**BISHOPBRIGGS VILLAGE NURSERY**

**HANDBOOK**

**CHILD PROTECTION STATEMENT**

**Bishopbriggs Village Nursery recognises that we have a prime responsibility to do what is reasonable in all circumstances to safeguard the health, development and welfare of every child in our care.**

**We have adopted East Dunbartonshire Council's Child Protection Policy and Procedures and our Child Protection Policy is displayed on the Nursery notice board. If you would like your own copy or clarification of any of the information contained within it, please contact the Nursery Manager.**

**“All children and young people in Scotland have the right to be cared for and protected from harm and to grow up in a safe environment in which their rights and needs are respected. The welfare of the child is paramount……**

**Everyone involved in working with children has a fundamental duty of care towards them.”**

**Quote from “The Framework for Standards”**

**BISHOPBRIGGS VILLAGE NURSERY**

**CADDER CHURCH SOUTH HALLS**

**KIRKINTILLOCH ROAD, BISHOPBRIGGS, G64 2LS**

**MOB. 07908 065079**

**Email:administrator@bishopbriggs villagenursery.co.uk**

**Website:www.bishopbriggsvillagenursery.co.uk**

**SCOTTISH CHARITY NO. SC006583**

**Dear parents and carers**

**Welcome to Bishopbriggs Village Nursery. This handbook aims to provide you with as much information as possible about our Nursery and some of the activities your children will be involved in whilst they are here. The Nursery will play an important part in your child’s life and we hope their time here is fulfilling and enjoyable.**

**Background**

**Bishopbriggs Village Playgroup, as it was first known, was set up in the spring of 1972 by a young Bishopbriggs mum, using her own home and garden. As numbers grew, the group secured the use of Cadder Church Halls and purchased equipment and toys through fund-raising activities. They employed two playleaders, one of whose granddaughter has now attended the Nursery. Over the years the playgroup developed and entered into partnership with East Dunbartonshire Council in 1996 and it was renamed Bishopbriggs Village Nursery in December of that year.**

**Many lasting friendships have been formed since the Nursery began and we hope that this will continue into the future.**

**Our Vision**

**Our vision is to engage actively in the pursuit of excellence by providing an education of the highest quality that will enable all our children to become successful learners, confident individuals, responsible citizens and effective contributors.**

**Our Values**

**We value getting it right for every child by ensuring that they are safe, healthy, active, nurtured, achieving, responsible, respected and included.**

**Our Aims**

* **To provide a curriculum which has breadth and balance across the experiences and outcomes linked to national and local guidelines and respond to children's individual interests and needs.**
* **To record, monitor and evaluate children's progress in key aspects of development and learning so as to enable them to reach their learning potential and build on what they already know and can do.**
* **To provide learning opportunities which will support and challenge individual children's experiences and interests in a nurturing and stimulating environment.**

**To provide a safe, healthy environment in which learning is well organised and activities are carefully selected to take account of children's and their families individual needs.**

* **To have a welcoming and inclusive environment which ensures that all children, families and staff are treated equally, with respect and fairness and without discrimination. We are in the heart of the local town and have good relationships within this community, working in partnership in the interests of the children and families.**
* **To provide a good balance of experience and qualifications amongst our staff and ensure effective use of their expertise using a wide variety of resources and well maintained equipment.**
* **To take account of the views of parents, carers, children and all staff when monitoring and evaluating the service provided and when reviewing policies to ensure the overall effectiveness and continued improvement of the service.**

**Status**

**We are a voluntary, sessional Nursery with charitable status and have a Management Committee of volunteer parents and carers who have children attending the Nursery. The Committee employs all the Nursery staff and has overall responsibility for the Nursery. The Nursery Manager is in charge of the day to day running of the Nursery and of managing the staff team.**

