UHI Moray Nursery

Nursery Information 2026/27







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Policies Reviewed August 2026---------- Next Review August 2027

UHI Moray 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 3 years are in the Baby Room and 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 available from 8.45am to 4.15pm

The Nursery also offers places for children who are entitled to Moray Council Educational Funding of 1140 hours. Eg: 4 full days a week.

Staff

Nursery Manager

Mrs Patricia Eddie – HNC Childcare and Education, BA in Child and Youth Studies
BA in Childhood Practice
BSL Level 1&2

Senior Nursery Nurse

Mrs Trudie Ingram – SVQ Level II & III Early Years Childcare and Education
Mrs Fiona Smyth – SVQ Level 3 Children's Care Learning and Development, Diploma Child and Youth Studies
BSL Level 1&2
Mrs Suzanne Dunk – Early Years Care and Education Level 3

Nursery Nurse/Nursery Assistant

Mrs Joanne England – Scottish Nursery Nurse Education Board,
BSL Level 1&2
Mrs Victoria Andrews – HNC Childcare and Education
Miss Eilidh Kennedy – HNC Early Education and Childcare
Mrs Louise Tointon– SVQ in Childcare, BSL Level 1&2
Mrs Erin Cameron – HNC Childhood Practice
Mrs Andrea Robertson – SVQ3 Children's Care Learning and Development
BSL Level 1&2
Mrs Paula Matheson – SVQ2 in Social Services (Children & Young People)
Mrs Agata Stoczkowska - SVQ2 in Social Services (Children & Young People)
Mrs Hayley Anderson – HNC Childhood Practice

Nursery Support Worker

Mrs Claire Thomson - NC Early Education and Childcare

Bank Supply Staff

Mrs Lorraine McKendrick – HNC Early Education and Childcare
Miss Shaunna Garrow - Trainee
Miss Sophia Dunn- Trainee

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

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 "Realising the Ambition" 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 "A quality improvement framework for the early learning and childcare sectors" and the "Health and Social Care Standards".

11 To actively embark on Continuous Professional Development 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 are based on full days with a start at 8.45am with a flexible drop off time between 8.45 and 9.15. Pick up times are flexible throughout the afternoon between 1.00pm and 3.00pm and 3.30pm to 4.15pm

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

Fees 2026/27

	Daily Cost
0-2 years (Baby Room)	£72.50
2-3 years (Tweenie Room)	£68.50
3-5 years (3-5 Room)	£57.50

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

Tel: 01343 576265
Student.Services.moray@uhi.ac.uk

Michaela Munro
(Financial accountant)
Tel: 01343 576226
michaela.munro.moray@uhi.ac.uk

Should you have any concerns regarding fees and payments please contact the Nursery Manager, Patricia Eddie, patricia.eddie.moray@uhi.ac.uk direct line 01343 576283, in the first instance, then, Jean Hutchinson, jean.hutchinson.moray@uhi.ac.uk direct line 01343 576418

The direct dial number for the Playrooms is 01343 569351
Mobile number are:
3-5 Room Senior (Fiona Smyth) 07385526920
Tweenie Room Senior (Suzanne Dunk) 07385526919
Baby Room Senior (Trudie Ingram) 07385526918
Nursery Manager (Patricia Eddie) 07385945727

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 with a drink of milk or water.

Lunches

Children entitled to Moray Council lunches are provided with a cooked lunch and all other parents provide packed lunches for children who are in all day. We do ask that to support our Healthy Living Policy and the Setting the Table Guidelines, packed lunches should comprise of healthy alternatives such as sandwiches, cheese, vegetables, fruit, yoghurt and that grapes and cherry tomatoes are quartered and we refrain from nuts/popcorn.

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, or has a high temperature, 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/pharmacist. Dispensing labels must be on all medication and clearly legible. If your child requires medicine while in Nursery you will be asked to complete a form stating the dosage and time to be administered, confirming an initial dose had been given at least 4 hours earlier. The Nursery staff will complete, 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.
In cases where there is a Child Protection concern, the nursery has the right to share any information on a "need to know" basis and 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 X.

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 Realising the Ambition. 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 Realising the Ambition and The Curriculum for Excellence can be found on the Learning Teaching Scotland web:www.ltscotland.org.uk

Realising the Ambition – Being Me

Realising the Ambition is a new, 2019, 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 will have their own Care Plan, ensuring their needs are met and these are reviewed and discussed with parents/carers at least 3 times a year.

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 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 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 register for this during registration week, which is normally during the January of the year they are due to start.

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.

UHI Moray Nursery

Settling In Policy

It is of paramount importance that all children in the nursery should feel, safe, secure and happy.

