HEYDAYS PRESCHOOL

Additional Policy Pack

Ten standalone policies for adoption

September 2026

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How to use this pack

Each policy begins on a new page and has its own approval block, so it can be adopted, printed and filed separately. Read these policies with Heydays' Safeguarding and Child Protection, Health and Safety, SEND, Equality Diversity and Inclusion, Parent Partnership, Positive Behaviour, Complaints and Compliments, Staff Deployment and emergency procedures.

HEYDAYS PRESCHOOL

Attendance and Unexplained Absence Policy

Prompt follow-up, professional curiosity and a clear safeguarding response

Policy owner	Manager / Management Committee	Version	1.0
Adopted	September 2026	Review due	September 2027
Applies to	All staff, volunteers and students	Policy ref.	HP-01

1. Policy statement

Regular attendance supports children's safety, belonging, learning and continuity of care. Heydays records attendance accurately, asks families to report every absence and follows up unexplained or prolonged absence without delay. Absence is never treated as a purely administrative matter where a child or family may be vulnerable.

2. Parents' and carers' responsibilities

- Tell Heydays before the session starts if a child will be absent, giving the reason and expected return date.
- Keep telephone numbers, addresses, emergency contacts and collection arrangements up to date.
- Tell the setting in advance about holidays, appointments or a planned change to the child's usual pattern.
- Contact the setting each day unless an agreed return date has already been recorded.

3. Daily registration

- A named practitioner records each child's actual arrival and departure time and the adult collecting them.
- The register is checked against the children physically present after arrival, at transitions, before and after outings, and during any evacuation.
- Late arrival, early collection and known absence are recorded clearly. Registers are secure and immediately available in an emergency.

4. Unexplained absence procedure

1. As soon as an expected child is identified as absent—and normally within 30 minutes of expected arrival— a staff member checks messages and speaks with the child's key person or manager.

2. The setting calls each parent or carer using the contact numbers held. If no reply is received, a clear message is left without disclosing sensitive information.

3. Emergency contacts are called if parents or carers cannot be reached. Every call, message, response and decision is timed and recorded.

4. The manager or DSL considers the child's vulnerability, the family's circumstances, known risks, previous patterns and whether the explanation is credible.

5. If welfare cannot be confirmed, or there is any immediate or accumulating concern, safeguarding procedures are implemented. Children's social care is contacted and/or a police welfare check is requested. Staff do not wait for an arbitrary number of days.

5. Prolonged, repeated or concerning absence

'Prolonged' is judged in the context of the child rather than by a fixed threshold. The manager and DSL review repeated lateness, changes in pattern, unexplained absences and absence following a safeguarding concern. The response may include a supportive meeting, an agreed attendance plan, liaison with other professionals and referral to children's social care. A child's place is not withdrawn while there is an unresolved safeguarding concern without consultation with the DSL and relevant agencies.

6. Confidentiality and records

Attendance information is shared only on a need-to-know basis, except where sharing is necessary to protect a child. Records include the reason for absence, contacts attempted, professional judgement, action taken and outcome, and are retained in line with Heydays' arrangements.

7. Related policies and statutory basis

Read with Safeguarding and Child Protection, Missing or Uncollected Child, Admissions and Information Sharing procedures. This policy reflects EYFS 2026 requirements on attendance, safeguarding, accurate records and emergency contact information.

Approved by: _____	Date: _____	Signed: _____	Next review: September 2027

HEYDAYS PRESCHOOL

Safer Recruitment, Staff Suitability and Disqualification Policy

A consistent process from vacancy planning through ongoing suitability

Policy owner	Manager / Management Committee	Version	1.0
Adopted	September 2026	Review due	September 2027
Applies to	All staff, volunteers and students	Policy ref.	HP-02

1. Policy statement

Heydays recruits people who are suitable, competent and committed to safeguarding children. Safer recruitment is a continuing process: it starts before advertising, continues through checks and induction, and remains active through supervision, training and prompt action on new information.

2. Roles

- The Management Committee is accountable for safe recruitment and for checks on the manager.
- The manager coordinates recruitment records, suitability decisions, induction and ongoing monitoring.
- At least two people are involved in shortlisting and interviewing wherever practicable; one should have safer-recruitment training.
- Applicants, staff, volunteers and students must give complete and honest information and disclose anything that may affect suitability.

3. Recruitment procedure

1. Define the role, supervision arrangements, essential qualifications and safeguarding responsibilities. The advert and information pack state Heydays' safeguarding commitment and that appropriate vetting will be required.

2. Use a consistent application form. Scrutinise employment history, qualifications and explanations for gaps or discrepancies; do not rely on a CV alone.

3. Shortlist against the person specification. Complete proportionate online checks on shortlisted candidates only where these are part of the setting's published process, and record only relevant safeguarding findings.

