

INTRODUCTION

The following pages contain all revised and updated information, policy documents and procedures pertaining to the running of Torphins Playgroup.

Torphins Playgroup has charitable status and is registered with the Inland Revenue and also has membership of the S.P.P.A. (Scottish Pre-School Play Association). We are registered with the Care Commission who regulate the service we provide. Copies of Care Commission and HMIE reports are available for parents and carers to view on request.

We are registered with the Care Commission as a pre-school education centre and currently work in partnership with Aberdeenshire Education & Recreation.

The policies and information written within will be reviewed regularly by the ¹Playleader, assistants and committee. This document is available for inspection by all ²parents and other interested parties.

Within in this document

¹ *the term 'Playleader' is taken to mean the person in charge.*

² *the term 'parents' is taken to mean parents, carers or guardians.*

The Aims of Torphins Playgroup

The aims and objectives of our Playgroup as set out in our constitution are as follows:

1. Provide a safe and stimulating environment in which children can feel happy and secure
2. To enable all the children to become Successful Learners, Confident Individuals, Responsible Citizens and Effective Contributors
3. Respect and promote the individual views and wishes of the parents/carers, children and staff
4. Promote the welfare of children
5. Encourage children to explore, appreciate and respect their environment
6. Provide opportunities to stimulate interest and imagination
7. Extend children's abilities to communicate ideas and feelings in a variety of ways
8. Encourage other charitable activities through which parents/carers may help the children
9. Evaluate the quality of what we do and provide and plan for improvement; and
10. Encourage parents/carers and staff to work together for the benefit of the group

The Curriculum

The curriculum is the totality of all that is planned for children and young people through their education, wherever they are being educated.

The following two curriculum frameworks guide our Curriculum approach.

- Effective Early Learning and Development (Birth to 3 years)
- A Curriculum for Excellence (3 – 18 years)

Effective Early Learning and Development supports our youngest children. The document sets out four features for effective practice –

- Relationships, Emotional Well-Being and Social Competence
- Communication
- Curiosity
- Movement and Co-ordination

and suggest sensitive and respectful approaches to the care and education of our very youngest children. Effective Early Learning and Development can be view online at www.ltscotland.org.uk/earlyyears/about/birthtothree/guidance.asp

The Curriculum for Excellence framework document guides the Curriculum approach for children aged 3-18.

The Curriculum for Excellence's underpinning values are wisdom, justice, compassion and integrity with the child at the centre of learning. Detailed information about the Curriculum for Excellence can be view online at www.curriculumforexcellencescotland.gov.uk

The purpose of the curriculum at this early stage is to support children in all aspects of their emotional, social, cognitive and physical development. It should enable them to become increasingly independent, responsible and eager to progress in their learning. Staffs in preschool education achieve this through their skilled interaction with each child and by providing stimulating contexts for active learning, building upon the child's knowledge and skills and recognising his or her stage of development. They can build upon children's enthusiasm, inventiveness and creativity to plan learning activities which combine to achieve this purpose.

The Curriculum for Excellence has been developed to enable all children to become:

**Successful Learners Confident Individuals
Responsible Citizens Effective Contributors**

The curriculum is inclusive and a stimulus for personal achievement and by a broadening of experience of the world will be an encouragement towards informed and responsible citizenship.

Experiences and outcomes set out expectations for learning and development in:

- Expressive arts
- Language and Literacy
- Health & Well-being
- Mathematics & Numeracy

- Religious & Moral Education
- Sciences
- Social Studies
- Technologies

The experiences and outcomes in the range of curriculum areas build in relevant attributes and capabilities which support the development of the four capacities.

If you would like more information about these documents please talk to a member of the Playgroup staff.

When talking about the curriculum offered at Playgroup it is important to reiterate that we value all the knowledge that your children bring to us. Your children have already learned a great deal about the world around them before coming to the centre. We use this knowledge to build on your child's learning. Staff will be glad to talk to you about what your child is learning in the centre, both informally and formally. We recognise the value of working with you to contribute to all that you are already doing to give your child the best possible start in life.

Equal Opportunities Policy

Torphins Playgroup believes in integration and equal opportunities for all and does not discriminate against children in respect of: race, skin colour, religion, culture, dietary, ethnic or national origins, gender or disability/special needs.

We are committed to providing a range of activities and experiences which all children can participate in equally.

To support the above statement:

1. Staff will encourage children to participate in a wide variety of activities without stereotyping.
2. Staff will help promote positive images of people in a variety of settings.
3. Play will include a range of multicultural experiences.
4. Staff will promote and support positive images of those with disability and encourage a caring tolerant attitude in all the children.
5. We use a range of books, stories and puzzles in promoting different cultures and gender issues.
6. Children will participate in a range of cultural experiences and celebrations.
7. Everyone in Playgroup is treated with respect by staff.

