PEEK-A-BOO PRE-SCHOOL

Policies & Procedures Handbook

Updated for the EYFS statutory framework for group and school-based providers (effective 1 September 2026)

Personalised for Peek A Boo Pre-School

Setting	Peek A Boo Pre-School, Union Congregational Church, 90 Pall Mall, Leigh-on-Sea SS9 1RG. Ages 2–5, up to 20 places, term time Monday to Friday 8.45am–2.45pm. 07849 187694 · peekaboo.preschool@yahoo.co.uk
Provider	Peek-a-Boo Pre-School Partnership: Kirstin Helps and Kerstin Barnes
Manager / person in charge	Kirstin Helps
DSL / Deputy DSL	Kirstin Helps (DSL) / Sarah Stalham (Deputy DSL)
Approved by / date	_____ / _____
Next review	_____
Local Safeguarding Partnership	Southend Safeguarding Children Partnership: 01702 534706, SSPC@southend.gov.uk. We follow the SET Safeguarding and Child Protection Procedures (setscp.trixonline.co.uk).
Children's Social Care (C-SPOC)	Southend Children's Single Point of Contact: referrals through the Southend Children's Services Portal; 01702 215783. Out of hours: 0345 606 1212. Emergency: 999.
LADO	Southend LADO: 01702 534539, LADO@southend.gov.uk
Ofsted	URN EY498244 (rated Good, 8 February 2024). Concerns: 0300 123 4666, enquiries@ofsted.gov.uk
Local authority	Southend-on-Sea City Council Early Years Team: 01702 215754, earlyyears@southend.gov.uk

PEEK A BOO PRE-SCHOOL

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PEEK A BOO PRE-SCHOOL

1. Safeguarding & Child Protection Policy

Purpose: To protect every child from abuse, neglect, exploitation and avoidable harm and to ensure concerns are identified, recorded, reported and acted on promptly.

Our commitment

Peek A Boo Pre-School places safeguarding at the centre of practice. All staff and volunteers are responsible for children's safety. The setting maintains a culture in which children can be heard, concerns are taken seriously and adults know how to report them. Every person looking after children is alert to any issues of concern in the child's life at home or elsewhere.

DSL arrangements

Our Designated Safeguarding Lead (DSL) is Kirstin Helps. Our Deputy DSL is Sarah Stalham. The DSL maintains safeguarding records, liaises with local statutory children's services and the Southend Safeguarding Children Partnership, and provides support, advice and guidance to all staff on an ongoing basis. Staff must not investigate concerns themselves.

The DSL attends safeguarding training that meets the criteria in Annex C of the EYFS, including safer recruitment, local child protection procedures, managing allegations against staff and internet safety.

Recognising concerns

Staff remain alert to changes in behaviour, a decline in a child's general wellbeing, unexplained bruising or marks, concerning disclosures or comments, neglect, domestic abuse and coercive control, female genital mutilation, exploitation, online harm, unsafe care, discriminatory abuse and inappropriate behaviour by any adult. A child's words are listened to without leading questions.

We have due regard to the Prevent duty: the need to prevent people from being drawn into terrorism.

Responding

If a child discloses or a concern arises: listen calmly; reassure the child; do not promise secrecy; record facts and words promptly; report to the DSL (or Deputy DSL) immediately.

The DSL follows the SET Safeguarding and Child Protection Procedures and the Southend multi-agency threshold guidance. Where there is a concern about a child's safety or welfare, the DSL notifies Southend children's social care (C-SPOC) without delay. If a child is in immediate danger, call 999.

We take account of the government's statutory guidance Working Together to Safeguard Children (2026) and the Prevent duty guidance.

Allegations, Ofsted and related policies

Allegations against anyone working with children are handled under Policy 3. Ofsted is told of any allegation of harm or abuse by anyone living, working or looking after children at the premises (whether on the premises or elsewhere, for example on a visit), and of the action taken, as soon as reasonably practicable and within 14 days.

Our safeguarding arrangements also include: Policy 2 (checking the suitability of new recruits), Policy 6 (mobile phones, cameras and devices) and Policy 20 (how safeguarding training is delivered and how staff are supported).

Training

All staff complete safeguarding training that covers the areas in Annex C of the EYFS, including this policy and our procedures. Training is renewed every two years, and the DSL supports staff to put it into practice through supervision and team meetings.

Suggested: *Consider whether any staff need a short annual refresher between two-yearly courses, as the EYFS allows.*

Recording

Records are factual, dated, signed and stored securely. Information is shared only when lawful and appropriate, with safeguarding taking priority over ordinary confidentiality where necessary.

Professional boundaries

Adults maintain professional boundaries, follow intimate-care procedures and report concerns about colleagues through the allegations or whistleblowing procedures.

Local referral tools

Suggested: *When referring concerns about neglect, attach the Graded Care Profile, as Southend's children's services ask, and use the Southend multi-agency threshold document when deciding whether to refer.*

Suggested: *Framework references – EYFS 3.4–3.6, 3.9, 3.10, 3.31–3.33, Annex C; Working Together to Safeguard Children 2026; SET Procedures 2026*

Peek A Boo Pre-School – Setting-Specific Details

Owner: Peek-a-Boo Pre-School Partnership (Kirstin Helps and Kerstin Barnes)	
Approved by: _____	**Date adopted:** _____
Next review: _____	

Local contacts:

- DSL: Kirstin Helps. Deputy DSL: Sarah Stalham
- Southend Children's Single Point of Contact (C-SPOC): make referrals through the Southend Children's Services Portal (southend.gov.uk/childrens-social-care/child-protection); telephone 01702 215783
- Out-of-hours Emergency Duty Team: 0345 606 1212
- Immediate danger: 999. Police non-emergency: 101
- Southend LADO (Local Authority Designated Officer): 01702 534539, LADO@southend.gov.uk
- Ofsted (concerns, complaints and notifications about childcare): 0300 123 4666, enquiries@ofsted.gov.uk
- SET (Southend, Essex and Thurrock) Safeguarding and Child Protection Procedures: setscp.trixonline.co.uk
- Southend Safeguarding Children Partnership: 01702 534706, SSPC@southend.gov.uk (advice and procedures only; it does not take referrals)

PEEK A BOO PRE-SCHOOL

2. Safer Recruitment & Staff Suitability Policy

Purpose: To ensure adults working with children are suitable, safely recruited, appropriately checked and supported.

Recruitment

Use clear job descriptions, person specifications, safer recruitment practices, references and employment-history checks. Explore gaps or inconsistencies. Verify qualifications, including where physical evidence cannot be produced.

Criminal records checks

We obtain an enhanced criminal records check with a barred list check for every person aged 16 and over, including all volunteers, who works directly with children or who works in the part of the premises where childcare takes place while children are present. The only exception is a supervised volunteer who helps out occasionally (such as a parent helping on a trip), who does not stay overnight and does not provide personal care.

