



Policies & Procedures.



Furnace Barn Day Nursery Ltd

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Aims and Ethos

Welcome to Furnace Barn Day Nursery Ltd.

We aim to provide the best quality childcare in a homely, safe and stimulating environment in which all children can maximise their development through broad and balanced experiences. We promise to treat all children as individuals, we believe every child is unique and can be resilient, capable, confident and self-assured. At our core we understand that children learn through positive relationships and develop well in enabling, consistent environments, allowing Parents and practitioners to form strong partnerships with a secure foundation. We structure an early year's provision that fosters children's enjoyment of learning through engagement and motivation: providing opportunities for all.

We follow the Early Years Foundation Stage Statutory Framework 2026 (for group and school-based providers) refer to in this document as the EYFS, to deliver a curriculum that provides:

- **Quality and consistency** – ensure every child makes good progress and no child is left behind.
- **A secure foundation** through planning for the learning and development of each individual child then assessing and reviewing what they have learned regularly.
- **Partnership working** between practitioners and parents/or carers.
- **Equal Opportunities** and anti-discriminatory practice, ensuring that every child is included and supported.

(taken from The Early Years Foundation Stage Statutory Framework 2026)

Statutory framework for the Early Years Foundation Stage for Group and School-Based Providers: Setting the standards for learning development and care for children from birth to five. Pub: Sept 2026.

Absences

Introduction - Regular attendance is crucial for children's development and well-being in their early years. This policy outlines our expectations for attendance, procedures for reporting absences, and the actions we will take in cases of unexplained or prolonged absences. We are committed to ensuring the safety and well-being of all children in our care.

Expectations for Attendance - We expect children to attend their scheduled sessions regularly and punctually. Parents/carers are responsible for ensuring their child's attendance. If a child is unable to attend, parents/carers must notify us as soon as possible.

Reporting Absences - Parents/carers must notify the Nursery of their child's absence on the day of the absence. Absences can be reported by telephone: 01524811811 or email furnacebarn@gmail.com or via the Parent App "Family"

When reporting an absence, please provide the child's full name, reason for absence (e.g. illness, appointment) and the expected duration of absence.

Unexplained Absences - If a child is absent without notification, we will attempt to contact the parent/carer using the primary contact number provided. If we are unable to reach the parent/carer, we will attempt to contact the secondary emergency contact provided. All contact attempts and outcomes will be recorded on the child's Family profile. If we are unable to make contact and have concerns about the child's welfare, we will follow our safeguarding procedures.

Prolonged Absences - A prolonged absence is defined as 2 consecutive sessions of absence without a valid explanation.

If a child is absent for a prolonged period, we will:

- Make repeated attempts to contact parents/carers and emergency contacts. Send a written communication (e.g., email/Famly message or letter) to the parent/carer.
- Consider a home visit, if appropriate and following internal procedures which could include the withdrawal of the child's nursery placement.
- Consult with our safeguarding lead if there are concerns about the child's welfare.

Illness - If your child is unwell, please keep them at home to prevent the spread of infection.

* Please inform us of any contagious illnesses, such as chickenpox, measles, and hand-foot and mouth.

* Children should not return to the setting until they are symptom-free or as advised by a medical professional.

Accidents and Emergencies

Minor Accident

When a child has a minor accident at nursery a member of staff will make the child comfortable and then inform one of the management team, who will decide whether to contact the person identified as the First Emergency Contact on the child's Admission Form.

Serious Accident / Emergency

In the case of a more serious accident, or emergency, the Nursery Manager must be informed. The Nursery Manager may contact the relevant emergency services.

If the child is to be taken to hospital, then staff **must** contact parents immediately and ensure that any relevant information is made available, and documentation passed on as necessary. The welfare of the child would be our main priority.

If there is a serious accident, illness, injury, or death, then the Registered Provider is obliged to inform OFSTED.

Any member of staff dealing with an accident involving blood must wear protective gloves and aprons. These must be disposed of appropriately.

All accidents must be recorded on the child's **Accident Form** via the Famly App, the form will then trigger the child's parent/carer to read the incident and acknowledge receipt of the form. Accident involving a head injury will also receive NHS guidance on Head injuries and concussion.

It is very important that parents/carers keep emergency contact numbers up to date and they must inform the nursery of any changes. These can be altered by the parent in the Parent App Famly or emailed to the office for the team to action.

Training

It is our aim to ensure that all members of staff at Furnace Barn Day Nursery Ltd are qualified in Paediatric First Aid. When an accident has occurred at nursery the member of staff working with the child at the time of the accident will be responsible for the first-aid treatment. If, unusually, that member of staff is not qualified then the next nearest member of staff will deal with the treatment in partnership with a qualified first aider.

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The Nursery Manager is responsible for ensuring that a comprehensive program of training is in place for first aid training. A list of the staff will be placed in reception. The Nursery Management Team and the Registered Provider are the nominated Paediatric First Aider.

If a child has had an accident out of nursery, then parents/carers must fill in an “**Accident Out of Setting**” form on Famly. This helps to inform the nursery of any possible consequences at nursery such as the child having a headache after bumping their head. It is the responsibility of parents/carers to ensure that the nursery is informed of any accident at home and that the above procedure is carried out. Once the form is signed and completed with the Parent, this is then passed onto the DSLO (Designated Safeguarding Lead Officer) who receives a notification via the Famly app.

Any bruise/mark that has not been notified to staff will mean the parent called and an explanation asked for – the form will then be completed, and Parents asked to sign via the Famly app.

It is also our aim that all practitioners have appropriate qualifications, training, skills, and knowledge, to be able to work effectively with the children in their care. As a Setting, we ensure staff have time to undertake appropriate training and continued professional development opportunities to ensure we are always improving. Training is undertaken by certified trainers and with experienced trainers. We have a system of supervisions that allow staff to discuss any issues, raise child protection concerns or developmental concerns, we then identify solutions, support, and coach our staff to improve their personal effectiveness. Students on long term placement and are included in ratios must also hold their relevant Paediatric First Aid certificate.

Statutory Framework for the Early Years Foundation Stage
Sept 2026 3.3, 3.7, 3.8, 3.9, 3.29, 3.3, 3.32, 3.62, 3.63

Admissions

If a parent/carer would like their child to attend our nursery, then they will need to speak to a member of the management team. If a place is available, then the parents will be sent a copy of the “**Policies**” and “**Terms and Conditions**” Booklets and any other policies.

Parents/carers need to read these carefully and, if satisfied, fill in the **Admission Form** in full and return it to the nursery along with a non-refundable deposit of one week’s fees or £100.00 whichever is the greater amount. Invoices are charged a month in advance of care. This will secure their child’s booking. Refer to “**Enrolling**,” in the “**Terms and Conditions**” Booklet. Parents may settle their child into the nursery as appropriate. Please see “**Settling In**” Policy.

Furnace Barn Day Nursery Ltd admits children based on availability. All children are accepted on an equal and fair basis – see “**Equal Opportunities**” Policy. There may be exceptional circumstances in which a child may be refused provision at nursery, other than on availability grounds. For example, a child may have a very serious allergy which could potentially be life threatening. The nursery would have to carry out a risk assessment in such a case.

Statutory Framework for the Early Years Foundation Stage
Sept 2026 sections: 1, 1.16, 3.77, 3.81,

Arrival and Departure

Parents/guardians can access nursery premises using the buzzer system located on the gate and the reception door. These access points will be locked between approximately 9am and 4pm to provide a safe outside play area for the children. Between these times access can be gained by using the intercom/bell when a member of staff will ensure a safe and secure entrance/exit.

On arrival parents/carers must speak to a practitioner so they know their child is present and they can be marked on the Family Registers. See "Registration" Policy. We operate an open-door policy that means parents, grandparents and other carers will be made welcome throughout the day. We ask that parents/carers pass on any information to a member of staff that may be relevant to their child's care, for example someone different collecting their child, any sickness or change of circumstances. When parents leave the building, we ask that they ensure the door, and the gates are secured behind them. We expect parents/carers to follow the Nursery Policies to ensure a safe and positive environment in which the children, staff and other adults feel valued, comfortable, and welcome.

NO MOBILE PHONES/PHOTOGRAPHY EQUIPMENT IS PERMITTED TO BE SUED BY PARENTS/CARERS DURING THESE TIMES AND ON SITE AT ANY TIME.

Any unknown visitors/workers people will only be granted entrance to the nursery if they are able to produce photographic identification (professional visits) and are to sign into the visitor's book via the Family app. These visits will be always supervised by a member of staff. Please be aware of the dangers of entering and leaving the premises and drive slowly and carefully.

When parents/carers arrive at nursery to collect their child staff will mark their collection via the Family app. It is from this time that they are responsible for their child. We ask that parents/carers go to collect their child and assist them in collecting all their relevant belongings and check that they have enough nappies/wipes, and so on, for their next visit. It is the parents'/carers responsibility to inform staff if a different person will be collecting their child that day. Furnace Barn Day Nursery staff will not allow a child to leave their care without parental consent. We operate a password system if someone new is collecting a child. The Nursery asks that parents clarify who have parental responsibility and are suitable to collect their child on the admission forms.

Statutory Framework for the Early Years Foundation Stage
Sept 2026 Sections: 3.5, 3.81,

Behaviour

"Children benefit most where adults adopt a consistent and positive approach to the management of their behaviour. By establishing clear boundaries according to the child's level of understanding, children become aware of the setting's routines and procedures and know what is expected of them."
Taken from "Full Day Care: Guidance to the National Standards" Ofsted.

Furnace Barn Day Nursery Ltd Mission Statement - Behaviour:

"No child in the nursery will be subjected to nor threatened with physical punishment whether by smacking, shaking, or pulling. Staff will communicate verbally and positively to encourage appropriate behaviour. Appropriate behaviour will be encouraged by positive role modelling, consistency, and home nursery links."

*Staff must act **positively** towards children to encourage acceptable behaviour and respect for others in the nursery. This involves being always a positive role model,*

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showing respect and taking time to talk and listen to children. Our expectations are commonly understood, and these are applied consistently and fairly:

- ✓ Reassure children and make them always feel valued.
- ✓ Encourage sharing and try to develop their negotiation skills.
- ✓ Promote Emotional literacy through our communication and planned activities.
- ✓ Promote confidence in the children and provide them with strategies to deal more easily with other children's unacceptable behaviour, such as bullying.
- ✓ Discuss what is, and what is not, acceptable behaviour in the nursery.
- ✓ Help the children to identify with others so that they can understand the behaviour of other children.
- ✓ Give praise when acceptable behaviour is being displayed.
- ✓ Promote the child's mental and physical wellbeing.
- ✓ Encourage our children to manage their own feelings and behaviours, helping them to understand how these impact others. When our children struggle to regulate their own behaviours, we take action to support them.

The expectation regarding suitable behaviour in nursery needs to be communicated throughout the staff so that everyone involved in the care of the children takes a consistent approach. This is led by the suitable example of the Nursery Manager, who is also the Behaviour Coordinator, through supervision, mentoring, peer observations, in-house training, and course attendance.

