiarise them with our setting. The parent/carer must remain with their child for the duration of these sessions.

If more than 3 children are due to enter Gan Alon in January, Gan Alon operates a Staggered Entry System, for the first week of term.

This policy was adopted at a meeting of:

Gan Alon Pre-School

Held on

Date to be reviewed

Signed by the Manager

Countersigned by

Role of counter-signatory (eg. Chair,
Director or Owner)

Settling In Procedure

Gan Alon staff believe: first, enjoy pre-school and then settle-in and that children are individuals and the reaction to being separated from a parent/carer will vary from child to child.

Gan Alon has an expectation that the parent, carer or close relative will stay for the sessions initially, during the 'settling-in period' During this time staff will gradually suggest and look for opportunities when you can ease yourself away from your child increasing this as and when the child can cope.

Younger children may take time to settle in, so might children who have not previously spent time away from home before. Sometimes children who have had a period of absence may also need their parent to be on hand to re-settle them.

At some point during the process staff will advise you to start separating by saying "I am going for a cup of coffee" or "I am going shopping, I will be right back".

During the time of the first tentative separations staff will ask that you remain accessible by telephone so that in the event of your child becoming distressed we can call you back.

Gan Alon staff judge a child to be settled when they have formed a relationship with a significant adult, for example the child looks for that person when he/she arrives goes to them for comfort and seems pleased to be with them. The child is also familiar with where things are and is pleased to see other children and participate in activities.

Gan Alon does not believe that leaving a child to cry will help them to settle, we believe that a child's distress can cause negative associations for them and can delay the settling in process.

Gan Alon reserves the right not to accept a child into the setting without a parent or carer if the child finds it distressing to be left.

The right time for a parent to leave is decided verbally, on a day by day basis, between the parent and staff.

During the Settling In Process:

Try not to talk about your leaving to your child particularly if they are focused and playing happily. Allow the staff and yourself to assess the situation.

If it looks as though you may be required to stay for several mornings bring something to do. This is a gradual process and can start with you and your child separating from each other by you both being focused in individual activities.

Please be patient with your child and the staff.

You can bring a sibling if you have to but be advised that your child may be conflicted between staying at pre-School on their own whilst you leave with their sibling. It is a good idea then to arrange alternative care for younger siblings during this initial Settling In period. Something else to consider is arranging for an alternative carer ie. Grandparent, Nanny etc., to settle your child instead of you.

For some children settling in is instant and requires no further support from the parent. In the event of this occurring the Key Person becomes responsible for introducing that child to the routines and activities within the setting.

Please sign that you have read and agree to this procedure on The Gan Alon Agreement Form.

This policy was adopted at a meeting of:

Gan Alon Pre-School

Held on

Date to be reviewed

Signed by the Manager

Countersigned by

Role of counter-signatory (eg. Chair,
Director or Owner)

Gan Alon Procedure for Arriving and Collecting Children

The way each day begins is crucial to your child's pre school experience. At Gan Alon we aim to make the transition between you the parent(s)/carers and the pre-school as peaceful as possible. Please help us to help your family by following our Arrival and Collection Procedure.

- Show your Family Pass at the gatehouse.
- At the start of each pre-school day, enter through the double doors of the New North London Synagogue, and proceed to the classrooms at 9.15
- Take off your child's outer clothes and hang them on the peg provided. Gan Alon requires **all** outer clothing (during both winter and summer months) to be named with either a permanent marker or a printed label.
- Please place your piece of fruit or vegetable in the bowl provided.
- Please place any book folders into the box provided.
- Every time your child arrives and is collected from Gan Alon, a responsible adult **must** sign the Signing In/Out book for that day.
- Please wait outside the doors of the classrooms until a member of staff greets you at the group-room door to welcome your child into their assigned room
- Parents and carers can then leave.
- Gan Alon staff will assist children by placing any lunchboxes on the shelves.
- If you arrive after 09.15 and there is no staff member to greet you; bring your child into the classroom.
- Please feel free to stay, if your child is emotional, settling in, or you wish to speak to the Manager or a member of staff.
- We ask that coats have a coat loop, to ensure they hang easily.

The purpose of this procedure is to:

Accelerate the settling in time by getting children used to saying goodbye.

Ensure a quiet, orderly Registration time when staff can say the usual morning prayers, review the current theme and introduce the activities on offer that morning.

Collecting Children

- The designated Gan Alon collection point is from the side entrance of NNLS. Please come through the metal gate and use the intercom to alert us to open the double doors.
- At the appointed collection times of 12.15pm, 1.15pm and 2.30pm, the double doors will open automatically and the intercom will not have to be used.
- Please arrive on time to collect your child.
- When collecting your child please wait in the corridor outside Gan Alon until the doors are opened by a member of staff.
- Remember to sign your child out in the Signing In/Out book.
- We ask that you move toward the doors of the group rooms when collecting children as children are too small to see through the legs of adults.
- If you are unavoidably detained and will be late collecting a child please call and let us know where you are and how long you expect to be.