4. Use a structured, face-to-face interview that tests safeguarding understanding, values, judgement, motivation and any gaps or concerns. Verify identity and original qualification evidence.

5. Obtain two satisfactory references, including the most recent relevant employer where possible. Request them directly, verify the author and examine factual safeguarding information and inconsistencies.

6. Make a conditional offer only after recording the decision. Complete right-to-work, identity, qualification, health/suitability and role-specific checks.

7. Obtain the required enhanced DBS and children's barred-list information before work or volunteering begins, subject only to any narrow statutory exception. Nobody whose suitability has not been fully checked has unsupervised contact with children.

8. For applicants who have lived or worked abroad, obtain additional overseas criminal-record or professional-status checks where available and assess any residual risk.

4. Pre-employment decision and records

The manager records the evidence considered and whether every condition has been met. Heydays keeps a secure single record of identity, references, qualifications, right to work, vetting and DBS reference/date/checker details; the certificate itself is not routinely copied or retained. Information is handled under data-protection law. Any risk assessment must be written, authorised and reviewed, and cannot permit unsupervised contact before required checks.

5. Induction, probation and ongoing suitability

- Before unsupervised work, induction covers safeguarding, allegations and low-level concerns, whistleblowing, emergency evacuation, health and safety, behaviour expectations, electronic devices, confidentiality and the staff code of conduct.
- Performance and conduct are reviewed during probation and regular supervision. Safeguarding knowledge and training are refreshed.
- Staff must immediately disclose arrests, charges, cautions, convictions, court orders, warnings, disqualification or any other matter that may affect suitability. The manager also obtains an annual suitability declaration.

- Heydays makes any required DBS referral and reports relevant significant events to Ofsted as soon as reasonably practicable and within 14 days where required.

6. Disqualification or new concerns

A person who is disqualified must not be employed in connection with early years provision unless a valid waiver applies. On receiving new information, the manager takes immediate protective action, preserves confidentiality, seeks advice and follows allegations, disciplinary and safeguarding procedures. Suspension is a neutral step and is considered only where proportionate.

7. Related policies and statutory basis

Read with Safeguarding and Child Protection, Allegations/Low-Level Concerns, Whistleblowing, Staff Code of Conduct, Equality and Inclusion, Supervision, Data Protection and Staff Deployment. This policy reflects EYFS 2026 suitability, vetting, reference, qualification, induction and disqualification requirements.

Approved by: _____	Date: _____	Signed: _____	Next review: September 2027

HEYDAYS PRESCHOOL

Mobile Phones, Cameras, Smartwatches and Electronic Devices Policy

Clear boundaries that protect children, staff and confidential information

Policy owner	Manager / Management Committee	Version	1.0
Adopted	September 2026	Review due	September 2027
Applies to	All staff, volunteers and students	Policy ref.	HP-03

1. Policy statement

Personal devices must never create an opportunity for unauthorised photography, recording, contact or distraction. Images and observations of children are created only for an agreed educational or safeguarding purpose, on authorised setting equipment, with appropriate consent and secure handling.

2. Personal devices

- Staff, students and volunteers switch personal phones to silent and store them in the designated secure staff area before entering children's spaces. They are used only during breaks in the agreed staff area.
- Smartwatches and wearables with a camera, recording, messaging or calling function must be removed or placed in an approved restricted mode and must not be used in children's areas.
- Personal tablets, cameras, earbuds and recording devices are not used while working with children. No image, video, audio, observation or personal information about a child is stored on a personal device or account.
- Where exceptional personal circumstances require contactability, the manager agrees a written, time- limited arrangement and the setting telephone remains the first contact route.

3. Setting devices and images

- Only authorised, password-protected setting devices and approved systems are used. Access is limited by role.
- Before taking or using an image, staff check the purpose, consent and child-specific restrictions. Images preserve dignity and do not show intimate care, distress or unnecessary identifying information.
- Images are uploaded, shared, retained and deleted only through the approved system. They are never sent through personal email, messaging, cloud storage or social media.
- Loss, theft, accidental sharing or suspected compromise is reported immediately as a safeguarding and data incident.

4. Outings and emergencies

The outing leader carries an authorised setting phone for emergency communication. It is not used to photograph children unless it is an approved setting device and all normal safeguards apply. In a genuine emergency, any available phone may be used to summon help; the manager is told and any child information or call record is removed as soon as it is safely transferred or no longer needed.

5. Parents, visitors and contractors

- Visitors must not photograph or record children. Devices remain stored unless the manager authorises use for a specific purpose.
- At events, families are reminded of the arrangements. Any permitted personal photography must exclude children without consent and must not be posted or shared beyond the family group without permission.
- CCTV, doorbell cameras or other monitoring technology may be used only under a separately approved, transparent and lawful arrangement.

