Al Risalah Nursery

Handbook



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Website: www.alrisalahnursery.co.uk

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In the Name of Allah the Most Kind, Most Merciful

AL RISALAH NURSERY

Assalaamu Alaykum,

We hope and pray your child enjoys his/her Nursery experience. Insha-Allah every effort will be made to ensure quality care and education is provided for your child. This handbook has been drafted to give you an insight to life at Nursery.

Maksud Gangat
Director of Education

Curriculum

The Nursery Curriculum covers 7 main areas as well as Islamic Studies:

1.	Islamic Studies
2.	Personal, Social & Emotional Development
3.	Communication and Language
4.	Mathematics
5.	Understanding of the World
6.	Physical Development
7.	Literacy
8	Expressive art and design

The curriculum is further divided into two areas:
Prime: PSED, CL and PD
Specific: L, M, UW and EAD

The Nursery policy is to ensure that Islam permeates all of the subjects taught, both the traditionally "religious" subjects as well as the Foundation Curriculum; an approach which has drawn admiration and approval from OFSTED inspectors who have visited the School.

The members of staff ensure that all children have equal access to all aspects of the curriculum by providing a child centred approach to planning. This is then implemented through child-led activities. Learning through play and hands on activities are actively encouraged and consolidated through constructive interactions with adults.

The School is registered with Ofsted. We had very positive inspections for the Nursery. The School is also a member of the Association of Muslim Schools in the UK (AMSUK). The AMSUK has played a significant role in co-ordinating activities among Islamic Schools and has built bridges for liaison among them. The management of the School is run by a Board of Governors and is funded by Early Years Grant.

Age of admittance

We only accept children after they have turned three years old and two years old. Please contact our admin department for further information at nursery@alrisalahschool.co.uk.

Nursery charges

We offer 15-hour universal funding as well as 30-hour extended funding for working parents.

More information about this can be found on the HMRC website.

If you are eligible for the 30 hours, your child will attend from 8.15am to 3.45pm four days a week. Friday is given free of charge at present.

If you are not eligible for the extended hours but would like your child to attend on a full-time basis then fees are payable. Enquiries can be made at nursery@alrisalahschool.co.uk.

The children are offered Ballet and Yoga clubs during the week, and these are also free of charge.

Local trips are also undertaken free of charge.

Additionally Arabic and Islamic studies lessons are also offered free of charge.

Arrival and departure of children



It is essential that parents/carers always notify a member of staff of their arrival.

On arrival at the nursery, you will be expected to physically hand over your child to a member of staff who will then register your child for the session. When you come to collect your child, we would expect you to attend in person and ask for your child to be handed over. Please note that no parent is allowed to collect the child without informing members of staff.

Please note that we will not dismiss a child unless the adult collecting is inside the gates of the nursery and not distracted by for example by their phone or due to car parking issues.

To avoid disruption to our daily routine, parents are requested to ensure that their child is present on time. If your child is more than 10 minutes late at the beginning of their session, they may be excluded from the Arabic and Islamic studies lesson as it is very distracting for the children who are already settled. Latecomers will be given other work by a key worker.

We must be informed if anyone other than the parent/carer will be collecting your child. These people must be named on the general information form. In the case of emergencies we offer a password for your child to be picked up by a different adult. This is changed daily.

Days and hours of opening



There are two sessions daily. The first session starts at 8.15am and finishes at 11.30am, and the second session is from 12.30pm to 3.45pm. Our Nursery is open for 39 weeks during term time Monday to Friday. Times are subject to change during the month of Ramadan and the session may be reduced.

Settling in



We aim to ensure your child's introduction to our setting is as stress-free as possible. Once a place has been offered, we aim to achieve this by inviting you and your child to visit the nursery prior to your child's official start date. This helps to familiarise your child with the nursery, the nursery staff, and the other children, and provides the opportunity to give your journey a trial run.

Induction days are an additional way we help your child to settle in as they can meet their key worker in an unfamiliar environment with you present. We will contact you about the visits in the term before your child starts with us.

A child who is tense or unhappy will not be able to play or learn properly, so it is important for parents/carers and staff to work together to help the child feel confident and secure in the group. This takes longer for some children and parents/carers should not feel worried if their child takes a while to settle. You must be prepared to accept that it may take some time for your child to adjust to the nursery. We find that leaving your child and then collecting him/her for short period's eases the separation process. Please remember, the more your child comes and experiences the activities on offer and sees you interacting with the staff, the more settled they will feel.

On your child's first day at nursery, they will be allocated a 30-minute slot with their key worker on a 1-1 basis. You will be required to settle your child and leave the nursery, returning 10 minutes later to take them home.