This policy was adopted at a meeting of:

Gan Alon Pre-School

Held on

Date to be reviewed

Signed by the Manager

Countersigned by

Role of counter-signatory (eg. Chair,
Director or Owner)

Safeguarding Children – Policy and Procedures

We intend to create in our pre-school an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to.

Staff and volunteers

- Our designated member of staff who co-ordinates child protection issues is:

- Our designated officer who oversees this work is:

We ensure all staff are trained to understand our safeguarding policies and procedures and that parents are made aware of them too. Gan Alon ensures that all staff have an up-to-date knowledge of safeguarding issues.

Disclosure and Barring Service (DBS) Checks

Candidates are informed of the need to carry out 'enhanced disclosure' checks with the Disclosure and Barring Service before posts can be confirmed. Where applications are rejected because of obtaining information that has been disclosed, applicants have the right to know and to challenge incorrect information.

We abide by Ofsted requirements in respect of references and Disclosure and Barring checks for staff and volunteers, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.

We record information about staff qualifications, and the identity checks and vetting processes that have been completed including:

- the criminal records disclosure reference number;
- the date the disclosure was obtained; and
- details of who obtained it.

We inform all staff that they are expected to disclose any convictions, cautions, court orders or reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment with us).

We abide by the Safeguarding Vulnerable Groups Act (2006) requirements in respect of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of a child protection concern.

Visitors

All visitors to Gan Alon have to pass through the 'Gatehouse' security to ensure that we have control over who comes into the setting so that no unauthorised person has access to the children. We have procedures for recording the details of visitors to the setting.

We take steps to ensure children are not photographed or filmed on video for any other purpose than to record their development or their participation in events organised by us. Parents sign a Digital Image consent form and have access to records holding visual images of their child.

Excluding Known Abusers

It will be made clear to applicants for posts within the pre-school that the position is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Candidates are informed of the need to carry out 'enhanced disclosure' checks with the Criminal Records Bureau before posts can be confirmed.

All applicants for work within the pre-school, whether voluntary or paid, will be interviewed before an appointment is made and will be asked to provide at least one reference, all such references will be followed up. Volunteers do not work unsupervised.

All appointments, both paid and voluntary, will be subject to a probationary period and will not be confirmed unless the pre-school is confident the applicant can be safely entrusted with children.

Responding to Suspicions of Abuse

We acknowledge that abuse of children can take different forms – physical, emotional and sexual, as well as neglect. When children are suffering from abuse changes may occur in children's behaviour, appearance, play and through the things they say (direct or indirect) disclosure all changes will be investigated.

Where such evidence is apparent, the child's keyworker makes a dated record of the details of the concern and discusses what to do with the Setting Manager and the Area Senco.

Gan Alon will refer concerns to the local authority children's social care department and will co-operate fully with any subsequent investigation. **NB** in some cases this may mean the police or another agency identified by the Local Safeguarding Children's Board.

We will use the detailed reporting format contained in the Common Assessment Framework (CAF) when making a referral to children's social care or other agencies.

Keeping Records

Whenever worrying changes are observed in a child's behaviour, physical condition or appearance, a specific and confidential record will be set up. The record will include, the name of the child, address and age of the child, timed and dated observations, describing objectively the child's behaviour/appearance, without comment or interpretation; where possible, the exact words spoken by the child; the dated name and signature of the recorder.

Such records will be kept in the child's red folder and will not be accessible to the people in the pre-school other than the Head Teacher, staff/keyworker.

Liaising With Outside Professionals

Gan Alon has a copy of 'What to do if you are concerned about a child' and all the staff are familiar with what to do if they have concerns. There are procedures for contacting the local authority on child protection issues. We would notify Ofsted of any incident or accident and any changes in our arrangements which may affect the well-being of children.

Gan Alon will also inform the NSPCC.

Informing Parents and Supporting Families

If a referral is to be made to the local authority social care department, we act within the area's Safeguarding Children and Child Protection guidance on deciding whether we must inform the child's parents at the same time.

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 Safeguarding Children Board does not allow this. This will usually be the case where the parent is the likely abuser. In these cases the investigating officers will inform parents.

The pre-school will take every step in its power to build up trusting and supporting relationships between families and staff.

Where abuse at home is suspected, the pre-school will continue to welcome the child and family while investigations proceed.

Confidential records kept on the child will be shared with the child's parents.

With the proviso that care and safety of the child must always be paramount, the pre-school will do all in its power to work with the child's family.