An additional criminal records check is made for anyone who has lived or worked abroad.

No one begins working or volunteering at the setting until we have received their enhanced criminal records and barred list check. No one whose suitability has not been checked has unsupervised contact with children.

Where a member of staff subscribes to the DBS update service, we check the status of their certificate only with their consent.

Disclosure

Staff and prospective staff are told that they must disclose any information that may affect their suitability to work with children, including arrests, charges, convictions, cautions, court orders, reprimands and warnings, whether received before or during their employment (protected convictions and cautions excepted).

References

At least one written reference is obtained for every member of staff, student and volunteer before they are recruited. We do not accept open ('to whom it may concern') references or references from family members, and we do not rely on applicants to obtain their own reference. References come from the current employer, training provider or education setting, completed by a senior person. We contact referees where information is vague, compare references with the application form and establish the reason for leaving.

Records

We record staff qualifications, identity checks, vetting processes and references, including the criminal records check reference number, the date it was obtained and who at the setting obtained it.

Disqualification and referrals

A disqualified person is not employed in connection with the provision. We notify Ofsted of any significant event likely to affect the suitability of a person in regular contact with children,

within 14 days. We make a referral to the Disclosure and Barring Service if a member of staff is dismissed (or would have been, had they not left) because they harmed a child or put a child at risk of harm.

Volunteers, students and age limits

Risk assess, supervise and check volunteers and students according to their role and current EYFS requirements. Volunteers do not replace required staff. No one under 17 is included in ratios (except apprentices, from 16), and no one under 17 cares for children unsupervised at any time.

Induction

New adults receive safeguarding, child protection, emergency evacuation, health and safety, behaviour, inclusion, confidentiality, intimate-care and setting-specific induction.

Suggested: *Framework references – EYFS 3.13, 3.15–3.20, 3.22–3.27, 3.34, 3.57 and footnotes 20 and 24*

Peek A Boo Pre-School – Setting-Specific Details

Owner: Peek-a-Boo Pre-School Partnership (Kirstin Helps and Kerstin Barnes)	
Approved by: _____	**Date adopted:** _____
Next review: _____	

Local contacts:

- Manager responsible for recruitment: Kirstin Helps
- Disclosure and Barring Service (DBS): gov.uk/dbs
- Ofsted (concerns, complaints and notifications about childcare): 0300 123 4666, enquiries@ofsted.gov.uk

PEEK A BOO PRE-SCHOOL

3. Allegations Against Staff / Low-Level Concerns Policy

Purpose: To ensure concerns about an adult's behaviour are dealt with fairly, promptly and safely.

Immediate safety

If an allegation indicates a child may be at risk, act immediately to protect children and contact the appropriate safeguarding authority. Do not conduct an internal investigation where this could interfere with statutory enquiries.

Reporting an allegation

Allegations about a member of staff, student or volunteer are reported immediately to the DSL, Kirstin Helps, or the Deputy DSL, Sarah Stalham.

Allegations about either partner (Kirstin Helps or Kerstin Barnes) are reported straight to the Southend LADO and to Ofsted. They are not reported to the other partner.

LADO

The LADO is informed within one working day of any allegation that a person who works with children has harmed or may have harmed a child, may have committed a criminal offence against or related to a child, or has behaved in a way that indicates they may pose a risk of harm or may not be suitable to work with children. We follow advice from the LADO, police or children's social care.

Ofsted and the DBS

Ofsted is told of any allegation of harm or abuse, and the action taken, as soon as reasonably practicable and within 14 days. If a person is removed from working with children (or would have been, had they not left) because they harmed a child or put a child at risk of harm, we refer them to the Disclosure and Barring Service.

Low-level concerns

Record, review and address concerns that do not meet the allegation threshold. Look for patterns and use supervision, training or management action where appropriate.

Confidentiality and references

Share information on a need-to-know basis while maintaining due process. Any later reference gives the facts of substantiated safeguarding allegations that meet the harm threshold, and does not include unsubstantiated, unfounded, false or malicious allegations.

Suggested: *Framework references – EYFS 3.10, 3.19, 3.21; SET Procedures 2026; Safeguarding Southend Partnership allegations guidance*

Peek A Boo Pre-School – Setting-Specific Details

Owner: Peek-a-Boo Pre-School Partnership (Kirstin Helps and Kerstin Barnes)	
Approved by: _____	**Date adopted:** _____

Next review: _____

Local contacts:

- DSL: Kirstin Helps. Deputy DSL: Sarah Stalham
- Southend LADO (Local Authority Designated Officer): 01702 534539, LADO@southend.gov.uk
- Ofsted (concerns, complaints and notifications about childcare): 0300 123 4666, enquiries@ofsted.gov.uk
- Southend Children's Single Point of Contact (C-SPOC): make referrals through the Southend Children's Services Portal (southend.gov.uk/childrens-social-care/child-protection); telephone 01702 215783
- Immediate danger: 999. Police non-emergency: 101

PEEK A BOO PRE-SCHOOL

4. Whistleblowing Policy

Purpose: To provide a safe route for all staff, including students and volunteers, to report unsafe practice, safeguarding failures, poor care or wrongdoing.

When to raise a concern

Raise a concern as soon as you are worried about poor or unsafe practice in the setting, for example unsafe care, a safeguarding failure, a breach of the EYFS requirements or behaviour by an adult that worries you. You do not need proof.

How to raise a concern

Raise concerns with the manager and DSL, Kirstin Helps, or with our named whistleblowing contact, Kerstin Barnes. You can do this in person, by phone or in writing.

Any allegation that either partner has harmed a child or put a child at risk goes straight to the Southend LADO and Ofsted (see Policy 3).

What happens next

Your concern will be taken seriously. The person receiving it will record it, agree with you what happens next, look into it or refer it to the right agency, and tell you the outcome as far as confidentiality allows.

Suggested: *Aim to acknowledge every concern within a set number of working days, agreed by the partners.*

Protection

Good-faith whistleblowing will not result in unfair treatment. Confidentiality is maintained as far as possible.

External escalation

If you feel unable to raise an issue internally, or feel your concern is not being addressed, use the external routes below: the NSPCC whistleblowing advice line, Ofsted, or the LADO for concerns about an adult's behaviour towards children. General guidance is available on GOV.UK ('Whistleblowing for employees').

Making staff aware

All staff, students and volunteers are told about this procedure at induction and reminded in supervision.

Suggested: *Framework references – EYFS 3.7, 3.8*

Peek A Boo Pre-School – Setting-Specific Details

Owner: Peek-a-Boo Pre-School Partnership (Kirstin Helps and Kerstin Barnes)	
Approved by: _____	**Date adopted:** _____
Next review: _____	

Local contacts:

- Named whistleblowing contact: Kerstin Barnes (partner)

- Manager and DSL: Kirstin Helps
- NSPCC whistleblowing advice line: 0800 0280285, help@nspcc.org.uk
- Ofsted (concerns, complaints and notifications about childcare): 0300 123 4666, enquiries@ofsted.gov.uk
- Southend LADO (Local Authority Designated Officer): 01702 534539, LADO@southend.gov.uk

PEEK A BOO PRE-SCHOOL

5. Attendance, Absence & Child Welfare Checks Policy

Purpose: To ensure unexplained or prolonged absence is followed up promptly. This policy is shared with parents and carers.

