



- Section 1. Accident Policy
- Section 2. Snack Procedures
- Section 3. Prevention and Infection Procedures
- Section 4. Personal Care Guidelines for Early Years settings in Orkney
- Section 5. Administration of Medicines
- Section 6. Fire and Evacuation Procedures
- Section 7. Child Protection Procedures
- Section 8. Behaviour Policy
- Section 9. Concerns and Complaints
- Section 10. Policy for Caring for the Environment
- Section 11. Outdoor Learning Policy
- Section 12. Confidentiality Statement
- Section 13. Participation Strategy Risk Assessment
- Section 14. Risk Benefit Analysis
- Section 15. OIC Preschool Education Policy

Accident Policy

See School policy

Snack Procedures

Staff who are involved in the supervision of snack preparation will have had basic food hygiene training

Staff will follow the following procedures when preparing snack:-

-Staff will wash their hands with soap and warm water prior to and during food preparation. Any cuts or abrasions will be covered or gloves worn.

-All food preparation surfaces will be kept clean and surfaces/chopping boards will be wiped down with a disinfectant solution

-Where appropriate, food will be thoroughly washed or scrubbed in cold water

-Sharp knives will be kept out of the reach of children and be returned to this safe place as soon as they have been used. Whilst in use, they will be closely supervised by an adult at all times.

-Once prepared, food will be completely covered and where appropriate (dairy products and other perishable food) refrigerated.

-Snack tables will be wiped down with a disinfectant solution, taking care not to allow the children to come into contact with the spray or liquid. Disinfectant will be stored out of children's reach and will be supervised by an adult when in use.

-Before eating snack, children will wash their hands with soap and warm water. Adults will check that children are observing good hygiene and are made aware of any potential food hygiene risks, for example, retrieving food from the floor.

-After snack, all dirty plates, cups and cutlery will be washed in the dishwasher and the surfaces wiped down.

-Food will be stored in an appropriate place, for example in the fridge, or in a cool, dark cupboard. Food will be checked for use by dates and will be disposed of in a timely manner.

Glaitness Nursery has a policy of offering healthy, balanced snacks in line with nutritional guidelines.

Prevention of Infection procedures

Staff will follow the following procedures in the event of a body spill (urine, faeces, vomit, blood)

- Wear protective gloves
- Use paper towels or similar to clean up any solid matter
- Place towels in a nappy sack
- If there are soiled clothes, seal these in a plastic sack to be put home
- Wipe down the spill area with an antibacterial/bleach solution, paying particular attention to any dirt traps
- Add any cloths, wipes and gloves to the nappy sack and seal it
- Place sack in the nappy bin in the toilet area
- Wash hands with soap and warm water

Changing Procedures

- Wear protective gloves
- If necessary, use baby wipes to clean child
- Place wipes in a nappy sack
- If there are soiled clothes, seal these in a plastic sack to be put home
- If appropriate, wipe down changing area with an antibacterial solution/ wipe, paying particular attention to any dirt traps
- Add the wipes and gloves to the nappy sack and seal it
- If soiled place sack in the nappy bin in the toilet area
- After dressing child, wash your hands and their hands with warm water and soap.

Refer also to the Infection Control Booklet in the Care and Welfare file

Administration of Medicines

- Parents are asked not to bring their child to nursery if they are not well
- If a child requires medication at nursery, which needs to be taken during the session then:-
  - The medicine should be prescribed by a doctor or pharmacist to be used for that child
  - The medicine should be clearly labelled with the child's name and frequency and quantity of dosage
  - Parents should fill in the 'Administration of Medicines form' stating what the dosage and circumstances of administration should be (eg wheezing)
  - Two members of staff will supervise the administration of medicines.
  - If children use inhalers, one member of staff will supervise the child
  - If necessary, staff will be given appropriate training in the administration of specific medicines.
  - Staff will make a note on the administration record of the date and time the medication was given.
  - The medicine should be stored out of sight and reach of children

Fire and evacuation procedures

- The fire alarm is a loud siren that can be clearly heard in the nursery.
- Staff will collect the register and quietly assemble the children at the fire door.
- One member of staff will quickly count the children as they line up, whilst another checks the toilets and around the room.
- The group will line up in an orderly fashion, proceeding out the Nursery Playground door to the assembly point in the main playground. Staff will take the register with them
- Once there, the staff will review the register to check that all children are present using the walkie talkie to check in with the school management team.
- No one will re-enter the building until told that it is safe to do so.

