

EYFS: Section 3 – 3.16, 3.49, 3.51, 3.68,
3.69, 3.70, 3.71, 3.72, 3.73, 3.74, 3.77

Statutory Framework for the Early Years Foundation Stage– Child Protection 3.4 Providers must be alert to any issues for concern in the child’s life at home or elsewhere.

The nursery has an open, honest and transparent approach to supporting children and their families. We have a child centred approach and ensure we have a clear understanding of the views and needs of the children in our care.

Shannon Davies - designated Safeguarding person or in her absence, Becky Pavoux – Deputy Safeguarding Lead, is responsible for liaison with child protection agencies in any child protection situation. Cassandra and Natalie regularly attend training courses through the Bexley Shield and NDNA.

The Local Authority’s MASH Team or Safeguarding Children Designated Officer/Team (LADO) will be called to discuss anything that we are unsure of. You can contact the LADO through the Multi Agency Safeguarding Hub (MASH) administrative staff on 020 8303 7777 x4699 or x4739

Suitable people

All members of staff have checks through the Disclosure and Barring Service which are updated every three years, senior staff are all signed up to the update service. Until a member of staff has received clearance they are not allowed sole charge of any child in our care.

Qualifications of team members will be checked through the Online Government qualification checking service upon interview.

As part of Heath Lodge Day Nursery’s safeguarding policy and safer recruitment policy all staff must declare if they have been convicted of a criminal offence. They are also required to declare if anyone living in the same household has been convicted of a criminal offence and been disqualified to work with children or a criminal investigation is currently being undertaken. We also explore suitability to work with children as part of our interview process.

All qualified full time staff have attended Child Protection training through Bexley Council. All staff are aware of the child protection procedures and what to do in the event of suspicion/ disclosure. All staff also have access to the nursery’s safeguarding information folder. All qualified full time staff have attended Child Protection training through Bexley Council. All staff are aware of the child protection procedures and what to do in the event of suspicion/ disclosure. All staff working directly with the children receive regular in-house training and are aware of the booklet, ‘What to do if you’re worried a Child is being abused’ which is kept openly in the staff room. All staff also have access to the nursery’s safeguarding information folder and refer to the following documents; Working Together to Safeguarding Children, The London Child Protection Procedures, Keeping children safe in education and “The Prevent Duty”

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Child Protection is provided by the Social Care Department and the local authority, which supplies support for

families whose children are in need of safeguarding to promote their welfare and upbringing.

As a nursery we have a duty to safeguard and promote the welfare of children placed in our care.

The ways in which we are likely to be involved are:

Concerns about a child which would be referred to the social care team or the police such as if a child portrays significant changes in their behaviour; deterioration in their general well-being, unexplained bruising, marks or signs of possible abuse; neglect or the comments children make which give cause for concern, any reasons to suspect neglect or abuse outside the setting, for example in the child's home; and/or inappropriate behaviour displayed by other members of staff, or any other person working with the children, for example, inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images.

We may be approached by the social care team to provide information about a child or family or to be involved in an assessment or to attend a child protection conference or case review. This may happen regardless of who made the referral to social services.

We may be asked to carry out specific help or a specific service to the child or a member of their family as part of an agreed plan and contribute to the reviewing of the child's progress.

If we identify a child and/or their family to be in need, vulnerable or at risk. We may need to complete a referral to ensure prevention and early help to support the child and/or their family. When completing this referral we focus on the thresholds using the continuum of need, this could be identified as "Early help" categories. Early help services are crucial in supporting a child and their family to thrive, If there is a concern that puts the child at risk this may come under child protection.

We have a duty to inform the local authority of any Looked After Children (LAC) or privately fostered children in our care at the nursery.

All staff members should be aware of the possible indications of abuse or neglect and the four categories of abuse: Sexual, Emotional, Physical and Neglect and of the procedure for dealing with suspected cases.

Staff are also trained on Female genital mutilation (sometimes referred to as female circumcision / FGM) which refers to procedures that intentionally alter or cause injury to the female genital organs for non-medical reasons. The practice is illegal in the UK. We will report any cases or suspected cases of female genital mutilation to social care immediately.

As part of wider Safeguarding the nursery implements The Prevent Duty – Departmental advice for schools and childcare providers June 2015. If we identify children who may be vulnerable to radicalisation we will make a referral to CHANNEL. The CHANNEL Programme focuses on providing early support at an early stage to children and their families who are identified as being vulnerable to being drawn into terrorism/radicalisation. We will observe behaviours and children's general well-being and make a referral if we have any concerns. As a nursery we build resilience to radicalisation by promoting fundamental British Values.