Daily attendance

Record attendance accurately, including each child's hours of attendance and key person.

What we ask of parents and carers

Please tell us as early as possible, by phone or message, when your child will be absent and, where appropriate, the reason. We ask every family for more than two emergency contacts and to keep them up to date.

Unexplained absence

If a child has not arrived and we have not been told why, we contact the parents or carers by 10am. If we cannot reach them, we contact the child's emergency contacts. If contact cannot be established and concern remains, we follow our safeguarding procedures, which may include a referral to Southend children's social care (C-SPOC) and/or asking the police for a welfare check.

Patterns and prolonged absence

We monitor repeated, unexplained or prolonged absence and discuss concerns with the DSL. We consider patterns and trends, the child's and the parent's or carer's vulnerability and their home life, and use professional judgement when deciding whether an absence is prolonged.

Safeguarding

Where absence may indicate a safeguarding concern, follow the SET procedures and Policy 1.

Suggested: *Framework references – EYFS 3.11, 3.12, 3.99, 3.104*

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Local contacts:

- DSL: Kirstin Helps. Deputy DSL: Sarah Stalham
- Southend Children's Single Point of Contact (C-SPOC): make referrals through the Southend Children's Services Portal (southend.gov.uk/childrens-social-care/child-protection); telephone 01702 215783
- Out-of-hours Emergency Duty Team: 0345 606 1212
- Immediate danger: 999. Police non-emergency: 101

PEEK A BOO PRE-SCHOOL

6. Mobile Phones, Cameras & Digital Devices Policy

Purpose: To protect children's privacy and reduce risks associated with inappropriate recording or communication. This policy sets out how mobile phones, cameras and other devices with imaging and sharing capabilities are used in the setting.

Personal devices

Staff personal phones, smart watches and cameras are stored in the locked kitchen area and are not used around children except under an agreed emergency procedure.

Setting devices

Only approved setting devices are used for photographs or video. We keep the number of images and videos of children to a minimum, including for assessment, and handle them according to consent, data protection and setting procedures.

Sharing

Images are shared with parents and carers only through technically secure methods. They are not shared through personal messaging apps or personal social media. Staff do not post children's images or identifying information online.

Privacy

Devices are never used in toilets, changing areas or other private-care situations.

Children's own devices

Children are discouraged from bringing their own devices (including smart watches) into the setting. We discuss any individual need with parents.

Visitors and parents

Suggested: *Ask visitors and parents not to use phones or cameras while in the pre-school rooms.*

Suggested: *Framework references – EYFS 3.6, 3.94; DfE Help for early years providers: Screen use*

Peek A Boo Pre-School – Setting-Specific Details

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Approved by: _____	**Date adopted:** _____
Next review: _____	

Local contacts:

- DSL: Kirstin Helps. Deputy DSL: Sarah Stalham

PEEK A BOO PRE-SCHOOL

7. Confidentiality, Records & Information Sharing Policy

Purpose: To keep children's information secure while ensuring safeguarding information can be shared lawfully and appropriately.

Need to know

Staff access only information needed for their role. Confidential conversations take place away from children and visitors, in an area where staff can talk to parents privately.

Records

Child, safeguarding, medication and staff records are stored securely with appropriate access controls, and are easily accessible to those with a right or professional need to see them. Records may be kept securely off the premises.

For each child we record their full name, date of birth, the name and address of every known parent or carer, anyone else with parental responsibility, who the child normally lives with, and emergency contact details (more than two where possible). We keep a daily record of children's names, hours of attendance and key person.

Retention

Records relating to individual children are kept for 5 years after the child leaves the setting, and are then disposed of securely.

Working with parents

We keep a regular two-way flow of information with parents and carers, and with other settings a child attends. If asked, we add parents' comments to their child's records. Parents and carers can see all records about their child, unless an exemption under data protection law applies.

Information sharing

Information may be shared without consent where there is a lawful basis or where necessary to protect a child. Follow UK GDPR and the Data Protection Act 2018.

Data protection and cyber security

Suggested: *Keep the setting's ICO registration and privacy notice up to date, and follow the National Cyber Security Centre's guidance for early years practitioners.*

Suggested: *Framework references – EYFS 3.89, 3.95–3.99, 3.104*

Peek A Boo Pre-School – Setting-Specific Details

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Approved by: _____	**Date adopted:** _____
Next review: _____	

Local contacts:

- Manager: Kirstin Helps

• Information Commissioner's Office: ico.org.uk

PEEK A BOO PRE-SCHOOL

8. Rest & Safer Sleep Policy (ages 2–5)

Purpose: To make sure any child who needs to rest or sleep does so safely. Peek A Boo Pre-School cares only for children aged 2 to 5, and children very rarely nap during our sessions.

Placing children down to sleep

Children are placed down to sleep safely. The additional EYFS safer sleep requirements for children under 2 do not apply, because we do not care for children under 2.

Suggested: *Follow the 2026 safer sleep points that still make sense for older children: each child rests in their own separate space on a firm, flat surface; heads are not covered; spaces contain no unnecessary items.*

Temperature

Suggested: *Make sure resting children do not get too hot or too cold.*

Supervision

Resting and sleeping children are within sight and hearing of staff and are checked frequently.

Before rest

Suggested: *Avoid screens within an hour of a child resting, in line with DfE screen use guidance.*

Individual needs

Record relevant individual sleep or medical information and parent or carer instructions. Do not accept unsafe sleep arrangements that conflict with statutory requirements.

Records

Maintain a sleep-check record showing the time of checks and any action taken.

Suggested: *Framework references – EYFS 3.44, 3.86; NHS advice on sudden infant death syndrome; The Lullaby Trust*

Peek A Boo Pre-School – Setting-Specific Details

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Approved by: _____	**Date adopted:** _____
Next review: _____	

Local contacts:

- Manager: Kirstin Helps

PEEK A BOO PRE-SCHOOL

9. Health, Illness & Infection Control Policy

Purpose: To reduce the spread of infection and support children's health and wellbeing. This procedure is discussed with parents and carers.

Hand hygiene

Adults and children wash hands at appropriate times including before food, after toileting and after contact with bodily fluids.

Illness

Parents and carers inform the setting of relevant illness. We follow the UK Health Security Agency guidance 'Health protection in children and young people settings, including education' on exclusion periods and infection control.

Suggested: *If a child becomes ill at pre-school, contact the parent or carer to collect them.*

Cleaning

Clean high-touch surfaces, toilets, food areas and frequently used resources appropriately. Clean bodily-fluid contamination promptly.