**We are currently in partnership with East Dunbartonshire Council to provide commissioned places for early learning and childcare. Our partnership status is subject to a comprehensive set of terms and conditions and strict regulation. This includes registration with Social Care & Social Work Improvement Scotland (also known as the Care Inspectorate) who carries out inspections of the Nursery to ensure we are meeting National Care Standards and inspections with Education Scotland. Inspection reports and related action plans will be displayed on the Nursery notice board. We are also a member of Early Years Scotland and through them have comprehensive insurance cover revised and renewed annually. This is all to ensure that we can continue to provide the highest standard of early learning and child care to your children in a safe and stimulating environment.**

**Accommodation**

**We have the use of the main hall, a small room, kitchen, toilets and a small outdoor garden area. The hall is where most time is spent with the children and is set up with various activities, toys, resources and apparatus that are both fun and educational. The learning environment is relaxed and supportive and provides opportunity for observations, interaction and further exploration of interests and activities. The learning environment is imaginatively resourced and stimulating with opportunity for engagement, exploratory and spontaneous play. The imaginative use of space and resources creates opportunities for children to work independently or collaboratively. We ensure that we have sufficient equipment and resources available at each session for the number of children attending.**

**Children are free to choose from the range of activities set out. The small room is used to take small groups of children for stories, group work, music etc. When the**

**main hall has been cleared we use the space for more indoor physical activities and games, the parachute and musical activities etc. We also make use of the large grass area behind the Nursery and often visit the local park.**

**The accommodation and equipment are checked and maintained regularly, in line with our Health & Safety Policy and to meet current Fire Safety regulations. In the event of an emergency evacuation of the Nursery staff and children would proceed to: Balmuildy Primary School, Stirling Drive (0141 955 2276) where parents and carers would be contacted to come and collect their children.**

**Staff**

**We currently employ a Manager, 3 Key Workers, a Financial Administrator and a Kitchen Assistant (see notice board for photos and names). All are members of the Protecting Vulnerable Groups (PVG) Scheme for undertaking regulated work with children. We have the required number of staff who are qualified as First Aiders and trained in the ‘Cooksafe’ procedures.**

**The Nursery Manager is the designated Child Protection Co-ordinator, the Adult Protection Monitor, the Fire Officer and the Additional Support Needs Coordinator. One of the Key Workers is the Deputy Child Protection Co-ordinator and Deputy Adult Protection Monitor and would act as the Fire Officer in the Manager’s absence.**

**All our childcare staff are registered with the Scottish Social Services Council (SSSC) and we ensure that all the relevant qualifications and criteria are met and that staff adhere to the SSSC’s Code of Practice for Social Service Workers.**

**Admission & Settling In Policy**

**We aim to ensure that the admission of children is fair, equitable and responsive to their needs and preferences, and to those of their parents or carers. We believe that no child should be disadvantaged or excluded because of ethnicity, culture, religious beliefs, language, family background, additional support needs, disability, gender or ability. We also aim to enable children to adapt to the Nursery in a way that causes them no unnecessary upset.**

**Each child is an individual and as such will settle into the Nursery at their own pace. Some children will take some time to settle in and to help this we stagger the start dates of the children. Their first morning will be for one hour to introduce them to the Nursery, the staff and their new friends. This time is built up every day as required until they are able to attend for a full session. We find that this ensures a happy start to life at the Nursery.**

**All parents and carers should be aware that for the first few days of their child’s introduction to the Nursery they may have to stay with their child or at least be able to return at short notice if necessary (the church has a very good coffee shop if you want to stay close by).**

**Each child will be allocated a Key Worker and assigned to one of the three Nursery groups, Sunshine (yellow), Dolphin (blue) and Dinosaur (green). You will be given the name of your child’s Key Worker and group before or on their start date.**

**We operate an open door policy to all parents and carers who can, if they wish, come with their child for a ‘stay and play’ session at any time.**

**Other than in exceptional circumstances we require that for funded places a minimum of 3 sessions per week are taken. Our full Admissions & Settling In Policy is available on request.**

**Registration & Open Afternoon**

**Parents and carers are required to register their pre-school or ante-pre-school child with East Dunbartonshire Council in order to secure their funding and must re-register for each year their child attends Nursery. The registration forms must be completed online through the council’s website and the Nursery Manager or Administrator can provide help with this if required. The Nursery holds our annual Registration & Open Afternoon in January for parents to complete enrolment forms, look around the Nursery and meet Nursery staff.**