The Nursery can contact the Department for Education helpline for extremism for further advice or support or the crime prevention team and Engagement Officers from the Local Authority. All CHANNEL Referrals will be sent to The Prevent and Engagement Officer.

The Children Act 1989 states that the child's welfare is paramount and that it is the duty of the state to safeguard and promote the welfare of vulnerable children.

The United Nations Convention on the Rights of the Child states that signatories to the Convention, 'will take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse.'

Referrals of child abuse

a) If a child arrives with injuries the staff should:

Ensure immediate medical attention, if necessary.

If possible, ask the parent/carer how the injuries occurred.

Explanations, however puzzling, should be accepted and accusations should not be made. Make a written record, including diagrams, of observations and explanations given. Have a witness wherever possible. This recording of information is to ensure that reasonably full and clear information is obtained in order to be able to make an appropriate referral to the Social Services Department if necessary. Body maps are kept in the child protection file in the office.

If you suspect that the injuries have been caused by assault or by failure to protect the child you must tell the member of staff in charge. That person will contact, without delay, the Duty Social Worker in the Social Services Office for the district in which the child resides or the Emergency Duty Team out of office hours. The member of staff in charge should also contact the LADO who will offer support and advice wherever possible.

b) Suspicion of Abuse

If through conversation or other contact with the child you have cause to suspect physical, sexual or emotional abuse or neglect of a child in your care:

Listen to what the child says. Be comforting and sympathetic. Ensure that the child feels as little responsibility as possible.

It is particularly important not to make any suggestions to the child regarding how the incident may have happened, therefore do not question the child except to clarify what he/she is saying. Where possible get someone else to give appropriate comfort and help to reassure the child. Make no promises to the child and no guilt for them either.

Bruising protocol for non independently mobile infants and children.

Bruising is strongly related to mobility and once children are mobile they can sustain bruises through everyday activities and accidents.

Bruising in an infant who is pre-mobile is however very unusual and should always be investigated.

Team members in our baby room have access to the bruising protocol for guidance and support.

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Reporting

Record full information on a Heath Lodge concern of child protection form available from the office, ensure you complete all parts of the form with factual details and write down exactly what the child says, or what actions concern you, and what you have said in response. Sign and date it. It is important that accurate times, dates and full names are logged. The person recording must write their full name and ensure that this is dated.

Do not make assumptions about who the allegation might concern. If a member of staff may be involved, appropriate steps must be taken to ensure the safety of the child and other children.

Inform the member of staff in charge of your suspicions, if the Designated person is absent it will be the next person in line. That

a person will then contact without delay the Duty Social Worker in the local children's social care services office for the district in which the child lives, or the emergency duty team if out of office hours and in emergencies the police. The member of staff in charge should also contact LADO who will offer advice and support to you wherever possible, although they will not be responsible for conducting enquiries into the allegation/suspicion. Once a child is referred to children's social care services they and the Local Safeguarding Children's Board will make an assessment of the child's needs.

We always use the updated version of referral forms which are found on the Bexley website.

Subsequent Action

Following such a referral, enquiries will be undertaken by social care and possibly the Police. Staff may be required to provide statements and attend an Initial Child Protection Conference.

Confidentiality

The nursery has the right to share any information regarding child protection with other childcare professionals who need to see them. All information will be kept confidential and will be divulged on a need to know basis. The Nursery will share relevant

information with outside professionals such as health visitors and schools that is deemed to ensure the safety of the child.

Allegations made against staff/ volunteers:

If an allegation is made by a child/parent or team member against a member of staff/volunteer the team member will be removed from the room that they are working in and be removed from the children ensuring they are kept safe.

The allegation will be dealt with by the Child Protection Officer who will consider the form of allegation in the context of the four categories of abuse which are Physical, Emotional, Sexual and Neglect. All allegations by a child must be treated as a child protection issue. The allegation that the child has made must be recorded by a member of staff in the exact words that the allegation was made on the correct form.

The named officer will then follow the Statutory Guidance of Working Together to Safeguard Children and the Inter Agency Protocol and Procedure of Bexley SHIELD and immediately contact the Local Authority Designated Officer (LADO) and inform them of the allegation that has been made and documents relating to this.