ADMISSION POLICY

Children may attend Playgroup once they are 3 years old and if a place/places are available. As we are a self-supporting group, we operate on a supply and demand basis and viability of sessions is dependent on numbers.

The Playleader may be contacted with enquires regarding placements. Prior to attending Playgroup parents are:-

1. provided with written information about the group and its policies, aims and objectives.
2. invited to discuss the admission of their child with a member of staff
3. asked to provide personal details and information about their child and themselves.

Confidentiality of information will be respected.

Settling in Policy of Torphins Playgroup

Settling in is an important stage in the transition between home and the group, or between one group and another. The group aims to pay due care and attention to this by:

- providing parents and carers with written information about the group and its policies, aims and objectives
- making arrangements for the child and parents or carers to visit the group so that they familiarise themselves with the group
- offering a warm and welcoming environment and ensuring each child feels included, secure and valued
- recognising each child as an individual and his or her readiness to leave the parents or carer
- sensitively dealing with the parents's carer's readiness to leave the child
- encouraging parents or carers to stay with the child for a sufficient time so that the child feels settled and the parents or carer feels comfortable about leaving him or her. There will be no time limit on how long this might take
- providing strategies to help parents or carers to work with staff during the settling in phase, eg never leaving without saying goodbye, collecting a child early, returning on time
- providing familiar play activities and experiences for the children.
- providing feedback to parents or carers about how their child is coping in the group

When a child does not settle and is unhappy and distressed at being in the group parents may be advised to remove him or her for a little while and to try again after a few weeks.

LEGISLATION

Torphins Playgroup is registered with the Care Commission and our conditions of registration are:

1. To provide a care service to a maximum of 18 children aged 2½ years to those not yet attending primary school.
2. The care service will operate for a maximum of six 2½ hour sessions per week.
3. To comply with the current staffing schedule dated 15 August 2007, which must be displayed together with the certificate.

In addition, the Playgroup is required to maintain the following records as part of the National Care Standards and adhere to the following Scottish Statutory Instruments 2002 No 112, 113,114, 115 on Social Care.

A DAILY ATTENDANCE REGISTER

The register must be marked, as the children arrive, so that the staff knows which children are present in case of an emergency (e.g. a fire). During the session, the register is accessible at all times and all staff are familiar with its use.

AN ACCIDENT/INCIDENT BOOK

Details of all accidents/incidents, to children and to adults must be recorded as soon as they have been dealt with.

Movement within the Building

Torphins Playgroup places great emphasis on the safety of movement within the building. Due to the layout of our setting at Ha'berry, a complete overview is not possible. It is therefore absolutely essential that each area of play be supervised at all times by a member of staff or a parents helper.

On a daily basis, the Playleader will allocate which area the staff and parents helpers will supervise. Children will be encouraged by staff and parents to move safely within the building so as to promote confidence and endorse awareness of health and safety.

Children and staff will be expected to follow basic rules within the building, which are encompassed within the health and safety guidelines and behavioural policy. Parents are also asked to observe the notices about keeping doors and gates closed. This is for the safety and security of all the children.

HEALTH & SAFETY POLICY

It is the aim of Torphins Playgroup to ensure that all reasonably practical steps are taken to ensure the health, safety and well being of all persons using these premises.

We therefore aim to:

1. Establish and maintain a safe and healthy environment throughout the building.
2. Establish and maintain safe working practices
3. Ensure safe access to and from the building
4. Ensure effective procedures for use in the case of emergency, fire and for evacuation of the premises

In accordance with the Health & Safety at Work Act 1974

“It shall be the duty of every employee while at work to take responsible care for health and safety of him/herself and any other persons who may be affected by his acts or omissions at work”

“No person shall intentionally, or recklessly, interfere with or misuse anything provided in the interest of health, safety or welfare”.

Employees of Playgroup will therefore be expected to:

1. Familiarise themselves with all safety arrangements and ensure their application.
2. Ensure good standards of cleanliness and housekeeping
3. Know how to put into practice emergency procedures in case of accident or fire.
4. Work together to improve and revise safety measures for the building.
5. Regularly review all procedures

CHAIRPERSON & COMMITTEE will be kept informed of;

1. all procedures and should take an active part in consultation in respect of all health and safety matters.
2. any changes as a result of annual reviews

PLAYLEADER

1. Playleader will be responsible on a daily basis for safety and advise in case of emergency.
2. Work in partnership with the committee and other staff members to review or implement safety procedures.
3. Keep the committee informed and up to date of all hazards, accidents or incidents.
4. Review the first aid kit regularly.

5. Playleader is responsible for the safe evacuation of the building.
6. Carry out risk assessments with regard to all aspects of the safety of the children and checking that the premises used are fit for purpose.

Employees will:

1. exercise effective supervision of the children at all times.
2. know the emergency procedures for fire, accident and evacuation of the building.
3. follow safe working practices.
4. make recommendations or improvements to the working environment, equipment and work procedures.

