Achieving Success Together

Nursery Policy

Formally adopted by the Governing Board of:	**Browick Road Primary and Nursery School**
On:	**15th July 2026**
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Chair of Governors:	**Jeremy Wiggin**
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Statement of intent

At Browick Road Primary and Nursery School, we believe that high-quality early education is vital for all children. We understand that relationships are key to best supporting our very youngest children: children thrive when they are well cared for by practitioners who put the child's experience centrally and who develop strong, respectful partnerships with parents and carers. We use our knowledge of the child to make flexible plans, following their interests, which support their language and development. We aim for them to learn through play in a carefully organised environment supported by adults to guide, teach and observe them, in order to move their learning on. We aim for the children to be healthy, resilient, confident people who can reflect on their own learning. We aim for them to be able to concentrate, regulate their own behaviour and think about what they need to do next.

By establishing effective and supportive relationships with children and their families, Browick Road Primary and Nursery School aims to ensure that children feel valued as an individual and are empowered to meet their own needs. We aim for them to enjoy their learning experience whilst working towards developmental milestones and achieving the Early Learning Goals (ELGs) at the end of the Reception year. Eventually this will enable them to become successful learners throughout primary school and beyond.

1. Legal framework

1.1 This policy has due regard to statutory guidance and legislation including, but not limited to, the following:

- Childcare Act 2016
- Children and Young Persons Act 2008
- Education Act 2011
- 'Early years foundation stage statutory framework' DfE (2025)

It also has due regard to non-statutory guidance Development Matters (DfE, 2020).

1.2 This policy is intended to be used in conjunction with the following school policies:

- Early Years Teaching and Learning Policy
- Behaviour Policy
- Special Educational Needs and Disabilities (SEND) Policy
- Safeguarding and Child Protection Policy
- Whistleblowing Policy
- Safer Recruitment Policy
- Data Protection Policy.

2. Roles and responsibilities

2.1 The Early Years Foundation Stage (EYFS) Leader and Nursery Supervisor have overall responsibility for the implementation of the policy as detailed in the Early Years Teaching and Learning Policy. The following information is pertinent to the day-to-day running of the Nursery.

2.2 The ***EYFS Leader*** is responsible for:

- Long-term planning of the Nursery curriculum
- Working closely with the Nursery Supervisor to ensure consistency of provision

- Liaising with practitioners from other settings for children making transitions into and out of the Nursery and ensuring any paperwork is completed
- Ensuring that all children starting Nursery are allocated a key person and given a baseline assessment by their key person based on the 'Prime Areas' of learning.
- Supporting staff and liaising with parents/carers and professionals to identify and support any additional needs
- Ensuring that all play equipment in the EYFS is safe and fit for purpose
- Ensuring that the Nursery offer is within national parameters – see Appendix 1
- Working with the Nursery Supervisor to encourage prospective and new-starter parents/carers to visit the Nursery with their child prior to starting
- Working with the office staff to complete induction packs and to ensure that key persons decide on settling in periods
- Working with the Nursery Supervisor to collect information about other professionals working with the children and to seek permission from parents/carers to work with children.

2.3 The ***Nursery Supervisor*** is responsible for:

- Acting in accordance with this policy at all times
- Working with parents/carers to support the learning and development of children
- Having a firm understanding of child development and age-appropriate needs
- Managing waiting lists and admissions to the Nursery with office staff
- Allocating key persons to the children
- Ensuring that all children entering Nursery are given a baseline assessment based on the 'Prime Areas' of learning
- Ensuring that the correct adult:child ratios are adhered to
- Working with the EYFS Leader to encourage prospective and new starter parents/carers to visit the Nursery with their child prior to starting.
- Seeking permission from parents/carers to work with children.

2.4 The ***Nursery staff*** are responsible for:

- Acting in accordance with this policy at all times
- Working with parents/carers to support the learning and development of children
- Having a firm understanding of child development and age-appropriate needs
- Developing weekly planning that challenges their key children and meets their individual needs
- Encouraging children to communicate effectively in a variety of ways and to work collaboratively
- Developing children's ability to become confident, independent, curious and inquisitive learners
- Ensuring that the environment is appropriate, safe and conducive to effective learning
- Providing learning experiences which adhere to the EYFS statutory framework and are supported by Development Matters
- Identifying any areas of concern with children's learning, development and emotional needs
- Supporting children's intimate care and toilet training needs
- Ensuring appropriate safeguarding measures are in place and that monitoring and recording procedures are adhered to in accordance with the Safeguarding and Child Protection Policy.