6. Concerns and breaches

Any unexplained device use, covert recording, concerning image, contact with a child or breach is reported immediately to the manager or DSL. If the concern involves that person, it is reported to the committee chair. Safeguarding, allegations, LADO, police, Ofsted and data-breach procedures are followed as applicable; evidence is preserved and not forwarded.

7. Related policies and statutory basis

Read with Safeguarding and Child Protection, Staff Code of Conduct, Data Protection, Online Safety, Whistleblowing and Outings. The EYFS requires the safeguarding policy to explain how imaging and sharing devices are used in the setting.

Approved by: _____	Date: _____	Signed: _____	Next review: September 2027

HEYDAYS PRESCHOOL

Accidents, First Aid and Incident Reporting Policy

Immediate care, accurate records, learning and timely notification

Policy owner	Manager / Management Committee	Version	1.0
Adopted	September 2026	Review due	September 2027
Applies to	All staff, volunteers and students	Policy ref.	HP-04

1. Policy statement

Heydays provides prompt, competent first aid, obtains emergency help when needed, informs families and learns from accidents and near misses. The child's welfare comes before paperwork, but records are completed as soon as the situation is safe.

2. Preparedness

- At least one person with a current full paediatric first-aid certificate is on the premises and available whenever children are present and accompanies every outing.
- Staff deployment and the layout enable a paediatric first aider to respond quickly. Certificates and renewal dates are monitored.
- Clearly marked first-aid kits are accessible to staff, inaccessible to children, checked regularly and taken on outings. Emergency contact, medical and allergy information is immediately available.
- Staff call 999 whenever serious illness or injury is suspected; they do not delay emergency help while seeking parental permission.

3. Response to an accident or sudden illness

1. Make the area safe, assess the child and summon a paediatric first aider. Another practitioner supervises the remaining children and maintains ratios.

2. Give treatment within training, the child's care plan and emergency guidance. Use protective equipment where appropriate and preserve dignity.

3. Call 999 for any life-threatening or serious concern. Send a familiar adult with the child if ambulance transfer occurs before a parent arrives, while maintaining safe staffing.

4. Contact the parent or carer promptly. For any accident, injury or first-aid treatment, inform them the same day or as soon as reasonably practicable.

5. Complete the record before the practitioner finishes duty wherever possible; obtain the parent's acknowledgement without altering the original entry.

4. Head injuries, bites and body fluids

- All head injuries receive particular attention. Parents are contacted promptly, given clear written monitoring advice and told to seek medical help if symptoms develop. Emergency help is obtained for red-flag symptoms or any doubt.
- Bites that break the skin are cleaned and managed with first-aid advice. Information about another child is not disclosed.
- Blood, vomit or other body-fluid spillages are isolated and cleaned using suitable protective equipment and infection-control arrangements.

5. Records and review

The record states the child's name, date/time/place, factual circumstances, injury or symptoms, witnesses, treatment, practitioner/first aider, parent contact, outcome and signatures. Near misses and staff/visitor accidents are also recorded. The manager reviews patterns, location, equipment, supervision and controls and records any changes. Records are confidential and cross-referenced to safeguarding records where relevant.

6. External notification

- Serious accidents, illness, injury or a child's death while in the setting's care are notified to Ofsted as soon as reasonably practicable and within 14 days, with the action taken.
- The relevant local child-protection agency is notified of any serious accident, injury or death and Heydays acts on its advice.

- The manager considers reporting under RIDDOR and informs insurers, environmental health or other bodies where legally required. Evidence and equipment are preserved where an investigation may follow.

7. Related policies and statutory basis

Read with Health and Safety, Illness/Exclusion/Medicine, Food and Allergy, Safeguarding, Emergency, Outings and Data Protection. This policy reflects EYFS 2026 requirements for paediatric first aid, accident records, parent information and notifications.

Approved by: _____	Date: _____	Signed: _____	Next review: September 2027

HEYDAYS PRESCHOOL

Food, Allergies and Safe Mealtimes Policy

Safe preparation, individual checks and attentive supervision at every snack and meal

Policy owner	Manager / Management Committee	Version	1.0
Adopted	September 2026	Review due	September 2027
Applies to	All staff, volunteers and students	Policy ref.	HP-05

1. Policy statement

Heydays provides a calm, inclusive food experience while preventing allergy, contamination and choking risks. Food is appropriate to each child's dietary, cultural, medical and developmental needs. Children are never forced to eat, shamed or left inadequately supervised.

2. Information before admission and ongoing plans

- Before a child starts, parents provide written information about allergies, intolerances, dietary requirements, preferences, medical needs and the food textures the child can manage.
- For a known allergy or intolerance, the manager agrees an individual allergy action plan with the family and, where appropriate, health professionals. It identifies symptoms, treatment, medication, emergency action and review arrangements.
- Information is kept current and shared with every person who prepares, handles, serves or supervises food. A discreet, accurate child-identification system is used; staff never rely on memory alone.
- Any new reaction or change reported by a family is acted on immediately and the plan is updated before the next relevant meal or snack.