Transfer of confidential information

The receiving school or setting will need to have a record of any safeguarding or child protection concerns that were raised in the setting and what was done about them.

A summary of the concerns will be made to send to the receiving setting or school, along with the date of the last professional meeting or case conference. Some Local Safeguarding Children Boards will stipulate the forms to be used and provide these.

Where a CAF has been raised in respect of any welfare concerns, the name and contact details of the lead professional will be passed on to the receiving setting or school.

Where there has been a s47 investigation regarding a child protection concern, the name and contact details of the child's social worker will be passed on to the receiving setting or school – regardless of the outcome of the investigation.

This information is posted or taken to the school or setting, addressed to the setting or school's designated person for child protection and marked as 'confidential'.

Allegations Against Staff

Gan Alon will respond to any complaint made by a parent or disclosure by children or staff that abuse by a member of staff or volunteer, within the setting, or anyone living or working on the premises occupied by the setting, may have taken, or is taking place, by first recording the details of any such alleged incident.

Any such complaint will be referred immediately to the local authority's social care department to investigate. We will also report any such alleged incident to Ofsted. We are aware it is an offence not to do so.

Where the management committee and children's social care agree it is appropriate, the member of staff will be suspended on full pay for the duration of the investigation. This is not an admission the alleged incident took place, but to protect the staff, children and families throughout the process.

If a member of staff, or volunteer, is dismissed from the setting because of misconduct to a child, we will notify the Independent Barring Board so that the name may be included in the Protection of Children and Vulnerable Adults Barred List.

Whistle Blowing

Gan Alon has a whistle-blowing policy and procedure designed to encourage a free and open culture, within the pre-school, between staff, volunteers and all other colleagues from this site who engage with the pre-school.

The policy applies in cases where an employee believes that a serious occurrence, such as a criminal offence or, that the health and safety of an individual is likely to be endangered, or any serious offence or action is likely to occur, or has occurred.

The policy details how to raise a concern and how the matter will be dealt with subsequently.

All staff and Chairpersons are asked to read and sign that they agree to the policy.

Mobile Phones

To ensure the safety and welfare of children in our care we operate a personal mobile phone usage policy which stipulates that personal mobile phones cannot be used when in the presence of children, on the premises.

Mobile phone calls may only be taken at staff breaks or in staff members' own time.

If a member of staff has a personal emergency they are free to use the setting's phone or make a personal call from their mobile outside of the pre-school rooms.

Members of staff will not photograph children on their personal mobile phones.

During outings nominated staff will have access to mobile phones, which is to be used for emergency purposes only.

The advice line, operating Tuesday and Wednesday from 09.30am – 11.30am is; **020 8359 4336**. This number is available for consultation, advice or when you just want to talk over a situation and case names are not required

The L.B. Barnet Referral and Assessment Team - 020 8359 4066

Social Networking Sites

When using social networking sites in their own time:

- Staff will not discuss Gan Alon or use the names of any staff, child or parent when communicating with others.
- Staff will not upload any photographs or videos of children taken at Gan Alon.
- To do any of the above will be an instant dismissal from Gan Alon Pre-School.

This policy was adopted at a meeting of:

Gan Alon Pre-School

Held on

Date to be reviewed

Signed by the Manager

Countersigned by

Role of counter-signatory (eg. Chair,
Director or Owner)

The Non- Collection of Children Policy

In the event that a child is not collected by an authorised adult at the end of a pre-school day, Gan Alon Pre-school puts into practice agreed procedures. These ensure the child is cared for safely by an experienced and qualified practitioner who is known to the child.

In the event that a child is not collected by an authorised adult, we will ensure that the child receives a high standard of care in order to cause as little distress as possible. We inform parents/carers of our procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for.

Procedures

- Parents of children starting at the pre-school are asked to provide specific information which is recorded on our Registration Form, including:
 - Home address and telephone number.
 - Place of work and telephone number.
 - Mobile telephone number and email address
 - Names and telephone numbers of adults who are authorised by the parents to collect their child from pre-school, for example; childminder or grandparent.
 - Information about any person who does not have legal access to the child.
- On occasions when parents are aware that they will not be at home or in their usual place of work, they record how they can be contacted.
- On occasions when parents or the persons normally authorised to collect the child are not able to collect the child, they record the name address and telephone number of the person who will be collecting their child. We agree with parents how the identification of the person who is to collect their child will be verified.

Parents are informed that if they are not able to collect the child as planned they must inform us so that we can begin to take back-up procedures. We provide parents with our contact telephone number. We also inform parents that in the event that their child is not collected from pre-school by an authorised adult and the staff can no longer supervise the child on our premises, we apply the Child Protection Procedures as set out in our child protection policy.

