

WHITELEES NURSERY CLASS



Policies for Staff 2023/24



Table of Contents for Policies

1. Lunch Policy
2. Nutrition Policy
3. Food Preparation Policy
4. Food Storage Policy
5. Outings Policy
6. Promoting Positive Relationships Policy
7. Supporting Children Policy
8. Settling In Policy
9. Assessment Policy
10. Student Policy
11. Safeguarding Policy
12. Personal Safety Policy
13. Security Policy
14. First Aid Policy
15. Children's Absence Policy
16. Transition Policy
17. Accident at Home Policy
18. Sun Awareness Policy
19. Sleeping Children Policy
20. Home Visiting Policy
21. Accessing Support Policy
22. Litter Policy
23. Accident/ Incident Policy
24. Parent Helper Policy
25. Contingency Plan Policy
26. Child Protection Policy
27. Alcohol & Substance Use Policy
28. Equal Opportunities Policy
29. Confidentiality Policy
30. Risk Assessment Policy
31. Behaviour Management Policy
32. Infection Control Policy
33. Missing Child Policy
34. Tooth Brushing Policy
35. Medication Policy
36. Staff Records Management Policy
37. Lifting and Handling Policy
38. Technology Policy
39. Staff Appraisal Policy
40. Supporting Staff Policy
41. Induction Policy
42. Science Policy
43. Social Studies Policy
44. Expressive Arts Policy
45. Health and Wellbeing Policy
46. Literacy and English Policy
47. Numeracy and Maths Policy

48. Religious and Moral Education Policy
49. Managing Choking Policy
50. Food Safety Policy
51. Complaints Procedure
52. Sleep Policy

Updated August 2020

Review Date August 2021

Review Date September 2022

Reviewed August 2023





Whitelees Nursery Class



Lunch Policy

Number (1)

- The ratio at the lunch table is one adult to eight children unless in an emergency where staff/child ratios will decrease when children birth-three years or children with additional needs are having lunch
- Children will eat in the dinner hall and be taken along at 11:45am
- Some children are given the opportunity to enjoy a quiet lunch in the room in a smaller group setting to support their own needs.
- Children and staff will place table covers, plates, glasses, napkins, milk and water
- Staff will take children to wash their hands
- Staff and children will sit at the table together
- Staff should use praise to encourage children to finish lunch
- Encourage to eat fruit first before treat
- All children encouraged to tidy their plate away to the appropriate place set out in the dinner hall
Children should be encouraged to clean the table and put plates and cutlery away
- Children will then be taken for outdoor play (wet play suits/ jackets/ wellingtons available on outdoor trolley)
- Staff should accompany all children back to their key worker prior to start of session
- Parents will be given guidelines on healthy eating/ lunch procedures before their child commences lunch provision
- All lunch menus are available online and are displayed in the playroom using a visual image

UNCRC Links: Article 24 (health and health services) Every child has the right to the best possible health. Governments must provide good quality health care, clean water, nutritious food, and a clean environment and education on health and well-being so that children can stay healthy. Richer countries must help poorer countries achieve this.

Updated August 2020

Review (1st review 4 weeks from start of term in light of 'Loving Lunches')

Review Date August 2021

Review Date September 2022

Review Date August 2023



Whitelees Nursery Class

Nutrition Policy

Number (2)

- Mainly fruit will be offered to children as a light snack at nursery
- Milk and water will be served with the morning and afternoon snacks and this will be full fat milk
- Water will be available at all times from our water cooler
- Parents/ guardians will be advised if their child is not eating well
- Parents of children who have special dietary requirements will be asked to provide as much information as possible about suitable foods and in some cases may be asked to provide the food themselves
- Children will be encouraged to develop good eating skills and table manners and will be given plenty of time to eat
- Children will post their names once they have eaten snack. All children remaining will be encouraged to have something to eat.
- Outdoor play will be encouraged every day, in all weathers with suitable clothing. This will ensure that children have an opportunity to be exposed to sunlight, which helps their bodies to make vitamin D. Parents should provide sun cream for their child when necessary

UNCRC Links: Article 24 (health and health services) Every child has the right to the best possible health. Governments must provide good quality health care, clean water, nutritious food, and a clean environment and education on health and well-being so that children can stay healthy. Richer countries must help poorer countries achieve this.

Updated August 2020

Review Date August 2021

Review Date September 2022

Review Date August 2023



Whitelees Nursery Class

Food Preparation Policy

Number (3)

- Always wash hands thoroughly with a bacterial liquid or clean soap, in a wash hand basin or nominated sink and dry using disposable towels – before preparation of food, between preparation of vegetables, after going to the toilet, blowing your nose, changing nappies and handling waste or pets
- Make sure food is kept at safe temperatures: for hot food this is above 63 degrees and for cold food this is below 5 degrees
- Do not use un-pasteurized milk, or milk based products such as goat's cheese. If a parents supplies such milk or food, please check if they require to be boiled
- The use of fresh eggs is not recommended in nurseries. If using eggs when baking with children, ensure that the children wash their hands immediately after touching the shell and any utensils are washed. It is recommended that Lion brand eggs are used and eggs are kept in the fridge at all times. Be aware of staff/ children's allergies to eggs
- Wash all fruit and vegetables thoroughly before eating, preparing or using for role play. Take extra care when washing vegetables, especially if eating raw, as unwashed fruit/ vegetables can be a source of cross contamination & e-coli, it should be treated as dirty. All unwashed fruit should be separated from washed fruit and stored in fruit bowls
- Always use a clean knife and chopping board, smaller chopping boards. There should be three chopping boards in operation, colour co-ordinated for different uses:
 1. For bread
 2. For fruit
 3. For vegetables
- Wash the sink with sanitiser spray after cleaning vegetables
- All food contact surfaces (chopping boards) and utensils should be washed in dishwasher. If the dishwasher fails wash, rinse and sanitise with appropriate sanitiser which complies B21276. Clean the dish brush in the dishwasher once a week. Dishwasher is also to be used to wash dishes, cutlery, etc., at the end of each session. If dishwasher is out of operation use food safe sanitizer & follow manufacturers instruction
- Change cloths or sponges after each session
- Always use sanitizer spray on worktops before and after food preparation
- Wipe tops of cans before opening them
- Any damaged milk cartons should be discarded
- Take off jewellery such as rings or bracelets before preparing food, to avoid germs getting into food
- Always cover cuts or sores with a blue waterproof dressing
- If you are unwell avoid handling food, especially if you are sick or have diarrhoea and report any such illnesses to your supervisor
- Clean, protective clothing should be worn when preparing food, i.e. hat and apron where appropriate
- Be aware of children's dietary requirements, e.g. religious beliefs, allergies and medical conditions

UNCRC Links: **Article 24 (health and health services)** Every child has the right to the best possible health. Governments must provide good quality health care, clean water, nutritious food, and a clean environment and education on health and well-being so that children can stay healthy. Richer countries must help poorer countries achieve this.

Updated August 2020

Review Date August 2021, September 2022, Review Date August 2023



Whitelees Nursery Class



Food Storage Policy

Number (4)

- All items with a use by/ best before date, including bread, should be used within 2 days of opening. If unopened, they must be used by the manufacturers use by/ best before date
- Always store food in accordance with its labelling instructions. Once opened, this must be decanted into lidded containers and best before dates of when these were opened should be put on the container
- The fridge should be cleaned with anti-bacterial spray and defrosted following manufacturers guidelines
- Don't overload the fridge, as this will increase the temperature. All fridge temperatures should be checked at the beginning and the end of the day and recorded, this should be done using a probe and bottled water labelled in the fridge and the temperature should be between 0-5°C (taken from "Setting the Table" handbook). To calibrate your probe, please insert in boiling water. The temperature of the waters should be between 99-101 degrees centigrade
- Washed and unwashed food should be stored and prepared separately
- Packed lunch boxes should be refrigerated. Ensure each child's name is clearly marked on their lunch box
- Do not user any leftover food
- Insulated cool boxes, or cool box with ice packs, should be used for carrying food when taking children on outings
- We are unable to accept homemade foods donated for nursery events, however, parents can donate non – perishable foods, i.e. crisps, breadsticks
- Sampled baking to be kept and placed in air tight container and to be labelled with its name and date it was made. This should be stored in the freezer for 4 weeks
- Snack foods will be purchased by staff from a reputable company and transported to be stored according to the manufacturer's instructions immediately on return to the nursery
- The caretaker will refrigerate milk on arrival in the morning

UNCRC Links: **Article 24 (health and health services)** Every child has the right to the best possible health. Governments must provide good quality health care, clean water, nutritious food, and a clean environment and education on health and well-being so that children can stay healthy. Richer countries must help poorer countries achieve this.

Updated August 2020

Review Date August 2021, September 2022, Review Date August 2023



Whitelees Nursery Class



Outings Policy

Number (5)

An essential part of children's learning and development is being aware of an understanding of the world around them. As an integral part of the resources and experiences that we provide for learning and development, staff are encouraged to take the children on interesting educational outings.

When organising an outing, staff must ensure that the following regulations are adhered to:

- The Head of School or Depute must be advised before any outings take place
- Staff will complete an outings form beforehand giving details of outings, which must be signed by a member of management
- Parents authorise consent outings within the local area via the child's enrolment form. Staff must check that children have consent prior to an outing being organised
- For outings out with the local area a parent must give written consent for each outing in order to authorise the child's involvement in an outing
- If a parent is involved in an outing, he/she must also give consent
- A copy of all the completed forms must be taken by the keyworker whilst on an outing
- For all outings, out with the local area, the ratio should be no more than 1:3 for children aged 3-5 and 1:1 for children aged 2-3 years. Ratios can be increased depending on the maturity of the children and provided the staff are comfortable with this
- More than one member of staff must be involved in an outing
- Students and volunteers are not permitted to take children on an outing without a member of staff
- Staff must take a mobile phone and first aid bag on all outings
- Appropriate safety rules must be adhered to on an outing. Children should hold an adult's hand and should not be allowed to go anywhere unless accompanied by an adult. Children must not walk on the kerb or near the road. Staff and children must adhere to road safety advice
- Guidelines are available from the office re: health and safety issues for certain outings, e.g. farms
- Staff members should know the telephone numbers of the Nursery, Police and Emergency Services in the event of an emergency
- Should an emergency occur during an outing, the staff member should contact the Head of School/ Depute immediately
- For one off outings, parent helpers do not need to be PVG checked. Parents helping on a regular basis are required to have one
- Helpers should not be left alone with children at any time, unless they hold a PVG
- A risk assessment must be completed for outings out with the local area

UNCRC Links:

Article 28 (right to education) Every child has the right to an education. Primary education must be free and different forms of secondary education must be available to every child. Discipline in schools must respect children's dignity and their rights. Richer countries must help poorer countries achieve this.

Article 29 (goals of education) Education must develop every child's personality, talents and abilities to the full. It must encourage the child's respect for human rights, as well as respect for their parents, their own and other cultures, and the environment.

