



## THE BUCHAN NURSERY

### The Buchan Nursery

#### Policy & Procedures Handbook

Issue Date: July 2025

Review Date: July 2027

#### Cover Letter

Dear Parents and Carers,

Welcome to The Buchan Nursery's Policy & Procedures Handbook.

This handbook is a comprehensive guide to the principles, practices, and operational standards that underpin the day-to-day running of our setting. The policies outlined in this document are in accordance with the Isle of Man Day Care Standards, The Early Years Foundation Stage (EYFS) framework, and the broader regulatory guidance provided by King William's College (KWC) and The Buchan School.

Our aim is to ensure the highest standards of care, education, health, and safety for all the children attending our setting. These policies reflect our commitment to creating a secure, stimulating and inclusive environment where children are able to thrive, families are respected, and staff are supported and empowered in their roles.

Each policy within this handbook has been carefully reviewed to ensure compliance with the latest legislation and best practice guidance. We encourage all parents and staff to familiarise themselves with these policies and to speak with the Head of Nursery should you require clarification or have any questions.

We value transparency and partnership, and welcome feedback on how we can continue to improve the service we offer.

Warm regards,

Gemma Gelling  
Head of Nursery  
The Buchan Nursery



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### Child Protection and Safeguarding Policy

Aligned with EYFS 2024 (Sections 3.4–3.22)

Isle of Man Minimum Standard 13

#### Policy Statement

At The Buchan Nursery, safeguarding and promoting the welfare of children is our highest priority. We are committed to providing a safe and nurturing environment where children are protected from harm, supported in their development, and empowered to thrive.

#### Aims

- Protect children from maltreatment and prevent impairment of their health or development.
- Ensure children grow up in safe and effective care.
- Empower children to have the best outcomes.
- Promote British values of tolerance, respect, and inclusivity.
- Provide staff with training and support to fulfil their safeguarding responsibilities.

#### Safeguarding Responsibilities

- All staff share responsibility for safeguarding.
- Staff are trained from induction to recognise and respond to signs of abuse.
- A Designated Safeguarding Lead (DSL) is appointed and supported by a deputy. The Nursery DSL's are Gemma Gelling and Jen Callister.
- Staff are supported to report concerns without fear (whistleblowing policy in place).

#### Types of Abuse

- Physical abuse
- Emotional abuse
- Sexual abuse (including Child Sexual Exploitation and peer-on-peer abuse)
- Neglect
- Female Genital Mutilation (FGM) and Breast Ironing
- Fabricated or induced illness
- Domestic abuse and Honour-Based Violence
- Online abuse and exploitation
- Radicalisation and extremism

#### Identifying Abuse

Staff are trained to notice signs of abuse, including the 'softer signs' such as low self-esteem, withdrawal, clinginess, and behavioural changes.



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### Procedures

- Concerns are reported immediately to the DSL.
- Detailed records are kept, including observations and disclosures.
- Referrals to the Isle of Man Safeguarding Children Board and other agencies are made as necessary.
- Parents are informed unless doing so would place the child at greater risk.
- Staff understand their mandatory duty to report FGM cases and concerns about radicalisation.

### Allegations Against Staff

- Reported to the Head of Nursery.
- Registrations and Inspections are informed immediately.
- Procedures for suspension and investigation are followed.
- Founded allegations are reported to the DBS service and managed in line with disciplinary procedures.

### Safer Recruitment and Supervision

- Enhanced DBS checks for all staff, volunteers, and students.
- Ongoing suitability checks and staff declarations.
- Supervision meetings held regularly.
- Strict visitor policies and supervision.
- Compliance with Staff Behaviour Policy and Whistleblowing Policy.

### Online Safety and Prevent Duty

- Online safety is monitored using appropriate filters and safeguards.
- Staff receive Prevent Duty training to recognise signs of radicalisation and extremism.
- Concerns are referred to the police or Prevent lead as appropriate.

### Support for Families

We work in partnership with families and external agencies to ensure children's welfare. Support is provided respectfully and confidentially.

### Monitoring and Review

This policy is reviewed annually or sooner if required by updates to legislation, EYFS requirements, or Isle of Man standards. Staff and parents are informed of updates.

### Key Contacts

Designated Safeguarding Lead (DSL): Janet Billingsley Evans, Gemma Gelling & Jen Callister  
Isle of Man Safeguarding Children Board:  
Email: Gary.McManus@gov.im | Tel: +44 1624 685707  
Police HQ: 631212  
Duty Social Worker – Initial Response Team: 01624 686179 (option 2)



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### **Suitability of Staff**

EYFS: 3.9-3.18, 3.20-3.26

Isle of man Minimum Standard 1

### **Policy Statement**

At the Buchan Nursery we are committed to ensuring that all staff, including students and volunteers are suitable to work with or be in regular contact with children. We have systems in place to ensure that this includes deciding about suitability, as part of the recruitment process and monitoring continued suitability, as part of regular staff or student supervision.

The HR department of KWC is responsible for ensuring that all staff and students have an enhanced check with the Disclosure and Barring Service (DBS) as well as a suitability check, and that the results of such checks are assessed as part of a decision on suitability. All staff will have the checks completed prior to starting employment.

While adhering to the above list, we recognise that it is vital that the staff member awaiting an enhanced disclosure is made to feel part of the team and we support them in participating fully in every other aspect of the Nursery day.

We recognise that the enhanced DBS disclosure is only one part of a suitability decision and Nursery management will ensure every individual working with a child goes through a vigorous recruitment and induction procedure (as laid out in the safe recruitment policy). We will also ensure they receive continuous support, training and supervision from management in order to provide a safe, secure and healthy environment for all children in the Nursery. We act on any information that comes to our attention that suggests someone may no longer be suitable for their role.

All students will also receive an interview to ensure they are suitable for the Nursery and an induction process to ensure they fully understand and are able to implement the Nursery procedures, working practices and values. All students will be fully supervised to ensure they receive the appropriate support, training and information they may require.

### **Monitoring and Review**

This policy is reviewed annually or sooner if required by updates to legislation, EYFS requirements, or Isle of Man standards. Staff and parents are informed of updates.



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### Safe Recruitment of Staff

EYFS: 3.9 – 3.20, 3.29

Isle of Man Minimum Standards - Standard 1 - Suitable person Outcome: Adults providing day care, looking after children or having unsupervised access to them must be suitable to do so.

### Policy Statement

At the Buchan Nursery we are vigilant in our recruitment procedures aiming to ensure all people working with children are suitable to do so. We follow this procedure each and every time we recruit a new member to join our team.

### Legal requirements

- We abide by all legal requirements relating to safe recruitment set out in the Statutory Framework for the Early Years Foundation Stage (EYFS) and accompanying regulations
- We also follow any requirements or guidance given by the Disclosure and Barring Service (DBS) in relation to carrying out checks; and abide by the employer's responsibilities relating to informing the DBS of any changes to the suitability of their staff, whether this member of staff has left the Nursery or is still under investigation. Please refer to the child protection/safeguarding policy for further information.

### Advertising

- We use reputable newspapers, social media websites, King William's College (KWC) website to advertise for any vacancies
- We ensure that all recruitment literature includes details of our equal opportunities policy and our safe recruitment procedures; including an enhanced DBS check and at least two independent references for every new employee. We also include the requirement for an additional criminal records check (or checks if more than one country) for anyone who has lived or worked abroad.

### Interview stage

- We shortlist all suitable candidates against a pre-set specification and ensure all applicants receive correspondence regardless of whether they are successful in reaching the interview stage or not
- The Head of HR at King William's College (KWC) and The Buchan Nursery Manager will decide the most appropriate people for the interview panel. There will be at least two people involved and both are involved in the overall decision making
- At the start of each interview all candidates' identities will be checked using, for example, their passport and/or photocard driving license. All candidates will be required to prove they are eligible to work in the Isle of Man. The interview will also cover any gaps in the candidate's employment history



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- All candidates reaching the interview stage are questioned using the same set criteria and questions. These cover specific areas of childcare, including safeguarding the children in their care, planning suitable activities to enhance the child's development and their understanding of the legal frameworks applied to childcare and used in the Nursery. The questions will be value based and will ensure the candidate has the same values as the Nursery with regards to the safety and welfare of the children in their care
- Every shortlisted candidate for a practitioner role will be asked to take part in a supervised practical exercise which will involve spending time in a particular age group in the Nursery interacting with the children, staff and where appropriate parents
- The manager and deputy will then select the most suitable person for this position based on these scores and their knowledge and understanding of the early years framework as well as the needs of the Nursery
- Every candidate will receive communication from the Nursery stating whether they have been successful or not. Unsuccessful candidates are offered feedback.

### Starting work

- The successful candidate will be offered the position subject to at least two references from previous employment or, in the case of a newly qualified student, their tutor and a personal or professional reference. These references will be taken up BEFORE employment commences. This may be verbal initially and then followed up with a written reference which will form part of their personnel file
- The successful candidate will be asked to provide proof of their qualifications, where applicable. All qualifications will be checked and copies taken for their personnel files where applicable
- Prior to employment but after the job has been offered a health check questionnaire will be given to the employee and its results will be considered in making an overall decision about suitability. The Nursery reserves the right to take any further advice necessary in relation to a person's physical and mental fitness to carry out their role. Please see the absence management policy for more details about how the Nursery manages health problems including access to medical records
- All new starters, other than those who have registered for the continuous updating service (see below), will be subject to an enhanced Disclosure and Barring Service (DBS) check and a suitability check. This will be initiated before the member of staff commences work in the Nursery and they will not have unsupervised access to any child or their records before this check comes back clear. Further to this, the new starter will not be allowed to take photographs of any child, look at their learning and development log or change the nappy of any child without an up-to-date enhanced DBS check (whether supervised or not)
- An additional criminals records check (or checks if more than one country) should also be made for anyone who has lived or worked abroad
- The HR Department of King William's College (KWC) and Nursery will record and retain details about the individual including staff qualifications, identity checks carried out and the vetting process completed. This will include the disclosure and barring service reference





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number, the date the disclosure was obtained and details of who obtained it. The Nursery will not retain copies of the disclosure itself once the employment decision is taken

- There may be occasions when a DBS check is not clear but the individual is still suitable to work with children. This will be treated on an individual case basis and at discretion of the Buchan School's senior leadership team considering the following:

- o seriousness of the offence or other information
- o accuracy of the person's self-disclosure on the application form
- o nature of the appointment including levels of supervision
- o age of the individual at the time of the offence or other information
- o the length of time that has elapsed since the offence or other information
- o relevance of the offence or information to working or being in regular contact with children.

