



# newsletter

April 2017



**"Together we make a family!"**



Follow us on Twitter, Instagram and like us on Facebook!

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

**What have the Wellies Gang been up to this month? Lots of Easter activities, Childsmile visits, Red Nose Day, Healthy Body Happy Me, Kid's Rock, visit to Specsavers, cooking and lots more.....**



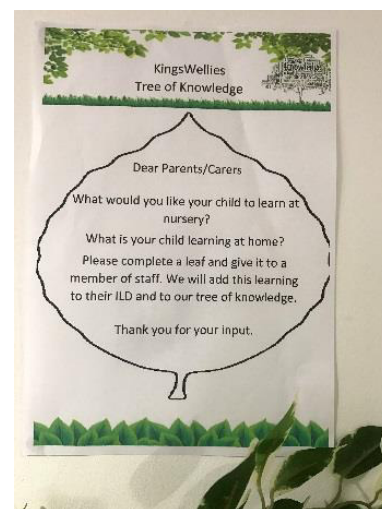
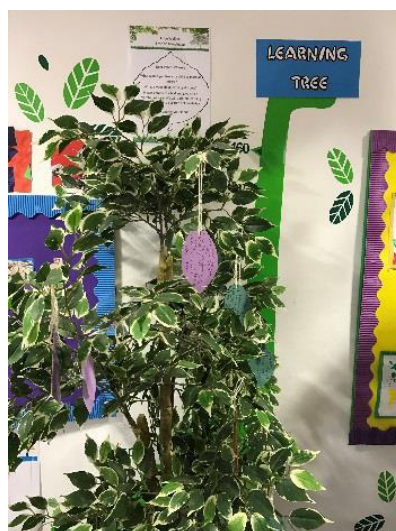


**Look what happens to an egg when you laminate it! WOW!**



### **KingsWellies Tree of Knowledge**

What would you like your child to learn at nursery? What is your child learning at home? Outside each playroom, we have a Tree of Knowledge. Please complete a leaf and give it to your child's key worker. We will add this learning to their Individual Learning Diary, Learning Journey and to our tree of knowledge. It is important for us to know what YOU would like your child to learn.



Please also see Marcia or Scott if you have not yet logged on to your child's ILD (digital learning diary). They will give you your unique password. You are also more than welcome to take your child's learning journey folder home to comment on. Please return it within the week though.

**Happy 2<sup>nd</sup> Birthday to us! Thank you to everyone for their kind wishes! We can hardly believe that two years have passed already!**



### **Congratulations to Willow and Amelia**

Willow and Amelia recently won a competition to become BOW models. Look at their beautiful bows!



### **P1 MAGIC Graduation Party**

This year we have 22 very grown up boys and girls who will be leaving us at the end of the Summer (or before) to start the next exciting part of their lives in P1! As a special treat, they have decided that they would like to plan a graduation party to celebrate. They have already booked a magician and are planning, organising, preparing and shopping for their special party. The party will take place during the evening of Tuesday 27<sup>th</sup> June from 6-7.30pm. Parents are invited to attend from 7pm to see your children receive their graduation certificate. Any boys and girls who do not usually attend nursery on a Tuesday, are more than welcome to come along to celebrate! Look out for your invitations which will be handed out soon!

**Wow - Look at our letters to Scott asking him for a budget for our party! VERY impressive!**



### **Staff Training**

This month staff will be undertaking a range of training. This will include: common induction, positive behaviour strategies, safeguarding children, food hygiene, quality interaction, outdoor play, under 5's seminar, risk-benefit assessment, the rights of the child, child protection, attachment theory, floorbook training and learning through schemas. We work hard to ensure that our staff are competent and confident in all aspects of childcare.



## Life Skills Awards

**This month in the Wellie Beans, we will be focusing on the following:**

**Pink Award:** I can name colours, I know when to wash my hands, I can put on my shoes, I can follow the Golden Rules

**Red Award:** I know the days of the week, I can fasten and hang up my coat, I can change my shoes, I can follow the Golden Rules

Please help us be reinforcing these at home too! This is very important as we move on up to P1 and pre-school.

## Staffing Update

A huge welcome to Kirsty, Caitlin and Ellie who have recently joined the team. Please make them feel welcome as they get used to life within the busy Wellies environment. Due to the recruitment of new staff and ongoing training requirements, some existing staff members will move rooms within the next few weeks. Supervisors will keep you up to date with any changes in Key Workers.

We are very sorry to say goodbye to Samuel. His last day will be 1<sup>st</sup> May. Samuel will be training to become a NHS staff nurse and phlebotomist! We will REALLY miss you Samuel but are proud that you are continuing your dream of nursing care. Samuel will however be joining us on a voluntary basis to continue to work with the children on a wide range of activities. Thanks Sam! Good luck also to Nicole who has moved to work in a job much closer to home.

