Welcome to

Lainshaw

Early Childhood Centre

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Lainshaw Early Childhood Centre Staff Handbook

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(Please complete the checklists within 6 months)

*Lainshaw Early Childhood Centre*

Kilwinning Road

Stewarton

KA3 3DL

01560 483653

Head Teacher: [jason.johnstone@east-ayrshire.gov.uk](mailto:jason.johnstone@east-ayrshire.gov.uk)

Acting Depute Manager: [lynne.ogilvy@east-ayrshire.gov.uk](mailto:lynne.ogilvy@east-ayrshire.gov.uk)

Dear

Welcome to Team Lainshaw!

We hope to make your time at Lainshaw Early Childhood Centre as enjoyable and worthwhile as we possibly can.

We are excellent at sharing expertise and professionalism and look forward to receiving the same commitment from you.

This handbook will provide you with some important information about the centre. We hope this information will help you settle into our staff team.

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Thanks

Lynne Ogilvy

**Our Vision, Values and Aims:**

Lainshaw Early Childhood Centre’s vision is to build trust in our community and make families believe they can be all they can be in life. We strive to encourage, nurture, empower, value and respect our children and families, aiming to break down barriers in learning and communication and to be able to contribute to society whilst being proud of the impact that they will have made for future generations. We aim to be at the heart of the community and welcoming all with equality, inclusion and respect to be part of our daily practice, whilst instilling lifelong skills for children to be proud of.

**Our Values**

These values are deeply important to us here at Lainshaw and what we strive to commit to our children and our parents and our staff.

* Kindness
* Nurture
* Respect
* Empowerment
* Happiness

**At Lainshaw ECC our shared aims are:**

* Provide a safe, happy, nurturing and stimulating environment in which every child and all involved in their development will feel welcome, respected, valued and confident.
* Provide a relevant, progressive and balanced curriculum indoors and outdoors with high quality learning experiences that supports and challenges children.
* Ensure children are at the centre of their learning, consulted in decision making and experiences take account of their individual interests and needs.
* Create an environment that encourages respectful relationships. Children will be supported to understand their feelings and become emotionally resilient and recognise that everyone has equal status and equal opportunities.
* Establish and nurture strong partnership links with parents and the wider community to work productively together to encourage innovative and forward thinking ideas to continually improve the service we provide.

**Our aims and objectives reflect the key principles of the Health and Social Care Standards (2017)**

Dignity and Respect – Compassion – Inclusion – Responsive Care – Wellbeing

We believe that children thrive best when their personal, social and emotional needs are met and where there are clear and developmentally appropriate expectations for their behaviour. Our ECC aims to promote positive behaviour and relationships based upon respect. We have an expectation that during their time with us your child will learn to understand and follow rules and respect boundaries. Whilst working in partnership and co-operation with you, we hope to build on the relationships and values your child has experienced at home.

At the age of 3-5, children are learning to consider the views and feelings, needs and rights, of others and the impact that their behaviour has on people, places and objects. This is a developmental milestone that requires support, encouragement, teaching and most importantly, positive modelling.

Staff will provide a positive model of behaviour for children, and use praise and encouragement to reinforce the importance of positive behaviour. Staff are skilled in their approach to managing children exhibiting more challenging behaviours. Any significant incidents would always be discussed with parents/carers, in order to establish the nature of the behaviour and to work together to agree the best way forward to support you and your child.

The principles that underpin how we promote positive and considerate behaviour exist within our centre values and the whole ethos of our ECC. We will use strategies such as ‘Reach for the Stars’ and “Proud Cloud” as a positive reinforcement for positive behaviour and to reward children.

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**Our Staff Team**

Jason Johnstone Head Teacher

Lynne Ogilvy Acting Depute Manager

Leanne Bruce Senior Early Learning & Childcare Practitioner

Hazel Wills Community Practitioner

Claire Ferguson Education Psychologist

Carol Steel ECC Clerical

Carol Torrence Senior Clerical

Hayley Robinson Clerical

Heather Lygate Senior Clerical

Norri Cunningham Janitor

Early Learning & Childcare Practitioners:

|  |  |  |
| --- | --- | --- |
| Natalie MacNee | Full Time | Ladybirds |
| Sarah Peacock | Full Time | Ladybirds |
| May Milloy | Full Time | Ladybirds |
| Carol Stevenson | Full Time | Orange |
| Ruth Kilpatrick | Full Time | Blue |
| Hayley King | Full Time | Red |
| Lorraine Law | Full Time | Purple |
| Debbie Simpson | Full Time | Green |
| Karen Black | Full Time | Silver |
| Gayle | Full Time | Pink |
| Shelly Cornick | Full Time | Rainbow |
| Dawn Turnbull | Full Time | Yellow |
| Stephanie Emme | Full Time | Support Assistant |
| Heather Innes | Full Time | Support Assistant |
| Stephanie MacLeod | Wed/Thurs(Fri) | Supply |
| Lorna McDonald | Mon/Tues | Supply |
| Stacey Wright | 10-2pm | Support Assistant |
| Louise McClure | Mon/Wed/Thurs | Supply (Ladybirds) |
| Lorna McDonald | Mon/Tues | Supply |
|  |  |  |

