



Ladybirds Newsletter
Term 3 Week 2 – w/c 9th January 2017

Our topic this term... 'The Very Hungry Caterpillar'

We have introduced our new topic to the children and are beginning to create our big wall display. Last week we explored the differences between night and day, and added a sun and moon to our display. We also created a leaf border around the outside. This week we are investigating the different types of fruit which the Very Hungry Caterpillar liked to eat. We will explore different types of fruit and talk about which ones we like to eat and where they come from. We will also be counting from 1 to 5 and ordering our fruit in numbers.

Ladybirds Blog: To see photos and information about what the children have been doing at Ladybirds, please view our Ladybirds Blog – <http://www.ladybirdspreschool.com/blog>

New Starters: Last week we welcomed Pearl, Tomas and Alona to Ladybirds. This week we are really happy to welcome Jack to Ladybirds. We hope you soon feel really at home here with us.

Policy of the Week:

Our policy to review this week is 'Uncollected child.' Please could you take a couple of minutes to read the policy below, and let us know if you have any comments. It is important that our policies reflect what we actually do in the setting so please let us know if you do not feel this is the case.

Parents Evening – 8th February 3.30pm – 6.00pm

Appointment sheets are now up in the foyer for you to arrange to meet with your child's Key Person. Time slots are 10 minutes each but if you feel you need longer, please feel free to speak to your Key Person to arrange a longer, or alternative, time.

Safeguarding issues – A couple of requests to ensure safeguarding is in place:

1. Please do not open the door for other parents if you are in the foyer and hear the bell. Only members of staff should allow entry.
2. If you are leaving the premises, please ensure the door clicks shut properly, and please don't hold it open to allow other parents to enter – they should ring the bell so a member of staff can allow them entry.
3. When collecting your child, please do not allow siblings to enter the playroom unsupervised, as this can make it difficult for staff to keep children on the mat while they wait for parents.

We thank you for your cooperation.

From the Ladybirds team

POLICY OF THE WEEK

1.4 Uncollected child

Policy statement

In the event that a child is not collected by an authorised adult at the end of a session/day, we put into practice agreed procedures. These ensure the child is cared for safely by an experienced and qualified practitioner who is known to the child. The child will receive a high standard of care in order to cause as little distress as possible.

We inform parents/carers of our procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for.

Procedures

- Parents of children starting at the setting are asked to provide the following specific information, which is recorded on our Registration Form:
 - Home address and telephone number - if the parents do not have a telephone, an alternative number must be given, perhaps a neighbour or close relative.
 - Place of work, address and telephone number (if applicable).
 - Mobile telephone number (if applicable).
 - Names, addresses, telephone numbers and signatures of adults who are authorised by the parents to collect their child from the setting, for example a childminder or grandparent.
 - Who has parental responsibility for the child.
 - Information about any person who does not have legal access to the child.
- On occasions when parents are aware that they will not be at home or in their usual place of work, they inform us in writing of how they can be contacted.
- On occasions when parents, or the persons normally authorised to collect the child, are not able to collect the child, they provide us with written details of the name, address and telephone number of the person who will be collecting their child. We agree with parents how to verify the identity of the person who is to collect their child.
- Parents are informed that if they are not able to collect the child as planned, they must inform us so that we can begin to take back-up measures. We provide parents with our contact telephone number.
- We inform parents that we apply our child protection procedures in the event that their children are not collected from setting by an authorised adult within one hour after the setting has closed and the staff can no longer supervise the child on our premises.
- If a child is not collected at the end of the session/day, we follow the procedures below:
 - The child's file is checked for any information about changes to the normal collection routines.
 - If no information is available, parents/carers are contacted at home or at work.
 - If this is unsuccessful, the adults who are authorised by the parents to collect their child from the setting – and whose telephone numbers are recorded on the Registration Form – are contacted.
 - All reasonable attempts are made to contact the parents or nominated carers.
 - The child does not leave the premises with anyone other than those named on the Registration Form or in their file.
 - If no-one collects the child after the setting has closed and there is no-one who can be contacted to collect the child, we apply the procedures for uncollected children.
 - We contact our local authority children's social care team:

<u>01722 327551</u>	(name and phone number)
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For full day care, this will be the out of hours duty officer:

- The child stays at the setting in the care of two fully-vetted workers until the child is safely collected either by the parents or by a social care worker.
- Social care will aim to find the parent or relative. If they are unable to do so, the child will become looked after by the local authority.
- Under no circumstances will staff go to look for the parent, nor do they take the child home with them.
- A full written report of the incident is recorded in the child's file.
- Depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff.
- Ofsted may be informed:
0300 1231231 (telephone number)

- Our local Pre-school Learning Alliance office/Pre-school Development Worker may also be informed.
07917 7067283 (name and phone number)

Other useful Pre-school Learning Alliance publications

- Safeguarding Children (2010)

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