



Contents:

Page 3	Introduction	Page 9	Nursery Sessions
Page 5	Staff	Page 11	General Information
Page 7	Aims & Values	Page 13	Curriculums/Building the Ambition

Appendix 1: Policies

Page 16	Admissions	Page 29	Confidentiality
Page 17	Settling In/ Absence	Page 30	Photography & Video
Page 18	Partnership with Parents	Page 31	Behaviour Management Restraint
Page 19	Contracting Parents	Page 32	Healthy Eating
Page 20	Children's Participation	Page 33	ICT/CD/DVD
Page 21	Open Access	Page 34	Infection Control
Page 22	Additional Support	Page 35	Late/Uncollected/Lost Children
Page 23	Equality & Diversity	Page 36	Outings
Page 24	Accident & Emergency No Smoking	Page 37	Complaints
Page 25	Fire Procedures	Page 38	College Term Dates
Page 26	Health & Safety	Page 39	Notice Given
Page 27	Child Protection		
Page 28	Safe Administration of Medicine		

Policies Reviewed March 2017----- Next Review March 2018

Moray College Nursery

Moray College Nursery was established in 1992 by the Board of Management of Moray College to provide Day Care and Education for the children of students and staff of Moray College.

Our qualified, professional staff provide a safe, stimulating environment in which children can feel happy and secure.

The Nursery is registered with SCSWIS (Care Inspectorate) to provide full day care for up to 60 children ages between 6 weeks and 5 years.

Registration Number CS2003008892

The Nursery is in partnership with Moray Council Education Department to provide early learning and child care for eligible 2, 3 and 4 year old children.

The Nursery comprises of 3 departments with a large fenced garden. Children between the ages of 6 weeks and 2 years are in the Baby Room, children from 2 to 3 years are in the Tweenie Room and the anti-preschool and pre-school children are in the 3-5 room. The garden is to the rear of the building with areas for ride on equipment and grassy areas for climbing frames, games and activities.

The Nursery opens at 8.30am and closes at 4.30pm.

Sessions are:

Morning: 8.45am to 12.00 noon (8.45am to 11.55am if a Moray Council Educational Funded Place)

Afternoon: 1.00pm to 4.15pm (1.00pm to 4.10pm if a Moray Council Educational Place)

For children attending on a full time basis cover is provided over lunch time periods.



Staff

Nursery Manager

Mrs Patricia Eddie – HNC Childcare and Education
BA in Child and Youth Studies,
BA in Childhood Practice
BSL Level 2

Senior Nursery Nurse

Mrs Victoria Andrews – HNC Childcare and Education
Mrs Trudie Ingram – SVQ level II & III Early Years Childcare and Education
Mrs Debbie Baker – NVQ 3 Childcare and Education

Nursery Nurse

Mrs Joanne England – Scottish Nursery Nurse Education Board,
BSL Level 2
Mrs Fiona Johnston – Early Education and Childcare
Mrs Mandy Gardiner – Scottish Nursery Nurse Education Board
Mrs Susan Smith – HNC Childcare and Education
Miss Victoria Walker – HNC Early Education and Childcare
Mrs Sarah-Jane Ross – HNC Childcare and Education
BA Child and Youth Studies

Nursery Assistant

Mrs Annette Campbell – SVQ3 Childcare and Education
Mrs Louise Tointon – SVQ in Childcare

Bank Supply Staff

Mrs Lisa Banks – SVQ level II & III Early Years Childcare and Education
Mrs Jennifer Wall – NC Early Education and Childcare
Miss Eilidh Kennedy – NC Early Education and Childcare
Mrs Lee-anne McKay – HNC Childcare and Education
Miss Lauren Petrie – HNC Early Education and Childcare
Mrs Andrea Robertson – SVQ3 Children’s Care Learning and Development
Mrs Lynne Matthews – HNC Early Education and Childcare

All staff are registered with the Scottish Social Services Council and established staff are qualified in Childcare Emergency First Aid and hold a relevant Food Hygiene Certificate

Aims and Values

Our aims are:

- 1 Value each child as an individual.
- 2 Encourage independent play and learning.
- 3 Offer parents/carers on going information on their child's progress and encourage parental involvement.
- 4 Assess and plan activities and experiences to meet the needs of the individual child.
- 5 To provide a learning environment that supports all children including those with additional educational/support needs.
- 6 To help children become "Confident Individuals, Effective Contributors, Successful Learners and Responsible Citizens."
- 7 Embrace the "Pre-Birth to Three Curriculum" by recognising the influence early year experiences have on future learning and development.
- 8 Endeavour to support all children within the "my world triangle" and the "Wellbeing Indicators" of GIRFEC. (Getting it Right for Every Child)
- 9 To promote a positive ethos through praise and encouragement.
- 10 To carry out Self Evaluation centring on the "Child at the Centre" and the "National Care Standards".
- 11 To actively embark on Continuous Professional Development in order to develop existing skills and to gain an understanding of new initiatives and legislation.
- 12 To support parents and recognise their role as primary carers/educators of their own children.
- 13 To develop a mutual respect between staff, parents, visiting professionals and children.
- 14 To embrace partnerships with the local community and to work in collaboration with other providers to share experiences and expertise.
- 15 To embrace diversity and reinforce a culture of openness, honesty and equality throughout the setting.
- 16 To promote a culture of distributed leadership acknowledging personal interests of parents, staff and children.

Nursery Sessions

The sessions in all 3 departments start at 8.45am with a flexible drop off time between 8.45 and 9.15. The morning session finishes at 12.00 noon and we do ask that children staying for the morning session only are collected by 12.15pm. Children staying for lunch can be picked up any time between 12.45pm and 4.15pm.

