

St Michael's Family Centre

Registered as a Charity

OfSTED Registration number EY 411778 Saddlebow Road

OfSTED Registration number EY 399923 Church Lane

OfSTED Registration number EY 2673202 Terrington St Clement

Policies and Procedures

Related to:

Equality and Diversity

Parental Involvement

Resources and Equipment

Food and Drinks



Saddlebow Road, Church Lane and
Terrington St Clement

St Michael's Family Centre Equality and diversity policy

Statement of intent

Our family centre is committed to providing equality of opportunity and anti-discriminatory practice for all children and families.

Aim

We aim to:

- Provide a secure environment in which all our children can flourish and in which all contributions are valued.
- Include and value the contribution of all families to our understanding of equality and diversity.
- Provide positive non-stereotyping information about different ethnic groups and people with disabilities.
- Improve our knowledge and understanding of issues of equality and diversity.
- Make inclusion a thread, which runs through all of the activities of the family centre
- We have a named ENCO and SENCO who is suitability trained in this area

The legal framework for this policy is:

- Race Relations Act 1976
- Race Relations Amendment Act 2000
- Sex Discrimination Act 1986
- Children Act 1989 /2003/ Children and Families Act 2014
- Special Educational Needs and Disability Act 2014
- Single Equality Act 2010

Methods

Admissions

Our family centre is open to all members of the community.

- We advertise our service widely.
- We reflect the diversity of members of our society in our publicity and promotional materials.
- We provide information in clear, concise language, whether in spoken or written form.
- We provide information in as many languages as possible.
- We base our admissions policy on a fair system of need age and geographical location.
- We do not discriminate against a child with a disability or refuse a child entry to our family centre because of any disability.

Policy document reviewed Nov 2021

Next review date TBC

- We ensure that all parents are made aware of our equal opportunities policy.
- We develop an action plan to ensure that people with disabilities can participate successfully in the services offered by the family centre and in the curriculum offered.

Employment

- Posts are advertised and all applicants are judged against explicit and fair criteria.
- The applicant who best meets the criteria is offered the post, subject to references and checks by the DBS. This ensures fairness in the selection process. All job descriptions include a commitment to equality and diversity as part of their specifications.
- We monitor our application process to ensure that it is fair and accessible.

Training

- We seek out training opportunities for staff and volunteers to enable them to develop practices, which enable all children to flourish.
- We review our practices to ensure that we are fully implementing our policy for equality and diversity.

Curriculum

The curriculum offered in the family centre encourages children to develop positive attitudes to people who are different from them. It encourages children to empathise with others and to begin to develop the skills of critical thinking.

We do this by:

- Making children feel valued and good about themselves;
- Ensuring that children have equality of access to learning;
- Reflecting the widest possible range of communities in the choice of resources;
- Avoiding stereotypes or derogatory images in the selection of materials;
- Celebrating a wide range of festivals;
- Creating an environment of mutual respect and tolerance;
- Helping children to understand that discriminatory behaviour and remarks are unacceptable;
- Ensuring that the curriculum offered is inclusive of children with special educational needs and children with disabilities; and
- Ensuring that children whose first language is not English have full access to the curriculum and are supported in their learning.

Valuing Diversity in Families

- We welcome the diversity of family life and work with all families.

Policy document reviewed Nov 2021

Next review date TBC

- We encourage children to contribute stories of their everyday life into the family centre.
- We encourage parents/carers to take part in the life of the family centre and to contribute fully.
- For families who have a first language other than English, we value the contribution their culture and language offer.
- We offer a flexible payment system for families of differing means.

Food

- We work in partnership with parents to ensure that the medical, cultural and dietary needs of children are met.
- We help children to learn about a range of food, cultural approaches to mealtimes and eating and to respect the differences among them.

Meetings

- Meetings are arranged to ensure that all families who wish to may be involved in the running of the family centre.
- Information about meetings is communicated in a variety of ways written verbal and in translation to ensure that all parents have information about access to the meetings.

St. Michael's Family Centre Parental involvement policy

(EYFS positive relationships)

Our aim

- To support parents as their children's first and most important educators.
- To involve parents in the life of 'the family centre' and their children's education.
- To support parents in their own continuing education and personal development.

Method

In order to fulfil these aims:

- We are committed to on-going dialogue with parents to improve our knowledge of the needs of their children and to support their families
- Through access to written information and through regular informal communication, we inform all parents about how the group is run and its policies. We check to ensure parents understand the information which is given to them
- We encourage and support parents to play an active part in the governance and management of the centre
- We inform all parents on a regular basis about their children's progress
- We involve parents in the shared record keeping about their children - either formally or informally and ensure parents have access to their children's written records
- We provide opportunities for parents to contribute their own skills, knowledge and interests to the activities of the group
- We inform parents about relevant conferences, workshops and training
- We consult with parents about the times of meetings to avoid excluding anyone
- We provide information about opportunities for being involved in the family centre in ways which are accessible to parents with basic skills needs, or those for whom English is an additional language;
- We hold meetings in venues which are accessible and appropriate for all;
- We welcome the contributions of parents, in whatever form these may take;
- We inform all parents of the systems for registering queries; complaints or suggestions and check to ensure these are understood. All parents have access to our complaint's procedure
- We provide opportunities for parents to learn about the curriculum and about young children's learning, in the family centre and at home.