The second day, you are required to bring your child at the same time slot and the key worker will advise how long you can leave your child depending on how well they did the previous day.

The third day, please bring your child at the same slot unless the key worker has advised you otherwise.

We understand that this may not be ideal for you, but we feel strongly that the smoother the transition into nursery for your child the easier it is in the long run.

We recognise that every child is an individual and we will adapt our settling in process to best meet the needs of each child.

Late collection of children



The nursery closes promptly each day at 11.30am after the first session and 3.45pm at the end of second session. If your child is not collected on time, our legal liability relating to the staff/child ratio will be infringed as two members of staff must remain at the nursery until the last child has been collected.

Any parent/carer who is late collecting their child will have to pay a charge which helps to cover the additional staffing costs incurred for this reason. The charge is £10.00 on the third occasion of lateness. Thereafter we start afresh.

The nursery closes at 4.00pm so any parent/carer collecting their child after this time will be liable to an on-the spot-fine of £10.00. We will endeavour to contact you through all the avenues you provide, however if a child has not been collected by 4.30pm the nursery reserves the right to contact social services.

Notice of Absence

If a child is not brought to the nursery on a day when they are normally present, the parents/carers must inform via email to nursery@alrisalahschool.co.uk by 10am the reason for the absence and the expected date of return.

If the Manager has not heard from the parent/carer in writing after ten days (not including Saturday and Sunday as well as scheduled holidays) the Nursery reserves the right to de-register the child and offer the place to someone else.



Should a parent wish to take a holiday during term time then they must email nursery@alrisalahschool.co.uk

It is important to note that we strongly recommend not to take leave during term time as it will result in the child missing part of their educational time.

Parental / carer involvement

The importance of continuity between home and the Nursery cannot be over-stressed. Our aim is to develop an honest, open and supportive relationship with you which complements life in your home rather than contradicts it. We are very aware of your influence as a role model for your child and without your extensive knowledge of your child we would be unable to enhance your child's development.

Nursery members of staff are always available to discuss your child and their development. As we implement a key worker system your child will be assigned an adult who is responsible for monitoring your child's progress. You are invited to meet with your child's key worker on a regular basis throughout the year and their targets will be discussed at these meetings. You will also have access to their work and assessments. This is also a useful time to raise any concerns you may have or if you would like advice on how you can support you child at home.

We also have regular coffee mornings and activity days, although you will have to sign up to attend these.

The syllabus for the Islamic Studies and Arabic lessons is available online and we appreciate your support in assisting the children to practice their Surahs and Duas at home. This is usually accompanied by a sheet listing suggestions of how you can encourage your child at home.

In addition to this you will be given a written report at the end of the year.

Please note our staff are always available to see should you have a concern.

Parents wishing to help out in the nursery or accompany us on trips must complete a DBS check. For further information please contact the manager.

Clothing



The nursery requests that each child is provided with a complete change of clothes. It is an essential component of educative play that children are able to enjoy art and craft activities with, for example, glue, paste, paint, sand, water, etc. Inevitably children will transfer some of these materials to themselves and their clothing. We attempt as far as possible to purchase glue, paste and paint which are "washable", but in practice not everything is washable off all clothing materials. Parents should therefore dress their children with this in mind. The Nursery will accept no liability for clothing damaged while the child is at the nursery.

Our nursery has a stock of clothes available which is offered to children when their clothes get soiled due to toilet difficulties. It is important that these clothes are later washed and returned. You may wish to provide your own **spare clothes, and these must be clearly labelled.**

Please ensure your child is dressed appropriately for the weather. In addition to this, sensible footwear must be worn as the children will be using outdoor equipment such as climbing frames and bikes but **no lace ups unless your child is able to manage this on their own.**



Packed lunch/snacks



Parents are recommended to supply a packed lunch/snacks if they prefer. Mid way during the session children will be given a portion of milk. We have a strict policy of no chocolates, cakes, biscuits and other sugary foods or drinks. You may send water or fruit juice only. Feel free to speak to the manager should you need any further advice or visit www.wandsworth.gov.uk/readyforschool.

Please ensure that lunch bags are clearly labelled on the outside as many children have the same design. The nursery reserve the right to label belongings if you have failed to do so.

We provide breakfast free of charge, but you must inform the key worker of any allergies.

If your child develops allergies at any pont during their time at the nursery, please inform the setting in writing as soon as possible.

Ideas for healthy lunches can also be found on the change4life website.

Personal property

Children should not bring sweets or valuables to the nursery (e.g. jewellery, toys etc), since staff cannot be held responsible for any personal belongings being lost or damaged. We will however ask the children to bring in an item for 'Show 'n' Tell' to speak about in front of their friends. This item must be clearly labelled, and parents are asked to ensure that this is appropriate for school.