Safe –

- Every child should feel comfortable, cared for and safe during their time at nursery and be able to settle as quickly as possible
- We as a team fully understand that parents/carers can be concerned about their child's welfare and are likely to feel anxious about leaving him/her in someone else's care. Each room has its own mobile phone which is monitored by the room senior. We are happy to receive calls, texts and WhatsApp messages and help alleviate these fears

Healthy –

- Where a child remains very upset it is the policy of the nursery to call the parent/carer and discuss our concerns.
- A mutually agreed strategy to support their child will be put in place.

Achieving –

- We as a nursery can give advice and support when asked by parents/carers but as you are the child's main care giver, ultimately you make all final decisions in what is best for your child. We appreciate that that this can be a difficult time for both the adult and the child.
- During the settling in period staff will set out small milestones for the children to achieve – finding their peg, changing their slippers etc.

Nurtured –

- While a child is settling in, every parent/carer will have the opportunity to stay with their child until they are comfortable within the setting.
- Staff will communicate with children in a way that is right for them, their own pace and by people that are sensitive to the child's needs.

Active –

- From the beginning all children will have access to indoor and outdoor energetic active play.

Responsible –

- We kindly ask parents to adhere to our drop off and pick up times
- Parents who would like to join their child in a settling in session will be able to see how the day presents itself. This allows you (parent/carer) to see the regular pattern of what their child experiences throughout their day.

Respected –

- Every child will be able to express their thoughts and feelings throughout their time at nursery, and all feelings will be respected.
- Every child will have their own keyworker adult in the setting, they will be involved in completing care plans, moving along documents and development portfolios.

Included –

- Our aim is to make sure that all children feel integrated into the nursery and feel valued and included.

The above policy complies to Health and Social Care Standards available here – 1.1, 1.2, 1.6, 1.9, 1.13,1.15,1.19, 1.32, 2.8, 2.2, 3.1, 3.6, 3.7, 3.8, 3.9, 3.10, 4.3, 5.17

Safe –

- Regular attendance ensures staff can verify a child is safe and well. When a child is absent without an explanation staff may get in contact to make sure all is well.
- 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.

Healthy –

- Policies often require parents to report illnesses. Frequent absences for health reasons may prompt the nursery to offer additional support or signpost families to health services.

Achieving –

- When a child misses' nursery it can impact on their learning and development. Studies highlight that consistent attendance supports the child in reaching their developmental milestones.

Nurturing –

- At times home life can difficult and it may seem easier to keep a child at home. A child needs a nurturing environment to grow. The nursery focuses on supporting the family to help the child return to their "nurturing" nursery setting.

Active –

- Regular attendance ensures children have access to physical play and outdoor adventures, which are vital for healthy growth.

Respected –

- Nursery focus on listening to the child's and family's voice. If a child is reluctant to attend, staff work with the family to understand the child's perspective.

Responsible –

- We require parents to take a responsible role by communicating absences.

Included –

- The nursery would like all children to enjoy their full-time place at nursery.

The above policy complies to Health and Social Care Standards available here 3.21, 3.23,

. UHI Moray Nursery
Partnership with Parents/Carers

It is our aim to be open, friendly and supportive with the purpose of forming a good two-way relationship with parents.

We will aim to achieve this by:

Safe –

- Having Nursery Facebook Groups where parents can be kept up to date with events, make suggestions and generally keep in touch. This page is closed and can only be found when a staff member has added you to the group. This is a closed group for parents only and once parents are accepted by admin they will be kept up to date with notifications.
- Recording in the child's care plan any changes in a child's personal circumstances that may influence their time in Nursery.

Healthy –

- Promoting the Nursery/Home link by recognising real life activities, our "home" bears, "SHANARRI" bears and valuing parental input when it is your child's turn to take these home.

Achieving –

- Providing parents with information before their child starts nursery. e.g. welcome booklet, nursery handbook, consent forms and an 'All About Me' leaflet.

Nurturing –

- Asking parents to complete a children's "All About Me" giving some details of their child's likes/dislikes, favourite toy, any additional needs that your child may have etc, prior to starting, allowing staff to get to know your child before they start. (Sent out by the Nursery with first day letter and start date)

Active –

- Involving parents in Nursery life through visits, parent's stay and play afternoons, fundraising and special events.

Responsible –

- Informal information sharing will take place daily along with regular written progress reports.
- Nursery Newsletters/Emails/Facebook posts keeping parents up to date with activities and events.

Respected –

- Respecting confidentiality and treating information strictly on a "need to know" basis.
- Parents are asked to keep us informed of any circumstances, which could influence a child's emotional wellbeing. e.g. bereavement, separation or illness in the family.

Included –

- Listening to parents/carers and where possible, aiming to meet individual needs.