It is the responsibility of the Nursery Manager to make sure that every member of staff is made aware of their expectations when dealing with a behaviour issue. The Behaviour Policy is part of the Induction that all new members of staff partake. Strategies must be discussed regularly between staff to develop the best ways of dealing with difficult behaviour. Some strategies that can be helpful include:

- ✓ Ignoring minor inappropriate behaviour and focusing on a child displaying more appropriate behaviour
- ✓ Keeping calm if a situation arises that could upset others.
- ✓ Talking quietly and slowly
- ✓ Removing the child (or the other children) to help calm the situation.
- ✓ Giving space and time to the upset child and discussing their behaviour when they are ready to do so.
- ✓ Helping the child to take responsibility for their actions and understanding their emotions (Emotional Literacy).
- ✓ Practitioners promote positive and respectful relationships to embed these values in our culture, helping children feel safe and secure.
- ✓ Practitioners teach our children the language of feelings, helping them to appropriately develop their emotional literacy.

It must be made clear that any member of staff who is proved to have taken or threatened any sort of physical punishment towards a child will be formerly disciplined. This could lead to dismissal. A person will not be taken to have used corporal punishment (and therefore will not have committed an offence), where physical intervention (reasonable force to prevent a child from injuring themselves or others or damaging property) was taken for the purpose of averting immediate danger of personal injury to any person (including the child).

We encourage parents/carers to take an active role in promoting a consistent approach to discipline. We communicate freely with parents/carers regarding their child's behaviour. All members of staff are trained to inform parents of any behaviour that is regarded as unacceptable. It is necessary for the nursery staff and the parents/carers to work together to create strategies to encourage more appropriate behaviour. This is done in a confidential manner; see the "Confidentiality" Policy.

Statutory Framework for the Early Years Foundation Stage
Sept 2026 Sections: 3.58, 3.59, 3.60, 3.61

Belongings and Lost Property

All children's personal belongings need to be properly labelled. It is parent's/carer's responsibility to ensure that supplies of wipes/nappies/creams etc. are ample for the day ahead. Parents/carers are expected to find out where their child's personal belongings are kept so that checks on supplies can be made daily and restocked when necessary.

Please see "Children's Provisions" in the "Terms and Conditions" Booklet.

The staff will encourage the children to place items in their baskets or on the peg that has their name on.

Our Curriculum

Our curriculum acknowledges the guiding principles set out in The Statutory Framework (EYFS):

- **Every child is a Unique child:** Children are 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 with teaching and support from adults, who respond to their individual interests, needs, and help them build their learning over time. Children benefit from a **strong partnership** between practitioners and parents/carers.
- Importance of learning and development. Children develop and learn at different rates.

Please see our document outlining Our Curriculum, including our Intent, implementation, and impact statements.

Statutory Framework for the Early Years Foundation Stage
Sept 2026 Sections: 1.1, 1.2, 1.4, 1.5, 1.6, 1.12, 1.13, 1.14, 1.15, 1.16, 1.18

Communication

It is parents'/carers responsibility to ensure that all relevant information is put on the child's Admission Form, and this is updated with any changes **immediately**. We require parents to put any changes of information regarding their child **onto the Famly App**. Information is communicated on a 'need-to-know' basis. All nursery staff must always adhere to the "Confidentiality" Policy.

The passing of information to/from and within the nursery is a priority. The 'quiet room' children have a diary system sent through our Famly App. The nursery encourages parents to send messages through this app especially when the child first starts nursery. Verbal communication must never be taken over by written procedure and we encourage parents to contact a member of staff to talk through their child's experiences.

Furnace Barn Day Nursery Ltd operates a key person and co. key person system in which members of staff are responsible for gathering, recording, and sharing information on a child. This does not mean that this staff member will work with their key children all the time. They will however work with them regularly enough so that they can assess and record their progress. It is the child's key person or Co. Key person that the parents/carers should contact if there is anything relevant to be passed on to nursery staff on a day-to-day nature (for instance has started 'potty training').

A child's key person will not remain the same throughout their time at nursery. As the children naturally start to spend more time in another area in the nursery then The Nursery Manager will change the child's key person and/or Co. Key person to member/s of staff who will be working more frequently with them.

The child's keyworker is highlighted in the Famly App.

The nursery produces newsfeed articles regularly via the Famly app in which useful information is passed on to parents/carers. We also have noticeboards placed in the reception area to pass information to parents/carers with useful posters, letters, nursery plans and so on. We expect parents/carers to look at these regularly.

Statutory Framework for the Early Years Foundation Stage
Sept 2026 Sections: 1.16, 2.6, 3.26, 3.34,

Complaints

It is our aim to look after the children in the nursery as closely to the wishes of their parents/carers as possible. We aim to provide the best quality childcare and education that we can. It is through good relationships with parents/carers that we hope any worries or issues can be dealt with quickly and satisfactorily. If any parent or carer feels unhappy, worried, or concerned in any way we would like to know immediately.

It would normally be appropriate to speak to the nearest member of staff or the child's key person or Co. Key person, but parents/carers can speak directly to the Management team: Whichever feels the most appropriate.

The Nursery Manager will record all complaints in our Complaints File recording the nature of the complaint, the action taken initially, subsequent action, the person responsible for investigation, the time scale, and a review of effectiveness of action taken. It is available to parents/carers/Ofsted upon request.

If a parent/carers expresses a concern, then the member of staff must:

- ✓ Listen to their complaint.
- ✓ Assess whether there is something that can be done immediately to solve the problem.
- ✓ Make sure that the Nursery Manager is made aware of what has happened so that they can take the appropriate action.
- ✓ If the problem is more difficult, or a parent is not satisfied with the initial response, then the Managing Director (Louise Morris) must be brought in to take responsibility for the situation
- ✓ It may be appropriate to provide a private place to allow the parent/carers to express their concern.
- ✓ If a parent/carers is expressing a more serious concern, then it is recommended that another member of staff is present.

“We are committed to building good relationships with our parents/carers and their children. We would encourage parents/carers to discuss any queries in the first instance with their child’s key person or one of the senior members of staff. If a parent wishes, they may speak directly to one of the Nursery Managers. We aim to resolve any complaints quickly and satisfactorily. Any complainant should expect to be listened to and given time to work with the Nursery to come to a mutually satisfactory outcome. It is our Policy to be honest with parents/carers and if our practice can be improved in any way, we will accept that and then strive to change for the better.

If the problem remains unresolved after discussion with the Nursery Management team, the parent should then write to the Registered Provider. Mrs Louise Morris – Furnace Barn, Foundry Lane, Halton LA2 6LU. Written complaints must be responded to within 28 days of receipt of the complaint in writing. If the matter cannot be resolved even at this level then the parent can write to Registration Compliance and Enforcement at The National Business Unit, OFSTED Early Years, Piccadilly Gate, Store Street, Manchester, M1 2WD Helpline No. 0300 123 4666, or if you would like advice about any concerns you can contact the whistle blowing hotline on WBHL at OFSTED Early Years, Piccadilly Gate, Store Street, Manchester M1 2WD or email: whistleblowing@OFSTED.gov.uk. Phone: 0300 123 3155

Statutory Framework for the Early Years Foundation Stage
Sept 2026, Section: 3.83, 3.84, 3.85, 3.86, 3.87, 3.88

Confidentiality

Furnace Barn Day Nursery Ltd adheres to an equal opportunities policy (see below). Parents/carers have the right to see what is on record regarding their own child but no other child’s records. All information held by the nursery will always be totally confidential. The staff must not disclose any information on any child without the written permission of the child’s parents/carers. Parents/carers will have access to their own child’s work at any time and are encouraged to add to it if they so wish. Staff must be always aware of confidentiality issues and must make the necessary arrangements to discuss matters privately using the office if suitable.

All members of staff must be aware that all information in the nursery is confidential and any personal information, such as telephone numbers or addresses, of staff as well as parents and children must not be given out. The staff must be aware that all information is confidential both at nursery but also outside of nursery, please see Safeguarding policy. Staff must ensure that they do not disclose any information regarding the children, the families, or members of staff at any time. All records are stored securely and maintained as legally required in line with the Data Protection Legislation and where relevant, the freedom of information act (2000) and the Data Protection Act 2018

Statutory Framework for the Early Years Foundation Stage
Sept 2026, Section: 3.77, 3.78, 3.79, 3.80, 3.81

E-Safety Policy.

Furnace Barn Day Nursery has a commitment to keeping children safe and healthy and the e-safety policy always operates under the umbrella of the Safeguarding Policy and refers to “safeguarding children and protecting professionals in early years settings: online safety considerations”. The e-safety policy is the implementation of the Safeguarding policy in relation to electronic communications of all types including any device with imaging sharing capabilities.

The Internet is now regarded as an essential resource to support teaching and learning. Computer skills are vital to accessing life-long learning and employment. It is important for children to learn to be e-safe from an early age and the nursery can play a vital part in starting this process. In line with our other policies that protect pupils from other dangers, there is a requirement to provide pupils with as safe an internet environment as possible and a need to begin to teach them to be aware of and respond responsibly to possible risks. Unmediated internet access brings with it the possibility of placing children in embarrassing, inappropriate and even dangerous situations.

The E-Safety Policy is built on the following care principles:

- **Guided educational use.**

Significant educational benefits should result from internet use including access to information from around the world. Internet use should be carefully planned and targeted within a regulated and managed environment.

- **Risk assessment**

We have a duty to ensure children in the Nursery are not exposed to inappropriate information or materials. We also need to ensure that children know how to ask for help if they come across material that makes them feel uncomfortable.

- **Responsibility**

Internet safety in the Nursery depends on staff, parents, carers, and visitors taking responsibility for the use of internet and other communication technologies such as mobile phones. It is the nursery's responsibility to use technical solutions to limit internet access and to monitor their effectiveness.

Nursery's internet access will be tailored expressly for educational use and will include appropriate filtering. Pupils will learn appropriate internet use. Staff will guide pupils in online activities that will support their learning journeys.

The internet is also used in the Nursery to support the professional work of staff, to allow effective planning and to enhance the Nurseries management information and business administration systems.

The Management are responsible for systems that will ensure that the appropriate filters are applied to the PCs in the nursery and to the PCs in the office.

Staff will monitor the websites being used by the children during nursery sessions.

If staff or pupils discover unsuitable sites have been accessed on the PCs, they must be reported to the management immediately so that filters can be reviewed.

Also see separate document called Online Safety policy and Screen Time Policy below.

Statutory Framework for the Early Years Foundation Stage
Sept 2026, Section: 3.4, 3.5, 3.6,

Equal Opportunities

All families are accepted without discrimination in relation to religion, political belief, health, sexual orientation, academic ability, national origin, marital status, ethnic background, or disability. Every family enquiring about a place for their child will be treated individually and admission would be based on availability – see “[Enrolling](#)” in the “[Terms and Conditions](#)” Booklet. Consideration is always made between the parents/carers and the nursery to ascertain whether Furnace Barn would be a nursery in which a child's needs could be best met. A discussion between the family, the nursery Manager and the SENDCO (SENDCO Heidi Keates/Katie Calrkson/Kerry Rogers) would take place to try to ascertain

if the child's needs could be met at Furnace barn. The parents/carers would then have the choice to enrol their child in the nursery that they think would be the best in caring for their child. If a child comes to our nursery that has special needs, then the nursery would endeavour to provide the support that would best cater for the child's needs through appropriate equipment, staff training, gaining specialist advice, requesting outside support. Refer to "The Special Needs" Policy.

