

# WELCOME TO



Fenwick Early Childhood Centre

Handbook for Parents/ Carers

Session 2025 - 2026

## **Contents:**

### **Section 1 – General Information:**

- Welcome
- About the Service
- Vision Values and Aims
- Staff Team
- Settling In
- Arrival and Collection From ECC
- Sign In/ Sign Out Procedures
- Additional Security
- Care and Learning Plans / All About Me

### **Section 2 – Learning and Teaching:**

- Early Education in Fenwick ECC
- Outings and Parental Consents
- Additional Support Needs and Accessibility Statement
- Equal Opportunities and Inclusion
- Promoting Positive Behaviour
- UNCRC – Gold Rights Respecting School and ECC

### **Section 3 – Home/ Centre/ Community:**

- Attendance
- Clothing
- Toys
- Transition to Primary 1
- Parent Activities in the Centre
- Complaints Procedure

### **Section 4 – Care and Welfare:**

- Child Protection
- Snack and Lunch Provision
- Tooth Brushing and Oral Health Promotion
- Emergency Closures
- Insurance
- Valuable Items
- Health and Medical Information
- Minor Accidents and Upsets
- Visits by Medical Staff
- Smoking Control
- GDPR and Privacy Notices
- Further Communication Channels

## **Section 1 – General Information**

We hope that you and your child enjoy your time in Fenwick ECC. The aim of this handbook is to help you to become familiar with the ECC routines, and provide you with information that we hope you will find helpful.

ECC Information	
Telephone:	01560 600403
E-mail:	<a href="mailto:eaFenwick.ECC@eastayrshire.org.uk">eaFenwick.ECC@eastayrshire.org.uk</a>
Website:	<a href="https://blogs.glowscotland.org.uk/ea/classblogecc/">https://blogs.glowscotland.org.uk/ea/classblogecc/</a>
ECC Day:	08.50 am – 2.50 pm
Lunch	11.30am – 12.15 pm

Fenwick ECC is part of the local authority Early Years provision for East Ayrshire council.

We provide Early Learning and Childcare for 29 children aged 3-5 years. We are open Monday – Friday, 08.50am – 2.50pm.

We are a term-time establishment. This means we operate during the same dates as East Ayrshire Council Schools.

East Ayrshire school holiday can be found on the East Ayrshire Council website or by accessing this link:

<https://www.east-ayrshire.gov.uk/Resources/PDF/S/school-holidays-2024-25.pdf>

**Centre staff are employed 35 hours per week to accommodate 1140hours**

All places are allocated according to East Ayrshire Council's Management Guidelines for Admissions for Children, copies of which are available online:

<https://www.east-ayrshire.gov.uk/Resources/PDF/E/Early-learning-and-childcare-admissions-policy-3-5-year-olds.pdf>

Admission for three year old children (ante pre-school) is as follows:-

- If your child becomes three between enrolment and the start of term they will start nursery at the beginning of the new session in August.
- If your child turns three after the first day of the August term they will officially start the following term (January, or April)



## Vision, Values and Aims:



Our Vision is for all children to achieve and attain in a safe, happy and nurturing environment.

Our Aim is to ensure every child and young person reaches their full potential and are given opportunities 'the best they can be!'

Our Values are— *Kindness, Ambition, Respect and Honesty.*

### Staff Team:

#### Leadership Team:

- Mr J Houston - Head Teacher
- Mrs R McKillop - Depute Head Teacher
- Joanne McKay - Senior Early Learning and Childcare Practitioner (SELCP)

#### Early Learning and Childcare Practitioners:

- Gillian Borland - Star Group
- Angela Clark - Sunshine Group
- Tracy Caven - Rainbow Group
- Tracey Callaghan - Rainbow Group  
(Wednesday pm, Thursday & Friday)
- Chloe Bentley - ELC Support Assistant (10am - 2pm daily)

#### Support Staff:

- Mrs Stark - Senior Clerical Assistant (Fenwick PS)
- Mrs Handling - Senior Clerical Assistant (2.00pm - 4.00 pm daily)
- Linda Sawyers - Catering Assistant
- Mr Risk - Janitor
- Mr White - Facilities Assistant

### **Settling In:**

Once your child has been offered a place at the Centre you will be notified by letter or email of their starting date. All children are admitted, in small groups, on a staggered basis. This is to provide staff with the opportunity to build up a rapport with each individual child and allows each child to become familiar with the Centre.