The above policy complies to Health and Social Care Standards available here – 1.3, 2.12, 3.4, 4.15

UHI Moray Nursery

‘Contracting’ Parent Policy

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 Information Book 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:

Safe –

- 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.
- 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.

Healthy –

- Nursey staff will have a healthy professional relationship with both parents/carers but shall only share information with the other parent once consent has been given from the contracting parent.

Achieving –

- 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

Nurtured –

- 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.

Active –

- Both parents/carers can have an active role in their child’s time at nursery if main caregiver gives consent.

Responsible –

- The contracting parent takes responsibility to assure funding, if any, is in place and assumes accountability for the payment of fees.
- 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.

Respected –

- The contracting parent decides on specific issues in relation to the child such as whether the child is allowed to be photographed.
- “It is unusual for a non-contracting parent or other family member or friend to visit the nursery to enquire about a child. The nursery will only release information to contracting parents, any other enquiries will be logged for monitoring purposes only and will include the name of the contact, date and time. No information will be given to non-contracting parents, family members or friends, without the consent of the contracting parent. The Nursery Manager will not routinely inform contracting parents of enquires made by others unless there is evidence of a safeguarding concern”.

Included –

- Within the nursery we would like to include both parents/carers as this helps children maintain a healthy relationship with all who is involved within the care of the child, as a duty of care towards the child, we just need to receive consent from the contracting parent.

UHI Moray Nursery

Children's Participation Policy

Our goal is to ensure every child and young person is an active participant in decisions that affect their lives. We recognize that children are experts in their own experiences and we plan to support this by –

Safe –

- Creating an environment and safe space for children to feel secure enough to be able to voice their own opinions, thoughts and ideas.
- Allow the children to be involved in assessing their own risk during play.

Healthy –

- Allowing all children to influence their own physical and mental wellbeing

Achieving –

- Children's Participation also includes our home/nursery link. This is promoted by keeping parents informed though regular newsletters, emails, yearbook comments 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 Health and Social Care Standards.

Nurtured –

- By allowing children to be in control of their learning it helps children have a sense of belonging.
- 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.

Active –

- 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.

Responsible –

- 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*".

Respected –

- We will ensure that all children's views and opinions are taken seriously and treated with respect.

Included –

- 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.

The above policy complies to Health and Social Care Standards available here – 1.1, 1.2, 1.9, 1.10, 1.12, 1.15, 1.23 1.25, 1.26, 2.11, 2.12, 2.17, 2.18, 2.19, 2.21, 2.22, 2.27, 3.15, 3.16

Safe –

- 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 Senior Member of staff or the Nursery Manager.

Healthy –

- The views of parents/guardians and the children are sought through open dialogue, encouragement to become involved, special events such as stay and play sessions. Written information is also kept on accidents, incidents and concerns within your child's Care Plan.

Achieving & Nurturing –

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

Active –

- At regular intervals throughout the year, parents will 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 Care Plan.

Respected & Responsible –

- Parents/Carers will have the opportunity to view our 'yearbook' where children's thoughts, comments and evaluations are recorded. Parents will be able to see how their child's voice influences the day-to-day planning in the nursery.

Included –

- Each child will have a profile 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 our termly stay and play sessions.

The above policy complies to Health and Social Care Standards available here – 1.9, 1.12, 1.15, 2.7, 2.9, 2.14, 2.17, 4.5

UHI Moray Nursery
Photography and Video Policy

Safe –

- 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 your information only and must not be tagged or shared in any way.

Achieving –

- 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 (only when relevant consent has been given).

Nurtured –

- 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.

Respected & Responsible –

- 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. 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 any Social Networking sites such as Facebook, X or Instagram.
- Each parent/carer will be asked to sign a slip giving permission for photographs/videos of your child to be taken and used.

Included –

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

UHI Moray Nursery

Additional Support Policy

At UHI Moray Nursery we aim to provide a learning environment that supports all children including those with additional educational/support needs.

Safe

- Staff are all qualified or working towards relevant qualifications within Childcare and Education.
- The building doors are all fitted with alarms to prevent flight risks.

Healthy

- Children who have dietary requirements due to their additional needs, these can be incorporated into our snack and lunch times. This can be packed lunches/snacks/drinks (sugar free) from home.

Achieving

- Staff in the nursery will observe the children during play and at times will identify specific needs. Where possible staff will plan for additional support. If support is identified as a more complex need staff will request support from outside agencies/professionals.
- The nursery will identify and plan for each child's Individual Educational Programme/Support Pan and provide appropriate support to allow them to make progress in all areas of their development.
- Children's progress will be monitored regularly for staff to review/update care plans and devise appropriate' next steps of learning.

Nurtured

- All children will be cared for in a calm, relaxed environment within the main classroom. Additional spaces will be accessed for quieter relaxed periods.
- Staff will be readily available to support social interactions and play experiences to enhance each child's development.