Furnace Barn Day Nursery Ltd Mission Statement – Equal Opportunities:

"At Furnace barn we will endeavour to undermine all forms of discrimination through resources, training, recruitment, role modelling and enforcement. We will promote a policy of positive discrimination in play, encouraging all children to join in with all activities as appropriate. Our aim is to ensure that all resources, books, and activities promote positive images in the realms of race, gender, disability and so on. We aim to develop bias free resources. It is our policy to treat children as individuals and we will work in close partnership with parents to achieve this. We aim to promote tolerance and appreciation of other cultures, languages, and individual differences."

All members of staff are recruited fairly with the criteria being the skills requirements of the occupation. It is required however that staff have sufficient understanding and use of English to ensure the well-being of the children in their care. Furnace Barn Day Nursery Ltd adheres to all relevant legislation. See "Staff Recruitment and Retention".

Statutory Framework for the Early Years Foundation Stage
Sept 2026, sections: 3.23, 3.61.

Fire Procedure

All members of staff must make themselves familiar with the "Fire Evacuation Procedure" written below and displayed throughout the nursery. Staff must make sure that these displays are always kept clearly visible. Each member of staff is responsible for evacuating their group of children to a safe place via the nearest, safe exit. The nearest member of staff must take out the register, visitor's book and the 'off the premises' book so that everyone on the premises can be accounted for.

FIRE EVACUATION PROCEDURE

In the event of a fire in the building:

1. Evacuate all children through the nearest, safe exits, closing all doors behind you.
2. The register, visitor's book and the 'off the premises' book must be taken out.
3. Progress to the front driveway (if it is safe to do so) and report to the most senior member of staff.
4. Call the fire brigade by dialling 999.
5. Do not attempt to extinguish the fire until all the children in your care are in a safe place, nor if the fire has reached such proportions as to endanger your life."

In the event of a fire parents/carers must be responsible for their own exit from the building under guidance from the staff. Parents/carers must not try to find their own child, as the staff will be responsible for them.

Statutory Framework for the Early Years Foundation Stage

September 2026

General Data Protection Regulations

Here at Furnace Barn, we take your privacy seriously and will only use your personal information to manage your account and provide tailored care for your child.

From time to time, we will need to contact you via phone or email to provide you with nursery updates, share relevant news and send you your childcare bills.

We will input your data into a system called Kindersoft and 2Simple which helps us manage our nursery smoothly. Your data is held in secure data centres and can only be accessed by authorised personnel. Personal information will not be shared with any third parties.

Information Commissioners Office registration number: Furnace Barn Day Nursery ZA331024

Reasons/purposes for processing information.

We process personal information to enable us to provide childcare, encourage and supervise educational play, to advertise our services, to maintain our own accounts and records to support and manage our staff.

Type/Classes of information processed.

We process information relevant to the above reasons/purposes. This may include:

- Personal details
- Family details
- GP contact details
- Lifestyle and social circumstances
- Digital images of the child for developmental reports
- Financial details
- Education and employment details
- Good or services provided.

We also process sensitive classes of information that may include:

- Physical and mental health details
- Racial and ethnic origins
- Religious or other beliefs

We process personal information about:

- Our employees
- The children in our care
- Advisors, complaints, enquiries
- Suppliers

Who we share information may be shared with:

- We sometimes need to share the personal information we process with the individual themselves and with other organisations. Where this is necessary, we are required to comply with all aspects of the Data protection Act. What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons.

We share information (where necessary) with:

- Family, associates, and representatives of the person whose personal data we are processing
 - Healthcare, social and welfare advisors, or practitioners
 - Business associates
 - Financial organisations and professional advisors
- Credit reference agencies, debt collecting and tracing agencies
 - Education, educator and examining bodies

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- Current, past, and prospective employers (staff only)
 - Schools
- Local and central government
- Persons making an enquiry or complaint
 - Suppliers
- Service providers

We operate a CCTV network that covers all areas of Nursery. Our [CCTV policy](#) is a separate working document and be found on our website www.furnacebarnchildcare.co.uk under the “parents and carers information” tab. A copy is also provided to all parents as part of the admissions documents.

Statutory Framework for the Early Years Foundation Stage
Sept 2026. Section: 3.72, 3.77, 3.78, 3.79, 3.81, 3.82.

Grouping of the Children

At Furnace Barn Day Nursery we can accommodate 69 children across all three areas, these children are grouped according to their individual needs. We take a flexible approach to grouping the children so that they are playing in an environment best suited for their personality, confidence and stage of development. There are four main base areas to the nursery: and the children progress through the nursery at their own pace.

The **Quiet room** is slightly separate from the rest of the nursery to provide an appropriate area for our youngest children. These children can expect an environment that is calm and stimulating to encourage play and maximise their development in a variety of ways. The quiet room leads out to a safe, secure outdoor area where the children have ‘free flow’ access to. There is a core group of staff that work with these children to ensure that they have a consistent approach for their well-being.

The **Transition Room** is a room to help bridge the link between quiet room and main room. This area allows the children to become accustomed to the “busyness” of Nursery and the noises attached to this. It is also a space where the children meet most of the staff throughout nursery. This allows the children to begin to build confidence with new people as they become to be more independent. The practitioners understand the developmental stages of both quiet room and main room, having this space allows them to transition smoothly when they turn two years old.

The **Main room** is where predominantly our 2-year-old children are based and is where the children will progress to when they are developmentally able to do so. The room contains different learning areas which provide an appropriate balance of free play and focused activities planned around the children’s individual abilities and learning styles. The main room leads out to a vast outdoor area which the children are encouraged to explore freely. They will also learn through play with resources suitable for their needs which are regularly adapted and changed to stimulate and teach across the seven areas of learning from the Early Years Foundation Stage framework and through continuous provision.

Our **Preschool Unit** is then located on our main outdoor area – this purpose-built classroom was established in 2023, to provide a dedicated space for our preschool children to learn and thrive. The classrooms are linked together via large sliding doors and benefit from their own free flow outdoor space. These children are normally 3 years of age when they transition into this room.

All the children (across the nursery) also have access to our “field” area with large boat, planting area, sensory room and quiet Zen Garden.

As a nursery, we adhere to the ratio guidelines as outlined within the Statutory Framework. We look at the nursery (as a whole unit) to allow for the free movement of the children each day.

Children aged 0-2yrs are a ratio of 1:3. At least 1 member of staff will hold a level 3 qualification (including specific baby room training) and at least half of the other staff working with them will be a minimum level 2 qualified.

Children aged 2-3yrs are a ratio of 1:5. At least 1 member of staff will hold a level 3 qualification and at least half of the other staff working with them will be a minimum level 2 qualified.

Children aged 3-4yrs are a ratio of 1:8. At least 1 member of staff will hold a level 3 qualification and at least half of the other staff working with them will be a minimum level 2 qualified.

Statutory Framework for the Early Years Foundation Stage

Sept 2026, sections: 3.77, 3.78, 3.79, 3.80, 3.81, 3.82, 3.86, 3.87, 3.90

Health & Safety

It is the responsibility of all members of staff to ensure that the nursery is a safe environment for children, parents, visitors, and staff. The nursery adheres to the relevant legislation such as the Health and Safety at Work Act 1974 and the Statutory Guidance for the Early Years Foundation Stage 2024. Staff must make themselves familiar with Health and Safety Procedures in the nursery as directed by the Nursery Management team. Some of these are outlined below:

- ✓ Safety gates are placed at the access points to areas in which the children could be at risk.
- ✓ These gates must be locked and always shut, even when there aren't any children nearby.
- ✓ Children must be always supervised. Staff must not leave the area they are responsible for when there are children present.
- ✓ There is a Risk Assessment Pack in action in the nursery that includes a safety checklist. All staff should be trained on how to carry out this checklist.
- ✓ All cleaning materials will be kept in a safe place away from the children.
- ✓ Food preparation areas must be kept spotless, and all eating/drinking equipment must be rinsed under the tap and then washed in the dishwasher (not by hand)
- ✓ Protective aprons are available when preparing food.
- ✓ Staffs' hands must be washed before any food is prepared and after changing a child's nappy or emptying a potty.
- ✓ Staff have the option of wearing protective gloves that are provided or they must wash their hands with soap and water, after each child having a nappy change.
- ✓ Children's hands must be washed before any meal/snack times and after playing outside.
- ✓ Furniture and equipment must be kept in good repair and unsuitable items removed and reported to the Manager.
- ✓ Equipment must be stored tidily and safely. The children need to understand why equipment must be kept tidy.
- ✓ A first aid kit is available in each room.
- ✓ If a member of staff notices a hazard, then it is their responsibility to make that hazard safe; for example, clearing a floor spillage, removing inappropriate resources and cleaning unhygienic areas.
- ✓ The outdoor area must be locked and secure before children are able to access it.
- ✓ The outdoor play area must be kept clean, safe, and secure always. A check should be made before the children go outside to make sure that the gates are closed, and the area is clean (free from glass, animal faeces for example)
- ✓ The outdoor area should be risk assessed daily for seasonal risks such as ice, flooding, excessive heat.
- ✓ The children must be counted out of the building, and then counted back in, to avoid leaving a child unattended outside.

Policies

The nursery has public liability insurance, details of which can be found on the notice board by the front door. It is requested that nursery staff take responsibility for their own safety and the safety of others by adhering to this advice given as part of the induction process. Any other visitors to nursery are always supervised and should have regard for any health and safety advice given by their supervisor.

Risk Assessment

Written risk assessments on the nursery premises, equipment and surroundings are carried out on a weekly basis and weekly safety checklists with visual risk assessments are completed daily. The risk assessments are completed and recorded in each of the areas (the Quiet Room, Transition Room, Main Room, and Preschool Unit). Risk assessments on trips and visits are carried out on an individual basis.

Statutory Framework for the Early Years Foundation Stage

Sept 2026. Sections: 3.62, 3.63, 3.64, 3.65, 3.66, 3.69, 3.71, 3.74, 3.75, 3.76,

ICT

The children have access to a variety of ICT equipment as part of their daily development, and we have a variety of media including interactive whiteboard, computers, iPad, and other devices with adult guidance. We have taken measures to ensure that parental controls, blocks, and filters are set to protect children from any harmful material. We also ensure that the children are closely supervised and that they cannot access the internet or harmful material.

Also see separate document called [Online Safety policy](#).

Illness / Sickness

It is normal nursery practice to identify children who are showing signs of illness. If a child seems to be feeling a little unwell but is assessed by the appropriate staff as being well enough to stay at nursery then they will be monitored, and the parents informed when they arrive to collect their child.

If a child is upset and the management team or senior member of staff feels that the parents should be contacted, then the staff and parents/carers can discuss the situation and decide the best course of action.

If a child is showing more serious signs of illness whereby it is deemed that the child would benefit from being away from nursery, then the parents/carers named on the child's Admission Form will be contacted and asked to take their child home. It is the parents'/carers responsibility to ensure that there is always a responsible adult available to collect their child in such circumstances. If the normal contactable person is unavailable on a particular day, then other arrangements must be made, and the nursery staff informed.

