



Newsletter

Autumn Term 1(Sept/Oct 2015)

www.sprowston-nursery-playgroup.org.uk



Dear Parents and Carers,



A very warm welcome to all of our new children and their families and welcome back to our returning children and their families. We hope that whether you are joining us new or returning, that you all had a lovely summer and are ready for the start of the 1st half of the Autumn Term! For those of you who are joining us, welcome to your 1st

Playgroup newsletter! Our half-termly newsletter is just one of the ways in which we communicate with you and is usually sent out to you within the first couple of days of each half term. It is crammed packed with information about the activities we will be running for the children, fundraiser events we have planned, and lots of other information we feel it is important for you to know. At the end of each newsletter there is also a 'cut-off calendar' with a summary of dates for the up-coming term. If at any time there is anything you are unsure of, please feel free to ask any member of the team, we like to think that we are a friendly, approachable lot!! Every Half Term we have a very loose 'topic' which we plan some of the activities around. This half-term our topic is **Getting to know me & Toys**, and below you will find a timetable for some of the activities we will be running during the weeks. In addition to these activities, the staff all work together to build in other activities for the children, based on what we learn about them, their individual interests and what they particularly enjoy doing. Thank you for reading.

Weeks	Dates	Activities	Please bring in (if you can)
1 & 2	3 rd - 11 th Sept	What I like to play with cut & stick; Painting & Dresssing-up	Any old toy catalogues please
3 & 4	14 th - 25 th Sept	Paper aeroplane & kites making; Gloop; Vets role-play	
5 & 6	28 th Sept - 9 th Oct	Making tambourines & shakers; Shop role-play	
7 & 8	12 th - 21 st Oct	Stocking/sock snake; Teddy biscuits; Hospital role-play	Any old (clean) tights and/or long socks and old newspapers please



Dressing for the weather

With our very changeable English weather, we would like to remind you that the children are able to access the outside area **during all weathers**, so please ensure that they are dressed appropriately for the day. On sunny days, remember sunhats and to apply sun cream before they come to playgroup. In wet weather remember coats and wellies in a named bag (we sell wellie bags, please ask a staff member for more details). Please also ensure that your children's footwear are suitable for a playgroup environment where children will be running and climbing, **unsuitable shoes can cause injuries**.



Please ensure that all items brought into playgroup are CLEARLY named. Thank you

Please help build our family tree!

Our display boards in the 'Busy Room' are areas where we display work that children have made. At the start of each new academic year, we use one of the boards to create our own 'Family Tree' and we would like for you to contribute a photograph of your family to add to the tree. Past years have shown that the children really enjoy seeing themselves and their family within their playgroup. It provides them with something to talk about, and a sense of belonging.



Don't forget about 'Show and tell' in our afternoon sessions too, where we encourage children to bring in something to talk to the rest of the class about, could be a photograph, toy, picture anything they would like to share with the rest of us. This really helps to build communication and confidence skills. Thank you

Parents Information Sharing Mornings:



We will be running Information Sharing Mornings on **Tuesday 20th and Wednesday 21st October.** Both mornings will run from 9:30am until 11:30am. These mornings run in place of our normal session, and **you will be required to stay with your child,** they will be your responsibility during these mornings. About 2 weeks before hand, we will invite you to book a 15 minute appointment to see your child's Key person on that morning. The aim of this is to give you an opportunity to chat with them about your child's progress. There will be toys and a craft table for the children, and tea, coffee and cakes for sale (proceeds go to a named charity). Look out for a letter with full details nearer the time.

Cuppa, Shopping & Photographer Day:

Although we will be closed for Half Term from 22nd Oct – 30th Oct, we will be running a 'Cuppa and Autumn Fayre' on Tuesday 27th October. This is always a very popular day! We will have stalls, tea/coffee & cakes and a professional photographer will be available to take pictures of your children, their brothers and sisters or the whole family. The photographer service is run on an appointment system, in order to keep waiting time to a minimum. More details to follow nearer the time.