- Any individual appointed to the Buchan Nursery will be asked to go onto the DBS update service. New starters are required to sign (either application form, contract or separate form) to state that they have no criminal convictions, court orders or any other reasons that disqualify them from working with children or unsuitable to do so

- All new members of staff will undergo an intensive induction period during which time they will read and discuss the Nursery policies and procedures and be assigned a 'mentor/buddy' who will introduce them to the way in which the Nursery operates

- During their induction period all new staff will receive training on how to safeguard children in their care and follow the Safeguarding Children/Child Protection policy and procedure, emergency evacuation procedures, equality policy and health and safety issues

- The new member of staff will have regular meetings with the Head of Nursery and their mentor during their induction period to discuss their progress.

### Ongoing support and checks

- All staff are responsible for notifying the Head of Nursery in person if any there are any changes to their circumstances that may affect their suitability to work with children (staff suitability status will also be checked through a termly 'staff suitability questionnaire'). This includes any incidents occurring outside the Nursery. Staff will face disciplinary action should they fail to notify the Head of Nursery immediately

- The Head of Nursery will review any significant changes to an individual's circumstances that may suggest they are no longer suitable to work with children and take appropriate action to ensure any unsuitable or potentially unsuitable employee does not have unsupervised contact with children until the matter is resolved. Please see the Disciplinary Policy for further details

- Every member of staff will have a probation review meeting after 6 months. This will provide an opportunity for the manager and member of staff to discuss training needs for the following six months as well as evaluate and discuss their performance in the previous six months

- The Head of Nursery and Deputy Head of Nursery will be responsible for any support the staff team may have between these reviews. This includes mentor support, one-to-one



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training sessions, ongoing supervision, work-based observations and constructive feedback.

- The Nursery will provide appropriate opportunities for all staff to undertake professional development and training to help improve the quality of experiences provided for children.

### **Monitoring and Review**

This policy is reviewed annually or sooner if required by updates to legislation, EYFS requirements, or Isle of Man standards. Staff and parents are informed of updates.

### **Staff Induction and Training Policy**

Aligned with EYFS 2024 (Sections 3.4–3.22)



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Isle of Man Minimum Standards (Standards 2, 13)

Reviewed and Updated: May 2025

### Policy Statement

At The Buchan Nursery, we value our staff and are committed to their personal and professional development. High-quality induction and ongoing training underpin the delivery of outstanding care and early education. We provide clear expectations, support, and opportunities for growth to maintain high standards of care, safeguarding, and learning.

### Aims

- Ensure all staff are fully inducted and understand their roles and responsibilities.
- Promote continuous professional development.
- Maintain high-quality care, learning, and safeguarding practices.
- Meet and exceed EYFS and Isle of Man Minimum Standards requirements.

### Induction Procedures

- Written induction plan provided for all new staff and volunteers.
- Introduction to staff, children, premises, health and safety, fire procedures, and key policies.
- Introduction to parents, especially for key children.
- Familiarisation with confidential information as appropriate.
- Outline of tasks, daily routines, and curriculum.
- Safeguarding training provided within four weeks if recent training not completed.
- Induction period lasts two weeks and forms part of the probationary period.

### Staff Development and Training

- At least 50% of staff are qualified to Level 3 or equivalent, with a goal of 100%.
- Unqualified staff are supported to achieve Level 2 or Level 3 and GCSE Maths and English (grade C or above) if required.
- Individual training records and continued professional development (CPD) plans maintained.
- External training accessed as required.
- In-house training provided regularly.

### Supporting Professional Growth

- Encourage staff morale, motivation, and teamwork.
- Promote best practice and model positive behaviour.
- Provide delegation opportunities based on skills and expertise.
- Hold regular staff and team meetings for planning and reflection.
- Support knowledge sharing from external training.
- Offer coaching and mentoring opportunities.



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### **Supervision and Appraisal**

- Termly supervision meetings provide opportunities to discuss children's development, wellbeing, and staff support needs.
- Annual appraisals review performance, set objectives, and identify training needs.
- CPD plans developed based on appraisal outcomes, individual aspirations, and setting needs.

### **Monitoring and Review**

This policy is reviewed annually or sooner if required by updates to legislation, EYFS requirements, or Isle of Man standards. Staff and parents are informed of updates.

### **Whistleblowing Policy**

EYFS: 3.4 – 3.8, 3.21, 3.22

Isle of Man Minimum Standards: 1, 13, 14



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### Policy Statement

At The Buchan Nursery, we are committed to the highest standards of openness, honesty and accountability. We encourage a culture where individuals feel safe and supported in raising concerns about wrongdoing, improper conduct or breaches of regulations, particularly regarding the safety and wellbeing of children.

This policy supports the Early Years Foundation Stage (EYFS) and Isle of Man Day Care Minimum Standards by promoting the safeguarding and welfare of children and the suitability of adults working within the Nursery.

### Aims and Purpose of this Policy

- Encourage staff to report concerns in good faith without fear of reprisal.
- Reassure whistleblowers they will be protected from possible reprisals or victimisation.
- Provide a clear and confidential procedure for raising concerns.

### What is Whistleblowing?

Whistleblowing is the disclosure of information which relates to suspected wrongdoing or dangers at work. This may include:

- A breach of the Nursery's policies or procedures.
- Concerns that a colleague or adult may be harming a child.
- A criminal offence has been committed or is likely to be.
- A failure to comply with legal obligations.
- A miscarriage of justice.
- Health and safety risks, including risks to the public or children.
- Attempts to cover up any of the above.

Whistleblowing is not the same as a complaint or grievance about employment matters – these should be dealt with under the grievance or complaints procedure.

### Reporting Concerns

Concerns should be raised with the Head of Nursery in the first instance. If the concern relates to the Head of Nursery, it should be reported to the Head of The Buchan School or the Designated Safeguarding Lead at King William's College (KWC).

If the concern involves child protection issues, the matter must be reported immediately to the Designated Safeguarding Lead or Social Services.

### Protection and Support for Whistleblowers

All staff are encouraged to raise concerns under this policy. We will not tolerate any harassment or victimisation and will take appropriate action to protect staff when concerns are raised.

Concerns will be treated in confidence as far as possible, but there may be a need to disclose



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information in order to investigate the matter thoroughly.

Any staff member who makes a malicious or knowingly false allegation may be subject to disciplinary action.

### How Concerns Will Be Handled

All concerns raised will be taken seriously and investigated appropriately. The whistleblower may be required to provide further information and will be kept informed of the progress and outcome, as appropriate.

### External Disclosures

In some circumstances, it may be appropriate to report concerns to an external body. The following organisations may be contacted:

- Social Care Registration and Inspections – Isle of Man Government
- Isle of Man Safeguarding Board
- NSPCC Whistleblowing Advice Line (UK-wide): 0800 028 0285

### Monitoring and Review

This policy is reviewed annually or sooner if required by updates to legislation, EYFS requirements, or Isle of Man standards. Staff and parents are informed of updates.

### Intimate Care Policy

EYFS: 3.1, 3.6, 3.27, 3.20, 3.64

Isle of Man Minimum Standards: 3, 4, 7, 10, 13

### Policy Statement

At the Buchan Nursery we believe that all children need contact with familiar, consistent carers to ensure they can grow and develop socially and emotionally. At times children need to be cuddled, encouraged, held and offered physical reassurance.

Intimate care routines are essential throughout the day to meet children's basic needs. This may include nappy changing, supporting children with toileting, changing clothes, and



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giving first aid treatment and specialist medical support, where required.

In order to maintain the child's privacy, we will carry out the majority of these actions on a one-to-one basis, wherever possible, by the child's key person with the exception of first aid treatment which must be carried out by the nearest qualified first aider.

### Aims and Procedures

We wish to ensure the safety and welfare of children during intimate care routines and safeguard them against any potential harm as well as ensuring the staff member involved is fully supported and able to perform their duties safely and confidently. We aim to support all parties through the following actions:

- Promoting consistent and caring relationships through the key person system in the Nursery and ensuring all parents understand how this works
- Ensuring all staff undertaking intimate care routines have suitable enhanced DBS checks
- Training all staff in the appropriate methods for intimate care routines and arranging specialist training where required, i.e. first aid training, specialist medical support
- Ensuring children are afforded privacy during intimate care routines whilst balancing this with the need to safeguard children and staff. No nappies will be changed or intimate routines take place behind closed doors
- Conducting thorough inductions for all new staff to ensure they are fully aware of all Nursery procedures relating to intimate care routines
- Following up procedures through supervision meetings and appraisals to identify any areas for development or further training
- Working closely with parents on all aspects of the child's care and education
- Ensuring all staff have an up-to-date understanding of safeguarding/child protection and how to protect children from harm
- Operating a whistleblowing policy to help staff raise any concerns about their peers or managers
- Conducting working practice observations to ensure procedures are working in practice
- Assessing all the risks relating to intimate care routines and placing appropriate safeguards in place

If any parent or member of staff has concerns or questions about intimate care procedures or individual routines, please see the Head of Nursery at the earliest opportunity.

### Monitoring and Review

This policy is reviewed annually or sooner if required by updates to legislation, EYFS requirements, or Isle of Man standards. Staff and parents are informed of updates.



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## **Health and Safety Policy**

Aligned with EYFS 2024 (Sections 3.25–3.66)

Isle of Man Minimum Standards: 4, 5, 6, 7, 9

### **Policy Statement**

At the Buchan Nursery, we are committed to providing and maintaining a safe and healthy environment for all children, staff, parents, and visitors. We recognise our responsibility to promote good health, prevent accidents and injuries, and comply with all relevant health and safety legislation.





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### Aims and Objectives

- Establish and maintain a safe and healthy environment.
- Promote safe working practices and behaviours.
- Provide information, instruction, training, and supervision to enable safe practices.
- Maintain safe premises, equipment, and systems of work.
- Plan for emergencies and ensure effective evacuation procedures.
- Support inclusion and accessibility for all.

### General Responsibilities

- The employer holds ultimate responsibility for health and safety and ensures compliance.
- Staff cooperate fully and follow policies, procedures, and training.
- Parents and visitors are encouraged to report any health and safety concerns.

### Staff Responsibilities

- Follow all safety rules and use protective clothing/devices as required.
- Report hazards, defects, and potential risks.
- Promote awareness, self-control, and responsibility.
- Undertake regular training.