The nursery has an obligation to protect other children and staff from infectious illness (communicable diseases). The nursery seeks professional advice and follows the relevant guidelines in these cases. There will be times when children and staff will need to be excluded from nursery because they have an infectious illness.

Notifiable Illness and Disease:

Diseases notifiable (to local authority officers) under the Health Protection (Notification) Regulations 2010 include (but not exhaustive):

Policies

• Acute Encephalitis • Acute Meningitis • Acute Poliomyelitis • Acute-infectious hepatitis • Anthrax • Botulism • Brucellosis • Cholera • COVID19 • Chicken Pox • Diphtheria • Enteric Fever • E. COLI • Food poisoning • Infectious bloody diarrhoea • Streptococcal	• Scarlet Fever • Legionnaires Disease • Leprosy • Malaria • Measles • Mumps • Plague • Rabies • Rubella • SARS • Scabies • Smallpox • Tetanus • Tuberculosis • Typhus • Whooping Cough • Yellow Fever
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Please also see “[Illness/Sickness](#)” in the “[Terms and Conditions](#)” Booklet for information on chargeable fees.

If you are advised to isolate then home learning will be available, staff are able to provide activities/videos etc and telephone support.

We will notify OFSTED of any communicable disease as defined by the Health Protection Agency. Parents/carers/staff must inform us of any illness that they or their child may have so that we can share this information with other families/agencies as required.

If a staff member is prescribed medication, they are required to inform the Manager and provide evidence from a medical professional that the medication is unlikely to impair their ability to look after children. As with children’s medication, this is to be stored in the locked cupboard in the upstairs staff cloakroom area, away from the children.

Statutory Framework for the Early Years Foundation Stage

Sept 2026. Sections: 3.51, 3.52, 3.53, 3.54, 3.57,

Collection and Early Arrival of Children

While we understand that it can sometimes be difficult for parents to arrive on time to take their children home the nursery does have to balance the needs of the parents/carers with the consideration of the staff. If a parent/carer is having difficulties in collecting their child on time, then it is **their** responsibility to make **other** arrangements. There are times when something unexpected can arise and unusually a parent/carer will be late – for instance exceptionally heavy traffic on the way home from work. In these instances, the nursery will make an allowance. We would ask parents where possible to phone the nursery to inform us if they are going to be late so that arrangements can be made.

We would ask parents/carers to be considerate to the staff by arriving in time to **leave** the premises by the end of the nursery session. If a parent/carer wishes to discuss any issues with the staff, then they need to arrive at nursery in good time to do this. If a child has not been collected from nursery by the

end of their booked session and we haven't heard from the parents/carers, then we will attempt to contact them. The child will be cared for on the nursery premises until they are collected.

However, persistent lateness will incur a late pick-up charge will be introduced, at the discretion of the Nursery Management team. See "[Late Pick Up](#)" in the "[Terms and Conditions](#)" booklet.

In very unusual circumstances, if it comes to a point in which it would seem reasonable to assume that the child **isn't going to be picked up at all** then the nursery staff would have no choice but to contact the relevant agencies to make further arrangements. This procedure would not be carried out lightly.

If a parent arrives at nursery **before** the nursery is open, then they will have to wait until the staff open the nursery at 7.30 am. Parents/carers must stay on the premises until the session has formally begun. The nursery must ensure that the strict staffing ratios guidelines are always maintained.

Statutory Framework for the Early Years Foundation Stage
Sept 2026. Sections: 3.52, 3.7, 3.8.

Learning and Assessments

Learning

Each member of staff at Furnace Barn has been chosen so that they bring a variety of skills, attitudes, and characters to provide positive role models and facilitate learning in a fun way. See "[Staff Recruitment and Retention](#)". Each member of staff is a valuable part of the team and should be treated with respect and warmth.

ALSO SEE CURRICULUM STATEMENT.

Statutory Framework for the Early Years Foundation Stage
Sept 2026 – Section 1 The learning and Development requirements and Section 2 Assessment.

Assessments

The Management team has the responsibility of ensuring that all the children are being given tasks suitable for their stages of development. Shortly after admission every child has a baseline assessment to ascertain their starting point. This is done by their Key Person, who works alongside the child using the EYFS to mark points of achievement. From there on in, each child is observed periodically, and their progress is recorded and monitored. These formative assessments inform the planning that takes place to ensure that all the staff are providing a suitable environment to maximise the children's development and learning. These records could include.

- Famly – our observation package. (A computer programme that produces a photo of the child taking part in an activity. The package is used to link the activity to the EYFS learning outcomes.)
- Key pieces of the children work. (The child writes their name for the first time for example)
- Specific assessment activities. (An activity planned with a specific focus and learning outcome)
- End of term progress checks (carried out by child's key person) and published via the Famly App.
- Wellcom screening. (A national programme tailored to assess children's understanding and use of the English language.) if applicable.

Statutory Assessments.

The Progress Check at age two.

This is a statutory requirement and is required to be conducted between the ages 2-3 years. It is a written progress check done by the child's key person in collaboration with parents to identify a child's strengths and highlight any potential areas of need or special educational need. It primarily focuses on the prime areas of learning, but we do make small comments on the specific areas if your child is beginning to achieve within them. When it is time for your child's progress check, your child's key worker will complete a two-year check, and this will be shared with you. There is a section that asks parents to complete, once complete we will meet to discuss your child's progress and any concerns. The report will include information such as:

- Review of progress made within the three prime areas.
- Highlight any areas in which some additional support is needed.
- Focus on any areas where there is concern that a developmental delay, which may indicate a special educational need,
- Describe activities and strategies we intend to adopt to address any issues or concerns.

It is hoped that these checks can be done to fit alongside the checks conducted by the child's health visitor. Staff will encourage parents to share the review with their health visitor to support integrated working. The check will be recorded via the Famly App and feed into our assessment schedules. If a child moves between the ages of 2 and 3yrs then the report should be shared with any new nursery.

Transition Reports

Transition reports are used by reception teachers/new childcare providers to help them ascertain a starting point for each child. Children are stated to be "working towards, within, or exceeding expected levels of development" in each of the seven areas of learning as outlined within the EYFS. These reports will be created for each child by the Management team and child's Key Person as they leave nursery. These reports give an overview of a child's current stage of learning and development at the point of when they leave us. This information is usually shared verbally with teachers prior to children starting school as part of the nursery visits conducted by local schools. The report is given to parents during your child's last week and we ask that you share it again with the teachers as your child starts school. For children that leave us before their reception year, these reports are given to parents, and we ask that you pass them on to the new childcare provider.

For children with English as an additional language, assessments will all take place in English as outlined in the Statutory Guidance for the EYFS. If it is deemed that a child doesn't have a strong enough grasp of the English language to allow this, then the Manager and Key Persons will work with the whole family to support and develop the child's learning and development.

Children with Special Educational Needs will also undertake all the above assessments. These will be used to assist staff and families to create tailored Targeted Learning Plans to help each child learn individual skills at an individual pace. They may also undertake further assessments whilst working with Inclusion Teachers, information from which may be used to request additional support and resources from the local authority. This is a very specific area; see Special Educational Needs and Disabilities (SEND) policy for more detailed information.

Further information for families on the EYFS and its implementation can be found at: www.foundationyears.org.uk

Statutory Framework for the Early Years Foundation Stage
September 2026 The Learning and Development Requirements section 1
Assessment section 2.

Meals and Snacks

The children have a snack mid- morning; this consists of a choice of fresh fruit and vegetables and is as wide-ranging as possible. This provides a range of learning opportunities and promotes healthy eating daily. The drinks provided are a choice of milk or water. **It is parents'/carers responsibility to inform us if they do not wish this to happen for their child.** We ask parents/carers to provide some alternative refreshment in this instance. We have taken advice from a variety of sources on healthy eating and snacking, and we are clear that offering only water as a drink at times other than a mealtime is the most appropriate option regarding healthy teeth. The snack time also provides an opportunity for social interaction with the other children learning, for instance, to take turns.

We also offer a small portion of toast to children as part of circle time routine. If a parent does not wish this for their child, then they must inform the nursery.

As a nursery we also provide Breakfast for children arriving before 8:30am, breakfast is a balanced, sugar free option. If parents want their child to have a specific cereal, then parents are to provide their own cereal for their child's breakfast.

It is our Policy that parents provide their own child's lunch and tea. We would encourage parents to provide healthy options for their child. The leftover food is returned to the parents so that they can see exactly what their child has eaten at nursery. All parents/carers provide their child's normal food, and it is felt that this is another important part of treating children individually. It also gives parents/carers the reassurance that they know exactly what their child is eating, and it is in line with their wishes. We hope that this policy also provides a situation where the risk of a child with food allergies, or a special diet, eating something inappropriate is greatly reduced. It is important therefore that children do not share food at nursery so that the chance of a child consuming something that they "shouldn't" is minimal.

Also see "[Children's Provisions](#)" in "[The Terms and Conditions](#)" Booklet.

Please also read our [Nutritional Guidance](#) Policy written inline with the **Early Years Foundation Stage (EYFS) nutrition guidance** released in April 2025.

Parent(s) whose children are bottle fed please discuss with quiet room staff your individual requirements including sterilization (if appropriate) and formula preparation etc.

Children sometimes prepare food as part of the planned curriculum. In these cases, the children tend to take their 'product' home. There are times however that part of the activity is to taste some type of food (maybe for a festival) or a child may bring in a birthday cake in for everyone to share. It is part of nursery practice to allow all children to join in with these sessions **unless there is a known request from parents/carers for us not to do so.**

Food will be stored in either the upstairs or downstairs fridge (as appropriate) at a temperature of less than 8°C. The temperatures of both fridges are recorded daily to ensure this.

Food which needs reheating will be done to at least 75°C (as specified Food Standards Agency). The food will then be left to cool down to at least 48°C to ensure it is fully reheated and then cooled to a temperature which will not burn the child. The heated temperature is recorded, and the staff sign to record they have checked the cooled temperature in our 'food temperatures' records.

Weaning.

As part of our health and safety policies and [Nutritional Guidance Policy](#), we must acknowledge the dangers that can come as a child is weaning and learning to eat solid foods. In the quiet room staff are always first aid trained and will supervise the children during these mealtimes. All children will be seen and heard whilst eating. As part of our getting to know routines we ask for details on the child's weaning stage (smooth, lumps etc) and the type of food they have already tried. This allows us to ensure that any food provided matches their developmental need, but also Staff are able to consider allergies when new foods are introduced.

Parents are reminded to continue to provide updates on this process, to ensure that we are working in partnership with each other and putting the needs of the child at the forefront of our discussions.

Allergies

When providing food to either eat or play with, staff are aware of allergies in the setting. Parents are asked to complete an allergy record before starting and this information is communicated to all staff. We give special consideration to the allergy advice given by the government at <https://help-for-early-years-providers.education.gov.uk/health-and-wellbeing/nutrition/food-allergies-and-intolerances>

We follow medical advice for severe allergies such as peanut/milk and all staff are trained in the use of an EPI-PEN.