Prescribed medication



Only **prescribed** medication may be administered by staff. Written authorisation must be given by the parent/carer on a *Medicines Form*, which authorises staff to administer stated medicines. A written record will be kept of all medication administered. Injections can only be undertaken by a qualified nurse or medical practitioner. The staff are trained to administer Insulin and EpiPens. The nursery will make

every endeavour to follow the parents/carers instructions but reserve the right to refuse a request to administer complicated medicines or procedures of applying such medication.

Sickness, medical requirements & First Aid

The Nursery cannot admit onto the premises any child who appears to be suffering from an infectious or contagious illness or disease. Any child who has a sore throat, discharge from the eyes or nose, sickness, diarrhoea or any contagious/infectious illness should be kept at home until a doctor has certified, in writing, that they are fully recovered, or 48 hours have elapsed since the last outbreak. Please do not bring children who are unwell into the nursery as they will be sent home upon arrival.



Parents/carers are required to inform the nursery where they can be reached in the event of an accident or sudden illness. However, since it may sometimes be impossible to find a parent/carer in an emergency situation, parents/carers are required to provide the Manager with signed permission for her to act in their absence.

If a child becomes seriously ill or injured during his/her attendance at the nursery, the nursery reserves the right to call for emergency assistance and, if necessary, remove them to hospital and give permission for emergency treatment to be administered. If we have to take your child to hospital as a result of an illness or accident, we will do our utmost to inform you immediately (using the details on your Application Form). It is therefore vital that this information is kept up to date and that you inform us of your timetable/whereabouts. Please inform the Manager of any changes to these details as soon as possible.

All accidents are reported in an *Accident Report folder* which is kept in the. Parents/carers will be informed of these in the event of their child having an accident at the end of the day the accident occurred. In the case of head injuries an additional form will be completed and issued to parents with follow up advice.

Toileting

We promote independent toileting for all children who are 3 years old and over.



Children are encouraged to use the toilet independently. Toileting is monitored by staff and they supervise hand washing afterwards.

Children who are not trained are encouraged to become independent as soon as possible. Parents are supported to toilet train their children.

In the meantime, we request that you send your child in training pants such as pull-ups as opposed to nappies.

You can find further information at www.wandsworth.gov.uk/readyforschool.

Transition to Reception

Children reaching the age of four years before September 1st of the year of entry will need to reapply for a place in Reception. This is done through your Local Education Authority (LEA).

The forms are distributed in November and the deadline for submission is usually around mid-January. You will be informed of the outcome by the LEA by March/April depending on your Authority.

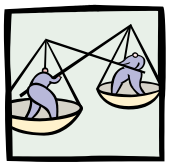
Please note that some schools will require an additional supplementary form to be completed. This information can be found on your LEA's website or you can contact them by telephone and request a hard copy to be sent to you by post. Once you have the application form and have difficulty in completing it, please see your child's key worker who may be able to help.

We will spend part of the summer term preparing your child for life at 'a big school' and you can support your child in making the transition by taking them to visit their prospective school.

In some exceptional cases where a child may have Special Educational Needs (SEN) we may

need to liaise with the school more closely to ensure that the transition is as smooth for your child as possible.

Equal opportunities policy





The School aims to ensure equality of opportunity by combating all forms of prejudice and eliminating all forms of unfair discrimination. Staff at the nursery ensures that their actions support the School's Equal Opportunities Policy Statement which states:

"*The Al-Risalah Education Trust is committed to secure Equal Opportunities and treatment in employment, training and education. The School rejects any direct or indirect discrimination because of colour, race, religion, nationality, ethnic or national origins or gender."*



At the nursery we value and respect all racial origins, religions, cultures and languages. Each child is valued as an individual, without racial, socio-economic or gender stereotyping. We endeavour to provide access and facilities for children with special educational needs. Our provision is in line with inclusive practice.

Our good practice enables children to develop positive attitudes to differences in race, religion, culture, language, and gender.



SAFEGUARDING POLICY

Designated Safeguarding Lead:

Shazra Abbasi
DDSL: Fara Omar

Introduction

The staff and the members of the Governing Body of Al-Risalah School are committed to ensure that all our students are offered a learning environment which is safe and secure. As always, our policies and procedures will be within the framework of the Holy Qur'an and Sunnah and in line with child protection requirements.

There are five main elements to our policy:

1. Ensuring safe recruitment practises are always followed.
2. Raising awareness of Child Protection issues and equipping children with the skills needed to keep them safe.
3. Developing and implementing procedures for identifying and reporting cases of abuse.
4. Supporting pupils who have been abused in accordance with child protection procedures
5. Establishing a safe environment in which children can learn and develop.