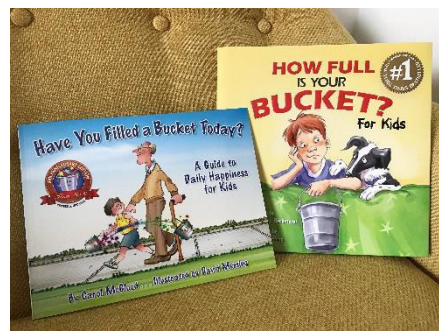


## Have You Filled a Bucket Today? A Guide to Daily Happiness for Kids

Kerry will be reading the story "How full is your bucket?" to all children within the nursery.

Each of us has an invisible bucket. When our bucket is full, we feel great. When it is empty, we feel awful. Yet most children don't realise the importance of having a full bucket throughout the day. In our story, we will meet Felix who soon realises that every interaction in a day, either fills or empties his bucket. Felix then realises that everything HE says or does to other people fills or empties their buckets as well. As we read the book, we will learn how to be a great bucket filler, and in the process, discover that filling someone else's bucket also fills our own!

As we read this story, we will emphasise the importance of being loved but also of loving and respecting others. Children who learn to express KINDNESS and respect, will lead happier lives. When you care about others and show that kindness by what you say and do, you feel good and fill your own bucket too. We will practice with them to become daily BUCKET FILLERS and NOT Bucket Dippers!



### Education Scotland Inspection

I am still awaiting publication of the Summary of Inspection Findings Report (SIF). As soon as I have this, I will send you a link to the full report.

We were really delighted with the mention in the Press and Journal and Evening Express recently! Well done everyone!

### World Play Day / Stay and Play Day

World Play Day is on 28<sup>th</sup> May. In order to celebrate it, we would very much like to invite our parents to stay and play with us on the following dates:

- **Wellie Babies – Friday 26<sup>th</sup> May from 4.30pm until 5.30pm**
- **Wellie Tots – Wednesday 24<sup>th</sup> May from 4.30pm until 5.30pm**
- **Wellie Beans – Monday 22<sup>nd</sup> May from 4.30pm until 5.30pm**

All parents are invited to come along to see what we do at nursery. Remember though, you are more than welcome to visit any time!

### Extra-Curricular Activities this term

This term we are delighted to welcome back:

- PE – Monday and Friday
- Pyjama Drama – Tuesday, Wednesday and Thursday
- Yoga - Wednesday
- Jo Jingles - Thursday

We have also booked Alison for Football training with Wellie Beans. This will be happening every Friday morning at the multi-purpose court.

### Sun Cream

As the weather gets hotter (although it IS SNOWING today!?) PLEASE remember to provide your child with sun cream for nursery. Please ensure that it is clearly labelled with your child's name and the date that it was handed in to us. Please also ensure that you apply the sun cream to your child each morning BEFORE coming to nursery. Staff will then ensure that it is reapplied throughout the day as appropriate. Many thanks.

## Nursery gets good report

An Aberdeen nursery has been commended for helping to encourage the children in its care to be the best they can be.

Kings Wellies nursery in Kingswells has received a positive review from Education Scotland.

Inspectors found that the establishment had an "enthusiastic" management, its staff were keen to "secure the best possible outcomes for all children", and kids in the nursery's care were interested in learning.

The review tasked the management to continue their good work, and to ensure it continues to focus on the importance of learning.



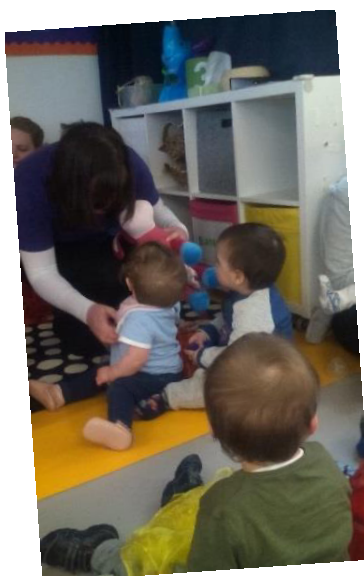
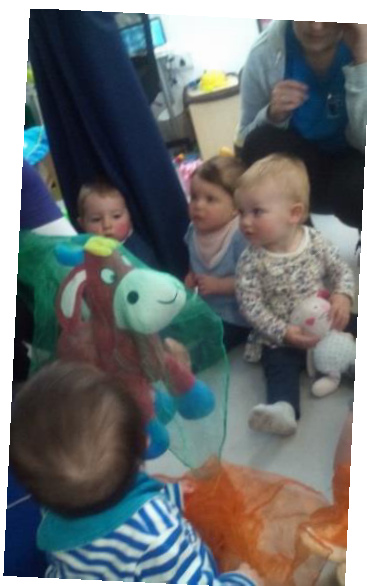
### Kids Rock

Kids Rock is extremely exciting and the kids (and staff) love it! Leanne will be conducting additional sessions with our Wellie Beans on a weekly basis. The children have loved listening to and rocking out to The Beach Boys, Coldplay and Queen!



