# DEVELOPMENTAL PROGRAMME FOR 2– 3 YEAR OLDS STATEMENT OF PURPOSE

The Developmental Programme for 2-3 Year Olds is delivered to children aged between 2 years 2 months and 3 years 2months on the 1<sup>st</sup> of September of the intake year. This programme operates during the full academic year and each child will receive three 2.5 hour sessions per week. These sessions will be in the morning or afternoon. During their time at the programme, children will have the opportunity to take part in a wide range of enjoyable play-based learning and activities.

## **INTRODUCTION**

This Statement of Purpose outlines the framework to which The Developmental Programme for 2-3 Year Olds operates and covers all aspects of the service to ensure the highest level of operational standards.

The service operates under the following Frameworks:

- Children (NI) Order 1995
- Minimum Standards for Childminding and Day Care (2012, revised 2018)

#### VISION

Splash SureStart's vision is one where each child and family aspires to reach their maximum potential and achieve fulfilment.

#### **MISSION**

Splash SureStart is committed to promoting the well-being of children and families. We exist to support the quality of family experience by providing an extensive range of children and family services to meet local needs.

#### **AIMS OF PROGRAMME**

The Developmental Programme for 2-3 Year Olds aims to enhance children's development focusing on constructive play in group settings with the intention of enhancing children's social and emotional development, their communication and language skills and encouraging imagination through play. It offers an age-appropriate, play-based learning environment.

The Developmental Programme for 2-3 Year Olds is a group based programme for children in their preschool year. The programme is based on the Birth to Three Matters Framework (BTMF), the Early Years Foundation Stage (EYFS) and Eager and Able to Learn. The main driver for the programme is the Department of Education's (DoE) intent to remove 2 year olds from age inappropriate environments in nursery schools.

Principles and Ethos of the Programme, and DoE's expectations around the delivery and outcomes.

#### Aims and Objectives

The aims of the Programme are that your child will:

- Have improved language skills.
- Settle in quickly to their pre-school setting.
- Have increased social and emotional skills.
- Have better self-help skills in their pre-school setting.
- Have better levels of attention and concentration.
- Have better levels of physical development.

#### **Ethos**

The Developmental Programme for 2-3 Year Olds:

- Recognises each child as an individual.
- Values the role of the parent as the first educator.
- Actively encourages the participation of the family in learning and development opportunities.

The Developmental Programme for 2–3 Year Olds focuses on 3 key areas:

- Children's physical, social, emotional and cognitive development, with a focus on age appropriate play based learning and enjoyment.
- Supporting a partnership with parents that builds on the knowledge and skills of parents in relation to their own children, and, focuses on positive play and learning, speech and language development, behaviour management support, child development, emotional well-being and dispositions for learning.
- On-going support and development for practitioners, in relation to emerging research findings and best practice in supporting the development and learning of young children.

## **Admissions Policy**

An Expression of Interest is completed by families each year (usually in May) inviting parents to register their interest in the child's enrolment. The information given by parents is used to allocate places.

- The child must be aged between 2 years 2 months 3 years 2 months on 1<sup>St</sup> September.
- This programme is open to children with a birth date between 02/07/year-01/07/year (children will be aged between 2yrs 2mths and 3yrs 2mths on 1<sup>st</sup> September 'Year').
- The child is in his/her "pre" pre-school year.
- The child and parent (or person having parental responsibility) must reside within the Splash SureStart area.
- Proof of Age and Two Proof Residency will be requested on Submission of the Expression of Interest forms before place can be confirmed.
- The family is registered with Splash SureStart or willing to become registered by closing date of Expression of Interest for The Developmental Programme for 2 – 3 Year Old's.
- The parent(s) should agree to be an essential part of the programme and commit to sessions/stay and plays/home visits as required.

- Parents should commit to ensuring that, mitigating circumstances permitting, their child(ren) will attend at least 80% of the programme sessions.
- Each programme must have a gender balance where possible.

All Criteria will be agreed prior to the scoring of the Expression of Interest forms to ensure equality for each child during the process.