2.5 The ***parents/carers*** are responsible for:

- Browick Road Primary and Nursery School is committed to working closely with parents/carers. We understand that parents/carers are children's primary educators and we aim to create an ongoing relationship to support the development and learning of each child
- The school uses the Tapestry learning journal to establish home–school links, and parents/carers are encouraged to work closely with school to share interests, achievements and collaborate on children's learning
- Building and developing on their child's knowledge and understanding by continuing to support learning experiences at home

- Working with the Nursery to carry out baseline assessments when their child starts nursery
- Ensuring that all fees are paid
- Communicating with the Nursery regularly about their child's progress and attainment using Tapestry
- Encouraging their child's development and progress
- Ensuring that their child regularly attends the Nursery, giving reasons for any absences
- Informing the Nursery of any concerns or problems which may affect the child's behaviour, learning or wellbeing
- Attending parent/carer consultations and other meetings. We welcome all parents/carers of EYFS children to contribute to the life of the school through, for example, Friends events
- Ensuring that their child is appropriately dressed for all weathers (including sunscreen when needed) and is prepared for school, e.g. returning school library or reading books
- Supporting their child's growing independence in self-care, including toileting
- Providing nappies, wipes and disposable sacks if their child is not toilet trained.

3. Admissions and fees

For further details please see the Nursery Admissions and Fees Policy.

4. Staff:child ratios

4.1 In the absence of the Nursery Supervisor or in the case of absence or emergency, contingency plans are in place for a nominated senior key person to be in charge for that period.

4.2 Browick Road Primary and Nursery School is registered for a maximum of 244 children per session.

4.3 Browick Road Primary and Nursery School meets the following requirements for adult:child ratios: one adult to eight children for 3- to 5-year-olds.

4.4 Over half the staff present in any one session hold a Level 3 qualification.

4.5 Children are supervised at all times, with staffing arrangements organised to meet the individual needs of all children.

4.6 There are always at least two members of staff present in the Nursery with the children.

4.7 Volunteers and students under 17 years do not count towards the ratio and are supervised at all times. Individuals over 17 years will be included in the ratios if they are thought to be competent and responsible.

4.8 Volunteers/students/parent/carer helpers will be given full information and guidelines on their roles and responsibilities.

4.9 Staff are paediatric first aiders; this training is renewed every three years.

5. Intimate care

5.1 Developing a child's independence in self-care is a desired outcome for before the end of the pre-school year.

5.2 No child is excluded from participating at Browick Road Primary and Nursery School who is not yet toilet trained or who may still be wearing nappies or equivalent.

5.3 We work together with parents/carers to support toilet training when they are ready for us to do so.

5.4 We provide nappy changing facilities and exercise good hygiene practices and safeguarding procedures in order to accommodate all children's needs.

5.5 We will support children in learning to independently wipe themselves and wash hands carefully after using the toilet facilities.

5.6 Parents/carers should provide nappies, wipes, disposal bags and any nappy rash creams required by their child.

5.7 Permission for intimate care and nappy changing will be sought at induction.

5.8 For further information please see the school's Intimate Care Policy.

6. Supporting diversity and SEND

6.1 Browick Road Primary and Nursery School values linguistic diversity and provides opportunities for children to develop and use their home language in their play and learning. This is part of the respect for each child's cultural background that is central in all early years provision.

6.2 Alongside support in the home language, Browick Road Primary and Nursery School provides a range of meaningful contexts in which children have opportunities to develop English.

6.3 Parents/carers requiring documents, access to services or other information in home languages, may ask for further details.

6.4 Nursery staff observe children's development and progress and work closely with parents and carers to identify and support any SEND. Please see the school's SEND Policy for further details.

7. Transfer of confidential information

7.1 This information may include reports from healthcare professionals, social workers and other professionals.

7.2 It will be hand delivered or posted in a sealed envelope marked 'confidential' to the receiving school/setting's designated person.

7.3 The receiving setting/school will need to have a record of any safeguarding or child protection concerns and what was done about these.

7.4 A receipt of transfer will be signed by both settings and kept on file.

8. Induction and transition

8.1 Transitions both into and out of EYFS are carefully planned to support children's wellbeing and to make these big early experiences as smooth as possible.

8.2 When moving into any stage of EYFS, we establish partnerships with parents/carers to discuss individual children's interests, development and needs.

8.3 Parents/carers work closely with staff when their child starts in the Nursery to share information about their child. This helps establish a starting point for planning for the child's needs.

8.4 Parents/carers and staff will work together to establish a baseline when children start in the Nursery, using the 'prime areas of learning' (Personal, Social and Emotional Development; Communication and Language; and Physical Development).

8.5 Key persons will be allocated to children and an induction programme will be decided upon together; please see our Nursery Procedures document.

8.6 We recognise that not all children attending our Nursery will go on to the Reception class in the school, but support all children moving to other Reception settings equally.

8.7 We offer stay and play sessions during the beginning of the Autumn term prior to children starting Nursery and Reception to enable children to familiarise themselves with the other children, setting and staff.

8.8 Nursery staff communicate with schools and encourage Reception teachers to visit the Nursery in the summer term prior to the Reception year.

8.9 With parental/carer permission, transfer records are completed and shared with new teachers. The child's key person is responsible for completing these and they will contain information about the child's progress and development in all seven areas of learning. They also contain the child's views and information on any SEND, additional languages or family support plans. Tapestry journals may also be shared.

8.10 Transition to and from other Nursery settings will involve conversations between practitioners and written comments on the child's prime areas of learning.

9. Safeguarding

9.1 Safeguarding is of paramount importance to us at Browick Road Primary and Nursery School. This is especially important with younger children who may not be able to communicate effectively. Please see the school's Safeguarding and Child Protection Policy for further details.