### Moo Music

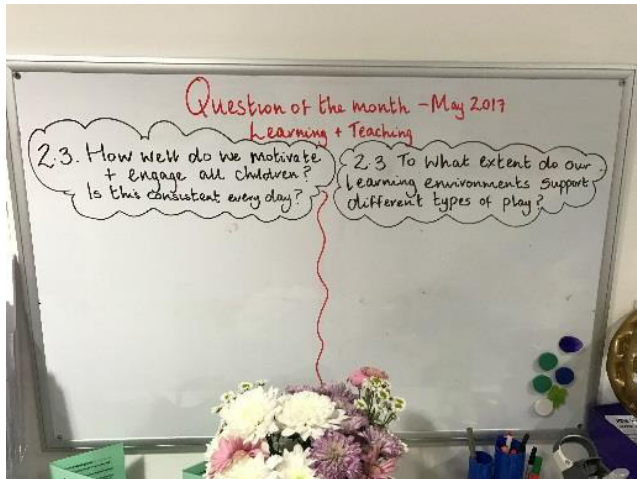
Catherine Bell will also be joining us on a Wednesday with the award-winning Moo Music! Our Wellie Babies and Wellie Tots will love having a MOO DOO every week! Lots of singing, moving, learning and fun!



If you would like to join any of our extra-curricular groups, please let Marcia know. The children and staff would LOVE to welcome you to join in all of our fun!

#### Self-Evaluation Question of the Month:

Please take the opportunity to answer our question of the month. This month we are focusing on learning and teaching and are looking at the Quality Indicators from How Good Is Our Early Learning Centre. We VERY much appreciate your feedback.

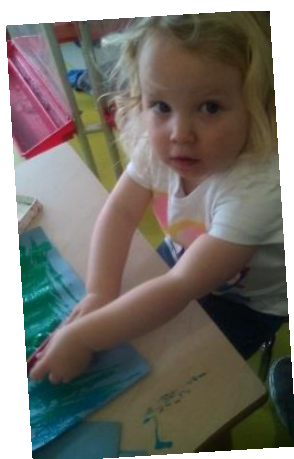


**LOOK HOW BUSY WE ARE! What will we be learning about this month? This month we will be focusing on a variety of topics in our playrooms. These will include:**

- Superhero Week – week beginning 1<sup>st</sup> May. Come to nursery dressed as your favourite SUPERHERO all week and pay a small donation towards Northsound Cash for Kids. I wonder which teachers will volunteer to get a pie thrown in their face? We will also be holding a bake sale, a fashion show, a dance-a-thon, designing our own masks, capes, logos and scarecrows , practicing our super powers and lots more!
- Planting our hanging baskets and tending to our allotments
- How to be GOOD TIDIERS and GOOD LISTENERS
- Have you filled your bucket today? A guide to daily kindness and respect for kids
- KingsWellies Life Skills Awards
- Daily Mile – LOTS of walking and visits around the local community. We especially LOVE the new landscaped area next door to us where we can have picnics, play with our balls and hunt for minibeasts!
- Reading and studying our books from our Book Bug Bags!
- Planning and organising our P1 Graduation party! YIPEE!
- Road safety – visit from the lollypop man
- 2d and 3d shape – lots of junk modelling. Please give us your junk!



- Writing our names and learning lots of rhyming words
- Brushing our teeth and visits from Childsmile
- Learning Makaton sign language
- 30<sup>th</sup> – International Jazz Day! Lots of boogying
- 10<sup>th</sup> May – World Migratory Bird Day
- 15<sup>th</sup> May – International Day for Families – give us your family photos please!
- 25<sup>th</sup> May – Learning about Ramadan
- 28<sup>th</sup> May – World Play Day – come and join us to stay and play!
- 31<sup>st</sup> May – World NO Tobacco Day – we will be campaigning!
- Literacy, Numeracy and Health and Wellbeing – LOTS of exciting learning opportunities



### Some gentle reminders

- Please remember to sign your child IN and OUT on the room registers on a daily basis. This is extremely important for us to ensure that everyone is accounted for at all times.
- Please remember to give us your feedback. There are a number of parental questionnaires and consultation questions throughout the nursery. Your feedback is vital to us.
- Please remember to check your child's pigeon hole on a daily basis. Staff will put children's jotters, art work and other important information in these.
- Please give us some photos of family and friends. We are always making family books for our children to look at during the course of the day.
- Please NEVER leave medication in your child's bag. ALL medication must be signed in and out of nursery by a member of staff.