MASH can also be contacted for advice.

The LADO will then inform of what to do next and any decisions that need to be made such as suspending the person who the allegation was made against and informing the police. The named officer will stay in regular contact with the LADO to ensure effective communication. The LADO will support the officer in decisions and actions that the officer/nursery will need to take.

No investigation meeting will be held and the team member will not be asked to write statements unless advised to do so by the LADO or the Police. The information shared with the team member will be only what we are told to share by the LADO.

Ofsted will also be notified on the notifying Ofsted page on the Ofsted website, this should be done as a matter of urgency and no later than 14 days from the allegation.

Any concerns/ allegations must be reported and acted on even if they are anonymous or malicious.

Support for staff when an allegation has been made:

In the event that a team member has to be suspended when an allegation has been made to protect the child and themselves whilst the investigation process is being undertaken the following actions will take place;

The team member will be spoken to and informed of the suspension and a letter will be handed to them or followed up via post

once they have been suspended.

The team member will be asked if they have any questions and the manager will ask for all keys/ work equipment/memory sticks and this will be kept secure in the office whilst the investigation is taking place.

The Manager will ask if the team member requires a taxi home or if we can contact anyone to collect them as they may be in a state of shock, it is important they get home safely.

We will ask at the time of suspension the best method of communication for them, if they would rather us call or email and agree a check in time so we will stay in contact with them during the investigation process. The Manager will also discuss support from their GP or Citizens Advice should they need it.

Once the investigation has taken place the Manager will take advice from the LADO at the Safeguarding meeting and should no further action be taken will contact the team member.

The manager will arrange a meeting place with the team member of their choice and discuss their return to work.

Regular review meetings will then take place to ensure they are supported during their first weeks back at work.

In the case that further action will be taken we will then take instructions by the police/LADO and Ofsted.

We will notify Ofsted of any allegations of abuse by any person working, or looking after children at the premises. We must also notify Ofsted of the action taken in respect of the allegations.

All documentation will be kept together in the safeguarding file and all conversations logged.

Domestic abuse

The designated safeguarding lead at the nursery has received training in domestic abuse awareness, we ensure we create an open door policy for parent and team members where they can openly raise/ share any concerns and we can offer support and sign post them to the relevant outside agencies. If at any point any team members are concerned about domestic abuse happening in the family home this will be discussed with the parent in a respectful and mindful manner. The nursery has a duty of care to all children and a referral to social care may be undertaken to safeguard the children and ensure they are not at risk.

In the event that a child, parent or team member is at immediate risk then the police would be called. It is important that families and team members make us aware of any court orders or restraining orders that are in place before they start at the nursery.

Professionalism and best practice.

It is important that all team members working at the Nursery remain professional at all times, this includes ensuring two team members are always present where practically possible, calling children and addressing children using their name or preferred names given by parents.

Team members must ensure professionalism when outside of the workplace and how to conduct themselves in public as this can be linked back to the Nursery. Team members must also be aware of social media platforms and

remain professional, eg. liking posts/ comments/ photos. Under no circumstances are team members both current or those that have left the company to add or friend families/ parents on social media. We ask that parents do not request team members on social media, this ensures that professional relationships are maintained. Under no circumstances are personal numbers to be shared and contact should only be made on work devices.

Maintenance

There will be no maintenance or repair works carried out in the toilets when the nursery is in operation. If urgent then the toilets will be blocked off for works to be carried out and children will have to use the toilets in the other building. If needing to be changed, children must be changed or undressed in the toilets only by staff that are employed by Heath Lodge Day Nursery and out of the eye of visitors.

Parents will not be allowed to take their children into the toilets where other children are present, this must only be done by members of staff or the children can use the toilets themselves if age appropriate.

Cameras, smart devices including watches and Nursery mobile phone in the setting

All staff's personal belongings are kept in their lockers out of the reach of children or staff whilst they are working. The nursery mobile phone and cameras are kept in the office and are only used when on trips or when taking photographs as part of the children's achievements at nursery. Once the trip is over the phone and camera is returned to the office where the photos are downloaded and used appropriately; the memory card is then wiped. Under no circumstances will staff take their mobiles or their own personal cameras out on any trips or within the nursery. Photographs are an important means to base achievements on and for the purpose of planning and evaluating and useful for the children's story boards and so trips can be discussed and recognised. People that have access to the nursery main computer where these images are stored are Cassandra, Natalie, Becky and Shannon.