Updated August 2020

Review Date August 2021, September 2022, Review Date August 2023



Whitelees Nursery Class

Promoting Positive Relationships Policy

Number (6)

One of the major aspects of promoting positive relationships and behaviour, is to create a positive environment where children feel safe, secure, nurtured and motivated to learn

- Provide a warm, stimulating, friendly and secure environment
- Provide positive role models
- Establish positive relationships
- Provide opportunities to encourage co-operation, sharing and taking turns
- Provide opportunities for children to explore, name and express their feelings
- Treat children with consideration and respect
- Encourage and praise the children
- Promote independence
- Encourage a caring attitude in the children and towards others
- Develop partnerships with parents in order to work together to develop their child's learning
- Be aware of children's individual needs with respect to equal opportunities, background, culture and stage of development
- Set realistic goal and boundaries
- Use specific and consistent reinforcement techniques
- Establish and consistently promote simple rules

Important Points to Implement

Positive reinforcement of rules and routine allows children to understand acceptable and unacceptable behaviour

Some behaviour is acceptable during planned experiences (where appropriate, shouting during action songs or running during games)

- No running – walking feet
- No shouting – speaking voice
- No hitting/pushing/biting/kicking/spitting (aggressive behaviour) – gentle hands
- No sitting/ standing on tables/furniture (other than chairs)
- No throwing or deliberately damaging resources
- No damaging the work of others

Methods for Managing Inappropriate Behaviour

One of the best methods of managing inappropriate behaviour, is to try and stop it happening in the first place. Children who are bored or frustrated are more likely to display challenging behaviour

It Is Essential You Deal With the Situation Calmly

- Redirection: suggesting the child does something else (with staff interaction)
- Focusing: suggesting the child uses materials/ resources in a positive way (“why don't we make a big tower instead of throwing the bricks around”)
- Ignoring: this depends on the situation and can be used if no one else is affected by the behaviour. This will mean that there is no attention provided for the behaviour and they will usually stop
- Reasoning and Explanations: as children begin to understand about cause and effect, you can use the following methods – ask children “what happened?” and explain in simple terms the consequences of their behaviour
- Incompatible Skills: encourage the child to use appropriate behaviour to replace the inappropriate one, e.g. snatching things, encouraging them to make requests or talk quietly instead of shouting

- Prompts: by using this method the child is gently reminded that the behaviour is verging on unacceptable (“if you shout you might wake the baby in the house corner”)
- Reflection Time: allow the child time to sit calmly, relax and regulate their emotions along with a staff member until they are ready to play

Ensure Consistent Approaches Are Used Within the Staff Team

“We all make assumptions about what we see, but an observation cannot tell us about all the factors which may be affecting the child’s behaviour. Because of this, we should not act only on our assumptions, but consider other reasons as to why a child may be behaving in a particular way.”

- Ensure that all children are aware of what is and what isn’t acceptable
- Be generous with praise
- Approach the child regarding behaviour and do not shout across the room (as this is inappropriate behaviour)
- Point out the positive behaviour of other children and what is acceptable
- Use specific language – comment on the behaviour as being ‘not good’ and not the child as being ‘not good’. Keep language simple and non-threatening and come down to their eye level. Possible give example of body language used i.e. no thank you, well done, etc.
- Do not coax or negotiate with the child to resolve a situation
- Don’t make promises
- Use board marker symbols or visuals where appropriate
- Do not reward undesirable behaviour. If you see the child behaving appropriately, reward with praise
- Maintain a rapport with the child
- Stay in control of yourself and the situation
- Give the child a way out. Remain sensitive to the situation

Physical Restraint

Children should not be physically restrained. However, in the interest of all children’s safety if a child has been restrained in anyway, it must be discussed with a member of the management team and recorded in the confidential file/ physical restraint file within the main office. We recognise the policy may not be affective for managing extremely challenging behaviour/ individual needs and where appropriate, individual care plans will be put in place

See circular C11 section 4:7 for guidelines.

UNCRC Links: **article 3 (best interests of the child)** The best interests of the child must be a top priority in all decisions and actions that affect children.

Updated August 2020

Review Date August 2021, September 2022, Review Date August 2023

Whitelees Nursery Class

Supporting Children with Additional Needs Policy Number (7)

Every child has individual learning needs. This requires that the staff and the nursery offer an appropriate differentiated curriculum to take these into account. We should also provide a supportive environment in which the contribution of all children is of equal value

- The rights and responsibilities of parents are respected and they are actively encouraged to be involved in making decisions about the approaches taken to meet their children's special educational needs
- Target planning and observation assists us in assessing children's progress and identifying next steps. A Health and Wellbeing Assessment (GIRFEC) and a GIRFME Plan will be initiated for each child who has recognised additional support needs, to identify individual needs and short-term/ long-term targets. These will be compiled by the keyworker, support service such as Speech and Language Therapist, Educational Psychologist and will be set in conjunction with the child's parents/ carers. They will be reviewed regularly and updated observations/ information relating to the identified children will be provided at each playroom planning meeting, to ensure targets are being met effectively and are relevant
- Further identification of support services will be addressed and included through a CSP (Co-ordinated Support Plan)
- The staff enhance their effectiveness by working collaboratively and having regular contact with other support services to share information. Some examples of these are: Speech & Language Therapists, Health Visitors, Physiotherapists, Psychological Services, Occupational Therapists and Learning Support
- Further opportunities for staff development will be identified and met according to the needs of the children
- The allocation of further resources to support children will be identified and met where appropriate and discussed at multi agency development reviews
- Staff attend development reviews to share information and assist with identifying the appropriate next steps as part of a multi-agency team
- The provision we offer children with additional support needs has to be planned, well managed and regularly reviewed
- Through staff observation, we have introduced a co-ordinator in order for them to support both children and staff throughout both 2-5 playrooms
- Equity and excellence lead providing support via GIRFME's

UNCRC Links:

Article 12 (respect for the views of the child) Every child has the right to express their views, feelings and wishes in all matters affecting them, and to have their views considered and taken seriously. This right applies at all times, for example during immigration proceedings, housing decisions or the child's day-to-day home life.

Article 23 (children with a disability) A child with a disability has the right to live a full and decent life with dignity and, as far as possible, independence and to play an active part in the community. Governments must do all they can to support disabled children and their families.

As the procedures outlined above are implemented, it is essential to monitor the effectiveness of recommendations and identify areas where adjustment or changes are required to help us to improve the provision we offer

Updated August 2020, Review Date August 2021, September 2022, Review Date August 2023



Whitelees Nursery Class



Settling in Procedures Policy

Number (8)

The importance of emotional, personal and social development cannot be over emphasized, particularly for young children. For them, arrival in a new and strange place can be an anxious and unsettling experience. Children need to be supported by providing a clear 'settling in' period with familiar routines and lots of support for both the child and the parent

- Both the child and their parent/ carer will spend time with a member of the management team and key worker, seeing around the nursery, completing enrolment forms and getting to know each other. This is helpful in building our knowledge of the child and their individual needs
- Parent/ carers are asked to complete a "All About Me" booklet in order to support staff in getting to know the child better
- On their first day, children stay for 1 hour with their parent/ carer. This is to welcome them to the nursery environment and routine
- Our "This is Me" provides us with information about a child's previous experiences, knowledge and interests. This information should be used to help children feel welcome, i.e. telling them their favourite story or singing their favourite song
- The parent/carer and keyworker then work together deciding the next steps/ arrangements for the next session. This may include an extended session with or without the parent
- The keyworker will share information (including a brief account of the child's day/ activities) with the parent/carer about how the child is settling and they will discuss any relevant issues and next steps for the following stages of the "settling in" period
- After the child is settled in the nursery, staff will continue to share information and build effective relationships with the parent/ carer on a daily basis

UNCRC Links:

Article 3 (best interests of the child) The best interests of the child must be a top priority in all decisions and actions that affect children.

Article 5 (parental guidance and a child's evolving capacities) Governments must respect the rights and responsibilities of parents and carers to provide guidance and direction to their child as they grow up, so that they fully enjoy their rights. This must be done in a way that recognises the child's increasing capacity to make their own choices.

Updated August 2020

Review Date August 2021, September 2022, Review Date August 2023



Whitelees Nursery Class

Assessment Policy

Number (9)

The essence of the Child-Centred Curriculum is that it is based on active learning, first-hand experience. The strengths, interests and experiences of young children are identified as the leading points for learning. Assessment is seen as providing a guide to further learning

It is essential that all staff should base their practices on shared principles, which clearly support effective learning and teaching

- Assessment should promote equal opportunities by supporting all learners, taking into account the full range of individual needs
- Assessment should be used to support learning, motivate learners and identify further learning
- A range of assessment should be used, appropriate to the needs of the learner and the demands of the learning experiences:
 - Child observations – see, hear, make and do
 - Evaluation of learning experiences/ curricular areas
 - Gathering information/ evidence within learning journals
 - Individual target setting
 - Exchanging information with parents/carers
 - GIRFME's
 - Special Folders
 - Floor Books

(Guidelines provided through the "Curriculum for Excellence" summative reports – assessment support material and transition document guidelines)

- Appropriate information should be shared with children, parents, staff and all support services:
 - Focus Child
 - Meet with parents/ carers twice annually (day-to-day)
 - Staff meeting/ planning meetings
 - Meet with support services
 - Focused child parent reflections
- Assessment must be manageable so that it can support the children appropriately – assessment of individual children's learning and progress will help staff to be aware of what each child can do and understand. To recognise positive achievements, staff should develop an awareness of each child's feelings, attitudes, opinions and strengths and be aware of areas in which a child may need additional support. Discussions with other staff are required in order to plan appropriately the next steps for each child to scaffold each child's learning, so as to take that learning forward

UNCRC Links:]

Article 28 (right to education) Every child has the right to an education. Primary education must be free and different forms of secondary education must be available to every child. Discipline in schools must respect children's dignity and their rights. Richer countries must help poorer countries achieve this.

Updated August 2020

Review Date August 2021, September 2022, Review Date August 2023



Whitelees Nursery Class

Student Policy

Number (10)

Throughout our lives we are continually learning, when presented with students within our early year's establishment it is an opportunity for us to support and guide them through their placement. By offering our support we are hopeful this will enable them to complete their course work to become part of our working profession.

At Whitelees Nursery Class we aim to:

- Provide a placement where students are given support and guidance to complete their placement tasks.
- Provide each student with a mentor who they can discuss their placement tasks with on a daily basis.
- Work closely with students to ensure that they feel included in the life of the school.
- Carry out six weekly reviews to discuss the students' progress.
- Support students to complete their course.
- Liaise with the college to discuss the student's progress throughout their time in the school.
- Show each individual around the nursery by a member of the Senior Management Team where he/she will be given a short induction and provided with a copy of the student policy and handbook. They will be made aware of resources available and where they are stored.

To enable us to support students within their placement students must do the following:

- Make time daily at the beginning and end of their working day to discuss their plans for their day.
- During the first two week period, the student will shadow their mentor at all times within the daily routine
- Students will be involved in early, late and lunch shift and they will follow shift rota of the mentor.
- Update their mentor with their planned experiences/observations one week in advance.
- They must come prepared with their plans/work, etc. for their mentor to look at and sign off as completed.
- Students must remember that their mentor cannot sign work if they have not seen them carry this out.
- Remember that they are here in a capacity to learn from their placement and their mentor. If they are having problems or struggling with their course work to discuss this with their college tutor and their work place mentor.
- If they are unable to speak to their mentor regarding anything they should come and speak to the Head or Depute Head of School.

Student Code of Conduct:

- Student should provide attendance card for mentor to sign daily.
- Report Child protection concerns to the Head of School and in her absence the Depute Head of School.
- Students will come to their placement in smart casual dress and appropriate footwear.
- Outdoor play is a large part of our curriculum and students should always arrive prepared for the weather elements.
- When in the playroom they will not chew gum and the only drink to be consumed should be water.
- All mobile phones must be kept in their bag. These can be used during their lunch break, but must **never** be taken into the playroom.
- Students during the nursery session are required to spend time interacting with the children and carrying out their planned experiences.
- If students require to leave the playroom floor they must first advise their mentor and in their absence another staff member.
- Student's lunch break agreed with LP
- College work should not be completed during placement time.
- Students are not permitted to take photos of the children and if they are required for their course work they will only be allowed to take photos of children's work. This is to ensure that we protect our vulnerable children and families.

- If students require to use ICT to complete their placement work we ask that they bring in their own laptop which they can use during their lunch break.
- Students must not use the photocopier or printers to print college work. This should be done at home or at college.
- Students must contact the school before 8.20am if they are unable to attend and inform us in advance of any appointments.
- Students are responsible for gathering and tidying away the resources they use for their planned experiences.

UNCRC Links:

Article 29 (goals of education) Education must develop every child's personality, talents and abilities to the full. It must encourage the child's respect for human rights, as well as respect for their parents, their own and other cultures, and the environment.