## KingsWellies Policies of the Month

This month we would like to provide you with the opportunity to review and consult on our **Social Studies Policy** and our **Security, Supervision and Missing, Absent and Lost Person Policy**. We hope that you find this information useful. Please give us your feedback and suggestions with regards to these important documents.

## 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.

*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.*



# Social Studies Policy

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





## **Social Studies Policy**

### **Rationale**

Through Social Studies, KingsWellies children will develop their understanding of the world by learning about other people and their values, in different times, places and circumstances; they also develop their understanding of their environment and of how it has been shaped.

As they mature, children and young people's experiences will be broadened using Scottish, British, European and wider contexts for learning, while maintaining a focus on the historical, social, geographic and political changes that have shaped Scotland. Children and young people learn about human achievements and about how to make sense of changes in society, of conflicts and of environmental issues. With greater understanding comes the opportunity and ability to influence events by exercising informed and responsible citizenship.

### **Principles and Practice**

Children as they participate in experiences and outcomes in Social Studies at KingsWellies Nursery will:

- develop their understanding of the history, heritage and culture of Scotland, and an appreciation of their local and national heritage within the world
- broaden their understanding of the world by learning about human activities and achievements in the past and present
- develop their understanding of their own values, beliefs and cultures and those of others
- develop an understanding of the principles of democracy and citizenship through experience of critical and independent thinking
- explore and evaluate different types of sources and evidence
- learn how to locate, explore and link periods, people and events in time and place
- learn how to locate, explore and link features and places locally and further a field
- engage in activities which encourage enterprising attitudes
- develop an understanding of concepts that encourage enterprise and influence business
- establish firm foundations for lifelong learning and for further specialised study and careers

### **Aims**

We aim to deliver a Social Studies Programme which allows Nursery staff flexibility and scope to plan for a wide variety of experiences which will enable our children to develop the knowledge, skills and attitudes that they require for lifelong learning.

Through our programmes of work, we hope to develop:

### **Successful Learners**

- Access and use information from different kinds of sources
- Think critically about evidence and arguments arising from it
- Arrive at own conclusions about a range of issues
- Justify own views in discussion and debate

### **Confident Individuals**

- Understand more about their sense of identity
- Develop an understanding of Scotland's heritage
- Ability to establish their own views
- Confidence to communicate their own stances

### **Responsible Citizens**

- Learn about different values, beliefs and cultures
- Question others' attitudes especially towards intolerance and justice

- Develop respect for other people
- Participate responsibly in all aspects of life

### **Effective Contributors**

- Broaden knowledge through investigative, creative and critical thinking
- Understand Scotland's place in the world
- Contribute to the wellbeing of society

At KingsWellies Nursery, we also aim to work in partnership with others, in order to:

- engage the active support of parents and carers
- reinforce work across transitions and across sectors
- maximise the contributions of the wider community
- draw upon specialist expertise
- ensure, through careful planning and briefing, that all contributions come together in ways which ensure coherence and progression for our learners

### **Learning and Teaching**

Our Framework for Social Studies will support nursery staff in planning challenging, engaging and enjoyable learning and teaching activities which will stimulate the interest and motivation of our children. It will also provide flexibility and choice for both staff and learners which will sustain interest and enthusiasm. It allows for effective learning and teaching, and will draw upon a variety of approaches including:

- active learning which provides opportunities to observe, explore, experiment and play
- use of relevant contexts and experiences familiar to our children
- appropriate and effective use of technology
- building on the principles of Assessment is for Learning
- both collaborative and independent learning
- interdisciplinary learning experiences
- learning outdoors, field trips, visits and input by external contributors

### **How are skills developed in Social Studies?**

Our developing range of skills will include:

- observing, describing and recording
- comparing and contrasting to draw valid conclusions
- exploring and evaluating different types of sources and evidence
- development of curiosity and problem solving skills and capacity to take initiatives
- interacting with others and developing an awareness of self and others
- planning and reviewing investigation strategies
- developing the capacity for critical thinking through accessing, analysing and using information from a wide variety of sources
- discussion and informed debate
- developing reasoned and justified points of view
- developing and using maps in a variety of contexts
- developing and applying skills in interpreting and displaying graphical representation of information
- developing an awareness of sequence and chronology
- presentation skills – oral, written, multimedia.