**Hours of work:**  8:30pm – 4:00pm

**Lunch Breaks:** All staff will have a 30 minute break.

**Confidentiality**

All information shared at Lainshaw in relation to children and families must not be shared by you to any person, unless you are instructed by the SMT to do so. It is essential that you regard all information as confidential. Any BREACH of confidentiality will be treated seriously and appropriated action in line with East Ayrshire Council’s policy and procedures will be followed and implemented. Please ensure you have read the centres policy on confidentiality.

**Appropriate dress code**

* We ask all staff to dress smartly but comfortably.
* Please refrain from wearing low cut tops, short skirts, football shirts or clothes with slogans that may possibly cause offence.

**What we are looking for in our staff team;**

* Staff to feel welcomed and valued
* To display a caring, nurturing and respectful approach towards our children, families and each other
* Enthusiasm
* Commitment
* Honesty
* Willingness to learn and develop
* A professional approach to all tasks and situations

**Relationships with children & Families**

Please make the Head Teacher, Depute Manager or the Senior Early Learning and Childcare Practitioner aware if you are a relation or acquaintance of any child attending the centre.

As a member of staff your relationship with parents should be kept strictly professional.

If you have any questions, please speak to the management team.

**Health & Safety**

* Lainshaw ECC is a **NUT FREE ZONE!**
* Mobiles can be used in your own time but must not be used on the centre floor.
* Smoking is not permitted in the grounds of the ECC or school.
* In case of emergencies, please make the Depute Head and First aider Leanne Bruce aware if you require any medication.
* Please provide admin staff with updated emergency contact information.
* Lainshaw ECC is an indoor/outdoor setting, with the outdoor learning environment open most of the time, please ensure you bring appropriate outdoor clothing.
* Accidents – please report any serious accidents immediately to the First Aider then a member of the management team if appropriate. All accidents and incidents must be entered into the accident/incident logs which are kept in the red folder. Completed logs should be handed in to the management team after parents have been informed and the log signed.
* Any near miss incidents or serious accidents will be reported using EAC SHE assure system.

**Other information**

Each child must be brought to and from the centre by an adult (over 16 years old) if a child is being collected by someone new, the parent must inform their keyworker or someone within the team. Where possible the details of anyone collecting a child should be clearly documented within the child’s file. One off and first time pick up’s can be agreed through the use of a password, shared between the parent and person at pick up (Please refer to the Collection Policy for more information).

To leave the building for a trip a consent form must be filled in for each child by their parent/guardian and taken with them on the trip.

The front door will be manned by a member of staff at all times – risk assessments have been carried out to ensure children’s safety; please read these; always verify identification before anyone enters the centre i.e. ask for a photographic badge etc. All visitors must sign in and out in the visitor book in the main foyer. Our weekly bulletin will alert you to any expected outside agencies or visitors.

**Covid-19 Overview**

At Lainshaw Early Childhood Centre we are committed to ensuring that all staff, parents and children are kept safe during the Covid-19 pandemic.

To support with this we ask that you:

* Read and complete the daily cleaning schedules.
* Read and sign the Covid-19 Risk Assessment (can be found in DM office) and keep up to date with any changes are made.
* Follow the handwashing procedures
* Cleaning products used within the centre are made up by the cleaners on a regular basis and contain Innu-Science products. These products offer a 72 hour protection and must be used on their own **(no other cleaning products should be used).**
* Maintain your distance from others – this should be a distance of 2 meters.
* Face masks must be worn in communal areas, when children are not present and where a 2 metre distance cannot be maintained. Signage is displayed throughout the centre to indicate room occupancy. Please adhere to this at all times.
* Staff who wish to wear a face mask whilst working with the children will be supported to do so.
* If you are pregnant please inform the HOC at the earliest opportunity and refer to the UK Government guidance: **Cornavirus (COVID-19): advice for pregnant employees** (section 4.6).

We work closely as a staff team and we want to ensure you that your wellbeing is important to us during this time. The Scottish Government has worked with Early Years Scotland to develop a new Team ELC Wellbeing Hub, this website sets out vital information for the sector on maintaining your wellbeing at this difficult time, and creates opportunities for you to connect with other staff.