Arrival and Collection Routine

This procedure is in place to ensure the safety of your children.

When you arrive at Playgroup please wait outside until the door is opened and you are welcomed in by the Playleader or person in charge. This helps the staff to ensure that we are ready for the arrival of the children.

- Please come in through the porch and kitchen into the big room where the coat trolley will be.
- Please help your children to locate their peg. Help the children to hang up their coats, leave bags, and if appropriate outdoor shoes on the trolley.
- If your child has something for the ‘precious box’ i.e. a comfort blanket or a special toy, please help them to put it in this safe place!

Once all the children have arrived the trolley will be wheeled through to the staff room for the duration of the session.

At collection time

When you arrive at 12 noon, on most occasions, the children will be listening to a story the small room to the front of the building.

- Again please wait outside until you are invited in. Please come in through the kitchen and a member of staff will call your child/children from the story room.
- The coat trolley will be in back in the big room were there will be plenty of space for you to dress your children ready to go home.
- Please exit the building via the big room kitchen door and out through the porch.

Evacuation of the building

In the event of a fire or the need to evacuate the building the following procedures must be adhered to.

FIRE

1. If you discover a fire inform the Playleader or the person in charge immediately.
2. Only if you will **NOT ENDANGER** yourself or others, tackle the fire with the fire extinguishers or fire blanket.
3. If the fire is out of control the Playhelper will call the fire brigade.
The Play leader will ring the fire bell and co-ordinate the evacuation of the children and adults from the building.
4. The Playhelper will be the last person to leave the building checking all rooms and closing doors and windows (if possible).
5. The fire assembly point is the **CHURCH CAR PARK**.
6. Follow the verbal instructions of the Play leader at all times.
7. Parents are to assist in the evacuation of all the children from the building via the safest exit.
8. Stay calm and act in an efficient way so that the children will not panic.
9. **Do not go back into the building until the all clear has been given either by the Fire Brigade or the Playleader.**
10. Parents and carers that are part of the duty rota will undergo an induction which will illustrate the procedures for evacuation of the building and the location of all fire fighting equipment.

Visitors to the building will follow the instructions of the Playleader or the person in charge.

A plan of the building showing the fire exit and whereabouts of fire equipment can be found in appendix II.

Fire drills will be carried out on a regular basis - at least once per term so as to familiarise the children and adults with the procedure.

Evacuation of the build for a reason other than fire

In the event that the building needs to be evacuated for any other reason i.e. flood the following procedures must be adhered to.

1. Follow the verbal instructions of the Playleader at all times.
2. Parents are to assist in the evacuation of all the children from the building via the safest exit.

3. Stay calm and act in an efficient way so that the children will not panic.
4. **Do not go back into the building until the all clear has been given either by the Playleader.**
5. Parents and carers that are part of the duty rota will undergo an induction which will illustrate the procedures for evacuation of the building.

HAZARDS

A hazard is anything, which constitutes danger to the health, safety and well being of all users of the building, employees, voluntary helpers and children.

In compliance with the 1974, Health and Safety Act the following measures have been drawn up:

1. Staff must use the safety equipment provided e.g. disposable gloves, safety door.
2. Staff must make sure that their actions do not harm others e.g. leaving a hot drink where a child could be in contact with it, care in the use of scissors etc.
3. Equipment must be checked at regular intervals - any rough edges etc. noted and such equipment removed from use. Any accident caused by faulty equipment must be recorded in the accident/incident file. Playleader must be informed and also the Chairperson.
4. Any unsuitable equipment will be removed from use
5. Electric points must be covered - see heating and lighting on page 18 of this document.
6. Cleaning agents are kept out of reach of children at all times.
7. Paint is stored in the back room and is prepared in the kitchen. Paint will be prepared in the kitchen. Paint pots, trays and brushes are to be washed in the dirty sink.
8. Children must at no time be left unsupervised in the kitchen
9. Kitchen safety door is kept closed and opened by adults only.
10. Hidden areas in the garden behind hedges etc. constitute danger and adequate supervision is required for all outdoor activities. Gates must be kept closed at all times. Children will also be made aware of where they can and cannot play before going out to the garden.
11. Hoovering etc. must be done **after** the children have left the building. However, if an emergency arises and use is required, adults should be aware of hazards from cables.
12. All wet areas must be mopped up immediately so as to prevent slipping. No floor is to be cleaned while the children are on the premises except in an emergency, - this will minimise slippages.
13. In icy weather, the use of sand/salt mixture will be required for outdoor walkways and Playleader/assistants will check to maintain safety and inform of any dangers.
14. The drive way during icy weather can be hazardous. Parents using the driveway do so at their own risk.

EMERGENCY CONTACTS

A list of contact names is kept on file; parents must supply two names.

A consent form for medical attention i.e. first aid and permission to change children in case of toilet accidents or any accident requiring a change of clothing e.g. wet jumper etc. All consent forms to be completed and returned by parents for starting date. In collecting, holding and processing data the group complies with the current Data Protection rules and guidance.