Children in the 3-5 room who are in for funded places only, have the same start times but finish at 11.55am for the morning session and 4.10pm for the afternoon session, all children finish at 3.30pm on a Friday unless previously agreed.

Should anyone have any concerns about times, please do not hesitate to contact the Nursery Manager.

Fees 2017/18

Room	Cost per Morning/ Afternoon Session
Baby Room	£17.00
Tweenie Room	£15.00
3-5 Room	£15.50

All 3 rooms incur an additional charge of £2.50 for each additional 30 minutes between 12.00 noon to 1.00pm.

For children receiving The Moray Council Funded Provision, this does not cover the cost of snacks and there is an additional cost of £1.50 per week paid directly to the Manager.

It is a condition of your acceptance that you agree with the charges and take responsibility to assure funding, if any, is in place and you assume accountability for the payment of fees. Invoices are issued in the early part of each month and full payment is expected before the next invoice is issued. All clients are expected to give 1 months' notice in writing and fees are payable up until notice is given and served. Please see the "Notice Given" form on page 32 of this booklet.

Other relevant information:

- Fees remain payable during periods of absence including, sickness and holidays.
- It is expected that fees are paid regularly.
- A facility is available for Standing Order Mandates
- The College may exclude a child if payments are not paid.
- Debt management staff will pursue overdue fees.

Useful contacts:

Student Services
(Located in the Learning Resource Centre)
Tel: 01343 576265

Hazel Croudace
(Accounting Technician)
Tel: 01343 576418
hazel.croudace.moray@uhi.ac.uk

Should you have any concerns regarding fees and payments please contact Hazel Croudace, direct line 01343 576418, in the first instance, then the Nursery Manager, Patricia Eddie on Tel: 01343 576283 or Patricia.Eddie@moray.uhi.ac.uk

General Information

We hope you and your child will have an enjoyable time with us. As a Nursery, catering for up to 60 children it is a very busy setting and we would like to draw your attention to some useful information you may need during your time with us.

Key Worker

Your child will have a Key Worker who will work closely with yourself in supporting and monitoring his or her progress. In the interests of continuity of care it is important that you discuss with your child's key worker any issues that may affect their day.

Snacks

Up to the age of 1 year, parents/carers provide age appropriate bottles/lunches/snacks clearly named.

From 1 year onwards the children are provided with a healthy morning and afternoon snack of fruit, vegetables, dips or fromage frais with a drink of milk. As we promote healthy eating, nursery baking and biscuits are limited to once or twice a week.

Lunches

Parents provide packed lunches for children who are in all day. We do ask that in order to support our Healthy Eating Policy this comprises of healthy alternatives such as sandwiches, cheese, vegetables, fruit, yoghurt etc.

Illness

In consideration for others, please refrain from taking your child into Nursery if they are unwell. Infections are easily spread and in cases of sickness and/or diarrhoea, 48 hours have to elapse since the last bout before they can return. If your child becomes ill during their time in Nursery it may be necessary to call you to come and pick him or her up. It is important to keep your emergency contact numbers up to date.

Medication

It is the Nursery's policy only to administer medicines prescribed by a doctor. If your child requires medicine while in Nursery you will be asked to complete a form stating the dosage and time to be administered. The Nursery staff will complete and sign and witness when the medicine is given and you will then be asked to sign again on your return.

Child Protection

It is important that staff are aware of who is dropping off and picking up your child. There is a signing in/out procedure and children will not be given to anyone not nominated by the contracting parent or any unknown adult.

All visitors are required to sign in on arrival and out when they leave.

Staff are responsible for opening the door to parents/visitors.

The nursery has the right to share any information held with other childcare professionals in line with our confidentiality policy.

Confidentiality

In order to respect the rights of others to privacy, parents are reminded to ensure any photographs or videos taken are for their own personal use and matters regarding children, parents or staff in the Nursery are to be treated with respect and not discussed on Social Networking Sites eg Facebook or Twitter.

The above general information is a brief synopsis of the Nursery's Policies. Please find the time to read the policies and procedures contained as appendices at the back of this handbook.

Curriculums

Pre-Birth to Three

The Baby Room and the Tweenie Room focus on the Pre-Birth to Three Curriculum. The four key principles: Responsive Care, Respect, Rights and Relationships encompass nine features including: Attachments, Role of Staff, Partnership and Transitions. Activities and resources are age and stage appropriate providing a stimulating environment where children's holistic needs are individually met.

Curriculum for Excellence

The 3-5 room focus on the early level experiences and outcomes of the Curriculum for Excellence enabling children to become Responsible Citizens, Confident Individuals, Successful Learners and Effective Contributors. The principles of the Curriculum include offering coherent learning opportunities with a depth of learning that enables progression through each level that is challenging and enjoyable.

More information on the Pre-Birth to Three and The Curriculum for Excellence can be found on the Learning Teaching Scotland web: www.ltscotland.org.uk

Building the Ambition

Building the Ambition is a new, 2014, National Practice Guidance on Early Learning and Childcare. These guidelines support staff to deliver early learning and childcare tailored towards individual circumstances. In order to achieve this Staff will also work with parents/carers and outside agencies/specialists in order to support children's wellbeing indicators, SHANARRI. (Safe, Healthy, Achieving, Nurtured, Active, Respected, Responsible, Included) as detailed within GIRFEC (Getting it Right for Every Child).

Named Person Statement

Getting it right for every child is a national policy to help all children and young people, develop and reach their full potential. It aims to improve outcomes for children and their families based on a shared understanding of their wellbeing. Most children will receive all the support they need from their own families and community.