In the Centre, each child is assigned to a particular member of staff known as their 'key worker', who will take responsibility for your child's progress, assessment and care. This key worker, along with the staff team, will be there for your child on their first day as far as possible. Parents are encouraged to share information with key workers formally and informally, as required, regarding their child's needs, progress and interests.

Children only stay for a short period on their first day and phase in to the centre over a week to two weeks. As confidence grows, their time will be lengthened until he/she is staying for a full session. After the initial week the length of time for settling varies from child to child and can be adjusted accordingly to meet individual needs.

### **Arrival and Collection of Children:**

Arrival time for the ECC is 08.50 - 09.00 am.

Collection time for the ECC is 2.50 - 3.00pm.

The ECC door will be open for 10 minutes to allow a 'soft start' and a 'soft finish'.

A member of staff will be positioned at the main ECC door, this will usually be Joanne McKay (SELCP). Your child's key worker will meet you at their designated group table in the morning. You will collect your child from this area again in the afternoon.

If you arrive at the Centre out with these times. Please come to the Main Entrance of Fenwick PS and ECC. There is a buzzer system which will allow a member of staff to assist you when you arrive.



### **Sign in / sign out:**

There are sign in and sign out sheets for every group. Please sign your child into the ECC, making sure your name is clearly visible.

If you are dropping off or collecting your child during the ECC session, please also add the time to the signature box.

### **Additional Security:**

Please inform a member of staff who will be collecting your child from the ECC.

Together, during Care and Learning Plan meetings, we will set a security password for times where new people maybe collecting your child. This, alongside Parents/Carers sharing daily collection information, allows us to safely release a child into the care of the known person collecting.

Please note that it is not legally possible for us to allow a child to leave the Centre with anyone we believe to be under the age of 16 years.

Sharing collection information with us helps to prevent difficult situations where children are not allowed to leave the Centre with adult who we did not know was collecting your child.

The ECC is fully secure with a buzzer entry system at the main door and a secure fob access door to access the ECC. Playroom doors have high level handles. We would ask that parents do not open playroom doors to ensure the safety and security of our children.

The ECC grounds are secured and are checked by staff before children access the outdoor area. Please do not open the ECC gate, a member of staff will open this at collection time.

### **Emergency Contacts:**

During enrolment we will collect telephone numbers for Parents/Carers.

We will also collect an additional 2 emergency contacts, these should be people who the ECC can contact to collect your child in case of illness, accidents or emergencies.

We will always contact Parents/Carers first before contacting emergency contacts.

Please keep the Centre up to date with changes to phone numbers, email addresses and email addresses.

### Care and Learning Plans & All About Me:

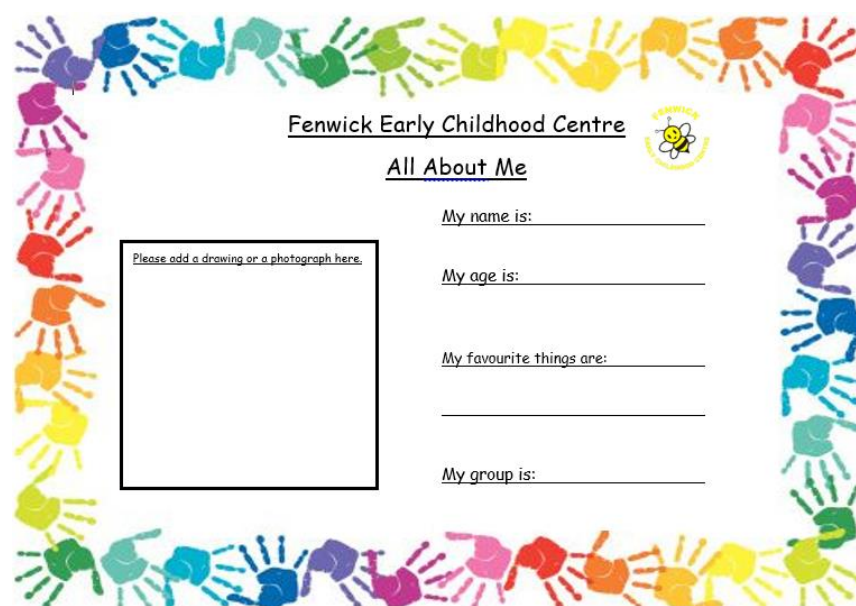
In accordance with Care Inspectorate regulations, a Care & Learning Plan will be completed for each child. Parents will therefore be asked to meet biannually with their child's keyworker to complete/update these plans. This may be over the phone, or face to face. Each Care and Learning Plan is linked to the Wellbeing indicators - SHANARRI (see below for more information).