ADULT: CHILD RATIO

In accordance with The National Care Standards, Annex A page 32, we adhere to the 1:5 Ratio. In practice this is higher as we always have a minimum of 4 adults to 18 children on a daily basis.

OUTINGS

Notice of any outing involving children being taken out of the building with Playleader and helpers will be given in advance.

A letter will be sent advising parents of planned trips, purpose, date and any other relevant details. Consent must be given by the parents/guardian before the child can participate.

Adequate supervision must be given - in line with National Care Standards and the SPPA and we operate a 1:2 ratio for planned outings with the children. Further details can be found in our 'Outings Policy'.

The following procedures and rules for toileting and washing must be adhered to.

TOILETING

1. The toilet area will remain open at all times - no locked doors unless the toilet is in use by an adult .
2. Children must not go to the toilet area unattended. Only adults holding an enhanced disclosure certificate can accompany children to the toilet.
3. Notices are on display encouraging the children to be independent e.g. flush toilet, wash hands and dry them using the paper towels provided.
4. Independence is to be encouraged and praised at all times.

TOILET HYGIENE

The following procedures must be adhered to at all times and carried out on a daily basis, using the disposable gloves provided.

- a. Toilet seats washed, bowl disinfected, toilet flush handles wiped with disinfectant.
- b. Sink cleaned thoroughly and dispensers checked.

- c. Towel bins emptied and liners renewed daily.
- d. Paper towels and toilet paper topped up if required.
- e. Floor washed thoroughly.
- f. Removal of all cleaning agents from the toilet area to the designated kitchen cupboard.

Parents on duty with younger children.

Soiled nappies must not be left on the premises. They should be double wrapped and put in the outside dustbin. Baby changing should be done in the back room.

TOILET ACCIDENTS

Duty parents must not attempt to change children.

Playgroup staff and parents are well informed about the procedures for changing children and these are strictly adhered to. Staff are briefed by the Playleader and a written procedure is issued. Duty parents are informed of our toileting procedures in writing and this is reinforced at their induction. In cases of toilet accidents, inform the designated person in charge immediately. Maintain discretion and privacy for the child ensuring they are not distressed or unduly upset. There will **always be two members of staff present when children are changed.** Staff will use their discretion as to whether the bathroom or the back room is an appropriate area to change a child. A changing mat, cleansing materials and changes of clothing are available. In some cases these may be provided by the parents.

In the event of a child experiencing distress or unwillingness to co-operate the child's parents will be contacted.

Parents are always informed if their child has had a toilet accident. This is either done in person or by telephone.

Procedure

The procedure for changing a child following a toilet accident is as per the procedure for children in nappies (see page 16 for details).

Children in Nappies

Torphins Playgroup does not exclude children who wear nappies from attending the group. Staff at Playgroup accept nappy changing as a necessary part of their job.

The following points are set out to guide both staff and parents/carers to ensure that the best possible care is taken of the children:

- To reduce the number of changes required, parents are asked to change their child into a clean nappy prior to leaving them in the setting.
- Staff are made aware that, as they work in the pre-school field, there may be a requirement to change nappies on occasions.
- This matter will be discussed with the parents so that they are aware of the procedure and agree to it regarding their children.
- When recruiting staff the requirement to change nappies should be raised at interview and included in the job contract.
- No child should be left in a soiled nappy for any length of time. Children should be changed and made comfortable as soon as possible after they have soiled themselves.
- For the safety of children who are two and a half years old, a changing mat on the floor rather than a raised platform should be used.
- Nappy sacks and cleansing wipes will be readily available.
- Disposal of nappies – Nappies will be double wrapped and placed in the outside bin.
- Staff will inform Parents/carers if their child has had to be changed. This will be done either in person or by telephone at the close of the session.

The Procedure

- On discovering a child needs changing the designated person in charge must be informed immediately.
- Staff and parents/carers on duty must maintain discretion and privacy for the child ensuring they are not distressed or unduly upset.
- Only members of the Playgroup Staff are permitted to change children. NB this also applies when an item of a child's clothes has become soiled by water, sand or paint.
- There will **always be two members of staff present when children are changed.**
- Staff changing children will use disposable gloves and aprons.

- Staff will use their discretion as to whether the bathroom or the back room is an appropriate area to change a child.
- Nappies/pull ups are to be provided by the parents/carer
- A changing mat, cleansing materials and nappy sacks will be provided by Playgroup. We will also keep a supply of nappies in the event parent/carers fail to supply them.
- Changes of clothing are available. In most cases these will be provided by parents/carers.
- In the event of a child experiencing distress or unwillingness to co-operate the child's parents/carer will be contacted.
- Staff will inform Parents/carers if their child has had a toilet accident. This will be done either in person or by telephone.