3. Preparation and allergen control

- Food handlers are competent, follow handwashing and hygiene controls, check ingredients and allergen information, prevent cross-contact and keep food at safe temperatures.
- At every meal and snack, a named practitioner checks food and drink against each child's requirements before it is handed to the child. Substitutions are rechecked; uncertain food is not served.
- Food is prepared for the child's development, not age alone. Small round foods are quartered lengthways, stones and pips removed, hard foods sliced appropriately, sausages cut into narrow strips, and bones removed.
- Packed lunches are checked sensitively for known hazards and restrictions. Families are given clear guidance and contacted where a safe alternative is needed.

4. Safe mealtimes

- Children sit upright in appropriate stable seating while eating. They do not eat while walking, running, lying down or travelling unless a specifically assessed arrangement is in place.
- Staff know which children they supervise, position themselves to see and hear every child, remain close enough to intervene immediately and avoid distracting tasks. Ratios alone do not determine adequate supervision.
- Children are encouraged to eat slowly and safely. Food is not used as punishment or reward. Staff respect hunger, fullness, culture, faith and sensory needs.
- Drinking water is available. Hot drinks are not carried or consumed in children's areas. Tables, utensils and hands are cleaned appropriately.

5. Allergic reaction or choking

1. Stop serving, stay with the child and call a paediatric first aider. Follow the action plan and administer prescribed emergency medicine by trained staff.

2. Call 999 immediately for suspected anaphylaxis, serious breathing difficulty, loss of consciousness or choking that does not resolve promptly. State clearly that anaphylaxis or choking is suspected.

3. Contact parents or carers, record the event and preserve relevant packaging and ingredient information. Never leave the child alone.

4. Review the cause, controls, staff response and plan before the child's next attendance. Make required safeguarding, Ofsted, environmental-health or other notifications.

6. Related policies and statutory basis

Read with Health and Safety, Illness/Exclusion/Medicine, Accidents and First Aid, Equality and Inclusion and Data Protection. This policy reflects EYFS 2026 requirements on food information, named mealtime checks, allergy plans, choking prevention and supervision while eating.

Approved by: _____	Date: _____	Signed: _____	Next review: September 2027

HEYDAYS PRESCHOOL

Outings and Visits Policy

Proportionate planning, secure supervision and clear emergency arrangements

Policy owner	Manager / Management Committee	Version	1.0
Adopted	September 2026	Review due	September 2027
Applies to	All staff, volunteers and students	Policy ref.	HP-06

1. Policy statement

Outings enrich children's learning and connection with the community. Every outing is planned so that the educational benefit is balanced with the route, venue, transport, environment and individual needs of the children taking part.

2. Consent and planning

- Written general consent may cover clearly described routine local walks. Specific written information and consent are obtained for non-routine visits, transport, higher-risk activities or any materially different arrangement.
- Parents receive the destination, purpose, date/times, travel method, clothing/equipment and any cost. Emergency contacts and children's medical, allergy, SEND and collection information are confirmed.
- The manager approves the visit and appoints a competent outing leader. A site or route check is completed where it adds useful knowledge; provider information is verified for booked venues and activities.

3. Risk assessment and staffing

- The outing leader records or clearly communicates a proportionate risk–benefit assessment covering the journey, road/water hazards, boundaries, public access, weather, toileting, food/allergens, first aid, lost child, emergency shelter, transport and communication. It is reviewed dynamically on the day.
- The manager sets staffing above or within legal minimum ratios according to age, number, behaviour, communication, mobility, SEND, medical needs, venue, journey and activity. The assessment—not convenience—determines deployment.
- Children are allocated to named staff. At least one current full paediatric first aider accompanies every outing. Students and volunteers are deployed only within their competence and agreed supervision.
- A named staff member controls the register and repeated headcounts: before leaving, at each transition, after toileting, on boarding or leaving transport, before departure and on return.

4. Equipment and conduct

- The leader carries an authorised phone, emergency contacts, register, first-aid kit, required medicines, allergy plans, water and child-specific equipment. Information is kept secure and returned after the outing.
- Children wear suitable identification giving the setting's contact details but not the child's full name. Staff explain simple boundaries and what to do if separated.
- Walking aids, buggies, harnesses and handholding are used according to individual and route assessment. Road crossings are controlled by staff.
- Only appropriately licensed, insured and authorised vehicles and drivers are used. Correct child restraints are fitted. Children are never left unattended in a vehicle.

5. If a child is missing or an emergency occurs

1. Stop, secure and count the remaining group. Alert the venue and manager and search the immediate area without reducing supervision of other children.