Updated August 2020

Review Date August 2021, September 2022, Review Date August 2023



Whitelees Nursery Class

Policies/Procedures and Information- Safeguarding

Safeguarding Policy

Number (11)

The purpose of this safeguarding policy is to achieve a nurturing and child-centred environment where children can have fun and be safe. A child-centred approach is fundamental to safeguarding and promoting the welfare of every child. Everyone who works with children has a responsibility for keeping them safe. Anyone who comes into contact with children has a role to play in identifying concerns, sharing information and taking prompt action. So to ensure their safety at all times, we adopt the following policies and procedures.

- Child Protection Policy
- Staff recruitment (PVG Scheme)
- Secure door entry system
- Keyworker system
- Consent to share
- Permission for Photographs, videos, Twitter, Blog
- Parents Sign children in and identify who will be picking child up. LP checks this info.
- Risk Assess rooms and outdoors daily
- Enrolment Pack
- Absence Procedures
- File Transfer CP, H&WB, Support for Learning
- Health & Safety policy
- Risk Assessment Policy
- Outings Policy
- Accident/Incident Form
- Accident at home form
- Nappy Changing Policy
- Staff training, CP and Safeguarding
- Fire Drills
- First Aider
- Pastoral Notes
- Allergy List
- Staff training and recruitment
- ASN Procedure
- Health and Safety
- The Curriculum
- Administration of Medicine Policy
- Accident and Emergence Procedure
- Illness/Infection Disease and inclusion
- Choking Policy
- Complaints Procedure
- Tooth brushing Programme
- Flouride Varnish
- Visual Screening

UNCRC Links:

Article 3 (best interests of the child) The best interests of the child must be a top priority in all decisions and actions that affect children.

Updated August 2020

Review Date August 2021, September 2022, Review Date August 2023



Whitelees Nursery Class

Personal Safety Policy

Number (12)

- All staff should wear identity badges at all times
- All visitors must report to the reception office to sign in before being taken to designated area/ person
- No one should be in the building who is not clearly identifiable by one of the following:
 1. Staff Identity Badge
 2. Accompanied by a staff member/ management
- If you have any concerns about a threat posed by visitors to the nursery, whether official, registered visitor or otherwise, you should do the following:
 - Contact the management or office staff, who will then attend and investigate

Updated August 2020

Review Date August 2021, September 2022, Review Date August 2023



Whitelees Nursery Class

Security Policy

Number (13)

Guidelines for responding to incidents including identifying the staff responsible for initiating action:

- All minor injuries to be recorded on an accident/ incident sheet
- Any injuries that the child has on arrival at nursery have to be recorded on the accident at home sheet
- All major injuries to be recorded in an accident/ incident report book in the office
- If any treatment/ advice is needed this will be given by our First Aider or appointed persons. Any injuries that occur during Nature Explorer sessions will be treated on site, following First Aid guidelines. The relevant paperwork and reporting procedures will be completed on return to the Nursery
- Parents have to be informed of any injuries a child has sustained in the nursery and must sign the accident/ incident sheet to clarify they have been made aware of the situation
- Any damaged/ broken equipment or appliances must be reported to the management where they can make the appropriate arrangements for its repair
- All visitors/ strangers must not be left unattended, they should be approached and taken to the office where they will sign the visitors book
- All children must be picked up by a known adult or alternatively if previous arrangements have been made by the parents, staff must have been informed. (If in doubt, ALWAYS check). This information will be noted on our daily signing in/ out sheets
- Temporary members of staff should not let a child leave with any adult without the permission of a permanent member of staff
- If there is anyone acting suspiciously outside or inside the nursery grounds, this must be reported to the management
- If the management are suspicious of any persons, they must report this to their local police station, neighbouring schools and the local authority
- If an emergency situation/ incident occurs the management must make a 999 call

Updated August 2020

Review Date August 2021, September 2022, Review Date August 2023



Whitelees Nursery Class

First Aid Procedures Policy

Number (14)

- If a child has an accident in the nursery or is feeling unwell, they should be taken to the staff room or quiet area. If they are bleeding, then a first aid box, sink, aprons and gloves are available. First aid boxes are available in the kitchen, open areas, caretakers office and main office and medical room
- If the injury requires significant first aid the First Aider will administer this. Cold compresses can be administered by all staff
- All accidents and injuries should be recorded in the accident/ incident folder by the member of staff who observed it happening. A member of the Management Team must be informed about the accident/ incident and they should also sign the child's accident sheet before the parent is informed
- Parents/ carers should be informed of any accidents/ incidents on the day that it happens and asked to sign their child's accident sheet
- All head injuries will be recorded and the parent/ carers informed immediately
- If the accident/ injury is serious or requires medical attention, a member of the management team should be informed
- Any serious incidents or accidents should be recorded in the master accident book and a report submitted online
- First Aid boxes must be checked every 12 weeks for items needing replenished & expiry dates. Julie must order new stock when required

Convulsions/ Seizures

If a child has a convulsion within the nursery, the following procedure must be adhered to:

1. Remain calm
2. Two members of staff to stay with the child, placing them in a safe position
3. Alert management of situation
4. Management/ another member of staff to remove any other children from the room
5. Contact parent/ carer and dial 999 if required and follow any individual care plans for the child

Updated August 2020

Review Date August 2021, September 2022, Review Date August 2023



Whitelees Nursery Class

Children's Absence Procedures Policy

Number (17)

To assist us in creating a positive ethos, the following procedures are carried out to monitor and maintain attendance of children within the nursery

- If a child has been absent from the nursery for 3 days or more and there has been no contact/ message from a parent/ carer, it is the responsibility of the keyworker to discuss this with the Head of School or Depute before contacting the family and enquiring about the child's well-being. Information should be shared with the appropriate members of staff if necessary
- After one week, if we are still unable to make contact, a letter (standard letter 1) should be sent asking the parent/ carer to contact the nursery to advise staff of the anticipated date of return. Information should then be passed onto the child's keyworker
- After two weeks, if we are still unable to make contact, another letter (standard letter 2) should be sent asking the parent/ carer to contact the nursery as their child is due to lose their place and they may have to reapply
- After three weeks, standard letter 3 should be sent out advising the parent/ carer that their nursery place has now been withdrawn

If staff are aware that a child will not be attending nursery for any reason, they must inform the office staff so a record can be kept open

If a child is absent from nursery, parents should do the following:

- Call school office and give reason for child's absence
- If a child will be absent on any specific day(s) for any other reason due to illness (doctor, dentist, holiday, etc) then staff should be notified as soon as possible
- If possible, parents should give an 'expected return date' for their child

Updated August 2020

Review Date August 2021, September 2022, Review Date August 2023



Whitelees Nursery Class

Policy to Support Children and Families Transition to School

Number (16)

At Whitelees Nursery Class, all children and their parents/carers are supported to enable a smooth transition from nursery to primary school. We aim to achieve this through working in close partnership with parents, carers and all local feeder schools. Smooth transitions depend on a commitment from all professionals involved to develop positive communication links. In order to promote continuity for all children experiencing transitions between settings, it is important that there is a shared approach between all those professionals involved.

Children learn in different ways and at different rates therefore consideration has to be given to the child's holistic needs. Children cope better with transitions when conditions are similar, communication is encouraged and the process of change takes place gradually over time.

We will support transitions by implementing the following strategies:

- The nursery and schools develop a calendar of events.
- Teachers are invited to nursery events such as Christmas Sing-a-Long and Graduations.
- An individual book of photographs will be collated for each school which will contain pictures of the school environment and staff.
- Resources relating to the school environment such as uniforms will be provided for children to access and explore.
- Enhanced transitions are planned for in relation to the needs of individual children and families.
- The school will strive to arrange transition meetings between the school, parents/carers and the child's key worker to provide an opportunity for shared discussion.
- The SLT will arrange a follow up visit to the local primaries once the children have had time to settle in.

'With appropriate preparation and understanding, children are more likely to feel secure and settle more easily into their new environment.' (Smooth Transitions in the early years: A good Practice Guide. May 2017)

UNCRC Link: Article 3 (best interests of the child) The best interests of the child must be a top priority in all decisions and actions that affect children.

Updated August 2020

Review Date August 2021, September 2022, Review Date August 2023



Whitelees Nursery Class

Accident at Home Policy

Number (17)

The following are the guidelines for responding to incidents, including identifying the staff responsible for initiating action

- All recordings of accidents at home must be stored in the appropriate file within the main office
- Any injuries that the child has on arrival at nursery, have to be recorded in the accident at home folder. This must be signed by the child's parent/ carer, a staff member and a member of management
- If any treatment/ advice is needed, this will be given by our First Aider or appointed persons.

UNCRC Links:

Article 37 (inhumane treatment and detention) Children must not be tortured, sentenced to the death penalty or suffer other cruel or degrading treatment or punishment. Children should be arrested, detained or imprisoned only as a last resort and for the shortest time possible. They must be treated with respect and care, and be able to keep in contact with their family. Children must not be put in prison with adults.

Article 19 (protection from violence, abuse and neglect) Governments must do all they can to ensure that children are protected from all forms of violence, abuse, neglect and bad treatment by their parents or anyone else who looks after them.

Updated August 2020

Review Date August 2021 September 2022, Review Date August 2023



Whitelees Nursery Class

Sun Awareness Policy

Number (18)

Young children need special care when they are in the sun. They love playing outdoors, but they are not aware of how sun can damage their skin. As adults, it is important that we take precautions for them

Getting sunburned as a child leads to a greater risk of skin cancer in later life, however, skin damage can be prevented

Our Aims:

- To protect children and staff while they are in our care at nursery
- To work in partnership with parents in order to protect children at all times
- Staff should lead by example to help children understand the importance of keeping themselves safe in the sun

Procedures:

- Staff are to be familiar about the risks of sunburn
- Staff to provide protective care throughout the year, particularly over the summer months
- Staff to take particular care when children are outside during the hottest part of the day (between 11.00 am and 3.00 pm). During this period staff and children should:
 1. Wear sunhats
 2. Wear clothing covering shoulders and arms
 3. Only be outside for limited periods when it is sunny
 4. Provide shady areas in the garden area
 5. Inform parents about the nursery's sun awareness policy and encourage parents to keep their children safe in the sun through our newsletter, information from health officials, admissions information and information from staff
 6. Parents/ carers to provide/ given consent for staff to apply sun cream (this will take place at time of enrolment)
 7. Parents are encouraged to apply sun cream before nursery, nursery will have sun cream available for parents to apply
 8. Nursery staff will apply sun cream to children if required
 9. Allergies – if a child has allergies to sun cream, parents will be asked to provide their own
 10. Sun hats are limited, therefore parents are encouraged to provide sun hats for their children while they are at nursery
 11. Supply/ encourage frequent drinking of water
 12. Sun shelter placed where children can seek shade

UNCRC Links: Article 24 (health and health services) Every child has the right to the best possible health. Governments must provide good quality health care, clean water, nutritious food, and a clean environment and education on health and well-being so that children can stay healthy. Richer countries must help poorer countries achieve this.

Updated August 2020

Review Date August 2021, September 2022, Review Date August 2023



Whitelees Nursery Class

Sleeping Children Policy

Number (19)

We offer places to children aged between 2-5 years. We acknowledge all children are individuals and have differing, individual needs. We recognise that some children may require to go for a sleep during the session, depending on their age, stage or individual needs.

All sleeping or napping children should be monitored and supervised at all times. Parents/ carers should be informed of their child's nap or sleep, to allow for the care routines at home to be taken into consideration

Within our 2-5 year old playrooms there is a variety of quieter, nurturing containing spaces for children to rest/ sleep. When the child awakens, they should be given time to "come around" before being encouraged to re-join play.

UNCRC Links: Article 31 (leisure, play and culture) Every child has the right to relax, play and take part in a wide range of cultural and artistic activities.

Updated August 2020

Review Date August 2021, September 2022, Review Date August 2023



Whitelees Nursery Class

Home Visiting Policy

Number (20)

"Parents are children's prime educators in their earliest years and play a major role in young children's learning when they enter the early years setting. Staff should value the role of parents in their children's learning. It can have a significant, positive effect on the way in which children value themselves and those around them."