Health promotion

Promote good health, including oral health (see Policy 22), hydration, nutritious food, physical activity, emotional wellbeing and healthy routines.

Smoking and vaping

No one smokes in or on the premises when children are present or about to be present. Staff do not vape or use e-cigarettes when children are present or about to be present.

Suggested: *Framework references – EYFS 3.29, 3.59, 3.60 and footnote 58*

Peek A Boo Pre-School – Setting-Specific Details

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Approved by: _____	**Date adopted:** _____
Next review: _____	

Local contacts:

- UKHSA guidance: Health protection in children and young people settings, including education (GOV.UK)
- Peek A Boo Pre-School: 07849 187694, peekaboo.preschool@yahoo.co.uk

PEEK A BOO PRE-SCHOOL

10. Medication & Medical Conditions Policy

Purpose: To ensure children with medical needs receive safe, consistent and respectful care.

Information about medicines

Before a child starts, and whenever things change, we ask parents and carers about the child's medical needs and medicines and keep this information up to date.

Giving medication

Medicine (prescription or non-prescription) is given only with written permission from the parent or carer for that particular medicine. Prescription medicines are given only if prescribed for the child by a doctor, dentist, nurse or pharmacist. Medicines containing aspirin are given only if prescribed by a doctor. Staff have training where giving a medicine needs medical or technical knowledge.

Storage

Medication is labelled, stored securely and out of children's reach at all times, and remains accessible to authorised staff in emergencies.

Records and telling parents

We keep a written record each time medicine is given (or refused) and tell the parent or carer the same day, or as soon as reasonably practicable.

Emergency medication

Emergency medication is readily accessible and staff know the child-specific procedure.

Staff medication

Staff taking medication that may affect their ability to care for children seek medical advice, and work directly with children only if that advice confirms it is unlikely to impair their ability. Staff medication is stored securely and out of children's reach.

Suggested: *Framework references – EYFS 3.28, 3.61, 3.62*

Peek A Boo Pre-School – Setting-Specific Details

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Approved by: _____	**Date adopted:** _____
Next review: _____	

Local contacts:

- Manager: Kirstin Helps

PEEK A BOO PRE-SCHOOL

11. Food, Allergies, Mealtimes & Safer Eating Policy

Purpose: To keep children safe during eating and drinking and support healthy, inclusive food experiences.

What we provide

The setting provides a healthy snack at around 10am (fruit or breadsticks) with milk. Children bring their own packed lunch boxes from home. Fresh drinking water is always available and accessible. We have regard to the Early Years Foundation Stage nutrition guidance.

Suggested: *Share simple healthy packed-lunch ideas with families, and remind them which foods to avoid or prepare carefully to reduce choking risk.*

Before a child starts

We obtain information about any special dietary requirements, preferences, food allergies, intolerances and health needs before a child is admitted, and share it with all staff involved in preparing and handling food.

Who checks the food

At each snack time and lunchtime, one named member of staff is responsible for checking that the food and drink given meets every child's requirements. At snack time this means the setting's snack and milk. At lunchtime it means checking each child's packed lunch against their allergies, dietary needs and texture needs before they eat.

Allergies

We work with parents and, where appropriate, health professionals to develop allergy action plans (using the British Society for Allergy and Clinical Immunology plan), keep them up to date and share them with all staff. All staff know the symptoms and treatment of allergies and anaphylaxis, the difference between allergies and intolerances, and that children can develop allergies at any time.

Preparing food safely

Food is prepared in a way that prevents choking and suits each child's stage, without assumptions based on age. Food is prepared and stored hygienically and cross-contamination risks are managed. Staff involved in preparing and handling food have food hygiene training.

Mealtimes

A member of staff with a valid paediatric first aid certificate is in the room whenever children are eating. Children are seated safely on appropriately sized chairs, in a designated eating space with few distractions where possible. Children are always within sight and hearing of staff while eating; where possible staff sit facing the children, so they can spot silent choking, prevent food sharing and notice any allergic reaction.

Choking incidents

If a child chokes and needs intervention, we record where and how it happened and tell the parent or carer. We review these records periodically for trends and act on any concerns.

Inclusion

Respect dietary, cultural, religious and medical needs. Children are not pressured to eat or taste food.

Food poisoning

We notify Ofsted of any food poisoning affecting two or more children cared for on the premises as soon as reasonably practicable and within 14 days.

Suggested: *Framework references – EYFS 3.43, 3.63–3.73; DfE Help for early years providers: Food safety*

Peek A Boo Pre-School – Setting-Specific Details

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Approved by: _____	**Date adopted:** _____
Next review: _____	

Local contacts:

- Ofsted (concerns, complaints and notifications about childcare): 0300 123 4666, enquiries@ofsted.gov.uk

PEEK A BOO PRE-SCHOOL

12. Toileting, Nappy Changing & Personal Care Policy

Purpose: To provide safe, dignified, inclusive personal care.

Dignity

Treat children respectfully and encourage independence. Explain what is happening.

Privacy and safeguarding

Children's privacy is considered and balanced with safeguarding and support needs when toileting and changing. Carry out personal care with appropriate visibility and professional boundaries. Helping a child with toileting, washing or dressing is personal care, so only checked staff provide it.

Hygiene

Use appropriate PPE and hand hygiene. Clean changing surfaces after use and dispose of waste safely. Keep an adequate supply of spare clothes, towels and other necessary items.

Individual needs

Record continence plans, sensory needs and relevant family preferences where appropriate.

Working with parents

Suggested: *Agree a consistent approach to toilet training with each family and share practical advice with them, so that children's care needs and growing independence are supported at home and at pre-school. This responds to our February 2024 Ofsted recommendation.*

Suggested: *Framework references – EYFS 3.88 and footnote 20; Ofsted inspection report, 8 February 2024*

Peek A Boo Pre-School – Setting-Specific Details

Owner: Peek-a-Boo Pre-School Partnership (Kirstin Helps and Kerstin Barnes)	
Approved by: _____	**Date adopted:** _____
Next review: _____	

Local contacts:

- Key person for each child (see Policy 26)

PEEK A BOO PRE-SCHOOL

13. SEND, Inclusion, Equality & Accessibility Policy

Purpose: To ensure every child can access the curriculum, care and community.

Inclusion

Welcome children with SEND, disabilities, different languages, cultures, family structures and backgrounds.

SENCO

Our Special Educational Needs Co-ordinator (SENCO) is Kirstin Helps. As a provider of funded early education, we have regard to the SEND Code of Practice: 0 to 25 years.

SEND support

Follow the graduated approach: assess, plan, do, review. Work with parents and carers and relevant professionals.

Progress check at age two

When a child is aged between two and three, we give parents a short written summary of their child's development in the prime areas, highlighting strengths, areas where extra support may be needed and any concern about possible developmental delay, with a plan agreed with parents and, where appropriate, the SENCO and health professionals.

