



# newsletter

Newsletter – January, Term 3 2020



**“Together we make a family!”**



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Three great ways for you to keep up to date with all the latest news from the KingsWellies gang!

## Happy New Year and a HUGE thank you!

Happy new year to all of our children, parents, friends and staff! We really hope that you enjoyed a lovely festive period! We are all really glad to be back at nursery and are looking forward to a **jam-packed third term!**

We would also like to say a massive thank you to all of our parents, children and families for your generosity over Xmas. We received a huge amount of lovely presents which were shared with all staff. Everyone went home with at least three presents each to enjoy. This was extremely generous of you and MUCH appreciated!

Many thanks also for your kind donations towards Mission Christmas. We managed to fill 3 WHOLE boxes of toys to donate. The generosity that has been shown over Mission Christmas is AMAZING!!

This year, a record number of children in the local area benefited from your generosity with North Sound Radio distributing thousands of presents.

## December Highlights

We did not stop in December. We had sooo much on!

We thoroughly enjoyed our sing songs with our parents and families. We hope that you enjoyed them too.

We also LOVED our parties and our surprise visit from Santa.

We made lots of visits around the local community and loved meeting new people.





### KingsWellies Parent Council Family Fun Day

A great day was had by all. We would like to say a HUGE thank you to everyone who participated. We raised a whopping total of £2,247.54. Half of which went to Cash for Kids. The other half will be spent on outdoor play equipment. Any ideas what we should buy? Many thanks also to all those who have provided us with feedback on our family fun day consultation. We will use this to help us to continue to improve.

Our Parent Council will also continue to meet once per quarter. PLEASE bring to our attention any issues that you would like us to include on the agenda for this term's meeting. Many thanks.



### Extra-Curricular Activities

Please see our timetable attached for your information. We would particularly like to welcome Flashdance and Abribeats who will be working with us this term. Would you like to see anything else added to our timetable? Please let us know.



### The Scottish Daily Mile

We will continue to aim for all of our children to walk, jog or run for at least 15 minutes each day. Most children can average around a mile in that time! Keep going gang!





## Charities

We raised £197.21 for Children In Need. We also raised £265.97 for Macmillan Cancer Support. Many thanks to all for your donations.



We will be fully involving our Pre-School Charities Committee to help us to plan our campaigns for the coming year. If you would like to nominate a particular charity for us to focus on, please let us know.

## Staff Training Update

Individual staff will continue to attend a variety of very valuable training courses.

We work hard to ensure that all staff are confident, competent and knowledgeable and that we keep up to date with all new developments. Staff all meet monthly for a series of collegiate meetings and all staff participate in a very comprehensive continual professional development programme. 90% of our staff have achieved and / or working towards accredited SVQ qualifications also.



Staff will all be participating in Educational Psychology training with Jennifer Sutherland. There will also be opportunities for training between Jennifer and parents. I will let you know dates in due course.



We have also booked The Scottish Cot Death Trust to come in to conduct training with all staff. The focus will be on a Sleep Safe presentation. We are hoping that we will be able to open up this training opportunity to parents also. More information to follow.



We will be focusing on outdoor education this term. This is one of the main priorities within our Improvement Plan. We will keep you informed of our progress.

## 1140 hours as at August 2020

Please be rest assured that we will keep you well informed with regards to the increased funding for all three year olds. Please carefully read all of the correspondence that we have put out to date.

## Ad Hoc Days

We have ad hoc days and some short term spaces available. Please see Kerry or Scott to book a space.

## Room Transitions

Transitions to the next room will be planned depending on the individual child's needs. Room staff will discuss all transitions in depth with you in plenty of time.



## Life Skills Awards – January 2020

*These are displayed outside each room.*

*Please help us by reinforcing these VERY important skills at home too. Our Bucket Filling books are outside each room available for you to borrow. We also have lots of books which help deal with sensitive situations. These are available in reception from Kerry.*



## Topics for this term

Over the next few weeks, we will be focusing on a variety of topics in our playrooms. These will include:

- **KINDNESS – Are you a bucket filler or a bucket dipper?**
- The Scottish Daily Mile - we aim to jog, run or walk for up to 15 minutes every day!
- Winter, Frost, The Arctic, Weather – LOTS of Science experiments!
- Child-led improvement groups – Eco Group, Charities Group and Buddies Group will continue to work hard
- New beginnings, Time, Months of the year, Birthdays
- All about me and my family and friends
- Rules, Rights and Responsibilities – **Who do we have rules? What can we do better? We will be revising our Nursery Golden Rules.**
- LOTS of Reflection Time in our interest groups; talking about our learning and what we would like to learn with our key workers



- Chinese New Year – The Year of the Rat. **Would anyone like to come in to tell us about their festivals and traditions? We would love to hear from you.**

- Grow well choices – making healthy decisions
- Makaton – we are getting good at using this sign language!
- French, Yoga, PE, Jo Jingles, Kids Rock, Flashdance, Abribeats and MOO MUSIC!