Active

- All children will be included in visits out with the nursery building. Where needed children can be taken in a pushchair (from home or nursery) and at times parent helpers may be asked to help maintain safety during outings.
- Staff support can be organised to support children outside the garden during energetic fun.

Responsible

- All parents will be provided with an 'All About Me' document that we ask to be filled out before their child starts within the nursery to help with the transition to nursery.
- Parents can approach staff at any time with worries/concerns about their child's needs/development.
- Nursery 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.
- Changes in family circumstances can influence support needs, so we encourage parents to inform the nursery of such events e.g. moving home, death in the family, illness and divorce/separation.

Respected

- With the support of parents, staff will liaise with outside agencies and where applicable invite them into the nursery to observe children in a calm and relaxed manner.
- Where a child is nonverbal staff will use British Sign Language to help children express their needs/wants.

Included

- All children will receive individualised education and care that supports their own needs and enables them to reach their fullest potential.
- All children will be encouraged to participate in all aspects of our nursery days, and where necessary specialised equipment will be sourced to help facilitate this.

The above policy complies to Health and Social Care Standards available here – 1.1, 1.2, 1.3, 1.5, 1.6, 1.7, 1.8, 1.13, 1.14, 1.15, 1.16, 1.17, 1.18, 1.19, 1.34, 1.37, 2.11, 2.17, 4.1, 4.5

Safe –

- 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.

Healthy –

- 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.

Achieving –

- 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.

Nurturing –

- 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.

Active –

- Ensuring all children have equal access to play and physical activities, removing barriers that might prevent participation based on gender, ability, or culture.

Respected –

- Involving children in decisions that affect them and ensuring their voices are heard and valued, fostering an environment of mutual respect for differences.

Responsible –

- 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 regarding equality and fairness.

Included –

- 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 above policy complies to Health and Social Care Standards available here 1.1, 1.2, 2.10, 4.1,

UHI Moray Nursery

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.

Safe –

- Protecting children from the immediate physical dangers of lighters and matches, as well as the harmful impact of second-hand smoke. This policy ensures the environment is secure and free from hazards.

Healthy –

- Promoting the highest possible standards of physical health by maintaining a smoke-free zone. This supports children in making healthy choices later in life by providing a positive, smoke-free environment.

Achieving –

- Ensuring that health issues related to smoke exposure do not hinder a child's ability to learn and develop skills.

Nurtured –

- Staff will provide a caring and secure environment where children feel safe from environmental toxins.

Active –

- Maintaining clean, fresh air for play and physical activities. This is essential for respiratory health, enabling children to participate fully in indoor and outdoor exercise.

Respected & Responsible –

- Encouraging staff and families to take an active role in maintaining the smoke-free status of the setting. It includes providing advice and support for those who may need help to quit.
- Staff are not permitted additional breaks for the purpose of smoking

Included –

- Ensuring that all children, regardless of their family background, are accepted and protected from the inequalities caused by smoke exposure in their community or home.

The above policy complies to Health and Social Care Standards available here 5.17, 5.19

UHI Moray Nursery

Duty of Candour

Safe –

- Staff at the nursery will use the incident review to update risk assessments and ensure the environment is protected from future harm.

Healthy –

- Management/Senior staff will make sure that a child receives the necessary medical support following an incident.

Nurtured –

- We as a nursery will provide emotional support to the child and staff involved to help them feel cared for after a distressing event.

Respected –

- All staff will be open and honest with families, listen to their concerns, and involve them in the review process.

Included –

- As a nursery we will ensuring that the child is not excluded from activities due to the incident or there be any subsequent changes in their care.

The above policy complies to Health and Social Care Standards available here 3.20, 3.21, 3.22, 4.23, 4.24, 4.25,

Safe –

- An emergency number for the college reception, 01343 576299, is located on each handset and on each Senior staff's work mobile. In any case of doubt, call 999 for the emergency services.
- 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.

Healthy –

- Having the highest standards of physical and mental health; ensuring immediate first aid and medical care

Achieving –

- Supporting children to develop the skills and confidence to stay safe and understand risks.

Nurturing –

- In any accident and/or emergency, the staff will maintain the welfare of all the children ensuring a nurturing /caring approach.

Active –

- 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. Ie contact the parent/carer/arrange suitable transport.

Respected –

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

Responsible –

- All staff members 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.
- An accident/minor mishap form will be completed, and the accident/mishap 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.

Included –

- Ensuring all children, including those with additional needs, are protected and supported during emergencies.

The above policy complies to Health and Social Care Standards available here, 3.20, 3.21, 4.24, 4.27,

UHI Moray 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 room will be responsible for collecting the register, work mobile phone and ensuring all the children, staff, students and visitors are at the designated assembly point. 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. In the absence of the Nursery Manager, the Senior member of staff in each room will laisse with each other to take on this responsibility.