Communication

Support speech, gesture, signs, symbols, AAC, objects, photographs, home language and other meaningful methods. Our staff are trained in Makaton.

Equality

Do not tolerate discrimination, harassment or bullying. We meet our duties under the Equality Act 2010, including making reasonable adjustments. Resources reflect diverse families, cultures, abilities and communities.

Accessibility

Review environment, equipment, routines and activities for physical, sensory and communication accessibility.

Telling parents

We tell parents and carers how we support children with SEND.

Suggested: *Signpost families to the Southend SEND Local Offer and the Southend Early Years Team for further support.*

Suggested: *Framework references – EYFS 2.6–2.10, 3.30, 3.77, 3.85, 3.100; SEND Code of Practice 0 to 25*

Peek A Boo Pre-School – Setting-Specific Details

Owner: Peek-a-Boo Pre-School Partnership (Kirstin Helps and Kerstin Barnes)	
Approved by: _____	**Date adopted:** _____

Next review: _____

Local contacts:

- SENCO: Kirstin Helps
- Southend Early Years Team: 01702 215754, earlyyears@southend.gov.uk

PEEK A BOO PRE-SCHOOL

14. Positive Behaviour & Emotional Wellbeing Policy

Purpose: To support children to understand feelings, develop self-regulation and build positive relationships.

Approach

Adults model calm, respectful behaviour, co-regulate emotions and teach children what to do.

Boundaries

Rules are few, clear and consistent. Explain limits in developmentally appropriate language.

Challenging behaviour

Consider communication, sensory needs, unmet needs, relationships, environment and developmental stage before responding.

Prohibited practice

Corporal punishment is never given or threatened, nor any punishment that could harm a child's wellbeing; doing so is an offence. Humiliating treatment, shaming and threatening behaviour strategies are not used. We take reasonable steps to make sure no one caring for or in regular contact with children uses corporal punishment.

Physical intervention

Physical intervention is used only where absolutely necessary to avert immediate danger of injury to any person (including the child) or serious damage to property. Every occasion is recorded and parents and carers are told the same day, or as soon as reasonably practicable.

Suggested: *Framework references – EYFS 3.74–3.76*

Peek A Boo Pre-School – Setting-Specific Details

Owner: Peek-a-Boo Pre-School Partnership (Kirstin Helps and Kerstin Barnes)	
Approved by: _____	**Date adopted:** _____
Next review: _____	

Local contacts:

- Manager: Kirstin Helps

PEEK A BOO PRE-SCHOOL

15. Health & Safety / Risk Assessment Policy

Purpose: To maintain safe premises and routines while allowing appropriate managed risk.

Our premises

We operate in the hall at Union Congregational Church, 90 Pall Mall, Leigh-on-Sea. During our sessions only the pre-school uses the hall; the church minister works in his own room. Premises, including floor space and outdoor areas, are kept fit for purpose and suitable for children aged 2 to 5. We meet the indoor space standards of 2.5m² for each two-year-old and 2.3m² for each child aged three to five.

Risk assessment

Identify hazards, evaluate risk and put proportionate controls in place. Risk assessments set out which aspects of the environment are checked, when and by whom, and how risks are removed or minimised. Review after incidents, changes or new activities.

Suggested: *Keep risk assessments in writing, as the Health and Safety Executive advises for employers with five or more staff.*

Daily checks

Opening checks cover rooms, outdoor areas, entrances, toilets, equipment, fire exits and hazards.

Equipment

Resources are age-appropriate, maintained and checked. Remove unsafe equipment immediately.

Supervision

Children are usually within sight and hearing of staff and always within sight or hearing. Staff position themselves to see and hear children and adapt supervision to the child, activity and environment.

Outdoor play

All children have daily access to outdoor play, unless circumstances such as unsafe weather make this inappropriate.

Security, smoking and insurance

We take all reasonable steps to prevent unauthorised people entering (see Policy 23). There is no smoking in or on the premises when children are present or about to be present. We carry appropriate insurance, including public liability insurance.

Suggested: *Framework references – EYFS 3.29, 3.44, 3.80, 3.83, 3.85, 3.89, 3.90, 3.93 and footnote 70*

Peek A Boo Pre-School – Setting-Specific Details

Owner: Peek-a-Boo Pre-School Partnership (Kirstin Helps and Kerstin Barnes)	
Approved by: _____	**Date adopted:** _____
Next review: _____	

Local contacts:

- Manager: Kirstin Helps

PEEK A BOO PRE-SCHOOL

16. Emergency, Fire, Lockdown & Evacuation Policy

Purpose: To protect children and adults during emergencies.

Fire

We have an emergency evacuation procedure and keep fire detection and control equipment (such as alarms, smoke detectors, fire blankets and extinguishers) in working order. Fire exits are clearly marked and fire doors are kept free of obstruction and easy to open from the inside. We practise evacuation every half term.

Lockdown

Maintain a site-specific lockdown procedure covering immediate actions, communication and accounting for children and adults.

Emergency contacts

Keep current emergency contacts, registers and medical information accessible to authorised staff.

Induction

All new staff learn the evacuation procedure at induction.

Review

Record and review every drill or emergency for learning and improvement. We refer to the DfE guidance 'Emergency planning and response for education, childcare, and children's social care settings'.

Suggested: *Framework references – EYFS 3.34, 3.81 and footnote 64*

Peek A Boo Pre-School – Setting-Specific Details

Owner: Peek-a-Boo Pre-School Partnership (Kirstin Helps and Kerstin Barnes)	
Approved by: _____	**Date adopted:** _____
Next review: _____	

Local contacts:

- Immediate danger: 999. Police non-emergency: 101
- Peek A Boo Pre-School: 07849 187694, peekaboo.preschool@yahoo.co.uk

PEEK A BOO PRE-SCHOOL

17. Outings & Off-Site Visits Policy

Purpose: To ensure children experience safe, inclusive learning beyond the setting, including our regular trips in the local area.

Planning

Before each outing we assess potential risks and hazards and decide how to remove, minimise and manage them, including staff to child ratios, transport, emergency contacts and accessibility. The risk assessment does not have to be written down.

First aid

At least one member of staff with a current paediatric first aid certificate goes on every outing.

Headcounts

Check children at departure, arrival, transitions and return. A named person is responsible for the register.

Safety

Identify roads, water, crowds, animals (including dogs), weather and lost-child risks.

Transport and helpers

Any vehicle used to transport children, and its driver, is adequately insured. Parents helping occasionally on a trip are supervised and do not provide personal care.

Inclusion

Consider mobility, communication, sensory, medical and other needs.