- 17<sup>th</sup> January – Inventor day
- 18<sup>th</sup> January – Winnie the Pooh day
- 19<sup>th</sup> January – Popcorn day
- 24<sup>th</sup> January – Compliment day

- 25<sup>th</sup> January – **Robert Burns Day.**

- 5<sup>th</sup> February – Chinese New Year (Year of the Rat)

- 11<sup>th</sup> February – Make a Friend Day

- 14<sup>th</sup> February – Valentine's Day

- 17<sup>th</sup> February – Random Acts of Kindness Day. What could we do?

- 20<sup>th</sup> February – **Love your pet day! Who would like to take their pets in for a visit? Ziggy and Milo will be here!**

- 22<sup>nd</sup> February – International World Thinking Day

- 25<sup>th</sup> February – Pancake day

- 26<sup>th</sup> February – Tell a fairy tale day. **Bring in your favourite fairy tales!**

- 28<sup>th</sup> February – Floral Design Day

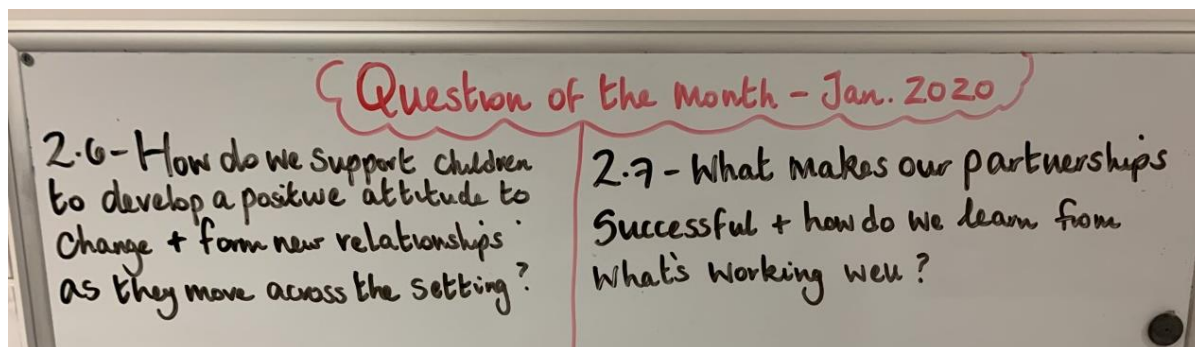
- Literacy, Numeracy and Health and Wellbeing – LOTS of exciting learning opportunities. Have you seen our home-link activities in reception? Please help yourself to our "sound" and "number bags" which are outside the Wellie Beans room and are available for anyone to borrow.



## Parental Consultation – Question of the month - January 2020

Each month we strive to self-evaluate our practice because we want to be a better nursery. We also need our parents to give us feedback.

Our January 2020 question of the month comes from How Good Is Our Early Learning and Childcare. We very much value your feedback.



### Parental Consultations

#### Outdoor Education

Please find attached our Outdoor Education consultation. Our staff are attending numerous outdoor education training courses at the moment. We also want to know what you would like to see in our outdoor area. We raised a whopping total of £2,247.54 at our Family Fun Day last year. Half of which went to Cash for Kids. The other half will be spent on outdoor play equipment for our own children. Any ideas what we should buy?

#### KingsWellies Policies of the Month

This month we would like to provide you with the opportunity to review and consult on our **Staff Recruitment and Selection Policy** and our **Outdoor Education Policy**. We hope that you find this information useful. Please give us your feedback and suggestions. How can we improve our recruitment procedures? We really want to involve children and parents in this process too. How do you think that we could achieve this? Your feedback will shape our future priorities for improvement.

#### Parent Progress Meetings

This term, we will be providing parents with the opportunity to meet with Supervisors and Key Workers on a one-to-one basis to discuss your child's individual progress. These meetings will focus on discussions around your child's Care Plan, ILD, Learning Journey and Next Steps in Development. These will happen in April 2020. Dates will be sent home in due course.

#### Comments, Compliments and Concerns

Please give us your feedback – good and bad. It means a lot to us! We only want to keep improving in order to provide the BEST service possible. PLEASE make us your first port of call if you have any comments or concerns. If we work together, we will be able to achieve the very best for all of our children. Many thanks.