As part of the GIRFEC approach each child or young person is allocated a Named Person. In Nursery the child's Health Visitor will be their Named Person and will remain until he or she starts Primary 1. On transition to Primary 1, the Head Teacher of the school becomes the Named Person.

More information can be found at www.gov.scot or www.educationscotland.gov.uk

Appendix: 1

Nursery Policies

Moray College Nursery Admissions Policy

Moray College Nursery is registered with SCSWIS (Care Inspectorate registration number CS2003008892) as a Nursery providing education and day care for children aged 6 weeks to five years.

There will be a maximum 60 children attending the Nursery at any one time consisting of 28 children 3-5 years, 12 children under 2 years of age and 20 children aged 2-3years.

On receipt of the nursery application form a letter of acknowledgement will be sent and the child will be added to the Nursery Waiting List in received date order.

Children who are receiving funding from Moray Council will be expected to produce the child's birth certificate and proof of address during registration.

Where a place has been allocated to a child, priority will be given to a younger/older sibling.

Nursery fees and the procedures for payment are displayed in the Nursery.

All clients are expected to give 1 months' notice, using the form on page 39 of this book, fees are payable up until notice is given and served.

The client will be responsible for the payment of any fees occurred during their child's time at Nursery and it is the clients' responsibility to ensure funding, if any, is applied for and in place before they accept a Nursery place.

Under certain circumstances the Nursery reserves the right to suspend or terminate a child's place in Nursery.

Such circumstances include:

- 1 Failure to pay fees
- 2 Child's contagious illness
- 3 Child/parent/carers abusive and/or disruptive behaviour/language.

This list is not exhaustive and each case is considered individually.

Moray College Nursery Policy on Settling In

It is of paramount importance that all children in the nursery should be treated with great care and consideration. Every child should feel comfortable, cared for and integrated into the life of the nursery as quickly as possible and in order to assist with this we do ask parents to adhere to our drop off/pick up times as detailed in our Nursery Sessions section.

While a child is settling in every parent/carer has the opportunity to stay with their child until he/she is comfortable within the setting.

We can give advice on this if asked by parents/carers but it is our preference that parents/carers should do what, in their experience, is best for their child. We fully appreciate that this can be a difficult time for both adult and child.

It is our policy that, so far as possible, nursery sessions should run in the normal way when a parent/carer is present. The parent/carer should be able to see the regular pattern of what happens during the day.

We fully understand that parents/carers are concerned about their child's welfare and are likely to feel anxious about leaving him/her in someone else's care but we are very happy to receive telephone calls enquiring how he/she has settled. We aim to alleviate these fears but if a child is very upset it is our policy to tell the caller, giving the option of calling again or to where necessary come into the Nursery to see their child.

If a child remains very upset it is the policy of this nursery to call the parent/carer and discuss our concerns.

Moray College Nursery Notice of Absence Policy

If your child is unable to attend nursery on a particular day/days please telephone the Nursery giving the reason for non-attendance.

Where a child regularly does not turn up for nursery and/or the Nursery has concerns over non-attendance the Nursery Manager/Senior Staff will, in the first instance, telephone the parent/carer to enquire after the child and if concerned, reserves the right to contact the local Social Work Department.

This will ensure the safety of all children attending Moray College Nursery.

Moray College Nursery Policy on Partnership with Parents

It is our aim to be open, friendly and supportive in order to form a good two way relationship with parents.

We will aim to achieve this by:

1. Providing parents with information before their child starts nursery. e.g. letter, phone and handbook.
2. Asking parents to complete a children's "Passport" giving some brief details of their child's likes/dislikes, favourite toy etc, prior to starting. (Sent out by the Nursery with first day letter and start date)
3. Listening to and where possible, aiming to meet individual needs.
4. Respecting confidentiality and treating information strictly on a need to know basis.
5. Informal information sharing on a daily basis along with regular written progress reports.
6. Monthly Nursery Newsletters/Emails/Facebook posts keeping parents up to date with activities and events.
7. Nursery Facebook Group where parents can be kept up to date with events, make suggestions and generally keep in touch. This page is closed and can be found by searching for "Moray College UHI Nursery" and asking to become a member. This is a closed group for parents only and once parents are accepted by admin they will be kept up to date with notifications.
8. Involving parents in Nursery life through visits, parent's evenings, fundraising and special events.
9. Promoting the Nursery/Home link by recognising real life activities, our "home" bears and valuing parental input.
10. Recording any changes in a child's personal circumstances that may influence their time in Nursery.
11. Parents are requested to keep us informed of any circumstances, which could have an effect on a child's emotional wellbeing. e.g. bereavement, separation or illness in the family.

The nursery recognises the role that effective communication with parents plays in our ability to provide a happy, caring and stable environment for each individual child.

Moray College Nursery Policy on “Contracting Parents”

When a child joins the nursery, the parent/carer is asked to sign an acceptance form stating that they have read and understood the information contained in the Nursery Handbook and agree to adhere to the Policies and Statements. This parent is seen by the nursery as the contracting parent.

The implications of this are:

1. The contracting parent takes responsibility to assure funding, if any, is in place and assumes accountability for the payment of fees.
2. The contracting parent nominates who may collect the child from nursery. This includes the need to nominate a second parent. If a second parent comes to collect his/her child and has not been nominated by the first parent, the Nursery will not hand out the child until the Contracting Parent has been contacted.
3. The contracting parent is naturally allowed to see the child at nursery. However it is made clear that the second parent will not be allowed into the nursery unless the contracting parent has nominated the second parent as being able to do this or unless the second parent is a contracting parent for a second child.
4. The contracting parent decides on specific issues in relation to the child such as whether the child is allowed to be photographed.
5. It is the responsibility of the contracting parent to inform the Nursery if a place is no longer required and is liable for fees occurred until notice is given and served.
6. A contracting parent will be asked to provide a “password” for use in an emergency. This does not replace the need for the contracting parent to let the Nursery know who will be collecting their child and is only for an extra layer of security if needed.

