

St Mary Magdalen Catholic Primary School



Mighty Minis Nursery

Nursery Induction Policy

**Mighty Minis @ St Mary Magdalen's Catholic Primary School,
Buller Avenue, Penwortham, Preston. PR1 9QQ**



Tel 01772 742351

Headteacher Mrs C McKinnon

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2nd February 2023

Dear Parents/Carers,

Included in the following document are our key policies and procedures for nursery/pre-school. These are important and should be read and understood. Please also complete and return the registration forms before your child attends their first session.

The nursery operates in line with the Statutory Framework for the EYFS 2021 and alongside our school policies and procedures. Further details and important information concerning the nursery can be found here and in the parent/carers registration pack. We kindly ask you to read and understand them upon registration with the nursery/and or after school/before school clubs.

Sickness, Accidents, First Aid and Emergencies

As with school if your child becomes ill, every attempt will be made to contact one of the people listed on the child's registration form to arrange collection of the sick child. Your child will be cared for until collection. In the case of a minor accident, basic First Aid will be administered. Prescribed medication only can be administered and with specific written instructions from a parent/carer/doctor.

Following vomiting or diarrhoea, pupils should not return to school for 48hrs.

In the case of an accident requiring more than basic First Aid, every attempt will be made to contact the parent/carer to discuss the course of action to be taken. If a child needs emergency hospital treatment the staff will first call an ambulance, then attempt to contact the parent/carer and will continue to do so until successful. A member of staff will accompany the child to hospital and remain with them until a parent/carer arrives.

Please note: the Registration Form contains an Authorisation giving school/nursery staff permission to act "in loco parentis" e.g. the parent/guardian cannot be contacted in time, the staff member will invoke that authority to take action to gain appropriate

medical treatment for the child. If you do not wish to give such authorisation, please indicate on the Registration Form.

Important Information

Mighty Minis Nursery cannot accept any child to attend a session unless a completed and signed Registration Form is submitted by the parent/carer.

Parents/carers are responsible for ensuring that contact details provided are kept up to date.

To contact the nursery during a session please telephone the school number :**01772 742351**

St. Mary Magdalens Primary school and Mighty Minis nursery/pre-school is a no smoking site.

Child Protection and Safeguarding Children

St. Mary Magdalens Catholic Primary school and Mighty Minis nursery/pre-school is committed to safeguarding and promoting the welfare of all children and expects all staff and volunteers to share this commitment. We have a Child Protection Policy and Procedures and follow Lancashire's Local Safeguarding Partners (LSP) guidelines. Sometimes we need to share information in partnership with other agencies when there are concerns about a child's welfare.

All further policies and procedures are available for parents from school on request.

Safety and Security of Children

The safety and security of children attending our nursery is an extremely important matter and everyone concerned has a part to play. This policy has two parts setting out the responsibilities of everyone involved with nursery: parents, carers and staff.

1. Responsibilities of parents/carers

- To make sure that the contact details they have provided to the nursery/school are correct and that the school office or nursery staff are told about any changes.

- To notify the nursery/school if their child/ren will be arriving late for any reason.

- To notify the nursery/school as soon as possible if their child/ren are not attending for a booked session for any reason. Please note that refunds cannot be given for cancelled sessions.

- Letting the school/nursery know during a session if they anticipate being later than planned to collect their child/ren (persistent lateness may be charged for.)

- Letting staff/school know if they have any concerns about their child/ren.

2. Responsibilities of nursery staff

- Checking with the school office whether any messages have been left about non-attendance.
- Ensuring any booked children from breakfast club arrive for the start of their nursery session, and any children booked into after school club are escorted safely.
- Recording any incidents or accidents that may occur accurately and discussing these on the same day with the person who collects the child concerned.
- Only handing over a child to a responsible person named by the parent/carers on their registration form
- Be completely up to date with first aid/safeguarding training and fully understand their responsibilities around child protection.