Each child will also receive four home visits during the year:

- An introductory visit before the child starts the Programme.
- A progress visit (January /February).
- An update visit (March/April).
- A final visit to support transition to the next setting (June).

#### **Hours of Opening**

The Programmes will run for 3 mornings per week and 3 afternoons - September 2018 to June 2019. Each session is 2 1/2 hours long. Stay and Play/ workshop Sessions will take place once a month.

We would ask that you ensure that your child attends at least 80% of the time (health permitting) and that you remain committed to attending the monthly Stay and Play sessions. If attendance at both the Programme and Stay and Play sessions are not of an acceptable level, the child may be withdrawn from the programme.

When your child is unable to attend the programme can we ask that you phone the Setting to let us know as early as possible. If for any reason you no longer wish to keep your place then please let us know as we have a waiting list of children for any places that become available.

#### **Contact Information**

The Programmes will run over 3 days.

Mount Zion: Monday, Tuesday, Wednesday at 9.30am-12.00pm

Contact Number: 07568408689

Drumellan: Tuesday, Wednesday, Thursday at 9.30am-12.00pm

Contact Number: 07568408690

The Church of the Nazarene AM: Monday, Tuesday, Wednesday at 9.30am-

12.00pm

Contact Number: 07526179221

The Church of the Nazarene PM: Monday, Tuesday, Wednesday at 1.30 – 4.00pm

Contact Number: 07568408691

St Peters PM: Tuesday, Wednesday, Thursday at 1.30pm-4.00pm

**Contact Number: 07568408688** 

The Hub: Tuesday, Wednesday & Thursday at 1:30pm - 4.00pm

**Contact Number: 07568408692** 

#### Routines

The Developmental Programme for 2-3 Year Olds is very much child led and we strive to create a home-from-home atmosphere for the children. Staff structure the programme's daily routine to meet children's needs, therefore routines may vary from day to day. The following is an example of a daily routine:

- Open Door Morning session 9.30am, Afternoon Session 1.30pm (Parents are invited to come in to programme room to drop off children).
- Snack is provided. (This break is optional for children and times may vary depending on programme)
- Free play throughout the session.
- All areas are accessible and available to children.
- Children are encouraged to choose for themselves.
- Children's Play is extended by adding resources relevant to their play.
- Staff encourages independence and self reliance throughout play.
- Songs and stories are offered throughout the day.
- Home Time Morning session 12.00pm, Afternoon session 4.00pm. However, parents are encouraged to come early if they wish to sit in the programme for the last 15mins.

# **Charges and Fees**

The Developmental Programme for 2-3 Year Olds is a programme funded by the Department of Education and will be delivered by Splash SureStart in partnership with Early Years – The Organisation for Young Children. There is no charge to parents for their child to attend the Programme.

#### **Registration and Insurance Information**

Splash SureStart Developmental Programmes for 2- 3 Year Olds are registered with the Southern Health and Social Care Trust and insured with Allianz PLC. You will find copies of our Registration and Insurance Certificates on the notice board at the Programme.

#### **Role of Parents**

At Splash SureStart we recognise that parents are their children's first educators. Active and respectful partnerships with parents are a core element of the Programme. Parental involvement is crucial at this stage of development.

Parents are asked to commit to attending a monthly Stay and Play session, accompany their children on outings and agree to the four home visits during the year.

## Policies on Safeguarding and Behaviour Management.

The Developmental Programme for 2- 3 Year Olds is committed to creating a safe environment for children which is free from abuse and where any suspicion of abuse is dealt with promptly and appropriately. The aim of the programme is to ensure that children get the best start in life so that they are ready to thrive when they begin school. Splash Sure Start is committed to safeguarding the well-being of children, promoting their rights and best interests and to support those staff delivering services to children and families.

We believe that children and adults flourish best when they know how they are expected to behave and children should be free to play and learn without fear of being hurt or unfairly restricted by anyone else. We aim to provide an environment in which there is acceptable behaviour and where children learn to respect themselves, other people and their environment.