### Health and Safety Arrangements

- Conduct risk assessments on all areas, activities, and outings.
- Regularly inspect premises and equipment.
- Maintain clear entry and exit routes.
- Practice fire drills regularly and maintain fire safety equipment.
- Adhere to COSHH regulations for handling hazardous substances.
- Implement infection control measures and maintain hygienic facilities.
- Provide adequate first aid equipment and qualified first aiders.
- Ensure no staff, students, or volunteers are left unsupervised with children unless cleared and trained.

### Training

- Induction training includes health and safety procedures.
- Regular training provided in first aid, safeguarding, manual handling, fire safety, food hygiene, allergy awareness, and other relevant areas.
- Training records maintained and reviewed.

### Co-operation and Consultation

- Staff meetings and daily contact include health and safety discussions.
- Employees must cooperate with management to achieve a safe workplace.
- Neglect of health and safety duties is treated as a disciplinary matter.



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### **Monitoring and Review**

- Accident and incident records reviewed for patterns.
- Health and safety matters reviewed formally every six months and informally ongoing.
- Parents and staff informed of updates and encouraged to contribute feedback.

This policy is reviewed annually or sooner if required by updates to legislation, EYFS requirements, or Isle of Man standards. Staff and parents are informed of updates.

### **Fire Safety Policy**

Aligned with EYFS 2024 (Sections 3.54–3.56)

Isle of Man Minimum Standards: 4, 5, 6, 7, 13

### **Policy Statement**

At the Buchan Nursery, we are committed to providing a safe environment for all children, staff, parents, and visitors. We maintain rigorous fire safety practices to minimise risks, ensure readiness, and promote a calm, effective response in case of an emergency.



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### Designated Fire Marshals

- Rosie Radcliffe
- Gemma Gelling
- Stephanie Cloris

The fire marshals ensure fire safety compliance, oversee drills, check equipment, and liaise with the local fire safety officer as required.

### Fire Drills

- Fire drills and evacuation practices are conducted monthly or when significant changes occur (e.g. new staff or children).
- Drills are scheduled at varied times and days.
- Drills are recorded and reviewed.

### Registration and Records

- Accurate records of all staff, children, and visitors are maintained.
- Attendance registers and the emergency contact list are taken out during an evacuation.

### No Smoking/Vaping Policy

- The Nursery operates a strict no smoking/vaping policy on the premises.

### Fire Drill Procedure

#### On Discovering a Fire:

- Calmly raise the alarm using the whistle.
- Evacuate immediately under guidance from the Head of Nursery or Designated Fire Marshal.
- Lead children to the assembly point: the grassy area outside the front door.
- Close doors behind you.
- Do not collect personal belongings.
- Do not re-enter the building.
- Wait for emergency services and report any unaccounted persons.

#### If Unable to Evacuate Safely:

- Stay in a safe location.
- Keep children calm and together.
- Alert the Head of Nursery of your location and who is with you.

#### Head of Nursery Responsibilities:

- Collect registers, mobile phone, keys, visitor book, and fire evacuation pack.
- Call emergency services (999 – Fire Service).
- Account for all children, staff, and visitors at the assembly point.
- Inform the fire service of any missing individuals.



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### **Important Reminders:**

- Never re-enter the building.
- Do not attempt to fight the fire.
- Prioritise safe evacuation and communication with emergency services.

### **Monitoring and Review**

This policy is reviewed annually or sooner if required by updates to legislation, EYFS requirements, or Isle of Man standards. Staff and parents are informed of updates.

## **Hazardous Substances – COSHH Policy**

Aligned with EYFS: 3.55, 3.56

Isle of Man Minimum Standards: 4, 6, 7, 13

### **Policy Statement**

At The Buchan Nursery we work to ensure the Nursery is covering control of risks to employees and other people arising from exposure to harmful substances generated out of or in connection with any work activity under the employer's control. The main objective of the Nursery is to reduce occupational ill health by setting out a simple framework for controlling hazardous substances in the workplace.



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The Nursery Manager and Deputy Manager will ensure that any substances hazardous to the health of the children, staff members and visitors will be kept outside Nursery premises or remain out of reach and locked in the storage cupboards / store rooms in the Nursery. The cleaners on the premises will be asked to use substances that are ecologically friendly and must ensure no traces of cleaning substances remain before children, staff and visitors enter the building.

### Aims

The implementation of this policy requires the total co-operation of all members of management and staff. The company will, in consultation with workers and their representatives:

- a) Ensure that all storage of chemicals are appropriate and adequate.
- b) Provide suitable and well-maintained emergency fire-fighting equipment, i.e. fire extinguishers.
- c) Ensure that all hazardous substances are clearly labelled and that Safety Data Sheets (SDS) are available and accessible for all products used within the Nursery.
- d) Carry out regular COSHH risk assessments to identify any risks to staff, children, and visitors and implement control measures accordingly.
- e) Provide appropriate training to all staff in the safe handling, storage, and disposal of hazardous substances.
- f) Review COSHH assessments annually, or sooner if new substances are introduced or if there are significant changes to working practices.

### Staff responsibilities:

- Follow all COSHH procedures and instructions provided.
- Always use personal protective equipment (PPE) when required.
- Report any concerns regarding hazardous substances to the Head of Nursery immediately.
- Ensure cleaning products and other hazardous substances are used strictly according to the manufacturer's guidelines.
- Never leave substances unattended or accessible to children.

### Emergency procedures:

- In case of a spill or accidental exposure, follow the emergency guidance in the COSHH risk assessments and SDS.
- Seek immediate first aid where required and inform the Head of Nursery without delay.
- Record all incidents in the Nursery's accident/incident log and report to or Registrations and Inspections if necessary.

### Monitoring and Review

This policy is reviewed annually or sooner if required by updates to legislation, EYFS requirements, or Isle of Man standards. Staff and parents are informed of updates.



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## **Lone Working Policy**

Aligned with EYFS: 3.4-3.18, 3.19, 3.21, 3.22

Isle of Man Minimum Standards: 1, 4

### **Policy Statement**

At the Buchan Nursery we aim to ensure that no member of the team is left working in either a room alone and no staff member is ever alone with a child in the building at any time.

However, there may be occasions when a staff member may be in a room alone for a short period of time such as:

- Toilet breaks
- Lunch cover
- Nappy changes
- Comforting a child that may be unwell in a quiet area
- Following a child's interest, as this may lead staff away with a child to explore an area



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- Supporting children in the toilet area that may have had an accident
  - The duties some team members have, e.g. opening and closing the setting, carrying out cleaning or maintenance at the settings and staff operating outside operating hours.
- We always ensure that our staff: child ratios are maintained. It is the responsibility of both the employee and the Head of Nursery to identify the hazards and minimise the risks or working alone.

### Considerations for Lone Working

Considerations when deciding on lone working include how lone workers manage with a variety of tasks such as talking to parents and supervising activities whilst maintaining the safety and welfare of children and ensuring that each member of staff required to work alone has the training and/or skills for the role; e.g. paediatric first aid certificate, child protection/safeguarding training and competency, food hygiene training and if children younger than school reception age are present; hold a level 3 qualification. Public liability insurance for lone working will be sought where applicable.

### Employees/managers' responsibilities when left in a room alone include ensuring:

- To complete a risk assessment for staff working alone
- Ratios are maintained
- There is someone to call on in an emergency if required
- The member of staff and children are safeguarded at all times.

### Employee's responsibilities when left in the building alone:

- To make a member of the management aware of when they are working and make plans to check in at their expected time of completion of the work
- To ensure they have access to a telephone at all times
- Ensure that the building remains locked so no one can walk in unidentified
- Report any concerns for working alone to the management as soon as is practicably possible.

### Management's responsibilities when left in the building alone:

- To ensure staff working alone are competent and confident to carry out any safety procedures
- To ensure that the employee has the ability to contact them or a member of the team
- To check that the employee has someone they can contact in the event of an emergency
- To ensure that employees have the ability to access a telephone whilst lone working



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- If reporting in arrangements have been made and the employee does not call in, to follow it up.

Risk assessments are also completed for these occasions including hazards and risks and how these are controlled.

### Monitoring and Review

This policy is reviewed annually or sooner if required by updates to legislation, EYFS requirements, or Isle of Man standards. Staff and parents are informed of updates.

## Infection Control Policy

Aligned with EYFS: 3.44, 3.45, 3.46, 3.54, 3.55, 3.56

Isle of Man Minimum Standards: 7, 13

### General Procedures

- Children, staff, and visitors who show signs of illness such as diarrhoea or vomiting must remain away from the setting for at least 48 hours since the last episode.
- Children prescribed new antibiotics must remain at home for 48 hours from the first dose.
- Any child who becomes unwell during the Nursery day will be sent home as soon as possible.
- Children must be symptom-free and fever-free for at least 24 hours before returning to Nursery without medication.
- If a child displays symptoms of Covid-19 or another communicable illness, parents will be contacted and advised to collect the child promptly.
- The child may return to Nursery when they test negative for Covid-19 and are otherwise well enough to attend.





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### Hygiene and Prevention

- Children are encouraged to wash hands thoroughly and regularly.
- Staff wear PPE when handling bodily fluids or assisting with toileting or first aid.
- Toys, resources, and changing facilities are cleaned and sterilised frequently.
- Tissues are used and disposed of hygienically; children are taught good cough and sneeze etiquette.
- High-risk items such as dummies are individually stored in labelled, hygienic containers.

### In the Event of an Infectious Disease

- Cases will be assessed in collaboration with the School Medical Officer and, if required, Public Health Isle of Man.
- Parents will be informed where necessary, and appropriate containment, isolation, and deep cleaning procedures will be activated.

### Illness Exclusion Examples (See NHS/Isle of Man Guidelines)

- For full details, please refer to our “Infectious Disease Exclusion Table”.
- Registrations and Inspections are informed.

### Immunisation

- Parents are asked to share their child’s vaccination status during registration and inform us of any updates.
- Children who are not vaccinated will not be discriminated against, but additional precautions may be required to protect all children and staff.

### Monitoring and Review

This policy is reviewed annually or sooner if required by updates to legislation, EYFS requirements, or Isle of Man standards. Staff and parents are informed of updates.



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### **No Smoking/Vaping Policy**

Aligned with EYFS: 3.56

Isle of Man Minimum Standard 7

#### **Policy Statement**

At the Buchan Nursery we are committed to promoting children's health and well-being. This is of the utmost importance for the Nursery. Smoking has proved to be a health risk and therefore in accordance with legislation, the Nursery operates a strict no smoking/vaping policy within its buildings and grounds. It is illegal to smoke in enclosed places.