The purpose of this policy is to ensure that parents recognise that the nursery will not be seen as a place that can be used as part of any dispute between parents. A parent who is not a contracting parent and is not listed as an acceptable person for collecting children from nursery will not be allowed into the nursery for any purpose in relation to that child.

Moray College Nursery Children's Participation Policy

Children's participation is one of the main principles behind the Curriculum for Excellence. Children should be engaged in the planning, implementation and self-evaluation of their own learning.

Ownership encourages participation, enjoyment and enhances learning experiences. Article 12 of the United Convention on the Rights of the Child states that a "*child who is capable of forming his or her own views*" has "*the right to express those views freely*".

Within the Nursery the children are encouraged to express their views and ideas using a variety of techniques including mind maps, floor books, voting, informal discussions, choice and personalization.

In line with The Children (Scotland) Act 1995, on assessing how a child's views are sought, consideration is given to age, stage, ethnicity, gender and ability. Children's Participation also includes our home/nursery link. This is promoted by keeping parents informed through regular news letters, emails, notice boards and encouraging parents to be involved in their child's day through visits and informal discussions both at the start and the end of the day.

As part of our Quality Assurance Children's Participation is seen as a fundamental part of how children learn. How we can effectively promote participation is continually assessed and reviewed through regular evaluation, planning and by using the Child at the Centre and The National Care Standards.

Moray College Nursery Open Access Policy

As part of our daily activities, planning, assessing, evaluating and recording progress, the Nursery keeps information on learning experiences and on each individual child.

Each child has a profile pack containing observations, assessments and samples of their own work. Contracting parents/guardians have open access to their own child's profile at any time and the Nursery encourages parents to view profiles during different events throughout the year. Also at regular intervals throughout the year, parents each receive a copy of a progress report and at times of transition a copy of the report are sent to the new department or the child's new school. Both are also kept in their child's profile.

The views of parents/guardians and the children are sought through open dialogue, encouragement to become involved, special events and annual questionnaires. Written information is also kept on accidents, incidents and concerns.

Any information either recorded or verbal is treated in line with our Confidentiality Policy and if a parent/carer should have any questions please feel free to discuss them with a member of staff or the Nursery Manager.

Moray College Nursery Additional Support Policy

At Moray College we aim to provide a learning environment that supports all children including those with additional educational/support needs. All children have the right to individualised education and care that supports their own needs and enables them to reach their fullest potential.

All parents/carers receive a child's "passport" before starting Nursery asking for additional information that will help us support all of the children during their transition into Nursery. Parents/carers of children with existing additional needs are encouraged to share any relevant information with the manager during the enrolment process to enable the nursery to ensure they can provide continuity of support to the child and their family. The manager and staff will work together with parents and any relevant outside agencies and/or health professionals to develop strategies towards developing an effective Individualised Educational Programme and/or Support Plan.

Changes in family circumstances and/or family events can influence support needs and parents are also encouraged to inform the nursery of such an event eg: a death in the family, moving home, illness, and divorce/separation.

The Nursery staff observe the children at play and at times will identify specific needs. Where these needs can be met within the setting the staff will plan for additional support. Where the needs identified are more complex, additional support will be sought from outside agencies/professionals.

The nursery will identify and plan for each child's individual educational programme and provide appropriate support for children with additional support needs in order to allow them to make progress. Progress will be monitored regularly in order to review plans and devise appropriate 'next steps' for learning.

Children will be encouraged to participate in all aspects of nursery sessions, and where necessary specialised equipment will be sourced to facilitate this.

With the parent's support, staff will liaise with outside agencies and where applicable invite them into the nursery to observe and advise them about their concerns.

Moray College Nursery Equality and Diversity Policy

Moray College Nursery will provide a happy, safe, secure and inclusive environment which will support all children attending to realise their full potential, we also aim to reinforce a culture of openness, honesty and equality throughout the setting.

We will actively promote equality and diversity by ensuring all children and families are welcome and have equal access to information and opportunities to enable them to participate fully in the nursery. We will challenge any racial, sexist and all other discriminatory behaviour in both children and adults.

We aim to be genuinely accessible to all children within the local community regardless of race, gender, status or religion. The curriculum/activities offered in our nursery will encourage children to participate in a variety of activities and provide opportunities to become aware of and respect diverse cultures and religions. We aim to provide an environment that is free from prejudice and discrimination. We will ensure that our resources positively and accurately reflect today's society.

We will work in partnership with parents to ensure that the medical, cultural and dietary needs of all children and adults are met and that awareness of differences is appreciated.

Our nursery will consider how best to meet the individual needs of users including financial, language, gender and cultural and make efforts to accommodate those when sharing information.

We will ensure that our policies relating to employment are clear, fair and consistent. All staff will have opportunities to develop their knowledge and skills appropriately. We will constantly monitor and evaluate our practice with regard to equality and fairness.

Moray College Nursery Accident & Emergency Policy

All members of Moray College Nursery hold a valid First Aid Certificate. If a child or member of staff has an accident they will receive first aid by a member of staff.