General Guidelines:

Teachers and other staff (full-time, part-time and voluntary) at Al-Risalah School have a responsibility to take action to ensure that a child

thought to be suffering or at risk of suffering significant harm should be reported to those who can take action to protect them. All prospective teachers, school employees and volunteers who have regular contact with pupils will be DBS checked, and only after a successful DBS check and references provided from previous employment if applicable, will the post be offered on a permanent basis. ***A DBS check will be requested when a conditional offer of appointment has been made.***

Every Child Matters (ECM):

Change for Children is a new approach to the well-being of children and young people from birth to age nineteen. The Government's aim is for every child, whatever their background or circumstance, to have the support they need to:

- Be Healthy
- Stay Safe
- Enjoy and Achieve
- Make a Positive Contribution
- Achieve Economic Well-being

This means that the organisations involved with providing services to children – from hospitals and schools, to police and voluntary groups – will be teaming up in new ways, sharing information and working together to protect children and young people from harm and help them achieve what they want in life.

Children and young people will have far more say about issues that affect them as individuals and collectively. The ECM agenda underpins all aspects of the service we provide for children at Al-Risalah.

School Procedure regarding the Protection of Children under its supervision:

We recognise that because of the day-to-day contact with children school members of staff are well placed to observe the outward signs of abuse. The school will therefore:

- Establish and maintain an environment where children feel secure; are encouraged to talk; and are listened to.
- Ensure that children know that there are adults in the school who they can approach.
- Include opportunities in the PSHE curriculum for children to develop the skills they need to recognize and stay safe from abuse.

We will follow the procedures set out by the Local Safeguarding Children Board and take account of guidance issued by the Department for Children, Schools and Families.

- Ensure we have a designated senior member of staff who has received appropriate training and support for this role and ensure that every member of staff (including temporary, part-time and volunteers) and Governing body knows the name and role of this person.
- Ensure we have a nominated Governor responsible for Child Protection
- Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated senior person responsible for child protection.
- Ensure that parents have an understanding of the responsibility placed on the school and staff for child protection by setting out its obligations in the school prospectus.
- Notify Social Services on the first day of absence if there is any explained or unexplained absence of a pupil who is on the child protection register.
- Consult the Duty and Assessment team on cases where concerns are raised but are not necessarily Child Protection

cases.
- Develop effective links with relevant agencies and co-operate as required with their enquiries regarding Child Protection matters including attendance at case conferences.
- Keep written records of concerns about children, even when it is not deemed necessary to report the matter immediately.
- Ensure all records are kept securely in locked locations and are separate from the main pupil file.
- Develop and then follow procedures where an allegation is made against a member of staff or volunteer.
- Ensure safe recruitment practises are always followed.

We recognize that children who are abused or witness violence may find it difficult to develop a sense of self-worth. They may feel helplessness, humiliation, and some sense of blame. The school may be the only stable, secure, and predictable element in the lives of children at risk. When at school, their behaviour may be challenging and defiant, or they may be withdrawn. The school will endeavour to support the pupil through:

- The content of the curriculum
- The school ethos which promotes a positive, supportive, and secure environment and gives pupils a sense of being valued.
- The school behaviour policy which is aimed at supporting vulnerable pupils in the school. The school will ensure that the pupil will know that some behaviour is unacceptable, and that they are valued and not to blame for any abuse which has occurred.
- Liaison with other agencies that support the pupil such as Social Services, Child and Adult Mental Health Services, Education Welfare and Educational Psychology.
- Ensure that when a pupil on the Child Protection Register leaves, their information is transferred to the new school immediately, and that child's social worker is informed.

Behaviour Management Policy

We believe that with the help of Allah children and adults flourish best in an ordered environment in which everyone knows what is expected of them and children are free to develop their play and learning without fear of being hurt or hindered by anyone else. We aim to work towards a situation in which children can develop self-regulation and self-esteem in an atmosphere of mutual respect and encouragement.

In order to achieve this:

- Rules governing the conduct of the group and the behaviour of the children will be discussed and agreed with the Nursery and explained to all newcomers, both children and adults.

- All adults in the Nursery will ensure that the rules are applied consistently, so that children have the security of knowing what to expect and can build up useful habits of behaviour.

- All adults will provide a positive model for the children with regard to friendliness, care and courtesy.

- Adults in the Nursery will praise and endorse desirable behaviour such as kindness and willingness to share.

- We will take positive steps to avoid a situation in which children receive adult attention only in return for undesirable behaviour.