Individual children may have personal evacuation plans

Child Protection Procedures

All nursery staff follow Orkney Island Council's Child Protection Procedures. All staff have had Child Protection Training, delivered by representatives of Orkney Island's Council.

With reference to Orkney Island Council's Child Protection Procedures

"Where there is a clear allegation of abuse, the member of staff must make his or her first point of internal contact the Head of Establishment or the person deputising, unless there is a suspicion of that person's involvement."

Abuse may include physical injury, sexual assault, non-organic failure to thrive, emotional abuse, and physical neglect. Staff will document evidence of concerns that they may have, which will be discussed with and referred to the head Teacher.

The school will ensure that all adults with sustained or unsupervised access to children in the nursery will have been disclosure checked.

For reference see Orkney Island Council's Child Protection Procedures and Glaitness Primary School Child Protection Procedures (laminated reference guide, displayed discreetly).

### Behaviour Policy

Positive behaviour develops within a carefully resourced and well-ordered environment, with a predictable routine and with consistent adult support and encouragement. Adults encourage children to be active learners throughout the day and support their feelings and choices. They work to create a safe community for children and include children in deciding guidelines for the nursery.

In the nursery, children are supported to be partners with adults, making decisions, reflecting on these and being responsible for their choices. This approach promotes children's sense of self-esteem and well-being.

Through careful observation, adults are aware of each child's unique developmental perspective, which allows them to understand how each child is thinking and feeling about the world. This allows them to support each child as they play and mediate with them.

Even within the well-planned environment, there will still be conflicts and squabbles. Staff use the High/scope Problem Solving Approach to Resolving Conflicts. The steps are:-

1. Approach children calmly, stopping any hurtful actions
2. Acknowledge children's feelings
3. Gather information- what's the problem?
4. Restate the problem for the children
5. Ask for ideas for solutions and choose one together, or for younger children, offer a choice of solutions and support them to choose one
6. Be prepared and available to give follow up support.

Adults set clear, simple and specific limits to behaviour in a calm and neutral way, with hurtful actions named clearly, so that the children can move on to be supported to problem solve their actions.

Occasionally, there may be times when individual children need individual support plans. Staff and parents will meet together to develop a consistent approach.



Concerns and complaints

- Induction information, given in the booklet, on open sessions and on home visits, encourages parents to visit the nursery whenever they wish and to raise any issues as soon as they arise.
- The nursery staff encourage parents to come in at the beginning and end of sessions and spend time talking with nursery staff and sharing news about the children's achievements and next steps.
- Regular news letters are used to invite parents to raise any concerns or worries with staff as soon as they arise. Staff make themselves available to meet with parents.
- A copy of the complaints procedures is displayed on the notice board and is included in the nursery brochure. This is as follows-

The nursery staff are always available for you to talk to at the beginning and end of each session. If you have any concerns or worries at all, please do share these with us, so that we can address them as soon as possible.

If there is something that needs longer to discuss, then we can always arrange a quieter time to meet at the beginning or end of the day, or alternatively, plan a home visit.

Sometimes, it can be useful, with parents' permission to ask advice or support from other professionals, such as the Speech and Language Therapist, or the Educational Psychologist. You would of course be fully involved in any discussions or decisions.

If you feel that there is an issue which cannot be discussed with the pre-school staff, then you should contact either the Head Teacher at the school, or the Education Department at the Council Offices (873535). Alternatively, you can also contact the Scottish Commission for the Regulation of Care locally at

Ms Marion Sutherland  
Care Inspectorate  
North Region, East Bank  
East Road  
Kirkwall  
KW15 1LX  
Tel. 870535

Policy for Caring for the Environment

Children and staff are encouraged to care for the nursery and wider school environment.