#### **Aims**

All persons must abstain from smoking/vaping while on the premises. This applies to staff, students, parents, carers, contractors and any other visitors to the premises.

Staff accompanying children outside the Nursery, are not permitted to smoke/vape. We also request that parents accompanying Nursery children on outings refrain from smoking/vaping while caring for the children.

Staff must not smoke/vape while wearing Nursery uniform as it is essential that staff are



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positive role models to children and promote a healthy lifestyle. If staff choose to smoke/vape during breaks they are asked to change into their own clothing and smoke/vape away from the main entrance/grounds.

This policy also applies to electronic cigarettes.

### **Monitoring and Review**

This policy is reviewed annually or sooner if required by updates to legislation, EYFS requirements, or Isle of Man standards. Staff and parents are informed of updates.

## **Behaviour Management Policy**

Aligned with EYFS 2024 (Sections 3.53, 3.54)

Isle of Man Minimum Standard 11

### **Policy Statement**

At The Buchan Nursery, we are committed to promoting positive behaviour and supporting children's personal, social and emotional development in line with the EYFS 2024 statutory framework and the Isle of Man Minimum Standards. We aim to foster an environment where children feel valued, respected, and safe, enabling them to explore, learn, and develop appropriate social behaviours.

### **Aims**

- Support children to develop confidence, communication, co-operation, curiosity, and concentration.
- Encourage self-regulation and an understanding of right and wrong.
- Model and promote respectful and considerate behaviours.
- Work in partnership with parents/carers to address behaviour concerns and support individual needs.



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### **Promoting Positive Behaviour**

Positive behaviour is promoted through consistent expectations, positive reinforcement, developmentally appropriate boundaries, and modelling of respectful interactions by staff.

Key strategies include:

- Being consistent and using positive reinforcement.
- Providing clear, age-appropriate expectations.
- Using positive body language and engaging at the child's level.
- Encouraging children to reflect on their behaviour and its impact on others.
- Avoiding negative language like 'no' or 'naughty'.
- Celebrating children's efforts and progress.

### **Managing Challenging Behaviour**

Staff intervene sensitively and promptly to understand the cause of behaviour and help children develop appropriate responses. Staff use ABC (Antecedent, Behaviour, Consequence) records when needed to identify patterns and triggers. Physical punishment is never used. Reflective or calming time may be offered to help children self-regulate.

### **Biting**

Biting is addressed sensitively, recognising it as a developmental stage for some children. Incidents are managed case-by-case, following HPA guidance, with attention to potential triggers and a focus on supporting both the child who bites and the child who is bitten.

### **Partnership with Parents/Carers**

We work closely with parents/carers to:

- Share behaviour expectations and concerns.
- Discuss strategies to support behaviour management at home and in the Nursery.
- Provide information about additional support services if required.

### **Physical Intervention**

Physical restraint is only used to prevent injury to the child or others, or to prevent serious property damage. Any use of physical intervention is recorded and reported to the child's parent/carer the same day.

### **Supporting Developmental Needs**

Behaviour management strategies are tailored to each child's developmental stage. Staff use sensitive, age-appropriate approaches for very young children and ensure that all children receive guidance that helps them learn positive social behaviours.

### **Bullying and Rough Play**

While rough and tumble or fantasy play is recognised as normal, clear boundaries are maintained. Bullying, including racial or other abuse, is not tolerated and will be addressed promptly.



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### **Disciplinary procedures**

At The Buchan Nursery we do not accept unsatisfactory behavior towards staff or children. As signed in your parent contract terms & conditions when registering for Nursery, we have the right to exclude your child from our setting. Please refer to point 5 disciplinary procedures.

### **Monitoring and Review**

This policy is reviewed annually or sooner if required by updates to legislation, EYFS requirements, or Isle of Man standards. Staff and parents are informed of updates.

## **Equality of Opportunities Policy**

Aligned with EYFS 2024 (Sections 3.20, 3.59)

Isle of Man Minimum Standard 9

### **Policy Statement**

At The Buchan Nursery, we are committed to promoting equality of opportunity and anti-discriminatory practice. We celebrate diversity and ensure that every child and family is respected, valued, and included.

### **Aims**

- Foster a positive self-image and respect for individuality.
- Provide equal access to activities, resources, and learning opportunities.
- Challenge discrimination and promote inclusive practice.
- Comply with the Equality Act and relevant EYFS and Isle of Man standards.

### **Admissions**

- Children with special/additional needs are welcomed following consultation with parents/carers and relevant agencies.
- Reasonable adjustments are made to support children with disabilities or additional



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needs.

- Admission practices reflect equality and inclusion for all families.

### Promoting Equality and Diversity

- Use non-stereotypical and multicultural images and resources.
- Plan activities that reflect and celebrate diversity.
- Use positive, non-discriminatory language.
- Listen to children and value their backgrounds and experiences.
- Encourage respect for others and challenge inappropriate attitudes.

### Meeting Individual Needs

- Plan diverse, challenging play and learning experiences.
- Provide a safe and supportive environment.
- Adapt practice to meet each child's learning style and developmental needs.
- Work in partnership with parents and professionals to support individual progress.

### English as an Additional Language (EAL)

- Value linguistic diversity and support bilingual learners.
- Provide opportunities for children to develop English through meaningful contexts.
- Provide information in home languages where possible.

### Inclusion

- Promote respect for cultural, religious, and individual differences.
- Prevent discrimination and promote understanding.
- Encourage children to value diversity and respect others.
- Work together with parents and professionals to support inclusion.

### Staff Training

- Provide ongoing training to support equality and diversity awareness.
- Ensure staff are trained in special educational needs and disability (SEND) practices.

### Compliance and Monitoring

- Fulfil duties to treat disabled children fairly and make reasonable adjustments.
- Monitor and review practice regularly.
- Address complaints in line with the Nursery's Complaints Policy.
- Update this policy annually or as necessary.

### Monitoring and Review

This policy is reviewed annually or sooner if required by updates to legislation, EYFS requirements, or Isle of Man standards. Staff and parents are informed of updates.



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## **Special Educational Needs and Disabilities (SEND) Policy**

Aligned with EYFS 2024 (Sections 1.6, 1.7, 2.3, 2.5, 3.20, 3.27, 3.28, 3.67, 3.73)

Isle of Man Minimum Standards 2, 3, 4, 5, 9, 10, 12, 13

### **Policy Statement**

At The Buchan Nursery, we are committed to the inclusion of all children. We provide a positive, supportive, and accessible environment where every child can develop to their full potential. We work in partnership with parents/carers and external professionals to ensure that no child is disadvantaged due to additional needs or disabilities.

### **Aims**

- Promote equality and anti-discriminatory practice.
- Meet children's individual learning and developmental needs.
- Work in partnership with parents/carers and professionals.
- Provide appropriate training and resources for staff.
- Comply with the SEND Code of Practice 2015 and relevant EYFS and Isle of Man standards.

### **Identifying and Supporting Needs**

- Regularly observe and assess children's development.
- Liaise with parents/carers and external professionals.



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- Share observations and assessments with parents.
- Develop tailored strategies to support each child's learning and care.

### **Inclusion and Individual Support**

- Treat all children as individuals and support participation in all activities.
- Provide a broad, balanced, and aspirational early learning environment.
- Make reasonable adjustments to support children's needs.
- Celebrate diversity and promote positive role models.

### **Role of the SENCO**

Our SENCO is Marie Goosen. Responsibilities include:

- Advising and supporting staff.
- Coordinating the identification and provision for SEND.
- Liaising with parents and external professionals.
- Leading the implementation of the graduated approach.

### **Graduated Approach**

We follow the four-part cycle:

- Assess – Analyse the child's needs.
- Plan – Agree outcomes, interventions, and review dates.
- Do – Implement agreed support.
- Review – Evaluate the effectiveness and impact.

The child's key person and the SENCO work with parents throughout the process.

### **Education, Health, and Care Plans (EHCPs)**

If additional support is required beyond the graduated approach, we will work with the local authority to request an EHCP needs assessment. We contribute to assessments and work collaboratively with all professionals to secure the best outcomes.

### **Early Help and Multi-Agency Working**

- Work with families and professionals to identify needs early.
- Engage in early help assessments where appropriate.
- Share information securely and with consent.
- Refer to children's social care if concerns escalate.

### **Staff Training and Development**

- Provide regular training on SEND and inclusion.
- Encourage continuous professional development.
- Foster a team ethos of responsibility for SEND provision.





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### Monitoring and Review

- Review SEND provision regularly.
- Involve parents/carers and children in decision-making.
- Monitor progress and adjust support as needed.
- Update this policy annually or sooner if required.

### Monitoring and Review

This policy is reviewed annually or sooner if required by updates to legislation, EYFS requirements, or Isle of Man standards. Staff and parents are informed of updates.

### Sickness and Illness Policy

Aligned with EYFS 2024 (Sections 3.44–3.46)

Isle of Man Minimum Standards 7, 12, 13)

### Policy Statement

At The Buchan Nursery, we promote the good health of all children and staff by maintaining high standards of hygiene, preventing the spread of infection, and taking appropriate action when children are ill. Our procedures support the welfare of children in line with EYFS 2024 and Isle of Man Minimum Standards.

### Aims

- Minimise the spread of infection.
- Ensure unwell children receive appropriate care.
- Work in partnership with parents/carers to manage illness and prevent outbreaks.
- Comply with Public Health Isle of Man guidance.



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### Procedures for Illness During Nursery Hours

- Parents/carers are contacted immediately if their child becomes ill and asked to collect.
- The child will be cared for in a quiet area with their key person wherever possible.
- Children sent home with a temperature (37.5°C or above) must remain at home for 24 hours after the last fever without medication.
- Children with infectious diseases (e.g., diarrhoea, vomiting) must be symptom-free for 48 hours before returning.
- Loose nappies – If there are known cases of V&D in the Nursery, a child who has 2 loose nappies will be sent home. If there are no known cases of V&D in the Nursery, a child who has 3 loose nappies will be sent home and must follow the 48 hour exclusion rule. They will only be able to return to Nursery after 48 hours have passed since their last loose nappy.
- Antibiotics: children must be excluded for the first 48 hours of treatment unless part of an established care plan.
- Emergency Calpol may be given with parental consent if your child's temperature is over (38.5°C) A form will be completed and given to parents to sign on collection with dosage and date.

