



At Belmont House Nursery we have a responsibility for the care, welfare, safety and the learning environment of all our children. The school's ethos provides the basis for this policy. The promotion of our agreed values and values means a pupil centred approach.

Aims

- To promote a safe, personal and flexible educational experience in which the individual is well known, safe, valued, respected and happy
- To promote the aims and values of our school
- To implement our code and practice for behaviour which considers the views of all staff
- To maintain the highest standards of teaching and learning
- To respond in a sympathetic way to the concerns, fears and worries of our children
- To build an atmosphere of trust
- To make children aware of potential dangers through the teaching of Health Education
- To guide children in terms of pastoral care and to encourage children to develop worthwhile leisure pursuits.

At Belmont House Nursery, we operate a key worker system which allows the staff to become very familiar with particular children. Staff are responsible for keeping a written record of any concerns or issues that arise in the playroom. Staff will inform the Head of Junior School of any concerns which cannot be dealt with in the usual daily playroom environment or if the concern persists after reasonable intervention. Staff will also record what steps that have taken in order to resolve the concern.

Ethos

All Staff are involved in duties that play a part in maintenance of a positive school ethos and this ethos is reflected in the moral, intellectual, personal and social development of our children. This is achieved by all the staff promoting and facilitating an atmosphere of care and respect within the formal and informal life of the school community.

Relationships

A good relationship between children and staff is paramount to generating a positive climate within the school community where every individual feels valued and cared for at all times. Good relationships will be nurtured between:

- Staff and children
- Children and their peers
- Members of staff
- Senior management team and staff
- School and surrounding community

Children will also be encouraged to develop and value a respect for themselves.

Self Esteem

We believe that self-esteem and respect are central to the development of the whole child and promotes learning. Each member of staff will work to build up pupils self esteem and encourage them to be assertive and to resist negative peer pressure. They will help them to celebrate success and develop the ability to make moral decisions and to know the difference between right and wrong.



Personal Safety

Children are encouraged to be responsible for their own personal safety. The children will be aware of staff responsible for first aid and staff will know what the procedures are for dealing with children who need first aid. Children should be able to speak staff if they need help or are concerned.

Value Added

The staff play a major role in helping pupils to set agreeable targets. Staff are asked to review both the attainments and achievements of pupils within their group as part of this process.

Registration and absence

Children are brought to Nursery at 8.45 by a parent or guardian who has to sign a register. There is also a book for parents to write any information which may be relevant to staff that day. Staff register the children by using the electronic *Pearson e1* system. Printouts of individual absences are available from the Office. Letters from parents are essential to explain absence. Staff will inform Head of Junior any extended absence. Persistent latecoming will be reported to Head of Junior School who will contact parents unless a specific permission has been given or there are extenuating circumstances. Staff will note in their diaries when pupils have been taken out of school early e.g. owing to sickness, accidents, parental requests. No child will be allowed to leave the Nursery without a designated adult. A password system operates so that if someone comes to collect a child who is not known to the staff, they will ask for the password which has been set up by the parent. If this password is not given, parents will be immediately phoned to ask for advice.

Behaviour Management

The Behaviour Management policy is detailed in the 'Staff Manual' and 'Nursery Policies'.

Although staff will have a behaviour management role, they do not have sole responsibility for discipline. Behaviour management is a collective responsibility. Staff are expected to build up a basis of trust and mutual respect. Staff will be pro-active in encouraging good discipline.

Monitoring and Evaluation

Parents are always welcome and are encouraged to contact the key worker or the Head of Junior School if they have any concerns and worries. To do this, they should use the appropriate appointments/interviews procedure. Urgent concerns will be given immediate attention. We will encourage parents to share concerns about home circumstances or medical matters which may affect their child in nursery. Any information disclosed will be treated as confidential. Staff will meet regularly to discuss and review pastoral care issues. The opinions of parents and children will be valued and where appropriate action will be taken.

Parents are encouraged to use the key worker as their first point of contact at the Nursery. If the problem persists, staff should liaise with the Vice-Principal (Head of Junior School) as appropriate.