We also give regard to [the British Society for Allergy and Clinical Immunology](#) and where appropriate use their Allergy Action Plans.

It is very important that parents/carers inform us of any special requests or requirements when carrying out any meal, snack or food activities. This must be done in writing and filed on the Family App and given to the Nursery Manager. Please read the "Communication" Policy.

Statutory Framework for the Early Years Foundation Stage
Sept 2026. Sections: 3.51, 3.55, 3.56, 3.57

Medication

Please also see separate policy titled "[Medication Policy](#)" for a detailed explanation regarding medication.

Statutory Framework for the Early Years Foundation Stage
Sept 2026. Sections 3.51, 3.52, 3.53, 3.54.

Missing Child

The register is continually kept up to date recording when children arrive on the premises and when their parents/carers arrive to collect them. Because we have an open-door policy, and parents/carers can arrive and leave when they wish, within their booked session, it is crucial that this register is updated immediately so that children can easily be accounted for at any time of the day. All staff are responsible and accountable for all children within the nursery and must perform regular head counts.

On visits, staff will have a register of the children on the visit. Each member of staff will be responsible for a group of the children and must keep a head count. If the whereabouts of a child is uncertain then the member of staff must inform the most senior member of staff immediately. On outings, the staff will inform the manager back at nursery and the staff at the visit attraction. They will then carry out an immediate search. If the missing child is not then found the parents/carers will be contacted and then

the police. The managing director would carry out an internal investigation to identify how the child went missing. Appropriate action would then be taken.

Statutory Framework for the Early Years Foundation Stage
Sept 2026. Sections: 3.62, 3.63, 3.72, 3.74

Online Safety Policy

The online safety policy considers the DfE statutory guidance “[Keeping Children Safe in Education](#)” 2025, [Early Years and Foundation Stage 2025](#), [Working Together to safeguard children 2026](#) plus “[Information Sharing Advice for Practitioners 2024](#)”. We also acknowledge the [Blackburn with Darwen, Blackpool and Lancashire Children’s Safeguarding Assurance Partnership \(CSAP\)](#) and [PAN Lancashire](#) procedures. We identify that the issues classified with this policy are considerable and as a direct result we have produced a separate [Online Safety Policy](#) which thoroughly identifies the risks and action taken by Furnace Barn Day Nursery to manage these risks.

Sept 2026. Sections: 3.72, 3.73, 3.74, 3.75, 3.76, 3.77, 3.78, 3.79, 3.80,

Operation Encompass Policy

Furnace Barn Day Nursery Ltd is part of Operation Encompass.

Operation Encompass is a national police and education early intervention safeguarding partnership which supports children who experience Domestic Abuse. Operation Encompass is in place in every police force in England and Wales, the Isle of Man, Jersey, Guernsey, Scotland, Northern Ireland and Gibraltar.

Children were recognised as victims of domestic abuse in their own right in the 2021 Domestic Abuse Act. There is a legislative requirement for police forces to share information with educational settings through Operation Encompass. Through Operation Encompass the police will share information with our nursery about ALL police attended domestic abuse incidents which involve any of our children who are related to either of the adults involved in the incident. This sharing of information will occur PRIOR to the start of the next school day. The information is shared via secure channels and cascaded via our Designated Safeguarding Lead officers who have received specialist training via Operation Encompass.

Further details can be obtained upon request and this policy forms part of our Safeguarding Policy and GDPR Policy.

Statutory Framework for the Early Years Foundation Stage
Sept 2026. Section 3: The Safeguarding and Welfare Requirements.

Parental Involvement

We work closely with parents/carers and promote an open-door policy that means that parents/carers and friends are always welcome. The ‘quiet room’ children have a home/nursery diary that is a two-way communication. Please see the “Communication” Policy. During a child’s time at nursery there will be events that we encourage the whole family to join in with and social events for staff, parents/carers, and friends to come along to.

Parental involvement is very important at Furnace Barn Day Nursery Ltd. Every member of staff must promote openness and trust with our parents/carers. Being honest and spending time talking and listening to parents/carers on arrival will help us develop this. Communicating in a positive way with parents/carers will help promote confidence in us to look after their child in the way in which they want. Taking care of a child is teamwork and the better the communication between the nursery and the child’s family the better a child can be cared for.

If a member of staff has been provided with any information that is relevant to other staff, or the running of the nursery, then it is the staff's duty to pass that information on. There will be times when a parent/carer discusses an issue with a member of staff that is specific to their child. This personal information must be passed on to the Nursery Manager. See the "Communication" "complaints" and "Confidentiality" Policies.

Statutory Framework for the Early Years Foundation Stage
Sept 2026. Sections 1.13, 2.3, 2.6, 3.34, 3.61, 3.82, 3.83

Pattern of the Day

The nursery does have a basic pattern for a typical day but this is not to be followed blindly. The nursery must remain flexible in its approach to caring for children and this pattern may be altered at any time, so long as it is for the benefit of the children. Here follows an outline for staff and parents to be aware of.

Breakfast – We are happy to give breakfast to children who arrive before 8:30am

Circle Time – in which the children experience focused learning activities.

Wake and Shake – Physical activity & listening time to introduce the children to the activities on offer for that day.

Focused Learning – dependent upon the ages of the children

Midmorning snack and drinks

Activities – continuous provision activities both inside and out

LUNCH

Activities – as the morning

Circle Time - as the morning

Focused Learning – dependent upon the ages of the children

Outside activities – as the morning

TEA

Structured Free Play – low key games to finish off the day.

Statutory Framework for the Early Years Foundation Stage
Sept 2026. Sections: 3.82

Playing Outside

The children have free flow access to the outdoors and are encouraged to go outside at least twice a day. This provides an opportunity for the children to gain fresh air, have a change of scenery, carry out different activities (especially for developing gross motor skills) and they learn to prepare themselves with the correct clothing for the weather. The outside play is planned for in the same fashion as the indoor play so that the children receive a variety of experiences linked with The Early Years Foundation Stage. It is the parent's/carers responsibility to provide appropriate, labelled, clothing for the weather but if necessary spare coats, hats; gloves and so on can be borrowed from our spares. During the summer we use a generic suncream (if a child needs a specific cream, please provide and label), children also need hats so that we can protect them. Parents/carers need to ensure that their child has the necessary creams/hats/sunglasses and so on otherwise alternative arrangements will have to be made. This needs to be discussed between the parent/carers and staff.

It is nursery policy to apply nursery sun cream throughout the day, permission for this is requested on the Admission Form, but parents/carers must be aware that some children can have an allergy to certain creams it is their responsibility to inform us if a child needs a specific cream.

Babies in prams will also have the same care but additionally they will be placed out of direct sunlight by using sunshades or the shaded areas outside. The staff must be aware that these shady areas move

throughout the day and the children should be checked, even more frequently than usual, so they don't become overheated.

Statutory Framework for the Early Years Foundation Stage
Sept 2026. Section 1 and Sections: 3.68, 3.76

Policies and Procedures

The "Policies" for Furnace Barn Day Nursery Ltd have been drawn up to provide procedures for the staff and parents/carers to follow to enable the running of the nursery to be as beneficial to the children and their families as possible. The "Policies" Booklet is a working document as it is constantly reviewed and updated. Any major policy changes are put in the newsletter provided to all parents/carers of children enrolled in the nursery. The "Policies" Booklet also acts as our "Operational Plan" and "The Staff Manual" combined. This ensures that parents/carers, staff, and other carers are given the same information on the running of the nursery. It is hoped that this will promote confidence, understanding and trust. Parents/carers who are about to enrol their child in our nursery will receive a copy of the following:

- **The Policies** – policies and procedures of the day to day running of the nursery.
- **The Terms and Conditions** – financial and administrative information including Government funding and tax-free childcare that is applicable to parents/carers.
- **Admission Form** – this must be completed in full. This will mean that parents have read, understood, and agreed to all of the above
- **Medication Policy** – these details outline our procedures regarding medication, including the how many doses are permitted in one day, by completed and admission form parents are signing to say they have read, understood, and agreed to this policy.

All members of staff have identical copies of these, and it is a continuing responsibility of the staff to ensure that they keep themselves up to date.

All policies will be published on the Furnace Barn Webpage www.furnacebarnchildcare.co.uk and in the Famly App under the "documents" tab. This includes the nutrition policy, safer sleep guidance and fee structures.

Statutory Framework for the Early Years Foundation Stage
Sept 2026. Sections: 3.77, 3.78, 3.79, 3.80, 3.81, 3.86

PREVENT DUTY POLICY

This policy is in addition to our Policies and Procedures document and is to be implement alongside our safeguarding policy. This policy does not replace our safeguarding policy or procedures but simply clarifies our understanding of Prevent Duty.

From 1 July 2015 all schools, registered early years childcare providers and registered later years childcare providers (referred to in this advice as 'childcare providers') are subject to a duty under section 26 of the Counterterrorism and Security Act 2015, in the exercise of their functions, to have "due regard to the need to prevent people from being drawn into terrorism". This duty is known as the Prevent duty, we acknowledge the governments statutory guidance "[Prevent duty guidance for England and Wales 2023](#)". It applies to a wide range of public-facing bodies. We also acknowledge and give regard to the government's "Keeping children Safe in Education" statutory guidance.

What is Radicalism?

Radicalism refers to the process by which a person comes to support terrorism and forms of extremism.

Protecting children from the risk of radicalisation is seen as part of our settings wider safeguarding duties and is similar in nature to protecting children from other forms of harm and abuse. During the process of radicalisation, it is possible to intervene to prevent vulnerable people being radicalised. There is no single way of identifying an individual who is likely to be susceptible to an extremist ideology. It can happen in many ways and settings.

Specific background factors may contribute to vulnerability which are often combined with specific influences such as family, friends or online, and with specific needs for which an extremist or terrorist group may appear to provide an answer.

The internet and the use of social media have become a major factor in the radicalisation of young people.

What is Extremism?

Extremism is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas.

Constant practice and Procedure

At **Furnace Barn Day Nursery**, it is essential that staff can 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 schools' and childcare providers' 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. We can also build pupils' resilience to radicalisation by promoting fundamental British values and enabling them to challenge extremist views.

All staff are instructed to challenge extremist and radical views.

It is important to emphasise that the Prevent duty is not intended to stop pupils debating controversial issues. On the contrary, in Nursery we will always provide a safe space in which children and staff can understand the risks associated with terrorism and develop the knowledge and skills to be able to challenge extremist arguments.

In our setting, we can emphasise this in daily work such as assisting the children's personal, social, and emotional development and understanding of the world.

All staff are DBS checked.

Risk assessment

All the staff, particularly the staff who work directly with the children are expected to assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology. This means being able to demonstrate both a general understanding of the risks affecting children and young people in the area and a specific understanding of how to identify individual children who may be at risk of radicalisation and what to do to support them.

As with managing other safeguarding risks, staff should be alerted to changes in children's behaviour which could indicate that they may need help or protection.