### Exclusion and Infection Control

- Public Health Isle of Man guidance and NHS is followed for exclusion periods. Exclusion table is added at the end of this policy.
- Parents are informed promptly of any contagious conditions.
- Toys, equipment, and facilities are regularly cleaned and disinfected.
- Staff wear appropriate PPE and maintain high hygiene standards.
- Deep cleaning is conducted termly or more frequently if needed.

### Meningitis Procedure

If meningitis is suspected or confirmed, the Head of Nursery will consult the school nurse and follow all advice. Relevant authorities, including ISI and Registrations and Inspections, will be notified as required.

### Transporting Children to Hospital

- An ambulance will be called if necessary.
- Parents/carers will be contacted and arrangements made to meet at the hospital.
- A staff member will accompany the child with relevant documentation.
- Staff deployment will be adjusted to maintain ratios.
- The incident will be reported to appropriate authorities.

### Infection Control Measures

- Promotion of hand hygiene and use of tissues ('Catch it, bin it, kill it').
- Supervised handwashing before meals, after toileting, and after outdoor play.
- Cleaning and sterilising of equipment and surfaces.



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- Monitoring for signs of illness and enforcing exclusion policies.
- Parents, staff, and visitors who are unwell may be refused entry.

### Managing High Temperatures

- Temperatures are monitored and recorded.
- If a child has a fever (above 37.5°C), parents are notified.
- Staff will attempt to lower the fever (e.g., removing layers, hydration).
- Emergency Calpol may be given with parental consent and medical advice.

### COVID-19

For COVID-19 procedures, please refer to the separate COVID Policy annex, updated in accordance with Isle of Man Government guidance.

### Monitoring and Review

This policy is reviewed annually or sooner if required by updates to legislation, EYFS requirements, or Isle of Man standards. Staff and parents are informed of updates.

## Medication Policy

Aligned with EYFS 2024 (Sections 3.19, 3.44–3.46)

Isle of Man Minimum Standard 7, 12, 13

### Policy Statement

At The Buchan Nursery, we promote the good health of children attending Nursery and take necessary steps to prevent the spread of infection. We follow strict procedures for the administration of all medications to ensure the safety and wellbeing of all children.

### Medication Prescribed by a Doctor, Dentist, Nurse or Pharmacist

- Only prescribed medication in its original container and for the named child will be administered.
- Medicines containing aspirin will only be given if prescribed by a doctor.
- Prior written parental permission is required for each medication.
- Staff will record the dosage and time administered and obtain the parent's signature.
- Staff will not administer medication exceeding the recommended dose without written professional instruction.
- If a child refuses medication, this will be recorded, and parents informed



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- It is a parents responsibility to renew medication/EpiPen's when they expire.

### Non-prescription Medication

- Non-prescription medications containing aspirin will not be administered.
- Short-term non-prescription medication may be administered with prior written parental consent.
- Parents may complete a standing permission form for liquid paracetamol or antihistamine in specific circumstances (e.g., high temperature, sting) if contact cannot be made.
- Non-prescription creams require written parental consent and must be clearly labelled.
- If a child shows signs of illness or medical care, the Nursery staff may refuse care In the best interest of the child and others.

### Injections, Pessaries, Suppositories

- These will not be administered without individual medical training specific to the child provided to all relevant staff.
- Reasonable adjustments will be considered in partnership with parents and healthcare professionals.

### Staff Medication

- Staff must inform management if medication or illness affects their ability to care for children.
- Staff medication must be stored safely out of reach of children and labelled with the staff member's name.
- Emergency staff medication (e.g., inhalers) must be accessible but secure.

### Storage

- All medication must be clearly labelled with the child's name and kept in a locked container or fridge, inaccessible to children.
- Emergency medications (e.g., EpiPens, inhalers) will be kept accessible to staff but out of children's reach.
- Medication will be checked regularly for expiry dates and label clarity.

### Monitoring and Review

This policy is reviewed annually or sooner if required by changes to legislation, EYFS requirements, or Isle of Man standards.

### Monitoring and Review

This policy is reviewed annually or sooner if required by updates to legislation, EYFS requirements, or Isle of Man standards. Staff and parents are informed of updates.



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## **Broken Bones and Fractures Policy**

EYFS Reference: 3.45, 3.54, 3.55

Isle of Man Minimum Standards - Standard 7

### **Policy Statement**

At The Buchan Nursery, we are committed to providing a safe, inclusive environment that promotes the health and wellbeing of all children in our care. To ensure the safety of children and the practicality of our duty of care, we do not accept children into Nursery who have sustained a broken bone or fracture that limits their mobility or requires a cast, sling, or splint.

### **Rationale**

The Nursery day includes a variety of physical activities, free movement indoors and outdoors, and active play with peers. A child with a broken bone or fracture is at greater risk of re-injury and may be unable to fully participate in daily routines and emergency procedures such as fire evacuations.



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### Policy Details

- Children who have sustained a broken bone or fracture requiring the use of a cast, sling, splint, or other medical support must remain at home during the recovery period.
- This applies regardless of pain level or parental preference, and is based on ensuring:
  - The child's safety and comfort
  - The ability of staff to meet the child's needs without compromising supervision ratios
  - The prevention of accidental injury during play or care routines
- Parents must inform the Nursery immediately if their child has sustained a fracture or significant injury.
- Written medical clearance will be required before the child returns to Nursery. This must confirm that the child is fully fit to return and participate in all Nursery activities, including physical play.
- Children may return once the cast/sling/splint has been removed (unless advised otherwise by a medical professional) and they are mobile and pain-free.

We understand that injuries can be distressing and we will work with families to provide support and guidance during this time. The policy is in place to safeguard both the child and the wider Nursery community.

### Care, Learning and Play Policy

Aligned with EYFS: 1.3, 1.6, 1.8

Isle of Man Minimum Standard 3

### Policy Statement

At The Buchan Nursery we aim to provide a stimulating and supportive environment for all children in our care. We value the essential support and contributions from parents/carers and the wider community, which all help towards enabling children to develop to their full potential.

We promote respect for cultural diversity and include all aspects of anti-bias and equal opportunities into our planning, activities and attitudes to learning and play.

### Aims

- To provide an inclusive, balanced curriculum and encourage progression for all children in every area of their development.
- To plan a stimulating environment using the Early Years Foundation Stage Framework.



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- To provide opportunities for each child to acquire the self-esteem, skills, knowledge and confidence to enable them to eagerly embark on their journey to the next stage.
- To build children's self-esteem and confidence as independent learners.
- To ensure equal opportunities, inclusion and anti-bias practice.
- To work closely with parents/carers.

### The EYFS Framework

We follow the EYFS Framework (2021) covering seven areas of learning and development: Prime areas: Communication and language, Physical development, Personal, social and emotional development.

Specific areas: Literacy, Mathematics, Understanding the world, Expressive arts and design.

### Characteristics of Effective Learning

- Playing and exploring
- Active learning
- Creating and thinking critically

### Care

We provide a nutritious, balanced menu and fresh drinking water is always available. Staff support children's well-being, encourage hygiene, promote positive behaviour and provide a safe, stimulating environment.

### Learning

Planning is based on children's interests and EYFS goals. Staff carry out observations, assessments, and work in partnership with parents. Formative and summative assessments are used to track progress.

### Play

We offer a range of play experiences including child-initiated play, free play, small group activities, creative and malleable play. Activities are planned to reflect children's individual needs, interests, and developmental stages.

### Key Person Approach

Each child is assigned a key person who builds a close relationship with the child and family, carries out observations, and supports the child's development.

### Staff

Staff act as enablers, provide emotional and social support, encourage dialogue and questions, review provision regularly, and pursue professional development.



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Our aim is to help all children reach their potential through a carefully planned, inclusive, and nurturing environment.

### Monitoring and Review

This policy is reviewed annually or sooner if required by updates to legislation, EYFS requirements, or Isle of Man standards. Staff and parents are informed of updates.

### Working in Partnership with Parents Policy

Aligned with EYFS: 1.1–1.17, 3.27, 3.73

Isle of Man Minimum Standard 12, 13, 14

### Policy Statement

At The Buchan Nursery, we recognise that parents and carers are a child's first and most enduring educators. We deeply value the relationship we have with families and believe that strong partnerships between parents and the Nursery are fundamental to supporting each child's wellbeing, development, and learning.

### Aims

We aim to:

- Develop a welcoming and supportive environment for all families.
- Establish open, honest, and respectful communication.
- Actively involve parents in their child's care, development, and learning journey.
- Work collaboratively to support each child's individual needs, ensuring consistency between home and Nursery.





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- Ensure parents are informed about Nursery policies, curriculum, routines, and any changes that may affect their child.

### Key Procedures

#### Communication

- We maintain daily verbal feedback at drop-off and pick-up times.
- Parents receive regular updates through Tapestry (our online learning journal), newsletters, and email communication.
- We hold parent consultation meetings throughout the year to discuss each child's development and progress.
- Key persons are available for more in-depth conversations upon request.

#### Involving Parents

- We actively seek parent contributions to learning through home observation sheets, photographs, or stories from home.
- Parents are encouraged to share their child's interests, routines, and any changes at home to help us better support the child in the setting.
- We invite parents to attend events, celebrations, and information evenings throughout the year.
- We welcome parents to join outings or contribute to topic-based learning by sharing cultural or professional experiences.

#### Documentation and Records

- Parents are provided with access to relevant policies and procedures, including those relating to safeguarding and complaints.
- We keep individual learning records, developmental checks (including the 2-year progress check), and transition reports, all of which are shared with parents.
- All personal information is handled in line with our Data Protection and Confidentiality Policy.

#### Safeguarding and Inclusion

- We work in partnership with parents to address any additional needs or concerns.
- Where external professionals are involved in a child's care or development (e.g. speech and language therapists), we seek parental consent and promote a collaborative approach.
- We promote inclusive practice and respect family backgrounds, cultures, and parenting approaches.

#### Feedback and Concerns

- We encourage open dialogue and value feedback from parents to continually improve our provision.
- If parents have any concerns, we follow our Complaints Procedure, ensuring all concerns are dealt with promptly, respectfully, and confidentially.



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### Monitoring and Review

This policy is reviewed annually or sooner if required by updates to legislation, EYFS requirements, or Isle of Man standards. Staff and parents are informed of updates.