SNACK AND KITCHEN HYGIENE

In line with 1974 Health & Safety act the following procedures will be used.

1. Ensure that all work surfaces are kept reasonably clear and clean.
2. Ensure that snack table is wiped clean and is hygienic at all times.
3. Children are to be encouraged at all times to be responsible for their 'eating area' and wipe up after their snack. Encourage good manners and behaviour at table and praise accordingly.
4. Adults are responsible for the safety and welfare of the children in the kitchen area. Children must, at no time be left unsupervised. All kitchen utensils e.g. knives and scissors for use in snack preparation area must not be left unattended and must be kept out of reach of children.
5. Kettle should be kept well back on unit and switched off and emptied after use.
6. All foods must be stored adequately. The food cupboard must be checked on a regular basis.
7. If the cooker is in use the adult in charge is responsible for the welfare of the children. Only groups of 2-4 children would be in this situation under playleader or assistants guidance.
8. Children are to be encouraged to help in the preparation of food when appropriate and in the safe handling skills of food. Suitable utensils will be provided for the children's use.
9. Kitchen area is to be kept clean. Floor must be mopped immediately so as to prevent slipping and to ensure safety.
10. All cleaning materials are to be kept in the designated cupboard in the kitchen.
11. All kitchen cloths e.g. towel tea towels and dishcloths must be changed daily and thoroughly cleansed.
12. All kitchen utensils, cups etc. must be washed in the clean sink. Waste bin in kitchen to be emptied daily and washed. Removed waste is to be placed in outside bin.
13. The temperature of the fridge is checked and recorded daily when the Playgroup is operating.

NB: The outside bin and recycling black box and paper sack are emptied alternate weeks by local cleansing department.

HEALTH AND HYGIENE

Good hygiene is important in all situations to protect against many common infections, and should be a matter of routine in the care of all children in the group. We should all be concerned about contact with blood and other body fluids, which might contain germs that cause tummy upsets and other infections. Smoking is strictly forbidden with the building.

Precautions we take:

- All toys, soft furnishings and equipment are scrubbed thoroughly. This is done both regularly and annually.
- Children's hands should be washed before snack and after messy play e.g. playdough, sand.
- Hands are washed with soap and hot water after contact with body fluids e.g. taking children to the toilet, cleaning up sickness or blood. Always use the disposable gloves provided.
- Always cover cuts and open sores with a waterproof plaster or dressing.
- If a child has an accident which results in bleeding, normal first aid procedures will be followed and staff will:
 1. Wear the disposable gloves and apron provided
 2. Wash wound with water
 3. Apply a suitable dressing if necessary
 4. Blood stained dressings must be wrapped in a plastic bag and put into the outside bin.
 5. Wash blood splashes off skin, eyes or mouth with warm water.
 6. When wiping up spills of blood, vomit or faeces or urine, use appropriate cleaning materials and mop up with paper towels, which should then be disposed of in a plastic bag and put in the outside rubbish bin.

All forms of accident and incidents should be reported to the Playleader so that the appropriate actions can be taken.

INFECTIOUS DISEASES

In recent years there has been growing public concern about the spread of infectious diseases, primarily HIV which leads to AIDS, but also Hepatitis B and Herpes Simplex (cold sores). The hygiene precautions described above will help keep exposure to all these infections to an absolute minimum.

INFECTIOUS CHILDHOOD DISEASES

Please refer to the Grampian NHS Board Enteric Exclusion Policies in Appendix III.

Additional information and guidance on exclusion because of illness

What follows is guidance on the minimum exclusion period for some common infectious diseases and short term illnesses. Please consider these very carefully before bringing your child back to Playgroup. As part of our Health and Safety policy we are at liberty to ask you to take your child home again if we feel they may pass on infections to other children or the staff. What follows is intended as a guide as some children do take longer to recover.

Sickness/Diarrhoea	2 days after the symptoms have cleared.
Chickenpox	7 days from the appearance of the rash
Measles	7 days from the appearance of the rash
German Measles	4 days from the appearance of the rash
Mumps	Until the swelling has subsided but at least a week from the onset of the illness.
Head Lice	Until appropriate treatment has been given. It is important for parents and carers to regularly inspect their children's hair for signs of head lice.

ADMINISTERING MEDICATION AND TREATMENTS

In the event of having to administer medication and treatments staff would:

- Liaise closely with parents/carers and the local health service.
- Obtain written consent from parents/carers to administer medication
- Receive training if appropriate
- Carefully monitor and store any medication

All medicines need labels to show what they are and who is taking them. A written record should be kept of children who are taking any medication. In the event that medication is administered the time, date and amount will be recorded in duplicate. The top copy will be given to the parent and the duplicate will remain at Playgroup. In addition the form will be signed by the administrator of the medication and the child's parent. Two adults should oversee the administering of medication. Children's health is sensitive and confidential therefore this information will be on a strict 'need to know bases'.

