



Policy and Procedures Introduction

Introduction

At Acorn Playgroup and Pre-school, we must meet all the statutory requirements of the Early Years Foundation Stage (EYFS) and take all necessary steps to keep children safe and well, including by maintaining records, policies and procedures.

As working policies and procedures govern all aspects of our operations and are vital for consistency and quality assurance across the setting.

Policies describe the approach of operating as an organisation and incorporate current legislation and registration requirements. Procedures detail the methods by which the policies are implemented.

Staff, agency workers, volunteers and students fully understand and know how to implement the policies and procedures so that they know what actions they need to take in practice to achieve them.

Adopting, implementing and reviewing policies

- Copies of the policies and procedures to be adopted should be made available to all parents and staff; giving everyone the opportunity to discuss and fully understand each policy and procedure.
- Policies are required to be in writing and are available both digitally on our website at acornwelwyn@gmail.com and paper based within our Policies and Procedures folder which can be located in the setting.
- All staff and volunteers should be aware of the content of the policies and procedures, and their role and responsibility in implementing them.
- Each policy and procedure is reviewed at least annually, unless changes within the EYFS, legislation, internal risk assessment or a change to our practices is required, in which case an earlier review will take place.
- The setting manager has a responsibility to make sure that relevant procedures are known by all members of staff and are adhered to.

Children's rights and entitlements statement

This statement underpins the policies and procedures to our Safeguarding Children, Young People and Vulnerable Adults procedures

We support organisations and statutory agencies to promote recognition and achievement of children's rights to ensure a better experience for all children.

The Early Years Alliance's 'three key commitments' are broad statements against which policies and procedures will be drawn to provide a consistent and coherent strategy for safeguarding children, young people and vulnerable adults.

1. Acorn Playgroup and Pre-school is committed to building a '**culture of safety**' in which children are protected from abuse and harm in all areas of our service delivery.
2. Acorn Playgroup and Pre-school is committed to **responding promptly and appropriately** to all incidents or concerns of abuse that may occur and to work with statutory agencies in accordance with the procedures that are set down in 'What to do if you are worried a child is being abused' (HMG 2015)
3. Acorn Playgroup and Pre-school is committed to promoting awareness of child abuse issues throughout our training programmes. We are also committed to empowering young children, through our early childhood curriculum, promoting their right to be **strong, resilient and listened to and heard**.

What it means to promote children's rights and entitlements:

To be **strong** means to be

- *secure* in their foremost attachment relationships
- *safe and valued* as individuals in their families and in relationships outside the family
- *self-assured* and form a positive sense of themselves – including all aspects of their identity and heritage
- *included equally and have a sense of belonging*
- *confident in their abilities* and *proud* of their achievements
- *progressing* in all aspects of their development and learning
- *to be part of a peer group* in which to learn to negotiate, develop social skills and identity, respecting the rights of others in a diverse world

To be **resilient** means to

- *be sure* of their self-worth and dignity
- be able to be *assertive* and state their needs effectively

- be able to *overcome* difficulties and problems
- *be positive* in their outlook on life
- be able to *cope* with challenge and change
- have a *sense of justice* towards self and others
- to develop a *sense of responsibility* towards self and others
- to be able to *represent* themselves and others in decision making processes

To be **listened to and heard** means:

- adults who are close to children recognise their need and *right to express and communicate* their thoughts, feelings and ideas
- adults who are close to children can *tune in* to their verbal, sign and body language in order to understand and interpret what is being expressed and communicated
- adults who are close to children can *respond appropriately and, when required, act upon their understanding* of what children express and communicate
- adults *respect children's rights and facilitate children's participation and representation* in imaginative and child centres ways.

This policy was adopted by Acorn Playgroup and Pre-school on 01 September 2023