**Waiting List**

**The Nursery operates a waiting list as follows:**

**Names can be placed on the waiting list at any time by contacting the Nursery manager or administrator and by then completing and returning a waiting list entry form. Names are added to the list in order of the date on which the initial contact with the Nursery is made. Nursery places are offered to children in strict order of the date of their waiting list entry for each registration year. Please Note: East Dunbartonshire Council only provide funding for children residing within their post code area. Where there are insufficient places to meet the demand, the following criteria will come into force:**

1. **Children identified and referred to the Nursery as having a particular need will be given priority over strict adherence to the waiting list**
2. **Priority will then be given to children with older siblings already attending the Nursery**
3. **Priority will then be given to children in their pre-school year**
4. **Priority will then be given to ante-pre-school children**

**The waiting list will be monitored to ensure that all sections of the community are being reached and to ensure no discrimination is taking place on grounds of gender or ethnic background of children in the nursery.**

**Having a child's name on the waiting list does not guarantee a place at the Nursery**

**Sessions**

**MONDAY-FRIDAY 8.50 AM – 12.00 PM TERM TIME**

**We are open in line with local schools. Please ask for a Nursery holiday list if you do not already have one. Children can be dropped off from 8.50am onwards and we kindly ask that all children are at Nursery by 9.15am as the groups then sit down with their Key Worker, participate in tooth brushing and have a talk before taking part in any experiences. Please sign them in on the sheet in the small cloak room and note down who will be collecting them. Children can be collected before 12.00pm if required, it would be good if you could let us know if you need to collect early as they all sit together at the end for stories, songs and games and must be signed out on the same sheet.**

**All parents and carers new to the Nursery will be given a copy of the Nursery’s Procedure for the Late Collection of a Child and for Managing Un-notified Absences of Children.**

**Session Fees & Snack Fees**

**Children who are 3 years old but not yet in receipt of a funded place will be charged the daily session fee which is payable to the Nursery Financial Administrator (in weekly, monthly or termly amounts to suit).This fee includes the snack fee.**

**There is a daily snack fee for funded children collected in 4 weekly amounts (or thereabouts subject to holidays) to cover the full 38 weeks of the Nursery year. This is collected by the Nursery Financial Administrator in the coffee shop, usually on the first Wednesday of each month and in the Nursery any time thereafter. Both fees are reviewed at the Nursery’s A.G.M. in May. Please contact the Nursery for current rates. The snack is purchased daily so we are unable to offer refunds unless we know in advance that your child is on holiday or absent with long term illness or injury.**

**Curriculum**

**The importance of play in a child’s development can never be overestimated and we believe that through active play children can discover vital learning skills, gain confidence and a greater understanding of life. By addressing the eight areas of the “Curriculum for Excellence” we aim to inspire all children to become successful learners, confident individuals, responsible citizens and effective contributors.**

**The Curriculum is split into eight areas and lists experiences and outcomes for each area. By providing a variety of high quality experiences through a variety of experiences and opportunities and free play, the children have the opportunity to access a relevant, broad and balanced Curriculum providing depth and challenge.**

**The eight areas of the Curriculum are Health and Well-being, Literacy and English, Numeracy and Mathematics, Expressive Arts, Sciences, Technologies, Social Subjects and Religious and Moral Education through learning ranges across all areas and one area is frequently reinforced by others.**

**The purpose of the Curriculum at this early stage is to support children in all aspects of their emotional, social, cognitive and physical development. It should enable them to become increasingly eager to progress in their learning.**

**We do this by providing a wide range of resources and experiences, for example:**

**table-top construction, jigsaw puzzles, early mathematics games for matching, sorting, counting etc., early technological and science equipment, a large selection of arts and crafts resources, a range of writing and drawing materials, playdough, sand tray, water tray, building materials and interest objects, books, both fact and fiction, dressing up clothes, scale version toys e.g. train set, dolls house etc., home corner consisting of various props (this changes in line with each topic e.g. a dentist surgery, hospital, train station, post office etc.), musical instruments, climbing frame, slides, tunnels, parachute, obstacle courses, balance bikes, scooters, assorted ball games equipment, balancing equipment and large construction.**