Summer BBQ: It seems a long time ago, but back on lovely sunny evening in June we held our Summer BBQ. Thank you to all of you who helped to make the evening a success and those of you who came along and supported the evening. We raised a huge **£1137.00**

Attention New Parents:

- **Internal Mail System:** Our internal mail system works in the following way. Staff will leave letters and other information with your child's work on the tables in the hall at the end of each morning session. Each child's work is labelled with a laminated name card, which should be left at playgroup for future use.
- **Safety First!** If you haven't done so already, please return your child's emergency forms to your child's Key person at the start of term. We would like to remind parents and carers that only people who are named on their child's Emergency Contact forms will be allowed to collect them. It is advisable to introduce the Staff, in advance, to relatives or friends that you have named on this form. If this is not possible, then photographs can be kept in your child's confidential folder. If you are ever in a situation where you cannot collect your child, and have asked someone who is not listed on the emergency form to do so on your behalf, please call Playgroup on 01603 441529 and pass on the details of the person in question.



Afternoon Sessions –

- If your child is staying all day, their **named** lunch box should be taken into the Kitchen area (Paint Room) where any items needing to be kept chilled, can be suitably stored in our Fridge. (Please Note; any items placed in the fridge **must** be clearly labelled with your child's name).
- **PLEASE DO NOT LEAVE PACKED LUNCHES ON COAT PEGS.**
- When arriving for afternoon sessions (if your child was not there for the morning) please make sure your child is registered with the staff member at the entrance **before** taking their lunch box into the Busy Room.
- In addition to this (and not as a replacement), our afternoon children are also encouraged to use a 'self registration system'. This is located inside the door to the Busy Room. By encouraging self-registration, children are given a sense of independence, recognition of their name and also time. Normally a staff member is beside the self-register, but if not, please encourage your child to find their 'person' and move them from the 'Home' section into the 'School' section. Thank you.
- Children are also encouraged to bring in an item, which is of interest to them, for 'show and tell'. Please ensure any items are **clearly named** and placed on their 'name card'. Please note: Items which are brought in are for the purpose of show and tell only and should not be brought with the intention of the children being able to play with them. We have an extensive array of toys and activities available every day, therefore children do not need to bring additional toys to play with. Thank you.

Healthy Snack Time:

We ask all children to contribute one piece of fruit, vegetable or other snack item (e.g. breadsticks/loaf of bread/raisins/fruit loaf etc.) once a week for sharing on our snack table.



As part of our feedback from our questionnaires at the end of last term, some of the comments of 'what we could do differently' related to having a variety of food at snack time to encourage the children's understanding of living in a multi-cultural society. In response to this we would encourage foods from any cultural background to be brought in and shared on our snack table, we want all children to feel valued at playgroup. So please don't forget to include items such as poppadum's, Naan breads, chapattis, rice cakes, tortillas. All we ask is that items are kept in their original packaging, and home-made items are given with a list of ingredients to prevent risk to persons with allergies. **All items must be free from nuts & peanuts.**



 **Committee:** Our next committee meeting is on **Wednesday 23rd Sept** at **8:00pm**, held at Playgroup in our 'Busy Room' – please come along and find out all about what we do – new members are needed and **very** welcome. Also our **AGM** will be held on **Tuesday 10th November** at **7:30pm** with a committee meeting to follow – more details nearer the time.

Quality and Inclusion Grant:

We were lucky enough to be awarded a grant from Norfolk County Council. This has now been received and we have purchased some new tables and chairs for the children. We are gradually working towards changing all of the furniture to make our setting more inclusive for the full age range of children attending our group.

Questionnaire Responses: At our Parent Information Sharing Mornings in May, parents of children who were moving on to school in July were asked if they would complete a questionnaire to help us improve our practice as a playgroup. We received 8 responses: Below are some of the things these parents feel we do well:

- Build children's confidence
- Wide variety of toys and equipment
- Friendly and helpful staff

- A good mix of free-play and structured environment
- Being able to stay for lunch with their friends
- Involving teachers from local schools at the time of transition to school & lots of preparation and support for a smooth transition onto school.

