



Ladybirds Newsletter
Term 5 Week 4 w/c 7th April 2018

Our topic... "Five little men in a flying saucer"

Hope you all had a lovely bank holiday weekend!. The children are continuing with our space topic this week, we will be adding the planets which they made last week to the wall display. They will be making alien masks on our craft table, and will have a variety of different resources to use when making these. I'm sure that they will all look amazing!.

We have had a few children sharing their special things which they've brought in from home at circle time recently which has been lovely, we've also had some children sharing their 'WOW' moments and talking about some special days out they've had. The children enjoy listening to their friends and asking questions, it also helps to build their confidence.

New Starters:

We would like to welcome Olivia and Yae to Ladybirds, we hope you settle in quickly and soon feel part of the Ladybirds family.

Birthdays:

Happy Birthday to Alfie this week, we hope you have a lovely day!

Parents Evening Wednesday 16th May:

We will be holding our parents evening on Wednesday 16th May from 3.30pm onwards. This is a chance for you to speak to your child's key worker in depth, to hear about their development and discuss their learning journeys. For children who are moving on to school in September it will be a chance to discuss their transition. There will be a sign-up sheet in the foyer from today so you can book a slot with your child's key worker.

Photographer:

We have a photographer coming in on the morning of the 15th may to take both individual and group photos. They will be starting the session at 10am and I will ask them to start with the group photo followed by the individual. If your child does not attend on a Tuesday morning but you would like them to be photographed, then there will be a list on memo board in the foyer for you to book a time slot.

Secret Life Of 4&5 year Olds:

The Channel 4 series are currently looking for more children and parents to take part in their next series. If you are interested there is a flyer on our bulletin board with all the information you will need to apply.

Sun Hats and Sun Cream:

As we are finally having some sunny weather could you please make sure your child has a sun hat and has sun cream applied before being dropped at Pre-school, if your child is attending all day could you please leave a bottle of sun cream with them so it can be reapplied during the afternoon session. Many Thanks

30 Hour Funding:

A gentle reminder to all parents if your child receives the 30 hr funding from the government, you need to reconfirm your eligibility code every three months so we are able to claim for their hours. Many Thanks

Junk Modelling:

Thank you to all of the junk modelling recycling that's been donated this week, a gentle reminder that we are unable to accept used toilet roll holders or egg boxes. Many Thanks

Wow moments:

Thank you to all of you who have been using our 'wow' moments board in the foyer, we have been taking the slips in at circle time and sharing them with the children. It gives them a wonderful sense of achievement.

Reminder:

Could we remind all parents that older siblings are not permitted in the playroom at drop off or pick up unless they are accompanied by their parent/carer. Many Thanks

Nappy Changing:

If your child currently wears nappies at Ladybirds, could we please request that there is a packet of baby wipes in your child's bag please for when we change them. Many thanks

Job Vacancy:

We are currently advertising for a new Pre-school Assistant. 23hrs per week on a rota basis, all applicants must be level 3 qualified. If you know of anybody who would be interested, then please either pass our phone number or e-mail over. Alternatively, you or they can come and pick an application form up from Avril in the office.

Named Items:

Could you please ensure that all your child's belongings are clearly named when coming into Pre-school, including any bags and backpacks. This will ensure that no confusion is made at home time. Also could all children have a spare pair of named wellies in Pre-school. Many Thanks

Snack time:

We are running extremely low on snack donations, if any parents/carers are able to make any small donations of some healthy snacks in the new term we would be extremely grateful.

Policy Of The Week:

Please could you spare 5 minutes to review our policy of the week. We encourage any feedback which you may have. Many thanks

Please remember that our door is always open and if you have any issues or concerns, we are always happy to speak with you. Thank You, From the Ladybirds team.

2.1 Employment

(Including vetting, contingency plans, training and development)

Policy statement

We meet the Safeguarding and Welfare Requirements of the Early Years Foundation Stage, ensuring that our staff are appropriately qualified, and we carry out checks for criminal and other records through the Criminal Records Bureau in accordance with statutory requirements.

Procedures

Vetting and staff selection

- We work towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection.
- All staff have job descriptions, which set out their staff roles and responsibilities.
- We welcome applications from all sections of the community. Applicants will be considered on the basis of their suitability for the post, regardless of disability, gender reassignment, pregnancy and maternity, race, religion or belief, sexual orientation, sex, age, marriage or civil partnership. Applicants will not be placed at a disadvantage by our imposing conditions or requirements that are not justifiable.
- We use Ofsted guidance on obtaining references and enhanced criminal record checks through the Disclosure and Barring Service for staff and volunteers who will have unsupervised access to children. This is in accordance with requirements under the Safeguarding Vulnerable Groups Act (2006) for the vetting and barring scheme.

- We keep all records relating to employment of staff and volunteers, in particular those demonstrating that checks have been done, including the date and number of the enhanced DBS check.
- Staff are expected to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children – whether received before, or at any time during, their employment with us.

Disqualification

- Where we become aware of any relevant information which may lead to the disqualification of an employee, we will take appropriate action to ensure the safety of children. All staff members are required to complete an annual 'Disqualification by association' record. In the event of disqualification, that person's employment with us will be terminated.

Changes to staff

- We inform Ofsted of any changes in the person responsible for our setting.

Training and staff development

- Our setting leader and deputy hold the Level 3 Diploma for the Children and Young People's Workforce or an equivalent or higher qualification and a minimum of half of our staff hold the Level 2 Certificate for the Children and Young People's Workforce or an equivalent or higher qualification.
- We provide regular in-service training to all staff - whether paid staff or volunteers - through the Pre-school Learning Alliance and external agencies.
- Our setting budget allocates resources to training.
- We provide staff induction training in the first week of employment. This induction includes our Health and Safety Policy and Safeguarding Children and Child Protection Policy. Other policies and procedures will be introduced within an induction plan.
- We support the work of our staff by holding regular supervision meetings and appraisals.
- We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice.

Staff taking medication/other substances

- If a member of staff is taking medication which may affect their ability to care for children, we ensure that they seek further medical advice. Staff will only work directly with the children if medical advice confirms that the medication is unlikely to impair their ability to look after children properly.
- Staff medication on the premises will be stored securely and kept out of reach of the children at all times.
- If we have reason to believe that a member of staff is under the influence of alcohol or any other substance that may affect their ability to care for children, they will not be allowed to work directly with the children and further action will be taken.

Managing staff absences and contingency plans for emergencies

- As a term time only setting, our staff take their holiday breaks when the setting is closed. Where staff may need to take time off for any reason other than sick leave or training, this is agreed with the manager with sufficient notice.
- Where staff are unwell and take sick leave in accordance with their contract of employment, we organise cover to ensure ratios are maintained.
- Sick leave is monitored and action is taken where necessary, in accordance with the contract of employment.
- We have contingency plans to cover staff absences, as follows:

If possible other members of staff who are not already on the register will cover the session, we also have DBS checked members of our committee who are able to volunteer to cover the session.

Other useful Pre-school Learning Alliance publications

- Employee Handbook (2012)
- Recruiting and Managing Employees (2011)

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| This policy was adopted at a meeting of | _____ | name of setting |
| Held on | _____ | (date) |
| Date to be reviewed | _____ | (date) |
| Signed on behalf of the management committee | _____ | |
| Name of signatory | _____ | |
| Role of signatory (e.g. chair/owner) | _____ | |