Home visiting is a very valuable way of encouraging families to share their knowledge of their child with the nursery staff. Both, staff and families, have information to share and acquire from one another. Home visits can help to open two way channels of communication about children's early learning

They provide opportunity for:

- Children and families to build a special relationship with their keyworker, in the home environment, which will ease the transition to nursery
- Children to see parents and staff working together
- Parents to learn about the routines and experiences within the nursery
- Parents to ask questions, offer opinions and share information
- Staff to find out how confident and competent the child is in and around their home and learn from the parents what the child's interests are
- Staff to gain an understanding of the child's home environment and family supports

Safety Procedures:

- The child's keyworker and a member of management will attend the visit
- Details of the visit must be noted on school diary
- The visit will last approximately 30 minutes
- A mobile phone will be taken and a call back system will be in place after 30 minutes to ensure safe entry/ exit
- If there are any issues relating to safety and security, staff should return to the nursery

Updated August 2020, Date August 2021, September 2022, Review Date August 2023



Whitelees Nursery Class

Accessing Support Services Policy

Number (21)

We recognise that all children develop and progress at different rates. Individuals have strengths in different areas and as such, may require some degree of support in other areas.

Support can be referred by a number of people: parents/ carers, nursery staff, doctor, health visitor and speech and language therapist, to name a few.

In Whitelees Nursery Class we operate a 'key worker' system to ensure that each child has someone to care specifically for their needs. For example, if a child has been identified as requiring support, then a discussion will take place between the keyworker, SLT and the child's parent/ carer.

Consideration should be given to specific individual needs of our children and their families. Families will be given assistance in a variety of ways according to their needs (telephone calls, assistance with forms, letter writing, and translations of forms / letters) and staff will ensure they are always sensitive when dealing with individuals.

Feedback should be given in a clear, precise and 'jargon' free manner. Parent/ carers are recognised as the child's prime educators and should therefore be given the respect they are entitled to.

Whitelees Nursery Class strives to support families where support of any form is required and we actively promote partnership with parents and external agencies and work together to create CSP's if required.

In the nursery we have Getting It Right For Me plans and we work with a variety of multi-agencies who can offer support such as:

- Speech and Language Therapy
- Psychological Services
- Health Visitors/ Doctors
- Social Work Department
- Community Learning and Development

UNCRC Links:

Article 24 (health and health services) Every child has the right to the best possible health. Governments must provide good quality health care, clean water, nutritious food, and a clean environment and education on health and well-being so that children can stay healthy. Richer countries must help poorer countries achieve this.

Article 18 (parental responsibilities and state assistance) Both parents share responsibility for bringing up their child and should always consider what is best for the child. Governments must support parents by creating support services for children and giving parents the help they need to raise their children.

Updated August 2020

Review Date August 2021

Updated August 2022

Review Date August 2023



Whitelees Nursery Class

Litter Policy

Number (22)

The control of litter and regular cleaning and maintenance of our nursery grounds, with regards to health and safety, is an important factor in looking after our environment and should be encouraged by all

North Lanarkshire council and Whitelees Nursery Class are committed to ensuring we are pro-active in reducing litter and hopefully eradicating it from our streets and nursery grounds. As part of our curriculum, we tackle the problem of litter and its causes with the children. Staff must ensure that good practice, role modelling and positive attitudes are displayed to the children, which will stay with them into adulthood

Here are some of the ways in which we aim to combat litter:

- Litter bins are provided indoors and outdoors, in designated areas and everyone is encouraged to use these accordingly
- Bins with lid and pedal action are provided within all rooms of the nursery
- Brushes and shovels are accessible in all playrooms and outdoors
- Protective gloves are available and should be worn, by adults and children, when litter picking in the garden
- Children will be actively involved in litter picking, as this encourages a sense of pride and ownership of the nursery
- Any dangerous litter/ objects should be reported to the caretaker and Head of School for safe removal and disposal
- Dropping of litter is greatly discouraged and explanations are given to the children about why they shouldn't drop litter, e.g. it is unsightly, it can be unsafe, etc.
- Positive praise is encouraged when children dispose of their litter carefully
- Children in the nursery are encouraged to recycle and reuse materials and resources to promote eco responsibilities

UNCRC Links: Article 29 (goals of education) Education must develop every child's personality, talents and abilities to the full. It must encourage the child's respect for human rights, as well as respect for their parents, their own and other cultures, and the environment.

Updated August 2020

Review Date August 2021, September 2022, Review Date August 2023



Whitelees Nursery Class

Accident/ Incident Policy

Number (23)

An **Accident** is an unfortunate event that happens unexpectedly and unintentionally, typical resulting in damage or injury.

An **Incident** is an undesired event or occurrence which takes place. It should be recorded for all individuals involved.

Sometimes accident/incidents may happen during the nursery session. If a child has an accident the details of what happened and any resulting treatment will be recorded in our accident/incident folder. When the parent/carer arrives to collect the child the practitioner will recall the account of what happened and ask them to sign the form that has been completed detailing what happened and staff's actions. The practitioner will also record at that point how the child is on leaving.

In the event that the child has a bump to the head we will contact the parent/carer to inform them to enable them to have the option to collect their child to have them checked over by a medical professional. If a child requires a doctor or hospital treatment we will contact the parent/carer immediately. Parents are asked to update their details regularly through our newsletter and every August when they complete their annual data check.

Any accidents or incidents that result in harm or injury to a person within our service which results in the user having to attend their GP or hospital must be notified by Management to CIRIS and reported to the Care Inspectorate within 24 hours. These records should be available for inspection.

In the event of an accident/ incident the practitioners should:

- Ensure that the child/adult is safe and comfortable and where appropriate alert the first aider to support and assess the situation.
- The member of staff who witnessed the accident or incident should complete the accident or incident form.
- The member of staff must ensure the following details are completed- the date, time, whether it was an incident/accident, a clear and brief account of what happened and how the child reacted, any treatment given and also if the parent/carer was contacted. Any other relevant information should be added. **The member of staff must sign the account and then ask a member of the management team to sign as soon as completed.** When the child's parent/carer comes to collect the child they should be asked to read and sign the accident/incident form.
- If the child requires medical care then SLT be informed immediately and the decision will be made as to the action that needs to be carried out. The child's parent/carer will be contacted and in the event of the child requiring hospital treatment an ambulance will be called. A CIRIS report will be completed and the Care Inspectorate will be notified within 24 hours.
- Staff accidents/incidents will be reported in the same way and recorded on the staff accident/incident form, CIRIS will be notified when the criteria is met.
- A risk assessment will be completed in all areas by staff before the children access them. Any actions will be recorded and carried out immediately to minimise the risk. In the situation that the risk is severe and cannot be rectified the children will be excluded from the area until this is remedied.

UNCRC Links: article 3 (best interests of the child) The best interests of the child must be a top priority in all decisions and actions that affect children.

Updated August 2020

Review Date August 2021, September 2022, Review Date August 2023



Whitelees Nursery Class

Parent Helper Policy

Number (26)

This policy has been produced in order to provide a supportive and consistent framework, in which all staff engage parents meaningfully in the education of their children. The policy also aims to extend the School's framework so that as many parents as possible are given the opportunity to work in partnership with the Pre-5 Education Service

Principles Which Underpin the Policy:

- Meaningful parent involvement will take place in a climate of mutual trust
- Parents and all staff are partners in the education process, each with a distinctive role to play
- Parental involvement should be inclusive and should encourage participation by all parents and carers
- Effective co-operation between home and school will support pupil learning and allow potential difficulties and opportunities to be identified at an early stage

Parent volunteers can help to give children a visible indication of parents and staff working together in partnership, to enrich the learning experiences on offer. For parent helps themselves, the benefits can include a greater understanding of nursery life, a broader understanding of children's learning, the sharing of skills and the gaining of experience (and confidence) in working with children. For staff the benefits can include improved communication with parents, the transmission of the aims and ethos of the school more effectively and the enrichment of the learning environment

For the selection of any adults to undertake work in the school, North Lanarkshire Council has in place an agreed set of procedures, including PVG procedure, which must be followed and carried out prior to the parent's first day. It is important that parents and staff understand the need of the procedures to be given effect and that they work together to ensure that the potential benefit of some parent volunteers for certain activities, can be made available with undue stress

UNCRC Links:

Updated August 2020

Review Date August 2021, September 2022, Review Date August 2023



Whitelees Nursery Class



Contingency Plan in an Emergency Situation Number (25)

In the event of an emergency situation arising within Whitelees Nursery Class, for example, fire, severe weather, gas leak or bomb threat, we will take the following action:

- All staff and children will evacuate the building, immediately and assemble initially at the muster point
- If the emergency situation continues and the building is unsafe to re-enter, all staff and children will go to **St Lucy's Primary School** to access the appropriate facilities
- Parents/ carers or emergency contacts will be informed by telephone to come to **St Lucy's Primary School** to pick up their child/children. Please ensure your contact details are kept up-to-date with the office staff
- Details of the service resuming would be given at this time, if the appropriate information is available. If not, further contact details will be provided

UNCRC Links: Article 28 (right to education) Every child has the right to an education. Primary education must be free and different forms of secondary education must be available to every child. Discipline in schools must respect children's dignity and their rights. Richer countries must help poorer countries achieve this.

Updated August 2020

Review Date August 2021, September 2022, Review Date August 2023



Whitelees Nursery Class

Child Protection Policy

Number (28)

All children have the right to grow up in a caring and safe environment. Here at Whitelees Nursery Class, we ensure that everyone is aware that they have a responsibility to protect the children who attend our School

The identification and protection of children at risk should be treated as a priority and to ensure this we must:

- Consider the child's welfare – all action taken should be in the best interest of the child
- Ensure that the practice which protects children, has the careful exercise of professional knowledge, judgement and skill

Staff must be aware that:

- Proof is not required
- Secrets should not be kept

If any member of staff has a concern, they must:

- *Immediately* report the grounds for concern to Laura Murdoch (Child Protection Co-ordinator)
- Do not *discuss* the matter with others
- You *must* complete a hand written record of the incident immediately
- You *must* sign and date the record of the incident
- *Follow* the guidance given by the Head of School/ Depute Head/PT

If a child is disclosing abuse, staff must:

- Listen and report with care
- Reassure the child that they are right to tell
- Affirm the child's feelings as expressed by the child
- Not give a guarantee of confidentiality or secrecy
- Not interrogate the child
- Not show disbelief
- Not introduce personal, or third party, experiences of abuse
- Avoid displaying strong emotions

UNCRC Links:

Article 33 (drug abuse) Governments must protect children from the illegal use of drugs and from being involved in the production or distribution of drugs.

Article 34 (sexual exploitation) Governments must protect children from all forms of sexual abuse and exploitation.

Article 35 (abduction, sale and trafficking) Governments must protect children from being abducted, sold or moved illegally to a different place in or outside their country for the purpose of exploitation.

Article 36 (other forms of exploitation) Governments must protect children from all other forms of exploitation, for example the exploitation of children for political activities, by the media or for medical research.

Article 37 (inhumane treatment and detention) Children must not be tortured, sentenced to the death penalty or suffer other cruel or degrading treatment or punishment. Children should be arrested, detained or imprisoned only as a last resort and for the shortest time possible. They must be treated with respect and care, and be able to keep in contact with their family. Children must not be put in prison with adults.

Article 39 (recovery from trauma and reintegration) Children who have experienced neglect, abuse, exploitation, torture or who are victims of war must receive special support to help them recover their health, dignity, self-respect and social life.