Further support/information can be found at: [www.teamelcwellbeinghub.org](http://www.teamelcwellbeinghub.org)

**Models Offered**

We are registered to provide a service for up to 80 children at any one time.

In East Ayrshire, there are 3 main models of delivery: term time, full year or combined early learning and childcare (ELC) packages. In Lainshaw ECC we will be offering Model 1 & Model 3.

**Model 1:** 9am – 3pm Term Time provision.

**Model 3:** 1140 hours the Blended Model or Split placement provides combination ELC packages of time in an ECC or funded provider and with a participating childminder - a Blended Model or in an ECC and with a funded provider - a Spilt Placement.

The management team will provide you with information in relation to children’s attendance for whom you have responsibility for.

Prior to the start of every shift, you will be involved in a shift huddle, led by a member of the management team. Information will be shared in relation to events happening that day, staffing and any significant information about children.

You will also find helpful information displayed on the noticeboard in the staff room.

**Outdoor area**

* The outdoors should be regarded as an integral part of the centre and accessed daily by children in all weathers, if they choose to do so. It should be used as a context for learning and incorporate all seven principle areas of the curriculum as well as for energetic play on bikes and scooters etc.
* Our 3-5 room is designed to facilitate A Curriculum for Excellence implementing four capacities of learning through the seven principles of design and the eight curriculum areas.
* Our 2-3 room is designed to facilitate Realising the Ambition implementing the importance of interactions, experiences and spaces for our younger children.
* Please familiarise yourself with all resource cupboards and their contents this will enable you to provide enriched learning experiences. Please familiarise yourself with the fire evacuation plan for each area of the centre. The fire evacuation plan should also be discussed at your induction.

**Helpful information**

* Always be punctual
* Planning – meetings will take place fortnightly
* Fire- please familiarise yourself with Fire Notices and exits. In the event of a fire or drill you should follow instructions calmly and help to escort children to the nearest emergency exit. Please take your register to designated meeting point.
* Lainshaw ECC policies are available for you to read; this will ensure you deliver a broad and balanced provision to all of the children; in conjunction with all the staff at Lainshaw ECC. Policies can be found in the Depute Managers office.
* Become familiar with the Early Learning & Childcare – National Induction Resource.
* Please complete the induction checklist within 3 months of your start date.

**Staff Absences and Absence Management**

Employees absent from work due to sickness should provide the following information:

* If you are ill or are going to be late telephone the centre on 01560 483653 by 8:30am. Please ask to speak to the Head Teacher or Depute Manager. Where the relevant Manager is not available then you should leave a contact number to enable the Manager to contact you later that day, whenever practicable or as soon as possible thereafter. Emails or texts messages are not accepted as an appropriate method of communication other than when they are agreed for use as a reasonable adjustment in disability cases.
* The nature of your illness, or other reason for the absence.
* How long you expect to be ill/absent.
* An estimated date of return.
* Your intentions e.g. going to doctor, hospital etc.
* Where appropriate, advise of any work appointments that have been made, attendance expected at meetings, training courses, important work etc so that alternative arrangements can be made in your absence.
* Your telephone number or personal contact point (this is needed in case the Manager needs to contact you).
* Please let the centre know by 3pm on the day of absence whether you will be returning the following day. You must contact the management team on the 4th day and thereafter every 7th working day of absence.
* An absence **of seven calendar days or less**, you must submit a self-certificate form and submit it to the Manager on the day you return to work unless a Medical Practitioner has issued a Fit Note from day one that covers the absence.
* For an absence continuing for **more than seven calendar days**, in addition to completing a self-certificate, you must consult a Medical Practitioner and obtain a Fit Note. The certificate must be forwarded immediately to the Head Teacher or Depute Manager. If the absence is likely to continue beyond the date shown on the medical certificate the employee should consult their Medical Practitioner again and submit additional medical certificates timeously to cover the absence. Regular contact will be maintained with you by the Head Teacher or Depute Manager.
* When your absence is not supported by appropriate documentation or where the correct notification procedure has not been followed, this will be regarded as unauthorised absence and sickness absence payments will be withheld. If a satisfactory explanation is provided after investigation of the circumstances, payment will be re-instated.
* As part of its support measures, the council offers a confidential employee counselling service, occupational health service, physiotherapy and supports from the Health Working Lives Scheme. Please speak to the Head Teacher or Depute Manager if you feel you require any of these services.
* If you have been on sick leave for a continuous period of 28 days you will, where deemed appropriate, have a meeting with the Head Teacher/Depute Manager to discuss your sickness absence. Discretion will be exercised where for example you are hospitalised. You will also be referred to the Council’s Occupational Health Advisor for a medical examination. Please read the council’s Sickness Absence Management Policy.