Key workers will meet with you within 28 days of your child starting in the Centre to complete their personal Care and Learning Plan with you.

During Enrolment the Centre will issue with an 'All About Me' booklet.


This provides the ECC staff with very valuable information that allows us to support your child as they begin their journey into early education.

Please bring the completed 'All About Me' booklet with you on your first day.



Fenwick Early Childhood Centre

All About Me



Please add a drawing or a photograph here.

My name is: \_\_\_\_\_

My age is: \_\_\_\_\_

My favourite things are: \_\_\_\_\_

My group is: \_\_\_\_\_

## **Section 2 – Learning and Teaching**

### **Early Education in Fenwick ECC:**

We ensure that we provide a Curriculum which is broad and balanced. We work with the experiences, outcomes and principles of 'A Curriculum for Excellence'. We develop and educate the children to become successful learners, confident individuals, responsible citizens and effective contributors.

Every third week staff plan the learning experiences for the children based on observations and tracking information gathered in the playrooms. Children are consulted regularly through short group times, through conversations and by using mind maps. This ensures everyone has a choice and needs and interests are accommodated.

Our children build up their skills and knowledge of 'Early Level Curriculum' through participating in a wide variety of age and stage appropriate experiences that are on offer. The 'Early level' stage continues into Primary 1, and sometimes primary 2, so this level, which spans the stages, helps to promote an effective and smooth transition from the ECC to P1. There are eight curricular areas:

1. Literacy and English: - promotes listening and talking skills, phonological awareness, early reading and writing skills.
2. Maths and Numeracy: - develops skills in number, shape, pattern, measurement and problem solving.
3. Health & Wellbeing: - promotes personal & social development, healthy eating & lifestyles and physical activity.
4. Science: - develops knowledge and skills through exploring and investigating topics such as 'my body', 'living things', forces, planets and recycling.
5. Technologies: - encourages the development of computer skills & using tools, equipment and resources to design and construct.
6. Social Studies: - offers opportunities to learn about people around us, our community, places in Scotland and the wider world
7. Expressive Arts: - art, music and dance.
8. Religious and Moral Education: - encourages, respect and concern for others, citizenship, positive attitudes, religious celebrations and cultural awareness.



### **Transition Reports:**

Children's progress is summarised before each point of transition. Copies of these 'transition reports' are shared with parents, new keyworkers, other nurseries or receiving Primary Schools.

### **Observations:**

Using a variety of means e.g. sharing information with parents, interacting with children and really listening and assessing their play, key workers are able to assess the stage of a child's development and identify next steps to progress learning. Progress is tracked using 'I can' statements and the use of EAC's Curriculum Frameworks

### **Learning Journals:**

Children will all have their own online Learning Journal in due course which will be are a collection of written observations, photographs and videos and short stories that evidence your child's progress and involvement in the Centre. We will encourage children to look at these Learning Journals both at home and in the ECC to look back on their achievements and interests to begin the process of self-evaluation in its simplest form. If you do not have access online please speak with your keyworker who can arrange to share the information in another form.

Learning Journals can be accessed by downloading the Learning Journals for Parents app. This is supported by IOS and Android.

During your enrolment visit you completed a permission form for Learning Journals. The email addresses provided will receive log in details to access your child's Learning Journal. At times registration emails can be sent to your junk folder.

Observations will be posted weekly, this will usually be on a Monday.



### **Planning:**

Using the information gathered in observations, etc. and in accordance with Education Scotland guidelines staff carefully plan to provide a variety of resources, activities and experiences which will promote children's development and learning across the broad general education. This planning is very much adaptable, and we are keen to take the children's lead in what they would like to learn about. We want to create enabling environments whilst integrating spontaneous planning and enriching adult-child interactions in everyday practice

We use a Wow Moments floorbook to capture some of the learning experiences and significant events that the children have taken part in. This floorbook allows the children to take ownership of their learning and share their thoughts and opinions of the experience by commenting on the photographs and making their marks in the book. This floorbook will be available in the ECC corridor for parents to view.

