



Registered Charity No 1035670

## Admissions Policy

This is Beckley Preschool's policy on admissions.

### Statement of intent

It is our intention to make our pre-school accessible to children and families from all sections of the local community.

### Aim

We aim to ensure that all sections of our community have access to the Nursery through open, fair and clearly communicated procedures.

### Methods

In order to achieve this aim, we operate the following admissions policy.

We ensure that the existence of our Nursery is widely advertised in places accessible to all sections of the community.

We arrange our waiting list in birth order.

In addition our policy may take into account the following:

- the vicinity of the home to the setting;
- siblings already attending the setting;
- The age of the Child

We keep a place vacant, if this is financially viable, to accommodate an emergency admission.

We describe our setting and its practices in terms:

- that make it clear that it welcomes both fathers and mothers, other relations and other carers, including child minders.
- of how it treats each child and their family, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion, ethnicity or from English being a newly acquired additional language.
- of how it enables children and/or parents with disabilities to take part in the life of the setting.

We make our equal opportunities policy widely known.

We can be flexible about attendance patterns to accommodate the needs of individual children and families dependant upon availability.

## Continence and nappy changing

This policy indicates our commitment to working with parents/carers to support children in developing independent toileting, and does not exclude children using nappies.

The setting will;

- encourage children, who are able to use the toilet facilities themselves, to do so to encourage independence
- give the required level of assistance to children if they should need help
- agree to change the child during the session should the child soil themselves, always giving reassurance and comfort throughout the incident
- at no time make the child feel s/he has done anything wrong
- agree to monitor the number of times the child is changed in order to identify progress made.
- agree to report should the child be distressed, or if marks or rashes are seen.
- agree to review arrangements should this become necessary.
- work with the parents/carers on a potty training regime when and if the time is right.

The parent/carer will;

- provide the setting with spare nappies and a change of clothes
- understand and agree with the procedures that will be followed when their child is changed in the setting
- agree to inform the setting should the child have any marks/rash
- agree to review the arrangements should this be necessary

Health and safety

Staff will;

- wear disposable gloves when dealing with an incident
- use fresh disposable gloves for each nappy change
- soiled nappies are disposed of in the nappy bin
- clean the changing mat after each use
- wash their hands in hot, soapy water after each nappy change is complete

Only staff with a current CRB check will be able to change nappies or children's soiled clothing.

This policy was adopted by the Management Committee of Beckley Preschool on 22<sup>nd</sup> May 2008.

It was reviewed and updated on 14<sup>th</sup> October 2023.

Signed on behalf of the management committee

Name of signatory

Role of signatory