**Evacuation procedures**

**Evacuation Controller:**

Jason Johnstone (Head Teacher)

**Fire Wardens:**

Lynne Ogilvy (Depute Manager)

* There will be a fire test every Thursday at 4pm

This procedure applies in the event of FIRE or any other THREAT e.g. BOMB ALERT. The alarm will either be sounded by the fire alarm or by a member of staff shouting in a calm manner “EVACUATE”.

In the event of the alarm being raised each member of staff will have primary responsibility for the children within the room they are in at that time. Support Assistants are responsible for the child/children under their care.

**There will be a full evacuation practice at least once every term**.

* On discovering a fire or potential fire you must set off the fire alarm. Phone 999 for fire brigade if time allows.
* All employees are empowered to take this action if they believe there is a fire or risk to the building. No authority should be sought from any other person.
* On hearing the fire alarm, firstly remain calm, and adhere to following instructions.
* Do not allow children to delay in any way by collecting belongings etc.
* Support assistants will look after their children.
* Remember children can get scared and hide – check all possibilities ensure you have your group register when possible. The Depute Manager will do a final sweep of the building if conditions allow.
* Close all doors as areas are checked and vacated.
* Attempt to extinguish fires only if you are trained and it is safe to do so.

Staff will collect their own registers from shelving at fire exit on way out of the building. Overall fire register is situated within the foyer. The Depute Manager must take this with them to the muster point if it is safe to do so. They will also collect the sheet containing overall number of children/staff in that day which is situated in the main foyer.

Ensure you know how you would evacuate safely from each room in the building- this will be disseminated to you on arrival also there are evacuation plans in each playroom – it is your responsibility to stay current in all fire and threat procedures.

Once outside stand with your group at the designated muster point, count children in your group then hold up clipboard to indicate all children are accounted for. Everyone must wait at the designated area until the roll has been taken. Leanne Bruce (SELCP) will take the roll of all groups.

**RE – ENTRY TO THE BUILDING IS STRICTLY PROHIBITED UNTIL THE FIRE BRIGADE OFFICER IN CHARGE DECLARES IT IS SAFE TO DO SO!**

**Facilities**

**Car park – we have a car park area for staff and parents. This can be busy there is also parking on the street.**

**Entrance**

**Cloakroom for children**

**Children’s toilets**

**Accessible children’s toilet in foyer**

**Staff Toilets**

**Admin/Senior Office**

**Depute Manager/SELCP Office**

**Quiet room**

**Staff Room**

**School lunches (require payment unless sitting supporting lunches)**

**Direct access to the outdoor area from 2-3 playroom**

**Access to outdoor play areas from main foyer**

**Store cupboards**

Quiet Room

Main Foyer



**Walkway**

**Main Entrance**

2-3 Garden area

Ladybird Room

(2-3)