## **The Learning Environment**

For effective learning and teaching in Social Studies, the learning environment should:

- stimulate and promote discovery, experimentation and enquiry
- promote enjoyment and fulfilment through participation, experimentation, enquiry and reflection
- encourage practical activities which are stimulating, challenging, safe and fun!
- provide appropriate differentiation, giving every child opportunities to succeed
- provide children with appropriate materials and equipment
- provide a nursery ethos which is supportive of all pupils
- create opportunities to place Social Studies in the wider context of the community and world

## **Planning**

Our Nursery Staffs' forward planning takes account of:

- long-term (yearly), medium term (termly) and short term ( weekly and daily) planning
- prior learning and varied learning styles e.g. visual, auditory, tactile / kinaesthetic
- setting targets, assessment criteria, learning intentions and success criteria which specify what learners are expected to learn
- evaluating what has been taught and identifying next steps for learning and teaching
- linking nursery work and homework
- cross- curricular links
- both interdisciplinary and disciplinary learning opportunities

## **Planning and Delivery**

### **Experiences and Outcomes**

To help nursery staff to achieve balance within the curriculum, aspects of learning have been divided into experiences and outcomes, each with a set of targets for pupils to achieve. These have been sectioned into broad stages of development:

- Early level – approximately nursery to P1 but earlier or later for some.

### **Organisation of the Social Studies Experiences and Outcomes**

A range of themes have been created for Early Level based on the Social Studies Outcomes and Experiences from Curriculum for Excellence. These have been structured within the following organisers:

- People, Past Events and Societies
- People, Place and Environment
- People in Society, Economy and Business

Nursery staff are expected to identify appropriate learning and teaching styles to suit the needs of their children while recognising the importance of active learning and the four capacities of Curriculum for Excellence.

Nursery staff will plan for Social Studies in an inter - disciplinary manner creating links across the curriculum to make learning interesting and accessible to our children. Planning for Social Studies is more flexible, with staff involving the children's ideas to move themes forward.

Our interdisciplinary themes will allow for a balanced and coherent experience for our children across local, Scottish, British, European and wider contexts. These themes may vary depending on the interests of our children, but core skills will still be taught.

## **Planning for the Scottish Dimension**

Planning for the Scottish Dimension helps to ensure that from the ages of 3-15, learners have a coherent and progressive experience of learning about Scottish history across a range of periods and contexts within people, past events and societies.

“From the youngest age, children want to explore and understand the world – first of the entire world immediately around them, and later..... As they mature, young people’s experiences can be broadened using Scottish, British, European and wider contexts for learning, yet maintaining a focus on historical, social, geographic, economic and political changes which have shaped Scotland.” (Building the Curriculum 1)

## **Continuity and Progression**

The Social Studies Programme of study for KingsWellies Nursery has been devised with reference to the Curriculum for Excellence guidelines on Science, Technologies and Social Studies and will take into account the views expressed by parents, pupils and staff during the consultation process.

The Social Studies programme has been designed to build from the children’s own experiences and levels of understanding in the early years. The learning expectations are progressively greater as children go from stage to stage.

The intention of the Social Studies Programme of Study is to make learning easier and more accessible for our children. As the child learns and develops, the framework of experiences and outcomes provides opportunities to visit and revisit issues and topics in order to deepen understanding. The Social Studies experiences and outcomes encourage links with other areas of the curriculum (particularly Sciences and Technologies) to provide learners with deeper, more enjoyable and active experiences. These experiences contribute much to the development of the four capacities of Successful Learners, Confident Individuals, Responsible Citizens and Effective Contributors.

Nursery staff in KingsWellies are able to organise and group the experiences and outcomes in different and creative ways to bring together various elements of learning as well as the wider community.

In KingsWellies Nursery, we will focus on the teaching of 3 Social Studies interdisciplinary learning topics across the year as well as focusing on the development of the 5 Sciences organisers. At each stage, there will be a major focus on:

- People, Past Events and Societies
- People, Place and Environment
- People, Society. Economy and Business

## **Interdisciplinary Learning Opportunities**

### **How can we make connections within and beyond Social Studies?**

The Social Studies experiences and outcomes encourage links between Social Studies and with other curriculum areas in order to foster deeper, more enjoyable and active learning. Experiences and outcomes located in both the Social Studies and the Sciences frameworks offer an excellent vehicle for interdisciplinary working.

Links exist between, and across Social Studies, the Sciences, Technologies and other areas of the curriculum: for example, engineering offers possible links among the sciences, mathematics and the Technologies. Such practice provides KingsWellies Nursery children with opportunities to recognise the connectivity which exists across the curriculum areas as a means of understanding the world around them.

All KingsWellies staff will look for opportunities both to develop and reinforce Social Studies knowledge and skills within their disciplinary teaching activities, and to work across the other



curricular areas to plan interdisciplinary studies and a coherent approach to the development of literacy and numeracy skills, aspects of health wellbeing, ICT, Technologies and Sciences.