### Key Person Policy

Aligned with EYFS: 3.27

Isle of Man Minimum Standard 3 Standard 3

### Policy Statement

At the Buchan Nursery, we believe that positive relationships are vital for children's emotional well-being and learning. We operate a Key Person system to ensure each child has a named member of staff who is responsible for their individual care, development, and learning.

### Aims

- To provide a familiar, consistent, and secure adult for every child.
- To build strong and positive relationships between children, staff, and parents.
- To ensure continuity of care and tailored support for every child's development.



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### Key Person Responsibilities

- To help each child settle into the Nursery and form secure attachments.
- To meet the individual needs of their key children and support their well-being and development.
- To observe, plan and assess each child's progress in line with the EYFS and communicate this effectively with parents.
- To be the main point of contact for parents regarding their child's development, progress, and well-being.
- To maintain accurate records and contribute to learning journeys.
- To liaise with other professionals and external agencies when necessary.

### Partnership with Parents

Parents are children's first educators, and we aim to work in partnership with them. The key person system supports open and ongoing communication, which builds trust and ensures consistency between home and Nursery environments.

### Continuity and Cover

If a key person is absent, the child will be supported by another familiar adult to ensure consistency in care. All staff are aware of the needs and routines of all children to provide appropriate support.

### Monitoring and Review

This policy is reviewed annually or sooner if required by updates to legislation, EYFS requirements, or Isle of Man standards. Staff and parents are informed of updates.

### Access to the Service by Non-Staff Members

Aligned with EYFS 3.1–3.4, 3.27

Isle of Man Minimum Standard 1, 4, 13

### Policy Statement

At The Buchan Nursery, we prioritise the safety and security of children, staff, parents, and visitors at all times. This policy sets out the procedures for access to the building by non-staff members and the responsibilities of all individuals in maintaining a secure environment.

### Entering and Leaving the Building

- The Nursery Management has overall responsibility for site security; however, all parents, carers, and staff play a key role in maintaining a safe and secure setting.
- Entry to the building is controlled by a doorbell entry system. All visitors must ring the bell and await staff attendance.



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- Staff will verify the identity of any adult they do not recognise and may request to see identification.
- We ask for patience as staff ensure the appropriate verification before allowing access.

### Parent Drop-off and Collection

- Parents and carers are asked to remain with their child during drop-off and collection.
- Upon arrival, staff will assist children settling into the Nursery, including managing personal belongings.
- Children must not be left unattended at any point during arrival or departure.

### Visitor Protocols

- No individual may enter the Nursery building while children are present without the express permission of the Head of Nursery or Deputy Head.
- All visitors, volunteers, and non-staff members must:
  - Sign in and out via the visitor logbook
  - Wear a visible visitor badge/lanyard
  - Be supervised by a member of staff at all times
- Visitors are never permitted unsupervised access to children.

### Maintaining Security

- Parents and carers must not allow unknown individuals to enter behind them.
- It is acceptable and encouraged for parents or staff to politely challenge unfamiliar individuals within the building.
- This shared vigilance contributes to safeguarding and must be respected by all members of the Nursery community.

### After-Hours Access

- After the Nursery closes, only the designated cleaning team and King William's College (KWC) porters or maintenance team may enter the building.
- The KWC security team carries out late-night checks to ensure all doors, windows, and security points are locked and secure.
- These individuals are not permitted unsupervised access to children and work only outside of operating hours.

This policy supports the safeguarding requirements outlined in the EYFS and the Isle of Man Day Care Minimum Standards, ensuring that access is controlled, and children remain protected at all times.

### Monitoring and Review

This policy is reviewed annually or sooner if required by updates to legislation, EYFS requirements, or Isle of Man standards. Staff and parents are informed of updates.



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## Visits and Outings Policy

Aligned with EYFS 2024 (Sections 3.65–3.66)

Isle of Man Minimum Standard 6

### Policy Statement

At The Buchan Nursery, we believe that planned outings and visits enhance the learning experiences of children, complementing their development and offering new opportunities. The safety and wellbeing of children during outings is our highest priority.

### Procedures

- All outings are carefully planned, and a senior staff member conducts a full risk assessment and pre-visit checklist.
- Written parental permission is obtained for all outings.
- Staffing levels are based on risk assessments and the needs of the children.
- At least one staff member with a current paediatric first aid certificate attends each outing.
- A fully stocked first aid box and any necessary medications or equipment are taken.
- A trip register, staff and parent contact numbers, and a charged mobile phone are taken.



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- Regular headcounts are conducted throughout the outing.
- Staff and children wear high visibility vests.
- In the event of an accident, staff will follow emergency procedures and contact parents promptly.

### **Risk Assessment and Outings Plan**

Parents may view the full risk assessment and outings plan before giving consent. The plan includes:

- Outing leader's name
- Destination and timings
- Number and ages of children
- Staff-to-child ratios and children's individual needs
- Equipment list (first aid, mobile phone, coats, etc.)
- Contact numbers
- Travel arrangements
- Emergency procedures
- Designated first aider.

### **Use of Vehicles**

- Parents are informed in advance of outings involving transport.
- Vehicles are licensed, inspected, and insured.
- Drivers hold appropriate licenses and insurance.
- Safety restraints suitable for children's age and weight are used.
- Staff accompany children, and ratios are maintained.
- Vehicles have safety equipment including fire extinguisher and emergency kit.

### **Lost Child Procedure**

- If a child goes missing, staff follow the Nursery's Lost Child Procedure.
- All incidents are documented, and Registrations & Inspections and ISI are notified if necessary.

### **Emergency Procedures**

- In emergencies, staff will seek a safe location and remain there until it is safe to move.
- Risk assessments include plans for emergencies, including terrorist threats.

### **Parental Involvement**

- Parents may assist on outings following a briefing on health and safety and expected conduct.

### **Monitoring and Review**

This policy is reviewed annually or sooner if required by updates to legislation, EYFS requirements, or Isle of Man standards. Staff and parents are informed of updates.



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### **Lost Child Procedure (Nursery & Outings)**

Aligned with EYFS 2024 (Sections 3.65, 3.73)

Isle of Man Minimum Standard 6, 13

#### **Policy Statement**

At The Buchan Nursery, we are committed to promoting children's safety and welfare. In the unlikely event of a child going missing from the Nursery or during an outing, we have clear procedures in place to ensure a swift and effective response.

#### **Aims**

- Ensure children's safety at all times.
- Provide a rapid and coordinated response if a child is missing.
- Work effectively with parents/carers, police, and relevant authorities.

#### **Lost Child Procedure at Nursery**

- Staff supply information to assist the search, including a recent photograph and a description of the child's clothing.
- The Head of Nursery is informed immediately.
- An immediate search of the Nursery and surrounding area is conducted while ensuring



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supervision of the other children.

- The police are contacted promptly, and parents are informed.
- A second search is carried out.
- Staff continue to search while maintaining normal routines for the remaining children.
- The Head of Nursery liaises with the police and parents.
- If the child is not found, local authority and police procedures are followed.
- Incidents are recorded in detail, including timings, actions taken, and outcomes.
- Registrations & Inspections are notified.
- Support is provided to parents, carers, children, and staff as needed.
- Staff do not speak to the media.
- A post-incident risk assessment is conducted.

### Lost Child Procedure on Outings

- Regular head counts are conducted throughout outings.
- Staff provide search information (photograph and clothing description).
- The organiser and all staff are informed; an immediate search is started.
- On-site security is notified if appropriate.
- The designated person contacts the police.
- The Nursery is informed, and parents are contacted.
- Staff continue to search while maintaining supervision of other children.
- Adequate staff deployment is ensured, possibly calling relief staff.
- Incidents are documented promptly, detailing actions and outcomes.
- Local authority and police procedures are followed if the child is not found.
- Registrations & Inspections are informed.
- Support is provided to those affected.
- Staff do not engage with the media.
- Post-incident risk assessments are carried out.

### Monitoring and Review

This procedure is reviewed annually or sooner if required by updates to legislation, EYFS requirements, or Isle of Man standards.





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## **Physical Environment Safety Statement Policy**

EYFS: 3.54, 3.55, 3.56, 3.63

Isle of Man Minimum Standard 4, 6

### **Policy Statement**

At The Buchan Nursery, the safety, security, and suitability of the physical environment are of paramount importance to us. We aim to provide a clean, well-maintained, and hazard-free environment where children can learn, play and thrive. The safety of children, staff, and visitors is ensured through rigorous daily procedures, robust risk assessments, and continuous monitoring.

### **Aims:**

- To ensure all areas used by children are maintained in a safe, secure and hygienic condition. .
- To regularly inspect the Nursery environment and take immediate action where necessary.
- To promote a culture of safety awareness and responsibility among all staff.



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### **Procedures:**

#### **1. Daily Safety Checks:**

- Each area of the Nursery (indoor and outdoor) is checked before children arrive.
- Hazards are recorded and promptly addressed.
- All exits and walkways are kept clear.

#### **2. Risk Assessments:**

- Comprehensive risk assessments are carried out and reviewed regularly for all areas of the Nursery.
- Additional assessments are completed when new equipment is introduced or changes to the layout occur.

#### **3. Maintenance and Repairs:**

- The Nursery has a system for reporting and addressing repairs quickly.
- Any damaged or faulty equipment is removed or made inaccessible until repaired or replaced.

#### **4. Hygiene and Cleanliness:**

- The premises, including toilets and changing areas, are cleaned daily and more frequently as required.
- Toileting and nappy changing facilities are hygienic and well-stocked.
- Food preparation areas comply with environmental health regulations.

#### **5. Equipment Safety:**

- All equipment and furniture are appropriate for the age and needs of the children.
- Resources are regularly checked for wear and tear and cleaned to prevent the spread of infection.

#### **6. Outdoor Safety:**

- Outdoor areas are secure and checked before use.
- Surfaces are regularly inspected to ensure they are safe and free from hazards.
- Children are always supervised while outside.

#### **7. Fire Safety and Emergency Evacuation:**

- Fire exits are clearly marked and free from obstructions.
- Emergency procedures are practiced regularly (see Fire Safety Policy).

#### **8. Visitor Safety:**

- All visitors must sign in, wear a visitor badge, and are never left unaccompanied in areas with children.
- Access is monitored via a secure entry system.



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### **Monitoring and Review:**

This policy is reviewed annually, or when changes occur, to ensure continued compliance with EYFS and Isle of Man Minimum Standards. All staff are responsible for upholding the standards outlined in this policy.