Some of the areas where a few parents feel we need to improve are:

- 'Some mornings have been a little late to open' – It is rare occasions that the doors are a few minutes late opening, and for that we apologise, but please be assured, we are continually working hard to ensure we are ready and safe by 09:00am. As a pack away setting we have to check the safety of the building every day.
- 'It would be helpful to have more of the schools present on Parent Info Day' – We invite all schools from the surrounding area, some were not able to attend, some were only available on one of the days.

We would like to thank all of the parents who took the time to complete the questionnaires; we really do value your opinion and are constantly striving to improve our practice for your children. Thank you.



Diary of Events for 1st half Autumn Term 2015/2016



September 2015

Thursday 3rd	Playgroup re-opens for Autumn Term (1)	9:00am
Wednesday 23 rd	Committee Meeting – Playgroup 'Busy Room'	8:00pm

October 2015

Tuesday 20 th	Parents Information Sharing Morning (for parents of Tue/Thur morning children)	9:30am – 11:30am (by appointment system)
Wednesday 21 st	Parents Information Sharing Morning (for parents of Wed/Fri morning children)	9:30am – 11:30am (by appointment system)
Wednesday 21st	Playgroup closes for Half Term	3:00pm
Tuesday 27 th	Photographer/Coffee Morning & Autumn Fayre	09:30 - 14:00

November 2015

Monday 2nd	Playgroup re-opens for Autumn Term (2)	12pm-3pm
Tuesday 10 th	Committee AGM followed by meeting	8:00pm



Policy and Procedure Spotlight



Every half term we focus on one of our Policies and Procedures. This half term we have chosen our 'Safeguarding Policy'. A full copy of all of our 'Policies and Procedures' can be found on our noticeboard.

SAFEGUARDING CHILDREN POLICY

Our Playgroup is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Objective

At Sprowston Nursery Playgroup we plan to provide an environment which ensures children are safe from potential abuse, including bullying, and will respond to any suspicion of potential abuse in a way which respects the child's rights and reinforces the adult's responsibilities to the children.

Procedure

In order to promote children's welfare at all times the following procedures are implemented:

- An enhanced DBS check will be completed on an offer of employment . We do not accept portable DBS checks as per OFSTED recommendations.
- Playgroup children will only be toileted by persons who have been CRB/DBS DBS checked.
- No Playgroup child will be left alone in a room with any adult who does not have a CRB/DBS DBS check.
- Only staff/Regular Helpers who have been CRB/DBS DBS checked can change children.
- Changing of children requiring undressing e.g. soiled/wet clothes or changing of nappies: this will take place in a quiet, but not isolated, area of playgroup away from general public view; it will be handled in a discreet manner.
- Toilet areas have blinds at the doors for modesty of the children.

Photographs taken within the setting

Upon entry to playgroup all parents/carers are asked to give their permission for snapshots of their children to be taken by the staff. These may form part of a record of activities their child has taken part in or be displayed in the group. To ensure all images of children taken within the setting are used for the purposes they are intended, photographs taken within the setting will only be taken:

- By members of staff on the Playgroup cameras and printed on the premises, or by a reputable facility.
- By Playgroup children on any of the Playgroups cameras and printed on the premises, or by a reputable facility.
- By professional photographers by invitation only e.g. on Photographers Day, with parents/carers present.

Exceptions to the above rules are made during certain seasonal performances when parents /carers are invited to take photographs of their children.

Notice is given to parents/carers prior to this informing them that other persons may take photos of their children, giving them the opportunity to remove their child from the photograph

Gifts & Gratuities

- Any staff member receiving gifts/gratuities from a child/parent must declare these in written form to the supervisor or chair unless these are part of the groups agreed celebratory events i.e. leavers or Christmas and do not exceed the value of £10.
- The continued giving of gifts/gratuities or favours to a particular staff member could affect a staff member's professional integrity and would not be appropriate, in such case's the staff member would be obliged to report this to the Supervisor or Chair.