HEATING AND LIGHTING

1. All heaters and radiators are fitted with all round guards as specified by Health & Safety guidelines.

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2. A safe room temperature of 19° C (64° F) is recommended as a requirement for safe practice for the building and this is maintained.
3. Windows are to be opened to provide ventilation as required.
4. Light bulbs are renewed as and when required. Most light fittings are fitted with 100w or 60w bulbs but never less. This maintains adequate lighting.
5. To ensure electrical safety no sockets should be overloaded or multi-adaptors used. All sockets are fitted with safety covers.

FIRST AID

The first aid box is mounted on the wall above the washed basins in the toilet area.

The following is a list of the contents:

Disposable gloves – which are always worn when cleaning wounds or mopping up spillage's.

Sterile gauze pads – for cleaning and covering wounds.

Plasters – both fabric and hypoallergenic (hypoallergenic for children who have allergies)

A selection of bandages

A triangular bandage

Scissors – to cut bandages if necessary

Safety pins - to fasten bandages if necessary

Tweezers – to handle sterile dressings

The first aid box must be checked on a termly basis or after any accident, which requires the use of its consumable items. This will ensure that renewal is prompt and that no out of date materials are in use.

In addition:-

1. "Mr Bump" (a cold compress gel pack) is kept in the fridge for minor bumps.
2. Cold compress in freezer compartment of fridge for more serious bumps (to be wrapped in tea towel before applying to skin).

ACCIDENT OR INJURY

In case of an accident the Playleader or person in charge should be informed immediately. The Playleader or assistant on duty can attend to minor injury. All Playgroup staff are first aid trained.

MINOR INJURY

In the event of a minor injury to any child or adult present the following procedure must be adhered to.

1. Inform Playleader or person in charge

2. Playleader will assess situation and apply first aid where appropriate
3. Inform parents by telephone or at pick up time depending on type of injury
4. Report and record the injury in the Day Book and where applicable an accident form should be completed.

MAJOR INJURY

In the event of a major injury to any child or adult present the following procedure must be adhered to.

1. Inform the Playleader or person in charge
2. Call doctor or ambulance
3. Ensure safety and comfort of injured adult or child
4. In the case of child, inform parents / carer or named person on emergency contact registration form.
5. Report and record all accidents in the H. S. E. (Health & Safety Executive) Accident book (kept in the kitchen) as soon as possible using the proforma provided. In addition under the RIDDOR regulations 1995 (Reporting of Injuries, Diseases and Dangerous Occurrences) we are required to report some work-related accidents, diseases and dangerous occurrences to the Incident Contact Centre by phone – 0845 300 9923 (8.30am-5.00pm) further contact methods can be found in the Playgroup Risk Assessment file.

ACCIDENT / INCIDENT FILE

All accidents and injuries must be recorded and a written account given by the Playleader. A witness statement is also taken from the nearest adult helper on duty when an accident occurred. This must be done as soon as possible after the accident.

Parents must be informed of any accident or injury. Parents are asked to sign the accident form to confirm that they have been given a full account and are accepting liability. Parents also receive a copy of the accident report form. This is in case further treatment is needed following on from the accident. This would inform medical practitioners of what happened to the child, how the accident occurred and how it was attended to at the time. The Chairperson will be informed of any serious accident or incident as it happens.

The Playleader will give a report of any accident / incident at Committee meetings.

INCIDENTS

An incident is any situation involving either a child or parents which occurs and which may have repercussions at a later date. For example a disagreement between parents, any behavioural situations involving a child.

Any such incident must be recorded and details kept in a secure place.

Torphins Playgroup Garden Policy

Aim

To provide each child with an opportunity to explore and investigate the environment of the garden.

Objectives

1. To make provision for cross curricular opportunities for each child
2. To enable each child to participate at their own level
3. To identify and improve resources
4. To encourage independence and responsibility.

1. To make provision for cross-curricular opportunities for each child

- Staff will review the opportunities and resources available to the children
- Staff will observe and record the opportunities and will note the interests and dispositions of each child when possible
- Staff will include the information gathered in short-term and long-term curriculum planning
- Staff will ensure that learning opportunities from all areas of the curriculum are identified, supported and extended.

2. To enable each child to participate at their own level

- Staff will support each child in taking responsibility for their own actions
- The particular learning needs and styles of each child shall be recognised and noted in the planning process
- Staff should use local and national guidelines to observe and assess the learning of each child
- Staff or other adults should take opportunities to work on a one-to-one basis with each child
- Co-operative work with peers should be supported and encouraged
- Children in the role of tutor for others less skilled should be supported.

3. To identify and improve resources

- Staff will audit existing resources
- The staff team will identify the resources to meet any shortfall
- Staff will consult with parents/carers, centre users, voluntary organisations and the local community
- Staff will actively encourage the participation of volunteers, particularly those with specialist knowledge
- The use of resources will be monitored and reviewed during planning meetings
- Staff will support children in the safe and careful use of tools, equipment and living things.

4. To encourage independence and responsibility

- Staff will ensure that each child has opportunities to plan and develop their own learning
- **Children will be encouraged to be aware of their own needs and safety and the needs and safety of others with whom they may be working**
- Staff will model good practice in their care for plants and for any animals that may be encountered
- Staff will encourage children to ensure that they have good personal hygiene
- Staff will ensure that their interventions are appropriate

- Those working with the children will offer additional information and guidance; for example, predicting the onset and effects of seasonal or climate changes.

Monitoring and Evaluation

- Staff will use national and local guidelines when writing forward plans
- Planning meetings will take place weekly
- Staff observations and assessment of each child will be recorded in the children's individual folios
- Wear and tear of equipment will be inspected by staff on a regular basis

A Safe Environment

Torphins Playgroup's aim is to provide autonomous play in a safe environment. For example we have a woodwork bench with hammers and nails and child sized garden tools. We believe that by allowing the children the opportunity to use such resources, the skills to do so safely and confidently can be developed.

There are other possible hazards such as sticks and stones in the garden and therefore staff will do their best to avoid accidents by encouraging the children to be aware of the potential dangers.

SEVERE WEATHER PROCEDURE

In the event of severe weather, Playgroup will follow the lead of Torphins Primary School. If the school is closed due to bad weather then Playgroup will be closed too. Parents who have children attending the Primary School can ring the following Emergency Information Service number for up to date information, 0870 054 4999 followed by Torphins Primary Schools Pin number 022710.

Those with no school age children will receive a call from a member of the Playgroup committee. However if you are in any doubt please do not hesitate to call Ha'berry (82978).

The Playgroup Committee will be responsible for liaising with the staff and informing parents.

NB A Severe Weather poster is displayed, during the winter months in the entrance porch. Parents will be reminder of our severe weather procedures via the winter newsletter and receive a written reminder at the start of the winter term.

BEHAVIOURAL POLICY

The concise Oxford Dictionary defines behaviour as

“manners, moral conduct, treatment shown to or towards others”

‘Behaviour’ covers everything children do and is one of the principal means by which we can recognise what they are thinking, feeling and experiencing. Behaviour is linked to their stages of development, personality and capacity to cope. Staff therefore have to be tolerant of many different types of behaviour and usually only become concerned when they see extremes.

It is the aim therefore of Torphins Playgroup to create an environment where children, parents and staff all value, respect and care for each other.

With this in mind we believe that the following principles will allow us to set boundaries and help us to show consistency, all of which help to build a happy and relaxed atmosphere.

As a way of setting goals and boundaries staff will:

1. Tell children in a positive way what is expected of them before they begin an activity.
2. Write rules by using signs and pictures. e.g. Harry Hippo says, or pictorial four can play here.
3. Remind children, e.g. “what do we do when we are finished here?”
4. Supervise at all times so as to be aware of any situation arising.

Concerning behaviour staff will:

1. Give praise as often as possible to encourage positive behaviour.
2. Always reject the action / behaviour which is unacceptable and not the child.
3. Never label a child as bad or naughty but will give an explanation of why a certain type of behaviour is not acceptable.
4. Give direction and correction to children in a positive way using appropriate language.
5. Set limits so that children know what is expected and acceptable and can feel secure.
6. Be consistent, by giving same reaction to the same situation. This provides security and gives children the ability to predict the future and avoid unhappy situations.
7. Do what they say and follow through so as to build up trust. Do not threaten what cannot be done.
8. When talking to children about their behaviour maintain eye contact, remain calm and address them at their level.
9. Make children sensitive to their own feelings and the feelings of others. Give children an opportunity to explain how they are feeling and why they feel that way.

10. Intervene when children show unwanted behaviour. Sometimes a situation may arise where an adult has the authority to say 'NO' and a child must respond to that.

The group recognises that sometimes, despite all the best efforts of staff and helpers, children will transgress and some form of discipline or sanction has to be applied. In such circumstances disapproval of the action is registered immediately. Disapproval may take the form of:

- a firm warning
- saying no
- removing a children from the scene for a short period of time

Once the incident has been dealt with, adults will build bridges to enable the child of children to reintegrate positively with the group and the people involved.

Children will NEVER be smacked, shaken, humiliated, ridiculed, isolated, threatened or made to feel unwanted or undervalued by any adult whilst in the care of the group.

When a child's behaviour is giving rise to concern the group will make every effort to understand why a child is acting that way and will consult with the parents or carers to identify ways in which the child can be supported. Confidentiality will be respected.

CONFIDENTIALITY POLICY

The Playgroup's work with children will sometimes bring us into contact with confidential information.