### **Reporting back:**

Keyworkers will make contact with Parents/Carers to review progress and identify next steps for learning for their care plans. This will be done biannually and will usually fall in your child's first term in the ECC then in Term 3 (April - June).



### **Outings and Parental Consent Forms:**

Forms completed on Pre-Admission visits during registration include a Parental Consent Form, which will provide the Centre with your permission for local visits within a specified radius. However, outings requiring more information and planning will require you, as parent or guardian, to read, complete and return specific permission forms in advance of planned events.

Please note that children can only take part in outings when the necessary Parent/Guardian permission slips have been received by the Centre.

We ask for permission to take photographs of the children for educational display and for the Centre website and blog. Again, this will be requested at pre-admission visits on paper. We would ask that no photographs are taken by parents that include children other than their own. This follows confidentiality and the new GDPR guidelines.

**We would also ask that Parents/Carers do not put any photographs taken at the Centre on any social networking sites to respect the privacy and safety of our children.**



### **Additional Support Needs/ Accessibility Statement:**

Legislation, concerning the provision for children with additional support needs came into effect in Scotland on the 14<sup>th</sup> of November 2005. The term "additional support needs" refers to any child or young person who experiences a barrier to learning, however temporary in nature. Please ask if you would like more information on what may constitute an 'additional support need'. If a child has an identified need staff will work closely with parents and external professionals whenever required to ensure the most appropriate support is in place.

The Centre has a duty to ensure that all our children have equal access to the curriculum and that support is appropriate to the child's needs is offered. Not only does this cover the provision of appropriate experiences and activities, but also the physical environment e.g. a wheelchair bound child may need ramp access to the building.

Sometimes we know before a child starts nursery that he/she will require some extra support and can, in consultation with parents and other professionals, make appropriate plans/adaptations. Sometimes it is not until a child has been attending for a little while that they may need some extra support. At this point parents will be consulted, and with their permission, the child may be referred to other professionals e.g. Speech Therapy, Educational Psychology, etc. When a child is involved with other services/agencies a Team with the Family (TWF) meeting may be convened from time to time to review the child's progress with parents and all others involved.

### **GETTING IT RIGHT FOR EVERY CHILD - (GIRFEC)**

When your child attends Fenwick Primary and Early Childhood Centre we aim to meet all their educational and health needs. We already plan for their learning in a variety of ways using guidance from the Curriculum for Excellence and Realising the Ambition: Being Me.

So that we can 'get it right for your child' we are required by the Care Inspectorate to record your child's specific needs using the Scottish Government's Health & Wellbeing outcomes:-

- Safe S
- Healthy H
- Achieving A
- Nurtured N
- Active A
- Responsible R
- Respected R
- Included I

Over the year, keyworkers will meet with Parents/Carers to discuss these and jointly set appropriate targets for your child. If it is decided that your child might need additional support during their time in the Centre then a 'Team With the Family' meeting would be arranged as mentioned above

### **Equal Opportunities and Inclusion**

In our Centre we promote equality, equity and support every pupil to benefit from education, with particular regard paid to pupils with disabilities and additional support needs as part of our inclusion policy.

All staff ensure equal opportunities are given regardless of race, religion, sex or ability.



### Promoting Positive Behaviour:

In the Centre, we aim to encourage a high standard of behaviour and achievement through a wide range of strategies, experiences and activities on offer. Children are encouraged to develop friendships, learn to share, take turns and show consideration to others.

Together at the beginning of each year staff and children have discussions around what makes Fenwick ECC a happy and safe place to learn and play. Through discussions and links to our values we create a charter which bases the children's views and opinions at the heart of our ECC charter and encourages them to take ownership and values the 'rules' that they have created.

You can find our ECC charter in Playroom 1 of the ECC. This charter is underpinned by the UNCRC.

If challenging behaviours do occur, one of our strategies is that we try to divert the child away from the cause of the behaviour and re-engage them in an alternative activity.

We hope our strategies are very similar to those used by most parents in the home, as consistency is important. Should a child's behaviour be causing concern and the child is not responding to strategies as described in the centre's 'Behaviour Management' policy, parents will be consulted and joint strategies planned in order to support the child. We are happy to discuss and share our 'Behaviour Management' policy at any time.



### UNCRC Gold Right Respecting School and ECC:

As Duty Bearers of children's rights team members will ensure all children have opportunities to learn about their rights in ways which are age and developmental stage appropriate.

Team members will ensure children can access their rights at all times.

We highlight children's rights whenever possible. You may notice on our communications we add Articles from the UNCRC and we have UNCRC articles in our floorbooks, wall displays and blogs.

We discuss rights regularly with the children in the ECC and try to teach the **ABCDE** of children's rights.

- Rights are for **ALL** children
- Rights are there at **BIRTH**
- Rights **CANNOT** be taken away
- Right **DO NOT** need to be earned
- All rights are **EQUALLY** important.



### **Section 3 – Home/ Centre/ Community**

#### **Attendance:**

Children enjoy coming to the Centre and we hope that their attendance can be regular and consistent to allow them to gain the maximum benefit from their time with us. Attendance patterns can be discussed at Care and Learning Plan meetings.

If your child is ill, please call the Centre on 01560 600403 and tell us the reason for your child's absence.

Please let us know if your child is ill or going on holiday.

If you no longer wish to keep the early years place, please also let us know as soon as possible so the place can be reallocated to another child.

#### **Clothing:**

Children have fun, learn and enjoy themselves taking part in a variety of activities - including messy ones! We do provide aprons to safeguard clothing; however we would encourage you to dress your child in "play-clothes" for the following reasons: -

- To be comfortable
- To prevent spoiling "good" clothes
- To encourage independent learning (toileting, tooth brushing, dressing & undressing)

There are uniforms available to purchase locally. Uniform is non-compulsory for ECC's however it has many benefits including security as children are easily identifiable within and out with the ECC grounds.

We have a 'Uniform Swap Shop' available all year round in the ECC corridor.

Please take what you need and leave what you can.

Please encourage your child to wear soft, closed toes, shoes when coming to the ECC.

We would prefer you **NOT** to allow your child to wear jewellery, especially earrings as they could be pulled out, causing injury, during energetic play.



### Suitable outdoor clothing:

We access outdoor play every day in all weathers. Please can you provide suitable outdoor clothing for your child.

This includes:

- Waterproof outdoor clothing e.g. puddle suit or waterproof trousers and jacket.
- Wellingtons
- Seasonal accessories e.g. hat, scarf and gloves or wide brimmed sunhat and sun cream.

### Change of clothes:

It is helpful if you provide your child with a backpack which includes a full change of clothes, including underwear and socks. Please also place any personal care items needed such as pull-ups and wipes if required in their backpacks.

If your child is changed in the ECC you will receive a small slip at collection time stating the time, date and reason for their change. Staff will have placed their clothing inside your child's backpack on their peg a few minutes before collection time. This helps to ensure children's rights to privacy and dignity.

### Labelling Clothing:

**PLEASE WRITE YOUR CHILD'S NAME OR INITIALS INSIDE CLOTHES AND COATS ETC. TO ALLOW THEM TO BE IDENTIFIED AS WE OFTEN HAVE CHILDREN WITH SIMILAR ITEMS AND PROMOTE INDEPENDENCE AT EVERY OPPORTUNITY.**

### Toys

We know when children are settling into the Centre, especially the younger ones, that they like a familiar toy or comfort item from home. We understand how important this is but once they are settled, we ask that children **DO NOT** bring toys from home into the playroom. Children get upset having to share and they could get lost or broken. To save any upset please encourage your child to leave their precious toys at home to stay safe and wait for them coming home from the Centre, as we have plenty to keep them busy whilst here. The centre will not be responsible for any toys sent in and will not be held accountable for any missing or broken items.

### **Transition to Primary School:**

The Centre prides itself on the robust transition process for children moving to primary school. Liaison can take many forms with primary staff visiting the children in ECC and Centre staff escorting children on visits to schools.

Transition is an ongoing process and throughout the year we will be working closely joint activities with our friends and colleagues in Fenwick PS.