We also have Compliments slips available in reception in relation to our staff. The staff work very hard and we all know that it is nice to hear a compliment from time to time. Many thanks to those parents who have already paid staff members a compliment. We are always looking for Workers of the Week and Workers of the Month.

### Drive Carefully

Please always drive carefully and reverse park when in our car park. The speed limit is 5 miles per hour at all times. Many thanks.

*If you would like this newsletter or any other documentation from nursery translated in to another language or an alternate reading format, please do not hesitate to contact us.*

***Wishing you a very happy Chinese New Year and a very prosperous and healthy 2020! Gong xi fa cai (Mandarin) and Gonghey Fat Choy (Cantonese)***



## **Extra-Curricular Opportunities**

**Term 3 – January – April 2020**

**Look at all of our additional learning opportunities! We are very lucky to work with so many amazing teachers.**

### **Babies**

- Flashdance (Mon – pm)
- Moo Music (Tues – am)
- Abricabeats (Wed – pm)
- Kids Rock (Fri - am)

### **Toddlers**

- Flashdance (Mon – pm)
- Moo Music (Tues – am)
- Mac's Results (Tues – am)
- Abricabeats (Wed – pm)
- Mac's Results (Thurs – am)
- Kids Rock (Fri - am)

### **Pre-School**

- Flashdance (Mon – pm)
- Mac's Results (Tues – am)
- Yoga (Wed – am)
- Abricabeats (Wed – pm)
- Mac's Results (Thurs – am)
- French (Thurs – pm)
- Kids Rock (Fri - pm)



## Outdoor Play Area – Staff and Parent Consultation

1. What do you think of our outdoor play area?
2. What new things would you like to see in our outdoor play area?
3. What do we do well in outdoor education?
4. What could we improve?
5. Have we planned and provided resources for a range of rich outdoor learning experiences across the curriculum?
6. Do we provide opportunities outside for all children?
7. Do we have high expectations of what our children might learn outdoors?
8. Do you have any other suggestions to make our outdoor area more fun and educational for our children?
9. Other comments?

\*Please remember that if you have any indoor or outdoor play resources that you no longer require, we would be delighted to have them. Thank you.

# Outdoor Education Policy

<b>Published</b>	October 2014 (V1)
<b>Revised</b>	Session 2017/18





## **Outdoor Education Policy (NCS: 2.2, 2.3 & 3.5)**

At KingsWellies Nursery we are committed to the importance of daily outdoor play and the physical development of all children regardless of their age and stage of development. We provide outdoor play in all weathers. Where possible and appropriate, we make outdoor activities accessible to children with learning difficulties and disabilities to ensure inclusive use of the outdoor area.

We recognise that children need regular access to outdoor play in order to keep fit and healthy, develop their large and fine motor skills, experience learning in a natural environment and access sunlight in order to absorb vitamin D more effectively.

The outdoor areas, both within the nursery grounds and in the local community have a wealth of experiences and resources which help children to develop in a variety of ways, including independence, exploration and investigative skills, risk taking and self-esteem, all of which support children to develop skills now and for the future.

We ensure all areas are safe and secure through close supervision and the use of robust risk assessments and safety checks. Where possible and appropriate, we plan and encourage play that helps children understand and manage risks. This type of play allows children to explore and find their own boundaries in a safe environment with supportive practitioners. Staff are informed of the importance of safety procedures and are trained appropriately to ensure these procedures are followed effectively.

We obtain parental permission before any child leaves the nursery during the day. This includes short outings into the local community. There is more information in the outings policy.

We plan all outdoor play opportunities and outings to complement the indoor activities and provide children with purposeful activities that support and follow individual children's interests. There is a balance of both adult-led and child-initiated opportunities to enable children to learn and practice new skills, knowledge and behaviours.

We use this policy alongside the following policies to ensure the safety and welfare of children throughout their time outside:

- Health and safety
- Sun care
- Caring for babies and toddlers
- Lost child policy
- Parents and carers as partners
- Supervision of children
- Child Protection
- Outings.

# Outdoor Play

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Where activities take place away from the setting (e.g. in the local wood) then a mobile phone and first aid kit will be taken to ensure the safety of children at all times. A trained paediatric first aider will be present when away from the main setting.