9.2 Any safeguarding concerns around staff will be investigated in line with the school's Whistleblowing Policies.

9.3 Please see Appendices 2 and 3 for further details on risk assessments and fire and emergency evacuation procedures.

9.4 We follow the school's Safer Recruitment Policy to ensure that appropriate staff are employed. All visitors, students and volunteers are appropriately vetted and supervised.

10. Professional development

10.1 Our staff are trained to recommended levels and have appropriate qualifications for working in early years.

10.2 Staff undertake regular training to ensure that they are up to date with the latest guidelines, e.g. first aid, safeguarding, changes to curriculum.

10.3 Staff undertake annual performance reviews as per the school's Performance Management Policy.

11. Monitoring and review

11.1 Teaching and learning are monitored regularly by the Senior Leadership Team (SLT), EYFS Leader and curriculum subject leaders and reported to the governing board.

11.2 Any changes to this policy will be communicated to parents/carers and staff members as necessary.

11.3 This policy will be reviewed every four years or sooner if fees, curriculum guidance, etc. make it necessary.

Appendix 1: National parameters for Early Years Education

A1.1 Early education is offered within the national parameters:

- no session to be longer than 10 hours
- no minimum session length (subject to the requirements of registration on the Ofsted Early Years Register)
- not before 6.00am or after 8.00pm
- a maximum of two sites in a single day.

A1.2 Early education is offered to families 38 weeks of the year, term time only. The funded hours can be claimed (to the maximum available):

- Monday: 8.45am to 11.45am or 8.45am to 3.15pm
- Tuesday: 8.45am to 11.45am or 8.45am to 3.15pm
- Wednesday: 8.45am to 11.45am or 8.45am to 3.15pm
- Thursday: 8.45am to 11.45am or 8.45am to 3.15pm
- Friday: 8.45am to 11.45am or 8.45am to 3.15pm

Please note: We do not offer afternoon only sessions.

Appendix 2: Safeguarding – risk assessments

A2.1 Browick Road Primary and Nursery School believes that the children's safety is of the utmost importance.

A2.2 We have made our setting as safe as possible for children, parents/carers, staff and volunteers by assessing and minimising hazards and risks to enable the children to thrive in a healthy, safe and secure environment.

A2.3 Annual risk assessments are carried out on the setting at the beginning of each academic year.

A2.4 Key persons will carry out and share individual risk assessment forms for children with additional needs to support the child's supervision requirements. These will be shared with Nursery staff.

A2.5 Safety checks will be carried out on the premises, both indoors and outdoors, before each morning session.

A2.6 The equipment and activities available to children take account of safety and the children's age and stage of development.

A2.7 Equipment is checked regularly for any weakness or damage, and broken items are discarded immediately.

A2.8 Individual Personal Emergency Evacuation Plans (PEEPs) are in place for those children who need assistance in the case of an emergency.

Appendix 3: Fire and emergency evacuation

A3.1 Browick Road Primary and Nursery School takes reasonable steps to ensure the safety of children, staff and others on the premises in the case of fire, and we have a clearly defined procedure for the emergency evacuation of our premises. All staff are responsible in identifying and preventing fire risks.

- Fire exits are clearly identifiable - fire doors are free from obstructions and easily opened from the inside.
- Fire doors will never be covered or blocked.
- We have appropriate fire detection and control equipment which are in working order and checked professionally on a yearly basis.
- Termly fire drills are carried out and logged by the school.
- Staff understand their roles and responsibilities in the event of a fire.
- Individual children will have a PEEP when needed.
- Any medication will be carried by staff.
- Procedures for evacuation/fire are known by all adults at Browick Road Primary and Nursery School. These are displayed on the noticeboard in the entrance hall and are in the Business Continuity Plan.
- In the case of a whole school evacuation, we will gather either at The Fairland Church in the short term or Robert Kett Primary School or Ashleigh Primary School and Nursery, if needed. Parents/carers would be informed as soon as possible.

A3.2 Fire policy and procedure:

- The prevention of fire is of vital importance. Most fires are caused by carelessness and ignorance. It is the responsibility of all personnel to become familiar with these instructions.
- Upon outbreak of fire, the saving and preservation of life takes precedence over the salvaging of property. A member of staff's first duty is to look after the children, and this will mean the evacuation of the building. No attempt should be made to fight the fire until their safety is ensured, and then without exposing any person to risk.

A3.3 Procedure in the event of a fire:

- In the event of a fire, the alarm will sound
- On discovery of a fire, sound the alarm and phone 999 for the fire brigade
- Children to line up by the nearest available exit door
- Children and staff to calmly walk out to the school playground (or location listed above if it is a whole school evacuation)
- DO NOT stop for coats, bags etc.
- Staff to collect children with PEEPs
- Collect register, name call and head count

- The ***Nursery staff*** will:
    - check toilets, the office, kitchen, storeroom
    - close all windows and doors, if appropriate
    - proceed to assembly point on the school playground
    - NOT re-enter the building until advised to do so by the senior fire officer
    - call parents/carers/emergency numbers if necessary.