- Negative behaviour - Most children at certain stages of development demonstrate behaviour that is undesirable. Children may demonstrate negative behaviour verbally or physically

e.g. biting/ swearing. We recognise that children may display negative behaviour due to the fact that they are still exploring their emotions and understanding of what is socially accepted.

When children behave in unacceptable/negative ways:

Children will be spoken to by the key worker about the behaviour, their feelings which led to the behaviour and how they can best resolve it . The children are encouraged and empowered to make amends. The staff will support the child to

- Physical punishment, such as smacking or shaking, will be neither used nor threatened.

- Children will never be sent out of the room by themselves.

- Children who misbehave will be given one-to-one adult support in seeing what was wrong and working towards a better pattern.

- Where appropriate this might be achieved by a period of "time out" with an adult. This will be of duration of not more than three to four minutes.

- In cases of serious misbehaviour, such as racial or other abuse, the unacceptability of the behaviour and attitudes will be made clear immediately, but by means of explanations rather than personal blame.

- In any case of misbehaviour, it will always be made clear to the child or children in question that it is the behaviour and not the child that is unwelcome.

- Adults will not shout or raise their voices in a threatening way.

- Adults in the Nursery will ensure that they are aware of and respect all cultural expectations regarding interactions between people.

- If behaviour results in an injury to another child/adult e.g. a bite or damage to property, the incident should be recorded in the accident / incident book.

- Any behaviour problems will be handled in a developmentally appropriate fashion, respecting individual children's level of understanding and maturity.

- Recurring problems will be tackled by the Nursery, in partnership with the child's parents, using objective observation records to establish an understanding of the cause. Parents will be invited to a meeting and an appropriate action plan will be decided together. If the situation persists, outside agencies may be contacted to offer constructive, confidential advice. If the situation is still unresolved the nursery may request for temporary suspension or termination of the child's attendance.

- Adults will be aware that some kinds of behaviour may arise from a child's special needs.

- Bullying - Staff recognise that on occasion children may be the victim or perpetrator of bullying. Staff should ensure that comfort is provided to the victim of bullying. The child's parents should be informed and offered support, ensuring anonymity of children involved. Staff should sensitively manage a child who is bullying and acknowledge the child's stage of development/ understanding whilst ensuring the inappropriateness of the behaviour or actions are made clear. Staff should inform parents, maintaining confidentiality and offering support.

- Staff training - The designated person for behaviour management should update their training regularly and inform the nursery team of any developments.

Health and Safety Policy

Health & Hygiene - Policy and Practice

The Nursery promotes a healthy lifestyle and a high standard of hygiene in its day-to-day work with children and adults. This is achieved in the following ways.

- When cooking with children as an activity, the adults will provide healthy, wholesome food, promoting and extending the children's understanding of a healthy diet.

- Children will always be reminded to follow good hygiene practice by washing hands prior to cooking activities as well as wearing aprons.

Outdoor play

- Children will have the opportunity to play in the fresh air throughout the year. We fill in a Risk Assessment form and record trips.
- The outdoor area is seen as an extension of the classroom as is planned for appropriately. The seven areas of learning are addressed here, and the children are encouraged to participate in these activities.
- **Although permission from parents is no longer required to take the children off site, we will inform you of any planned visits in advance.**



Illness

- Parents are asked to keep their children at home if they have any infection, and to inform the Nursery as to the nature of the infection so that the Nursery can alert other parents/carers and can make careful observations of any child who seems unwell.

- Parents are asked not to bring into the Nursery any child who has been vomiting or had diarrhoea until at least 48 hours has elapsed since the last attack.

- Parents are asked not to bring into the Nursery any child who has viral or bacterial conjunctivitis until at least 24 hours has elapsed from the start of treatment and medical attention been sought from their Doctor's Surgery.

- If your child is showing any symptoms of Covid-19, please contact your GP and follow government guidance. The child should not be sent to nursery, and you will need to inform the nursery as soon as possible in the case of a positive test.

- Cuts or open sores, whether on adults or children, will be covered with sticking plaster or other dressing if necessary.

- If a child is on prescribed medication the following procedures will be followed:

If possible, the child's parents will administer medicine. If not, then a 'Medicines Form' will firstly be filled in by the parent to grant consent to the Nursery staff and also to indemnify the staff. The medication must be clearly labelled with child's name, dosage and any instructions. All medications will be kept in a safe place away from children.

- With regard to the administration of life saving medication such as insulin/adrenalin injections or the use of nebulisers, the position will be clarified by reference to the Nursery's insurance company and only named staff may administer medicines.

- The Nursery will ensure that the first aid equipment is kept clean, replenished, and replaced as necessary. Sterile items will

be kept sealed in their packages until needed.

- An Accident Book **- is available in each area for the reporting of any incident/accident.**

- All accidents are to be reported and countersigned by staff and parents/carers.