Review Date August 2021, September 2022, Review Date August 2023



Whitelees Nursery Class



Alcohol & Substance Misuse Policy – Staff

Number (27)

Whitelees Nursery Class is required, under the Health and Safety at Work Act 1974, to ensure the health and safety of its staff, students and others at work. This policy is not intended to intrude upon the privacy of individuals, particularly in health matters where their condition does not affect their conduct or performance at work. However, the School is concerned where health or behaviour impairs the conduct, safety or work performance of its staff. It recognizes that the misuse of alcohol or substances may be a cause of such impairment

This policy aims to take positive action to prevent alcohol or substance misuse problems affecting staff and to help those affected, as far as possible

All guidance and support provided by the School, under this policy, will be arranged on the basis on confidentiality to the individual by occupational health and personnel service

Confidential support and advice will be provided to the employee and to line managers

The misuse of alcohol, drugs and other substances, respects no boundaries of sex, status or occupation, and the policy applies equally to all staff without discrimination

Whilst this is a joint policy on alcohol and substance misuse, the situation regarding substance misuse will be distinguished from that of alcohol, where appropriate, due to the legal position on their possession and supply. Potential problems do not solely arise from the use of prohibited and other controlled substances. Certain prescribed drugs, such as tranquillizers', etc can cause difficulties with performance at work and can create dependency problems. Care in their use is essential. Recurrent substance misuse will be treated as a medical/ social problem

Treatment for alcohol or substance misuse problems, should result in the restoration of acceptable standards of work. Where appropriate advice is sought and followed, there is be encouragement and support in following this course of action. If appropriate, it may be necessary to suspend such staff whilst a treatment programme is undergone

Reasons for suspension may include:

- The individual continued presence presents a threat to the health and/or safety of other staff, students or third parties
- Presenting a threat to the safety or security of the schools property, or that belonging to others
- Impending an investigation being conducted under these or other school procedures, or by third parties, including the police

However the schools responsibility to workplace colleagues, students and the general performance of its function, will occasionally give cause for alcohol and substance misuse under the relevant disciplinary procedures. The use of the disciplinary procedures is most likely if there is no co-operation with the appropriate treatment agencies, or compliance with recommended treatment

UNCRC Links: Article 19 (protection from violence, abuse and neglect) Governments must do all they can to ensure that children are protected from all forms of violence, abuse, neglect and bad treatment by their parents or anyone else who looks after them.

Updated August 2020

Review Date August 2021, September 2022, Review Date August 2023



Whitelees Nursery Class

Equal Opportunities Policy

Number (28)

Whitelees Nursery Class seeks to create a culture of employment and direct service delivery through its members, manager and other employees, in which people can feel confident of being treated with fairness, dignity, and tolerance, irrespective of their personal circumstances, background or lifestyle. Discrimination consists of conduct, words or practices that are a disadvantage or advantage to people. We will not intentionally discriminate on grounds of disability, race, colour, ethnic or national origins, religion or belief, gender, marital status, gender reassignment, sexual orientation, unrelated criminal conviction, age or trade union membership

Whitelees Nursery Class Aims to:

- Ensure the best possible equality of opportunity in all aspects of employment and service delivery
- Be responsive to needs of the community and recognise that these needs will be diverse
- Work within the law in respect of equal opportunity issues and have regard for “best practice” working methods
- Consult with the community as widely as possible to produce tangible results in terms of equality of service delivery
- Work towards providing a model of good equal opportunities, practices for other organizations and service providers in the council and to encourage a commitment to equal opportunities in the community at large
- Through policies and service delivery, to eliminate unlawful discrimination, to promote and foster good relations between people of different racial groups and to promote race equality

The Head of School is Responsible For:

- Dealing with any individual, group or service of the council that behaves in a way that undermines the spirit of this policy
- Investigate complaints in a fair and effective way
- Bringing examples of good equal opportunities practice to the attention of other Heads of Service
- Ensuring that all services provided to the community, be they directly delivered or delivered through a contractor, have a regard as far as practicable to the particular needs and circumstances of individuals or groups
- Working with service users and in an appropriate way and using management information gathered through monitoring, to continually review the quality of services delivered across a diversity of needs
- Working with current legislation to establish that contractors providing services to the council, have due regard for equal opportunity issues

All Employees Are Responsible For:

- Acting within the laws relating to equal opportunities and other codes of conduct and policies endorsed or adopted by the council, which govern acceptable behaviour
- Complying, as a contractual duty, with this policy as a whole and in doing so, ensuring its application on a day-to-day basis
- Drawing attention to managers of suspected discriminatory acts or practices

Updated August 2020

Review Date August 2021, September 2022, Review Date August 2023



Whitelees Nursery Class

Confidentiality Policy

Number (29)

Whitelees Nursery Class holds all personal information under strict legal and ethical obligations of confidentiality. We do not use or disclose information that is given to us in confidence, in a form that might identify a service- user (or any other individual) without his/ her consent. This also applies to staff records

All service-users have the right to access their personal files, including paper and electronic files. Service-users have a right to expect that our services will hold information about them in confidence. Confidentiality is central to trust between service-users and the service providers

Our handling of confidential & personal information must:

- Promote, support and protect the privacy, dignity and rights of our services-user
- Command the support of service-users, the public, staff, students, volunteers and partner services
- Comply with best practice
- Conform to the law
- Promote the care and welfare of service-users and effective operation of the service

All staff have a statutory obligation to safeguard the confidentiality of personal information. The relevant legislation includes The Data Protection Act 1998, The Human Rights Act 1988, Common Law and Employment Law. It is also central to professional codes of conduct. All staff must be aware that any breach of confidentiality may be a matter for disciplinary action or provide grounds for complaint and private legal action against them by the individual(s) concerned. If you have fully informed the person about the full range of uses you may make of information they give, you do not need to seek their specific consent each time you pass on information for a particular purpose

You must control access to personal information on a strict need-to-know basis, when you are sharing information with other agencies. Where you are dealing with agencies not directly involved with the case, e.g. where you are asking an organisation to search a database, you should ensure that you give them no more than the minimum information required. If someone states that they do not want to have their personal information shared, you must respect their wishes unless there are exceptional circumstances. You must make sure that you fully explain the consequences of withholding information for care or planning

Children and young people of all ages have the same rights to confidentiality as adults and they have the right to talk, in confidence, with staff. If the child is too young to understand the term “confidentiality,” staff must explain that some of the information they have shared may have to be passed on to the Head of School/ Depute Head and/ or a parent/ carer, when there are exceptional circumstances (see below). If the decision is taken not to share the information with the parent/ guardian, staff must record the reason for doing so

Disclosure of personal information, without consent, may be justified where failure to do so may expose the service-user, or others, to risk of serious harm. Staff should always make every effort to gain consent, but the health and safety of the individual has precedence over the right to confidentiality. Exceptional circumstances include:

- Child Protection – staff should adhere to North Lanarkshire Council’s Inter-agency Child Protection Guidelines
- Protecting vulnerable adults
- Protection of Children (Scotland) Act
- Life threatening or dangerous situations where a young person:
 1. Shows signs of physical, emotional or sexual damage
 2. Is at risk of significant harm or threatening suicide
 3. Is threatening to kill/ severely harm another person

- The prevention, detection or prosecution of crime
- Risk assessment of sex offenders
- People who are missing and individuals who may be in need of protection
- Prevention or reduction of risk to personal or public health

There is a legal obligation to provide information in the following circumstances:

- Requirement by court/ police
- Requirements by a Children's Reporter or Hearing
- Disclosure to Appointees

While at the allotment, all children's personal and medical information will only be accessed by the practitioners present. This information will be stored on an iPad or a paper copy kept within the practitioners file

Article 33 (drug abuse) Governments must protect children from the illegal use of drugs and from being involved in the production or distribution of drugs.

Article 34 (sexual exploitation) Governments must protect children from all forms of sexual abuse and exploitation.

Article 35 (abduction, sale and trafficking) Governments must protect children from being abducted, sold or moved illegally to a different place in or outside their country for the purpose of exploitation.

Article 36 (other forms of exploitation) Governments must protect children from all other forms of exploitation, for example the exploitation of children for political activities, by the media or for medical research.

Article 37 (inhumane treatment and detention) Children must not be tortured, sentenced to the death penalty or suffer other cruel or degrading treatment or punishment. Children should be arrested, detained or imprisoned only as a last resort and for the shortest time possible. They must be treated with respect and care, and be able to keep in contact with their family. Children must not be put in prison with adults.

Article 39 (recovery from trauma and reintegration) Children who have experienced neglect, abuse, exploitation, torture or who are victims of war must receive special support to help them recover their health, dignity, self-respect and social life.

Updated August 2020

Review Date August 2021, September 2022, Review Date August 2023



Whitelees Nursery Class

Risk Assessment Policy

Number (30)

Risk assessment is a requirement of much of the legislation covering Health & Safety in the Workplace. This policy is made to ensure that requirements made by the Health & Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1992 are defined and met

A suitable and sufficient risk assessment must be made to identify hazards and associated risks to health and safety from all activities. Staff will ensure that measures are taken to reduce risks identified to the lowest level reasonably practicable. To do so, staff will:

- Formally record, monitor and review all risk assessment carried out regularly
- Consider the complexity of the assessment which should be proportional to risks identified
- Consider all controls and precautions are in place and consider if these controls are adequate
- Ensure that new measures are identified where residual risks is too high to more can be reasonably done
- Devise and action plan which will be addressed to maintain the high levels of protection
- Ensure the identification of any hazard that is outside their control, is reported to the appropriate manager

Whitelees Nursery Class will ensure that the findings of risk assessments shall be made available to staff, students and service-users as necessary

SLT have a responsibility to:

- Ensure, within their area of responsibility, that this policy is complied with and that staff are sufficiently aware of and conversant with this policy
- Ensure risk assessments are carried out to identify risks and that these risks are reduced or minimized by devising control measures
- Separate risks assessments are carried out for outings out with the local environment
- Ensure that assessment and control measures are reviewed, clearly documented and amended where necessary
- Seek help and assistance in performing a risk assessment where required by using specialist advisors such as in the case of fire and manual handling risks
- Review Risk Assessments periodically or when there is reason to believe there has been a change in circumstances

Separate Risk Assessments must be carried out before taking children on any outings and a copy must be taken

UNCRC Links: Article 3 (best interests of the child) The best interests of the child must be a top priority in all decisions and actions that affect children.

Updated August 2020

Review Date August 2021, September 2022, Review Date August 2023



Whitelees Nursery Class



Behaviour Management Policy at Nursery and on Outings Number (31)

There are varying reasons why children may display challenging/ distressed behaviours. These behaviours are supported at Whitelees Nursery Class who are SOLIHULL trained and trauma informed

In managing behaviour staff are aware that different will respond to different ways of being managed by staff, therefore behaviour management is best done in the context of containing and reciprocal relationships

As practitioners we must reflect on key questions which can be used to manage/ support children's behaviour:

- What is the age and stage of development of the child?
- What changes have occurred in the child's life, however small?
- How well is the child able to communicate their needs to you?

The key to effective management of challenging behaviour is consistency throughout the school. This includes consistency in:

- Enforcing expectations
- Determining inappropriate behaviour
- Dealing with inappropriate behaviour
- Reporting inappropriate behaviour

Promoting Positive Behaviour:

- Consistently reward the achievements of all, no matter what their ability
- Consistently reinforce desirable behaviour
- Give visible signs of success and achievement
- Reward responsibility and community mindedness
- Role modelling

The key to developing positive behaviours in each child is to model positive behaviour as adults and then consistently recognise and acknowledge that behaviour in the child

We expect that all staff have a positive approach in their relationship with the child, one that acknowledges desirable behaviour in both within and out with the school

UNCRC Links: Article 3 (best interests of the child) The best interests of the child must be a top priority in all decisions and actions that affect children.