2. Call police promptly if the child is not found immediately or circumstances create risk; do not delay for an extended search. Contact parents or carers and follow the Missing Child Policy.

3. For illness or injury, give first aid, call 999 where needed and arrange for a familiar adult to accompany the child while safe staffing for the group is maintained.

4. Record the event and decisions, make required notifications and review the assessment before a similar outing.

6. Related policies and statutory basis

Read with Health and Safety, Staff Deployment, Missing Child, Accidents and First Aid, Food and Allergy, Safeguarding, Equality and Inclusion and Emergency policies. This policy reflects EYFS 2026 requirements for risk assessment, adult:child ratios, paediatric first aid and safe transport on outings.

Approved by: _____	Date: _____	Signed: _____	Next review: September 2027

HEYDAYS PRESCHOOL

Safe Sleep and Rest Policy

Individual rest, safe positioning and active supervision

Policy owner	Manager / Management Committee	Version	1.0
Adopted	September 2026	Review due	September 2027
Applies to	All staff, volunteers and students	Policy ref.	HP-07

1. Policy statement

Heydays supports children who need sleep or quiet rest and follows current safer-sleep requirements. A sleeping child remains an active supervision responsibility. Family routines are respected where safe, but the setting will not follow a request that conflicts with the child's welfare or statutory guidance.

2. Individual arrangements

- Before a child sleeps at the setting, parents share the usual routine, sleep pattern, comfort needs, health information and professional advice. Arrangements are reviewed when needs change.
- Children have a clean, individual sleep space with suitable bedding. Bedding is stored separately and laundered when soiled and at appropriate intervals. Sleep areas are smoke-free, ventilated, comfortably lit for checks and free from cords, entrapment and overheating hazards.
- Children are not forced to sleep or kept awake to fit the routine. Quiet alternatives are offered. Staff respond promptly and calmly when a child wakes or becomes distressed.

3. Safe positioning and equipment

- Children are placed down safely on a firm, flat sleep surface. Faces and heads remain uncovered and the space is clear of pillows, bumpers, wedges, straps, toys and loose or heavy items that could obstruct breathing.
- A child who falls asleep in a buggy, car seat or other sitting device is moved to an appropriate flat sleep space as soon as practicable, unless immediate movement creates greater risk; the child is closely observed meanwhile.
- Weighted blankets, sleep positioners or restrictive equipment are not used unless supported by written clinical advice, parental agreement and an individual risk assessment.
- Although Heydays normally cares for children aged two to four, any child under two is placed on their back in their own separate space in full accordance with EYFS requirements. A baby aged 12 months or under sleeps only in a cot; a baby under six months has an adult in the same room throughout every sleep.

4. Supervision and checks

- Sleeping children are always within sight or hearing of staff and are frequently checked. Heydays records physical checks at least every 10 minutes, or more often where age, health or risk assessment requires.
- At each check, staff observe breathing, position, skin colour, temperature, bedding and the environment without relying only on a monitor. The child is gently repositioned or woken if safety requires it.
- The sleep record shows the child, start and finish time, each check and checker, position, observations and action. Staffing is arranged so checks continue during breaks, transitions and routines.

5. Illness or emergency

1. If breathing, colour, responsiveness or temperature causes concern, attempt to rouse the child, call a paediatric first aider and summon 999 immediately when indicated.

2. Begin age-appropriate first aid or CPR as trained, follow emergency-service instructions and ensure another adult supervises the other children.

3. Contact parents or carers, preserve the sleep area where an investigation may be required, make a full factual record and follow serious-incident, safeguarding and notification procedures.

6. Related policies and statutory basis

Read with Health and Safety, Staff Deployment, Accidents and First Aid, Illness/Exclusion/Medicine, Safeguarding and Emergency policies. This policy reflects EYFS 2026 safer-sleep requirements and current NHS and Lullaby Trust principles.

Approved by: _____	Date: _____	Signed: _____	Next review: September 2027

HEYDAYS PRESCHOOL

Missing or Uncollected Child Policy

Immediate action, safe supervision and clear safeguarding escalation

Policy owner	Manager / Management Committee	Version	1.0
Adopted	September 2026	Review due	September 2027
Applies to	All staff, volunteers and students	Policy ref.	HP-08

1 Policy statement

The safety and whereabouts of every child are paramount. A child is treated as missing whenever staff cannot immediately account for them, even for a short time. An uncollected child is one whose authorised collection arrangements have not taken place and whose safe care cannot be confirmed with a parent or carer.

Staff act without delay, remain calm, keep the other children safely supervised and follow this procedure. They do not wait for a fixed period before seeking emergency help where risk is immediate or a child's whereabouts are unknown.