Mobile Phones – drop box

No mobile phones are allowed in the children's base rooms or anywhere else in the nursery.

To strengthen our Safeguarding Policy, there is a lockable mobile phone drop box which is kept in the main office that is clearly labelled. All team members' phones will need to be turned off and dropped in the box before they start work and team members and visitors must log this on the mobile phone sign in/ out log book. In no circumstances are any team members to go out in to the Nursery with their mobile phone on their person.

It is each individual's responsibility to put their phone in the box at the beginning of their shift and collect this again at the end of their shift as they are going to leave the Nursery and log this in the main log book.

Mobile phones can be collected on lunch breaks, they will need to be collected on the way up to the staff room, once you have signed out of Family and your room register and will need to be brought back down again and locked in the drop box after your lunch break before you go back in to your room and sign back in.

Any visitors that come into the nursery with a mobile phone will also be required to leave their phone in the phone box and log this on the visitors mobile phone sheet. Visitors must not take mobile phones into the Nursery under any circumstances.

You are responsible for your own phone, you are not to put away or get out anyone else's phone at any time.

The drop box will be kept securely in the main office where it will be kept locked at all times and will be monitored by the CCTV.

Please ensure you place your mobile phone carefully in the box and ensure that you lock the box after you have used it.

No one else will have access to this drop box and your phones will not be viewed or looked at by any managers working in the office.

If someone may need to contact you in an emergency please give them the main work numbers 020 8312 1919.

Smart Watches

Smart watches are not to be worn whilst working in any nursery rooms with the children under any circumstances. This is in line with safeguarding procedures and the EYFS framework. Step counter watches such as fit bits with NO internet connectivity functions or online functions are permitted only.

Children's gadgets and devices

Children's gadgets and devices such as smart watches, Trackers /Tags and mobile phones are not permitted into the Nursery under any circumstances, lots of gadgets are now readily available on the market including mobile phones for children. We urge parents to think about the suitability of these gadgets for young children and the online risks that come with these. We treat any gadget device such as these in the same way as we do for team members and visitors in the setting.

Internet use

The internet has the potential to offer children and young people a wide range of opportunities to learn, develop new skills and to have fun. However there are concerns about both inequalities of access to the technology and the possible threats to children's safety that can exist online. Our computers and tablets are placed where everyone can see what is being viewed. Age appropriate educational programmes are accessed on the computers and staff always load the programmes for the children ready for them to use. We have a list of safe and age appropriate websites that we access, these include Cbeebies and CBBC. All content is always checked by an adult. All of our computers are loaded with internet security and are checked for hazards before and after use.

The tablets used for Family are wiped daily and team members are restricted to sites that can be accessed in the rooms. Only child friendly site's for the purpose of music and ideas can be accessed in the nursery rooms.

Headcounts

Regular head counts must take place throughout the sessions, including at every transition through the nursery e.g. going into the garden, diner, coming back to the room. Children will be taken in small groups to move around the buildings rather than in one larger group, as this is easier for team members to manage and headcount. A team member must be designated for the back of the line and check all children are present and following at all times. If Bank staff or agencies are supporting, their role in the line must be made clear to them and they must also headcount at all times.

Visitors

Visitors are classed as anyone other than current members of staff. People such as maintenance workers, teachers, parents waiting to view and students etc.

All visitors must remain in the conservatory until a member of staff is available to be with them. All visitors must be chaperoned around the nursery and not left to freely walk around on their own. All visitors must sign in and out of the visitor's book in the office including weekly extra educational activities from teachers from Jo Jingles, French teacher, yoga Teacher

Nursery closure

In the event that the Nursery has to close for a period of time and in light of the Covid-19 epidemic we will continue to stay in contact with all of our families on a weekly basis and we will continue to support our most vulnerable children. If we are unable to make contact with families we will follow our procedure on "if a child is unexpectedly absent."

For our most vulnerable children and families we will support them with routine and activities, we will arrange meetings with and continue to work with any outside agencies. We will make up resource packs for children to use at home to continue to support their learning and development. We will also ensure that they are ok for essential supplies such as food.

If work is required to take place from home by a team member such as assessments or the uploading of activity ideas then they must continue to report to the Manager and complete a time log of work that was carried out. No private and confidential information will be taken home by team members.

