

Litton Church of England Primary School



Toddler Group Policy

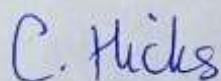
Date Reviewed: 15/05/2023

Date Approved: 03/07/2023

Approved by:

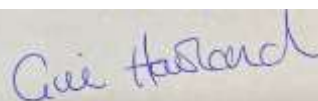
Version: 1

Signed:



Mrs Caroline Hicks

Headteacher



Mrs Gill Howland

Chair of Governors

Review date	By whom	Summary of changes made	Date implemented
15/05/2023	C.Hicks	New policy	15/05/2023

Litton Church of England Toddler Group is a group of parents/carers who meet together with their children, in the school hall and / or in the school woods depending on the weather and season under the guidance of a paid member of Litton staff. The group will provide an opportunity for children aged 0 – 5 years to experience a different environment other than their home, develop social awareness, interact with other children and independence whilst also allowing their parents/carers to meet other adults who also care for your children. It is an opportunity for parents / carers to meet new people and share common experiences.

Procedures

The group is managed and run by Sarah Robinson (Litton School member of staff). Parents are required to remain responsible for the direct supervision of their child and are encouraged to look after the school environment, equipment and each other. The resources and toys are well maintained and cleaned. There is an opportunity for children to create a model /picture on the making table each session.

The Toddler Group will run on Thursday mornings from 10.30 to 11.30am, during term time only. **All parents/carers and children must be signed in on arrival at the group** so we have a record of the number of people in the building.

Occasionally Litton CE Primary School will not be able to run a session as normal. In these instances, closure will be announced on the school website and where possible, parents will be contacted directly.

Parents/carers will be entirely responsible for their child whilst attending the session. There are changing facilities within the staff toilets and toilet facilities are available for both adults and children. Parents must fully supervise their child whilst using these facilities.

Children have the opportunity to be provided with a drink and snack at snack time. If a child has any allergies, it is the parents/carers responsibilities to ensure the child does not eat any of these items. All hot drinks will be served in lidded cups and should remain with the parent at all times, or safely placed in areas away from children. Hot drinks should never be put down where a child may reach.

All parents/carers remain responsible for personal possessions. Parents/carers will be expected to keep any potentially harmful or breakable items out of children's reach.

If your child is unwell, please do not bring them to Toddler Group. Please remember that should your child vomit or have diarrhoea, they must not attend group until 48 hours after the last time they were ill. Should your child have any infectious disease, they should not attend until they are fully recovered.

Valuing Diversity and Promoting Equality

The Toddler Group is fully inclusive in meeting the needs of all children. We recognise that children and their families come from diverse backgrounds and value

their contribution. We welcome all children from all backgrounds, and further information can be found in the pre-school policies.

Behaviour

Parents and carers are responsible for their children at all times.

Safeguarding Children

Whilst we make every effort to ensure the safety and safeguarding of the children in attendance, parents/carers remain responsible for the children they bring. We have a dedicated Safeguarding Lead, Caroline Hicks -Headteacher, should anybody wish to seek advice or support with any concerns about the safety of wellbeing of their own or others children. Litton CE Primary School Toddler Group complies with all the school's policies and procedures. These are available at all times for any parent/carer to review. This includes the Safeguarding Children policies.

No photographs or videos may be taken without permission from the school. We may ask to take photographs for our school website pages. Please advise us if you prefer your child's photograph was not taken or used for these purposes.

This policy is reviewed annually, or as deemed necessary.