4. On hearing the alarm, the emergency services will be called by the main reception. (Reception Emergency Direct line 01343 576299). Senior staff members have this number saved on their work mobile phone.

5. The manager/senior staff will liaise with the emergency services on arrival and return when/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 UHI Moray 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 Facilities Supervisor.

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.

UHI Moray Nursery
Health and Safety Policy

Safe –

- It is our policy to provide a healthy and safe environment for all children, staff, students and service users.
- 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.
- A risk assessment is carried out daily by the manager/senior staff and once a year under the College Health and Safety Policy.

Healthy –

- We implement thorough infection control, promote outdoor play, and provide nutritious meals.

Achieving –

- Safety rules are explained to children to help them understand personal boundaries and build confidence in managing their own risks.

Nurtured –

- 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.

Active –

- We balance safety with the need for "risky play," allowing children to challenge themselves physically in a controlled, supervised manner.

Respected –

- 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 must 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.
- 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.

Responsible –

- All Nursery staff are responsible for ensuring the health and safety of the children, students, themselves, and service users continually.
- It is our intention to always make sure that there is a qualified first aider in each room. First aid boxes are always fully stocked and located in each department/room. Stocks are checked monthly.
- 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.

Included –

- 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.

The above policy complies to Health and Social Care Standards available here 2.24, 2.25, 3.20, 5.21, 5.22,

UHI Moray Nursery
Safe Administration of Medicine Policy

Safe –

- It is the Nursery's policy only to administer medicines prescribed by a doctor/pharmacist that have the original dispensing label and in original packaging.
- Nursery staff will not administer any medicines dispensed by minor ailment clinics.

Healthy –

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

Achieving –

- Managing health needs allows children to participate fully in activities and reach developmental milestones.

Nurtured –

- We do ask parents to inform the Nursery if their child has had any medication within 24 hours prior to attendance including any to reduce a temperature. This is to enable the staff to monitor your child's condition and discuss with you if your child is well enough to be in Nursery.
- Infections do spread easily and staff will act on the side of caution, in the interests of the other children (and staff) attending.

Active –

- Effective health management ensures children are well enough to engage in physical play and outdoor activities

Respected –

- Children's (and parents') views are considered; for example, if a child refuses medication, their feelings are acknowledged and parents are informed.

Responsible –

- First dose of medicine must be given by parent/carer at least 4 hours prior to attending Nursery.
- 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.

Included –

- Personalised health plans ensure no child is excluded from activities due to medical needs.

The above policy complies to Health and Social Care Standards available here 3.14

"Creating a sleep-preparation routine that follows our advice on safer sleep for babies can help safer sleep become habit."
(The Lullaby Trust 2025)

Safe –

- Babies under the age of 6 months will sleep in the room where a staff member will always be present.
- Staff members within the room will always remain within staff/child ratios.
- children will have a safe sleep space which will include a clean, dry and comfortable cot/bed with a waterproof mattress (which all will comply and meet all safety standards).
- Each child will have their own separate cot/bed to sleep in.
- Each sleep environment will be kept to a regulated temperature between 16 -20 degrees.
- Babies under 12 months will always be placed on their back to sleep, using the feet to foot position.
- When the use of cellular blankets is used these will be tucked in and will be no higher than the babies' shoulders.
- Sleep bags are encouraged to be used for babies under 12months (parents to provide if they wish).
- No weighted items such as blankets will be used within the nursery at any time.
- When a child (under 12months) has been out the nursery on an outing within the community and has fallen asleep, once returned to nursery they will be removed from the pram/car seat and placed into their firm/flat sleep space. Children will not be left to sleep in pushchairs.

Healthy –

- Cots and bedding will be washed/cleaned on a weekly basis.
- Each sleep room will be well ventilated, proving fresh air where possible.

Achieving –

- The staff members within each room will help and support the children when they are ready to transition from a cot to a bed mattress.

Nurtured –

- The sleep rooms in UHI Moray Nursery will have simple soft lighting, calming sounds to provide each child with a calm atmosphere form them to fall asleep.
- Where the use of a comfort item is needed (teddies, extra blanket, muslin) your child will have these items to aid their sleep but for babies under 1 these items will be removed once asleep to prevent any harm coming to the child.

Respected –

- Staff within UHI Moray Nursery will honour each family's choices in relation to sleep patterns, when possible, for us to do so in line with current guidelines.
- No child will ever be made to sleep against their wish, simply encouraged when they start showing signs of tiredness.

Responsible –

- Staff will continue to monitor each child as they sleep with check ins being every 10 minutes. These will be recorded on white boards within the room.