If a child is not collected at the end of the session/day, we follow the following procedures;

- The Going Home Board is checked for any information about changes to the normal collection routines;
- If no information is available, parents/carers are contacted at home, at work or on the mobile phone number;
- If this is unsuccessful, the adults who are authorised by the parents to collect their child from pre-school and whose telephone numbers are recorded on the Essential Information Form are contacted;
- The child stays at pre-school in the care of two fully-vetted workers until the child is safely collected;
- The child does not leave the premises with anyone other than those named on the Essential Information Form;
- If no one collects the child and the premises are closing, or staff are no longer available to care for the child, we apply the procedures set out in our Child Protection Policy. We contact our local authority social services department on 8359 2000 and inform Ofsted 0870 000 2288;
- A full written report of the incident is recorded.

This policy was adopted at a meeting of:

Gan Alon Pre-School

Held on

Date to be reviewed

Signed by the Manager

Countersigned by

Role of counter-signatory (eg. Chair,
Director or Owner)

Equal Opportunities

Gan Alon is a Jewish setting, therefore, the curriculum follows the pattern of the Jewish year, with its festivals, customs and traditions, however, no child or family will be excluded on the grounds of age, gender, sexuality, class, family status, disability, colour, culture or religion.

We aim to:

Include and value the contribution of all our families to our understanding of equality and diversity.

Provide positive images and information about gender roles, diverse ethnic and cultural groups and disabled people.

Gan Alon will promote equality, value diversity: and

Ensure inclusion pervades in every area and activity of the setting.

Gan Alon recognises that children come with a wide range of special needs and we will work with families to consider what part Gan Alon can play in integrating and accommodating those needs.

Gan Alon will take action against any discriminatory behaviour by staff or parents, this includes, name calling, threatening behaviour and displaying any discriminatory material.

Threatening behaviour by any adult or group of adults is unacceptable on these premises and will be dealt with swiftly and in the strongest manner.

Employment

Posts are advertised and applicants are judged against specific criteria, to ensure equality of opportunity.

Applicants are encouraged from all backgrounds.

Gan Alon may use the exemption clauses in relevant legislation to best serve the needs of this community.

Any applicant who is offered employment at Gan Alon, will be subject to references and checks by the Criminal Records Bureau.

The Job Description for any post at Gan Alon includes a commitment to understanding and respecting equality and diversity in others.

Curriculum

Gan Alon will aim to encourage children to develop positive attitudes about themselves and people who are different from themselves.

We do this by:

making children feel valued and good about themselves.

making appropriate provision within the setting to ensure each child receives the opportunity to develop their skills and abilities whilst recognising that different children have different learning styles.

positively reflecting a range of communities in the resources.

celebrating a range of festivals

learn about a range of foods and cultural approaches to eating.

helping children to understand that discriminatory behaviour and remarks are hurtful and therefore unacceptable.

Valuing Diversity in Families

Gan Alon values the diversity of family lifestyles and work.

We work in partnership with parents to ensure the medical and dietary needs of children are met.

We encourage children to contribute stories of their life and experiences to the setting on a daily basis.

For families who speak languages in addition to or instead of English, we will develop means to ensure their full inclusion.

Gan Alon offers a flexible payment system for families of differing means.

Supporting Children new to English

Gan Alon supports young bilingual learners by:

- recognising that children need time to observe, play and tune into the new language, in other words we want them to feel settled and comfortable above all else;
- offering children and their families through the library program books with clear illustrations and language patterns;
- repeating key words and phrases during practical activities;
- using song and rhymes with group refrains and repeated lines;
- praising and accepting minimal efforts to join in or communicate;
- using clear natural speech and continue even if the child does not respond;
- giving the child roles and tasks that require little or no English
- using consistent routines, explain to the child and parent so they know what is expected;
- using additional verbal support repeating, modelling;
- using non-verbal communication;
- learning key words and phrases of the child's language;
- ensuring the child's home language is reflected in the resources and displays of the pre-school;
- remaining patient as generally the second language will come.

This policy was adopted at a meeting of:

Gan Alon Pre-School

Held on

Date to be reviewed

Signed by the Manager

Countersigned by

Role of counter-signatory (eg. Chair,
Director or Owner)

Special Educational Needs Policy

We aim to provide appropriate learning opportunities, for all children to ensure that the goals of self-confidence and high self-esteem are reached.

Gan Alon staff will work in partnership with parents at all times and will always keep them fully informed about how the setting is seeking to meet their child's needs.

Gan Alon pre-school aims to have regard to the DfES Code of Practice on special educational needs (2001).

All children in the group, irrespective of their special needs, are encouraged wherever possible and appropriate to participate in all the group's activities.

Gan Alon staff identify the needs of children with special educational needs (SEN) and meet those needs through a range of strategies.

Staff will provide a differentiated individual plan to accommodate a child's particular needs.