### **Complaints and Compliments Policy**

Aligned with EYFS 2024 (Sections 3.74, 3.75)

Isle of Man Minimum Standard 9, 12, 13, 14

### **Policy Statement**

At The Buchan Nursery, we are committed to providing high-quality care and education. We welcome feedback from parents and carers, whether it is to offer compliments, suggestions, or raise concerns. All feedback is treated seriously and used to improve our provision in line with the EYFS 2024 and Isle of Man Minimum Standards.

### **Aims**

- Encourage open communication with parents/carers.
- Resolve concerns quickly, fairly, and at the appropriate level.
- Promote a positive, transparent complaints process.
- Maintain comprehensive records of compliments and complaints.
- Ensure safeguarding and confidentiality throughout.



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### Compliments

We appreciate and record all compliments shared by parents and carers. Positive feedback is shared with the staff team to promote morale and recognise good practice.

### Suggestions and Informal Concerns

Parents are encouraged to share any suggestions or minor concerns with the child's key person or the Head of Nursery. Most issues can be resolved quickly and informally at this stage.

### Formal Complaints Procedure

#### Stage 1

Discuss the concern with the child's key person or Head of Nursery. Many complaints are resolved at this stage.

#### Stage 2

If unresolved, submit a formal written complaint to the Head of Nursery. The Head will investigate and respond within 28 days. A written record will be kept.

#### Stage 3

If still unresolved, a formal meeting will be held with the parent/carer, Head of Nursery, and representatives from The Buchan School. A written summary of the meeting and any agreed actions will be shared and signed by all parties.

#### Stage 4

If the matter remains unresolved, parents can contact the Department of Registrations and Inspections or ISI. Contact information is provided below.

### Safeguarding and Whistleblowing

Complaints involving child protection concerns will be managed following the Safeguarding/Child Protection Policy. Whistleblowing complaints are treated confidentially, and any attempt to victimise the complainant will not be tolerated.

### Confidentiality

All complaints are handled discreetly. Information may need to be shared with those involved in investigating the complaint. Personal details are kept confidential and only accessible to those directly involved. ISI and Registrations & Inspections may access complaint records as part of inspections.

### Records

A record of all complaints is maintained, including the name of the complainant, nature of the complaint, actions taken, and outcomes. Parents/carers may request to view this record.



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### Contact Details

Department of Registrations and Inspections:

Email: [RandI@gov.im](mailto:RandI@gov.im) | Telephone: +44 1624 642422

Registration and Inspection Unit, 1st Floor, Belgravia House, 34-44 Circular Road, Douglas, IM1 1AE

Independent Schools Inspectorate (ISI):

CAP House, 9-12 Long Lane, London EC1A 9HA

Tel: 020 7600 0100 | Email: [info@isi.net](mailto:info@isi.net)

Complaints: [complaints@isi.net](mailto:complaints@isi.net)

### Monitoring and Review

This policy is reviewed annually or sooner if required by updates to legislation, EYFS requirements, or Isle of Man standards. Parents will be informed if the Nursery is to be inspected and will receive a copy of the inspection report on request.

### Confidentiality Policy

Aligned with EYFS 2024 (Sections 3.62, 3.71)

Isle of Man Minimum Standards 12, 13, 14

### Policy Statement

At The Buchan Nursery, we are committed to maintaining confidentiality and respecting the privacy of children, families, and staff. This policy sets out our procedures to ensure that information is handled safely and appropriately in line with the EYFS 2024 statutory framework and the Isle of Man Minimum Standards.

### Aims

- Protect the privacy and dignity of children, families, and staff.
- Comply with data protection legislation and safeguard confidential information.
- Foster trust and partnership working with parents/carers.
- Ensure that confidentiality supports the welfare and safety of children.

### Confidential Information

Information considered confidential includes:

- Child details (developmental needs, behaviour, welfare).



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- Parent/carer information (domestic circumstances, contact details).
- Staff details.
- Nursery financial and operational records.

### Storage and Access

- All confidential records are stored securely in locked cabinets or password-protected digital systems.
- Parents/carers may access records pertaining to their own child but not those of other children.
- Staff, volunteers, and students are made aware of confidentiality obligations during induction.

### Sharing Information

- Information is shared within the Nursery strictly on a need-to-know basis.
- Parental permission is obtained before sharing information externally, unless required for safeguarding purposes.
- Information relating to safeguarding concerns may be shared with relevant agencies in line with the Nursery's Safeguarding Policy.

### Use of Images and Social Media

- Parental consent is required before using any child's photograph for Nursery purposes.
- Staff, volunteers, and students must adhere to the Nursery's Social Networking Policy, which prohibits discussing Nursery matters or sharing images on personal social media accounts.

### Staff Agreement

All staff agree to maintain confidentiality at all times during and after employment. Breaches of confidentiality are treated as gross misconduct and may result in disciplinary action, including dismissal.

### Exceptions to Confidentiality

Confidentiality may be breached without consent when:

- There is a safeguarding concern.
- There is a legal obligation to disclose information.
- A child or adult is at risk of significant harm.

### Monitoring and Review

This policy is reviewed annually or sooner if required by changes to legislation, EYFS requirements, or Isle of Man standards.



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### **Arrivals and Departures Policy**

Aligned with EYFS 2024 (Sections 3.7, 3.62)

Isle of Man Minimum Standard 9, 12, 13

#### **Policy Statement**

At The Buchan Nursery, we ensure that arrivals and departures are managed safely and efficiently to promote children's security and support positive transitions between home and Nursery. This policy aligns with the EYFS 2024 statutory framework and the Isle of Man Minimum Standards.

#### **Aims**

- Ensure the safe arrival and departure of children.
- Maintain accurate attendance records.
- Support partnership working with parents/carers.
- Promote equality, safety, and safeguarding procedures.

#### **Arrivals**

- Each child is welcomed by their class teacher or a member of the Nursery team.
- The staff member records the child's arrival in the daily attendance register.
- Any relevant information from parents, such as the child's interests or experiences at home, is noted.
- If medication is required during the day, the medication procedure is followed.



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### Departures

- Staff discuss the child's day with parents/carers, covering activities, meals, interests, and any incidents.
- Any accidents or incidents are reported and signed by the parent before departure.
- Medicines are returned to parents following the medication policy, with required signatures.
- The daily attendance register is updated to mark the child's departure.
- Children are only released to known parents/carers or authorised individuals following the agreed procedure, including use of passwords where necessary.

### Alternative Collection Arrangements

- If an alternative collector is required, parents must provide a description and password.
- In emergencies, parents must notify the Nursery of changes as soon as possible.
- The Nursery will verify the identity of any unfamiliar collector by contacting the parent/emergency contact.

### Adults Under the Influence

If a parent or authorised collector arrives under the influence of alcohol or drugs, staff will follow the Alcohol and Substance Misuse Policy to ensure the child's safety.

### Arrivals and Departures of Visitors

- All visitors must sign in and out using the visitors' book.
- Visitors are supervised in accordance with the Supervision of Visitors Policy.

### Monitoring and Review

This policy is reviewed annually or sooner if required by updates to legislation, EYFS requirements, or Isle of Man standards.





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### **Late Collection and Non-Collection Policy**

Aligned with EYFS 2024 (Section 3.73)

Isle of Man Minimum Standard 9, 12, 13

#### **Policy Statement**

At The Buchan Nursery, we expect parents/carers to collect their child promptly at the agreed time. In the event of a late or non-collection, we have procedures in place to ensure the safety and well-being of the child, working in partnership with parents/carers and safeguarding agencies as appropriate.

#### **Aims**

- Promote children's safety and welfare.
- Provide clear procedures for managing late or non-collection.
- Maintain effective communication with parents/carers.
- Comply with EYFS and Isle of Man Minimum Standards.

#### **Procedures for Late Collection**

Parents/carers should:

- Agree an approximate collection time.
- Inform the Nursery as soon as possible if they will be late.
- Arrange for a designated adult to collect the child if they cannot.
- Provide the designated adult's details and ensure they know the agreed safety password.

#### **Actions if a Child is Not Collected**

- After a reasonable period (30 minutes), the Head of Nursery is informed.
- Contact attempts are made using all provided phone numbers for parents and emergency



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contacts.

- Two staff members remain with the child (one being the Head of Nursery or a senior staff member).
- Calls to parents/emergency contacts continue every 10 minutes and are logged.
- If no contact is made after one hour, the local authority children's social services emergency team is contacted.
- Registrations & Inspections and ISI are notified as appropriate.
- Staff remain with the child until suitable collection arrangements are made.
- The child's welfare is prioritised, and they are comforted and reassured throughout.
- A late fee £20 be charged to cover additional operational costs.

### Monitoring and Review

This policy is reviewed annually or sooner if required by updates to legislation, EYFS requirements, or Isle of Man standards.

### Access and Storage of Information Policy

Aligned with EYFS 2024 (Sections 3.68–3.71)

Isle of Man Minimum Standard 14 – Documentation

### Policy Statement

At The Buchan Nursery, we maintain robust procedures for managing and accessing information about the Nursery and individual children. This policy ensures that records are handled efficiently, securely and in compliance with data protection laws.

### Parent Access to Information

- Parents may view Nursery policies and procedures at any time during Nursery hours by requesting access from the Head of Nursery.
- Staff will explain policies and procedures as needed to ensure parent understanding.
- Parents can view and contribute to records kept on their child, in accordance with data protection regulations and child protection guidance.
- The full Nursery policy will be accessible to parents at all times under the 'document' section on Tapestry. There will also be a copy at the Nursery door.

### Data Protection and Privacy

- The Nursery is registered with the Information Commissioner's Office for the lawful handling of personal information.
- Personal information relating to parents, children, and staff is stored securely and handled with confidentiality.
- Staff receive training and guidance on privacy responsibilities and data protection legal requirements.
- Photographic images, permissions, certificates and personal data are securely stored.



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### Records Retention

- Nursery records required by legislation are archived for at least 10 years.
- Records for children transferring to The Buchan or King William's College (KWC) are retained until the child reaches 25 years old.
- Records not required to be retained are deleted or destroyed in compliance with Isle of Man data protection laws and the Nursery's Privacy Notice.

### Data Deletion or Retention Requests

- Parents wishing to make a specific request regarding the deletion or retention of data should submit a query in writing.
- The Nursery will formally respond to all such requests in accordance with data protection laws.

### Policy Review

This policy is reviewed annually and updated to reflect any changes in legislation or regulatory requirements.