Consent

Suggested: *Ask parents for written consent for regular local walks when their child starts, and tell them about other outings in advance.*

Suggested: *Framework references – EYFS 3.37, 3.91, 3.92 and footnote 20*

Peek A Boo Pre-School – Setting-Specific Details

Owner: Peek-a-Boo Pre-School Partnership (Kirstin Helps and Kerstin Barnes)	
Approved by: _____	**Date adopted:** _____
Next review: _____	

Local contacts:

- Peek A Boo Pre-School: 07849 187694, peekaboo.preschool@yahoo.co.uk
- Immediate danger: 999. Police non-emergency: 101

PEEK A BOO PRE-SCHOOL

18. First Aid & Accidents / Incidents Policy

Purpose: To provide prompt appropriate first aid and ensure records are maintained.

First aid

At least one person with a current paediatric first aid certificate is on the premises and available at all times when children are present. Certificates are for a full course and are renewed every three years. We display a list of staff with current paediatric first aid certificates. A first aid box with appropriate items for children is always accessible and staff know where equipment is kept.

Accidents

Provide first aid and keep a written record of what happened, the treatment given and who was informed.

Parents

Tell parents and carers about any accident or injury, and any first aid given, on the same day or as soon as reasonably practicable.

Serious incidents

We notify Ofsted of any serious accident, illness or injury to, or death of, any child in our care, and the action taken, as soon as reasonably practicable and within 14 days. We also notify local child protection agencies (C-SPOC) and act on their advice.

Suggested: *Check whether an incident also needs reporting to the Health and Safety Executive under RIDDOR.*

Suggested: *Framework references – EYFS 3.37–3.40, 3.78, 3.79*

Peek A Boo Pre-School – Setting-Specific Details

Owner: Peek-a-Boo Pre-School Partnership (Kirstin Helps and Kerstin Barnes)	
Approved by: _____	**Date adopted:** _____
Next review: _____	

Local contacts:

- Ofsted (concerns, complaints and notifications about childcare): 0300 123 4666, enquiries@ofsted.gov.uk
- Southend Children's Single Point of Contact (C-SPOC): make referrals through the Southend Children's Services Portal (southend.gov.uk/childrens-social-care/child-protection); telephone 01702 215783
- Immediate danger: 999. Police non-emergency: 101

PEEK A BOO PRE-SCHOOL

19. Complaints Policy

Purpose: To provide a fair, accessible and timely process for parents and carers to raise concerns.

Informal resolution

Where appropriate, concerns should first be raised with the key person or the manager, Kirstin Helps.

Formal complaint

Formal complaints may be made in writing or another accessible format. We investigate written complaints about how we meet the EYFS requirements and tell the person who complained the outcome within 28 days of receiving the complaint.

Records

We keep a written record of every complaint and its outcome, and make it available to Ofsted on request.

Safeguarding exception

Complaints involving safeguarding allegations are handled under the safeguarding and allegations procedures (Policies 1 and 3) and referred externally where required.

Contacting Ofsted

If you believe we are not meeting the EYFS requirements, you can contact Ofsted at any time using the details below.

Suggested: *Framework references – EYFS 3.101, 3.102*

Peek A Boo Pre-School – Setting-Specific Details

Owner: Peek-a-Boo Pre-School Partnership (Kirstin Helps and Kerstin Barnes)	
Approved by: _____	**Date adopted:** _____
Next review: _____	

Local contacts:

- Manager: Kirstin Helps, 07849 187694, peekaboo.preschool@yahoo.co.uk
- Ofsted (concerns, complaints and notifications about childcare): 0300 123 4666, enquiries@ofsted.gov.uk

PEEK A BOO PRE-SCHOOL

20. Staff Code of Conduct, Supervision & Training Policy

Purpose: To promote professional, reflective practice and a strong safeguarding culture.

Professional conduct

Maintain professional boundaries, appropriate language, confidentiality, respectful communication and safe technology use. Staff are not under the influence of alcohol or any other substance that may affect their ability to care for children (see Policy 10 for staff medication). Staff do not smoke or vape when children are present or about to be present.

Equality

We treat all staff fairly and equally under the Equality Act 2010, regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Induction

All staff receive induction covering their roles and responsibilities, emergency evacuation, safeguarding, child protection and health and safety.

Supervision

Every member of staff has supervision each term, covering practice, children's development and wellbeing, child protection concerns, solutions to issues, coaching, workload, wellbeing, training and development.

Training

Maintain a training matrix covering safeguarding, paediatric first aid, food hygiene and allergy safety, medication, health and safety, SEND and inclusion, and role-specific requirements. Safeguarding training is renewed every two years and paediatric first aid every three years. Staff with a level 2 or 3 qualification gained since 30 June 2016 must gain a paediatric first aid certificate within three months of starting to count in ratios.

English

Staff have enough understanding and use of English to keep records, liaise with other agencies, summon emergency help and understand instructions.

Wellbeing

Support staff wellbeing while maintaining clear expectations around safe practice and suitability.

Suggested: *Framework references – EYFS 3.28–3.37, 3.39, 3.41, 3.72*

Peek A Boo Pre-School – Setting-Specific Details

Owner: Peek-a-Boo Pre-School Partnership (Kirstin Helps and Kerstin Barnes)	
Approved by: _____	**Date adopted:** _____
Next review: _____	

Local contacts:

- Manager: Kirstin Helps
- Southend early years training: earlyyearstraining@southend.gov.uk

PEEK A BOO PRE-SCHOOL

21. Screen Use & Digital Safety Policy

Purpose: To ensure digital technology is used appropriately and in line with the EYFS and the DfE screen use guidance, which providers must have regard to.

Purposeful use

Use devices only where they add clear educational, communication or operational value. Screen use is limited, carefully planned and linked to learning aims.

Balance and limits

Screens do not replace active play, talk, books, movement, outdoor learning, creative experiences or relationships. DfE advice is that children aged 2 to 5 have no more than one hour of screen time a day, and less if possible; children may already reach this at home. Screens are not on in the background, not used at mealtimes or within an hour of rest, and never used to calm, occupy or manage children's behaviour.

Supervision and content

Children never use screens alone or only with other children: an adult always engages with them. Content is checked before use and is age-appropriate, slow-paced, advert-free and free of autoplay and scrolling. Children do not use AI tools or toys with built-in AI.

SEND

Screen-based assistive technology for children with SEND is not subject to these limits and is used where it supports a child's communication and learning.

Online safety

Staff understand online safety risks, and the DSL's training covers internet safety.

Privacy

Handle images and personal data under data protection and photography procedures (Policies 6 and 7).

Parents

We share our approach to screens with parents when children join and offer non-judgemental advice on healthy screen use at home.

Suggested: *Framework references – EYFS 3.94, Annex C; DfE Help for early years providers: Screen use*

Peek A Boo Pre-School – Setting-Specific Details

Owner: Peek-a-Boo Pre-School Partnership (Kirstin Helps and Kerstin Barnes)	
Approved by: _____	**Date adopted:** _____
Next review: _____	

Local contacts:

- Manager: Kirstin Helps

PEEK A BOO PRE-SCHOOL

22. Oral Health Policy

Purpose: To promote good oral health as part of everyday healthy development, as the EYFS requires.