We have a Buddy system where older children from Fenwick PS help mentor the children from the ECC. All 3-year-old children will be assigned a Buddy from Primary 5, and all 4 year old children will be assigned a buddy from P6. This Buddy will continue to support your child until they transition into school. This all helps to build confidence and make the transition easier.

Each child will also have a 'transition report' completed before moving on and their online learning journal shared with their new Centre or P1 teacher, no matter what primary school this will be.

### **Parent/ Carers Activities in the Centre:**

We aim to provide an effective partnership between the ECC and home with an emphasis on communication and we are always keen to work in partnership with parents who would like to become involved in the work of the Centre e.g. parent helpers on outings. We also have a range of policies in place which we are happy to share with parents at any time.

Regular newsletters aim to keep Parent/Carers up to date with what is happening in the Centre. We also have a GLOW blog and would encourage parents to utilise this and see what is happening in our Centre. Posters and notices are displayed in entrance area, as are photos of the children at play on occasion. Please take a few minutes regularly to keep up to date with what is going on and speak with your child's keyworker at drop off/pick up times.

The Safer Schools Scotland APP is used as the primary means of communication from the Centre and also from the local authority. We would encourage Parents/ Carers to download this app on their phones. Log in details can be found in the ECC main corridor.

User name: FenwickECC    Passcode: 2370

### **Fenwick Primary School and ECC Parent Council:**

We have a very active Parent Council in Fenwick Primary School and ECC.

They have a Facebook page, please search 'Fenwick Primary School & ECC Parent Council' to see regular updates from them.

The chairperson is Mrs Hayley McCallum.

Email: [fenwickpcchair@gmail.com](mailto:fenwickpcchair@gmail.com)

### **Complaints:**

A complaint is an expression of dissatisfaction by one or more members of the public about the Centre's action or lack of action, or about the standard of service provided by or on behalf of the Council. Our complaints policy is displayed on our noticeboard and is available on our GLOW blog. Parents can also request a copy of this from any member of staff in the Centre.

If you have any comments or complaints, please approach the Centre in the first instance. We value an open-door policy, and our aim is to resolve as many complaints as possible at the first point of contact. If you remain dissatisfied, the full complaints policy which outlines the stage 2 of East Ayrshire Council's "complaints handling procedure" and can be found on the local authority website.

You have the right to contact the Care Inspectorate with any complaint that you have about the Early Childhood Centre at any time. The Care Inspectorate are responsible for regulating the service we provide.

You can make a complaint to the Care Inspectorate by:

- Phoning 0845 600 9527
- Online at [www.careinspectorate.com](http://www.careinspectorate.com) or
- By email: [concens@careinspectorate.gov.scot](mailto:concens@careinspectorate.gov.scot)

We value an open-door policy and aim to resolve any issues that may arise as quickly and efficiently as possible. To achieve this, we would ask that any complaint you have be made directly to the ECC or through the channels outlined in the complaints procedure rather than posting on social networking sites. Your cooperation on this would be very much appreciated.

## **Section 4 – Care and Welfare:**

### **Child Protection:**

It is the responsibility of every adult to protect children from abuse.

All staff in Fenwick ECC receive regular training on Child Protection

Mr. Jamie Houston, Head Teacher, is the Child Protection Coordinator for Fenwick Primary School and ECC.

In Mr. Houston's absence please speak to Mrs. Joanne McKay (SELCP) or Mrs. Rhona McKillop (Depute Head Teacher).

If staff have any reason to be concerned about a child in any respect, they have a professional obligation to report their concerns to a member of the Senior Management Team and agree a course of action.



### **Snack and Lunch Provision:**

Fresh fruit is available throughout the morning and afternoon for the children to access. On occasions alternative snack will be provided.

Drinks of organic semi-skimmed milk from Muller dairy is available during morning snack and lunch times.

If your child has a dietary requirement and needs an alternative milk, please inform the Centre.

Water is always available indoors and outdoors for children to drink.

Children will receive a 2-course lunch daily. This will either be soup and a main course or a main course and a dessert.

Our food is cooked and prepared centrally by East Ayrshire Council.

Lunches follow a 3 weekly rotating menu which is created by East Ayrshire Council's Catering Services. These menus are reviewed annually.

The menus can be found on the ECC Glow blog. Any changes to the menu will be communicated via the Safer Schools Scotland App or, on occasion, by text message.