Through self-evaluation, KingsWellies staff will plan for an appropriate balance of learning and teaching approaches, progression in skills, and effective use of interdisciplinary and disciplinary work to deepen and extend learning.

### **Assessment in Social Studies**

Assessment in Social Studies will focus on children's knowledge, understanding and skills in their studies of people, past events, society, place, environment, economy and business.

Nursery staff will gather evidence as part of day-to-day learning, as children describe and record, explore and analyse sources, interpret and display information, talk and debate with peers and adults, undertake investigations and present their thinking.

Specific assessment tasks will be valuable in assessing progress. Children will demonstrate their progress through their skills in using differing sources of evidence, in assessing its validity and reliability, and in applying these in everyday life and work. This will include assessment of how well children can use their knowledge and understanding to interpret evidence and present an informed view, progressing to being able to sustain a line of argument.

Learners will also demonstrate evidence of progress through their abilities in applying their knowledge and skills in increasingly demanding and/or unfamiliar contexts, such as environmental issues, citizenship, and their awareness of the world and Scotland's place in it

Assessment should also link with other areas of the curriculum, within and outside the classroom, offering children opportunities to develop awareness of social issues such as sustainability and enterprise through field trips, visits to local and national heritage sites, and meeting with members of the community.

### **Assessment**

We will undertake assessment that is:

- well matched to clearly identified purposes and encourages learners to achieve their full potential
- emphasises the formative, celebrating what has been achieved and identifying what has still to be achieved to progress
- an appropriate blend of self, peer and teacher evaluation
- both formal and informal
- useful and provides information which is shared with learners, parents and other agencies

### **Quality Assurance**

Monitoring the quality of the teaching, learning and attainment in Social Studies will be carried out by the Nursery Manager and Nursery Director and is set within the Nursery's quality assurance framework.

### **Recording and Reporting**

Nursery staff report to parents on pupils' progress in all areas of Social Studies on individual reports annually. They are available to discuss pupil progress on specific areas twice yearly at parent interviews and frequent curricular and open events.

Parents are welcome to contact the school at any time if they have any concerns or queries regarding their child's involvement in the Social Studies Programme.

## Defining the enterprise approach to teaching and learning.

This is a way of teaching which gives children the opportunity to make decisions about their learning and to plan and organise their learning activity along with the teacher. Instead of the teacher saying, "This is what you've got to do, and this is how you're going to do it", the teacher says, "This is what we've got to do. How are we going to do it?", thus involving the children in the learning process.

Many teachers use this approach already, for example, those involved in using critical thinking skills, using problem- solving and /or co- operative learning approaches. For many others it is a small step to build on similar approaches encompassed in effective teaching and learning practices.

The enterprise approach is built on five principles:

- Giving children responsibility
- Making learning real
- Taking roles
- Providing relevance
- Encouraging reflection

## Linking the five principles to Assessment is for Learning and Curriculum for Excellence

Five principles	Assessment is for learning	Curriculum for Excellence
Giving pupils responsibility	Clear about what is to be learned and what success would be like. Fully involved in deciding next steps in their learning and identifying who can help	Giving pupils responsibility and allowing them to take risks encourages them to become <b>confident individuals</b>
Making learning real	Setting learning goals reflecting on evidence of learning	Putting learning into a real context encourages <b>responsible citizens</b>
Taking roles	Pupils talking and working with teachers and acting as teachers to share practice and standards across school	Taking roles and building relationships with others enables pupils to become <b>confident individuals</b>
Providing relevance	Pupils and teachers monitoring roles (and relating them to the world of work)	Making the curriculum relevant to what is happening in the world beyond school and encouraging participation empowers pupils to become <b>effective contributors</b>
Encouraging reflection	Feedback about the quality of work and how to make it better self and peer assessment	Sharing responsibility for learning and reviewing progress encourages <b>successful learners</b>

## KingsWellies Nursery Life Skills Awards

<b>Pink Award</b>	<b>Successful Learners</b>		<b>Confident Individuals</b>	
<b>KingsWellies Nursery</b>	<b>Responsible Citizens</b>		<b>Effective Contributors</b>	
I usually have a healthy snack	I can put on my shoes	I can share toys	I know when to wash my hands	I have role played a 'real life' situation
I usually have a healthy snack	I can find my name and put it on the register wall	I can look after my nursery bag and its contents	I can name colours	I have visited places in the community
<b>Red Award</b>	<b>Successful Learners</b>		<b>Confident Individuals</b>	
	<b>Responsible Citizens</b>		<b>Effective Contributors</b>	
I can help prepare and taste different foods	I line up when asked	I can share toys	I know the days of the week	I have helped to grow a plant and know its basic parts
I'm polite to adults	I can change my shoes	I follow the nursery rules	I can work with numbers up to 10	I have role played a work situation
I'm kind to others	I can fasten and hang up my coat	I remember to put litter in the bin	I can use scissors	I can find information from pictures
I know how to stay safe when using electricity	I help to tidy up	I have helped a friend	I know what to do in a fire drill	I can take photos or record sound and images to show the world around me
I can describe interesting features in my local area	I line up when asked	I can share toys	I know the days of the week	I have helped to grow a plant and know its basic parts

