

AIMS OF OUR NURSERY SCHOOL

Our aim is to provide a happy, secure and stimulating environment to allow children to develop physically, emotionally, intellectually, socially, morally and spiritually, each at their own pace.

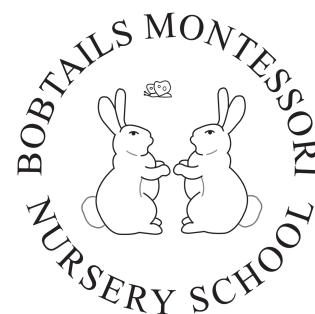
All areas of development and learning are interlinked and of equal importance. We will offer a range of experiences and activities to enrich and expand the child's understanding and appreciation of the world in which they live.

We aim:

- To foster intellectual, physical, emotional, social, moral, aesthetic and spiritual development through a carefully prepared curriculum.
- To offer a welcoming, caring and secure environment where children will develop independence, responsibility, self-esteem and a concern for the needs of others.
- To encourage children to express themselves and their feelings, and to help them to cope with any fears, anxieties or difficult experiences.
- To treat each child equally respecting their individuality, preferences and abilities and to allow them to grow at their own pace.
- To offer opportunities for parental involvement in the intellectual and social development of each child.
- To help each child to reach its full potential by ensuring that learning is a pleasurable and happy experience.



PHILOSOPHY OF THE SCHOOL



Early childhood is a vitally important stage in a child's development as it lays the foundation on which future learning and understanding of life are built.

Our priority is to offer learning opportunities through active play and experiences to prepare children for success in their world. We believe that through listening and talking we will provide a link between home, school and the adult world

For information regarding the implementation of The Early Years Foundation Stage and the Bobtails curriculum you must read the Parent Information Handbook.

We recognise the value of this experience for students and also are aware that you may not have the level of maturity, awareness and experience as that of our staff. As part of our duty of care, the level of instruction and supervision will need to be higher in order to safeguard the student's health, safety and welfare.

You should be aware of slipping and tripping hazards, including steps, equipment on the floor and uneven surfaces inside and outside of the building. Care must be taken when lifting objects and children, and appropriate advice on the safe use of electrical equipment will be given to you. The safe use of kitchen equipment including knives and hot objects will be explained as will rules regarding hygiene and hot objects in the vicinity of children.

- You must be animated, enthusiastic and inspire the children to take part and enjoy the activities. It is not acceptable for any adult to slouch, yawn or in any way appear disinterested in whatever is happening or the children are involved in, listen to the children, follow their lead and extend their language and learning by commenting on what they are saying or doing. This is a very important part of working with pre-school children. You are a role model for the children and should behave accordingly.
- There is an induction process that you must follow and sign that you have taken part in. Part of that induction will include risk assessment and emergency evacuation.
- You will follow the routine of the day as decided by the supervisor of the day.
- You are required to adhere to the policies and procedures of Bobtails nursery at all times.
- You must take advice and instruction from all permanent members of staff and should ensure that instructions are carried out immediately or within reasonable time scales.
- If you are a work experience student you are not included in the staff child ratio as set out in the standards.
- You will be deployed to work alongside full time members of staff.
- You are expected to arrive at 8.40am and will leave when the last child has left. You will also be responsible for signing yourself in and off the premises.
- You will be required to attend staff meetings, training sessions and outings and events.
- You must be appropriately dressed for working with children and parents. If you are unsure of what is suitable please ask a member of staff





- You are expected to be polite and well- mannered both with adults and children, setting a good example for the children.
- Any information gained by you about the children, families or adults in the group, must remain confidential.
- Unless an enhanced disclosure certificate is provided, you will have restricted access to children, and will not be left alone with a child or children.
- You should not discuss individual children's progress with parents or guardians unless supervised by the supervisor of the day.
- If you have any concerns about the safety of the children or the behaviour of the adults in the setting you must report your concerns to Pat or Yvonne as Principals of the nursery.
- Health and safety policies and food hygiene policies and procedures must be observed at all times and you should pay particular attention to hand-washing and personal hygiene for yourself and children . Please refer to the policies and exclusion list for notifiable diseases.
- Children should never be left in wet or dirty nappies and any toilet accidents must be cleaned up immediately. Any soiled clothing must be rinsed and cleaned as far as possible before sending home.
- After eating and before going home you must check that children's hands, faces and bottoms are clean.
- For your own safety (with regard to child protection) it is better that children only sit on your lap if they are hurt, ill or upset. For most of the session children should be allowed to sit independently. However, if a child shows a need for comfort and wants a cuddle or reassurance you should respond appropriately.
- Mobile- phones are not allowed in the nursery. In an emergency you can be contacted on the landline 01403 786176. Phones must be switched off and put away in your bag.
- Any comment or photo relating to Bobtails must not be posted on any social network site. Any comments of a bullying or defaming nature will be subject to disciplinary action and you will be asked to leave the nursery. You must read Bobtails policy on the use of the internet and mobile phone.
- Any concerns about the behaviour of staff towards others in the nursery including the children, you must report this to Pat or Yvonne.
- There will always be a member of staff with a first aid qualification in the nursery and any accident or illness should be referred to them or to the supervisor of the day.
- You will be expected to carry out duties such as answering the phone, cleaning and food preparation as well as working with the children.
- You will take your lunch at a time decided by the supervisor of the day. You will be expected to help with the children's lunches before you take your own. You will need to bring a packed lunch and you may leave the premises for half an hour if you wish. Alternatively you can eat your lunch in the setting.
- Any behaviour that is considered unacceptable by other members of staff, children or parents will result in disciplinary action and ultimately dismissal from the nursery
- The objective of your placement is for you to learn and to gain experience of a real work place. We hope that you will enjoy the experience and leave with an enthusiastic and positive attitude to working with children.