Updated August 2020

Review Date August 2021, September 2022, Review Date August 2023



Whitelees Nursery Class

Infection Control Policy

Number (32)

Areas of Whitelees Nursery Class are shared by different service-users and staff. These areas can become contaminated with blood, other body fluids, secretions and excretions and, therefore, must be managed appropriately. In order to limit such areas/ items becoming potential reservoirs for harmful bacteria which, in turn, could lead to the potential contamination. Infection of staff, parents, children and visitors, measures must be taken. The nursery environment must be kept clean at all times and staff must carry out daily/ weekly cleaning rota for their own area in the playroom, where by the staff are asked to record what work is carried out and date it

The day-to-day management of infection control is the responsibility of all staff working within all areas of each playroom. The cleaning staff will also support this as they carry out daily cleaning routines of the playrooms and surrounding areas

The nursery's objectives are:

- To ensure all fruit and vegetables are washed prior to preparation as this can be a source of e-coli. All unwashed fruit and vegetables should be kept separate from washed fruit and vegetables
- To identify and define, at the earliest stage, a major outbreak of food poisoning or infectious or communicable disease
- To organise satisfactory communication with appropriate internal and external agencies, patients and relatives
- To stop further spread and prevent recurrence

Children and adults will wash their hands with running water and hand wash before eating and after toilet

Any issues arising in relation to the use of cleaning solutions, e.g. skin reactions, damage to care equipment, should also be reported

Infection Control Procedures are as follows:

- Ensure all areas are thoroughly cleaned and free from dust and grime, paying particular attention to harder to reach areas
- Dishwashing items are highly recommended, however, air drying following washing is generally acceptable. If areas are particularly wet, these should be dried with clean, preferably, disposable cloths e.g. blue roll
- Items should be checked (while cleaning) for any splits and these should be reported and removed as appropriate. Any items torn/ split/ broken should be removed/ replaced/ repaired as appropriate
- All staff should make themselves aware of the cleaning schedules within all areas, including the schedule for washing the dishes is the dishwasher is out of use

UNCRC Links: Article 24 (health and health services) Every child has the right to the best possible health. Governments must provide good quality health care, clean water, nutritious food, and a clean environment and education on health and well-being so that children can stay healthy. Richer countries must help poorer countries achieve this.

Updated August 2020

Review Date August 2021, September 2022, Review Date August 2023



Whitelees Nursery Class

Missing Child on an Outing Policy

Number (33)

Head of School will be contacted immediately and parents will be informed. Staff will inform management at location of outing. One staff member will retrace route taken and liaise with management, Head of School and general public for any relevant information

If child has not been located within 10 minutes, police will be contacted

Head of School will inform Local Authority

UNCRC Links: Article 3 (best interests of the child) The best interests of the child must be a top priority in all decisions and actions that affect children.

Updated August 2020,

Review Date August 2021, September 2022, Review Date August 2023



Whitelees Nursery Class

Tooth-Brushing Policy

Number (34)

As tooth brushing has become a national priority identified in the Scottish Dental Action Plan, Whitelees Nursery Class will work in partnership with the NHS and the local authority to deliver an effective tooth brushing programme which will support health promotion. Through tooth brushing, our establishment aims to promote good oral hygiene at an early stage of each child's life, in order for it to become incorporated into the child's daily routine

- As a child is enrolled, parent/ carers will be provided with information regarding our 'Tooth-brushing programme' and asked to sign a consent form for their child to take part in the programme
- Staff will work alongside a named 'Oral Health Educator' to implement the programme
- Every child who is permitted to take part in the programme will be encouraged to brush their teeth during their nursery session. Children attending all day will brush their teeth only once per session
- As part of the nursery routine, the children will be taken in their groups (by their keyworker), to a sink suitable for them to brush their teeth accordingly
- Every child will be provided with an individual toothbrush with animal symbol, which they will be encouraged to identify independently (3 toothbrushes per child, per year)
- Every child will be given toothpaste on a plate and encouraged to put the toothpaste onto the toothbrush as this will reduce cross contamination
- All children will be encouraged to rinse and clean their own toothbrush after use and return it back to the rack, bristles facing forward, supported by staff if required
- It will be the responsibility of each child's keyworker to tick the box on the record sheet when each child has brushed their teeth. This will provide evidence for the child's parent/ carer, Care Commission and HMI that they programme is being implemented
- If a toothbrush is dropped at any time, it will be replaced immediately with a toothbrush with the same symbol
- It is the staff's responsibility to ensure that all sinks are cleaned with a paper towel immediately after brushing and they must ensure that all toothbrushes and racks are cleaned weekly
- Julie Ramsay is the Toothbrush Co-ordinator and she will be responsible for ensuring that staff follow the programme accordingly

UNCRC Links: Article 24 (health and health services) Every child has the right to the best possible health. Governments must provide good quality health care, clean water, nutritious food, and a clean environment and education on health and well-being so that children can stay healthy. Richer countries must help poorer countries achieve this.

Updated August 2020

Review Date August 2021, September 2022, Review Date August 2023



Whitelees Nursery Class

Medication Policy

Number (35)

The Health and Social Care Standards state in the **Wellbeing Indicator 2.23** states

'If I need medication, I am able to have as much control as possible.'

Many young children will at some time need to take medication while attending nursery whether in the short term or long term. Should they require staff to administer such medication, parents/carers **must** complete a "Parental Request for Administration of Medicine" form **before** any medication is administered. Forms will be reviewed on a monthly basis by parents, to ensure the details are still valid and then these will be signed and dated.

At Whitelees Nursery Class:

- If a child's medical condition requires long-term administration, then parents/carers are required to inform staff at the child's enrolment or during their home visit (2-3). Information shared will be recorded in the enrolment form.
- If a medical condition is diagnosed after enrolment that requires prescribed medication, then it's the parent/carers responsibility to inform staff and complete the 'Administration of Prescribed Medication' Form.
- We only administer medicines that are prescribed by a doctor and those that are appropriately labelled with the child's details.
- If required, staff will be trained to administer medications to children with specific medical conditions or allergies such as Epi Pens or administration of rectal diazepam if required. Procedures for children with complex needs will be recorded for individual children.

When administering medication, staff must ensure that:

- The first dose of medication should not be given in nursery in case of allergic reaction.
- Parents complete a permission form to allow staff to administer medication. Staff will ensure that the parent completes all details on the form with the correct dosage and times to administer the medication.
- Medication is clearly labelled with the child's name and in its original container before being administered.
- Instructions are read carefully to confirm how much medication should be given.
- Symptoms for when to administer medication should be clearly identified particularly for administering "as and when required."
- In relation to supporting children with inhalers, the parent should provide the nursery with an Asthma Action Plan.
- Rubber gloves and aprons should be used if appropriate to ensure infection control.
- Staff administer the medication at the appropriate times and once administered they sign and record on the medication form and it is witnessed by another member of staff who should also sign the form.
- Medication that children require on an ongoing basis will be reviewed monthly by staff and parents. At this review the staff will check that the medication is still in date, the child still requires, are the dosage and times required still the same or do these need updated. Staff will record any changes on the child's permission form, asking the parent to sign to confirm the change/update of information and ask the parent to sign the medication review form.
- Any concerns about the instructions given by a parent, should be raised with the parent in the first instance or if this cannot be done, then the child's GP, a pharmacist or NHS24.
- In the instance of out of date medication the parent will be given the medication to return to the chemist and asked to replenish this with a new prescription.
- When a child leaves the nursery the medication will be returned to the parent.

If a child refuses to take prescribed or non-prescribed medication from a staff member, then firstly, you should consider whether or not the child would take the medication from another member of staff. If the child still refuses, contact the child's parent/carer and seek their advice as to whether or not they wish to come to nursery and administer the medication themselves, or if they feel this is not essential that the child has the medication at a specific time. This will be looked at on an individual basis.

If a child is given too much medication or if medication is given to the wrong child, then staff must:

- Inform SLT
- **Immediately** contact the child's parent/carer to inform them.
- Dial 999 if required.

Storage of medication:

- Medication will be stored in the locked medication file within the office along with the child's medication form out of reach of children in a zip lock bag/plastic container with a label showing the child's name, DOB, name of medication, date given and expiry date on the front.
- For medication that requires to be stored in the fridge it will be stored in a plastic type box out of reach of children in the fridge in the staff area.
- All spoons, syringes, spacers for inhalers, etc. must be labelled and cleaned appropriately.
- Medication expiry dates must be reviewed and medication returned if necessary within 28 days.

UNCRC Links: Article 24 (health and health services) Every child has the right to the best possible health. Governments must provide good quality health care, clean water, nutritious food, and a clean environment and education on health and well-being so that children can stay healthy. Richer countries must help poorer countries achieve this.

Updated August 2020

Review Date August 2021, September 2022, Review Date August 2023



Whitelees Nursery Class

Staff Records Management Policy Number (36)

Individual staff records are kept within a locked filing cabinet, within the main office to maintain personal information, i.e. absence management, annual leave, training needs. Staff can access these records throughout the year or on request, however, personal information from other staff cannot be accessed or disclosed

Under the Freedom of Information (Scotland) Act 2002, a person who requests information from the School will be advised to contact North Lanarkshire Council Headquarters

The Management has the responsibility to monitor staff's progress personally and professionally throughout each term. This is then recorded and kept within a locked cabinet for evaluation purposes and evidence for inspections

All records are held for the period of employment and will thereafter be kept for five years and then removed and destroyed privately

Updated August 2020

Review Date August 2021, September 2022, Review Date August 2023



Whitelees Nursery Class

Lifting and Handling Policy Number (37)

Whitelees Nursery Class recognises that as the main carers to children, we must train ourselves to spot risks instinctively. We take risk reduction measures every day of our lives and must learn to apply the same to manual handling

The Four main principles of Safer Manual Handling are:

1. Avoid manual handling wherever possible. Only handle manually if you have no other option
2. Maintain a natural, upright posture whenever possible during manual handling, keeping your 'spine in line'
3. Always create a good, stable base with your legs and feet. Ensure the base is mobile and that you do not work from you base like a crane
4. Keep any load, or point of force, as close to vertical school of gravity as possible

It is important when lifting children, equipment and moving objects, that you assess the situation and plan/prepare before undertaking any task that involves lifting. Staff are always on hand to assist where necessary

Staff should always be aware of the weight limit that they are allowed to lift and this should not exceed two stone. If this is the case, staff should complete a 'Risk Assessment' and ensure that the correct measures are put in place to ensure safe handling for both you and the child

Updated August 2020

Review Date August 2021, September 2022, Review Date August 2023



Whitelees Nursery Class

Technologies Policy

Number (38)

Technology, the application of knowledge and skills to extend human capabilities and help satisfy human needs and wants – has had profound effects on society

Scotland has a strong tradition of excellence and innovation in technological research. This is especially true in areas such as engineering, electronics, optoelectronics, biomedical research, genomics and cell engineering, Scotland's people need to be skilled in technologies and to be aware of the impact of technologies on society and the environment, both now and in the future. Learning the technologies provides a strong foundation for the development of skills and knowledge, which are and will continue to be, essential in maintaining Scotland's economic prosperity

- Children are encouraged to recycle resources to help care for the environment and have opportunities to explore ICT resources, to find out what they can do
- Children have access to computer software, digital cameras, etc. and can use these to communicate ideas and information and to record sounds and images
- Children are supported in developing 'problem solving' strategies, navigation and co-ordination skills, whilst playing with electronic games, remote control or programmable toys
- Through investigation, children will learn about different food from around the world. They will discover which foods are healthy and they will be encouraged to share their thoughts, develop ideas and solve problems
- Through discovery, curiosity and imagination, children can develop practical skills constructing models using a range of materials, tools and software

UNCRC Links: Article 29 (goals of education) Education must develop every child's personality, talents and abilities to the full. It must encourage the child's respect for human rights, as well as respect for their parents, their own and other cultures, and the environment.