- Accidents that mark/bruise a child that occur at home must also be noted in the Nursery Accident Books and countersigned.

- All head injuries are recorded, and parents informed by phone as well as in writing with recommendation to seek medical advice.

Information sources

- Parents will have the opportunity to discuss health issues with Nursery staff and will have access to information available to the Nursery.

- The Nursery will maintain links with health visitors and gather health information and advice from the local health authority information services and/or other health agencies.

- A Healthcare Plan is obtained for each child and kept in their relevant areas.

- Parents are reminded of the importance of childhood vaccinations and boosters through posters and signage.

To prevent the spread of all infection adults in the Nursery will ensure that the following good practices are observed:

Personal hygiene

- Hands washed after using the toilet – staff and children.

- Children with pierced ears are not allowed to try on or share each other's earrings.

- Tissues are available and children are encouraged to blow and wipe their noses when necessary. Soiled tissues are disposed of.

- Children are encouraged to shield their mouths when coughing.

- Paper towels are used and disposed of appropriately.

- Hygiene rules related to bodily fluids are followed with particular care and all staff and volunteers are aware of how infections can be transmitted.

Cleaning and clearing

- Any spills of blood, vomit or excrement are wiped up and disposed of appropriately. Rubber gloves always used when cleaning up spills. Floors and other affected surfaces are regularly disinfected daily.

- Fabrics contaminated with body fluids are thoroughly washed in hot water and disinfecting tablets. Separate mops and buckets are kept for vomit, urine, kitchen and floors and they are clearly labelled.

- Spare laundered pants, and other clothing, are available in case of accidents and polythene bags are available in which to wrap soiled garments.

- All surfaces are cleaned daily with an appropriate cleaner.

Food

The Nursery will observe current legislation regarding food hygiene, registration, and training.

Each adult will:

- Always wash hands under running water before handling food and after using the toilet.
- Not be involved with the preparation of food if suffering from any infectious/contagious illness or skin trouble.
- Never cough or sneeze over food.
- Aprons and gloves used during food preparation and clearing up.
- Appropriate clothing to be worn, no jewellery.
- Use different cleaning cloths for kitchen and toilet areas.
- Ensure waste is disposed of properly and out of reach of the children.

Safety - Policy and Practice

The Safety of young children is of paramount importance. To ensure the safety of both children and adults, the Nursery will ensure that:

- All children are supervised by adults at all times and will always be within sight of an adult.
- A book is available at each session for the reporting of any accident/incident.
- Regular safety monitoring will include checking of the accident and incident record.
- All adults are aware of the system(s) in operation for children's arrivals and departures and an adult will be at the door during these periods.
- Children will leave the group only with authorised adults.
- Safety checks on premises, both outdoors and indoors, are made regularly.
- Low-level glass will be covered or replaced by safety glass.
- Outdoor space is securely fenced.
- Equipment is checked regularly, and any dangerous items repaired/discarded.
- The layout and space ratios allow children and adults to move safely and freely between activities.
- Fire doors are never obstructed.
- Fires-heaters/electric points/wires and leads are adequately guarded.
- All dangerous materials, including medicines and cleaning materials are stored out of reach of children.
- Children do not have access to, cookers or any cupboards storing hazardous materials including matches.
- Adults do not walk about with hot drinks or place hot drinks within reach of children
- Fire drills are held regularly.
- A register of both adults and children is completed as people arrive so that a complete record of all those present is available in any emergency.
- A correctly stocked first aid box is available at all times. This is checked and updated every term.
- Fire extinguishers are checked annually, and members of staff know how to use them.
- Whenever children are on the premises at least two adults are present.
- Large equipment is erected with care and checked regularly.
- Activities such as cooking, woodwork and energetic play receive close and constant supervision.
- On outings the appropriate ratios are maintained.
- If a small group goes out, there will be sufficient adults to maintain appropriate ratios for staff and children remaining on the premises.
- Equipment offered to children is developmentally appropriate, recognising that materials suitable for an older child may pose a risk to younger/less mature children.
- Internal safety gates/barriers are used as necessary.
- The premises are checked before locking up at the end of the day/session.

Staff Protection Policy

With the help of Allah, we intend to create in our nursery, an environment in which children and staff are safe from abuse, and in which any suspicion of abuse is promptly and appropriately responded to.

The Nursery Management Committee will not tolerate inappropriate or aggressive behaviour toward its staff. Where this is the case, management reserves the right to withdraw the place offered. It is important to stress that we will take corrective action in circumstances where we feel it is necessary.

In the event of an allegation made against a member of staff we will follow all procedures as documented in the Child Protection and Procedures document.