## Map and Atlas Skills

Early Level CFE Outcome:

I explore and discover the interesting features of my local environment to develop an awareness of the world around me  
SOC 0/07a

I have experimented with imaginative ways such as modelling and drawing to represent the world around me, the journeys I make and the different ways I can travel  
SOC 0/09a

- I can make maps through play activities e.g. treasure maps
- I can identify on a simple map main local features e.g. roads, schools, houses and churches
- I can make up my own symbols to add to a map
- I can use programmable toys to plan routes
- I know there are other places where people travel to by car, train, bus, boat or plane



# Security, Supervision & Missing, Absent & Lost Person Policy

<b>Published</b>	March 2015 (V1)
<b>Reviewed</b>	March 2016 (V2)
<b>Revised</b>	Annually



## **Security Policy and Procedures**

The purpose of this policy is to ensure that only authorised persons have access to KingsWellies Nursery whilst in operation. This Policy is in order to protect the safety of children and staff in line with health and safety guidelines and procedures.

### **Who is responsible?**

The Nursery Director has a responsibility to ensure that an appropriate security system is in place within the Nursery. All members of staff have a responsibility to ensure that the security system is operational and is used at all times.

All members of staff have a responsibility to ensure that they are vigilant at all times in ensuring that access is ONLY granted to authorised persons.

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

#### **Parents collecting children and visitors:**

- The door to the premises is kept locked at all times. A digital entry system is in place whereby parents and carers can gain access to KingsWellies Nursery through a CCTV camera system with a secure code.
- All parents/carers have been provided with the secure code for KingsWellies Nursery. All parents/carers have been asked to sign and date a disclaimer that they will not divulge this code to anyone else at any time outwith the nursery. The security door code will be changed at least every quarter to enable heightened security.
- Only authorised people listed on the child's registration documents will be allowed to collect children from KingsWellies Nursery. These people must be over the age of 16 years old.
- Where a person who is not listed on the registration documents, tries to collect a child, the primary carer for the child will be contacted immediately. Only if the parent/carer provides authorisation and if the person has photographic ID, will the child be permitted to leave the nursery with that person.
- If the member of staff cannot contact the parent, then they will contact the emergency contact. The child will NOT be permitted to leave the nursery without full authorisation from the parent/carer.
- If the parent gives verbal authorisation that the person is allowed to collect the child, the member of staff must request that this is confirmed in writing to be given to the nursery as soon as possible. The person MUST always provide photographic identification.
- If anyone, other than those collecting children, requires access to the setting, their visit must be pre-arranged with the Nursery Manager and they must carry identification highlighting the organisation they represent.
- All visitors will be asked to sign in and out of KingsWellies Nursery. The only exception to this rule will be for SCSWIS officers when carrying out inspections. Due to the nature of the inspections they are not required to give notice when they are visiting the setting. However, on arrival they should sign in and show identification, they will then be escorted by a member of staff to the Nursery Director / Manager. It should be noted that visitors should at no point have unsupervised access to the children.
- All members of staff, when answering the door to any visitor, other than those collecting children, must ask for identification and a clear explanation for their visit. The visitor must only be admitted to enter, if and when staff are satisfied with the information provided.
- Visitors must be escorted off the premises by a member of staff. They will be asked to sign out when leaving the premises.
- Any person found on the premises without authorisation should be approached and asked for identification. If they cannot provide satisfactory identification or a reason for being on the premises, they will be politely asked to leave and will be escorted by a member of staff from the premises. If the person refuses to leave when asked, the member of staff should request assistance and the police may be called.

- Any incidences of unauthorised persons being on the premises must be reported to the Nursery Director / Manager and be recorded as an incident on the appropriate form.

### **Members of Staff**

All members of staff at KingsWellies Nursery are screened thoroughly by management before commencing employment. This screening includes:

- Application for employment
- Interview
- 2 references are sought, at least one from a previous employer
- PVG Enhanced Disclosure Scotland check

### **Children**

Upon entry to KingsWellies Nursery, all children are registered and are not permitted to leave the premises until they have been collected by an authorised adult. Children must inform a member of staff if they are leaving the room and state where they are going.

- Children are not permitted to open outside doors.
- All children must be signed out of the building on collection.



## **Missing / Absent and Lost Persons Policy and Procedures**

### **Purpose of Policy**

To ensure that where a child does not arrive at KingsWellies Nursery, or goes missing during the course of a session, appropriate action is taken to locate the child and the relevant people are notified.