The wound will be cleaned with plain water/sterile cloth or a cold compress will be applied. Disposable gloves and aprons will be worn when dealing with any bodily fluids

If an accident has happened to a child the parents will be informed, either immediately or on their return, at the discretion of the Manager/Senior Staff.

An accident form will be completed and the accident will be recorded in the accident book. It will state the time it happened, the date, how it happened, first aid given and will be signed by the staff/Manager and parent/carer.

As part of our commitment to providing a high quality service, a Nursery risk assessment is carried out every day by the Manager/Senior Staff and an outside risk assessment is carried out before the children go out to play or go on an outing.

If hospital attention is needed then the Manager/Senior Staff will make that decision and take the necessary action to get the child/adult to hospital.

An emergency number, 76299, is located on each handset, the college reception can be contacted by dialling 0, and in order to dial for the emergency services 999 should be prefaced with an additional 9 for an outside line.

Moray College Nursery No Smoking Policy

The nursery recognises that many people in our society smoke. We are aware that smoking is lawful and a matter of choice for adults. However since March 2006, legislation was passed to protect from passive smoking and many parents do find smoking offensive, especially in front of their own children.

The confine of the nursery is a smoke free area. No one is permitted to smoke at any time on nursery premises and staff, parents, students and visitors are requested to only smoke within the designated smoking areas of the college.

Staff are not permitted additional breaks for the purpose of smoking.

Moray College Nursery Procedures to be followed in the event of a fire:

1. On hearing the fire alarm the children in each room will be collected together and taken out of the nearest fire exit to the assembly point which is located at the back of the garden beside the fence.
2. The Senior Nursery Nurse in each department will be responsible for collecting the register, gate key and ensuring all of the children, staff, students and visitors are outside. Another register of each room will be taken by the manager.
3. The manager collates with the Senior members of staff ensuring everyone has left the building.
4. On hearing the alarm the emergency services will be called by the main reception. (Reception Emergency Direct line 76299)
5. The manager will liaise with the emergency services on when and if it is safe to return to the building.
6. Where it is not possible to return to the building the children will be taken to Moray College to be kept warm and dry and await collection by their parents.
7. A Fire Drill will take place every term as arranged with the College Health and Safety Officer.
8. The fire equipment is tested once a year by an authorised firm and all fire exits are kept in good repair.
9. Water fire extinguishers are situated in the two main hallways, powder fire extinguishers are situated in the two main hallways, the dining room and the kitchen and a blanket extinguisher is in the kitchen.
10. All members of staff are aware of the location of the fire exits.
11. Near each fire exit there is a notice explaining the fire procedures.
12. In the absence of the Manager the Senior Nursery Nurses assume additional responsibilities. In the absence of the Senior Nurses, the full time Nursery Nurse assumes the Senior Nursery Nurses responsibilities.
13. Whilst in the building all visitors/parents are expected to follow these fire procedures.

Moray College Nursery Health and Safety Policy

It is our policy to provide a healthy and safe environment for all children, staff, students and service users. Nursery staff are responsible for ensuring the health and safety of the children, students, themselves and service users at all times.

It is our intention to make sure at all times that there is a qualified first aider in each room. First aid boxes are always fully stocked and are located in each department. The Manager is responsible for stocking each area.

An accident book is available and will be completed if any child or member of staff sustains an injury whilst on the premises. Full details must be recorded and parents/carers sign and receive a copy on their return.

In the case of a serious accident, emergency services will be called immediately.

Protective aprons and gloves are always worn while changing nappies and dealing with bodily fluids.

Parents/Carers are expected to keep their child at home if they are unwell or have any infectious or contagious illness. Infections are easily spread and in cases of sickness and/or diarrhoea, under the guidance of NHS Grampian, at least 48 hours have to elapse since the last bout before they can return to Nursery, no matter how well they look/feel. Staff will also be asked not to attend work under the same circumstances.

If a child becomes ill, it is the Nursery's policy to contact parent/carers, in the first instance, but if this is not possible an emergency contact will be called and it is expected that the child would be collected as soon as possible.

Fire procedures are clearly displayed throughout the Nursery. Please read them carefully. The Nursery has one fire practice per term.

In the event of a fire/fire practice, parents and visitors are expected to follow the Nurseries procedures.

We will act on the advice given by the College Health and Safety Officer, agencies such as the SCSWIS, Environmental Health and the Fire Brigade.

A risk assessment is carried out daily by the manager/senior staff and once a year under the College Health and Safety Policy.

Moray College Nursery Child Protection Policy

Child Protection is provided by the Social Services Department, which supplies support for families whose children are in need of safeguarding to promote their welfare and upbringing.

Moray College Nursery's Child Protection Procedures lay out clearly the responsibilities of the centre and the staff. In the absence of the Nursery Manager the Senior Nursery Nurse in each department assumes responsibility for Child Protection.

Parents have the right to know what information is recorded about their children, but there may be situations in which information is held with restricted access or contact is made with the other agencies without the parent's knowledge, to safeguard the child or a third party's confidentiality.

If you wish further information, the Nursery Manager, as the Child Protection Officer, or in the managers absence a Senior member of staff, who will be very glad to help you.

Nursery Child Protection Procedures

a) If a child arrives at nursery with injuries the staff will:

- Ensure immediate medical attention, if necessary.
- If possible ask the parent/carer how the injuries occurred.
- We will make a written record of observations and explanations given and have a witness wherever possible.
- This recording of information is to ensure that full and clear information is obtained.
- If it is suspected the injuries have been caused by abuse or by failure to protect the child, a Senior member of staff will contact, the Duty Social Worker in the Social Services Office, for the district in which the child resides, or the Emergency Duty Team out of office hours.

b) If through conversation or other contact with a child we have cause to suspect physical, sexual or emotional abuse or neglect we will:

- Listen to and record exactly what the child says.
- Record any suspicious behaviours or warning signs of abuse.
- If a member of staff is involved, appropriate steps will be taken to ensure the safety of the child and other children.
- Inform Senior Staff of all suspicions and where deemed appropriate we will contact the Duty Social Worker in the Social Services Office for the District in which the child lives, or the Emergency Duty out of office hour's team.