If your child has any dietary requirements, please let the Centre know.

Children who receive foods for dietary requirements and/or dietary preferences (E.g. vegetarian, halal etc.) will be issued with separate alternative choice menus.

All foods provided in the ECC follow the guidance of "Setting the Table, Scottish Government, 2024" and "Food Standards Agency - Allergens" 2014.

### **Tooth brushing and Oral Health Promotion:**

In the Centre the children will have the opportunity to brush their teeth once per day and all children will be allocated their own toothbrush which will live in our 'toothbrush trains'. This is usually done during the afternoon.

The Childsmile Programme aims to improve the dental health of children in Scotland and it is funded by the Scottish Government.

For more information about the Childsmile Programme, please visit the website at [www.child-smile.org](http://www.child-smile.org).



### **Emergency Closure Arrangements:**

Should the Centre experience difficulties with severe weather, power failures, fuel supplies etc. it will be necessary to close the building. We will keep you closely informed via telephone, notices, via the school app, press or radio releases.

### **Insurance:**

East Ayrshire Council hold Public Liability Insurance. In addition, the Centre will provide information on School Excursion Insurance when necessary. Further information regarding insurance and an appropriate claim form can be obtained from the main office should you wish to access.

### **Valuable Items:**

Parents are asked to ensure that valuable items are not brought into the Centre. Fenwick Early Childhood Centre will not be liable for costs to any item lost or damaged that is brought into the Centre.

## **Health and Medical Information:**

If your child has any medical conditions, it is very important that staff are informed and made aware of any information that can help to support your child.

### **Medication**

If your child requires medication during his/her time at nursery - please discuss with the Senior Practitioner. A consent form for the Administration of Medicine must be completed.

It is essential for you to keep us up to date with relevant medical information.

### **If Your Child is Unwell**

The Centre would welcome a telephone call if your child is not able to attend on a particular day.

If your child becomes ill while at the Centre we will try to contact their Parent's/ Carer's first then their emergency contacts which you give us on your child's admission to ECC. (Please keep us up to date if any contact numbers change).

If your child has an infectious disease such as chickenpox etc., could you please follow the exclusion period identified by NHS, which can be found here:

[https://hpspubsrepo.blob.core.windows.net/hps-website/nss/2448/documents/1\\_infection-prevention-control-childcare-2018-05.pdf](https://hpspubsrepo.blob.core.windows.net/hps-website/nss/2448/documents/1_infection-prevention-control-childcare-2018-05.pdf)

This will help to contain outbreaks. (Information about common infections are also available in the ECC main corridor).



**Please note that there is a 48-hour exclusion policy if your child has had sickness or diarrhoea**



### **Minor Accidents and Upsets:**

Minor injuries will be dealt with by a member of staff who is First Aid trained.

Parents/Carers will always be informed of minor accidents at collection time, where you will be asked to sign a First Aid treatment log.

If your child bumps their head in the ECC a member of staff will call Parents/Carers to inform them. This is an East Ayrshire Council policy, the time and date of the phone call made will be logged on the First Aid treatment log.

If your child becomes upset or has a very minor injury which does not require First Aid, staff will complete a 'Sharing of Information' and share this with you at collection time.

### **Visits by Medical Staff:**

Often if children require extra support from other Medical staff e.g. Speech Therapists, Physiotherapists, Occupational Therapists etc., they may visit them in the Centre as part of their treatment plan. Parents would be informed in advance and given regular feedback on their child's progress. Your child will also be offered their pre-school eye test within the Centre when they are eligible.

Seasonal Flu vaccines will be offered in the Centre by the Child Immunisation Team from NHS Ayrshire and Arran.

### **Smoking Control:**

Fenwick Primary and ECC grounds are smoke and vape free zones. We would appreciate your support by not smoking or vaping in the grounds. Thank you.



## **General Data Protection Regulation Act 2016 (GDPR):**

When you enrol your child at school or Early Childhood Centre you are required to provide some personal information about yourself and your child in order to access services provided by Educational Services.

### **How we will use the information about you and your child**

All personal data is processed by Educational Services staff. We will only collect personal data from you that we need in order to provide educational services and oversee the provision of these services to your child. We will use your personal data to contact you; if the school requires to discuss your child's education, in an emergency and to keep you fully involved in your child's educational journey.