2 Prevention

- Record each child's actual arrival and departure and check the register against the children physically present.
- Use headcounts at transitions, before and after outings, when groups move between indoor and outdoor areas and during evacuation.
- Keep current parent, emergency-contact and authorised-collection details, including any court order or safeguarding restriction relevant to collection.
- Deploy staff so gates, doors, boundaries and shared-site movements are supervised and immediate backup is available.
- Use outing risk assessments, named group responsibility, frequent headcounts and emergency contact information.

3 If a child is missing on the premises

The adult who identifies the concern alerts the Manager or most senior practitioner immediately. The register and last known sighting are checked; exits are secured without delaying emergency action; and named staff search systematically while others maintain safe supervision of the remaining children.

Searches include all rooms, toilets, cupboards or spaces a child could enter, outdoor areas, play structures, sheds, gates, boundaries and the immediate shared-site area. Staff maintain communication and do not allow uncoordinated searching to leave other children unsafe.

If the child is not found during the immediate search, the police are contacted on 999 and the parent or carer is informed without delay. Police instructions take priority. Staff provide the child's description, clothing, medical or communication needs, photograph if available and lawful, last known location and relevant risks.

4 If a child is missing on an outing

The outing lead immediately gathers the group in a safe place, checks the register, alerts venue staff where relevant and coordinates an urgent search without compromising supervision. The police and Manager are contacted promptly if the child is not found immediately or sooner where the circumstances indicate high risk. The child's parent or carer is informed as soon as emergency action is under way.

5 If a child is uncollected

Staff reassure the child, check messages and collection information, contact each parent or carer and then every authorised emergency contact. All calls, messages, responses and decisions are timed and recorded. The Manager, DSL or Deputy DSL is informed.

If contact cannot be made within a reasonable period, or there is any welfare concern, the DSL seeks advice from Hampshire Children's Services and/or the police. The child is not taken home by staff, left alone, released to an unauthorised person or allowed to leave the premises. At least two adults remain where practicable and safer-working arrangements are maintained.

If a collector appears intoxicated, aggressive, medically unfit or otherwise unable to care safely for the child, staff do not release the child where this would create a risk. They seek immediate DSL and police or children's social care advice and avoid confrontation wherever possible.

6 When the child is found or collected

The child's immediate welfare is checked and reassurance, first aid or emergency medical help is provided. Staff listen without leading questions, preserve relevant evidence and report any injury, disclosure or safeguarding

concern to the DSL. Parents, police and other agencies are updated promptly.

7 Recording notification and review

A full chronology records the child's details, attendance and collection information, last known location, searches, calls, agency advice, welfare checks, outcome, staff and witnesses. Safeguarding records are completed separately where required.

The Manager and DSL review every missing-child incident and any significant or repeated uncollected-child incident. They consider supervision, deployment, registers, gates, shared-site arrangements, risk assessments, training and whether Ofsted or another body must be notified. A significant event is reported to Ofsted as soon as reasonably practicable and within 14 days where the notification duty applies.

8 Contacts and related policies

Emergency police: 999. Non-emergency police: 101. Hampshire Children's Services: 0300 555 1384; out of hours: 0300 555 1373. Setting email: admin@heydayspreschool.com.

Read with Safeguarding and Child Protection, Attendance and Unexplained Absence, Outings and Visits, Health and Safety, Staff Deployment and Collection procedures.

Approved by: _____	Date: _____	Signed: _____	Next review: September 2027

HEYDAYS PRESCHOOL

Illness Exclusion and Medicines Policy

Safe attendance, current health protection guidance and accurate medicines practice

Policy owner	Manager / Management Committee	Version	1.0
Adopted	September 2026	Review due	September 2027
Applies to	All staff, volunteers and students	Policy ref.	HP-09

1 Policy statement

Heydays promotes children's health while supporting inclusion and continuity of care. Children should attend when they are well enough to participate safely and comfortably. Decisions about exclusion are based on the child's condition, current UK Health Security Agency guidance, clinical or health-protection advice and the setting's ability to meet needs safely.

A medical condition, disability or need for medicine is not by itself a reason to exclude a child. Reasonable adjustments, individual healthcare or allergy plans, trained staff and professional advice are used so children can participate wherever safe and practicable.

2 When a child should remain at home

A child should not attend when they are too unwell for the normal session, need care that cannot be provided safely without compromising others, have symptoms requiring urgent medical assessment, or must stay away under current public-health guidance.

Children and staff with diarrhoea or vomiting remain away until at least 48 hours after symptoms have stopped, and longer where specific infection or health-protection advice requires it. For other infections, Heydays follows the current GOV.UK public health exclusion table rather than applying unnecessary blanket exclusions.

Families report the reason for absence, any diagnosed infectious illness and relevant medical advice promptly. Heydays follows unexplained absence through its Attendance and Unexplained Absence Policy and applies professional curiosity where a child's welfare cannot be confirmed.

