

## Hilden Grange Plus Key Policies and Documents

**Designated Person for The Hilden Grange Plus Programme:** Miss Sarah Rubini

[plus@hildengrange.co.uk](mailto:plus@hildengrange.co.uk)

### 1. Overview

The Hilden Grange Plus Programme is for children aged from six months to three years. Our personalised programme aims to lay the building blocks for each child's future education, so that they can fulfil their potential and have the very best start to their education journey.

The programme complies with all Hilden Grange's policies and procedures. These are available at all times on request for any parent/carer to review. In particular, please familiarise yourself with the content of the policies and documents linked to below.

### 2. Terms and Conditions

Our Terms and Conditions can be found [here](#).

### 3. Cancellation Notice and Form

Our cancellation notice and Form can be found [here](#).

### 4. Safeguarding

Our Safeguarding Policy applies to the Plus Programme. You can find the policy [here](#). If you wish to seek advice or support with any concerns about the safety of wellbeing of your own or others' children, you can contact our designated safeguarding leads:

- Rosemary Jubber
- 01732 352706

### 5. Parent / Carer Responsibility

During the Learn and Play sessions, the adult attending with your child has responsibility for their overall care, safety and behaviour. We encourage children and adults to be kind and considerate of each other, in line with our ethos and approach to positive reinforcement.

### 6. Possessions

All parents/carers remain responsible for personal possessions. A scooter and buggy facility is available; however, parents and carers who choose to park their buggies or scooters in this facility do so at their own discretion. We will not be held liable for any damaged or stolen property. Whilst on the premises, parents/carers will be expected to keep any potentially harmful or breakable items out of children's reach.

### 7. Clothing

Parents are advised to dress their child in appropriate clothing for each session, such as welly boots and waterproofs for our outdoor session and clothes that facilitate ease of movement and 'messy play' for indoor sessions.

## **8. Changing and Toilet Facilities**

There are changing and toilet facilities available. Parents must fully supervise their child whilst using these facilities. Please only use the facilities as directed by staff.

## **9. Mobile Phones**

For safeguarding reasons, mobile phones are not permitted to be used whilst you are at the nursery, mobiles and similar devices must be stored securely away from pupils during contact time with them. Only school devices may be used to take photos or videos of the children, in accordance with our mobile phone policy. The full policy is available upon request.

## **10. Food and Drink**

No hot drinks or food should be brought into the setting. We are Nut Free School and request that all visitors support us with this. To ensure the safety of any children who may have allergies, please do not bring any foods that contain nuts onto the premises.

## **11. Adults in attendance**

To ensure there is adequate space available for families to enjoy the Plus classroom we kindly request that only one adult attends the face-to-face sessions with your child. Please speak with The Plus Team if you have extenuating circumstances that mean a second adult is necessary.

## **12. Illness**

If you or your child are ill, please do not attend the Learn and Play sessions until you are well again. If you or your child has experienced any sickness or diarrhoea, please refrain from attending the sessions until the symptoms have resolved (usually 48 hours). If your child becomes unwell whilst on site, we would ask that you depart and return home to care for your child.

We will continue to follow Government guidance regarding COVID 19 and have risk assessments in place to mitigate transmission. If you or your child have COVID please do not attend the premises and follow NHS guidance: [What to do if you have coronavirus \(COVID-19\) or symptoms of COVID-19 - NHS \(www.nhs.uk\)](#)

## **13. Absence**

If you cannot attend a Learn and Play session for whatever reason, please inform the team at [plus@hildengrange.co.uk](mailto:plus@hildengrange.co.uk)

To ensure you are not disadvantaged by absence, we will be hosting weekly virtual sessions on Thursday afternoons so that you can still enjoy the activities from home when you cannot attend in person. The links for the virtual sessions will be circulated each week in advance.

## **14. Arrival Time**

Parents and carers should arrive on time. Late arrival to the session can be disruptive for children and families.

## **15. Data Protection**

Your data will be processed in line with our data protection policies and privacy notices, which you can find [here](#).

**This document is reviewed annually, or as deemed necessary.**