Staff should use their professional judgement in identifying children who might be at risk of radicalisation and act proportionately, which may include making a referral to the Channel program (see appendix one for further information on Channel)

Procedure for reporting concerns

Policies

If a member of staff in setting has a concern about a particular child they should follow our normal safeguarding procedures, including discussing with one of the designated safeguarding leaders (Kerry Rogers, Heidi Keates, Katie Clarkson, Emma Thornton, Indi Lively and Eden Lewis), who will, where deemed necessary, discuss with MASH.

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. Also, they can advise if this would be a case for Channel.

The Home Office has dedicated website called ACT Early website or you can visit <https://actearly.uk/> Act Early is a programme which focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism. It provides a mechanism for schools to make referrals if they are concerned that an individual might be vulnerable to radicalisation. An individual's engagement with the programme is entirely voluntary at all stages. Section 36 of the CTSA 2015 places a duty on local authorities to ensure Prevent panels are in place. The panel must be chaired by the local authority and include the police for the relevant local authority area. Following a referral, the panel will assess the extent to which identified individuals are vulnerable to being drawn into terrorism, and, where considered appropriate and necessary consent is obtained, arrange for support to be provided to those individuals.

Louise Morris – Owner/Company Director.

Kerry Rogers – Nursery Manager, Designated Safeguarding Lead & SENDCO Nursery

Heidi Keates – Preschool Education Lead, Designated Safeguarding Lead, & SENDCO Preschool

Katie Clarkson – Deputy Manager, Designated Safeguarding Lead, and SENDCO Preschool

Claire Stewart – Deputy Manager and Level 2 Designated Safeguarding lead trained.

Indi Lively – Room leader and Level 2 Designated Safeguarding lead trained.

Eden Lewis – Room leader and Level 2 Designated Safeguarding lead trained.

Emma Thornton – Senior Lead Practitioner and Level 2 Designated Safeguarding lead trained.

Statutory Framework for the Early Years Foundation Stage
SEPT 2026 Section: The Safeguarding and Welfare Requirements.

Private Arrangements

The nursery does not allow employees to partake in private arrangements with paying customers of the nursery (parent/carers). Any such arrangements will not be encouraged and there will be no connection to nursery, therefore, the nursery cannot be liable or party to such arrangements.

Registration

It is the parent/carers responsibility to ensure their children are signed in on the register as soon as they arrive. When a parent/carer arrives to collect their child then the child must be signed out on the register (the parent is then responsible for their child). The children also use their own name cards at circle time. This is the beginning of self-registration, promoting their independence and helping them to recognise their own name (and the names of other children).

Only authorised staff must answer the door when the Nursery Management team has carried out the appropriate training. Each member of staff must also register themselves by signing into the Famly App as soon as they arrive and signing out as they leave (all logged via Famly)

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September 2026

Safeguarding and Child protection

Under the terms of the Children Act 1989 & 2004 the nursery has a duty to be aware that abuse does happen in our society and that we have a responsibility for the welfare and well-being of the children in our care. The nursery has a duty to report any suspicions of abuse to the **Lancashire Children's Safeguarding Partnership (CSP)** at LCC Children Services Safeguarding Hub (M.A.S.H) on 0300 123 6720 and they have a duty to investigate such matters.

In Emergencies, these matters may be escalated directly to the police.

The nursery follows the procedures set out in booklet **"Working together to Safeguard Children 2026"**, **"Prevent duty guidance for England and Wales 2023"**, **"Keeping Children safe in Education 2025"** and most recently **"Safeguarding children and protecting professionals in Early Years Settings: online safety considerations"**.

We follow guidance published by Lancashire Local Authority **"Working Well with Children and Families in Lancashire (PART 1,2 & 3)** but also acknowledge procedures from neighbouring local authorities if our children reside in this area for example Cumbria.

It is recognised that coping with concerns about the possible abuse of a child is very stressful for all involved, however our first responsibility is to the child. As all members of staff are accountable and responsible for safeguarding, they are trained to know about signs of abuse and what to do if concerns arise about possible abuse or neglect. All members of staff observe and record children's behaviour as part of normal practice. Staff must report any significant changes in a child's behaviour, any unexplained bruising or marks, any comments children make which give cause for concern or any deterioration in a child's general well-being to the Nursery Management Team, who are the Designated Safeguarding Officers. If the Nursery Management Team regards any of these observations as being safeguarding issues, then they would take the appropriate action. They have the duty to report any physical or verbal evidence that might indicate, or give rise to suspicion of, physical, emotional, or sexual abuse or neglect. The Management Team would make decisions about informing parents with primary regard to the safety and welfare of the child.

Furnace Barn Day Nursery staff are aware that there may be additional barriers that can affect the recognition of the signs of abuse especially for vulnerable children with SEN and/or disabilities. The staff are also aware that peer on peer abuse is a concern, and they are vigilant for any signs of children behaving inappropriately to each other. A Designated officer is always available during opening hours to support, advise and monitor that all staff are vigilant and that as a team we have a proactive approach to safeguarding and child protection.

It is the responsibility of the Nursery Management team to provide appropriate training and support to all adults working in the nursery. All members of staff will complete level 1 safeguarding training; this is completed every two years with an annual update taken as a staff meeting.

Designated Safeguarding Lead's (Heidi, Kerry, Katie, Claire, Indi and Eden) will complete the level 2 safeguarding every 2 years and will also receive regular updates and guidance. As a team we must share information on a need-to-know basis keeping the welfare of the child uppermost. Confidentiality must be always maintained, see the "Confidentiality" Policy. The Management team must also be aware and utilise the local expertise (CSP, LADO, MASH etc) if a safeguarding issue arises.

It is important that staff avoid putting themselves in situations that may lead to allegations being made against them. If an allegation is made against a member of staff, then the Local Authority Designated Officer (LADO) must be contacted for advice about the correct procedure to follow. The Managing director will inform Ofsted and the nursery disciplinary procedure will be brought into effect. Ofsted

and LADO will also be informed if there are any changes to the personal situation of the registered provider which may result in disqualification (section 75, childcare act 2006).

It is the responsibility of all staff to safeguard children in their care and the confidence to 'whistle blow' about inappropriate behaviour or actions will be positively endorsed at Furnace Barn Day Nursery Ltd. You should be confident to speak to any member of the management team in confidence at any time.

All staff undertake a rigorous application process and must hold a clear Criminal Records Bureau check or the new DBS search. As part of the supervision of staff meetings (conducted half termly), staff are asked directly if there have been any changes in circumstance regarding their suitability. Failure to report such changes will result in disciplinary action - LADO and Ofsted being contacted to investigate if any information regarding suitability arises. Records of these meetings and all relevant vetting procedure are recorded in staff files.

Statutory Framework for the Early Years Foundation Stage
Sept 2026. Section 3: The Safeguarding and Welfare Requirements.

Whistle blowing

Staff at Furnace Barn Day Nursery are committed to achieving high standards of childcare and safeguarding children.

If anyone has any cause for concern, please direct your suspicions, in the first instance, to the Managing Director, Louise Morris. These will be treated seriously and confidently. LADO (Local Authority Designated Officer) will be contacted for advice.

The LADO (which is located within Lancashire Local Authority) should be alerted to all cases in which it is alleged that a person who works with children has:

- behaved in a way that has harmed or may have harmed a child.
- possibly committed a criminal offence against children or related to a child.
- behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.

The LADO (Local Authority Designated Officer) – Tel: 01772 536694

If the matter cannot be resolved at this level, an individual is welcome to write to: WBHL at OFSTED Early Years, Piccadilly Gate, Store Street, Manchester M1 2WD or email: whistleblowing@OFSTED.gov.uk.

Tel: **0300 123 3155**

Guidance on Whistleblowing can also be found at

<https://www.gov.uk/government/publications/whistleblowing-about-childrens-social-care-services-to-ofsted/sharing-concerns-and-information-with-ofsted-about-childrens-social-care-services>

Statutory Framework for the Early Years Foundation Stage
Sept 2026. Section 3: The Safeguarding and Welfare Requirements.

Staff behaviour policy

Furnace Barn Day Nursery subscribes to the NatWest HR mentor service which provides all staff with a stringent contract ensuring standards are clear right from recruitment. We have a behaviour and

conduct policy written into our staff handbook and all staff are very aware of their responsibility to always support the company ethos. A copy of the staff handbook is kept in the office, and it is also available to be sent electronically if needed. If you have any concerns regarding staff behaviour or would like to see the full staff policy, then please speak to Louise or Kerry.

Statutory Framework for the Early Years Foundation Stage
Sept 2026. Section3: The Safeguarding and Welfare Requirements.

Cameras and Recording Devices

We ensure that any photographs or recordings taken of your children in our nursery are only done with prior written permission from each child's parent. This is gained when each child is registered on the admissions form.

We ask for individual permissions for photographs and video recordings for each different use including, use in the child's learning journey, for display purposes, for promotion materials including our nursery website and brochure and to use in the local press. We ensure that parents understand that their child may also be on another photograph, but not as the primary person, that may be used in another child's learning journey.

****Staff are not permitted to take photographs or recordings of a child on their own cameras, mobiles or other devices and only use those provided by the nursery. The nursery manager will monitor all photographs and recordings to ensure that the parent's wishes are adhered to.**

****Parents are not permitted to use any recording device or camera (including those on mobile phones) on the nursery premises without the prior consent of the manager.**

During special events, e.g., Christmas or leaving parties, staff may produce group photographs to distribute to parents on request. In this case individual permission will be asked for each child before this event. This will ensure all photographs taken are in line with parental choice.

Statutory Framework for the Early Years Foundation Stage
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Mobile Phones and Networking

We believe our staff should be completely attentive during their hours of working to ensure all children in the nursery receive good quality care and education. This is why mobile phones are not to be used during working hours.

We also feel that restrictions need to be placed on staff when they access social networking sites. The nursery has a high reputation to upkeep and comments made on sites such as 'Facebook' could have an impact on how parents using the nursery view the staff.

Staff must adhere to the following:

- Mobile phones are not to be turned on during your working hours.
- Mobile phones can only be used on a designated break and then this must be away from the children.
- Mobile phones should be always stored safely in the staffroom during the hours of your working day.

Policies

- During outings, staff will use the mobile phone belonging to the nursery.
- Staff must not post anything onto social networking sites such as 'Facebook' that could be construed to have any impact on the nursery's reputation.
- There will not be any derogatory comments made about the nursery, children, parents or staff.
- Staff can have parents (who are known to them outside of nursery) as friends but must use their common sense when using the site. The nursery management will monitor activity of staff use, to ensure the policy is being adhered to safely.
- If staff choose to allow parents to view their page on social networking sites, then this relationship must remain professional at all times
- If any of the above points are not followed then the member of staff involved will face disciplinary action, which could result in dismissal.

Parents and visitors use of mobile phones:

- The nursery operates its own mobile usage policy in relation to staff and visitors to the premises.
- Whilst we recognise that there may be emergency situations which necessitate the use of a mobile telephone, to ensure the safety and welfare of children in our care, parents and visitors are also kindly asked to refrain from using their mobile telephones whilst in the nursery or when collecting or dropping off their children.
- Visitors and outside agencies will be required to leave their mobile phones in the office whilst they are on the premises.

