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## 2 Year Policy

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**Reviewed:**

**Ratified by the Governors:**

**Due for Revision:**

# George Tomlinson 2 Year old policy

**This policy is to clarify any aspects of care, support and education that are specific to our new two year olds starting George Tomlinson in September 2018.**

Other policies that require aspects specific to Two year olds are;

- George Tomlinson Intimate Care Policy
- George Tomlinson Foundation Stage Behaviour Policy
- George Tomlinson Safeguarding Policy
- George Tomlinson EYFS Policy

Two year old children are also referred to as 'pupils or children' in all other policies in George Tomlinson

## Who is eligible?

A child can get free early education at the age of 2 if you live in Waltham Forest and parents get one of these benefits:

- Income Support
- Income-based Jobseeker's Allowance (JSA)
- Income-related Employment and Support Allowance (ESA)
- Universal Credit
- Tax credits and you have an annual income of under £16,190 before tax
- Support through Part 6 of the Immigration and Asylum Act
- The guaranteed element of State Pension Credit
- Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)

## Your child can also get free early education at the age of 2, if:

- they are looked after by a local council
- they have an Education, Health and Care Plan (EHCP) or assessment for an EHCP has been agreed/is underway
- they receive Disability Living Allowance
- they have left care under a special guardianship order, child arrangements order or adoption order

At George Tomlinson we have up to eight morning spaces and four afternoon spaces for eligible 2 year olds.

Parents can apply by filling in an application form and providing the requested documents to register and admissions will be in line with Waltham forest admissions procedure. They will be contacted in writing the half term before they are eligible to start on when places become available.

The sessions offered are either **morning – 8.45am -11.45am**  
or **afternoon - 12.30pm -3.30pm**

**Changing and Intimate Care – Please also see George Tomlinson Intimate Care Policy  
Where, when, by who, supplies, (parents to take owner ship)**

- Boxes with name and nappies change of clothes sometimes comfort blanket for settling in and transition, special teddy, work
- Parents to go to the trays independently – need to get.
- Changing time needs to make children secure and feel fun. Nursery rhymes are on the walls of the changing room so children can sing and see something familiar and interesting items for them to look at and talk about.
- Access to resources is at a suitable level, there are chairs but teachers get to their level and follow their interests.
- Planning in the moment will allow children to follow their interests. Teaching will be centred around their chosen activities. Teacher will work at their level, on the floor if need be.

**Parent partnership** – parents have to up to attend at least three workshops.  
Parents will be advised on home visits.

- Parents agree to come to trips eg library, Park – Wanstead Flats etc.
- There will be focus children over the term and parents will meet with the children's key worker after their week to discuss outcomes and next steps.
- Clothing – where possible to where the uniform. This is grey tracksuit bottoms and white t shirt and green jumper - Black trainers or shoes that are easy to take off and on.
- Naps – children are not encouraged to nap during the session. The session is for three hours and children are expected to be active for the whole session. There are comfortable areas where they can have calm time to recharge or have a story.
- Parents need to be aware that children will get very messy, and children will not be stopped. Children will be outside in all weathers.
- Monitoring – will be in line with the Early Years Assessment policy. Children will have special books that parents can have access to and are encouraged to contribute. Children will have a focus week, where interactions are recorded with staff and learning is discussed with the parents at the end of the week.
- Parental involvement will be monitored to ensure that hard to reach families are attending workshops, trips, family days and anything else the Nursery has to offer in the way of support for their child's learning. This information will be held by the Two Year Old Lead but also in the workshop registers.

### **Children's environment and learning – See George Tomlinson's EYFS Policy**

- Children need access to all resources; they have to have time to develop in a certain way.
- Teachers look for repetitive movements and actions so they have an understanding if they have learnt it or not.
- They need to be able to transport objects and follow schema's
- Resources such as, Wooden blocks small to be provided
- Sensory provision, eg. Malleable
- Lots of the same things to ensure access for all.

### **Safeguarding – See George Tomlinson Safeguarding Policy**

- Signing in and out is a legal requirement – please see Appendix 1  
Staff is required to sign in the child and write down what time they were left.
- Adults collecting must sign out – to be filed – legal requirement.
- Ratio – children are supported 1:4 for two year olds
- Doors for changing must be open, but not for others to observe and make the child feel vulnerable but is for the child and adult changing the child's safety.
- Parent complaint and concern book – parents have easy access to a note book where they can record and complaints and concerns there and then available daily

### **Health and Safety – See George Tomlinson Health and Safety Policy.**

- Daily environment checks and risk assessments completed at the beginning of each day, signed and dated.
- Two year olds are identified by different coloured name cards and number of children attending the session is recorded separately on attendance/absence sheet situated on the Nursery door.
- All permanent staff are paediatric first Aid trained, training is updated as and when required. Records of training are held centrally in the school. See Staff CPD files.

### **Behaviour – please also see George Tomlinson Foundation Stage Behaviour Policy**

- To promote the correct behaviour teachers will always use positive behaviour strategies.
- Children are redirected in a positive way, to encourage them to do the right thing, without being negative.
- Free flow supports children to be able to meet their needs.
- Tantrums – if children are going to have a tantrum, teachers will wait for them to have it, making sure they are safe for themselves and others. Once the tantrum is over

they will have a brief conversation about how they are feeling and why they were feeling a certain way, then move on.

- 2 year old induction

Language is made explicit to parents

- Walking feet
- Gentle hands
- Listening ears
- Tidy up when you've finished

## **Health**

- At the home visit or before teachers will check the red book for the 2 year health check.
- We need to know who their health visitor is
- Where their nearest children's centre is
- Medical and dietary requirements
- Inform parents we are a healthy eating setting and offer snacks we encourage the children to help themselves.
- If they have not had a 2 year check they need to make an appointment through their GP or health centre.
- Immunisations must be up to date and checked.

## **Information**

- All information is stored in a folder with 2 year lead, so they can inform parents of any concerns and sign post them to the correct support. Records of all conversations and advice given to parents to be stored in the central file with 2 year old lead.

## **Home visit**

- How was the pregnancy any complications? Full time or not?
- Information about the households, who owns it, is it rented/ how long have they lived there.
- Parent concerns
- What do they like doing
- Where do they go
- Any dietary requirements.
- Have they been to another setting or group.
- As much information is to be gathered about the children from birth.