Curriculum

Talk about brushing teeth, healthy choices and caring for mouths in developmentally appropriate ways.

Food and drink

Promote water and balanced choices and consider the impact of frequent sugary foods and drinks. Fresh drinking water is always available.

Families

Provide information and signposting about oral health services and toothbrushing.

Suggested: *Ask the Southend Early Years Team whether a local supervised toothbrushing scheme is available to the setting.*

No shame

Children are never shamed or singled out because of their teeth or family circumstances.

Suggested: *Framework references – EYFS 3.59, 3.63*

Peek A Boo Pre-School – Setting-Specific Details

Owner: Peek-a-Boo Pre-School Partnership (Kirstin Helps and Kerstin Barnes)	
Approved by: _____	**Date adopted:** _____
Next review: _____	

Local contacts:

- Southend Early Years Team: 01702 215754, earlyyears@southend.gov.uk

PEEK A BOO PRE-SCHOOL

23. Visitors & Contractors Policy

Purpose: To manage access to the setting and protect children from inappropriate contact.

Our premises

During our sessions only the pre-school uses the hall. The church minister works in his own room. We take all reasonable steps to prevent unauthorised people entering the areas we use.

Signing in

We have an agreed procedure for checking the identity of visitors. Visitors sign in and out, wear identification and are told relevant safeguarding arrangements.

Supervision

Visitors are supervised unless required checks and suitability for their role have been confirmed. Anyone working in the part of the premises where childcare takes place while children are present needs an enhanced criminal records and barred list check (see Policy 2).

Suggested: *Agree with the church minister that he follows the visitors procedure if he needs to enter the pre-school areas during a session.*

Boundaries

Visitors receive clear expectations about photography, devices, confidentiality and interaction with children.

Concerns

Any concern about a visitor is reported immediately to the manager and DSL, Kirstin Helps (or the Deputy DSL, Sarah Stalham).

Suggested: *Framework references – EYFS 3.15, 3.89*

Peek A Boo Pre-School – Setting-Specific Details

Owner: Peek-a-Boo Pre-School Partnership (Kirstin Helps and Kerstin Barnes)	
Approved by: _____	**Date adopted:** _____
Next review: _____	

Local contacts:

- DSL: Kirstin Helps. Deputy DSL: Sarah Stalham

PEEK A BOO PRE-SCHOOL

24. Animals & Pets Policy

Purpose: To manage animal contact safely and comply with current requirements.

Risk assessment

Assess allergies, bites, hygiene, infection, fear and accessibility.

Supervision

Children are closely supervised around animals and taught safe interaction.

Hygiene

Wash hands after animal contact and before eating.

Banned dog breeds

Registered childcare must not be provided from premises where a banned dog breed is kept or present. Banned dogs (those covered by section 1 of the Dangerous Dogs Act 1991) must not be kept or present on the premises at any time, even if the owner holds a certificate of exemption. The banned types are: Pit Bull Terrier, Japanese Tosa, Dogo Argentino, Fila Brasileiro and XL Bully.

Visiting animals and outings

Suggested: *Agree any visiting animal with the manager in advance and keep children away from unknown dogs on outings.*

Suggested: *Framework references – EYFS 3.82 and footnotes 65–66; GOV.UK: Banned dogs*

Peek A Boo Pre-School – Setting-Specific Details

Owner: Peek-a-Boo Pre-School Partnership (Kirstin Helps and Kerstin Barnes)	
Approved by: _____	**Date adopted:** _____
Next review: _____	

Local contacts:

- Manager: Kirstin Helps

PEEK A BOO PRE-SCHOOL

25. Missing Child / Collection & Release Policy

Purpose: To prevent children leaving without authorisation and respond quickly if a child cannot be located.

Collection

Children are released only to people the parent or carer has explicitly told us about. Check identity where needed. Children never leave the premises unsupervised.

Suggested: *Use a collection password for anyone other than the usual adults.*

Changes

Parents and carers provide agreed collection changes through the setting's approved communication method.

Missing child

Immediately alert the manager, secure the remaining children, search designated areas, contact police or emergency services as appropriate and follow the missing-child procedure.

Suggested: *Contact the parent or carer as soon as the police have been called.*

Review

Record and review every missing-child incident and report to relevant authorities where required.

Suggested: *Check Ofsted's guidance 'Childcare: significant events to notify Ofsted about' after any missing-child incident.*

Uncollected children

If a child is not collected, see Policy 28.

Suggested: *Framework references – EYFS 3.89, 3.100*

Peek A Boo Pre-School – Setting-Specific Details

Owner: Peek-a-Boo Pre-School Partnership (Kirstin Helps and Kerstin Barnes)	
Approved by: _____	**Date adopted:** _____
Next review: _____	

Local contacts:

- Immediate danger: 999. Police non-emergency: 101
- DSL: Kirstin Helps. Deputy DSL: Sarah Stalham
- Ofsted (concerns, complaints and notifications about childcare): 0300 123 4666, enquiries@ofsted.gov.uk

PEEK A BOO PRE-SCHOOL

26. Key Person Policy

Purpose: To make sure every child has a special adult who knows them well, helps them settle and builds a relationship with their family.

Every child has a key person

Each child is assigned a key person. Their role is to make sure the child's care is tailored to their individual needs, help the child become familiar with the setting, offer a settled relationship and build a relationship with the child's parents and carers.

Learning and development

The key person gets to know the child's needs and interests deeply and supports their learning. Where appropriate, they help families engage with more specialist support.

Suggested: *The key person usually completes their key children's progress check at age two.*

Telling parents

We tell parents and carers the name of their child's key person and explain their role. The daily register records each child's key person.

When the key person is away

Suggested: *Name a second familiar adult ('buddy') for each child to cover when their key person is absent.*

Suggested: *Framework references – EYFS 1.19, 2.6, 3.42, 3.100, 3.104*

Peek A Boo Pre-School – Setting-Specific Details

Owner: Peek-a-Boo Pre-School Partnership (Kirstin Helps and Kerstin Barnes)	
Approved by: _____	**Date adopted:** _____
Next review: _____	

Local contacts:

- Manager: Kirstin Helps

PEEK A BOO PRE-SCHOOL

27. Staffing, Ratios & Deployment Policy

Purpose: To make sure staffing always meets children's needs and keeps them safe.

Ratios

Ratios apply across the whole provision. We have no staff with Qualified Teacher Status, Early Years Teacher Status or Early Years Professional Status, so we work to:

- Two-year-olds: at least one member of staff for every five children, with at least one member of staff holding an approved level 3 qualification and at least half of all other staff holding an approved level 2 qualification.
- Children aged three to five: at least one member of staff for every eight children, with at least one member of staff holding an approved level 3 qualification and at least half of all other staff holding an approved level 2 qualification.