Contact Details:

Education and Social Care
Rose Cottage
Greyfriars Street
Elgin, Moray, IV30 1BX
Tel: 01343 563900

Emergency Duty Team Tel: 08457 565656

c) Once a child is referred to Social Services they will make an assessment of the child's needs and as to whether further support is required.

Staff may be required to provide statements and attend an initial Child Protection Conference.

More information on Child Protection can be found at http://www.moray.gov.uk/moray_standard/page_55497.html

Confidentiality

Your child will be given a Key Worker who will observe and assess your child's progress and will report to you daily on an informal basis. The nursery has the right to share any information held with other childcare professionals in line with our confidentiality policy.

Security

All Nursery Staff wear identification badges at all times.

All visitors to Nursery must sign in and then out again when they leave.

On arrival parents/carers sign their child in and again sign them out when leaving.

If someone other than a parent is dropping off or picking up a child, staff must be made aware of this as children will only be handed over to a known adult over the age of 16 years.

Only Nursery staff will answer the door and if a person is not known, identification is sought before the door is opened.

In the case of emergency where the expected parent/carer is unable to pick up a child, the Nursery must be informed by the contracting parent who will be to pick up the child and the child's agreed "password" must be known before a child is handed over. This does not replace the need to inform staff routinely using the sign in sheet, who will be picking up your child.

Moray College Nursery Safe Administration of Medicine Policy

It is the Nursery's policy only to administer medicines prescribed by a doctor that have the original dispensing label and in original packaging.

If your child requires medicine while in Nursery, you will be asked to complete a form stating the dosage and time to be administered.

First dose of medicine must be given by parent/carer.

The Nursery staff will complete and sign/counter sign when the medicine is given, dosage and you will then be asked to sign again on your return.

Nursery staff will not administer any medicines dispensed by minor ailment clinics.

We do ask parents to inform the Nursery if their child has had any medication within 24 hours prior to attendance.

Moray College Nursery Policy on Confidentiality

Parents/staff/students/visitors are respectfully reminded that matters/photographs regarding any other children, parents, students and staff within the Nursery should not be discussed with anyone out with the Nursery setting or discussed/downloaded on to any Social Networking Sites eg: Facebook or Twitter.

However the Nursery now has a closed Facebook Page and at times, it may be deemed appropriate by Senior Staff to include posts regarding Nursery events and/or activities with or without photographs. Anything other than general information that would identify individuals will only be posted with the permission of contracting parents. Parents/Carers are reminded that all information on our Facebook page is for information only and must not be tagged or shared in any way.

Also at times and in order to meet the needs of all children in our care, it is important for staff to be able to share information with each other and with outside/visiting professionals.

Where appropriate parental permission will be sought but in cases of Child Protection the Nursery reserves the right to share confidential information with relevant professionals. This is strictly under the discretion of the Manager/Senior Staff and any information and knowledge will be on a need to know basis, in the best interests of a child and must be treated in line with our Child Protection Policy.

Confidentiality is there to protect all concerned and it is a condition of accepting a place in the Nursery that all staff, students and parents must agree with, sign a copy and adhere to the Nursery's Confidentiality Policy.

Moray College Nursery Photography and Video Policy

The nursery routinely takes photographs and/or videos of the children. These are used in displays, children's profiles, in the local press, on the college's web site, in the college and at times incorporated in presentations for special events such as our graduation. This includes individual and group photographs.

On occasions the college publicity and/or the local press may be invited to take photographs of individual and/or groups of children to be included in local media and may also include the names of individual children.

During activities, such as our Christmas party, outings and our graduation, parents/carers may also wish to take photographs/videos which may include some other children taking part. In order to respect the privacy of both the children and parents attending the Nursery, we would ask that any photographs/videos taken by parents/carers are for your own use and will not be put onto Social Networking sites such as Facebook and Twitter.

Each parent/carer will be asked to sign a slip giving permission for photographs/videos of your child to be taken and used as described above.

In the case of the Nursery Facebook Group or the College Facebook Page, only where permission has been given by contracting parents will any photographs and/or information be shared. Parents/Carers are reminded that all information on our Facebook page is for information only and must not be tagged or shared in any way.

Should you have any concerns please feel free to discuss these with the Nursery Manager and be assured that your concerns will be treated in confidence and with respect

Moray College Nursery Behaviour Management Policy

In Moray College Nursery, we recognise the individuality of all of our children and work in partnership with the children's families. Positive behaviour is encouraged at all times and we will take into account any special needs where appropriate.

In our nursery, unacceptable behaviour to other children and adults includes the following: *hitting; biting; throwing toys; pushing; swearing; racist comments; and being verbally unkind* – we treat each other with the respect we expect for ourselves.

1. Positive behaviour is encouraged by Nursery staff and students at all times.
2. Depending on the child's behaviour/maturity/development, the child will be distracted from the situation, staff may remove an object or activity, the unacceptable behaviour explained and where appropriate the child will be asked to apologise.
3. The nursery recognises that there are occasions where boundaries beyond which a child's behaviour is no longer considered acceptable and as a result the unacceptable behaviour will be discussed informally and where necessary, formally with parents/carers and where appropriate, support is given.
4. Under no circumstances will a child in Moray College Nursery be smacked and only in exceptional circumstances, in the interests of safety, may a child be restrained in line with our Restraint Policy.
5. If a child's unacceptable behaviour cannot be resolved or gives concern for the safety of the other children, the Manager can ask the parent to remove their child from the nursery.
6. The children have created their own "Golden Rules" and these are reinforced throughout the Nursery Day.