Storage of Mobile Phones

To ensure children's safety the use of mobile phone's/ cameras is restricted during playgroup sessions-

- Persons entering the premises with mobile phones are requested to store these with any personal belongings in the secure storage area in the box provided behind the stair gate in the lobby area, out of reach of the children.
- Staff /Parent/Carers/ Helpers who may need to be contacted whilst at the group may give the playgroups telephone no. 01603 441529 should they need to be contacted in an Emergency.
- Any persons using the group i.e. visitors, needing to use their mobile phone for urgent calls will be asked to use them in an alternative part of the building, not in the vicinity of Playgroup children.
- Exceptions to the above would be on outings/trips off of the premises, when playgroup will use their own dedicated mobile phones in an emergency . Please note that these mobile phones do not have cameras.

Child Protection

Policy

Sprowston Nursery Playgroup follows the Local Authority Safeguarding Children's Board Guidance regarding child protection issues and the reporting of any allegations of suspected child abuse. Parents need to be aware that Local Authority Children's Services Department/OFSTED requires that any member of staff or volunteer working at Playgroup accepts the responsibility to pass on information and concerns regarding a child who may have been abused or is likely to be abused.

Although the signs and symptoms listed below may be indicators of abuse, there may be an alternative explanation, however it is not appropriate for staff to try to determine the cause of any injury or indicator of abuse. The list below shows types of abuse:

- Emotional abuse-is the persistent emotional maltreatment of a child.
- Neglect- is the persistent failure to meet the child's basic physical and/or psychological need.
- Physical abuse- may involve hitting, shaking, throwing, poisoning, burning, scalding, drowning or other physical harm.
- Sexual abuse involves forcing or enticing a child or young person to take part in sexual activity; this may include involving a child in looking at sexual images or encouraging them to behave in a sexually inappropriate way.

We are in close contact with young children and in a prime position to notice radical changes in behaviour, worrying marks and bruises or to hear children talking about experiences which may give cause for alarm. Any such incidents will be recorded in the child's personal file and kept securely in our lockable storage box. Records of any incidents or behaviour will be used by the staff to see if any patterns are occurring. Parents will be informed at all times and we will seek to work in partnership to support their child's safety unless the child is considered to be at risk from sexual abuse, or where there is cause to believe that a child may be suffering from or is at risk of significant harm.

The prime responsibility of the group is to protect the child. Groups have a duty to take action, however we sincerely hope this would not put any strain on our special relationship as carers of your child. With this partnership in mind we would like parents to keep us informed of any accidental injuries that occur outside of Playgroup. These will be recorded in the accident records off the premises book.

Procedure

- All staff, volunteers and parents are aware of the leaflet entitled 'What to do if you're worried a child is being abused'. This leaflet is always kept on the group's notice board and should be referred to if anyone has any cause for concern about a child in Sprowston Nursery Playgroup's care.
- At Sprowston Nursery Playgroup the Safeguarding Lead Practitioner is the Supervisor (Carol Clarke) and the Deputy Safeguarding Lead Practitioner (Penny Brown) All adults working voluntarily or paid in our Playgroup are made aware of the fact that such work is exempt from provision laid down in the Rehabilitation of Offenders Act 1974. We do this by asking them to complete a Disclosure Application Form which is then processed by an independent body and verified by the Disclosure and Barring Service formerly the Criminal Records Bureau (CRB/DBS).

- Adults will not be allowed unsupervised access (e.g. taking children to the toilet) until confirmation from the independent body that they are suitable to do so. In the event of a member of staff taking up their role without a current CRB/DBS certificate, the new staff member will be deployed alongside an existing member of staff while awaiting their valid CRB/DBS certificate and will not be allowed to have unsupervised access to children.
- Staff promoted within the playgroup to a higher position are required to have a further DBS check.
- The member of staff/volunteer/parent will approach the Supervisor (Carol Clarke) or the Deputy Safeguarding Lead Practitioner (Penny Brown) with their concerns.
- The Supervisor/ Deputy Safeguarding Lead Practitioner will discuss in a confidential manner with the Chair if necessary.

Allegations Made against Person/Persons who work with children (Paid or Unpaid).