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# Staff Recruitment and Selection Policy

<b>Published</b>	October 2014 (V1)
<b>Reviewed</b>	March 2016 (V2)
<b>Revised</b>	Session 2017/18



## **Staff Recruitment & Selection Policy**

### **Introduction**

KingsWellies Nursery is committed to providing the best possible care and learning to all children and safeguarding and promoting the welfare of all children and young people. KingsWellies Nursery is also committed to providing a happy and supportive working environment to all of its members of staff. The nursery recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff who will share this commitment. We aim to:

- ensure that we use the Care Inspectorate Guidance within Safer Recruitment For Safer Services (November 2008) as an audit tool and basis for all recruitment practices.
- ensure that the best possible staff are recruited on the basis of their qualifications, experience, abilities and suitability for the position.
- ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age.
- ensure compliance with all relevant recommendations and guidance.
- ensure that the nursery meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

### **Recruitment & Selection Procedure**

All applicants for employment will be required to submit a Curriculum Vitae containing information about their academic and employment history and their suitability for the role.

Applicants will receive a job description and person specification for the role applied for.

The applicant may then be invited to attend a formal interview at which his/her relevant skills and experience will be discussed in more detail.

If it is decided to make an offer of employment following the **formal interview**, any such offer will be conditional on the following:

- The receipt of two satisfactory references (one of which should be from the applicant's most recent employer).
- The receipt of an Enhanced Protecting Vulnerable Groups Certificate.
- Verification of the applicant's medical fitness.
- Registration as a member of appropriate professional bodies eg. SCCC, GTC

We advise that anyone appointed to a post involving regular contact with children or young people must be medically fit. It is the Nursery Director's responsibility to be satisfied that employees of the nursery have appropriate level of physical and mental fitness before an appointment is confirmed.

The nursery is aware of its duties under the Disability Discrimination Act 1995. No job offer will be withdrawn without first consulting with the applicant, considering medical evidence, considering reasonable adjustments and suitable alternative employment.

### **Verification of Identity and Address**

All applicants who are invited to an Interview will be required to bring the following:

- Passport and
- Birth certificate
- Driving Licence
- A letter from bank, building society or utility bill which shows applicant's address.

The nursery asks for the date of birth of all applicants (and proof of this). Proof of date of birth is necessary so that the nursery may verify the identity of, and check for any unexplained discrepancies against applicants on the grounds of age.



## **Verification of Qualifications**

The candidate must bring all relevant certificates (preferably originals to the interview).

If certificates are not provided, the Nursery Director will contact the awarding body for verification.

## **Checking Professional Registers**

The Nursery Director will check an applicant's current or past registration with SSSC or any other relevant regulatory body as appropriate.

The SSSC is able to provide details to employers who are seeking information about applicants on:

- Information about the qualifications held by the applicant.
- Whether the applicant's registration is subject to any conditions.
- Whether the applicant is currently the subject of investigation by SSSC or in the midst of conduct procedures.

All applicants who are registered with the SSSC will be asked to bring their certificate of registration to the interview.

## **References**

All offers of employment will be subject to the receipt of a minimum of two references which are considered satisfactory by the Nursery Director. One of the references should be from the applicant's current or most recent employer. If the current/most recent employment does/did not involve work with children, then the second referee should be from the employer with whom the applicant most recently worked with children. All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children. All referees will be sent a copy of the job description and person specification for the role which the applicant has applied for.

If the referee is a current or previous employer, they will be asked to confirm the following:

- The applicant's dates of employment, job title/duties, reason for leaving, performance, sickness and disciplinary record
- Whether the applicant has ever been the subject of disciplinary procedures involving issues related to the safety and welfare of children (including any in which the disciplinary sanction has expired)
- Whether any allegations or concerns have been raised about the applicant that relates to the safety and welfare of children and young people or behaviour towards children or young people

The nursery will only accept references obtained directly from the referee and it will not rely on references provided by the applicant.

The Nursery Director will compare all references with any information given on the CV. Any discrepancies or inconsistencies in the information will be taken up with the applicant and the relevant referee, before any appointment is confirmed.

## **Criminal Records Check**

For all positions, the nursery requests an enhanced disclosure check / PVG. An enhanced disclosure will contain details of all convictions on record (including those which are defined as "spent" under the Rehabilitation of Offenders Act 1974) together with details of any cautions, reprimands or warnings held on the Police National Computer.

An enhanced disclosure will also reveal whether an applicant is barred from working with children or vulnerable adults. An enhanced disclosure may also contain non-conviction information from local police records which a chief police officer thinks may be relevant in connection with the matter in question.