### Reference

This policy is written in conjunction with the King William's College (KWC), Buchan School & Buchan Nursery policies, including the Staff Code of Conduct and Safeguarding policies.

### Monitoring and Review

This policy is reviewed annually or sooner if required by updates to legislation, EYFS requirements, or Isle of Man standards. Staff and parents are informed of updates.



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### Acceptable IT Use Policy

Aligned with EYFS: 3.68 – 3.71

Isle of Man Minimum Standard 14

#### Statement

This Information and Communications Technology (ICT) Acceptable Use Policy describes the rights and responsibilities of staff using resources, such as computers, the internet, landline and mobile telephones, and other electronic equipment. It explains the procedures staff are expected to follow and makes clear what is considered acceptable behaviour. These facilities are a vital part of our business and should be used appropriately and in the best interests of the Nursery.

#### Security and Passwords

- Passwords for our systems are confidential and must be kept as such.
- Staff must not share any passwords with others, nor allow any other staff member to know or use their password.

#### Email Use

- All staff should use common sense and good business practice when using email.
- External email should not normally be used for confidential transactions as it is not a secure system.
- Emails must not contain abusive, offensive, sexist, racist, disability-biased, sexual orientation-based or defamatory material, including jokes, pictures or comments that could be considered offensive.
- Any such use may constitute harassment and/or discrimination and may lead to disciplinary action, up to and including summary dismissal.



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- Staff receiving inappropriate messages must report them immediately to the Head of Nursery.

### Internet Access

- The Nursery's internet facilities must not be used to access, download or share material from inappropriate, obscene, pornographic or otherwise offensive websites.
- Misuse will be treated as misconduct and may lead to disciplinary action, up to and including summary dismissal.
- All staff have a responsibility to report any misuse of internet or email. Failure to report such knowledge will be treated as collaboration in the misuse.

### Personal Use

- Use of Nursery electronic communication systems (email, internet and telephones) for personal purposes is not permitted within working hours unless in an area away from children.
- Emergency personal calls must be authorised by the Head of Nursery and, where possible, made on a personal mobile phone outside the Nursery.
- Disciplinary action may be taken where the privilege is abused or unauthorised time is spent on personal communications.

### Data Protection

Staff must adhere to the requirements of the General Data Protection Regulation 2018 (GDPR) at all times. For further guidance, see the Nursery's Data Protection and Confidentiality Policy.

### Software and Removable Devices

- Staff may not install any software without prior approval from the Head of Nursery.
- Unauthorised installation may lead to disciplinary action, up to and including summary dismissal.
- Any removable storage devices used must be virus-checked before use on Nursery systems.

### Monitoring and Review

This policy will be reviewed annually or sooner if required due to changes in legislation, best practice or operational needs.



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### Online Safety Policy

EYFS References: 3.4, 3.6, 3.27, 3.65

Isle of Man Minimum Standard 4, 6, 13

### Statement of Intent

At The Buchan Nursery, we recognise the potential benefits and risks associated with internet and technology use. We are committed to ensuring children are safeguarded when using digital devices, both within the setting and when accessing online materials. This policy is in place to guide staff, children, and parents in using technology safely and responsibly.

### Aims

- To safeguard and protect children and staff from potential online harm.
- To ensure staff understand their responsibilities when using online platforms or technology within the setting.
- To educate children about safe and appropriate use of technology.
- To ensure parental awareness and involvement in children's online safety.

### Devices and Online Access

- Only Nursery-owned devices may be used for accessing the internet or educational apps with children.
- All internet access is filtered and monitored through secure connections.
- Devices used by staff and children do not have access to social media or unregulated platforms.
- Children are supervised at all times when using tablets or digital resources.

### Staff Responsibilities

- All staff must complete training in online safety as part of their induction and ongoing professional development.
- Staff must never use personal devices to photograph, film, or communicate with children.



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- Staff must model safe online behaviour and promote digital resilience.
- Staff will immediately report any concerns regarding online content or breaches of policy to the Head of Nursery or Designated Safeguarding Lead.

### Children's Use

- Online activities will be age-appropriate, educational, and supervised.
- Children will be introduced to basic principles of online safety as part of their learning through discussions and stories.
- Staff will teach children about keeping personal information private and recognising inappropriate content.

### Breaches and Concerns

Any misuse or breach of this policy by staff will be treated seriously and may lead to disciplinary procedures. Any concerns regarding the safety of children online will be addressed following the Safeguarding and Child Protection Policy.

### Monitoring and Review

This policy is reviewed annually or sooner if required by updates to legislation, EYFS requirements, or Isle of Man standards. Staff and parents are informed of updates.



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### Mobile Phone and Electronic Device Use Policy

Aligned with EYFS: 2.1, 3.4

Isle of Man Minimum Standard 4, 13

#### Statement of Intent

At The Buchan Nursery, we are committed to safeguarding and promoting the welfare of the children in our care. The use of mobile phones and other personal electronic devices presents potential safeguarding risks, and therefore strict guidelines are in place to ensure children's safety, staff professionalism, and data protection compliance.

#### Scope

This policy applies to all staff, students, volunteers, parents, visitors, contractors and any other person working on or visiting Nursery premises.

#### Policy Guidelines

##### Staff Mobile Phones and Electronic Devices

- Staff must store personal mobile phones and smartwatches in designated areas (e.g. the office or staff room) throughout working hours.
- Smartwatches may only be worn if they do not connect to phones or display notifications.
- Staff must not use personal mobile phones or devices within Nursery rooms or while supervising children, including during outings.
- During breaks, staff may check personal phones in designated break areas only, away from children.
- Nursery-owned devices (e.g. tablets or phones) may be used only for Nursery purposes and with management approval. Children have no access to these devices.
- Staff may only take photographs or video of children using Nursery-issued devices, and only in accordance with the parental permissions and Nursery safeguarding policies.
- Use of social media or messaging apps on Nursery devices is strictly prohibited.

##### Visitors, Parents, and Carers

- Visitors and parents are not permitted to use mobile phones or personal devices on the Nursery premises (including indoors and garden areas) unless in a designated area and with management permission.





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- Visitors must not take photographs or video recordings inside the Nursery without the prior written consent of the Head of Nursery and any relevant parents.

### **Children's Devices**

- Children are not permitted to bring mobile phones, smartwatches or electronic devices into the Nursery.
- Devices brought inadvertently must be handed to a staff member and kept securely until collected by a parent/carer.

### **Online Learning Journals and Photographic Records**

- Photographs for learning journals or displays will be taken using Nursery-owned devices only.
- Images are stored securely in accordance with our Data Protection and Confidentiality Policy and GDPR compliance standards.

### **Monitoring and Enforcement**

- Any staff member found to be in breach of this policy may be subject to disciplinary action in line with the Staff Code of Conduct.
- Any visitor found in breach will be asked to comply or leave the premises.

### **Review and Compliance**

This policy will be reviewed annually and updated in line with any new legislation or safeguarding guidance. It supports compliance with the EYFS statutory framework and the Isle of Man Day Care Minimum Standards, particularly around child protection and safe environments.

### **Monitoring and Review**

This policy is reviewed annually or sooner if required by updates to legislation, EYFS requirements, or Isle of Man standards. Staff and parents are informed of updates.



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### Infection Exclusion Periods – NHS Guidance

Infection / Illness	Recommended Exclusion Period	The Buchan Nursery Exclusion
Diarrhoea and/or vomiting	48 hours from last episode of diarrhoea or vomiting	48 hours from last episode of diarrhoea or vomiting
Chickenpox	Until all vesicles have crusted over (usually 5–7 days)	Until all vesicles have crusted over (usually 5–7 days)
Mumps	5 days from onset of swelling	5 days from onset of swelling
Measles	4 days from onset of rash	4 days from onset of rash
Shingles	Exclude only if rash is weeping and cannot be covered	Exclude only if rash is weeping and cannot be covered
Impetigo	48 hours after starting antibiotics or when lesions are crusted and healed	48 hours after starting antibiotics or when lesions are crusted and healed
Molluscum contagiosum	None	None
Hand, foot and mouth	None, unless unwell or feverish	<b>5 days from first spots</b>
Slapped cheek (Parvovirus B19)	None, unless unwell or feverish	None, unless unwell or feverish
Conjunctivitis	None	<b>48 hours after treatment has started</b>
Tonsillitis	None, unless unwell or feverish	None, unless unwell or feverish
Scabies	Can return after first treatment	<b>48 hours after treatment has started</b>
Ringworm	None, but treatment is required	<b>48 hours after treatment has started</b>
Threadworms	None, but treatment is required	None, but treatment is required



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Headlice	None, but treatment should begin immediately	None, but treatment should begin immediately
Meningitis (bacterial/viral)	Seek medical advice; exclusion period varies by type and treatment status	Seek medical advice; exclusion period varies by type and treatment status

### Isle of Man Minimum Standards

- Standard 1 - Suitable Person:  
Ensures adults working with children are properly vetted, qualified, and suitable for the role, including background checks and references.
- Standard 2 - Organisation:  
Addresses staffing ratios, qualifications, deployment, and supervision to ensure safe and effective child care.
- Standard 3 - Care, Learning and Play:  
Promotes individualized care and learning through a balanced curriculum and developmental activities.
- Standard 4 - Physical Environment:  
Ensures premises are safe, secure, suitable, and meet planning and safety regulations.
- Standard 5 - Equipment:  
Requires appropriate, safe, and well-maintained equipment and resources for children's needs.
- Standard 6 - Safety:  
Mandates proactive safety measures, risk assessments, and emergency preparedness within and outside the facility.
- Standard 7 - Health:  
Focuses on health promotion, hygiene, infection control, and first aid provisions.
- Standard 8 - Food and Drink:  
Ensures children receive adequate, nutritious food and drinks, and dietary needs are respected.
- Standard 9 - Equal Opportunities:  
Promotes equality, anti-discrimination, and inclusive practices in all aspects of care.
- Standard 10 - Additional Needs:  
Addresses care for children with special educational needs and disabilities with suitable adaptations and support.
- Standard 11 - Behaviour:  
Encourages positive behaviour management and prohibits physical punishment.



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- Standard 12 - Working in Partnership with Parents and Carers:  
Fosters collaboration with parents through information sharing and mutual agreements.
- Standard 13 - Safeguarding:  
Prioritizes child protection through staff training, protocols, and collaboration with safeguarding authorities.
- Standard 14 - Documentation:  
Requires comprehensive record keeping, policies, and procedures to ensure safety, compliance, and effective operation.