The children are encouraged to develop a sense of ownership through involvement in planning, decision making and reviewing. They are deeply involved in planning role play spaces and themes and this in turn helps them to develop a sense of pride in and appreciation of their surroundings.

Excursions into the wider environs of the school and its community are undertaken following local authority guidance. This includes reinforcing a proper respect for the people and places visited.

The nursery resources are stored accessibly and are available to the children. The nursery encourages a system of 'find-use-return', both inside and outside. All resources have a place and are labelled with a photo/word or symbol/word to make finding and returning items easier. At tidy up time, the staff model the appropriate behaviour for the children. Tools to enable the children to tidy up, eg mops, dustpans, are readily available.

Prompts for behaviour are visually communicated through the message board at the start of the session. Children are consulted and are involved in deciding changes to rules.

Through an exploration of themes, for example, seasonal changes, minibeasts, the children are encouraged to develop a sense of wonder about the world and a respect for living things.

## Outdoor Learning Policy

In Glaitness Nursery, we believe that learning through outdoor play is crucial to children's development for the following reasons.

- Outside is where most children want to be most of the time.
- Movement is a vital component of play and this requires space
- Growth and development of body and brain are inseparable
- Children need freedom to be safely adventurous
- Ample experience in running, climbing and balancing if children are to learn to read and write successfully
- Cramped home conditions of some young active children can restrict movement
- Children are losing the places in society where they can play freely
- The potential for heart disease and other diseases associated with obesity begins in early childhood
- Some learning can only happen outside
- The whole curriculum can be covered and discovered in well planned outdoor areas

### **Planning**

Staff take account of children's interest, curiosities and concerns in their planning, and planning for outdoor play is given similar priorities to indoors. The potential for meeting all aspects of the curriculum is recognised and outdoor learning opportunities may be planned for the eight areas of the preschool curriculum.

### **Equipment**

Equipment for outdoor learning should include resources and toys for individuals, pairs, groups and whole class activities. Small and large equipment should be available and accessible to the children.

### **Staff Roles and Responsibilities**

Staff support children in their use of the outdoor space and are actively involved in the interests of the children outdoors. Their role is not seen as merely supervisory but where they plan activities and experiences and where time is spent interacting and playing with children imaginatively.

### **Inclusion**

All children in nursery regardless of age, size, ability, mobility, gender or culture are included in the opportunities offered for outdoor learning and each child has equal access to the curriculum.

### **Safety**

Safety is always of prime consideration outside and children are made aware of 'outdoor responsibilities'. It is also the responsibility of staff to make regular and thorough safety checks.

Confidentiality statement

Staff and students on placement in the nursery will respect the confidentiality of the situation. Information given to the team by parents, other staff and other agencies will be shared with team members as needed and then be treated confidentially. Where there are issues such as Child Protection, the appropriate information will be shared with line managers and other agencies.

From time to time, parents may join a session. Information pertaining to other children and parents will not be discussed in front of them. Guidance for parents regarding respecting the confidentiality of the situation when they have shared a session, is detailed in the nursery parent handbook.

If a parent/carer wishes to speak to member of the nursery team or a staff member wishes to speak to a parent/carer, the nursery staff will arrange a quiet or private space to meet if necessary.

## Participation Strategy

Glaitness nursery plans a range of experiences and activities to enable parents, carers and children to participate fully in the life of the nursery.

### 1. Parent and carer involvement

The staff work hard to ensure that all parents feel included and they are flexible in the service they offer, arranging times to meet parents that suit them.

Glaitness nursery uses both formal and informal approaches to encouraging all parents and carers to be involved, including:-

-The nursery has an open door policy. Parents and carers are encouraged to come into the beginning of sessions and to visit at the end. At the start and end of sessions, staff members are available to chat to parents and additional times to meet can be arranged to suit parents. This policy is restated in the regular news letters sent out throughout the year.