Statutory Framework for the Early Years Foundation Stage
SEPT 2026: The Safeguarding and Welfare Requirements section 3

Screen Use

At Furnace Barn Day Nursery Ltd, we are very aware of the impact Screen time has on young children in particularly the impact on the communication and language skills. We have long been advocates for no screen time for our very young children and educating parents about the dangers as their child grows. We have held parents' evenings around this topic, written articles shared with parents and other practitioners. In September 2026 the DFE issued their guidance on Screen time which we welcomed as a setting. This policy outlines our continued passion for limiting screen time with the children in our care.

"Evidence Shows that screens can have a big impact on children and their development in the Early Years... Restricting time children spend on screens at home and in early years settings support healthy child development, which requires sufficient sleep, play, real-world interaction and responsive adult engagement"

<https://help-for-early-years-providers.education.gov.uk/health-and-wellbeing/screen-use>

Main Points we consider at Nursery and Preschool:

- No screen time for children under the age of 2years
- Children aged 2-5 years a maximum of an hour a day (less if possible)
- No screen time without adult engagement with a clear objective as to why the children are using screens.

Our Practitioners will also follow the following guidelines:

All digital content should be:

- Checked to ensure it is suitable for the children using.
- Slow paced, repetitive and predictable – avoiding over stimulating content.

- Advert free
- Free from scrolling and auto play features.

We are aware of the growing use of AI features in applications and toys. At Furnace Barn we will not use toys/apps with AI features.

Safer Sleep

At Furnace Barn Day Nursery Ltd we aim to ensure that all the children have enough sleep to support their development and natural sleeping rhythms in a safe environment. We provide sleep mats, pram and cosy corners and if required travel-cots are available.

We do have provision for all our children to sleep on specific sleep mats in specific areas of Nursery: our preference as a setting is that each child sleeps on a mat. We feel the mat allows each child to sleep in an ideal position for them. Sleep mats allow for free movement of limbs and allow the child to sleep on their back/side/stomach – which ever positions suit them.

In addition, clean head sheets are provided for individual children to sleep on. These are regularly washed, and blankets are provided for comfort and warmth.

Should a baby fall asleep while being nursed by a practitioner, they will be transferred to a safe sleeping surface to complete their rest. Babies and toddlers will never be put down to sleep with a bottle to self-feed. Babies and toddlers will be monitored visually when sleeping, checks are made regularly.

We recognise parents' knowledge of their child regarding sleep routines and will, where possible, work together to ensure each child's individual sleep routines and well-being continue to be met. However, staff will **not force a child to sleep or keep them awake against his or her will.**

Staff will record children's sleeps via the Famly App up until the child turns 2 years old. Staff will also discuss any changes in sleep routines at the end of the day and share observations and information about children's behaviour when they do not receive enough sleep.

Please see the detailed Safer Sleep Policy for our full considerations regarding Safer Sleep

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Sept 2026. The Safeguarding and Welfare Requirements_3.60 3.61

Settling In and Visiting

The settling in period is open ended. Once a parent/carer decides that they would like their child to attend Furnace Barn Day Nursery Ltd they then need to follow the admission procedure. See "Admissions". Every child and family are different, and the nursery takes a flexible approach to settling in. Once the child is booked in then arrangements can be made, via the Nursery Management Team, when and how often a child and their parent wish to visit. It can take different amounts of time to develop confidence and pass on useful information and it is up to the nursery and parent/carer collectively to decide what the settling period should be. During the settling-in period a parent/carer must stay on the nursery premises, until the child starts their **booked** care. It is important that a positive relationship is developed between staff and parents/carers currently.

Statutory Framework for the Early Years Foundation Stage
Sept 2026 The Learning and Development Requirements_1.1

Smoking and Drinking

We operate a strict no smoking (including the use of E-cig's or vapes) and consumption of alcohol policy on the nursery premises. This procedure must also be followed when going off the premises with any children.

Admission on to the nursery premises will be denied to anyone who is thought to be under the influence of alcohol or any other substance. The Managing Director or Management Team must be informed immediately. If an adult arrives to collect a child and the member of staff suspects that this adult is under the influence of alcohol, or any other substance, then the adult must wait outside. The Management team will then make the appropriate arrangements. For the safety of the child concerned, it may be necessary to keep the child at Nursery and the second contact on the child's Admission Form would be contacted. It may be necessary for the Local Safeguarding partners to be contacted or in extreme cases, the police. Ofsted would be informed in these instances. Any member of staff suspected of being under the influence of alcohol, or any other intoxicating substance, when arriving for work will be dealt with according to our Disciplinary Procedure.

[Statutory Framework for the Early Years Foundation Stage](#)

[Sept 2026 The Safeguarding and Welfare Requirements_3.19 3.4 3.6 3.63](#)

Special Educational Needs and Disabilities (SEND)

At Furnace Barn Day Nursery we believe in a Graduated Response to supporting children who may have additional needs. The SEND Code of Practice 2015 provides Statutory guidance to all agencies working with children and what we must and should do to identify, assess and provide support for children with additional needs. The SEND code of practice says:

All children and young people are entitled to an education that enables them to make good progress so that they:

- Achieve their best
- Become confident individuals living fulfilling lives and
- Make successful transitions to adulthood, whether into employment, further or higher education or training (6.1)

This process begins with SENDCo Support.

SEN Support.

SEN Support is the term given for a child who is considered to need closer monitoring or receive special consideration. A targeted learning plan will be written with the keyworker and SENDCo, to focus on individual needs and goals. A meeting with the parents will be arranged to discuss their child's development and how it will be monitored. Targeted Learning plans are reviewed termly and if needed these are updated and continued. If the child's needs have been met, no further TLP's will be written. After two targeted learning plans and if the SENDCo feels further advice is needed a meeting will be arranged between families and Nursery.

The SENDCO will ask for written parental permission to allow the Nursery to take further action. If the parents agree then the "Early Years Record (SEND)" and "Request for Guidance" form for the Inclusion Teacher will be completed. The child's name will be put on our SEND register (Code of Practice Record). An agreed date will be set with all parties to discuss whether to continue monitoring with TLPs or take further action. A review date will be agreed.

SEN Support continues until such point that it is agreed (by all parties) that the child needs referring to Lancashire SEND for consideration for an Education Health and Care Plan (EHCP).

Education, Health, and Care Plan (EHCP).

This involves the SENDCO seeking written parental permission to involve outside professionals to assist in developing an Education Health and Care Plan. This involves Statutory Assessment taking advice from the Local Education Authority's (LEA) Educational Psychologist/Assessment Team undertaking a formal assessment. The LEA carries out the statutory assessment of a child's special educational needs including any other agencies such as Longlands Child development Centre, Speech and Language Therapy Team or the Paediatrics team. The LEA may then provide the child with a formal EHC Plan.

Throughout this process and wherever possible, children with SEND are included in activities that take place in the Nursery to provide experiences that cover all aspects of the EYFS Curriculum. Any child that has been identified as having Special Educational Needs has a TLP (Targeted Learning Plan) that ensures that all areas are being addressed at their level. The child's key person carries out planning, assessing, monitoring, and recording of children's progress. This is done with consultation and support from the child's parents and any relevant outside agencies. Any differentiation, including those to be provided for the children with SEND, is written on the weekly plans including any activity modification(s). This can be done in a variety of ways such as differentiating the activity, using more appropriate resources, and providing additional support. The Nursery curriculum is monitored and evaluated by the Nursery SENDCO and modifications are made accordingly.

Staff at Furnace Barn Day Nursery Ltd carry out assessments and record the progress of individual children. We do this through the keyworker and Co. Key Worker system; see the "Communication", "Grouping of the Children" and "Learning and Assessment" Policies. This ensures early identification of a child's special needs. We work closely with parents and encourage good communication daily, see the "Parental Involvement" Policy and any concerns are discussed straight away. When a child has been identified with Special Educational Needs and Disabilities, we place them on our Special Educational Needs and Disabilities (SEND) register. This ensures that the most appropriate range of differentiated activities are provided to meet their individual needs giving equal access to Early Years Foundation Stage.

We aim to develop a partnership with parents and will always consult with parents if we feel a child would benefit from more individual support. To ensure we are offering effective provision for children with special educational needs we will liaise with other professionals and outside agencies as appropriate. This is always done in consultation with the parents.

The Special Educational Needs and Disabilities Coordinator (SENDCO) for Furnace Barn Day Nursery is Kerry Rogers (Nursery), Heidi Keates (Preschool) and Katie Clarkson (Preschool).

The role of the SENDCO is to:

- ensure the objectives of the SEN policy are reflected in the practice of Furnace Barn Day Nursery Ltd
- ensure that staff understand, are familiar with and follow the SEND practice as stated in our SEND policy.
- establish a SEND register and ensure it is kept up to date.
- promote effective relationships with parents of children with SEND.
- liaise with other professionals/agencies.
- promote staff development in relation to SEND and ensure appropriate SEND training for staff.
- monitor the SEND policy and set dates for evaluation and review.
- be responsible for writing reports to parents on the SEND policy.

We welcome all children and aim to respond appropriately to each child's background and individual needs. We ask parents to fill in an Admission Form for the child that includes information regarding any special requirements, and we encourage parents to discuss their child in detail upon admission. This

will enable us to explore with parents and with any outside professionals how we can provide most effectively for their child. See “Admissions” policy.

SEND Provision at Furnace Barn.

Furnace Barn Day Nursery has a straight entry disabled access door to provide access for children and adults in wheelchairs. The Preschool unit also has a straight entry disabled access door to provide access for children and adults in wheelchairs.

There is a specially equipped, easily accessible toilet at nursery.

We benefit from two Sensory rooms onsite, one placed close to Nursery, and the second placed on the outdoor field close to Preschool. The aim of both units is to provide a space for children to use frequently, but also when dysregulated. We recognise the change in society, and these spaces allow children to be quiet/calm/relaxed. As space to undertake mindfulness activities, breath work and even guided Yoga sessions with our specialist trained practitioner Emma. This space is open for all children and is invaluable to our children with SEND needs.

The areas around nursery are adapted for children with a visual impairment with highlighted gates/units, specially coloured areas to help them identify areas as they move around Nursery.

The SENDCO's and Nursery Management have received specialist training and carry out frequent in-service training with all members of staff.

[Statutory Framework for the Early Years Foundation Stage Sept 2026](#)

[The Learning and Development Requirements_1.1, 1.2, 1.7, 1.8, 1.11](#)

[Assessment_2.1, 2.2, 2.3, 2.5, 2.11](#)

[The Safeguarding and Welfare Requirements_3.2, 3.18, 3.26, 3.66, 3.67, 3.72](#)

Staff Deployment

The Nursery Management team are responsible for placing each member of staff in a suitable role for their skills and experience for each day. They must consider the needs of the children so that there is a balance of consistency and variety throughout the week and in the longer-term. The staff names are written on the Notice Board in the reception area so that the parents and staff know where everybody is based for that day.

The members of staff move around the nursery so that they experience variety in their jobs by working in different environments and with different ages of children. This provides a whole nursery approach to staffing to encourage teamwork and flexibility. It means that all members of staff can cover staff holidays or sickness in a variety of areas within the nursery. The children become familiar with all the staff, which maximises their confidence when moving from different areas. The quiet room is slightly different so that the younger children have fewer staff to get to know, see the “Grouping of the Children” Policy.

