**June 2014**

Following a planning meeting we felt it was important to plan activities to encourage children into safe practices in the home, setting and out and about. Plans will be in place for week beginning 23rd – 29th June.

*Evaluation: The children took part in a variety of activities which included a visit from the local PCSO and her police car. We also practiced crossing the road. Children were all given certificates for safe road crossing.*

Parent Consultations: These will take place at the end of June. Summaries of children’s progress will be completed prior to this, next steps planned and discussed with parents as well as ideas to support learning in the home. During the consultations, parents are reminded not to give children rice for lunch, as we cannot store it or re-heat it. Parents are also reminded that if their child needs an inhaler, it must be brought to every session their child attends.

*A new medicine cabinet has now been put up in the kitchen which is out of reach of children (they do not access the kitchen) but provides easy access to staff. Parents have been informed of the importance of bringing inhalers to every session.*

Progress monitoring of children takes place this month. Following assessments of children under each area of development, keyworker feedback the development stage each child is working within. This is then added to a database.

*This practice highlights any concerns such as long periods of absence or delays in development. We then follow this up by putting strategies of support in place. Strategies may include monitoring attendance, behaviour, putting small targets in place which are discussed with parents or support from outside agencies such as speech therapy.*

Domestic abuse training feedback: there is a booklet ‘Domestic Abuse, Guidelines for Childcare Practitioners’ which will be read by all staff. During inductions, new parents will be taken to the leaflets/information rack and shown all safeguarding information.

**Policy Review:** Food & Drink Policy – Now includes a section referring to re-heating food prepared at home. We will no longer be storing or re-heating rice as it has too many toxins and puts the children at risk. Parents have been informed of this in 2 newsletters. This has also been added to the induction pack so that new parents can be informed at the start. Parents have been asked to inform us at the start of the day if they have food in the lunch box that needs re-heating. This will then be removed and stored in the fridge.

Arrival & Departure Policy: To avoid congestion at the end of the day, we will begin a new system of collection at 3.30pm. Parents will be asked to wait for a staff member to open the side gate before entering the side door on the decking. They will collect their child from the carpet, sign out, collect items from their drawer, collect belongings from pegs and leave from the main door. This provides a one way system which should flow better. One adult will be needed on each door, one on the desk and anyone else on the carpet or available to speak to parents.

Lost Child Procedure was reviewed but no changes needed.

Health & Safety Policy – We need to put a Lone Worker Policy in place. This has been written but needs Committee approval. Daniela will carry out a risk assessment for Shirly who works alone daily. Daniela will be updating the termly risk assessment log to include the dates these have been carried out. The daily risk assessment needs adjusting to add that the water temperature on the boiler. A repair list was given to Vikki following last term’s risk assessment.

We agreed that the disabled toilet is not secure enough for us to e leaving our personal belongings as visitors sometimes use this. Therefore these will now be kept in the store room. Mobile phones still need to be kept in the safe, but the safe will be moved to the office.

PAT (portable appliance testing) has not been carried out and needs to be arranged.

Emergency Staffing Policy: CRB (Criminal Records Bureau) needs to be changed to DBS (Disclosure & Barring Service). Emergency staff must provide 2 written references and take part in an induction and fire evacuation drills, complete a health questionnaire and read our policies and procedures.

Emergency Evacuation Procedure: We need to add that it is Banwell Buddies mobile phone that we take with us. We also need a small 1st aid kit which will be kept in the emergency bag at all times.

Safeguarding: We now have the updated North Somerset Safeguarding Procedure which everyone must be very familiar with. All staff will read it and sign it as well as the Guidance to Safer Working Practice for Adults who Work with Children and Young People.

**Training:** Child Protection Basic Awareness updates; attended by Helen, Pat and Carol (Committee member)

Child Protection Basic Awareness updates, electronic version; completed by Kirsty and Kelly (Administrator).