-Relationships are established with parents through an initial visit, where parents can ask questions, share information and any worries, expectations or concerns. During this time, staff members can share the opportunities that parents have to become involved in their child's nursery experiences. Nursery brochures also detail the nursery policy on parental involvement.

-Parents and carers are invited to share nursery sessions. A calendar is available to sign up for a session, and parents can either participate in the normal session, or become involved in an activity, depending on their interests.

-Parents are invited to participate in trips and visits. Parents are also invited to join in with talks and activities arranged by visitors to the nursery, for example, the dental service.

-Plans are generated by children and staff and are regularly shared with parents, so that they are aware of the experiences their child is engaging in. Children's activities and experiences are recorded by using photographs. These are displayed in the children's learning file, around the room and on the smartboard for the parents to review.

Each child has a Nursery Profile and these are available to parents at all times and this allows parents to see how their children are developing at nursery. Learning stories and 'Look what I can do' Notes form a large part of the profile.

## 2. Parental participation

Glaitness nursery uses both formal and informal approaches to encourage all parents and carers to participate, including:-

-Glaitness School has an active Parent Council and nursery parents are able to be a part of this. Through the Council, parents are able to be involved in evaluating the service and be involved in making decisions about issues such as staffing, staff development, and the quality of the environment. Consultation about School Development Planning also takes place through the Parent Council.

-A number of open evenings and parent's evenings are planned through the year. Parents are asked for feedback at parent meetings and these ideas are noted down by staff.

-Parents are encouraged to share their views, comments and suggestions. The nursery brochures and regular newsletters remind parents of this and there is a suggestion box for feedback in the nursery foyer.

-Plans are regularly shared with parents along with written statements to welcome parental suggestions and any offers of materials and expertise to enhance the experiences in the nursery.

-A range of questionnaires about different aspects of nursery provision are used throughout the year to gather parental feedback, views and suggestions.

-Each child has a Nursery Profile and these are available to parents at all times. Parents are encouraged to contribute to the profile, through questionnaires and comment sheets.

Action following information gathered is fed back to parents through newsletters, notices or information about development planning.

## 3. Child Participation

The children are encouraged to participate fully in all aspects of the nursery, from being involved in planning things such as the environment, themes and role-play spaces, to developing their profiles.

-Glaitness use the High/Scope Approach. Children are involved on a daily basis in making choices, carrying out choices with adult support and reflecting back on their decisions. When children reflect on their learning, they are able to make suggestions for new experiences, activities and materials and staff then plan these ideas into the next day or week's plans.

## Care and Welfare Policy - Glaitness Nursery and Preschool

- Staff are continually observing children throughout the day and use this information about children's needs and interests to develop next steps for individuals and groups. This impacts on subsequent plans.
- Glaitness nursery is committed to active learning and a key aspect of this is following children's interests. Children are consulted about plans for displays, role-play spaces and ideas to focus on. Adults support children to develop and realise these plans.
- The nursery uses questionnaires to gather children's opinions about aspects of the nursery provision. Children are able to make suggestions for improvements.
- Each child has a Nursery Profile and these are available to children at all times. Learning stories and peedie notes form a large part of the profile. Children are encouraged to contribute to their profile, through drawings and other pieces of child chosen work, photos, questionnaires and comment sheets.

### Risk Benefit Analysis

Staff will work as a team to analyse risks on identified areas in the nursery and its immediate environment. Areas of greatest risk will be prioritised.

All trips and excursions will be analysed as part of the process of planning, as detailed in Education Department Excursion Procedures. A member of staff will visit, or have a good recent knowledge of the excursion area before the team draw up the risk benefit analysis.

For all risk benefit analysis, the staff will identify the areas of risk, the benefits of learning in this area, concern or possible hazards and will document these on the risk benefit analysis proforma. The action to be taken to minimise each risk will be identified and noted down.

If appropriate, the staff will use the risk benefit analysis to generate nursery procedures for all staff to follow, (eg food preparation procedures).