All parents will be provided with a copy of our Safeguarding and Child Protection Policy before their child attends the Programme and can gain access to The Safeguarding Board for Northern Ireland (SBNI) Regional Core Child Protection Policies which has been operational from December 2017. These policies and procedures explain the actions that must be taken when there are concerns about the welfare of a child/young person. They replace the area Child Protection Committee Regional Policies and Procedures from April 2005.

The link for the SBNI Regional Core Child Protection Policies and Procedures is as follows:

nttp://www.safeguardingni.org/revised-regional-core-child-protection-policies-and-procedures-northern-ireland-launched-and-

If at any stage, we have concerns about a child we have a duty of care to that child and will inform social services.

If you have any questions at any time about the Programme, please feel free to speak to a member of staff and we will do our best to help you.

## **Equal Opportunity Policy**

The Developmental Programme for 2- 3 Year Olds is committed to promoting equality of opportunity by providing activities that are open to all children and their families. We promote equal opportunities through a wide range of policies and procedures that are reflected in the practice of our setting.

#### **Procedures**

We provide equal opportunities by ensuring that:

Language and information

- Basic information, written and spoken, to be clearly communicated in as many languages and mediums as is necessary and possible.
- Efforts will be made to accommodate individuals who use sign language as a means of communication.

#### **Access**

Everyone in the community regardless of religious affiliation, political background, race, culture, linguistic needs, disability, sexual orientation or age, will have an opportunity to access The Developmental Programme for 2- 3 Year Olds.

#### **Activities**

- All children are to be respected and their individuality and potential recognised, valued and nurtured.
- Activities and the use of play equipment will offer children opportunities to develop in an environment free from prejudice and discrimination.
- Opportunities will be given to children to explore, acknowledge and value similarities and differences between themselves and others.

#### Resources

All materials will positively and accurately reflect cultural and racial diversity. These materials should help children to develop their self-respect and respect other people by avoiding stereotypes. Boys and girls will have an equal opportunity, and be actively encouraged to use all activities.

## **Discriminatory Behaviour/Remarks**

Any discrimination (language, behaviour, or remarks) by children, parents or staff/volunteers is unacceptable in The Developmental Programme for 2-3 Year Olds. Discrimination will be positively challenged by supporting the victim and helping those responsible to understand and overcome their prejudices.

## Safeguarding and Child Protection Policy

#### **POLICY STATEMENT**

Staff at Splash SureStart are committed to practice which protects children from harm. The child's welfare must be paramount at all times. All staff in Early Years, who come into contact with children and families in their work, including staff who do not have a specific role in relation to child protection, have a duty to safeguard and promote the well-being of children. Child Protection is everyone's business. All staff must accept and recognise their responsibilities to develop awareness of how best to safeguard and protect children from harm.

The safeguarding of children is best promoted through:

- Our provision of appropriate policies and procedures, known and understood by all our staff/parents.
- The regular review of policies and procedures
- Access to approved training for all our staff on Safeguarding issues on a regular basis
- We take great pride on ensuring we only have the best motivated loving professionals to look after the child/children.

Research has shown that children who live with and are aware of violence in the home face many challenges and risks that can last throughout their lives. Therefore, domestic violence in the home is an issue that falls under the Child Protection Policy and Procedures. The following procedures have been put in place to ensure the area of safeguarding is covered.

- Support information on Domestic Violence in the home is available for parents.
- Referrals to the Women's Aid can be made by Splash Sure Start staff.
- Should a staff member have cause for concern in relation to a child's wellbeing they will follow the procedures set down within the Safeguarding Policy.

#### **Health and Safety Policy**

The Developmental Programme for 2- 3 Year Olds aims to provide children with a healthy, safe, stimulating environment in which to play. Our group promotes healthy eating habits, socialisation skills and healthy snacks.