### **Who we share your information with**

Your child's personal information will only be shared where it is appropriate to do so in order to ensure full access to services such as national assessments, health promotion, transport, school meals, careers and online services.

In addition, the Council has a duty to protect public funds and to this end, we may check the information you have given with other information we hold, share your information with other Council Services and share your information with other local authorities, for the purpose of protecting public funds and to prevent or detect fraud or crime.

### **What are my rights?**

You have various rights in relation to the personal data that the Council holds about you. This includes the right to ask us to provide you with access to your personal information and to rectify any inaccuracies contained within the personal information.

For more information about these rights please see the full privacy notice.

### **If you have a complaint**

If you are unhappy with the way the Council has dealt with your personal data, you can complain to the Council's Data Protection Officer.

If you remain dissatisfied, you have the right to complain to the Information Commissioner: Information Commissioner's Office, 45 Melville Street, Edinburgh, EH3 7HL Email: [scotland@ico.org.uk](mailto:scotland@ico.org.uk). | Telephone: 0131 244 9001 | (<https://ico.org.uk/for-the-public/>)



If you have no Internet Access:

Please contact us at the above postal address or telephone number if you wish a copy of any of the above information and you do not have access to the internet. We will provide you with a hard copy of the information.

How to access our full Privacy Notice:

The Educational Services full privacy notice is available from East Ayrshire Council's website or please ask staff in the school office and they will provide you with a hard copy.

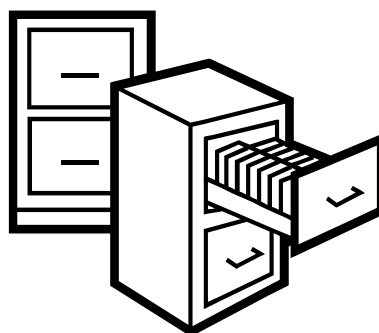
### **Freedom of Information (Scotland) Act 2002:**

The Freedom of Information (Scotland) Act 2002 enables any person to obtain information from Scottish public authorities. The Act applies to all Scottish public authorities; Scottish Executive and its agencies; Scottish Parliament; Local Authorities; NHS Scotland; Universities and further Education colleges; and the Police.

Public Authorities have to allow access to the following information:

- The provision, cost and standard of its service;
- Factual information or decision-making;
- The reason for decisions made by it.

The legal right to access includes all types of 'records' information of any data held by the Scottish public authorities. From 1<sup>st</sup> January 2005, any person who makes a request for information must be provided with it, subject to certain conditions



## **Education Statistics Privacy Notice:**

### **Transferring Educational Data about Pupils**

The Scottish Government and its partners collect and use information about pupils in schools (e.g. the number and characteristics of pupils, their attendance, absence and exclusions, their attainment and their destination when leaving school) to help to improve education across Scotland. This note explains why we need this information, how we use it and what we do to protect the information supplied to us.

### **Why do we need your data?**

In order to make the best decisions about how to improve our education service, Scottish Government, education authorities and other partners such as the SQA and Skills Development Scotland need accurate, up-to-date data about our pupils. We are keen to help all our pupils do well in all aspects of school life and achieve better examination results. Accurate and up-to-date data allows us to:

- Plan and deliver better policies for the benefit of all pupils
- Plan and deliver better policies for the benefit of specific groups of pupils
- Better understand some of the factors which influence pupil attainment and achievement
- Share good practice
- Target resources better
- Enhance the quality of research to improve the lives of young people in Scotland

The full Education Statistics Privacy Notice can be found at the undernote link or by requesting a copy from the main office.

<https://www.gov.scot/topics/statistics/scotxed/schooleducation/ESPrivacyNotices>

### **Your Rights and Further Information:**

Parents have the right to request access to their child's education record under the Pupils' Educational Records (Scotland) Regulations 2003.

Although this information is correct at time of printing, there could be changes affecting any of the matters dealt with in the document: -

- a) Before the commencement or during the course of the school year in question;
- b) In relation to subsequent school years.

Please keep up to date with our communications by visiting the following:



Facebook— Search Fenwick Early Childhood Centre



GLOW Blog—Scan QR code to access blog or search Fenwick ECC



Safer School Scotland App:

Username: FenwickECC    Passcode:2370



GOLD – RIGHTS RESPECTING