Updated August 2020

Review Date August 2021, September 2022, Review Date August 2023



Whitelees Nursery Class

Staff Appraisal Policy

Number (39)

The appraisal procedures at the School are designed to:

- Improve the quality of education and care for children, by helping staff to realise their potential and to carry out their duties more effectively
- Help staff to recognise their achievements and help them to identify ways of maintaining high quality or enhancing their professional skills, performance and job satisfaction
- Assist in planning the in-service training and professional development of staff both individually and collectively
- Identify the potential of staff for career development, with the aim of helping them through in-service training
- Provide help to staff who wish to improve their performance, through appropriate guidance, counselling and training
- Enhance the overall management and development of the School
- Staff development will at times link to the Nursery Improvement Plan

Responsibilities

- The governing body will ensure, as far as reasonably practicable, that the Local Authority arrangements for appraisal are carried out in the School
- Head of School will arrange for the appraisal of staff in the School
- All staff are required to take part in the appraisal procedures determined by the Head of School and the Authority
- Appraisal will operate and be seen to operate fairly and equitably for all staff (see School's Equal Opportunities Policy)

Appraisal Procedures

Over the annual appraisal cycle, the following will occur:

- The collection of appropriate information about an individual's performance
- Observation within/ throughout session
- A discussion between the appraiser and the appraisee
- Completion of an agreed statement which summarises the main parts of the discussion
- A statement which indicates agreed targets which the school needs to consider (any identified training needs will be included)
- A review meeting to identify further progress

Staff have the opportunity to discuss changes to the appraisal at the meeting. The Head of School will be appraised by a representative of Education Department

Updated August 2020

Review Date August 2021, September 2022, Review Date August 2023



Whitelees Nursery Class

Supporting Staff in Continuing Professional Development Policy Number (40)

All those involved in the School are entitled access to a high-quality induction and continuing support and development. The School's CPD provision will allow staff to develop skills and competencies progressively allowing them to build on and reinforce the Improvement Plan and Health and Social Care Standards and also during staff's PDR. Particular requests for CPD should be put forward to the Head of School/ Depute Head who will decide on the most effective means

The authority will support and provide a wide portfolio online of CPD approaches identified according to 'Best Value' principles and which reflect the learning effectiveness of the participants. These include:

- In-house training, using the expertise available within the School and collaborative activity (e.g. planning and assessment, work with a learning team, observation, existing expertise, peer evaluation, problem solving and modelling)
- Coaching, mentoring and engaging in a learning conversation
- Job enrichment/ enlargement (e.g. a higher level of responsibility, job-sharing, acting roles, shadowing and leading meetings)
- Producing documentation or resources such as curriculum development, teaching materials, assessment package, ICT or video programme
- Accessing advisors or relevant expert such as QDS
- Master classes, model and demonstration lessons
- Role play, simulations
- Collecting and collating user feedback, data and outcomes
- Attendance at a lecture, course or conference
- School visits to observe or participate in good and successful practice
- Postgraduate professional development and other qualifications from higher educational institutions and other forms of professional recognition and qualifications such as HNC, PDA, BA Childhood Practice, Med Education
- Research opportunities
- Distance learning (e.g. relevant resources such as educational journals and publications, training videos, reflection, simulations)
- External partnerships (e.g. with a colleague, group, subject, phase, activity or school-based team meetings and activities such as joint planning, observation or standardization, special project working group)

Updated August 2020

Review Date August 2021, September 2022, Review Date August 2023



Whitelees Nursery Class

Induction Policy

Number (41)

The School believes that all new employees and students MUST be given timely induction training. This training is regarded as a vital part of staff recruitment and integration into the working environment. This policy ensures all staff are supported during the period of induction, to the benefit of the employee and School alike

It is the aim of the School to ensure that staff induction is dealt with in an organised and consistent manner, to enable staff to be introduced into a new post and working environment, so that they can contribute effectively as soon as possible. This induction policy and associated procedures and guidelines, aim to set out general steps for staff to follow during the induction process. It is expected that all staff will adhere to this policy

It is the responsibility of the Head of School/ Depute Head to ensure that the induction process takes place. This includes ensuring that the new employee:

- Has an induction programme arranged
- Is provided with a copy of an induction checklist, which includes a review date to meet with management
- Receives appropriate local information
- Is provided with an understanding of the structure of the School's service, including our management structure and reporting arrangements
- Knows how to access relevant policies and procedures
- Staff and students must fill in contact card with details of emergency contact and medical details

It is the joint responsibility of the Head of School and the individual to ensure that all items are covered. This means the individual is required to monitor their checklist and to raise any gaps with the Head of School/ Depute Head

All employees must be provided with an Induction Checklist on their first day of employment. This will include elements common to all employees

To ensure the overall induction process has been carried out smoothly and the new employee has settled into the job and working environment, review meetings are encouraged. This two-way process will inform training and development needs and identify any specific issues which need to be addressed

Updated August 2020

Review Date August 2021, September 2022, Review Date August 2023



Whitelees Nursery Class

Science Policy

Number (42)

Through learning in the sciences, children and young people develop their interest in understanding of the living, material and physical world. They engage in a wide range of collaborative, investigative tasks, which allow them to develop important skills. In turn, these skills help them to become inventive and enterprising adults in a world where the skills and knowledge of the sciences are needed across all sections of the economy

- Children are given opportunities to observe living things such as insects and plants, in the garden and at the allotment, and to look at the sky, sun and moon. They can investigate cause and effect toys, everyday common appliances and properties of water
- Children know how to safely use electrical appliances and understand the importance of electricity and other forms of energy, through playing with a variety of toys and objects
- Children develop their knowledge and understanding of their body – the structure and function of their organs and senses and show awareness of similarities and differences between themselves and others, as well as recognising that everyone is unique
- Children use books to find out more about science and are given opportunities to be creative using different materials and can share their reasoning for selecting these materials

UNCRC Links: Article 29 (goals of education) Education must develop every child's personality, talents and abilities to the full. It must encourage the child's respect for human rights, as well as respect for their parents, their own and other cultures, and the environment.

Updated August 2020

Review Date August 2021, September 2022, Review Date August 2023



Whitelees Nursery Class

Social Studies Policy

Number (43)

Our Social Studies Policy follows the guidelines of 'A Curriculum for Excellence.' Children develop an understanding of the world through learning about other people and their roles in different times, places and circumstances. They also develop an understanding of their own environment and how it has been shaped. As they mature, children's experiences will be broadened, using Scottish, British, European and wider context for learning, while maintaining a focus on the historical, social, geographical, economical and political changes that have shaped Scotland

Children learn about human achievements and about how to make sense of changes in society, of conflict and environmental issues. With greater understanding comes the opportunity and ability to influence events by exercising informed and responsible citizenship

- Through investigation, children will explore how people lived in the past. They will be encouraged to use their imagination and develop an understanding of how it is different from their own lives now
- Children will be encouraged to explore and take care of their local environment while outdoors. They will also learn to appreciate the wonder of nature and will be encouraged to use their imagination to represent the world through drawing, modelling, etc. They will learn and discover all about weather, seasons and its affects
- Through investigation and exploring their local community, children will learn about people and their role within ships and how they are able to provide for us. They will be encouraged to take responsibility and use their imagination to make choices in everyday places

UNCRC Links: Article 29 (goals of education) Education must develop every child's personality, talents and abilities to the full. It must encourage the child's respect for human rights, as well as respect for their parents, their own and other cultures, and the environment.

Updated August 2020

Review Date August 2021, September 2022, Review Date August 2023



Whitelees Nursery Class

Expressive Arts Policy

Number (46)

Our Expressive Arts Policy follows the guidelines of 'A Curriculum for Excellence.' By engaging in experiences within the expressive arts, young children will recognise feelings and emotions, both their own and those of others

The expressive arts plays a central role in shaping our young children's sense of personal, social and cultural identity and supports them in recognising and valuing the variety and vitality of culture (locally, nationally and globally)

- Children should experience the energy and excitement of presenting performing for audiences and being part of an audience
- Through a range of materials children are able to create images and objects, use of imagination to express their own ideas and feelings
- Children will have the opportunity to be inspired by a range of stimuli where they can express their thoughts and feelings through dance
- Through role play and drama, children will have the opportunity to use their voice, movement to express their ideas and feelings and explore real and imaginary situations, indoors and outdoors
- Through music, children will have the freedom to use their voices, musical instruments and technology to discover sound and rhythm of different styles of music and different cultural music
- Children will be given the opportunity to discuss their thoughts and feelings and will be able to give and accept constructive comments on their own and other's work

UNCRC Links: Article 29 (goals of education) Education must develop every child's personality, talents and abilities to the full. It must encourage the child's respect for human rights, as well as respect for their parents, their own and other cultures, and the environment.

Updated August 2020

Review Date August 2021, September 2022, Review Date August 2023



Whitelees Nursery Class

Health and Wellbeing Policy

Number (45)

Our Health and Wellbeing Policy, Pre Birth to Three document and GIRFEC follow the guidelines of 'A Curriculum for Excellence.' Learning in Health and Wellbeing ensures that children and young people develop the knowledge and understanding, skills, to develop a healthy lifestyle both now and in the future

- Through emotional, social, mental and physical wellbeing, children are enabled to build positive relationships
- Through experiences, opportunities and choices, children are enabled to develop their skill
- Through outdoor learning, allotment and physical activity, children will be given the opportunity to build on an active and healthy lifestyle
- Children will develop a knowledge and understanding of what a healthy diet is and will be encourage to acquire skills that they need to make healthy food choices. Children will also gain a knowledge and appreciation of how social/ cultural and dietary needs affect your diet
- Children will understand how substance misuse, e.g. smoke and cleaning materials can affect their lifestyle. Children will be encouraged to make choices that will promote healthy lifestyles by exploring how these can affect them
- Children will develop an understanding of how to maintain positive relationships by becoming aware of how their feelings, attitudes and values can impact on their decisions
- Children will develop and understanding of being safe, risk assessment and how to communicate their needs

UNCRC Links: Article 29 (goals of education) Education must develop every child's personality, talents and abilities to the full. It must encourage the child's respect for human rights, as well as respect for their parents, their own and other cultures, and the environment.

Updated August 2020

Review Date August 2021, September 2022, Review Date August 2023



Whitelees Nursery Class



Literacy and English Policy

Number (46)

Our Literacy and English Policy follows the guidelines of 'A Curriculum for Excellence.' Language and literacy are of personal, social and economic importance. Our ability to use language lies in the development and expression of our emotions, our thinking, our learning and our sense of personal identity

Language itself is a key aspect of our culture. Through language, children and young people can gain access to the literacy heritage of humanity and develop their appreciation of the richness and breadth of Scotland's literacy heritage. Children and young people, encounter, enjoy and learn from the diversity of language use in their homes, their communities, by media and by their peers

- Children are encouraged to explore language through stories, role play and conversations. Through a range of opportunities, indoors and outdoors, and resources they discover new words and phrases to express themselves and are able to listen to questions and the patterns and sounds of language
- Children also engage in the 'Three Read Approach' to help them to develop literacy skills, i.e. understanding how books work, understanding stories, listening, thinking and talking about their ideas and experiences
- Children will have the opportunity, indoors and outdoors, to explore books and other texts which prompt them to ask questions. This will help them to understand sounds, letters and words
- Through a range of interesting writing materials, children invent their own stories. They also communicate messages and ideas as well as recording their experiences within real and imaginary situations, indoors and outdoors

UNCRC Links: Article 29 (goals of education) Education must develop every child's personality, talents and abilities to the full. It must encourage the child's respect for human rights, as well as respect for their parents, their own and other cultures, and the environment.

Updated August 2020

Review Date August 2021, September 2022, Review Date August 2023



Whitelees Nursery Class

Numeracy and Mathematics Policy Number (47)

Mathematics is important in our everyday life, allowing us to make sense of the world around us and to manage our lives. Using mathematics enables us to model real life situations and make connections and informed predictions. It equips us with the skills we need to interpret and analyse information, simplify and solve problems, assess risks and make informed decisions

- Children are given the opportunity, indoors and outdoors, to explore numbers, develop a sense of size, and create sequences and sort. They will also be encouraged to experiment with time and money
- Through investigation, indoors and outdoors, children will be able to describe simple positions and have fun using objects and shapes to create patterns and symmetrical pictures
- Children have access to a variety of objects including heuristic items, which they can collect, sort and organise. They can also gather information and share their ideas with others, indoors and outdoors

Article 29 (goals of education) Education must develop every child's personality, talents and abilities to the full. It must encourage the child's respect for human rights, as well as respect for their parents, their own and other cultures, and the environment.