Confidentiality Policy

The Nursery work with children and families will sometimes bring us into contact with confidential information.

To ensure that all those using and working in the Nursery can do so with confidence, Insha Allah we will respect confidentiality in the following ways:

- Parents will have ready access to the files and records of their own children but will not have access to information about any other child.
- Staff will not discuss individual children, other than for purposes of curriculum planning/group management, with people other than the parents/carers of that child.
- Information given by parents/carers to the Nursery Manager or staff will not be passed on to other adults without permission.
- Issues to do with the employment of staff, whether paid or unpaid, will remain confidential to the people directly involved with making personnel decisions.
- Any anxieties/evidence relating to a child's personal safety will be kept in a confidential file and will not be shared within the group except with the necessary staff, Nursery Manager and Chair.
- Students with recognised courses observing in the Nursery will be advised of our confidentiality policy and will be required to respect it.

All the undertakings above are subject to the paramount commitment of the Nursery which is to the safety and well-being of the child. Please see also our policy on child protection.

Policy on Lost Children

The nursery is committed to providing a safe and wholesome environment where children feel secure to learn.

Robust procedures are in place to ensure the wellbeing and safety of all children in our care.

The premises are secure, regularly checked and audited by staff as well as external agencies.

In the unlikely event of a child being lost there are procedures in place to manage this.

There are a limited number of situations where a child could be lost, and these are:

- Where a child wanders off on a nursery outing
- Where a child escapes from the garden
- Where a child is taken from the nursery by an unapproved adult.

Should a child become lost the following action should be taken:

- Alert the member of staff in charge or proprietor who will make enquiries of relevant members of staff as to when the child was last seen and where.
- Remember the safety of the other children, with regard to supervision and security.
- Ensuring that the remaining children are sufficiently supervised and secure, one or preferably two members of staff should search the building, garden, and immediate vicinity.
- If the child cannot be found within fifteen minutes, then the Police and parents must be informed.
- Continue to search, opening up the area, and keeping in touch with mobile phone if available.

When the situation has been resolved members of staff should review the reasons for it happening and ensure measures are taken to ensure that it does not happen again, and this should also be documented, signed and filed.

Staffing and Employment Policy

A high adult: child ratio is essential in providing good quality Nursery care.
In the Nursery:

- We have at least one member of staff to every 8 3-year-old children, and 5 2-year-old children.
- Regular staff meetings provide opportunities for staff to undertake curriculum planning and to discuss the children's progress and any difficulties.
- We regularly send staff on additional training courses.
- We work towards an equal opportunities employment policy
- Regular in-service training is available to all staff, both paid and volunteer members.
- Our Nursery budget includes an allocation towards training costs.
- We support the work of our staff by means of regular monitoring/appraisals.
- We are committed to recruiting, appointing, and employing staff in accordance with all relevant legislation.

Student Placement Policy

We recognise that the quality and variety of work which goes on in a pre-school makes it an ideal place for students on placement from school and college childcare courses.
Students are welcomed into the Nursery on the following conditions:

- The needs of the children are paramount. Students will not be admitted in numbers which hinder the essential work of the Nursery.
- Students must be confirmed by their tutor as being engaged in a bona fide childcare course which provides necessary background understanding of children's development and activities.
- Students required to conduct child studies will obtain permission from the parents of the child to be studied.
- Any information gained by the students about the children, families and other adults in the Nursery must remain confidential.
- Unless registered as fit persons, students will not have unrestricted access to children.

SEN Policy

Rationale

"The people who have mercy on others, Allah will have mercy on them. Have mercy on people on earth then Allah will have mercy on you" (Hadeeth).

Al-Risalah Nursery School is committed to providing an appropriate and high-quality education. We believe that all children, including those identified as having special educational needs have a common entitlement to a broad and balanced academic and social curriculum, which is accessible to them, and to be fully included in all aspects of school life.

This policy describes the way we meet the need of children who experience barriers to their learning, which may relate to sensory or physical impairment, learning difficulties or emotional or social development, or may relate to factors in their environment, including the learning environment they experience in school. We recognise that pupils learn at different rates and that there are many factors affecting achievement, including ability, emotional state, age, and maturity.

We believe that some pupils may experience difficulties which affect their learning, and we recognise that these may be long or short term. At Al-Risalah Nursery we aim to identify these needs as they arise and provide teaching and learning contexts which enable every child to achieve to his or her full potential.

Aims and objectives

- To ensure the SEN and Disability Act and relevant Codes of Practice and guidance are implemented effectively across the school.

- To ensure equality of opportunity for and to eliminate prejudice and discrimination against children with special educational needs.

- To continually monitor the progress of all pupils, to identify needs as they arise and to provide support as early as possible.