#### **Procedures**

We will endeavourer to maintain high levels of health and safety by ensuring that:

- The layout of the room will be safe for children to move freely from area to area.
- The activities on offer will meet the needs of the group, providing children with challenges and the opportunity for success.
- The room will be bright and well ventilated.
- Equipment and materials will be accessible and within all children's reach including children with special educational needs.
- Dressing up clothes, blankets and aprons will be washed regularly.
- All spillages will be wiped up immediately in order to prevent accidents.
- Safety mats will be in place.
- Fire exits must not be blocked and access to them must be clear at all times.
- Doors will be fitted with an alarm system.
- First aid facilities will be provided, at least 1 adult on duty will be trained in First Aid.
- All staff will wear disposable gloves when dealing with an accident or when changing a child.
- All staff and children will wash their hands after using the toilet and before eating
- Disposable towels will be provided for adults and children.
- All accidents will be recorded on accident/incident forms, signed by the person who witnessed the incident and reported to the child's parent/guardian who must also sign the book. Accident forms will be retained indefinitely.

## **Promoting Positive Behaviour Policy**

The Developmental Programme for 2- 3 Year Olds sets expectations of behaviour through encouraging and praising good behaviour. We apply simple rules fairly and consistently. Under no circumstances do we use any form of punishment. We encourage children to respect themselves, each other and property. We aim to provide a happy, caring environment with challenging activities. In the case of a particular incident or persistent unacceptable behaviour we always discuss ways forward with parents.

#### **Procedures**

Procedures for encouraging acceptable behaviour:

- All staff are aware of our procedure and have agreed to implement it.
- Agreed rules and boundaries are discussed with the children.
- Adults will adopt a positive approach to situations and provide a positive role model.
- Adults will offer quiet encouragement and endorse desirable behaviour.
- Adults will ensure that all rules are applied consistently.
- Adults will promote respect for each other.

Procedures for handling unacceptable behaviour:

• Children will be given the chance to resolve their own disputes with appropriate

- guidance and support.
- Adults will remain calm when they intervene.
- Children will be encouraged to express/discuss their feelings.
- Boundaries will be reinforced.
- Children's attention will be diverted.

Procedures that are unacceptable for handling behaviour:

- Physical punishment.
- Sending children out of the room.
- Using techniques that single out and humiliate children.
- Shouting or raising your voice in an inappropriate way.
- Physical restraint e.g. holding will not be used unless it is required to prevent injury to a child or other children, adults or property. In cases where it is used the incident will be recorded and the parent/guardian informed the same day.

#### Activities provided:

- For the development of gross and fine motor skills, both indoors and outdoors.
- For language development through rhymes, storytelling, music and pretend play.
- To express initiative, solve problems, express feelings, develop self- help skills and have their views listened to and respected.
- To form social relations with a primary care giver, other children and unfamiliar adults.
- For exploration and early logic.
- For artistic and creative development.
- To make connections within the wider community and the world around them.
- For children with special or additional needs.

#### **Exclusion Policy**

Young children are particularly susceptible to infections. In order to protect your child and others we ask you not to bring them to the Programme if they are unwell. As vomiting and diarrhoea may be particularly infectious we ask you not to bring your child if they have any of these symptoms. For further information on common childhood illnesses and the minimum recommended length of time for which the child should not attend the Programme, please see our Sick Child Policy.

## **Personal Care Policy**

The Developmental Programme for 2- 3 Year Olds will work in partnership with parents, to help the child develop a general interest and understanding of how to look after their own personal needs, and to take into account child protection issues.

Trained and qualified staff only will assist in personal care routines in compliance with all current legislation.

A member of staff assisting a child with personal care routines must ensure that another member of staff is in close proximity.

Children who are fairly independent in using the toilet, will be encouraged to do as much for themselves as possible, but staff will always be available to provide any help when requested.

If a child has special educational needs, all intimate procedures will be discussed and agreed with parents before the child starts. Parents/carers will sign a consent form giving qualified staff permission in the changing of nappies or soiled clothes.

