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| **Your Essential Guide to Enfys Hapus Nursery Policies & Procedures**  It is a condition of employment for all our staff to gain a knowledge and understanding of our policies and procedures relating to childcare, food standards and the National Minimum Standards for Child Care. We therefore require staff to read through all our policies, ask questions if there is anything you are unsure about and regularly refer to the policies and procedures throughout your employment with us in order to ensure you keep up to date with any changes. The policies and procedures are a useful tool for guidance and we would welcome any feedback from staff, parents and other interested parties. If you have any queries or concerns about the policies or procedures, please ensure you speak to our nursery manager Nerys Williams who will be happy to go through the policies and procedures with you to help ensure you fully understand them.  What are Policies and Procedures?  A **policy** is a collectively agreed statement of beliefs. It is a course of action recommended or adopted by an organisation. Policies inform procedures.  A **procedure** is a way of doing something; a written method or course of action to be taken in particular circumstances.  Our comprehensive set of policies and procedures demonstrate a professional approach to processes and practice as well as, where applicable, compliance with the requirements of law. It is essential to have robust and clear policies and procedures which staff can understand, follow and implement to ensure high-quality provision.  Policies and procedures enable Enfys Hapus Nursery to plan and provide evidence that sound practice is taking place. For example, a policy on parental partnership formulated by staff and parents demonstrates the nursery’s commitment to working with parents for the benefit of the children’s care, welfare and early learning.  Policies and procedures set a baseline underpinning decisions made every day and act as reference points for all practice in the nursery. They form the core processes upon which parent partnerships are based. When parents consider placing their child in a nursery, the policies and procedures outline for them the underlying ethos behind the work we do at Enfys Hapus Nursery. How parents feel a nursery’s beliefs and ethos fit with their own beliefs will determine whether they send their child to the nursery.  The following terms are used throughout this publication and refer to:  **National Minimum Standards (NMS)** - Providers of childminding and day care in Wales are required to meet the standards detailed in the National Minimum Standards for Regulated Child Care. All registered persons must have regard to the standards and must also meet regulatory requirements and the conditions of their registration. The standards focus on securing positive outcomes for children under eight and reducing risks to their welfare and safety. The standards are to be read in the context of Part 2 of the Children and Families (Wales) Measure 2010, and associated regulations.  **Care and Social Services Inspectorate Wales (CSSIW)** - The legislative framework for regulated child care in Wales sets out the functions of the Welsh Ministers as the registration authority. These functions are carried out on behalf of the Welsh Ministers by the Care and Social Services Inspectorate Wales (CSSIW).  The CSSIW encourages the improvement of social care, early years and social services in Wales by:   * Regulating * Inspecting and reviewing * Providing professional advice.   **Estyn** - is the office of Her Majesty's Inspectorate for Education and Training in Wales. Estyn are independent of, but funded by the National Assembly for Wales. The purpose of Estyn is to inspect quality and standards in education and training in Wales.  **Foundation Phase** - is the statutory curriculum for all 3 to 7 year old children in Wales in both maintained and non-maintained settings. Seven Areas of Learning (six for Welsh-medium settings/schools) have been identified to describe an appropriate curriculum for three to seven year olds that supports the development of children and their skills. They must complement each other and work together to provide a cross-curricular approach to form a practical relevant curriculum. They should not be approached in isolation. Emphasis is placed on developing children’s skills across the Areas of Learning, to provide a suitable and integrated approach for young children’s learning.  **The seven Areas of Learning are:**   * Personal and Social Development, Well-being and Cultural Diversity * Language, Literacy and Communication Skills (revised to include the literacy component of the LNF) * Mathematical Development (revised to include the numeracy component of the LNF) * Welsh Language Development * Knowledge and Understanding of the World * Physical Development * Creative Development.   Personal and Social Development, Well-being and Cultural Diversity is at the heart of the Foundation Phase and should be developed across the curriculum.  **Parents** – refers to mothers, fathers, legal guardians and the primary carers of looked after children. There may also be other significant adults in children’s lives and other relatives who care for them. You may want to adapt the example documents to use the terminology you feel most comfortable with.  **Practitioner** – Any adult who works with children in a nursery.  **Key Worker** – The named member of staff with whom a child has more contact than other adults. This adult shows a special interest in the child through close personal interaction on a day-to-day basis.  Communicating our policies and procedures  Communicating with staff  **Staff inductions**  Induction is used as an opportunity for staff to learn about roles, responsibilities and the detail of procedures. You will be given a copy of all policies and procedures, which you will be required to read. Part of your induction will include the opportunity to ask questions to ensure you fully understand our policies and procedures.  A full set of policies and procedures are always available in the staff room, main office and a copy for parents is available on the parents information desk in the reception.  Students and volunteers are also required to have an understanding of the policies and procedures and can access them in the nursery.  **Existing staff**  During staff meetings we will discuss policies and procedures with you. We will review policies with you and you will be required to assist in the review process. This will help you to further understand the policies and implement them on a daily basis.  Any changes made to policies and procedures will be communicated to staff and you will be given the opportunity to ask questions to ensure they fully understand the change and can implement it.  **All Staff**  Our Management Team are always available for you to ask questions on a daily basis. Please feel free to discuss with the management team anything you feel unsure about, any suggestions you may have to improve on what we do and any ideas you have. Talk to other staff members about the policies and procedures, talk about the national minimum standards. By doing this, you will learn more, retain more information and be involved in the process of nursery life. We are always here to help you and support you throughout your employment with us and we welcome your feedback and questions. Always refer to the policies and procedures on a daily basis. They will inform you and remind you of what we do, why we do it and how we do it.  Communicating with parents  As staff members, you need to ensure you communicate the policies and procedures with parents. Remind them the policies are available for them to read and ask them their views/thoughts on the policies. This is the philosophy which underpins the service you offer and is a legal requirement of the NMS. It affects both their legal contract and personal relationship with you. The Nursery information pack is available to parents and is discussed during the registration process. A copy is available in our reception area and/or in the main office. Parents’ views should be sought during reviews of policies and procedures and any changes should be communicated to parents through the most appropriate person, e.g. manager or key worker, noticeboards, newsletters and parents’ evenings.  **Further reading:**  You are also required to read through and discuss the following documents.  National Minimum Standards for Regulated Child Care for children up to the age of 12 years  <http://cssiw.org.uk/docs/cssiw/publications/160411regchildcareen.pdf>  These regulations outline what a care provider must do by law to provide a care service in Wales, On 1 April 2016 these were updated to reflect changes to childcare regulations.   * [The Regulation of Child Minding and Day Care (Wales) Order 2016](http://www.legislation.gov.uk/wsi/2016/98/made) * [The Child Minding and Day Care (Wales) Regulations 2010](http://www.legislation.gov.uk/wsi/2010/2574/contents/made) * [The Child Minding and Day Care (Inspection and Information for Local Authorities) (Wales) Regulations 2010](http://www.legislation.gov.uk/wsi/2010/2575/contents/made) * [The Child Minding and Day Care Exceptions (Wales) Order 2010](http://www.legislation.gov.uk/wsi/2010/2839/contents/made) * [The Children and Families (Wales) Measure 2010 (Commencement No.2, Saving and Transitional Provisions) (Amendment) and (Consequential Amendment) Order 2011](http://www.legislation.gov.uk/wsi/2011/577/contents/made) * [Care Standards Act 2000 (Notification) (Wales) Regulations 2011](http://www.legislation.gov.uk/wsi/2011/105/made) * [Children and Families (Wales) Measure 2010](http://www.legislation.gov.uk/mwa/2010/1/contents) * [The Child Minding and Day Care (Disqualification) (Wales) Regulations 2010](http://www.legislation.gov.uk/wsi/2010/1703/contents/made)   **Foundation Phase**  [www.gov.wales/topics/educationandskills/earlyyearshome/foundation-phase](http://gov.wales/topics/educationandskills/earlyyearshome/foundation-phase/?lang=en) |