In compliance with the EYFS Statutory framework and Welfare requirements, the following documentation is in place:

- Admissions policy
- Complaints procedure
- Record of complaints
- Activities provided for children

Policy document reviewed Nov 2021

Next review date TBC

St Michael's Family Centre Equipment and resources policy (EYFS Suitable premises, environment and resources)

Statement of intent

We believe that high quality care and education is promoted by providing children with safe, clean, attractive, age and stage appropriate resources, toys and equipment.

Aim

We aim to provide children with resources and equipment, which help to consolidate and extend their knowledge, skills, interests and aptitudes.

Methods

In order to achieve this aim:

We provide play equipment and resources, which are safe and where applicable conform to the BSEN safety standards or Toys (Safety) Regulation (1995)

- We provide a sufficient quantity of equipment and resources for the number of children
- We provide resources which promote all areas of children's learning and development, which may be child- or adult-led
- We select books, equipment and resources which promote positive images of people of all races, cultures and abilities, are non-discriminatory and avoid racial and gender stereotyping
- We provide play equipment and resources which promote continuity and progression, provide sufficient challenge and meet the needs and interests of all children
- We provide made, natural and recycled materials which are clean, in good condition and safe for the children to use
- We provide furniture which is suitable for children and furniture which is suitable for adults
- We store and display resources and equipment where children can independently choose and select them
- We check all resources and equipment regularly, as they are set out at the beginning of each session and put away at the end of each session. We repair and clean, or replace any unsafe, worn out, dirty or damaged equipment
- We keep an inventory of resources and equipment which records the date on which each item was purchased and the price paid for it

- We use the inventory to review the balance of resources and equipment so that they can support a range of activities across all areas of play, learning and development; and record the dates and results of checking the resources and equipment
- We provide adequate insurance cover for the resources and equipment
- We use the local library and toy library to introduce new books and a variety of resources to support children's interests
- We plan the provision of activities and appropriate resources so that a balance of familiar equipment and resources and new exciting challenges is offered

St Michael's Family Centre Food and drink policy (EYFS welfare requirement promoting children's welfare)

Statement of intent

This family centre regards snack and meal times as an important part of the normal session/day. Eating represents a social time for children and adults and helps children to learn about healthy eating.

Aim

At snack and meal times, we aim to provide nutritious food, which meets the children's individual dietary needs. We aim to meet the full requirements of EYFS / OfSTED requirements on Food and Drink.

Methods

- Before a child starts to attend the Family centre, we find out from parents the children's dietary needs, including any allergies.
- We record information about each child's dietary needs in her/his registration record and parents sign the record to signify that it is correct.
- We regularly consult with parents to ensure that our records of their children's dietary needs including any allergies are up-to-date. Parents sign the up-dated record to signify that it is correct.
- We display current information about individual children's dietary needs so that all staff and volunteers are fully informed about them.
- We implement systems to ensure that children receive only food and drink, which is consistent with their dietary needs and their parents' wishes.
- We provide on request information about the ingredients of food provided to prevent allergies in keeping with current guidelines (Food Information Regulation 2014)
- We plan menus in advance, involving children and parents in the planning (Note for those having a cooked lunch at Saddlebow Road the menu is available).
- We provide nutritious food in keeping with the government healthy eating guidelines at all meals and snacks, avoiding large quantities of fat, sugar and salt and artificial additives, preservatives and colourings.
- We include the following elements in meals which are offered:
Protein for growth; and essential minerals and vitamins in raw foods, salads and fruits.
- We include foods from the diet of each of the children's cultural backgrounds, providing children with familiar foods and introducing them to new ones.
- Through discussion with parents, research activities and training events by staff, we obtain information about the dietary rules for the children to include: religion, culture vegetarian, vegan and food allergies. We take account of this information in the provision of food and drinks.

- We require staff to show sensitivity in providing for children's diets and allergies. Staff do not use a child's diet or allergy as a label for the child or make a child feel singled out because of her/his diet or allergy, (note details of all diet requirements are recorded and displayed).
- We organise meal and snack times so that they are social occasions in which children and staff participate.
- We use meal and snack times to help children to develop independence through making choices, serving food and drink and feeding themselves.
- We provide children with utensils which are appropriate for their ages and stages of development and which take account of the eating practices in their cultures.
- We have fresh drinking water constantly available for the children. We inform the children about how to obtain the water and that they can ask for water at any time during the session/day.
- In accordance with parents' wishes, we offer children arriving early in the morning and/or staying late an appropriate meal or snack.
- We inform parents who provide food for their children about the storage facilities available in the family centre (note all food preparation areas are cleaned and checked daily which is monitored by the local environmental health authority).
- We give parents who provide food for their children information about suitable containers or food in keeping with government guidelines on healthy eating.
- We have rules to prevent children sharing and swapping their food with one another in order to protect children with food allergies.
- For children who drink milk, we provide semi skimmed pasteurised milk.
- For each child under two, we provide parents with verbal daily information about feeding routines, intake and preferences.
- We ensure that all people involved in the preparation of food are suitably trained and have completed basic food hygiene certificates.
- We use safe food handling methods when preparing food and drinks and the kitchen is registered with the local authority environmental health department
- OFSTED and the LA environmental health department are notified of any food poisoning affecting 4 or more children looked after on the premises within 48 hours of the outbreak of food poisoning.