Updated August 2020

Review Date August 2021, September 2022, Review Date August 2023



Whitelees Nursery Class

Religious and Moral Education Policy

Number (48)

Our Religious and Moral Education Policy follows the guidelines of 'A Curriculum for Excellence.' Religious and Moral education enables children and young people to explore the world's major religions and views, which are independent of religious belief and to consider the challenges posed by these beliefs and values. It supports them in developing and reflecting upon their values and their capability for moral judgment. Through developing awareness and appreciation of the value of each individual in a diverse society, religious and moral education engenders responsible attitudes towards other people. This awareness and appreciation will assist in counteracting prejudice and intolerance as children and young people consider issues such as sectarianism and discrimination more broadly

- Children will have the opportunity to explore Christian stories and will become aware of Christian celebrations and festivals. They will also develop an understanding of caring, sharing and co-operating with others
- Children will have the opportunity to explore and learn more about other religions through images, music and stories. They will also learn and be encouraged to care for others and develop an understanding of the importance of festival and customs within these religions
- Children will be encouraged to respect others and their beliefs and learn the importance of what is fair and unfair

Article 29 (goals of education) Education must develop every child's personality, talents and abilities to the full. It must encourage the child's respect for human rights, as well as respect for their parents, their own and other cultures, and the environment.

Updated August 2020

Review Date August 2021, September 2022, Review Date August 2023





Whitelees Nursery Class

Managing Choking Episodes in Children Policy Number (49)

In devising this policy we have referred to the guidance within the following documents:

- ✓ Setting the table – Nutritional guidance and food standards for early years childcare providers in Scotland (NHS Health Scotland 2014)
- ✓ Best practice guidance: managing choking episodes in babies and children (Care Inspectorate 2014)

Definition: a foreign object that is stuck in the pharynx (back of throat) or trachea (windpipe) (see image 1) that causes a blockage or muscular spasm in the child's airways is classified as choking

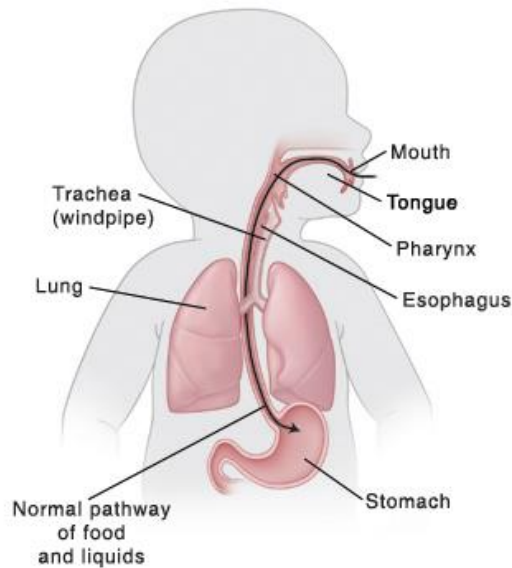


Image 1

This policy relates to children in our care from the age of 2-5 years

Signs and Symptoms

Respiratory distress associated with:

- Coughing
- Gagging
- Stridor (loud, harsh, high pitched respiratory sound)
- Airway obstruction
- The onset is sudden
- There are no signs of illness
- There are no clues to alert the rescuer, history of eating or playing with small items

Sometimes choking can be silent with no sound or warning

Emergency Procedure

When a child chokes:

- Assess whether the child is coughing effectively, if so then no external manoeuvre is necessary
- Encourage child to cough and monitor
- If the child's coughing is ineffective, shout for help to contact emergency services immediately (999)

- Call the child's emergency contact

Food Safety

- Stones are removed from fruit and vegetables prior to being served
- Large fruit such as pineapple and melon are sliced into hand held sized pieces for all children within our care
- Fruit such as bananas and pears will be served whole to minimise choking

High risk choking foods are not be served to children in our care:

- Peanuts
- Whole grapes
- Hot dogs
- Chocolate mini eggs
- Raw carrots

Equipment

Supervision is required when utilising these pieces of equipment:

- Pins
- Nuts and bolts
- Very small beads or pieces of collage material
- Plastic bags
- Deflated balloons or pieces of burst balloon

Staff must ensure that ALL equipment is suitable for the age range of children

Responding to a choking incident

Our service records and documents a choking incident after experienced. The record must state:

- Child's name
- Date, time and place of incident
- Cause of incident
- Care given to the child
- What happened to the child immediately after the incident?
- Parent/ carer signature acknowledging notification of incident

Safety with cords and hanging accessories

When we are using resources such as string, ties, things that hang from a display, etc. they are safe and kept out of children's reach. Blinds throughout the school are not accessible to children

UNCRC Links: article 3 (best interests of the child) The best interests of the child must be a top priority in all decisions and actions that affect children.

Updated August 2020

Review Date August 2021, September 2022, Review Date August 2023



Whitelees Nursery Class

Food Safety Policy

Number (50)

“A safe environment: Standard 2 – The needs of each child or young person are met by the service in a safe environment, in line with all relevant legislation”.

National Care Standards: Early Education and Childcare up to the age of 16

Food safety is of paramount importance and to ensure we meet the relevant guidelines and legislation at Whitelees Nursery Class we will aim to:-

- A designated staff member – 3-5 Room/ Janitor AM-PM will check the fridge temperature and record on the sheet on the front of the fridge. A labelled bottle of water will be placed in the fridge to monitor the fridge temperature. **If the fridge temperature is too high or low action should be taken to adjust this, recorded on the sheet and monitored throughout the session. The recommended temperature is between 0-5°C (taken from “Setting the Table” handbook)**
- At the beginning of each week a designated member of staff will complete the Weekly Monitoring Sheet to ensure that all housekeeping is up to date and carry out any actions required. Any repairs that require attention should be reported to the Janitor AM-PM and marked on the monitoring sheet. The recording of illness will take place following NLC Absence Management Policy. In the instance a member of staff is suffering from diarrhoea, stomach upset or vomiting this should be reported to the Head of School and staff should not handle or prepare food until 48 hours after the symptoms have stopped
- Snack purchased will be stored in the appropriate way and before storage the relevant details will be recorded in the snack log. All fresh foods will be stored within an hour of purchase. The same procedure will take place on the delivery of milk from Wiseman Dairy and the fruit from High Five for Fruit
- The school cannot accept baked goods from parents/ carers, etc. as these are coming from an untraceable source in the possible event of an outbreak of infection. In the event of a child’s birthday we will accept a cake bought from a shop or supermarket. The cake must come to the school in an unopened box
- Snack foods should be appropriately labelled with the date of opening and a use by date. Open foods will be stored in a suitable lidded container. Old stock of snack foods would be used first, if there is any damaged or out of date stock this should be recorded on the ‘Food Disposal Log’ and disposed of in the appropriate recycling
- For a child who has an allergy staff must make themselves aware of this, ensure that their food is prepared separately and that this food is labelled and stored separately from other food
- Unwashed fruit and veg must be stored separately from ready to eat food and **all must be washed before use**. Rooms where food is handled must be kept clean, in good repair and free from pests. Staff must complete the cleaning schedules
- The kitchen area will be used for the preparation of snack. Staff preparing snack should hold an Elementary Food Hygiene Certificate or those without should be given guidance by a member of staff with a certificate. Before preparing snack staff will follow hand washing procedures, wearing appropriate disposable apron, have long hair tied back, wear minimal jewellery, cover all cuts with a waterproof dressing and check food for any damage or out of date food
- Staff will ensure that all work surfaces are cleaned with anti-bacterial spray. The spray should be made up using detergent sanitising powder and into an appropriate spray bottle following guidance on the box. Snack will be presented in suitable dishes and all dishes used in snack preparation or for eating **MUST** be washed in the dishwasher after use. In the event that the dishwasher is not in use, staff will ensure that two stage cleaning and disinfecting should be followed using a BS1276 compliant product
- Snack food will be served using tongs and will only be on offer for 1 hour after preparation to minimise the risk of infection. This **MUST NOT** be reused and disposed of in the food recycling bin
- When preparing hot food staff should follow the above preparation guidelines and the heated food must be tested with a working food probe. **The food must be heated to 82°C and then kept above 65°C.** Food temperature should be logged in the ‘Hot Food Log’. Food must only be re-heated once and discarded within an hour of preparation or when the temperature falls below 65°C

UNCRC Links: Article 24 (health and health services) Every child has the right to the best possible health. Governments must provide good quality health care, clean water, nutritious food, and a clean environment and education on health and well-being so that children can stay healthy. Richer countries must help poorer countries achieve this.

Updated August 2020

Review Date August 2021, September 2022, Review Date August 2023



Whitelees Nursery Class

Complaints Procedure

Number (51)

North Lanarkshire Council complaints policy has the vision that your views and experiences are important to them, valuing what an individual has to say and will listen to any complaints or comments. At Whitelees Nursery Class we comply with this and follow North Lanarkshire Councils policy and procedure.

At Whitelees Nursery Class, we will:

- Listen to what the complainant has to say, taking note of what has been said and attempt to resolve the matter through initial discussion. In the event of a written complaint the Head of School or Depute would invite the complainant along to discuss the matter.
- If attempts to resolve this were not to the complainant's satisfaction, the Head of School would arrange a formal meeting to take place to discuss the matter further.
- In the instance that the complainant was still not satisfied the Head of School would begin an investigation into the matter. Collating information from all parties involved and record the details.
- Within 20 days of the complaint being made the Head of School will investigate and complete the investigation and report back to the complainant.
- In the event that the complainant is not satisfied with the outcome of the investigation they will be given the option to take their complaint to the following agencies:

Care Commission Office
Princes Gate
60 Castle Street
Hamilton
ML3 6BU

Updated August 2020

Review Date August 2021, September 2022, Review Date August 2023



Sleep Policy (51)



Since the introduction of the National 'Back to Sleep' campaign in the early 1990's cot death rates have been dramatically reduced. There are now 70% fewer cot deaths since babies have been placed on their backs to sleep.

In Whitelees Nursery Class, the children are aged 3-5. Most children will not require a sleep but staff have worked hard to create areas where children can safely and independently sleep or rest throughout their session. It is still vital that we follow guidance from Care Inspectorate & The Scottish Cot Death Trust.

Comforters & Comfort Blankets

The nursery has a stock of blankets that are only used for children who fall asleep in nursery or who need a rest. Once used these blankets are used they are then washed at a 60C wash. The blankets should not be shared between children. If the child requires their dummy then this is acceptable although is not encouraged through the day.

Sleep & Rest Record

If a child in nursery has required a sleep then staff will record how long the child slept for and share this information with the carer who collects them at the end of the session.

Sleep Safety

In accordance with guidance from the Scottish Cot Death trust there are procedures which should be adhered to when children under the age of 5 are sleeping. Staff should ensure

- The room is kept between 16-20 degrees Celsius, there is a temperature gauge on the wall.
- Children should be encouraged to lie on their backs.
- Blankets are freshly laundered and have not been shared with other children.
- The use of pillows is not encouraged.
- Children should not have their heads covered i.e. no hats
- Sleeping or resting children should be physically checked every 10 minutes
- Nursery has a clear no smoking policy

March 2023

Review Date August 2023

Please date each policy once you have read it

	GM	JR	HS	YC	RM	VK	KD
1.	28/8/23						
2.	28/8/23						
3.	28/8/23						
4.	28/8/23						
5.	28/8/23						
6.	28/8/23						
7.	28/8/23						
8.	28/8/23						
9.	28/8/23						
10.	28/8/23						
11.	28/8/23						
12.	28/8/23						
13.	28/8/23						
14.	28/8/23						
15.	28/8/23						
16.	28/8/23						
17.	28/8/23						
18.	28/8/23						
19.	28/8/23						
20.	28/8/23						
21.	28/8/23						
22.	28/8/23						
23.	28/8/23						
24.	28/8/23						
25.	28/8/23						
26.	28/8/23						
27.	28/8/23						
28.	28/8/23						
29.	28/8/23						
30.	28/8/23						
31.	28/8/23						
32.	28/8/23						
33.	28/8/23						
34.	28/8/23						
35.	28/8/23						
36.	28/8/23						
37.	28/8/23						
38.	28/8/23						
39.	28/8/23						
40.	28/8/23						
41.	28/8/23						
42.	28/8/23						
43.	28/8/23						
44.	28/8/23						
45.	28/8/23						
46.	28/8/23						
47.	28/8/23						
48.	28/8/23						
49.	28/8/23						
50.	28/8/23						
51.	28/8/23						