All adults attending Sprowston Nursery are aware of their responsibility to ensure the safety and wellbeing of all children who attend our group. Adults should always maintain appropriate professional boundaries and avoid behaviour which might be misinterpreted by others. Possible types of inappropriate behaviour:

- An adult touching a child in a way which may be considered indecent or inappropriate.
- An adult showing favouritism or continual giving of gifts or rewards to a particular child, when not part of an agreed behaviour plan or as part of a recognition of achievement.
- An adult who seeks or initiates inappropriate physical contact with a child, where necessary some physical contact may occur when comforting a child or when providing emotional support by placing an arm around a distressed child. Any such contact should only take place if the child initiates or agrees to this happening.

The following procedure will apply for the any allegations made against an adult working with children in our setting.

1. If an allegation is made about a member of staff/volunteer in the setting the Supervisor/Chair will clarify and record what is alleged, then inform the Local Authority Designated Officer (L.A.D.O) on telephone number 01603 223473. The L.A.D.O will advise the group of any further action to be taken; this may include guidance regarding any further disciplinary action i.e. suspending the individual involved from the group. We will follow any procedures required by the Government following their review of the Disclosure and Barring Service.
 2. If no evidence is found the member of staff/volunteer will continue at Playgroup.
 3. If evidence is found we will follow our disciplinary procedures after seeking advice from the Local Authority Designated Officer (L.A.D.O) on telephone number 01603 223473, or if a volunteer they will be asked not to return to Playgroup, OFSTED will be informed.
- If anyone suspects the Chair of any form of abuse, Playgroup expects the individual to consult the Supervisor. The Supervisor will contact the Local Authority Designated Officer (L.A.D.O) on telephone number 01603 223473 /OFSTED.
 - If anyone suspects the Supervisor of any form of abuse, Playgroup expects the individual to consult the Chair. The Chair will contact the Local Authority Designated Officer (L.A.D.O) on telephone number 01603 223473 /OFSTED.

REPORTING OF SUSPECTED CHILD ABUSE/NEGLECT

Any allegations made about a child who may be at risk or is being abused off of the premises should be made to the Supervisor/ Deputy Safeguarding Lead Practitioner. The following procedure will then be carried out:

- 1 If this is a general concern without concrete evidence, the situation will be monitored through on-going observations and staff/Key person discussions. Where appropriate the Children's Services will be consulted on telephone no 0344 800 8020. A general consultation to clarify the situation, without naming the child, can be made prior to informing parents. However if actions are agreed the family will be informed, unless this would put the child at risk of further harm. If concerns have a more specific nature but without concrete evidence, Children's will be contacted on telephone number 0344 800 8020 and advice will be asked for.

Where possible concerns will be discussed with parents.

- 2 If specific evidence is found then the matter will be reported straight away to Children's Services 0344 800 8020. Where possible concerns will be discussed with parents unless abuse is of a sexual nature, or where there is cause to believe that a child may be suffering or is at risk of suffering significant harm.
- 3 This referral will be recorded in written form using form NSCB1 and passed on to appropriate agencies within 24 hours as per Local Authority Guidance the address is: MASH Team Manager, Floor 5, Vantage House, Fishers Lane, Norwich, NR2 1ET . Any additional information including applicable documentation would be passed to the relevant agencies only.

All discussions will be treated with absolute confidentiality.

- Children's Services will investigate all concerns put their way as this is their legal duty according to the Children Act 2004.
- Staff regularly attend and update training for Child Protection.
- Staff, helpers and parents can also obtain help and advice from Children's Services on the following number 0344 800 8020.
- For further information regarding our safeguarding practice please read the safeguarding policy in conjunction with the following Policies and Procedures:
 - ❖ Whistle Blowing
 - ❖ Positive Touch
 - ❖ Social Networking
 - ❖ Responsibility of Staff In an Emergency
 - ❖ Health and Safety
 - ❖ Personal, Employers Rights and Obligations
 - ❖ Supervision
 - ❖ Student Placement
 - ❖ Recruitment of Ex-Offenders
- Additional information can be downloaded from the Local Norfolk Safeguarding Children's Board website: www.NSCB.norfolk.gov.uk and the DBS Authority website amend to read www.dbs-gov.uk

This policy was adopted at a meeting of Sprowston Nursery Playgroup.

Held on

Signed on behalf of the Pre-School

(Role of Signatory)

Date for Review