Qualifications

Our team includes staff qualified at level 4, level 3 and level 2. The manager, Kirstin Helps, is the named person in charge. The manager of the setting must hold an approved level 3 qualification or above, and the provider names a deputy capable and qualified to take charge in the manager's absence.

Who counts in ratios

No one under 17 is counted in ratios (except apprentices from 16). Students and long-term volunteers aged 17 or over may be counted at the level below their level of study only if they are suitable, competent and responsible and hold a current paediatric first aid certificate. Volunteers who do not meet this do not replace required staff.

Deployment

Staff are deployed so children are adequately supervised, especially while eating, and are usually within sight and hearing and always within sight or hearing. At least one paediatric first aider is always present.

Telling parents

We tell parents and carers how staff are organised and, when relevant and practical, involve them in these decisions.

Suggested: *Framework references – EYFS 3.43–3.45, 3.47, 3.49, 3.51, 3.57, 3.100*

Peek A Boo Pre-School – Setting-Specific Details

Owner: Peek-a-Boo Pre-School Partnership (Kirstin Helps and Kerstin Barnes)	
Approved by: _____	**Date adopted:** _____
Next review: _____	

Local contacts:

- Manager and named person in charge: Kirstin Helps

PEEK A BOO PRE-SCHOOL

28. Uncollected Child Policy

Purpose: To keep a child safe and cared for if they are not collected at the end of their session. This procedure is shared with parents and carers.

Preventing problems

When a child starts, we record the parents' and carers' contact details and more than two emergency contacts where possible, and who is authorised to collect the child. Parents tell us if they will be late, through the setting's approved communication method.

If a child is not collected

The child is kept calm, occupied and supervised. We try the parents or carers first, then the emergency contacts and authorised adults. The child is released only to someone the parent or carer has explicitly told us about.

Suggested: *Two members of staff, one of them the manager or DSL, stay with the child until they are collected.*

Suggested: *If no authorised adult can be reached after trying all contacts, the DSL contacts Southend children's social care (C-SPOC or, after hours, the Emergency Duty Team) for advice and follows their instructions.*

What we never do

We never let a child leave with an unauthorised person.

Suggested: *Staff do not take an uncollected child to their own home.*

Recording

We record what happened, who was contacted and when, and discuss it with the family afterwards.

Suggested: *Framework references – EYFS 3.89, 3.99, 3.100*

Peek A Boo Pre-School – Setting-Specific Details

Owner: Peek-a-Boo Pre-School Partnership (Kirstin Helps and Kerstin Barnes)	
Approved by: _____	**Date adopted:** _____
Next review: _____	

Local contacts:

- DSL: Kirstin Helps. Deputy DSL: Sarah Stalham
- Southend Children's Single Point of Contact (C-SPOC): make referrals through the Southend Children's Services Portal (southend.gov.uk/childrens-social-care/child-protection); telephone 01702 215783
- Out-of-hours Emergency Duty Team: 0345 606 1212
- Immediate danger: 999. Police non-emergency: 101

PEEK A BOO PRE-SCHOOL

29. Information for Parents & Ofsted Duties Policy

Purpose: To set out the information we share with families and the things we must tell Ofsted.

Information we share with parents and carers

How we deliver the EYFS and where to find out more; our activities, daily routine and how parents can share learning at home; how we support children with SEND; the food and drink we provide; our policies and procedures (published on our website and available on request), including what happens if a child is not collected or goes missing; how staffing is organised; the name and role of their child's key person; and a telephone number to contact us in an emergency (07849 187694).

Ofsted inspections

When we know we are to be inspected, we tell parents and carers. After an inspection, we give a copy of the report to parents and carers of children who attend regularly. Our certificate of registration is displayed at the setting and shown to parents on request. Ofsted URN: EY498244.

Notifications to Ofsted within 14 days

- Any allegation of harm or abuse by anyone living, working or looking after children at the premises, and the action taken.
- Any serious accident, illness or injury to, or death of, a child in our care, and the action taken.
- Any food poisoning affecting two or more children.
- Any significant event likely to affect the suitability of the provider or anyone in regular contact with children, including disqualification information.

Changes we must tell Ofsted about

Any change to the premises address or to the premises that may affect the space available; any change to the provider's name, address or contact details; any change of manager; any change to the nominated individual or to the partners of the Peek-a-Boo Pre-School Partnership; and any significant event as above. Where possible we tell Ofsted in advance, otherwise as soon as reasonably practicable and within 14 days.

Suggested: *Framework references – EYFS 3.10, 3.26, 3.73, 3.79, 3.100, 3.103–3.106*

Peek A Boo Pre-School – Setting-Specific Details

Owner: Peek-a-Boo Pre-School Partnership (Kirstin Helps and Kerstin Barnes)	
Approved by: _____	**Date adopted:** _____
Next review: _____	

Local contacts:

- Ofsted (concerns, complaints and notifications about childcare): 0300 123 4666, enquiries@ofsted.gov.uk
- Peek A Boo Pre-School: 07849 187694, peekaboo.preschool@yahoo.co.uk

PEEK A BOO PRE-SCHOOL

30. Admissions, Settling In & Working with Parents Policy

Purpose: To welcome every family fairly, help children settle happily and work in partnership with parents and carers.

Our provision

We care for children aged 2 to 5, with up to 20 places, during term time, Monday to Friday, 8.45am to 2.45pm. We offer funded early education for two-, three- and four-year-olds.

Suggested: *Publish how places are offered when the pre-school is full, for example by date of application, so that admissions are fair and transparent.*

Before a child starts

We record the information we must hold about each child, and ask about their needs, interests, medical needs, medicines, dietary requirements, allergies and any special health requirements. We tell parents the name of their child's key person.

Settling in

We prioritise settling-in sessions so that children build a bond with their key person and feel emotionally secure.

Suggested: *Agree the pace of settling in with each family.*

Working with parents

We keep a regular two-way flow of information with parents and carers and with any other setting the child attends, and take parents' views into account. We discuss the progress check at age two with parents and how it can support learning at home.

Suggested: *Review how we support parents with care routines such as toilet training, so there is a consistent approach to each child's needs. This responds to our February 2024 Ofsted recommendation.*

Moving on

We work with local schools and other settings to share information, with parents' consent, so that transitions are smooth.

Suggested: *Framework references – EYFS 2.6–2.10, 3.42, 3.65, 3.95, 3.99, 3.100; Ofsted inspection report, 8 February 2024*

Peek A Boo Pre-School – Setting-Specific Details

Owner: Peek-a-Boo Pre-School Partnership (Kirstin Helps and Kerstin Barnes)	
Approved by: _____	**Date adopted:** _____
Next review: _____	

Local contacts:

- Peek A Boo Pre-School: 07849 187694, peekaboo.preschool@yahoo.co.uk
- Southend Early Years Team: 01702 215754, earlyyears@southend.gov.uk