3 If a child becomes unwell

Staff assess the child, provide comfort and first aid within their competence, monitor breathing, responsiveness, temperature and other concerning signs, and contact the parent or carer for prompt collection where the child cannot remain. The child is supervised in a calm, comfortable area without unsafe isolation.

For breathing difficulty, severe allergic reaction, seizure, loss of consciousness, serious injury or other emergency, staff call 999, give appropriate first aid and emergency medicine, then contact the parent or carer. Staff do not delay emergency treatment while waiting for consent or collection.

4 Infection prevention and outbreaks

Heydays maintains hand hygiene, ventilation, cleaning, safe food and toileting practice, personal protective equipment where indicated and safe management of blood and bodily fluids. Staff follow the current UKHSA guidance for children and young people's settings.

The Manager seeks Health Protection Team advice for linked cases, unusual absence, serious infection or an outbreak. Parents receive proportionate information without identifying another child. Ofsted is notified of food poisoning affecting two or more children and of any notifiable serious illness within the required timescale, including within 14 days where the EYFS specifies this.

5 Medicines general requirements

- Obtain written parental permission for each medicine before administration, except where immediate lifesaving action is required under an emergency plan.
- Administer prescription medicine only when prescribed for the named child by a doctor, dentist, nurse or pharmacist. Medicine containing aspirin is given only when prescribed by a doctor.
- Accept medicine directly from an adult, normally in the original labelled container, in date and with clear dose, route, timing, storage and expiry information. Medicine is never left in a child's bag.
- Do not use medicine simply to mask symptoms when the child is not well enough to attend.
- Ensure staff have training where administration requires medical or technical knowledge.

6 Administration and recording

Before every dose, the authorised practitioner checks the child's identity, written permission, medicine, dose, route, time, last dose, expiry date and any special instructions. A second check is used where the healthcare plan, medicine or assessed risk requires it.

The record is completed immediately and includes the date, time, dose, route, administrator, witness where used, and any refusal, error or reaction. Parents or carers are informed on the same day or as soon as reasonably practicable. A refused or missed dose is not repeated or altered without appropriate advice.

7 Storage emergency medicine and disposal

Medicine is stored exactly as directed, securely away from children, with refrigerated medicine kept in a labelled secure container. Emergency medicine such as inhalers and adrenaline auto-injectors remains readily accessible to trained adults and accompanies the child on outings. Expired or unused medicine is returned to the family for safe disposal.

8 Healthcare plans and inclusion

The Manager, key person and SENCO work with parents and health professionals to prepare an individual healthcare, allergy or emergency plan where needed. It covers signs and symptoms, triggers, routine and emergency treatment, staff training, access on outings, information sharing and review. Temporary or long-term health needs are considered alongside SEND, disability and reasonable-adjustment duties.

9 Errors reactions and notifications

A medicine error, unexpected reaction or deterioration is treated as a welfare incident. Staff obtain medical advice or call 999 as appropriate, inform the parent and Manager immediately, preserve packaging, record facts and review practice. Safeguarding, RIDDOR, insurer, local authority or Ofsted notification is considered according to the circumstances.

10 Roles records and related policies

The Manager maintains procedures, training and current guidance. Staff follow written plans and report concerns. Parents provide accurate information, consent, in-date medicine and prompt updates. Records are stored securely and shared only on a lawful need-to-know basis.

Read with Attendance and Unexplained Absence, Accidents First Aid and Incident Reporting, Food Allergies and Safe Mealtimes, SEND, Safeguarding and Child Protection and Health and Safety. Current exclusion guidance is in the GOV.UK publication Health protection in children and young people settings.

Approved by: _____	Date: _____	Signed: _____	Next review: September 2027

HEYDAYS PRESCHOOL

Looked-after and Previously Looked-after Children Policy

Stable relationships, ambitious early learning and coordinated support

Policy owner	Manager / Management Committee	Version	1.0
Adopted	September 2026	Review due	September 2027
Applies to	All staff, volunteers and students	Policy ref.	HP-10

1 Policy statement

Heydays welcomes children who are looked after by a local authority, who were previously looked after, or who live in kinship or other care arrangements. We recognise that children may have experienced separation, loss, disrupted relationships, trauma or uncertainty, while also having individual strengths, interests and ambitions.

Care status never defines a child or lowers expectations. We provide a secure key-person relationship, predictable routines, inclusive learning and careful partnership with the people who hold responsibility for the child's care and education.

2 Scope and terminology

A looked-after child is a child cared for by a local authority under the Children Act 1989. A previously looked-after child is one who has left local-authority care through adoption, a special guardianship order or a child arrangements order, including relevant children adopted from state care outside England where the applicable guidance recognises them.