- To provide full access to the provision through differentiated planning by key workers, SENCO, and support staff as appropriate.

- To provide specific input, matched to individual needs, in addition to differentiated classroom provision, for those pupils recorded as having SEN at **School Action** or **School Action Plus**.

- To ensure that pupils with SEN are perceived positively by all members of the school community, and that SEN and inclusive provision is positively valued.

- To enable children to move on from us well equipped in the basic skills of literacy, numeracy, and social independence to meet the demands of primary school life and learning.

- To involve parents/ carers at every stage in plans to meet their child's additional needs.

We believe that everyone in the school community – governors, staff, pupils, and parents have a part to play in achieving this.

The role of the governors is to:

- Establish a policy which fulfils the requirements of the Code of Practice on identification and assessment
- Secure appropriate resources
- Appoint a responsible governor
- Participate in appropriate training

The role of the staff is to:

- Act on the principle that every member of staff is responsible for meeting the needs of all pupils
- Work in partnership with the Special Educational Needs Co-ordinator (SENCo), pupils, parents, and other agencies
- Participate in appropriate training

Pupils

Pupils play a part in this process by having their needs regularly and carefully considered and met. Children's opinions are sought regularly and there are plenty of opportunities for children to engage in self-chosen activities and reflect on their learning. Assessment booklets are used which require input from children about their achievements. Children are regularly asked to evaluate their work for displays.

Parents

Parents play an important part in the process, through consultation and by working in partnership with the nursery.

Identification and Provision

Key workers are trained to provide a differentiated curriculum to cater for the needs of all children across the ability range within the group. If assessments show that a child is causing concern, then the following procedure is applied:

(1) The key workers meet with the SENCo to raise concerns.
(2) The SENCo and key worker meet with the parents to discuss these concerns.
(3) With the agreement of the parents the child is placed at the stage referred to in the Code of Practice as 'SEN Support'.
(4) An individual support plan (ISP) is devised for the child by the class teacher and SENCo, showing the

short-term targets set and the teaching strategies to be used, making full use of all available school resources. A copy of the ISP is given to the parents.

(5) ISPs are reviewed every term by the teacher and SENCo. Parents are invited to attend. For some children, this level of support will need to be given for a longer period of time. Others will make sufficient progress for the level of support to be removed. If the review concludes that the child is still causing concern and that all school resources have been exhausted, then support from external agencies is sought (in consultation with the parents.

(6) The key worker and SENCo are provided with advice and support from outside specialists. Additional or different strategies are put in place and recorded on an ISP, a copy of which is given to the parents.

(7) Where a child is unable to access the Early Years Curriculum after considerable internal and external help then, in consultation with parents, the Nursery Manager will request a statutory assessment from the LEA. This may lead to a statement.

Teaching arrangements for pupils with SEN

For the most part, children identified as having SEN will have strategies within their ISPs implemented in the normal classroom setting, alongside their peers. Those who are requiring support with basic reading, spelling and mathematical skills may, at times be withdrawn for individual or group tuition by a Teaching Assistant.

The teaching arrangements for pupils with a statement will be determined by their statement of special educational needs.

The role of the Nursery Manager/SENCo

The SENCo is responsible for:

- Overseeing the day-to-day operation of the school's SEN policy
- Co-ordinating provision for children with SEN
- Liaising with key workers and providing advice
- Managing the work of the special needs Teaching Assistants
- Overseeing the records of all children with SEN
- Together with the Director and GB, monitoring the quality and Effectiveness of provision for pupils with SEN
- Liaising with the parents of children with SEN
- Contributing to the in-service training of staff
- Liaising with external agencies
- Keeping up to date with latest developments in SEN and informing staff as necessary

The role of the Director

The Head Teacher has overall responsibility for the management of the policy, for the assessment and provision for pupils with special educational needs and for keeping governors informed.

Training

The Director will consider the needs of staff (Key Workers, support staff and SENCO) with respect to training in SEN. The SENCo will assist in the provision of training teaching and non-teaching staff, forming links with the LEA and other schools to devise and share training opportunities.

The governors will give high priority to training on special educational needs responsibilities, assessment and provision when drawing up their own plans for governor training.

Monitoring and evaluation of the policy

It is the role of the SENCo and Director to monitor the effectiveness of the policy on a day-to-day basis. There is a responsible governor whose role is to oversee the implementation of the policy. There is a plan of monitoring and

evaluation analyzing effectiveness of teaching and learning, pupils' work, and test results. In doing this, we would be asking whether children of all abilities are achieving their best. The policy and/or procedures, where necessary, will be revised in the light of these evaluations.

Document reviewed September 2026

This Document is Subject to Change