The key work system ensures that an adult is specifically responsible for monitoring the progress of the child/children assigned to them.

The needs and progress of children who have special educational needs are monitored by our group's special educational needs co-ordinator (SENCO) and the child's key worker.

The named SENCO at Gan Alon is: **Jane Pescow – Manager**

Gan Alon believes that the provision for children with special educational needs is the responsibility of all members of staff.

We work closely with parents of children with special educational need to ensure that:

- Parents are informed at all stages of the assessment, planning and review of their child's education
- Gan Alon creates and maintains a positive partnership with parents
- Gan Alon staff are able to provide parents with information on other agencies of advice and support

Gan Alon will provide resources both human and financial to implement the Special Educational Needs Policy.

Gan Alon uses the graduated response system for identifying, assessing and responding to children's special educational needs

Early Years Action: The Keyworker and Senco will use a system of planning, implementing, monitoring, evaluating and reviewing Individual Educational Plans (IEP's) in consultation with the parents.

Early Years Action Plus: Gan Alon staff (SENCO and keyworker) and parents agree to seek support from other professionals involved with children with special educational needs to devise a new IEP

Gan Alon staff have systems in place for supporting children during Early Years Action, Early Years Action Plus, Statutory Assessment and the Statementing process.

This policy was adopted at a meeting of:

Gan Alon Pre-School

Held on

Date to be reviewed

Signed by the Manager

Countersigned by

Role of counter-signatory (eg. Chair,
Director or Owner)

Achieving Positive Behaviour

Gan Alon believes in dealing with the behaviour – not punishing the child.

Days are planned and the classroom is organised to ensure that children are involved in many activities, gaining children's trust through positive reinforcement, praise and approval, thus ensuring children feel safe and loved.

The pre-school believes that children flourish best in an ordered environment in which everyone knows what is expected of them and children are free to develop their play and learning without fear of being hurt or hindered by anyone else. 'Rules', (expectations) governing the conduct of the children generally within our pre-school and at the activity areas will be discussed and agreed within the pre-school. Visual prompts and gentle reminders will be displayed and adults in the pre-school will ensure that the rules are applied consistently. We aim to work towards a situation in which children can develop self discipline and self esteem in an atmosphere of mutual respect and encouragement.

Children sometimes need help to cope with normal feelings of anger and frustration. At these times staff will either re-direct or distract a child, help children talk through a problem using appropriate child-centred logic, or use a sharp command to combat inappropriate behaviour when it occurs.

- We never use physical or corporal punishment.
- Any type of punishment that labels a child as 'naughty' is considered unacceptable. These include practices such as a 'naughty chair', excluding children from the room and 'time out'.
- We use physical restraint, such as holding, only to prevent physical injury to children or adults and/or serious damage to property.
- Details of such an event (what happened, what action was taken and by whom, and the names of witnesses) are brought to the attention of our setting leader and are recorded in the child's personal file.
- The child's parent(s) is/are informed on the same day.
- In cases of serious misbehaviour, such as racial or other abuse, we make clear immediately the unacceptability of the behaviour and attitudes, by means of explanations rather than personal blame.

Rough and tumble play and fantasy aggression

Young children often engage in play that has aggressive themes, such as superhero and weapon play. Some children appear pre-occupied with these themes, but their behaviour is not necessarily a precursor to hurtful behaviour or bullying; although it may be inconsiderate at times and may need addressing.

We recognise that teasing and rough and tumble play are normal for young children and acceptable within limits. We regard these kinds of play as pro-social and not as problematic or aggressive.

We will develop strategies to contain play, with acceptable behavioural boundaries to ensure children are not hurt.

We recognise that fantasy play also contains many violently dramatic strategies, e.g. blowing up and shooting, and that themes often refer to 'goodies and baddies' and as such offer opportunities for us to explore concepts of right and wrong.

Deputy Manager Malva Black is the member of staff responsible for Managing Behaviour.

This policy was adopted at a meeting of:

Gan Alon Pre-School

Held on

Date to be reviewed

Signed by the Manager

Countersigned by

Role of counter-signatory (eg. Chair,
Director or Owner)

Gan Alon Bullying Policy

Bullying involves the persistent physical or verbal abuse of another child or children. Gan Alon takes bullying very seriously. It is characterised by intent to hurt, often planned, and accompanied by an awareness of the impact of the bullying behaviour.