Included –

- All Children/Babies will have their own sleep space.
- Adaptations to accommodate additional needs will be made where possible.

UHI Moray Nursery
Child Protection Policy

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

Safe –

- Nursery Staff will always wear identification badges.
- All visitors to Nursery must sign in and then out again when they leave.
- On arrival staff sign the children in and parents/carers 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.

Healthy –

- Nursery will encourage children to be happy and healthy and promote an environment that is a child's safe space.

Achieving –

- 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.

Nurtured –

- All staff in the nursery have the children's well being as a top priority and provide a safe environment that provides emotional security and warmth.

Active –

- Children will be provided with opportunities for play, leisure, and sport to aid healthy growth and development.

Respected –

- 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.
- 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 and in the best interests of the child.

Responsible –

- UHI Moray 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.
- 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.

Included –

- 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.

The above policy complies to Health and Social Care Standards available here , 3.20, 3.21, 3.22, 3.25, 4.24,

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, the Nursery Manager/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
Greyfriers Street
Elgin, Moray, IV30 1BX
Tel: 01343 554370
Emergency Duty Team Tel: 03457 565656

c) Once a child is referred to Social Services, they will assess 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

UHI Moray Nursery
Behaviour Management Policy

In UHI Moray Nursery, we recognise the individuality of all our children and work in partnership with the children's families. Positive behaviour is always encouraged, and we will consider any additional 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.

Safe –
- In our nursery we provide a secure environment where children learn social rules on how to keep themselves and others from harm.

Healthy –
- We support children in expressing emotions through words rather than actions to promote mental and emotional health.

Achieving –
- Positive behaviour is always encouraged by Nursery staff and students.

Nurtured –
- We build warm, consistent relationships that allow children to feel secure, cared for and able to express their thoughts and feelings.

Active –
- We provide ample opportunities for physical play, which helps children regulate their energy and emotions.

Respected –
- 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 appropriate, support is given.

Responsible –
- 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.
- Children are encouraged to take on small roles (quality checker) to develop a sense of ownership and accountability.

Included –
- We ensure all children, regardless of their needs, are fully supported and accepted as part of our community.

Under no circumstances will a child in UHI Moray Nursery be physically punished and only in exceptional circumstances, in the interests of safety, may a child be restrained in line with our Reducing Restrictive Practice Policy.
If a child's unacceptable behaviour cannot be resolved or gives concern for the safety of the other children, the Manager reserves the right to ask the parent to remove their child from the nursery.

The above policy complies to Health and Social Care Standards available here 1.3, 1.19, 1.24, 3.9, 3.20, 5.9, 5.10, 5.11, 5.12

UHI Moray Nursery
Reducing Restrictive Practice Policy

"Restrictive practice is defined as making someone do something they do not want to do or stopping them from doing something they do want to do, by restricting or restraining them, or depriving them of their liberty." (Care Inspectorate, 2026)
"Restrictive practices relate to different types of restraint. This can be physical, mechanical, chemical, cultural, environmental or psychological restraint, surveillance or blanket rules." (Care Inspectorate, 2026)

Within the nursery setting restriction of children's freedom will forever be a last resort. In line with the Care Inspectorate restricting a child's freedom but must be justifiable, reasonable and proportionate.

In line with the new Care Inspectorate document Reducing Restrictive Practice 2026 the Nursery will only act when –

- The child is going to cause physical harm to themselves or someone else.
- The child is going to run away and will put themselves or others at serious risk of harm.
- The child will cause significant damage which is likely to have a serious emotional effect or create a physical danger.

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 perform a secure comfort hold, 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.
The above policy complies to Health and Social Care Standards available here 1.3, 1.19, 1.24, 3.9, 3.20, 5.9, 5.10, 5.11, 5.1

UHI Moray Nursery
Confidentiality Policy

Safe & Healthy –

- 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.

Achieving –

- 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.

Nurtured –

- The Nursery has a closed Facebook Page which will be used to post information regarding what the children have been up to during their week at nursery, any information regarding events or dates that parents may need to remember. This might be done with or without photographs of the children.

Respected –

- Anything posted other than general information that would identify individuals will only be posted with the permission of contracting parents.

Responsible –

- 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 or shared with anyone out with the Nursery setting or discussed/downloaded on to any Social Networking Sites e.g.: Facebook, X or Instagram.
- 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.

Included –

- At times and 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.

The above policy complies to Health and Social Care Standards available here 4.1,

UHI Moray Nursery

Healthy Living Policy

"We aim to ensure that children receive nutritious balanced food that supports healthy growth, prevents obesity and fosters lifelong positive dietary and healthy habits." We will successfully achieve this aim by following the advice that is offered within 'Setting the Table – Nutritional Standards and Practical Guidance for Early Learning and Childcare Providers in Scotland.' www.gov.scot/ Using these guidelines, we will help children experience positive quality outcomes from the Health and Social Care Standards HSCS available here, Curriculum for Excellence, GIRFEC (SHANARRI Wheel) and The Quality Improvement Framework for the Early Learning and Childcare Sectors SHANARRI indicators.