Moray College Nursery Restraint Policy

Whenever possible our nursery staff use "non-physical control", a type of behaviour management where no physical contact is made between the adult and the child. On rare occasions some form of "restraint" or "physical control" may be required to prevent harm to the child or others around him/her. It will only be used as a last resort. In all cases the minimum force necessary to restrain the child will be used and staff will remain calm throughout. Restraint will be used for as short a period as possible.

A member of staff will gently hold the child keeping their arms and hands secure. They will then sit on the floor with the child held in this position. If necessary the child's feet can be secured by staff wrapping their legs around them. At all times the child will be reassured and spoken to calmly but firmly.

Moray College Nursery Healthy Eating Policy

“We aim to provide a range of snacks that will encourage the children to develop positive attitudes towards healthy eating and the confidence to try foods from other countries and cultures”

We will achieve this aim by following these guidelines:

1. Children are routinely offered milk or water.
2. We aim to follow the advice offered within “The Nutritional Guidelines for Early Years” and “Setting the Table - Nutritional guidance and food standards for early years childcare providers in Scotland” available from www.healthscotland.com
3. Fresh fruit/vegetables are offered daily.
4. A wide range of different foods from various cultures and countries will be offered throughout the year and the children will be encouraged to try these.
5. We actively encourage the children to help decide what snacks they would like and they have the opportunity to choose from a range of healthy options.
6. As part of the Scottish Executive Curriculum Guidelines, we develop the children’s awareness of the importance of health and fitness through a range of stimulating activities.
7. To support our Healthy Eating Policy, parents are asked to provide healthy lunches and to refrain from putting in chocolate, crisps or sweets.
8. During induction parents are asked to inform the Nursery of any food allergies their child may have and ingredients of all foods provided by the Nursery are displayed on each room’s notice board.
9. It is the responsibility of parents to inform the Nursery of any changes in allergies/preferences and we will endeavour to accommodate such needs/requirements.
10. All perishable foods and lunches are stored in fridges and temperatures are checked twice daily.
11. We are unable to heat or heat-hold any foods.

Moray College Nursery Policy on ICT

We aim to ensure all children have access to and the opportunity to learn about information and communications technology.

We will do this by:

1. Providing appropriate resources such as everyday technology in the role play area, programmable and/or remote control toys, digital still and/or digital video cameras, CD player, metal detector and computer.
2. Developing ways of incorporating ICT across the curriculum.
3. Encourage the use of digital photography, programmable toys, taped stories, phones, CD and DVDs.
4. Photographs will be included in each child's personal folios.
5. Where age and stage appropriate, resources will be made available to all children and we will promote inclusive practice taking into account learning styles.
6. As new resources are identified links will be made to learning opportunities.
7. Where appropriate staff will undertake professional development in promoting the use of ICT in a Nursery setting.
8. The children have access to the internet and this is supervised by staff at all times.

Moray College Nursery CD/DVD Policy

In line with copyright legislation and under the guidance/umbrella of Moray College, the Nursery has the right to use CDs/DVDs within the boundaries of the College for entertainment/education as long as the Nursery has bought/owns the media and does not reproduce for sale/reward.

Moray College Nursery Infection Control Policy

From time to time it may be necessary to exclude a child due to infection. It is in the interests of all service users that this policy is adhered to at all times by parents, children and staff. Infections are easily spread within close environments. Staff are required to wear protective gloves and aprons when dealing with any bodily fluids and when changing nappies follow the Nursery Procedures.

Hand Washing:

All staff, students, visitors and children must wash their hands after using the toilet, before preparing/eating snack and/or lunches. The children must also wash their hands after playing in the water tray, the play dough, sand tray and after any messy play.

Head Lice

(Must be living moving lice not egg shells – nits)

If your child is found to have head lice you will be given a notification letter and advised to contact a pharmacist, your health visitor or doctor for advice. As some of the over the counter treatments are for older children, babies should only be treated after medical advice. After the first treatment your child can return to Nursery but treatment must be repeated after 7 days. Other parents are only notified if at least 10% of the children are infected.

Diarrhoea/Sickness:

You will be contacted straight away if your child has diarrhoea/sickness in order to take him/her home and you will be reminded that it must be 48 hours after the last occurrence before they can return to Nursery.

Conjunctivitis:

Conjunctivitis is very contagious and you will be contacted and advised to seek medical advice and your child cannot return until the infection has totally cleared up.

Fever:

If a child has a fever the parent/carer will be contacted and asked to take the child home and where it is felt necessary, to consider seeking medical advice.

Hand Foot and Mouth

Hand Foot and Mouth is a common, mild illness caused by a type of virus called an enterovirus. Spread through sneezes, saliva, faeces or surfaces. It can cause ulcers in the mouth, make you feel generally unwell, cause a non itchy rash on the palms of your hands and soles of your feet. Most common in children under 10, although adults can be affected. Can be caught more than once. Treatment can be to bring down a temperature. Children can return to Nursery after symptoms disappear – usually after 7 to 10 days.

Moray College Nursery Policy and Procedure for Late or Uncollected Children

The Nursery obviously has an obligation to stay with any uncollected child at the end of the day until that child is collected.

