**Fair Practice Policy**

**This policy should be read in conjunction with our: Pandemic policy, Data Collection Policy, Health and Safety Policy, Code of Conduct for parents and carers, Safeguarding children Policy, Sick Children Policy, Parent Partnership Policy, Bullying and Harassment Policy, Confidentiality Policy. Also correlates with The Early Years Foundation Stage 2017; sections: 3.44 which ensure the health and safety of Staff, parents, carers and children.**

**Children/parents, carers may be excluded temporarily or permanently under the following circumstances –**

 **Illness**

Patcham Village Pre-school is legally obliged to promote the good health of children attending our setting. We have a procedure in place for responding to children who are ill or infectious, and take necessary steps to prevent the spread of infection and take appropriate action if children are ill; This must be observed and respected by parents and carers without question. Should we feel a child is too ill to attend pre-school, parents/carers will be contacted without delay to collect their child. If a parent/carer cannot be contacted, the child’s emergency contact numbers will be used. The child will not be permitted to return to pre-school until they are fully well.

**Non-payment of fees**

Fees are Patcham Village Pre-school’s only income, we ask that fees are paid up-to-date, and not in arrears. Arrears of fees exceeding £100 may result in your child’s registration with Patcham Village Pre-school being terminated. Patcham Village Pre-school will recover unpaid fees through the small claims court.

**Undesirable behaviour from parents/carers**

 Unacceptable behaviour from parents and/or carers – Any verbal, cyber or physical aggression, harassment or bullying towards staff members, other parents or children will result in the offending parent/carer being excluded from the pre-school. Alternative provision should be made by the parent/carer to bring their child to pre-school. Liable or slanderous comments made by any parent/carer will be treated in the same manner. All undesirable behaviour will be subject to legal action. Parents/Carers who have gone against government guidance in relation to pandemics will be asked not to bring children/child into pre-school for 2 weeks; if undesirable behaviour is continuous we will look to the LA for advice in respect of excluding family from Patcham Village Pre-school.

This policy was reviewed on 28th July 2020 and replaces that which was adopted by Patcham Village Pre-school on 5th July 2019.

Signed by

Manager (Janet Hornsby)

Date: