

Newsletter – November / December 2018



&



Christmas Newsflash

“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!

Halloween Celebrations

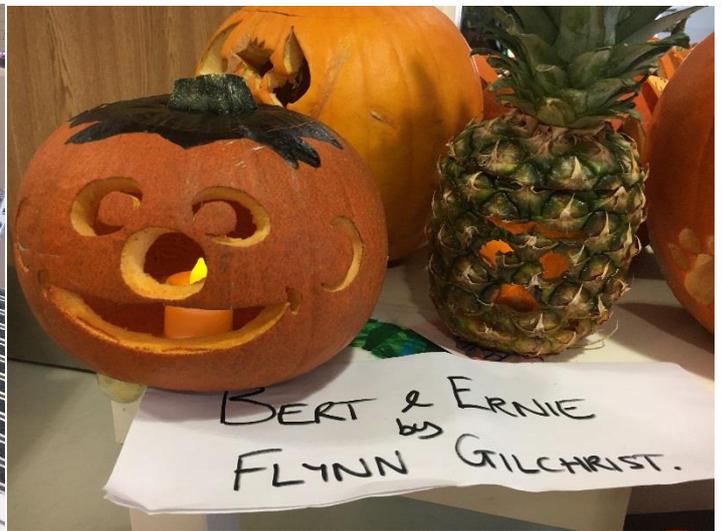
We had a great time dressing up, baking, partying and designing pumpkins during our Halloween week. Many thanks to everyone who participated in our Pumpkin carving. The competition was VERY strong this year. The children ALL LOVED admiring the huge assortment of pumpkin characters each day!



Well done to our winners! It was extremely difficult to

judge but parents, children and staff all cast their votes. Also well done to everyone who dressed up during the week! The staff prize went to Joanna who was a wicked bride! She even went on the BUS in full costume!





Sequence Books

We have been very busy making our very own Sequence Books. These are great Literacy tools for us to use. They encourage our independence and help us to lead our own learning. Well done boys and girls!



Fun with Sparklers and Toasted Marshmallows around the Campfire

We loved toasting our marshmallows around the fire and making smores! They were delicious! Scott told us all about fire safety and we completed our risk assessments together. We learnt all about GUY FAWKES and the gunpowder plot and even made our own KingsWellies Guy. We also loved writing our own firework poems, designing wax fireworks paintings and making our own rocket fireworks! We also had great fun being out in the dark and making shapes with our sparklers!



Mac the Monkey, Kids Rock, Yoga, French, Jo Jingles and Moo Music

Phew! What a busy timetable we have each week. We have been especially enjoying our new Mac the Monkey classes! They are great fun. Lots of singing, dancing, gymnastics (Mac is a great gymnast), acting, performing, exercising, story telling and imaginative thinking.

In French we have been learning names for our colours, types of transport, our toys, all about celebrations and birthdays. Ask us something in French!



Pickle Goes On Safari

We had a very interesting visit from an author recently. We LOVED interviewing Alison Shearer and asking her lots of questions about how to write a book. We then wrote our own stories all about our own holiday adventures. You were an inspiration Alison. Thank you for visiting us. We love your book!



Staffing Update

Welcome to Charley, Eibhlish and Rachael who have recently started working with us. We are delighted to welcome them all to the Wellies team. Welcome also to Amy who will be with us every Wednesday until June. Amy is attending college to complete her HNC in childhood practice. We are delighted to be her placement nursery.



Charley Fowler

Eibhlish Doyle

Rachael Cormack

We are very sad to say goodbye to Millie, Lynne and Gosia. Millie is going to fulfill her dream of theatre management. Lynne is moving to Montrose and Gosia will be starting a new job as a school teacher. Thank you ladies for ALL of your VERY hard work. We will really miss you all. Remember to keep in touch. We wish you only the very best of luck for your future careers.

Life Skills Awards

This month, we will be focusing on the following:

Red Award (pre-school children): I line up when asked, I can pick a healthy snack, I can brush my teeth and wash my hands, I can be a bucket filler

Pink Award (anti-pre-school children): I can identify the difference between healthy and unhealthy foods, I know when to wash my hands, I can be a bucket filler

Blue Award (toddler children): I can usually have a healthy snack, I can wash my hands, I can be a bucket filler

Purple Award (babies) – I usually have a healthy snack, I can wash my hands, I can be a bucket filler

Please help us by reinforcing these VERY important skills at home too.



Children in Need – W/B 12th November

Lots of fun and fundraising this week! Please come to nursery dressed in your pyjamas all week and donate £1. Can you take part in our spotty treasure hunts and Pudsey scavenger trail? We will be baking all week. Please buy our delicious goodies. We will also be delivering Pudsey shortbread to our Prime Four neighbours. Please take in your favourite bedtime stories so that we can read them in class and make up our own too. We will also keep our fingers crossed for a visit from Pudsey too! This is a very worthwhile cause. Please help in any way that you can. Many thanks.

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!
- Fun with forces – LOTS of Science experiments!
- LOTS of Reflection Time in our interest groups; talking about our learning and what we would like to learn with our key workers. Look out for our Learning Mascots.
- Seasons – Autumn and Winter
- Festivals, traditions and celebrations
- Grow well choices – making healthy decisions
- Mac the Monkey, Yoga, French, PE, Jo Jingles, Kids Rock and **MOO MUSIC!**
- Christmas and lots of festive celebrations
- The Nativity and the birth of Jesus
- 5th November – Bonfire Night and firework safety. Who was Guy Fawkes? Toasting marshmallows and singing songs around the fire. Making shapes with our sparklers.
- 7th November – Diwali Festival of Lights
- 11th November – Remembrance Sunday
- W/B 12th November – Children in Need fundraising week. Wear your pyjamas all week.
- 13th November – International Kindness day
- 16th November – Children in Need Day



- 20th November – Universal Children’s day
- 21st November – World Hello day. We can say hello in Makaton and French!
- 30th November – St Andrew’s day. Wear something tartan this week.
- 3rd December – International day of persons with disabilities
- 5th December – World soil day
- 9th December – International Xmas card day
- 10th December – Human rights day
- 14th December – International Monkey day
- 24th December – Hanukkah begins (Jewish)
- 25th December – Christmas day
- 31st December – New Years 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. Our new “Hands are not for hitting” set of books are also available in reception for you to borrow. These books are very enjoyable and contain a very important lesson for our children.**



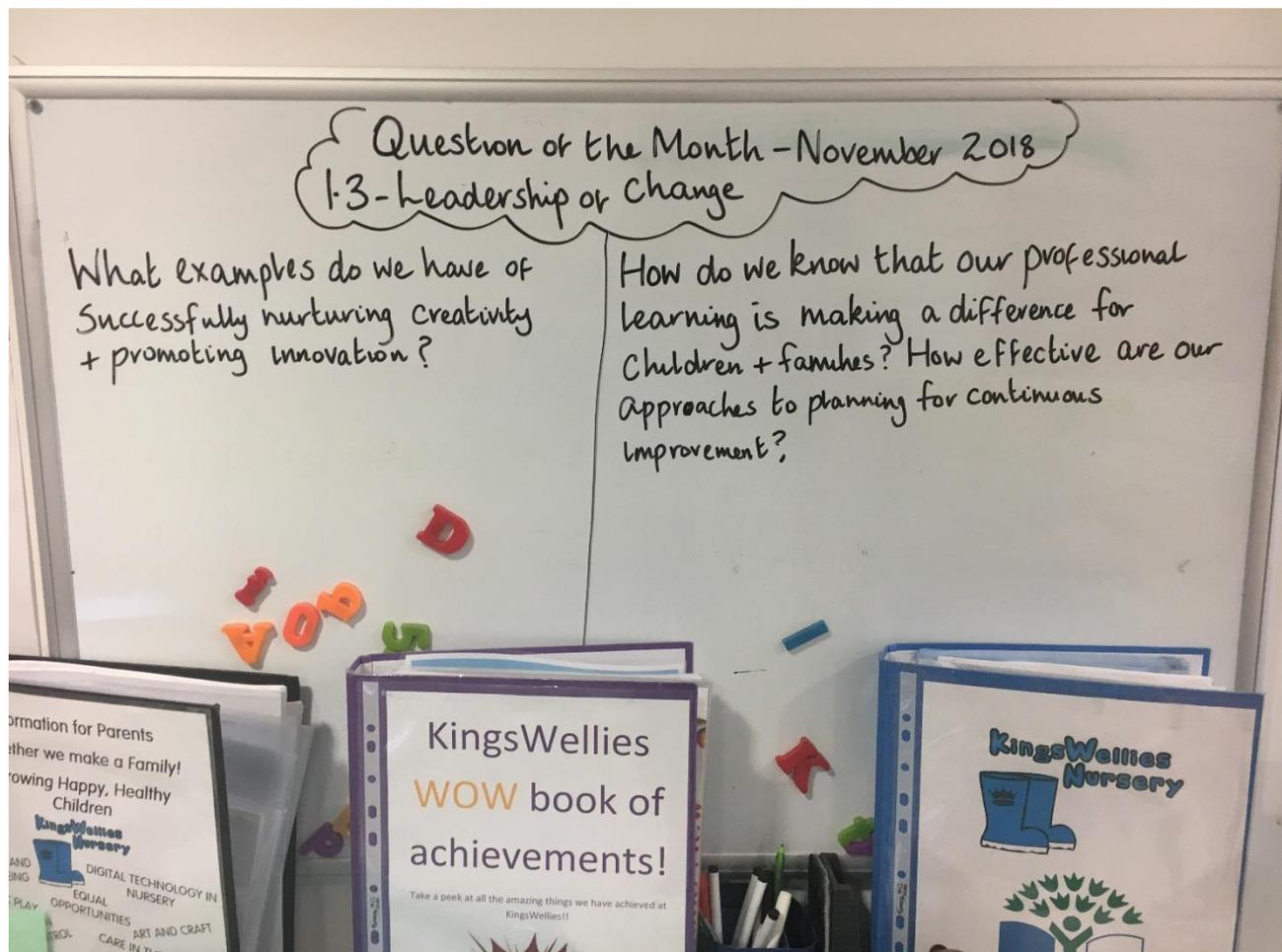
Parental Consultations

Question of the month November 2018

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 November question of the month comes from How Good Is Our Early Learning and Childcare and focuses on Quality Indicator 1.3 : Leadership of Change.

All of our staff have recently been involved in refreshing their child protection training. **Kerry is our Child Protection Coordinator within KingsWellies Nursery.** Please give us your comments. Your feedback means a lot to us.



Parent Consultation – Recruitment of New Staff

We recently asked you about what you would like to see in a new member of staff. We really want to get you and your children involved in our staff recruitment process. We received one reply. I have reattached this consultation again for your feedback. Many thanks.

Our New Soft Play Equipment

Many thanks to all those who purchased photographs from our recent family photo event. We raised £380. We asked staff and children what they would like to purchase. The unanimous decision was to buy some more soft play equipment. We have been having GREAT fun with it already!

Many thanks also to all those who purchased one of our festive bags for life. All profits will go to Northsound Cash for Kids Appeal. Your bags will be with us soon. They will also be available to purchase in reception



Gentle Reminders:

- PLEASE complete and hand in your child's Individual Care Plan ASAP. This is a VERY important document.
- PLEASE ensure that your child is safe when you pick them up from the playroom. DO NOT allow them to press the green button to open the front door UNLESS you are there with them.
- PLEASE ensure that your child is appropriately dressed in warm clothing for the colder weather. We will still be out and about in ALL weathers. Thank you.

KingsWellies Policies of the Month

This month we would like to provide you with the opportunity to review and consult on our Confidentiality, Information Sharing and Data Protection Policy and our Behaviour Management Policy. We hope that you find this information useful. Please give us your feedback and suggestions. Your feedback will shape our future priorities for improvement.

Christmas Holidays

Just a reminder that we are closed for two weeks over the Christmas and New Year Period. We close at 6pm on Friday 21st December 2018 and reopen at 7.30am on Monday 7th January 2019. It will be here before we know it!



Aberdeen City Council Pre-School Funding

For all those of you who have children who are approaching aged three or are already three years old, you will be entitled to apply for pre-school funding from Aberdeen City Council. Please see Kerryn in order to complete the appropriate forms.

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.





Christmas Newsletter – November 2018

Important Christmas Dates for your Diaries

5th November – Magic Santa Post Box! Our Christmas post box will be open and waiting for your letters to Santa. Please post your Santa letter by 30th November so that Santa has time to reply!

16th November – Cash for Kids Mission Christmas 2018. We need all donations by Monday 3rd December please – we are collecting gifts to support the less fortunate children in and around our local area. Please also remember teenagers (especially boys). The collection box is in our main corridor. Many thanks for your kind and generous donations.

26th November – Decoration time! We will have great fun decorating the nursery from top to bottom with Christmas delights! We have gone totally MAD this year!

30th November – St Andrew's Day – W/C 26th Nov – Remember to wear something tartan this week to celebrate ALL things Scottish! Scottish Week!

1st December – Advent! The countdown begins!

3rd December – Frosty the KingsWellies Elf! Look out for Frosty, our very own KingsWellies Elf! I am sure that he will be getting up to lots of mischief in and around KingsWellies as he helps Santa to get ready for Christmas day!

3rd December – Visit to Santa at the Village Hotel Santa's Grotto! Thank you to all staff at the Village!

6th and 7th December – Baking and Decorating our Special Christmas Shortbread!

9th December – International Xmas Card Day – Designing, making, giving and receiving!

10th December – Xmas jumper week - wear your jumpers ALL week! Wear your Christmas jumpers and donate £1 to Cash for Kids Mission Christmas 2019. Come on Mums and Dads – we would love to see YOUR Christmas jumpers too!

11th December – Christmas Lunch! Roast Turkey with all the trimmings!

Wednesday 12th December – WellieTots – Christmas Sing Along with Jo Jingles – ALL toddlers and their parents are more than welcome to attend (even if you don't ordinarily attend on a Wednesday). The first performance will be at 10 am and the second at 3pm. Maximum of **two** adults per child please. You will be invited to attend one performance at either 10am or 3pm. Invites to come home soon.

Thursday 13th December – WellieBeans – Christmas Sing Along with Jo Jingles - ALL Pre-School children and their parents are more than welcome to attend (even if you don't ordinarily attend on a Wednesday). The first performance will be at 10 am and the second at 3pm. Maximum of **two** adults per child please. You will be invited to attend one performance at either 10am or 3pm. Invites to come home soon.



Friday 14th December – WellieBabies – Christmas Sing Along with Jo Jingles – ALL babies and their parents are more than welcome to attend (even if you don't ordinarily attend on a Wednesday). The first performance will be at 10 am and the second at 3pm. Maximum of **two** adults per child please. You will be invited to attend one performance at either 10am or 3pm. Invites to come home soon.



Friday 14th December - National Christmas Jumper Day – Wear your best Christmas jumper!

Tuesday 18th December – WellieTots Christmas Party and visit from Santa - 2.30pm-4pm. ALL toddlers are invited to attend! Remember to wear your party outfits!

Wednesday 19th December – WellieBeans Christmas Party and visit from Santa - 2.30pm-4pm. ALL pre-school are invited to attend! Remember to wear your party outfits!

Thursday 20th December – WellieBabies Christmas Party and visit from Santa - 2.30pm-4pm. ALL babies are invited to attend! Remember to wear your party outfits!

Friday 21st December – Nursery closes at 6pm

MERRY CHRISTMAS EVERYONE!!

Monday 7th January 2019 – Nursery reopens at 7.30am!

Lost Property

PLEASE take home your child's lost property! All lost property which has not been claimed by Friday 14th December will be donated to charity. Many thanks.

Thank you!

We are really looking forward to spending the next few week's together, making special and lasting Christmas memories! Thank you ALL for your ongoing support!!

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.



New Staff Recruitment Consultation

What would you like to see in a new member of staff? _____

What skills? _____

What attributes? _____

What experience? _____

How could parents be more involved in the recruitment process? Suggestions?

How could our children be more involved in the recruitment process? Suggestions?

Additional comments? _____

Name _____ Date _____

Behaviour Management Policy

Published	October 2014 (V1)
Reviewed	March 2016 (V2)
Revised	Annually



Behaviour Management Policy

We believe that children and adults flourish best in an ordered environment in which everyone knows what is expected of them. Children should be free to develop their play and learning without fear of being hurt or hindered by anyone else. We aim to work towards an environment in which children can develop self-discipline and self-esteem in an atmosphere of mutual respect and encouragement.

In order to achieve this;

- All adults in the nursery will ensure that the nursery rules with regard to behaviour are applied consistently, so that children have the security of knowing what to expect and can build up good and positive habits of behaviour.
- All adults will provide a positive, role model for the children with regard to manners, respect, friendliness, care and courtesy.
- Adults in the nursery will consistently and frequently praise and endorse desirable behaviour such as kindness, willingness to share and respect.
- Children who misbehave will be given one-to-one adult support in evaluating what is wrong and supporting them towards a better pattern of more positive behaviour.
- Where appropriate this might be achieved by a period of "time out" with an adult.
- In cases of serious misbehaviour, such as racial or other abuse, the unacceptability of the behaviour and attitudes will be made clear immediately. This will be through discussion rather than personal blame.
- In any case of misbehaviour, it will always be made clear to the child or children in question that it is the behaviour and not the child that is unwelcome.
- Adults will not shout, or raise their voices in a threatening way.
- It will not be permitted for any adult to physically chastise or punish a child at any time.
- Adults in the nursery will make themselves aware of, and respect, a range of cultural expectations regarding interactions between people.
- Any behaviour problems will be handled in a developmentally appropriate fashion, respecting individual children's level of understanding and maturity.
- Recurring problems will be tackled by the nursery, in partnership with the child's parents, using objective observation records to establish an understanding of the cause.
- Adults will be aware that some types of behaviour may arise from additional support needs and barriers to learning.

Intervention and Physical Restraint –Policy and Practice

In the unlikely event that the above Behaviour Management Policy fails, and a child's behaviour requires physical intervention, the procedure outlined below would be implemented:

- Whatever the incident, physical punishments or the threat of them, will not be permitted.
- When possible, adults will aim to distract and re-direct the child's attention.
- Adults will not use any form of physical intervention, e.g. holding, unless it is the only practicable means of securing the welfare of the child, or to prevent personal injury to the child, other children, and an adult or serious damage to property.
- Where physical intervention is appropriate, this will be achieved with the minimum force and for the minimum time. Staff will be trained in CALM techniques as appropriate.
- Any such incident is recorded and the parents/carers informed of the incident as a matter of priority.

Nursery Rules and Expectations

In partnership with children and parents we will work together to develop a caring, considerate environment in which all children are entitled to learn effectively.

As self-discipline is at the heart of effective learning, children at KingsWellies Nursery are encouraged to be responsible for their own behaviour and actions.

Parents are actively encouraged to share responsibility for the behaviour of their child. They are able to contact the Nursery Director or nursery staff, just as the Nursery will contact them in the same circumstances.

In consultation with parents, staff and the children, we have set down simple, realistic codes for our children and they are expected to obey them.

These codes or 'Golden Rules' are posted up throughout the nursery and are discussed at appropriate times e.g. class discussions, circle time etc.

KingsWellies Golden Rules

The children will:

- Be considerate towards others – adults and peers, in or out of nursery
- Be caring towards others – kind, friendly and polite.
- Be rewarded for good behaviour – through use of praise, stickers, stars etc.
- Be expected to make good effort, taking a pride in what they produce.

Do

- Be gentle
- Be kind and helpful
- Work hard
- Listen to people
- Be honest
- Look after property

Do Not

- Hurt anybody
- Hurt people's feelings
- Waste your or other people's time
- Waste or damage things
- Interrupt
- Cover up the truth

Rewards

Rewards for children who keep these rules are many and varied:

- Verbal praise – a quiet word, a public word, positive written comments
- Non-verbal – a smile, thumbs up, pat on the back etc.
- Certificates, stickers, medals etc.
- Receiving a team point / marble for the jar / raffle ticket.
- Being sent to another staff member for praise.
- Being sent to the Nursery Director for praise and a treat from "The Magic Drawer"

The merits of good behaviour are made quite clear. We believe it is essential to highlight good behaviour and to have the highest expectations for our children at all times.

Confidentiality, Information Sharing & Data Protection Policies

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



Confidentiality Policy

This policy exists to protect children, parents, carers, families and staff and to ensure that everyone using the nursery is absolutely clear about issues of confidentiality and what the procedures and routines are in respect of this matter. It is also in place to protect and respect the privacy and dignity of all children within KingsWellies Nursery.

At KingsWellies Nursery, we respect every parent and every child's rights to confidentiality, privacy and dignity.

This will include information related to:

- Medical details
- Marital status
- Parent's employment situation
- Court orders – concerning child's residence or contact with family members, including foster children and Social Work Department placements.
- Child protection – where there is cause for concern, staff pass on relevant information following the set procedures without parental knowledge. This is the only exception to the policy of open information to the parent.
- Religion
- Addresses and phone numbers
- Child development records and reports – shared with parents, staff and relevant professionals and schools at appropriate times.

In order to respect the privacy and dignity of our service users, it is essential that information be kept within these boundaries. It is therefore expected that staff (including students):

- Do not discuss children / parents / carers outside the nursery
- Do not discuss other people's children with a parent / carer
- Do not discuss children / parents / carers in nursery where they may be overheard
- Only discuss confidential information with outside agencies with the permission of the Nursery Director

Parents / carers will be made aware that records are kept on their child and that information may be shared with staff where necessary. Parents / carers have access to their child's records.

Files are kept in a locked filing cabinet in the main office. They will only be accessed by staff who are bound by the confidentiality policy.

Personal information relating to health matters will be kept available and accessible to those who need it in the main office and in children's own individual Care Plans and Chronologies. No personal information will be kept in open access documents (e.g. diaries).

All staff records are kept confidential and in a locked filing cabinet within the main office. Staff may see their own records at any time.

Who is Responsible?

- It is the responsibility of all members of staff to ensure that all confidential information including personal records for children, parents and staff remains confidential and within the confines of the setting.
- The information stored in the nursery files and individual Care Plans about the children is available only to setting staff and the individual child's parents. This information is stored securely within locked filing cabinet and locked cupboards in each playroom.
- Parents and carers should feel that they can talk to a member of setting staff in complete confidence. This information will not be shared unless it is in the best interests of the child. If the information is shared, parents should feel secure that only nursery staff will be privy to this information. Parents will be asked for their permission if the information is to be shared out-with the nursery.
- Any information given to us about parents or children at the nursery will be treated with the utmost respect and privacy and will remain confidential to all except for nursery staff. (Please note: staff will only be informed of any confidential information, if it is important to the welfare of the child).
- Any information that a child gives us will be treated with the same confidentiality as that of their parents. If a child wishes to give us information that they do not feel they can share with their parents, we are obliged to treat that information in strictest confidence, unless it is of detriment to the welfare of the child.
- Any information that a parent wishes to give us about their child will be treated in strictest confidence. This information will not be shared with outside agencies without permission and if wished may be kept within the confines of the conversation.
- Where a staff member feels that it is in the best interests of a child to pass on information, they will discuss this with the Nursery Director in the first instance and appropriate action will be taken.
- No member of staff will discuss individual children (unless it relates to the activities of the day) out-with the nursery with anyone other than the child's parents / carers, or without the parents' permission.
- All confidential information will be kept within the confines of the nursery and will not be removed unless it is in e-format and password protected.
- All members of nursery staff will be aware of the confidentiality policy and procedure and will be required to accept and sign the nursery confidentiality agreement.
- At all times any information given by the parents or the children will be treated with the safety, dignity and wellbeing of the children in mind.
- The nursery will consider any unauthorised sharing of information as a serious offence and will take appropriate disciplinary action against anyone who breaks the confidentiality agreement.
- All parents should note that in cases where there is a child protection concern, the nursery has a legal responsibility to share this information, and as such it does not fall within the scope of this policy.

If you wish to speak to us about this policy please contact the Nursery Director.

Information Sharing Policy

Purpose of Policy

To ensure that where information about a child or their family is required to be shared with other agencies, it is done so in a legal and ethical manner which will not impact on the personal rights of the child or their family.

Who is Responsible?

All information about children and their families should be seen as confidential (with the exception of information gathered for the purposes of child protection). All members of staff have a responsibility to ensure that all confidential information is not shared outwith the setting unless there is consent by the child or family to do so.

The Law of Confidentiality

In Scotland there is a portion of Scots Law that applies to confidential information; where information is shared which has an implied or explicit expectations of confidentiality then it should be treated as such. This includes all personal information about children and their families and can also include information that children or their families give you about personal circumstances.

KingsWellies Nursery has a Confidentiality Policy as well as this Data Protection Policy and these should be referred to if you have any questions about how your information is treated within the setting.

However, KingsWellies Nursery recognises that there are circumstances under which information about children or their families must be shared. In the event that this happens, you should be confident that information will only be shared if it meets the following criteria:

- When a child or young person is believed to be at risk of harm.
- Where there is evidence of serious public harm or risk of harm to others.
- Where there is evidence of serious health risk to an individual.
- When instructed to do so by court.

Consent

Where the setting feels that it is in the best interests of a child or family to share personal information, KingsWellies Nursery will in the first instance ask you for your consent to do so.

We may also ask the child for consent if in the professional opinion of the Nursery Director / Manager, the child is able to make an informed decision. Where KingsWellies Nursery does ask a child for their consent, this will be respected regardless of the parent's wishes.

KingsWellies Nursery may ask you for explicit consent, this is where you will be asked to sign a consent form and given the information you need to make an informed decision. Alternatively we may ask you for verbal consent.

It is the practice of KingsWellies Nursery to ask for explicit consent unless it is impossible to do so.

Parents must be aware however, that where the need to share information meets the criteria above, then consent in any form will not be requested.

Justification for Sharing Information Without Consent

Parents and children should note that their information will not be shared lightly and without due consideration. Where information is shared without implied or explicit consent by parents or children, the decision for this will lie with the Nursery Director and justification for the decision will be recorded for the purposes of monitoring and evaluation.

Subject Access to Information

Parents and children should be aware that under current UK legislation they are entitled to access their information at any time. KingsWellies Nursery has a policy that any request for information must be made in writing to the Nursery Manager, giving 14 days' notice. Please note that where a personal copy of information is requested by a parent or child, a small processing fee may be charged. This will be added to your invoice for the month in which the request is made.

Information Sharing with Other Agencies

KingsWellies Nursery will not ordinarily share information with other agencies without the consent of the family or the child. KingsWellies Nursery would request that all parents' consent to information sharing. This will allow for the setting to better meet the needs of the child.

Other agencies which the setting may require to share information with (with or without consent) can include:

- Social Work - Children and families
- Health Services
- Police
- Other voluntary sector organisations who are jointly caring for the child.

Parents should be aware that KingsWellies Nursery makes all reasonable efforts to protect children and their families' privacy and will not share information unless it is required to do so in the best interests of the child.

If you have any questions regarding this policy please do not hesitate to contact the Nursery Manager.

Data Protection Policy – Access to Personal Records

Purpose of Policy

To ensure that where information is stored or processed, steps are taken to ensure that this information is stored or processed in accordance with the Data Protection Act 1998.

KingsWellies Nursery is committed to keeping personal information about children, parents and carers and staff as secure as possible.

Who is Responsible?

It is the responsibility of all members of staff to ensure that personal information about children, parents and carers and colleagues is not shared with individuals outside the setting.

The Nursery Director / Manager has overall responsibility to ensure that all personal information is kept safe and secure and in compliance with the Data Protection Act 1998.

How is Personal Information Stored?

Personal information including:

- Children's details such as name, address, date of birth and medical information.
- Parent's information such as name, address, telephone numbers, and bank details.
- Staff information such as name, address, telephone numbers, bank details, national Insurance number and qualifications.
- Accident records
- Incident records
- Restraint records
- Administration of Medication Records.

May be stored in 2 forms:

1. Paper: paper copies of personal information are stored in a locked cupboard or filing cabinet which has limited access to staff members and no access for parents. Parents should feel secure that their information and information about their children is not accessible to anyone apart from themselves and KingsWellies Nursery staff as appropriate.
2. Computer: any information that is stored on computer will be held in accordance with the Data Protection Act 1998. Parents will be asked for their permission to store their personal details on computer when registering their children. Access to information stored on computer is limited to certain staff members. All nursery computers are password encoded and only KingsWellies Nursery Management and administration staff are in possession of the password. If any parent would like access to their information stored on computer, then they must be accompanied by a member of staff who will display only the requisite information. The staff member will remain in the room with the parent to ensure data protection for all other all other children and families.

If you have any questions about this policy please do not hesitate to contact the Nursery Manager who will be happy to advise you.

All parents should note that in the event of a child protection concern, then information about children and their families may be shared with relevant agencies, without the consent of parents.