Any video meetings that need to be held at home by a member of the management team must be held in a professional manner and in line with the Nursery safeguarding procedure. Meetings must take place in a living room space and the team member must be appropriately dressed in company uniform. Consent must be given by the parent/professional that they are happy for the meeting to take place. Any check in video calls with children must be arranged for a specific date and time and this should be discussed with the family prior. The parents must always be present and this must take place in the families living area.

If any team members are required to take part in meetings this must also be followed.

Any phone calls that need to be made to families and professionals must be made on the work mobile phone not on personal phones. Private phone numbers must not be given to families under any circumstances.

Compiled using, 'What to do if you're worried a Child is being abused Available from http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_4010283

The Prevent Duty
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/439598/prevent-duty-departmental-advice-v6.pdf

SAFER SLEEP

At Heath Lodge Day Nursery, we promote safer sleep for all children. We follow the guidelines from the NHS and the Lullaby trust. Sleep routines are treated with care and ensure that individual needs of children are met at all times, this includes their developmental needs. When children go to sleep at the nursery the key person will log on the family app their sleep time and a team member will check them at least every 10 minutes and log this check on the family app. Team members must ensure that all children who are sleeping are supervised at all times in the same room. They must also ensure that babies and children are laid down safely on their backs, with no loose or bulky clothing that includes jumpers, hoodies. They must ensure their face and airway are not obstructed in any means. Children and babies may use comforters and dummies at sleep time, however they need to ensure dummy clips are removed. Children under the age of 18 months must use the cellular blankets only.

Room temperatures must be checked by base practitioners and inline with NHS guidelines must be between 16 - 20 degrees.

If babies or children are too full asleep in the room or garden at any point they must be moved to a safe area of the nursery/ room, and placed on a bed.

We understand parent/ carers may request that their child sleeps for a certain amount of time during the day, however practitioners must discuss this with the parent/ carer to ensure that the child is getting their recommended hours of sleep as per the NHS guidelines which are as follows;

6- 12 months- 15 hours

12months - 12-15 hours

2 year old - 12-14 hours

3-5 year olds- 12 hours and may need a nap in the day.

If practitioners feel that a child is not getting their recommended sleep, as per the guidelines this must be raised and challenged with parents.

CONTACT TELEPHONE NUMBERS

1. Ofsted – 03001231231
2. Social Care – Front door team – 02030455440
3. LADO - Multi agency safeguarding hub (MASH) - 020 8303 7777
4. Multi agency safeguarding hub (MASH) - 02083037777
5. Police - 101
6. Family Information Service (FIS) – 0208 303 7777 fis@bexley.gov.uk
7. Sure Start Children's Centre - 020 8303 7777
8. SNAP - 020 8311 7777
9. The Department for Education helpline for extremism – 020 7340 7264
10. Chanel Referrals - email community.safety@bexley.gov.uk or telephone 020 8303 7777 and ask for Community Safety team

Whistle-blowing

If you, in the course of your work, come across matters you believe should be disclosed in the public interest, you are protected under the Public Interest Disclosure Act. The disclosure could be to the media or by any other method you see fit

In the first instance, you are encouraged to use the company grievance procedure.

If you make a 'qualified disclosure' or 'blow the whistle', you must have a belief that the disclosure shows:

a criminal offence has been committed, is being committed or is likely to be committed

a person has failed, is failing or is likely to fail to comply with any legal obligation to which he or she is subject

a miscarriage of justice has occurred, is occurring or is likely to occur

the health and safety of any individual has been, is being or is likely to be endangered

the environment has been, is being or is likely to be damaged

Information tending to show any matter falling within any of the preceding paragraphs has been, is being or is likely to be, deliberately concealed.

You do not have to be correct to be protected by the *Public Interest Disclosure Act*

Here at the Nursery we have an open door policy for all team members, it is the team members duty to report any concerns or worries they may have no matter how big or small they may seem to the designated safeguarding lead of the nursery which is currently Shannon Davies. You can discuss any concerns during team supervisions, by using the designated confidentiality box in our staff room or by simply just coming to the main office and asking to speak with Natalie in private.

If you are concerned about any aspect of practice you have observed by any other team members or which you have seen, heard or have reason to believe it is your duty as a childcare practitioner at Heath Lodge Day Nursery to report this straight away to the designated safeguarding officer at the nursery. Failure to report will be seen as gross misconduct as it compromises the safety of the children and well-being in our care.

Whilst we understand some team members may feel worried it is important that you discuss this with us, we pride ourselves in our open door policy and encourage all team members to feel empowered and confident in our whistle blowing procedure. Team members can also seek further advice from Bexley Social Care and Ofsted.

