



Wolfson College Day Nursery
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01865 274085
daynursery@wolfson.ox.ac.uk
<https://www.wolfson.ox.ac.uk/nursery>

Wolfson College Day Nursery

Student/ Volunteer Guidance Policy

Wolfson College Day Nursery would like to welcome you. During your time with us, you will be given formal induction training and policy documents to read. The information that you will be given is important for not only your health and safety at work but to safeguard the children in our care and enable you to provide effective Early Years education to the children in line with current Government legislation.

Please ask if you do not understand anything and have any questions. Our aim is to support you to enable you to fulfil your work experience competently with our team and maintain a professional and loving environment for our children at all times.

Work Experience Students:

Please be aware that any electronic device that has the facility to take or record images of the children whilst the children are in the care of the Nursery is not allowed, this includes when the children are out on walks, in the tennis courts or around the College grounds.

Wolfson College Day Nursery's, commitment to the children in our care:

We recognise that all staff and management have a full and active part to play in protecting our children from harm and we hold their welfare a paramount concern.

We aim to provide a safe, caring, positive, stimulating environment that promotes the social, physical and moral development of each individual child free from discrimination or bullying, a place where children can learn and develop happily.

Our policy applies to all staff, management and any students or volunteers in our setting.

- We are committed to ensuring that each child is given the opportunity to achieve their full potential.
- We are committed to providing a welcoming, safe, happy and loving environment where children feel confident and secure and are able to develop and learn.
- We aim to deliver a personalized provision for each child, informed by how they develop and learn.
- We support each child's development of language and communication skills.
- We will provide opportunities through which information about Children's wellbeing, development and learning can be shared between the Nursery and families and parents/carers.
- We recognise and respect the influential and important contribution that families and parents/carers make to children's development, well-being and learning. We will promote quality of feedback and interaction with them, to encourage participation and understanding of their child's development.

- We will ensure rigorous procedures are implemented with regards to visitor on the premises, inclusive of students and volunteers. This will include;
 - Visitors signing in at the college lodge before coming to the nursery
 - Visitors completing a 'visitors register' which will brief them on the nursery policies prior to entering the nursery
 - Photo ID being produced before entry to the nursery is permitted
 - A visitors badge to be worn at all times while in the nursery

Nursery Security (safeguarding our children):

Work experience students must not open the doors or give anyone access to the Nursery and must not answer the telephones or be in any area of the Nursery where children are unsupervised.

So that the Nursery can maintain the strictest security to safeguard the children in our care nobody must be given access to the Nursery unless they are let in by the staff and have a prearranged appointment, all parents/ carers must be "let in" and "let out" at all times by the staff. Please make sure that parents do not "let themselves out" please inform a member of staff if you observe this. They may leave the door/gate open or let a stranger in!

Our policy is that we do not admit anyone without an appointment.

You will be introduced to all of the parents and children.

We ask that you always be positive and polite to all parents and visitors to the Nursery. If you are asked a question that you are unsure of please let them know you are new and refer them to a senior member of staff or check the answer with senior staff.

Health and Safety:

As all Nurseries are designed to meet the needs of the children, this means that there will, throughout the day be toys on the floor and also bags and shoes that should be stored in a way that children can reach them without adult assistance, therefore it is essential that all staff remain alert to these factors and you do not run across the floor or wear inappropriate footwear (we ask you to wear low sensible work shoes). There will be times when cleaning is taking place and all staff needs to be extra vigilant regarding slips trips and falls.

We take the opportunity to not only take the children out in the Nursery playgrounds but on walks around the College and to the Bridge on occasions by the river when we ask you to be extra vigilant regarding the children's safety. We also have use of the College children's play area and tennis courts as well as the sports field and Bishops Garden. You will be required to wear appropriate footwear when we do so.

Care of our children:

At the Nursery we ask you recognise the enormous responsibility of looking after the children in our care for our parents and the importance of providing a safe, stimulating, clean and loving environment for them. Please treat all children as you would have liked to have been treated as a child. We aim to give the children the best that we can and maintain good guidelines for behaviour and respect for others.

The fundamental values are:

- **Democracy:** Think of democracy as a situation where everyone is treated equally and has equal rights.
- **Rule of law:** This is about learning to manage our own feelings and behaviour: about learning right from wrong: about behaving within agreed and clearly defined boundaries: about dealing with the consequences.
- **Individual liberty:** children's self-confidence and self-awareness, able to make choices and showing preferences and people and communities.
- **Mutual respect and tolerance for those with different faiths:** where we learn to treat others as we want to be treated. How to be part of a community manage our feelings and behaviour; and form relationships with others, have an ethos of inclusivity and tolerance in our settings, where views, faiths, cultures and races are valued *and* where we encourage children to engage with their wider community.

Arrival and Departure Times:

Please allow plenty of time for the local traffic problems, arriving at least five minutes before your start time. The Nursery ask you to be in your room ready to start and not to leave the room until your designated finish time, making room leaders aware that you have finished and intend to leave.

Behaviour Management:

It is the Nursery's policy to work in partnership with parents to manage children's behaviour and to inform parents of consistent unacceptable behaviour by their children within the Nursery.

Children and adults flourish best in an environment where everyone knows what is expected of them and where children are free to develop their play and learning without fear of being hurt or hindered by anyone else.

It is the Nursery's aim to provide an environment in which children can develop self-discipline and self-esteem in an atmosphere of mutual respect and encouragement.

Adult guidance will support and not undermine children's emotional wellbeing. We take into consideration that the children may not have extensive understanding of the English language. Please refer to the Promoting Positive Behaviour policy for further details.

Standards of Dress:

As you will come into contact with parents and members of the public, it is important that you present a professional image with regards to appearance and standards of dress and you should wear clothes appropriate to your job responsibilities. Please bring indoor footwear with you and change your shoes/boots on arrival, we ask you wear flat, closed-toe shoes or boots for indoor use.

Contract working hours:

You will be asked to work a 8.5 hour day where possible unless your school request different, with a 45 minute lunchbreak between our opening and closing times of 8.30am to 5.30pm, you will be asked to

work one of the following shifts in agreement with your room leader or management as required, they are 8.30am to 5pm, 8.45am to 5.15pm or 9am to 5.30pm and are subject to change.

Doctors, Dentist or Medical Appointments:

If it is necessary for you to arrange to visit, during the normal working day, your doctor, dentist or a hospital to receive treatment or screening, attempts should be made to arrange the visit in such a way as to disrupt your department as little as possible. You will be normally asked to make the time up. All requests for appointments will need to be discussed with your room leader or the Manager.

Notification of Incapacity to Work:

You must notify the Nursery by telephone on the first day of incapacity and at the earliest possible opportunity prior to your start time. Notification should be made personally to your line Manager. You must then telephone your manager by 4pm the same day with an update on your situation and whether you expect to return for your next rostered shift.

Telephone Numbers are:-

Acorns: - 01865 274074

Oaks: - 01865 274079

Managers office: - 01865 274085

This policy was adopted on	Signed on behalf of the nursery	Date for review
26/7/19	<i>Barry Coote</i>	July 2020