**As part of our daily routine the children will be given the opportunity to go outdoors in our nursery garden to play, explore and investigate. We would ask that you ensure your child’s belongings have their name on them. It would be great if you could also ensure that your child has appropriate clothing with them so all children are given the opportunity to experience outdoor learning.**

**Footwear**

**We kindly ask that your child brings in a pair of soft-shoes (not slippers) to Nursery each session. This is a safety precaution for physical play. The inexpensive, black gym shoes are ideal and please put your child's name inside.**

**The Snack Bar & Tooth Brushing**

**We operate a healthy eating snack bar as part of our healthy eating policy. The children are involved in the organisation of the snack bar. This encourages them to co-operate and socialise with each other and maximises the children’s involvement in line with our Curriculum aims and objectives. When they have their snack, the children find their own name card and post it in the snack box to show that they have had their snack. They are encouraged to put their used plates and cups in a basin and to clean up any spills. A menu for the week is displayed listing the range of foods on offer to the children.**

**If your child has an allergy, intolerance or follows a special diet it is imperative that you let us know so that we can cater for their needs. We ask that you do not give your child any food or sweets to bring into Nursery to protect children with allergies.**

**Children are encouraged with tooth brushing as part of our “Smile” programme to promote oral health. We achieved our “Smile Nursery” status in May 2007.**

**Outings**

**We take the children on various outings throughout the Nursery year. Some of these outings are dependent on volunteer helpers to meet required adult: child ratios. Your participation would be greatly appreciated.**

**Transition**

**We follow East Dunbartonshire Council’s early level transition procedures to ensure the smooth transition from Nursery to Primary School for all the children. This includes visits from local Primary Schools' staff and the Manager attending several meetings throughout the year with teachers from these local Schools. A Transition Report is completed for every child and passed onto their Primary School.**

**Parental Engagement/Participation**

**We encourage parents and carers as partners in providing their children’s early learning, and value their contribution to the Nursery. The Management Committee is made up of volunteer parents and carers and is open to all who have children at the Nursery. Members are elected at The Nursery’s Annual General Meeting in May/June but may also join through the year. The committee is an essential and invaluable part of the Nursery and is a requirement of our partnership with East Dunbartonshire Council and registration with the Care Inspectorate. Please contact**

**any existing member or staff member for more information if you would like to join the committee.**

**We welcome any suggestions you may have and any ways in which you can play an active role within the Nursery. Any regular help involving contact with the children which would come under the PVG Act (Scotland) 2007 definition of “regulated work” will require you to join the PVG Scheme or, if already a member, to apply for a**

**Scheme Update to comply with our Child Protection Policy, Participation Policy, East Dunbartonshire Council partnership and Care Inspectorate requirements. Helping out with the library or clearing away at the end of a session would not require this. Please speak to the Nursery Manager if you would like to become involved.**

**Reporting to Parents & Access to Information**

**Each child will have their own online learning journal which will showcase their learning as it takes place in the Nursery. It will follow the Curriculum for Excellence. These journals will have photos, videos, observations and pictures of their artwork. Staff will work on the journals with the children and their learning experiences will be sent to you fortnightly during the term. You will also have the opportunity to share any of their achievements and learning that happen at home or away from the Nursery. Information evenings will be held for new parents when staff will explain how the journals work including examples and answer questions. This can be done one to one for those unable to attend.**

**Staff will use continuous assessment and record keeping throughout the year including observations during the normal planned and free play activities in the Nursery. This will enable us to complete a ‘Settling In Progress Report’ shortly after each child has started Nursery and a ‘Communication Page’ which you will receive at the end of terms 1 and 3, each year. This will provide a brief summary of how your child is progressing through the three main areas of the curriculum, together with the next steps in their learning. Both you and your child have an opportunity to comment on their progress on these documents. Your child’s Settling In Progress Reports and Communication Pages will be included in their online journal.**