Safe

- All staff members will undertake relevant Food Hygiene training alongside training on food preparation.
- Staff who are involved in supervising mealtimes will be trained on choking.
- Fridge temperature checks will take place twice daily
- All perishable foods including lunch boxes will be stored within the fridge.
- Food items such as sausages, grapes and cherry tomatoes will be cut lengthways in quarters to prevent choking. We ask parents to refrain from giving your child popcorn or nuts due to choking hazard.
- We do not have the facilities to provide the children with food that requires heated or hot-held.

Healthy

- Children aged 1-5 will be offered a choice of milk/water at snack times while water if offered to children during lunch and routinely throughout the day (water bottles in the Tweenie room, cups in the Baby room and bottles/water cooler in the 3-5 Room)
- Babies under the age of 1 will be given milk/fluids that are provided from parents/cares.
- Children are offered a range of fruit and vegetables daily during snack/mealtimes
- The children (3-5 years) are given the opportunity to brush their teeth daily at nursery in line with the Child Smile programme (Scotland).
- In line with above guidelines, we discourage birthday cakes being brought in from home (we could end up with several cakes a week) and instead we suggest a book for all children to enjoy at story time.

Achieving

- Children will be encouraged to try new foods and drinks.
- The children will get the opportunity to learn new skills such as using a fork and knife during mealtimes.

Nurtured

- All children will be welcomed into a calm, relaxed environment where they will have the opportunity to have social interactions with peers and staff.
- Staff can be seen eating alongside the children to help encourage and develop good table manners.

Active

- Children are given the opportunity to participate in indoor and outdoor energetic play daily.

Responsible

- Parents are to inform the nursery before starting of any allergies/preferences that their child may have.
- We will encourage children to be independent during mealtimes.
- They will have the opportunity to choose/prepare their own fruit/vegetable.
- Children will be able to pour their own drink from child friendly sized jugs.

Respected

- Children will be offered help where needed and this will be provided in a dignified and sensitive manner.
- Staff will encourage children to use table manners during mealtimes towards other children and staff.

Included

- Staff will endeavour to accommodate any child allergies or dietary requirements.
- Lunch time meals (provided externally by Moray Council School) will be adapted where possible to meet the dietary requirements of a child.
- Parents can provide a packed lunch for their child. We kindly ask that parents follow guidelines from 'Setting the Table' and refrain from adding any chocolate, sweets or crisps.

Throughout the year children will have the opportunity to try and explore foods from various cultures and countries.

The above policy complies to Health and Social Care Standards available here – 1.32, 1.33, 1.34, 1.35, 1.36, 1.37, 1.38, 1.39

UHI Moray Nursery

ICT Policy

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

Safe –

- When the children have access to the internet they will always be supervised by staff.

Healthy –

- Using digital activities with physical play to support mental and physical health. Staff must also model safe and healthy technology habits.

Achieving –

- We will provide 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.
- Developing ways of incorporating ICT across the curriculum.
- As new resources are identified links will be made to learning opportunities

Nurtured –

- Staff will creating a secure environment where technology is used to enhance relationships and provide emotional security.

Active –

- The Nursery will aim to offer opportunities for active play with technology, such as using digital cameras.

Respected –

- Involving children in decisions about their learning with ICT and ensuring their voices are heard.

Responsible –

- Where appropriate staff will undertake professional development in promoting the use of ICT in a Nursery setting.

Included –

- Photographs will be included in each child's personal folios.
- Where age and stage appropriate, resources will be made available to all children, and we will promote inclusive practice considering learning styles.

UHI Moray Nursery

CD/DVD Policy

In line with copyright legislation and under the guidance/umbrella of UHI Moray the Nursery has the right to use CDs/DVDs within the boundaries of the College for entertainment/education if the Nursery has bought/owns the media and does not reproduce for sale or reward. For the use of media during any events, the Nursery Manager will seek advice to ensure copyright legislation is being adhered to.

From time to time, it may be necessary to exclude a child due to infection. 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. Parents/carers are asked to notify the Nursery of any illnesses.

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, with the play dough, sand tray, after any messy play and before they come in from playing outside.

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 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. Children in the Baby Room cannot return until the infection has totally cleared up. Children in the Tweenie Room and 3-5 Room can return to Nursery once treatment has started.

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. Children can return when they no longer have a high temperature and feel well enough.

Streptococcus A (strep A):

Group A Streptococcus (GAS), also known as Strep A, are bacteria commonly found on the skin or in the throat. Under some circumstances these bacteria can cause disease.