## **Induction Process**

An induction procedure is followed whereby

- The new member of staff is given written guidelines on appropriate behaviour in the nursery
- A copy of all nursery policies and procedures.
- A copy of the Job Description
- An end of week review for approximately 6 weeks to discuss their work performance and next steps for the following week – this will be held by the Playroom Supervisor / Nursery Manager.
- All new staff will complete a full and detailed Induction programme with a clear focus on the following:
  - Welcome to KingsWellies Nursery
  - All Policies and Procedures
  - First Aid
  - Food Hygiene
  - Allergens and Dietary requirements
  - Child protection
  - Getting it Right for Every Child (GIRFEC)
  - Additional Support Needs and Inclusion
  - Health and Safety and Risk Assessment
  - Administration of Medication
  - National Care Standards
  - Lifting and Handling
  - Pre-Birth to Three - Positive Outcomes for Scotland's Children
  - Curriculum for Excellence
  - The Child at the Centre 2
  - How Good Is Our Early Learning and Childcare (February 2016)
  - Care and Welfare
  - Infection Control
  - Behaviour Management
  - Confidentiality
  - Food Safety

The new member of staff is allocated a mentor / buddy to help enforce appropriate work related behaviour.

The new staff member will be on a three month's trial after this period. All relevant courses (as stated above) will be completed within this 3 month period.

For the first year of employment the new staff member will have a review every six months on their work performance, which will indicate any training needs required, this will be private and confidential on a one-to-one basis with the Director. Following the first year of employment, every staff member will participate in an annual Continual Professional Development Review on a one to one basis with the Nursery Manager / Nursery Director.

## **Retention of Records**

If an applicant is appointed, the nursery will retain any relevant information provided on their application form (together with any attachments) on their personal file. If the application is unsuccessful, all documentation relating to the application will be confidentially destroyed after six months.

## **Queries**

If an applicant has any queries, they should contact the Nursery Director.

## **Qualifications and Registration of Employees - Positional Statement**

### **Purpose of Statement**

To ensure that the setting meets the requirements of the Regulation of Care (Scotland) Act 2001 and ensure that all staff are qualified and registered to work with children under the age of 16 years.

### **Who is Responsible?**

It is the responsibility of the Nursery Director to ensure that all staff including themselves, are in possession of or working towards a recognised qualification in childcare that will enable them to register (if not already registered) with the Scottish Social Services Council.

### **How will the Statement be implemented?**

- All staff are asked to provide copies of their qualification certificates at interview.
- All staff are required to sign to declare that they are willing to work towards a recognised qualification (if not in possession of one already) in order that they can register with the SSSC.
- All staff are required to register with the SSSC within the required timescales set down by the SSSC.
- All staff are required to complete a skills and training profile to enable them to work towards their qualification.
- Staff are required to abide by the regulations set down in the SSSC code of conduct at all times, copies of this are available to all staff members.

### **Recruitment of Ex-Offenders**

1. The Code of Practice ("the Code") is published by Scottish Ministers under section 122 of Part V of The Police Act 1997 ("the 1997 Act"). The Code identifies obligations which registered bodies, counter signatories and other recipients of disclosure information issued under the 1997 Act and the Protection of Vulnerable Groups (Scotland) Act 2007 ("the 2007 Act").
2. We comply with the Code, the 1997 and 2007 Acts regarding the treatment of individuals who are subject to Disclosure Scotland checks. We undertake not to discriminate unfairly against the subject of a disclosure on the basis of conviction or other information revealed.
3. We will provide a copy of this policy and the Code to anyone who asks to see it.
4. We are committed to equality of opportunity, to following practices, and to providing a service which is free from unfair and unlawful discrimination. We ensure that no applicant or member of staff is subject to less favourable treatment on the grounds of offending background. We actively promote the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. The selection of candidates for interview will be based on skills, qualifications and experience.
5. We will use a Disclosure Scotland check where this is considered proportionate and relevant to the particular position or type of regulated work. This will be based on a thorough risk assessment of the position or work and having considered the relevant legislation which determines whether or not a Standard or Enhanced Disclosure under the 1997 Act or a Scheme Record under the 2007 Act is applicable.
6. Where a disclosure application or request is deemed necessary, individuals will be made aware that the position or work will be subject to a Disclosure Scotland check and that the nature of the position or work entitles us to ask about spent and unspent convictions.



7. At interview, or under separate discussion, we undertake to ensure an open and measured discussion on the subject of any offences or other matters that might be considered relevant for the position or work concerned.
8. We undertake to discuss any matter revealed in a certificate<sup>1</sup> issued under the 1997 Act or a Scheme Record issued under the 2007 Act with the subject of that disclosure before a decision is made.
9. We ensure that all those who are involved in the decision making process have been suitably trained to identify and assess the relevance and circumstances of disclosure information. We also ensure that they have received appropriate guidance and training about providing work for ex-offenders.

**Having a criminal record will not necessarily debar you from working with us.**