The Nursery will not release the child to an unauthorised person, even if the collection is late, unless an authorised person telephones to state that because of an emergency a different person will be collecting. The authorised person should give a password, the name and a physical description of the unauthorised person and the Nursery Manager, or Senior member of staff, will check this description/password before permitting the child to leave. If the Manager cannot reach the authorised person the Social Services for the Elgin area will be contacted.

A record will be kept of all children who are not collected by the due time. This will note the date, the time at which the child was collected, who collected the child, and the reason given.

In the event that a child is not collected by the due time on three occasions the parent will be written to by the Nursery pointing out the difficulties late collection causes the Nursery, and informing the parent that the child may not be able to attend nursery if late collection continues. The nursery reserves the right to charge for children who are left after a nursery session time is over.

Moray College Nursery Policy on Lost Children

It is our duty of care to ensure the safety of the children at all times and it is the policy of Moray College Nursery to follow, review and update existing procedures in order to minimise the situations where a child may be lost.

Although should a child become lost the following action will be taken immediately:

1. The Manager/Senior Staff will be alerted and will make enquiries of relevant members of staff as to when the child was last seen and where.
2. We will ensure that the other children are sufficiently supervised and secure.
3. Staff will search the building, garden and immediate vicinity.
4. If the child cannot be found within fifteen minutes then the police and parents will be informed.
5. The search will then continue, opening up the area and keeping in touch by mobile phone.
6. When the situation has been resolved all members of staff involved will review the reasons for it happening and ensure measures are taken to ensure that it does not happen again.

Moray College Nursery Policy on Outings

During the induction period parents/carers are asked to sign a consent form for their child to be taken on walks/outings.

Staffing ratios will be increased or at the least maintained at the same level as in force in the nursery.

A first aider will be present and a first aid kit will be taken.

A mobile phone will be taken and in the event of an incident/accident/emergency contact will be made with the Nursery/emergency services and the parents involved.

Regular head counts will be taken and each adult will be assigned as a person in charge of a small group of children.

On longer trips, each child will wear a Nursery wrist band with the name and telephone number of the nursery.

Toilet facilities will be provided for the children at regular intervals.

All of the adults will be made fully aware of the itinerary for the outing and reminded that this should be strictly adhered to.

All transport will be fully insured, seat belts must be worn at all times and the maximum seat capacity will not be exceeded.

Where appropriate a risk assessment will be carried out prior to a trip and any risk will be assessed regularly throughout.

Hi Viz vests are worn by the children at all times.

Moray College Nursery Policy on Complaints

It is clearly of paramount importance that the nursery should run smoothly and that parents and staff work together in a spirit of cooperation in the children's best interests. In the event of complaints from either staff or parents every effort will be made to respond quickly and appropriately and the following procedure will be followed:

If a parent/carer feels that he/she has cause for complaint they should speak to a member of the Senior Staff or to the Nursery Manager.

Where a complaint is made to the staff the Nursery Manager will be informed immediately.

The Nursery Manager will respond to any complaint as quickly as possible. The Manager will talk with staff and parents to overcome the problem.

Complaints will be recorded and dated in the Complaints Book.

After a complaint has been resolved the final outcome will be written in the Complaints Book.

Any recommendations for changes in procedure will be made and noted against the complaints policy.

It is clearly understood that parents have the right to phone or write to the Team Leader, in the first instance, at the following address:

Scottish Commission for the Regulation of Care
Phoenix House,
1, Wards Road,
Elgin,
Moray, IV30 1QL
Tele - 01343 541734

It is also clearly understood that if a parent /carer feels unhappy with the outcome of the complaint or the way the complaint was handled by the Nursery Manager, they may telephone or write to the Principal of Moray College. Complaints by a member of staff will be dealt with by the Nursery Manager immediately.

MORAY COLLEGE UHI

College Term Dates 2017 – 2018

2017

Monday 7 August	College CLOSED
Friday 18 August	Teaching Staff return
Thursday 24 August	Blue Sky Day
Monday 28 August	FE Induction/enrolment
Monday 4 September	FE courses start / HE Induction
Monday 11 September	HE courses start
Friday 6 October	Graduation and Awards Ceremony
Monday 16 October - Friday 20 October	October break (College CLOSED on Monday 16 October)
Monday 23 October	Classes resume
Monday 13 November	Blue Sky Day (Schools In-service)
Friday 1 December	Degree classes finish
Thursday 21 December	FE and HN classes finish
Friday 22 December	Blue Sky Day
Monday 25 December – Friday 5 January 2018	College CLOSED

2018

Monday 8 January	College re-opens, FE and HN classes restart
Friday 26 January	FE and HN Semester 1 ends
Monday 29 January	FE and HE Semester 2 starts
Wednesday 28 March	Classes finish for Easter break
Thursday 29 March	Blue Sky day
Friday 30 March – Monday 2 April	College CLOSED
Friday 30 March – Friday 13 April	Easter Break
Monday 16 April	Classes resume
Monday 7 May	College CLOSED
Friday 4 May	Degree classes finish
Friday 8 June	HN classes finish
Monday 11 June – Friday 15 June	FE Remediation/Reassessment week
Thursday 28 June	Blue Sky Day
Friday 29 June	End of term
Monday 6 August	College CLOSED
Thursday 16 August	Teaching Staff return

To:
Moray College Nursery
Moray College
Moray Street
Elgin
IV30 1JJ

I(Parent/Guardian Name)

would like to confirm that

.....(Child's Name)

last day in Nursery will be

I understand that I am liable for one months' notice from the date on this notice.

Signed.....

Please print name.....

Date.....

Manager/Senior Staff Signature.....

Date received.....