If a child bullies another child or children:

- we show the children who have been bullied that we are able to listen to their concerns and act upon them;
- we intervene to stop the child who is bullying from harming the other child or children;
- we explain to the child doing the bullying why the behaviour is not acceptable;
- we give reassurance to the child or children who have been bullied;
- we help the child who has done the bullying to recognise the impact of their actions;
- we make sure that children who bully receive positive feedback for considerate behaviour and are given opportunities to practise and reflect on considerate behaviour;
- we do not label children who bully as 'bullies';
- we recognise that children who bully may be experiencing bullying themselves, or be subject to abuse or other circumstances causing them to express their anger in negative ways towards others;
- we recognise that children who bully are often unable to empathise with others and for this reason we do not insist that they say sorry unless it is clear that they feel genuine remorse for what they have done. Empty apologies are just as hurtful to the bullied child as the original behaviour;
- we discuss what has happened with the parents of the child who did the bullying and work out with them a plan for handling the child's behaviour;
- we share what has happened with the parents of the child who has been bullied, explaining that the child who did the bullying is being helped to adopt more acceptable ways of behaving.

Deputy Manager Malva Black is the member of staff responsible for managing behaviour.

This policy was adopted at a meeting of:

Gan Alon Pre-School

Held on

Date to be reviewed

Signed by the Manager

Countersigned by

Role of counter-signatory (eg. Chair,
Director or Owner)

Gan Alon – Lost Child Policy

In the event of a child being lost on pre-school premises, the Manager and Deputy Manager should search the entire pre-school i.e. outside area, room, toilets and kitchen, synagogue and school.

If the child is not found relevant parties should be informed. First, the Police, then the child's family/carers, social services and Ofsted.

Staff maintain a register every morning, recording each child's arrival on the premises. This gives an accurate record of how many children are on site at any given time.

If a child becomes lost on school premises or on an outing, the following action should be taken:

- Ascertain amongst the adults supervising as to when the child was last seen and where.
- Remember the safety of the other children, with regard to supervision and security.
- One or preferably two members of staff should search the immediate vicinity.
- If the child cannot be found within 15 minutes then the relevant parties should be informed
- Continue to search, widening the area, keeping in touch with mobile phones.

When the situation has been resolved, members of staff should review the reasons for it happening and take measures to ensure that it does not happen again.

This policy was reviewed at a Gan Alon staff meeting on 28 February 2012.

This policy was adopted at a meeting of:

Gan Alon Pre-School

Held on

Date to be reviewed

Signed by the Manager

Countersigned by

Role of counter-signatory (eg. Chair,
Director or Owner)

Gan Alon Student Placement Policy

Gan Alon offers placements to students on work experience to Year 11 student in Barnet and Enfield Secondary Schools.

We aim to provide for students on placement with us, examples of quality practice in early years care and education.

Methods

- We require schools placing students under the age of 17 years with the pre-school to vouch for their good character.
- We supervise students under the age of 17 years at all times and do not allow them to have unsupervised access to children.
- Students who are placed in our pre-school on a short term basis are not counted in our staffing ratios.
- We take out employers' liability insurance and public liability insurance which covers both trainees and voluntary helpers.
- We require students to keep to our confidentiality policy.
- We co-operate with students' tutors in order to help students to fulfill the requirements of their course of study.
- We provide students, at the first session of their placement, with a short induction on how our pre-school is managed, how our sessions are organised and our policies and procedures.
- We make the needs of the children paramount by not admitting students in numbers which hinder the essential work of the pre-school.

This policy was adopted at a meeting of:

Gan Alon Pre-School

Held on

Date to be reviewed

Signed by the Manager

Countersigned by

Role of counter-signatory (eg. Chair,
Director or Owner)



Confidentiality Policy

During the time your child is at Gan Alon our work will bring us into contact with confidential information about your family. To ensure that all those using and working in the school can do so with confidence, we will respect your confidentiality in the following ways:

Personal records – These include registration and admission forms, correspondence concerning the child or family, observations, minutes from meetings, ongoing record of relevant concerns made by staff and are of a confidential nature. These records are stored in a secure place by the person in charge in the office.

Staff will not discuss particular situations of individual children, other than for the purpose of curriculum planning and group management with people other than parents/carers of that child.

- Issues involving employment of staff will remain confidential to the people directly involved with making personnel decisions.
- Any anxieties/evidence relating to a child’s personal safety will be kept in a confidential file and will not be shared within the school except with the child’s keyworker, Manager and Area Senco.
- Trainee teachers and students will be advised of our Confidentiality Policy and asked to respect it.

Developmental records – These include observations of children, photographs and samples of their work and developmental reports. These are kept in the classroom and can be freely accessed and contributed to by staff, the child and the child’s parents.

This policy was adopted at a meeting of:

Gan Alon Pre-School

Held on

Date to be reviewed

Signed by the Manager

Countersigned by

Role of counter-signatory (eg. Chair,
Director or Owner)

Website Policy

Gan Alon values the contribution that a website can make to the life and role of a pre-school in a modern society. Gan Alon's website is incorporated into the host site of www.nnls-masorti.org.uk.