Staff Meetings, Supervision Meetings, Appraisals and Training

The Nursery Management team carry out whole staff meetings monthly. The Nursery Management can pass on information and discuss relevant issues with the whole staff. This meeting can also be used for whole staff in-service training. Different meetings are arranged at regular intervals as necessary. Supervision meetings are arranged for individual staff at regular intervals.

The Staff Induction process provides an important tool in giving new members of staff initial information that they need to work at Furnace Barn Day Nursery Ltd. They learn all areas of the job one step at a time and shadow for some time before they are fully included in our nursery staffing ratios. There is a Staff Review three months after the initial training to highlight any training needs. In order to ensure consistency, the Managing Director or Manager will be responsible for all initial inductions.

Appraisals take place annually for all members of staff. This is a comprehensive process in which the staff are reviewed on their competence specific to their Job Description. They carry out a Self-Evaluation to identify their own areas of strength and to highlight any training needs.

Supervision meetings are conducted every term and provide staff with opportunities to discuss any issues, both personal and professional that may be impacting upon work. To discuss training, coaching, and receive praise and encouragement. The Nursery Management team assimilates this information to inform the Training Matrix for the coming year.

Training can take a variety of forms; In-service training takes place at regular intervals to keep staff up to date. This could involve a member of staff returning from a course and cascading information or a course being set up by the nursery for all staff to update, say, a first aid qualification. Staff are also provided with the opportunity to attend courses specific to their individual needs or to keep up to date with changes in policies.

In our endeavour to provide the best quality staff to work with the children at Furnace Barn Day Nursery Ltd.

[Statutory Framework for the Early Years Foundation Stage Sept 2026](#)

[The Learning and Development Requirements_1.12](#)

[The Safeguarding and Welfare Requirements_3.19, 3.20, 3.21, 3.22 3.23](#)

Staff Recruitment and Retention

Furnace Barn Day Nursery Ltd aims to be an Equal Opportunities Employer. Staff are recruited on their qualifications, skills and experience and suitability for the job. We aim to employ staff with a minimum of level 3 qualifications, who are committed and enthusiastic professionals. We want staff that will be able to work as part of a team to create an environment in which children can maximise their learning through positive and stimulating play experiences. Recruitment of staff with a lesser qualification is only done if level 3 training will be undertaken and the ratios outlined within the statutory guidance unaffected daily.

A job offer is always made on the condition that the person's Enhanced Clearance from the Disclosure and Barring Scheme (DBS) shows that they are suitable for working with children and that suitable references can be obtained. Applicants will not be discriminated against on the grounds of sex, race, colour, creed, religion, marital status, sexual orientation, ethnic background, national origin, or political belief. See "Equal Opportunities".

Furnace Barn Day Nursery Ltd aims to provide the best pay and working conditions within the constraints of running a private nursery. The nursery has a duty to run an efficient operation so that resources can be ploughed back to improve the quality of the provision for children, parents, and staff. The nursery has a structured approach to self-evaluation and has a commitment to this. The nursery strives to create a positive work environment for the staff by providing regular staff appraisals, opportunities for staff development by attending courses and so on to encourage loyalty and commitment. The nursery adheres to relevant legislation such as, Equal Pay Regulations 1997, Employment Rights Act 1996, Race Relations Act 1976 and The Sex Discrimination Act 1975.

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[The safeguarding and welfare requirements_3.9 3.12 3.20 3.21 3.22 3.23 3.24](#)

Staffing Structure

Furnace Barn Day Nursery Ltd has a management team who are all suitable persons according to OFSTED. One of the management team will be always on the premises. There is one Registered Provider, Mrs Louise Morris who is also the Managing Director of Furnace Barn Day Nursery Limited. She carries the responsibility for the provision of Full Day Care of 0- to 8-year-old children according to Ofsted requirements – EY454577.

Furnace Barn Day Nursery also employs:

- A full-time Manager, Kerry Rogers, who holds a BA (Hons) degree in Primary Education and Qualified Early Years Teacher Status.
- Three Deputy Managers: Katie Clarkson, who is Level 3 trained and has worked at Furnace Barn since 2017; Joanna Pyle, who is Level 3 trained and has worked at Furnace Barn since 2009; and Claire Stewart, who is Level 3 trained and has worked at Furnace Barn since 2018.
- Two Educational Lead Practitioners: Heidi Keates, who holds a Level 5 Diploma in Leadership for Health and Social Care and Children and Young People's Services, and Shannon Burke, who is Level 3 trained and has management experience.

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[The Safeguarding and Welfare Requirements_3.77 3.78](#)

The Registered Provider/Managing Director (Louise Morris) is the overall Person in Charge of the nursery and is responsible for the care, safety, and education of the children. The Managing director has overall responsibility for setting and writing the Policies, Terms and Conditions and Grant Assistance booklets; arranging staff rotas; maintaining staff support systems and implementing all relevant employment legislation. She also has responsibility for bookings and waiting lists and takes charge of ordering resources, maintenance of the premises, carries out visits, deals with admissions, registers, and invoices. It is the duty of the Managing Director to liaise with Ofsted should they need to be contacted for any purpose.

Louise Morris, a qualified teacher, and Early Years Lead practitioner, has many years' experience in education and the childcare profession.

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[The Safeguarding and Welfare Requirements_3.9](#)

The Nursery Manager (Kerry Rogers)

The Nursery manager has the responsibility of coordinating the planning, assessment and record keeping. They are also involved in staff appraisals and training and implementing and monitoring of the nursery policies. The managers are responsible for monitoring the staff deployment and standard of education through-out the nursery. The managers are also responsible for implementing and monitoring the Key persons and Co. Key Persons' system. They will work as part of the management team to ensure the smooth running of the nursery on a day-to-day basis and for maintaining a high standard of leadership and support to their colleagues in keeping with the EYFS and Early years' professional training.

She also has responsibility for bookings and waiting lists and takes charge of ordering resources, maintenance of the premises, carries out visits, deals with admissions, registers, and invoices.

Kerry holds a BA(Hon) QTS and EYTS and has been at Furnace Barn since 2010.

Deputy Managers

Joanna Wakefield (based at Nursery) holds a NVQ Level 3 in Early Years and has been at Furnace Barn since 2010.

Claire Stewart (based at Nursery, Room Leader for Quiet Room) holds a NNEB in Childcare and has been at Furnace Barn since 2019.

Katie Clarkson (based at Preschool) holds a NVQ Level 3 in Early Years and has been at Furnace Barn since 2017.

The Deputy Managers are responsible for monitoring and staff deployment alongside the Managers and in their absence. They are responsible for ensuring a high standard of care is kept throughout the nursery, planning and assessments are carried out effectively and maintaining a high standard of professionalism on a daily basis. The Deputy Managers are based within their allocated rooms, working directly alongside Early Years Practitioners, modelling affective practise and positive interactions with children.

The Deputy managers are also responsible for implementing and monitoring the Key persons and Co. Key Persons' system. They will work as part of the management team to ensure the smooth running of the nursery on a day-to-day basis and for maintaining a high standard of leadership and support to their colleagues in keeping with the EYFS and Early years' professional training.

All members of the management team above will work closely together with the Registered Provider and will be suitable persons cleared in her absence. In the absence of the Managing Director, they will have equal responsibility for all the above on a day-to-day basis.

Education Lead Practitioners

Our Education Lead Practitioners are responsible for monitoring and staff deployment alongside the Managers and in their absence. They are responsible for ensuring a high standard of care is kept throughout the nursery, planning and assessments are carried out effectively and maintaining a high standard of professionalism daily. They are based within their allocated rooms, working directly alongside Early Years Practitioners, modelling affective practise and positive interactions with children.

The yare also responsible for implementing and monitoring the Key persons and Co. Key Persons' system. They will work as part of the management team to ensure the smooth running of the nursery on a day-to-day basis and for maintaining a high standard of leadership and support to their colleagues in keeping with the EYFS and Early years' professional training.

The main role of the Education Lead is to collate assessment data, ensure staff are implementing their intent, identify gaps in learning and if any interventions are appropriate. They are responsible for the quality of teaching, ensuring that the vision of Furnace Barn is followed and our curriculum is implemented throughout Nursery and Preschool.

Senior Early Years Practitioners (Room Leaders)

The Senior Early Years Practitioners are responsible for their own specific rooms, ensuring a high standard of care is maintained daily. They are responsible for room risk assessments and reporting any risks to management. Senior Early Years Practitioners are responsible for maintaining registers, ensuring children are correctly signed in/out during the day.

The Senior Early Years Practitioners are also responsible for implementing and monitoring the Key persons and Co. Key Persons' system. They will work as part of the management team to ensure the

smooth running of the nursery on a day-to-day basis and for maintaining a high standard of leadership and support to their colleagues in keeping with the EYFS and Early years' professional training.

The Early Years Practitioners provide a safe and stimulating environment for the children to play and learn through broad and balanced experiences. They are involved in the planning and take responsibility for tracking progress for a group of children as Key persons or Co. Key Persons. They adhere to the nursery Policies.

Statutory Framework for the Early Years Foundation Stage Sept 2026
The Safeguarding and Welfare Requirements_3.28 3.293.30 3.31

Students, Work Experience Placements and Volunteers

Furnace Barn Day Nursery Ltd provides a valuable resource for work experience and training in the childcare profession. Volunteers and students are interviewed and will only be accepted to work within the nursery if they seem suitable people to be working with children. They must always be supervised when they are with the children. It is the responsibility of all members of staff to support and guide them with their training, under the supervision of the Nursery management team.

All members of staff are required to set good examples and demonstrate high standards of practice. As for employed members of staff all students and volunteers aged 16 and over are DBS cleared to check their suitability to have contact with children and receive an Induction as suitable to their role. If students are included in ratios, they must hold a relevant Paediatric First Aid certificate and are classified at the level below their current course, e.g. a level 3 student would be classed as Level 2.

Statutory Framework for the Early Years Foundation Stage Sept 2026
The Safeguarding and Welfare Requirements_3.30

Terms and Conditions

Furnace Barn Day Nursery Ltd has a separate booklet for “[Terms and Conditions](#)”. This booklet gives information on enrolling, the waiting list, booking, notice of termination/change of care, fees holidays, sickness, and late collection of children and children's provisions. Once a child has been accepted, and by the completion of the Admission Form, these “[Terms and Conditions](#)” apply. **The agreement is between Furnace Barn Day Nursery Ltd and the Parents/Carers on the child's Admission Form. All the nursery Policies form part of the contract between the nursery and the Parents/carer. The First Parent/carer must be the signatory.**

Use of Space

The nursery endeavours to utilise space to its maximum. The indoor areas are used flexibly to provide experiences that are the most suitable for the individual needs of the children. Although the children are based in a particular area within the nursery, they are free to move around as best suits their needs. The Nursery management team are responsible for allocating the staff and children to relevant areas within the nursery. A balance needs to be achieved throughout the nursery to make the most out of the space provided within the Continuous Provision.

Statutory Framework for the Early Years Foundation Stage Sept 2026
The Safeguarding and Welfare Requirements_3.58, 3.59 3.60 3.61 3.62