### **Who is responsible?**

All members of staff have a responsibility to ensure the safety and security of the children in the setting. It is the responsibility of the Nursery Manager to ensure that staff have accurate information regarding who is attending the setting on any given day. It is the responsibility of the Nursery Manager to ensure that all children on the register are accounted for.

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

#### **Lost / Missing Child**

- Should a child go missing from the setting during an outing, the following steps will be followed:
- The member of staff who notices the absence will inform all other members of staff.
- A member of staff will check with the other staff and the children when and where the child was last seen.
- A search of the immediate area will be carried out including informing any on-site members of staff at the venue, that the child has gone missing and enlisting their help. The member of staff will pay careful attention to play areas, toilets etc when searching for the child.
- If the child has not been located within 10 minutes, the member of staff will contact the police and the child's parents or carers.
- A record of this incident must be made in the incident log and where the police have been contacted, the Nursery Director / Manager must also inform the Care Inspectorate Officer for the setting.

#### **Repeated Absences by a Child**

Nursery staff will contact the parent of any child who has not turned up to nursery (without prior notification) by **10.30am** to discuss their whereabouts and reason for absence. This is to ensure the health, safety and protection of the child.

If it is determined that a child has repeated absences from the setting without the prior acceptable notification by the parent, KingsWellies Nursery has a responsibility to ensure that the welfare of the child is upheld.

KingsWellies staff have a responsibility to liaise with other agencies including education, social work and health to ensure that the child is receiving the support that the family requires. In some circumstances there may be child protection concerns that arise and in these circumstances the child protection policy and procedure must be followed.

Where a child is repeatedly absent from the setting, then the Nursery Manager has a responsibility to ensure that the child is safe and should contact the child's parents / carers in order to establish the child's welfare. In the event that there is a concern over the child, the child protection policy and procedures will be followed.

## **Supervision of All Children**

At Kingswellies Nursery we aim to protect and support the welfare of the children in our care at all times. The nursery Director / Manager is responsible for all staff, students and relief staff receiving information on health and safety policies and procedures in the nursery in order to supervise the children in their care suitably.

### **Supervision**

We ensure that children are supervised adequately at all times, whether children are in or out of the building; they must be supervised at all times:

- Making sure that every child is always within the sight and/or hearing of a suitably vetted member of staff. Monitoring staff deployment across the setting regularly to ensure children's needs are met
- Ensuring children are fully supervised at all times when using water play/paddling pools as we are aware that children can drown in only a few centimetres of water
- Taking special care when children are using large apparatus e.g. a climbing frame, and when walking up or down steps/stairs, including having one member of staff supervising large outdoor play equipment at all times. Making sure staff recognise and are aware of any dangers relating to bushes, shrubs and plants when on visits/outdoors
- Supervising children at all times when eating; monitoring toddlers and babies closely and never leaving babies alone with a bottle. Babies are always bottle fed by a member of staff
- Supervising sleeping babies/children and never leaving them unattended
- Never leaving babies/children unattended during nappy changing times
- Supervising children carefully when using scissors or tools including using knives in cooking activities
- Increasing staff: child ratios during outings to ensure supervision and safety (please refer to the Outings policy)
- Strictly following any safety guidelines given by other organisations or companies relating to the hire of equipment or services e.g. hire of a bouncy castle. A member of staff **MUST** supervise the children at all times.

### **Supervision of Visitors**

At Kingswellies Nursery we aim to protect the children in our care at all times. This includes making sure any visitors to the nursery are properly identified and supervised.

All visitors must sign the visitors' book on arrival and departure. Where applicable, visitors' identity should be checked, e.g. Care Inspectorate inspectors or colleagues attending in a professional capacity such as speech and language therapists. Visitors are informed of any relevant policies including the fire evacuation procedure and mobile phone policy.

All visitors are given and should wear a visitor's badge to identify themselves to staff and parents within the nursery. A member of staff must accompany visitors in the nursery at all times while in the building; at no time should a visitor be left alone with a child unless under specific circumstances arranged previously with the manager.

### **Security**

- Staff must check the identity of any visitors they do not recognise before allowing them into the main nursery. Visitors to the nursery must be recorded in the Visitors' Book and accompanied by a member of staff at all times while in the building
- All external doors must be kept locked at all times and external gates closed. All internal doors and gates must be kept closed to ensure children are not able to wander
- Parents, visitors and students are reminded not to hold doors open or allow entry to any person, whether they know this person or not. Staff within the nursery should be the only people allowing external visitors and parents entry to the nursery

- The nursery will under no circumstances tolerate any form of harassment from third parties, including visitors, towards others, including children, staff members and parents. The police may be called in these circumstances.