Complaints

If you have any concerns about the Nursery's safeguarding procedures please follow the Nursery's complaints policy and raise this with Natalie or refer to your complaints policy which is found in your pack and at each main entrance.

This policy was adopted on	Signed on behalf of the nursery	Date for review
October 2025	Natalie Peters	June 2026

The New supplement charge will be £1.92 per hour. This is worked out on a weekly basis, for example a child attending 15 hours per week term time only would pay £28.80 per week, term time only. If your child is attending on the 30 hours funding term time only your weekly charge would be £57.60 per week term time only.

You will be invoiced for your supplement charges each month and the charges will be shown broken down into the weekly charge and will be shown on your invoice which will also show your free entitlement. This can be paid, as with our monthly fees, by the 26th of each month, for the month ahead. Alternatively these can be paid in cash to the office, bank transfer or tax-free childcare, , on a weekly basis every Monday morning, but it must always be paid the week upfront.

Some families may be entitled to Early Years Pupil Premium which can be used towards this cost for children's experiences/ activities at Nursery but you must check with the Manager that this can be claimed for your child. This can only be claimed per term so please be aware that you may not be eligible every term as this is means tested.

We understand that people's financial positions can change unexpectedly. Should you find that you are unable to pay the supplement charge for any reason, please come to the office to discuss this with a member of the management team as soon as possible. Non-payment of the supplement charge will not jeopardise your child's place in nursery, as your funding will continue to cover the cost of your child's free place and the charge is not a condition of taking up a free place. However, in this instance, we may need to charge individually for any optional extra-curricular activities, workshops/sessions your child takes part in, to ensure that costs are covered and we can continue to run these for everyone, throughout the nursery.

I have attached our Supplement policy below for your information.

Please do not hesitate to contact a member of the management team, should you have any questions or require further information.

Supplement Charge Policy

The Early Years Entitlement funding is intended to deliver free, high quality, flexible childcare. It is not intended to pay for the costs of meals, drinks, snacks, other consumables such as resources, extra hours or additional activities.

Where the Government funding is intended to cover the cost to deliver 15 or 30 hours per week or on the stretched offer, for which our monthly fees are based on free high quality, flexible early education, it is not intended to cover the cost of meals, consumables, additional hours or additional services, to cover these additional costs a supplemental charge of £1.92 per hour is asked to be paid for; this will be clear on your monthly invoice. As a full day care setting we cannot offer many funded hours only sessions and these are mainly taken up by our 2 year offer families, although there is some availability left open to new parents.

As we aim to be a flexible setting children accessing Nursery Education Grant Funding only, for which we have minimal spaces will be charged this consumable charge of £1.92 per hour.

This charge is waived for parents / carers in receipt of the Early Years Pupil Premium (EYPP). As an alternative to the hourly charge, we would therefore encourage parents/carers who are in receipt of benefits or whose children have been in care or adopted from care to apply for the Early Years Pupil Premium, where we can use this to support your child.

Any hours that fall outside of the funded entitlement are charged in line with our standard fees.

Under scheme rules, parents / carers registering for Early Years Entitlement-only sessions are not required to pay a deposit however a deposit will be required to access all other sessions. Early Years Entitlement sessions are offered in line with the Department of Education and Local Authority's Codes of Practice and are subject to their terms and conditions.

Please note that it is the parent's responsibility to ensure that their application for Early Years Entitlement funding is made in line with the Local Authority's requirements and termly funding forms completed and returned to the Nursery. Late, incomplete, or invalid applications may result in nursery fees being charged at our normal rates for these sessions.

If you are in receipt of 15/30 hours it is the parents responsibility to firstly make the application before the end of term deadline for the following term and to refresh your code in line with HMRC and the local authority guidelines.

Parents are required to complete, sign and update their funding form on a termly basis, without this form we will be unable to claim any entitlement for your child.

The supplement charge covers many activities at the nursery and these include, but are not limited to;

Extra Curriculum activities, Meals, snacks, drinks, wipes, nappies and pull ups, spare clothes, Clubs and local outings, Cooking activities, Art activities, Parent Workshops, stay and play sessions and Sun cream,, Jo Jingles and local outings including weekly trips and weekly litter picking sessions. We also offer experiences such as Incredible eggs, Zoolab, nursery parties and events where all children can attend.