**At the end of your child’s time at Nursery a ‘Transition Report’ will be completed using information gathered through observation and assessment, and this Report will be passed on to your child’s Primary School to ease transition.**

**Supporting all children through Personalised Support**

**We comply with The Education (Additional Support for Learning)(Scotland) Act 2004 and (Additional Support for Learning) (Scotland) Act 2009 which places a legal duty on Childcare services to identify, assess and support children with Additional Support Needs.**

**All children require support to help them learn. However, there are some children who require extra support and are deemed to have Additional Support Needs (ASN). The needs can be short term e.g. if there has been a family bereavement or parental separation. For other children their ASN will be longer term e.g. speech**

**and language difficulties, hearing impairment, physical disability, learning difficulties. In all cases, the child’s key worker and/or Manager will work closely with parents/carers to support and care for the child.**

**Through working in partnership with East Dunbartonshire Council (EDC), we follow the authority’s Personalised Support process to identify, assess and support the learning needs of all children.**

**Key features of Personalised Support are as follows:**

* **The ASN of all children is addressed through the Personalised Support process, regardless of the origin of these needs**
* **Support can be Universal, Targeted or Targeted Intervention**
* **The level of support required to meet a child’s needs is provided in a way that is the most appropriate and least intrusive to the child**
* **Planning for individual children is part of the process for planning for all children**

**HOW do we do this**

* **Through Observations we measure all children’s Wellbeing and Involvement.**

**If there are concerns about a child we look at how we can address these within the centre.**

* **If these concerns remain the child will be included in our ‘Support for All’ (SfA) discussion.**

**At this stage we liaise with Parents and the child’s Named Person i.e. Health Visitor to ensure all relevant information is shared.**

* **Regular SfA meetings are held throughout the year in line with GIRFEC and EDC’s guidelines. From time to time your child may be discussed in relation to Universal Support which may lead to Targeted Support. Senior Nursery staff, our EDC Early Level Support Teacher and a representative from Health (usually a Health Visitor) attends. Identified next steps will be shared with parents.**
* **If appropriate a Team Around the Child (TAC) Meeting may be arranged to discuss your child’s individual needs, to which you will be invited to attend.**

**If you require further information please arrange to speak to our Nursery Manager.**

**Confidentiality**

**We recognise that the safety and well-being of children and families is of paramount importance. All information, verbal or written, will be treated confidentially and the privacy of those involved in the Nursery will be respected. We are required to hold information about the children and families and staff working within the Nursery and systems are in place regarding the sharing and storage of this information. Parents are able to share information in confidence knowing it will only be used to enhance the welfare of their children.**

**However we cannot withhold confidential information regarding the welfare of the child and this information will be disclosed to specified personnel and agencies if required.**

**Use of Mobile Phones in the Nursery**

**On arrival at the Nursery, all Nursery staff, volunteers and visitors are required to leave their own mobile phones in the box provided on the Manager's desk for the duration of their time in the Nursery. They must collect their phones on departure. Use of all private mobile phones is not permitted without the consent of the Manager.**

**Complaints**

**If you have any complaints relating to any aspect of the Nursery please refer to our Complaints Policy on the notice board. If you are not satisfied with the outcome of any complaint made under this policy or you do not wish to follow this policy you may contact the SCSWIS (Care Inspectorate) at the following address:**

**CARE INSPECTORATE, CENTRAL WEST REGION,**

**RENFREWSHIRE HOUSE, COTTON ST, PAISLEY, PA1 1BF tel no. 0345 6009527**

**Nursery Policies**

**We have a comprehensive set of policies and procedures to cover all aspects of the Nursery’s operation and to ensure that we provide the highest standard of early learning and child care. Several important policies are displayed on the notice-board plus a list of all the other Nursery policies and procedures. You may request copies of any of these. If there is any other information about the Nursery that you require, please do not hesitate to ask.**

**All the committee and staff at Bishopbriggs Village Nursery wish you and your child a happy time here.**