## **Intimate care**

Intimate care may be defined as any activity required to meet the personal care needs of an individual child. These Personal care needs are in partnership with the child and parents/carers to ensure these needs are met in relation to the child's age stage. Intimate care includes:

- Nappy Changing
- Toileting
- Feeding
- Oral care
- Washing
- Dressing/undressing
- Supervision of a child involved in intimate self-care This list is not exhaustive.

Parents/carers have responsibility to advise staff of the intimate care needs of their children.

# **Complaints Policy**

We welcome your views on our Programme and strive to give you ample opportunities to give us feedback on all our services. We are committed to protecting the rights of all our service users and we give clear guidance to staff on how complaints should be dealt with in order to promote continuous improvement and provide a quality service and working environment.

Our full Complaints Policy can be found in the Policies and Procedures file. Please ask staff for a copy if you would like to make a complaint.

# Parent's use of Mobile phones:

The use of mobile phones and cameras are not permitted in our programmes at anytime. If parents/carers need to take a call or send a message, we kindly ask you to step out of the room to do so. If you require a photo of your child in the setting, please ask a member of staff, we have an iPad and can take the photograph for you. This is in line with our Safe guarding – child protection policy.

## Collection of the Children from the Setting Policy

Staff will inform parents/carers of the programme collection times to ensure children are collected on time. Children will not be released to anyone other than their parent/carer or those individuals who have been identified by the parent/carer as having authority to collect their child from the premises. If someone arrives to collect the child who has not been listed as authorised to collect the child, staff will contact the parent/carer.

#### **Uncollected children**

If a child is not collected from the programme when expected, staff will attempt to contact the parent/carer. In the event of the parent/carer not being located, the emergency contact person will be contacted. In the extreme event of the parent/carer or emergency contact not being reached within a reasonable time staff will be required to contact PSNI/Social Services.

## How to access other policies:

Our Programme will have a copy of the Policies for you to look at. If you would like a copy to keep then please let us know and we will arrange this for you.

#### Range of resources

The Developmental Programme for 2- 3 Year Olds provides a full range of toys and resources which are age appropriate and conform to safety standards. We carry out regular risk assessments both inside and outside and replace or repair equipment when necessary. We try to use natural resources in the Programme as much as possible. A wide range of resources are available to stimulate children's development in the following areas:

- **Physical** outdoor toys and equipment, indoor activities such as music, small world and construction, and art activities.
- Intellectual reading, singing, sand, water, art, construction, small world, Makaton, books including access to reference dictionary and atlas, educational and entertainment DVDs.
- **Emotional** dressing up, stories, rhymes, circle time and multi sensory play.
- **Social** activities that promote sharing and independence such as circle time, role play, and turn taking games.

Within the programme, all learning is child-driven therefore each week children may access a broad range of resources, depending on his or her observations and interests.

In addition, some of the activities organised for Stay and Play days include:

Arts & Craft Sessions Outings Construction Play Messy Play

#### Information about activities for children with additional needs

The full range of our activities will be provided to children with additional or special needs. Adaptations will be made where appropriate to ensure that all children are able to access the full Programme and are supported to ensure that they get the best start in life so that they are ready to thrive when they begin school.

## Pathway to Care Policy

A Special Educational Policy is in place, and our trained and experienced staff will endeavour to cater for all children with additional needs attending the service. All

children will have their placements reviewed in October each year and any child needing additional support will have that support put in place and/or a referral made to other services (with parental permission). In rare cases, if the programme is not meeting the needs of a child, the placement will be reassessed and other more suitable services offered where possible.

#### **Support Services**

The Developmental Programme for 2-3 Year Olds works in partnership with all SureStart partners and other agencies, input from these (in agreement with parents) helps us to provide the best care possible for each child. Support is provided through Splash SureStart's Health Team, Health Visitors, Speech Therapist and Occupational Therapists to staff and parents on developing strategies to improve children's development.