The child's legal status, placement arrangements and language preferred by the child and family are checked rather than assumed. This policy also guides sensitive support for children in kinship care or with a social worker where their legal status differs.

3 Named responsibilities

Emma Johnson, Manager, is the setting lead for coordinating educational support. Sarah Simmonds, DSL, leads safeguarding and safe information sharing. The child's key person provides the consistent day-to-day relationship. Kerri Lancaster Oliver, SENCO, coordinates SEND support and reasonable adjustments.

Heydays works with the child's social worker, foster or kinship carers, birth parents where authorised, independent reviewing officer, Virtual School Head and other professionals. The setting establishes who has parental responsibility, who may consent to care, photographs, outings and medicine, and who is authorised to collect the child.

4 Admission settling and stable relationships

Admission and settling are planned promptly and sensitively, with visits, familiar objects, visual routines, key-person continuity and information about the child's communication, health, interests, comfort and safety needs. Unnecessary changes of key person or routine are avoided.

Staff use relationship-led and trauma-aware practice without assuming that every difficulty is caused by care experience. Behaviour is understood as communication and supported through co-regulation, clear boundaries and the Positive Behaviour Policy. The child is not asked to explain their history or identify themselves as being in care.

5 Personal Education Plan and educational progress

Every looked-after child has a Personal Education Plan as part of their care plan. Heydays contributes accurate information about attendance, wellbeing, communication, learning, development, strengths, SEND, transitions and the child's views. Targets are specific, ambitious, developmentally appropriate and reviewed with the social worker, carer and Virtual School.

For a previously looked-after child, a statutory PEP is not normally required, but Heydays agrees a proportionate support plan with the parent or carer where this would help. The setting maintains high expectations and avoids unnecessary assessment or paperwork that marks the child out from peers.

6 Child voice identity and belonging

The child's views are sought through observation, play, conversation, communication aids and trusted relationships. Staff respect the child's culture, ethnicity, faith, language, disability, family relationships and life story. Books, photographs, family activities and celebrations are handled flexibly so the child can participate without being exposed or distressed.

Questions about birth family, contact, adoption or care are answered only within the adult's role and the agreed plan. Staff do not make promises, share personal opinions or contradict information given by the people

responsible for the child's life-story work.

7 Safeguarding health and SEND

Care status does not change safeguarding thresholds. Any concern, disclosure, injury, unexplained absence, change in presentation or unsafe contact is reported immediately to the DSL and managed under safeguarding procedures. The social worker is involved where appropriate, but a referral is not delayed if the child may be at risk.

Health assessments, medicines, allergies, developmental needs and consents are reflected in plans available to relevant staff. SEND support follows assess, plan, do and review, with reasonable adjustments and professional advice. A diagnosis is not required before support begins.

8 Attendance contact and changes of placement

Attendance and lateness are monitored sensitively. Unexplained absence is followed up immediately with the authorised carer and, where necessary, the social worker or DSL. Staff verify contact and collection arrangements after any change of placement, court order, contact plan or responsible adult.

Heydays seeks as much notice as possible of meetings, family contact and placement changes while recognising that urgent decisions occur. Information is shared promptly so the child is not left without safe arrangements or essential support.

9 Funding resources and impact

Where the child attracts Early Years Pupil Premium or other funding, the Manager works with the Virtual School, social worker and carer to use it for needs identified in the PEP or support plan. Spending is purposeful, may be pooled where this benefits the child, and is reviewed for its effect on participation, wellbeing, learning and development rather than used to reduce fees.

10 Confidentiality records and information sharing

Only staff who need information to keep the child safe and support them are told their care status or history. Records are accurate, respectful, securely stored and kept separate where safeguarding confidentiality requires. Displays, general discussions and communications do not reveal care status.

Information is shared lawfully with carers, the social worker, Virtual School, health professionals and others who have a role. If authority or consent is unclear, staff pause non-urgent disclosure and seek advice; immediate safeguarding information is shared without delay where necessary to protect the child.

11 Transitions

Transitions into, within and from Heydays are planned with the child, carers and relevant professionals. The receiving setting is given timely, secure and proportionate information, including successful strategies, progress, SEND and safeguarding records through the correct transfer route. Familiarisation and continuity are prioritised wherever possible.

12 Complaints review and statutory links

Concerns may be raised with the Manager or through the Complaints and Compliments Policy. A child's social worker, carer or advocate may support them to express a concern. No child or family is treated adversely for raising one.

Read with Safeguarding and Child Protection, Parent Partnership, SEND, Equality Diversity and Inclusion, Positive Behaviour, Attendance and Data Protection. This policy reflects the Children Act 1989 and 2004, EYFS 2026, Equality Act 2010, SEND Code of Practice, DfE guidance on promoting the education of looked-after children and Virtual School Head responsibilities.

Approved by: _____	Date: _____	Signed: _____	Next review: September 2027