Safeguards

The safety of children and other users who appear or are referred to on the published site is of paramount importance. Gan Alon will ensure that no pupil can be identified or contacted either via or as a result of using the Gan Alon website.

Access and Approval

Content on the Gan Alon website is controlled by role access. There are 3 roles: contributors, editors and administrators. All material submitted to the site is initially given a status of 'Pending Review' and will not appear on the live site. Material must be promoted from 'Pending Review' to 'Published' status by an authorised person with the Editor role before it will appear on the site.

Contributors are allowed to submit new pages and upload photographs via the backend for approval prior to publication. Contributors are also allowed to edit their own content. Contributors are not allowed to promote 'Pending Review' content to 'Published'.

Editors are allowed to submit new pages and upload photographs via the backend for approval prior to publication. Editors are allowed to edit their own content and also contributors' content. Editors are allowed to promote 'Pending Review' content to 'Published'. Editors may also demote 'Published' content to 'Unpublished'.

Administrators have full access to the website environment for the purposes of maintaining the software and the underlying technical environment. This includes tasks such as user administration and software maintenance and upgrade. Administrators will not publish materials to the site unless expressly authorised by the Gan Alon Manager.

Names, pictures and content

- Permission will be obtained from parents/authorised guardian via our signed Digital Image Consent Form before any pupil's image is used.
- Children's names will not be published.
- Any images of children will not be labelled with their names.
- Children will only be shown in photos where they are suitably dressed.
- Personal details of children or staff such as home addresses, telephone numbers, personal e-mail addresses, etc, will not be released via the website.

- Links to external websites will be checked thoroughly before inclusion on the pre-school website. The sites will be checked for the suitability of their content for their intended audience.
- Written work will be checked to ensure (as far as possible) that no copyright or intellectual property rights are infringed.
- All written material will be checked for its suitability for its intended audience.

Privacy

Parents have the right to refuse permission for their child's work and/or image to be published on the site. Those wishing to exercise this right should express their wishes in writing to the Gan Alon Manager, clearly stating whether they object to work, images, or both being published to the site. Parents will be notified of this right by publication of this policy at the beginning of the academic year and asked to return a Consent Form to the Gan Alon.

Monitoring

An Editor will check material before it is uploaded or published to ensure that it is suitable and complies with the record of objections held by the Manager and with copyright laws (as far as is possible). Any persons named on a web page can ask for their details to be removed. The web pages will be regularly reviewed for accuracy and will be updated as required. This review will occur at least annually.

Data Protection

The Data Protection Act 1998 came into force on 1 March 2000. The Act governs the collection, retention, use and transmission of information about living individuals and the rights those individuals have to see this information. The Act covers personal information in both electronic form and manual form (e.g. paper files, card indices) if the information is held in a relevant, structured filing system.

On an annual basis, the NNLS informs the Information Commissioner's Office of the purposes for which personal information is processed together with the types of individuals who are the subject of the data (data subjects), the types of data being processed (data classes), and the individuals or organisations to which the NNLS does or intends to disclose data. The NNLS (and Gan Alon) registration number is **Z3352152** and further details of the Data Protection register entry can be found on the Information Commissioner's website at www.ico.gov.uk.

Making a complaint

Our setting believes that children and parents are entitled to expect prompt, attention to their needs and wishes. We welcome suggestions on how to improve our setting and will give prompt and serious attention to any concerns about the running of the setting.

We anticipate that most concerns will be resolved quickly, by an informal approach to the appropriate member of staff. If this does not achieve the desired result, we have a set of procedures for dealing with concerns. We aim to bring all concerns about the running of our setting to a satisfactory conclusion for all of the parties involved.

Procedures

All settings are required to keep a written record of any complaints that reach stage two and above, and their outcome. This is to be made available to parents, as well as to Ofsted inspectors on request. A full procedure is set out in the Pre-school Learning Alliance publication Complaint Investigation Record (2012) which acts as the 'summary log' for this purpose.

Stage 1

- Any parent who has a concern about an aspect of the setting's provision talks over, first of all, his/her concerns with the Manager.
- If a face to face meeting is not possible the direct line for the Manager is;
020 3182 0116 or email ganalon@npls-masorti.org.uk
- Most complaints should be resolved amicably and informally at this stage.

Stage 2

- If this does not have a satisfactory outcome, or if the problem recurs, the parent moves to this stage of the procedure by putting the concerns or complaint in writing to the setting leader and the management team.
- For parents who are not comfortable with making written complaints, there is a template form for recording complaints in the Complaint Investigation Record; the form may be completed with the person in charge and signed by the parent.
- The setting stores written complaints from parents in the child's personal file. However, if the complaint involves a detailed investigation, the Manager may wish to store all information relating to the investigation in a separate file designated for this complaint.
- When the investigation into the complaint is completed, the Manager meets with the parent to discuss the outcome.
- Parents must be informed of the outcome of the investigation within 28 days of making the complaint.
- When the complaint is resolved at this stage, the summative points are logged in the Complaint Investigation Record.