Quiet Room

Sunshine Room

Rainbow Room

**Induction Planning & Tracking Checklist for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Start Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| **Induction Planning & Tracking** | **Date Completed** |
| **Day 1** | |
| I have been shown around the premises and know my way around the building |  |
| I know what to do if I had a child protection concern |  |
| I am aware of the Fire Safety and Evacuation policy **(record also on page 16)** and location of fire exits |  |
| I know where the staff room is located and where to place my belongings |  |
| I know where the staff toilet facilities are located |  |
| I know not to answer the door entry system until I am familiar with all parents/ carers |  |
| I know the procedures for drop off and pick up of children and know where to find children’s contact details |  |
| I know to mark the register when a child arrives and leaves with a parent/guardian |  |
| I know about my break entitlements |  |
| I know who my mentor is and that I can ask them about anything I need support with |  |
| I know where to find allergy notices and medical information about children |  |
| I understand what I should wear to work |  |
| I know I must never smoke in clothes that come into contact with the children |  |
| I am aware that I must wear a face mask in communal areas and at all times when a 2 metre distance cannot be maintained. |  |
| I am aware that if I choose to wear a face mask whilst working with the children I will be supported to do this. |  |
|  | |
| Week 1 | |
| I know when my wages will be paid |  |
| I have been given an ID badge |  |
| I have access to HR21 |  |
| The staff rotas have been explained to me |  |
| I know where staff information will be displayed |  |
| I know the arrangements in place for communication; team meetings, shift huddle, bulletin, information boards, communication logs |  |
| I am aware of and understand the child protection policy **(record also on page 16)** |  |
| I understand why to wear protective apron and gloves when dealing with bodily fluids and how to dispose of these safely |  |
| I know to greet children and parents with a warm welcome and a big smile |  |
| I know the absence procedure for contacting the manager if I am unwell or unable to work |  |
| I know to contact the first aider/Depute Head immediately if I suspect that a child is unwell |  |
| I know to refer a medicine request to the first aider or senior member of staff |  |
| I know who the first aiders are and the location of first aid boxes |  |
| I know that the daily cleaning schedule must be completed |  |
|  |  |
|  |  |
|  | |
| Month 1 | |
| I understand the confidentiality policy and know that a breach of this may result in disciplinary procedures **(record also on page 16)** |  |
| I know what to do to prevent a child from choking and how to deal with it should it happen |  |
| I have received a copy of my contract of employment |  |
| I have received a job description and I understand fully what is expected of me |  |
| I have received an East Ayrshire computer log in |  |
| I have an East Ayrshire e-mail |  |
| I understand that I can speak to a member of the management team, if I am unsure of anything or have any questions |  |
| I know the correct procedure for recording an accident or incident |  |
| I understand that a staff record file will be kept by the manager and I am able to see my own file at any time |  |
| I know that I must register with the SSSC within 6 months of starting my role and responsible for renewal annually |  |
| I know the procedure for answering the phone and taking a message |  |
| I know the procedure for answering the door to a visitor |  |
| I will always consider my body language and how the children will perceive me |  |
| I have read and understood the medication policy **(record also page 16)** |  |
| I know how to record observations |  |
| I know the arrangements in place for planning |  |
| I understand why personal plans are developed and used within the service and understand their importance |  |
| I understand the keyworker system |  |
| I know what cleaning duties are expected of me and where to record their completion |  |
| I know who the health and safety officer is and how to report any maintenance concerns |  |
| I have been given a copy of the establishment improvement plan |  |
| I know where to find the establishments policies and procedures |  |
| I understand the procedures in place for absence management |  |
| National Induction Resource – Month 1 – Reflection Questions |  |
| **Month 2** | |
| I understand the rights of children and young people. |  |
| I have attended basic child protection training |  |
| I am aware that I will be regularly monitored and supervised |  |
| I have been given access to GLOW and training |  |
| I have read the SSSC Codes of practice and will use these to guide my practice |  |
| I understand the recycling procedures in place |  |
| I know to share any information given by a parent and how to record it |  |
| I know that I will be given appraisal at least annually |  |
| I know playrooms must be kept in a presentable manner at all times |  |
| I have access and log in details for East Ayrshire CPD gateway |  |
| I am aware of and understand Getting it Right for Every Child (GIRFEC), and SHANNARI wellbeing indicators |  |
| National Induction Resource – Month 2 – Reflection Questions |  |
| **MONTH 3** | |
| I am aware that I am responsible for recording of my own continuous professional learning (CPL) |  |
| I have read the Health & Social Care Standards, my support, my life and will use these to guide my practice |  |
| I know when accidents and incidents would be logged on SHE and when notifications would be submitted to the Care Inspectorate |  |
| I have reviewed the settings risk assessments and I can complete risk assessments if required |  |
| I have attended the full day food hygiene course |  |
| I know where stock is kept and the procedures for requesting stock |  |
| I know that peer observations are carried out throughout the centre |  |
| National Induction Resource – Month 3 – Reflection Questions |  |
| **Month 4** | |
| National Induction Resource – Month 4 – Reflection Questions |  |
| **Month 5** | |
| National Induction Resource – Month 5 – Reflection Questions |  |
| **Month 6** | |
| National Induction Resource – Month 6 – Reflection Questions |  |

**Mandatory Training Modules on LearnPro/Policies Checklist**

|  |  |
| --- | --- |
| **Course** | **Date Completed** |
| Create a LearnPro account |  |
| Introduction to LearnPro |  |
| Corporate Information Governance comprising of:   * Data Protection Module * Freedom of Information Module * Information Security * Records Management * Cyber Awareness |  |
| Equality & Diversity |  |
| Protecting People |  |
| Customer Service and Complaints Handling |  |
| DSE Awareness |  |
| Manual Handling Awareness |  |
| Duty of Candour |  |
| Glow |  |
| **POLICIES** |  |
| Confidentiality |  |
| Child Protection |  |
| Mobile Phone |  |
| Social Networking |  |
| Outdoor Play |  |
| Whistle Blowing |  |
| Complaints |  |
| Administration of Medicines |  |
| Food |  |
| Fire Evacuation |  |
| Infection Control |  |
| Nappy Changing Procedures |  |

**When complete, please photocopy the checklist and give a copy to the Depute Manager**