GAS infection commonly presents as a mild sore throat ('strep throat') and skin/soft tissue infections such as impetigo and cellulitis. Your child should not attend nursery if they have strep throat or scarlet fever. They should stay home until they are well and have been on antibiotics for at least 24 hours.

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 in the Baby Room cannot return to Nursery until after symptoms disappear – usually after 7 to 10 days.

UHI Moray Nursery
Policy and Procedure for Late or Uncollected Children

Safe –

- The primary goal is to protect the child from potential harm or anxiety caused by being uncollected. Staff ensure the child is in a secure, supervised space until a trusted adult arrives.
- The Nursery 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.

Healthy –

- Staff will monitor the child's physical and emotional state, provide water or a snack if needed and offering reassurance to maintain their emotional wellbeing.

Achieving –

- Even in this situation, staff may engage the child in a calm activity or book to help them feel productive and less focused on the delay.

Nurtured –

- Staff provide a caring and compassionate environment, acknowledging the child's feelings and ensuring they feel supported and not abandoned

Active –

- If the wait is long, the child might be allowed gentle play or movement to prevent them from becoming overly restless or anxious.

Respected –

- If 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.

Responsible –

- If the Manager and/or Senior Staff 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.

Included –

- The nursery will make sure the child is treated as a priority and remains part of the centres care until they are safely handed over, ensuring they do not feel isolated or "left behind".

Safe –
- 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.
- All transport will be fully insured, seat belts must be always worn, 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 always worn by the children.

Healthy –
- Where possible activities that are planned should promote physical health, such as walking or active play in natural environments.

Achieving –
- Staff will try to ensure that trips offered can lead to new learning opportunities, helping children gain skills like navigation, social interaction, or nature knowledge.

Nurtured –
- Regular head counts will be taken, and each adult will be assigned as a person in charge of a small group of children.
- Toilet facilities will be provided for the children at regular intervals.

Active –
- Where possible the nursery will encourage energetic play and exploration on outings.

Respected –
- The nursery will listen to the Children's voices during the planning process, allowing them to influence where they go and what they do.

Responsible –
- During the induction period parents/carers are asked to sign a consent form for their child to be taken on walks/outings.
- Mobile phones 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.
- All the adults will be made fully aware of the itinerary for the outing and reminded that this should be strictly adhered to.

Included –
- Staff will ensure that outings are fully inclusive, ensuring children with medical needs or disabilities are never excluded from trips

The above policy complies to Health and Social Care Standards available here 1.10, 1.17, 2.27,

UHI Moray Nursery
Policy on Lost Children

It is our duty of care to always ensure the safety of the children, and it is the policy UHI Moray Nursery to follow, review and update existing procedures 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 five minutes, then the police and parents will be informed.
5. The search will then continue, widening 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.

The above policy complies to Health and Social Care Standards available here 3.23

UHI Moray Nursery
Intimate Care Policy

Every child has the right to assistance that respects their personal space. Care will be provided by a known adult in a designated private area.

Safe –

- Staff will always follow strict hygiene and safeguarding procedures. Staff with the nursery will all be PVG checked before being employed by UHI Moray.
- Appropriate PPE will be always worn during times when staff are helping a child within the toilet area.

Healthy –

- Care plan information is regularly kept up to date to ensure needed care procedures are not missed (such as nappy cream to be applied) which could cause the child skin irritation and pain.

Achieving –

- Nursery Staff will support the children on mastering self-care skills, including pulling up pants/trousers, wiping themselves after being to the toilet. This allows each child to build confidence.

Nurtured –

- When staff are providing intimate care, it is carried out with dignity in a caring and kind manner.

Active –

- Staff will aim to ensure that children are clean, comfortable which will allow them to physically explore and play.

Respected –

- When a staff member is assisting a child within the toilet area the child's preferences will be considered and the staff will use simple, respectful language to tell the child what they are doing (e.g., "I am going to wipe you now").
- Staff will explain the child what they are going to do before it happens.

Responsible –

- Where possible children will be encouraged to take age-appropriate responsibility for the care of their own bodies.

Included –

- Every child will be treated as an individual ensuring that regardless of needs children are able to develop self-help skills and access support from an adult where needed.

The above policy complies to Health and Social Care Standards available here 1.3, 1.4, 2.1, 5.2, 5.4

UHI Moray Nursery
Complaints Policy

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, 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 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 UHI Moray. Complaints by a member of staff will be dealt with by the Nursery Manager immediately.

To:
UHI Moray 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……

UHI | MORAY MOIREIBH

In partnership with Moray Council



Nursery, UHI Moray, Moray Street, Elgin, Moray. IV30 1JJ
Tel. 01343 576283

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