## **Deployment of Staff**

All staff that work in the Developmental Programme for 2- 3 Year Olds have qualifications in Childcare and Education and between them have many years of experience working in Early Years centres. They are looking forward to caring for your child in a loving and nurturing environment. Staff have First Aid and Child Protection training and have been vetted and cleared through Social Services and Access NI to work with young children. Staff have also undertaken specific training around the development and learning of the 2-3 year old child. We have an adult child ratio of 1:4 which means that there will always be 3 adults present for twelve children.

# Inspection role of the HSC Trust Early Years Team

It is an essential requirement that all Sure Start settings delivering the Developmental Programme for 2- 3 Year Olds should be registered by their local Health and Social Care Trust. The Minimum Standards for Childminding and Day Care for Children Under age 12 (published July 2013) define the Programme as "sessional day care".

The Developmental Programme for 2- 3 Year Olds was registered with the Southern Health and Social Care Trust in October 2014. The Health and Social Care Trust has a duty (under Article 130 of The Children (NI) Order 1995) to inspect registered premises in which children are being cared for. This inspection will take place on an annual basis and parents of the children attending may be asked to provide feedback on the Programme.

## The Early Years Team can be contacted at:

Banbridge Health & Care Centre 10 Old Hospital Road Banbridge BT32 3GN 028 40621600

#### Recording practice and access to these records by the HSC Trust:

The Developmental Programme for 2- 3 Year Olds recognises the importance of maintaining up to date and accurate records, policies and procedures necessary to operate safely, efficiently and in accordance with the law. It is also aware of its

obligations with regard to the General Data Protection Regulations (GDPR) and the Data Protection Act 2018

(DPA 2018) and is committed to complying with its regulations and guidance. All staff are aware of the implications of the General Data Protection Regulations and (DPA 2018) in so far as how it affects their roles and responsibilities within the setting.

By law, if we have a child protection concern in relation to a child and we need to make a referral to Social Services we will give more specific information in relation to the family. Parents will always be informed in advance unless by doing so the child may be put at greater risk.

As well as the Developmental Programme for 2- 3 Year Olds, Splash SureStart offers a wide range of other services for pre-school children and their families.

# **CONTACTS**

Registered Person  Early Years Team Leader	Catriona Maguire Splash SureStart Office 1 Legahory Centre Craigavon Co. Armagh United Kingdom BT65 5BE  (0)28 3831 3360 Clare Fox Splash SureStart Office 1 Legahory Centre
	Craigavon Co. Armagh United Kingdom BT65 5BE
Leaders	Angeline McKeown Mount Zion Sharon Gregg The Church of the Nazarene AM Patrice Breen The Church of the Nazarene PM Natalie Lynch St Peter's Roisin Crossey The Hub Maureen McClearn Drumellan  Drumellan Developmental Programme for 2-3 Year Olds 11/12 Drumellan Court Craigavon County Armagh BT65 5HT  2-Year-Old Tel: 07568408690 Centre Tel: 028 3832 1415  Mount Zion Developmental Programme for 2-3 Year Olds Edward Street Lurgan Craigavon BT66 6DB  2-Year-Old Tel: 07568408689 Centre Tel: 028 3832 4680  St Peter's Developmental Programme for 2-3 Year Olds 66-70 North Street Craigavon County Armagh BT67 9AH  2-Year-Old Tel: 07568408688 Centre Contact. 028 3831 3360 c/o splash

	The Hub Developmental Programme for 2-3 Year Olds 7 Brownlow Road, Craigavon, BT65 5DL 2-Year-Old Tel: 07568408692
	Centre Tel: 028 3834 1333 c/o Splash
	The Church of the Nazarene Developmental Programme for 2-3 year olds. 2D Mourne Road, Lurgan, Craigavon, BT66 8JA
	2-Year-Old Tel: 07526179221 (AM) 07568408691 (PM)
	Centre Tel: 028 3831 3360 c/o Splash
Deputy Leaders	Danielle Douglas Mount Zion Nicola Sharpe The Church of the Nazarene AM Kathy Mc Stay The Hub Lynsey Wright The Church of the Nazarene PM Danielle Douglas St Peters Roisin Crossey Drumellan