Stage 3

- If the parent is not satisfied with the outcome of the investigation, he or she requests a meeting with the Manager and the committee chair. The parent may have a friend or partner present if they wish and the leader should have the support of the management team.
- An agreed written record of the discussion is made, as well as any decision or action to take as a result. All of the parties present at the meeting sign the record and receive a copy of it.
- This signed record signifies that the procedure has concluded. When the complaint is resolved at this stage, the summative points are logged in the Complaint Investigation Record.

Stage 4

- If at the stage three meeting the parent and setting cannot reach agreement, an external mediator is invited to help to settle the complaint. This person should be acceptable to both parties, listen to both sides and offer advice. A mediator has no legal powers, but can help to define the problem, review the action so far and suggest further ways in which it might be resolved.
- Staff of the Pre-school Learning Alliance or Gan Alon's Advisory Teacher are appropriate persons to be invited to act as mediators.
- The mediator keeps all discussions confidential. S/he can hold separate meetings with the setting personnel (setting leader and chair, director or owner) and the parent, if this is decided to be helpful. The mediator keeps an agreed written record of any meetings that are held and of any advice s/he gives.

Stage 5

- When the mediator has concluded her/his investigations, a final meeting between the parent, the setting leader and the chair, director or owner is held. The purpose of this meeting is to reach a decision on the action to be taken to deal with the complaint. The mediator's advice is used to reach this conclusion. The mediator is present at the meeting if all parties think this will help a decision to be reached.
- A record of this meeting, including the decision on the action to be taken, is made. Everyone present at the meeting signs the record and receives a copy of it. This signed record signifies that the procedure has concluded.

The role of the Office for Standards in Education, Children's Services and Skills (Ofsted) and the Local

Safeguarding Children Board

- Parents may approach Ofsted directly at any stage of this complaints procedure. In addition, where there seems to be a possible breach of the setting's registration requirements, it is essential to involve Ofsted as the registering and inspection body with a duty to ensure the Safeguarding and Welfare Requirements of the Early Years Foundation Stage are adhered to.

- The number to call Ofsted with regard to a complaint is: 0300 123 1231

-
- These details are displayed on our setting's notice board.
 - If a child appears to be at risk, our setting follows the procedures of the Local Safeguarding Children Board.
 - In these cases, both the parent and setting are informed and the setting leader works with Ofsted or the Local Safeguarding Children Board to ensure a proper investigation of the complaint, followed by appropriate action.

Records

- A record of complaints in relation to our setting, or the children or the adults working in our setting, is kept; including the date, the circumstances of the complaint and how the complaint was managed.
- The outcome of all complaints is recorded in the Complaint Investigation Record, which is available for parents and Ofsted inspectors on request.

This policy was adopted at a meeting of:

Gan Alon Pre-School

Held on

Date to be reviewed

Signed by the Manager

Countersigned by

Role of counter-signatory (eg. Chair,
Director or Owner)

Gan Alon Closure Procedure

If it is necessary to cancel a session at short notice:

Families will be contacted via a text message.

Gan Alon staff will make the decision to close as early as possible.

Gan Alon Parental Agreement

This document must be completed, signed and handed to your child's key worker on their first day at Gan Alon.

(Please tick the boxes)

- I have read and I agree to the policies and procedures of the Gan Alon Pre-School.
- I consent to having my child photographed/videoed at Gan Alon
- I have read the Emergency Procedure and therefore I the undersigned give permission for Gan Alon staff to proceed with the Gan Alon Emergency Procedure in my absence.
- I have read the Medical and Treatment Procedure and therefore I, the undersigned, give permission for medical staff to carry out any necessary medical treatment on my child in my absence.
- I consent to my child attending Forest School within the boundaries of 80 East End Road. Should my child receive a minor injury whilst at Forest School, I agree to my child being treated accordingly.
- At Gan Alon we expect our staff to be treated with respect at all times. I agree that if I have a grievance I will expect to talk to the member of staff concerned, or the Manager, privately. I understand that raising my voice, using aggressive language and/or finger-pointing is unacceptable behavior at Gan Alon.

Please note: Whenever possible parents will always be fully informed by telephone of any procedures or treatments being recommended for their child in their absence.

All the policies and procedures contained in this booklet were last reviewed in January 2014.

Child's Name.....

Your name.....
(please print)

Relationship to child.....
(please print)

Your Signature.....

Date.....

Comments:

Please bring this form with you on your first day at Gan Alon Pre-School.