To ensure that all those using and working in Playgroup can do so with confidence, we will respect confidentiality in the following ways:

1. Parents will have ready access to the files and records of their own children, but will not have access to information about any other child.
2. Staff will not discuss individual children (other than for the purposes of curriculum planning / group management) with people other than parents of that child.
3. Information given to the Playleader or assistants by parents / carers will not be passed on to other adults without permission.
4. Issues relating to the employment of staff, whether paid or unpaid, will remain confidential to the committee members directly involved in making such decisions.
5. Any anxieties relating to a child's personal safety will be kept in a confidential file and will not be shared within the group except with the Playleader and social work department and the chairperson.
6. Parents helpers will be advised of our confidentiality policy and required to respect it.

All the undertakings above are subject to the firm commitment of Torphins Playgroup, which is to the safety and well being of the child i.e. the child comes first.

Torphins Playgroup is registered under the Data Protection Act 1998 No: Z8691399

Policy on: The Secure Handling, Use, Storage and Retention of Disclosure Information

In accordance with The Scottish Executive Code of Practice, for registered persons and other recipients of Disclosure Information, Torphins Playgroup will ensure the following practice.

- Disclosure will only be requested when necessary and relevant to a particular post and the information provided on a disclosure certificate will only be used for recruitment purposes.
- Torphins Playgroup will ensure that an individual's consent is given before seeking a disclosure, and will seek their consent before using disclosure information for any purpose other than recruitment.
- Disclosure information will only be shared with those authorised to see it in the course of their duties.
- Where additional disclosure information is provided to Torphins Playgroup and not to the disclosure applicant, Torphins Playgroup will not disclose this information to the applicant, but will inform them of the fact that additional information has been provided, should this information affect the recruitment decision.
- Disclosure information will be stored at in a locked filing cabinet, for a maximum of 6 months. Only those authorised to see this information in the course of their duties will have access to this container.
- Disclosure information will be destroyed by shredding.
- No image or photocopy of the disclosure information will be made, however the following details will be retained:-
 - Date of issue of disclosure
 - Name of subject
 - Disclosure type
 - Position for which disclosure was requested
 - Unique reference number of disclosure
 - Recruitment decision taken
- Torphins Playgroup will ensure that all staff with access to disclosure information are aware of this policy and have received training and support.
- Torphins Playgroup undertakes to make a copy of this policy and the Code Of Practice available to any applicant for a post with Torphins Playgroup that requires a disclosure.

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WORKING WITH PARENTS

Torphins Playgroup being in the voluntary sector and having charitable status, acknowledges and expects that in general there will be a high level of parental involvement within the group.

Committee parents and staff work together in the management and day-to-day running of the group. Parental involvement is essential and that although we, the staff, take full responsibility for the care and discipline of the children when parents are absent, when on duty parents are the first line of authority for their own child.

The following are general principles and attitudes we consider to be vital in effectively involving parents within the group.

1. Parents know their child best.
2. Parents are equal partners.
3. Staff and committee work positively and actively to welcome all parents.
4. Staff recognise and value the parents, parental culture, heritage and language.
5. Parents are the prime educators and carers of their child.
6. Parents have a right to regular and relevant information.
7. Parents can be learners with their child and with staff, having useful skills and strengths which contribute to the group.
8. Parents have a right to be consulted on changes affecting their child.
9. Parents have a definite role to play in the Playgroup setting.
10. Parents should be given every opportunity to understand what is going on in the Playgroup setting and the rationale behind it e.g. different types of play activity.
11. Parents have the right to discuss and negotiate with staff issues affecting their child.
12. Staff will work to form positive relationships with all parents.
13. Parents, committee and staff need to develop mutual trust.
14. Staff will respect the need for confidentiality in dealing with parents.
15. Parents can, through the committee contribute to the policy-making decisions of the Playgroup.

We will achieve the above by:

1. Inviting parents and children to visit the group prior to starting.
2. Setting aside time for parents to become familiar with the routines and good practices of the group via our "Parents Induction" procedure.
3. Having an open door policy. Parents will always be welcome to discuss, in confidence, any queries, problems or concerns they may have with members of staff or via our suggestions box.
Having daily contact with parents.

4. The committee will produce a newsletter each term keeping all parents informed and up to date on all matters of concern.
5. Working together with parents and committee on fundraising events to ensure the supply of new materials and equipment for the benefit of all the children.
6. Holding an annual Open Day to welcome and inform all prospective parents of our aims and objectives and allowing parents and children the opportunity to visit the group.
7. Provide parents with written information on all aspects of the day-to-day running of the group.
8. Allowing parents access to any information on file we may keep about their child.
9. Giving parents written reports on their child progress in the five key curricular areas of development and giving interviews.
10. Meeting regularly with the Committee who will keep all parents informed via minutes posted on the notice board.
11. Passing on all other relevant information to parents either by letter posted in their child's pigeonhole or by bulletins on the notice board.

CHILD PROTECTION POLICY

Torphins Playgroup is greatly concerned for the safety, protection and wellbeing of all children in its care. All members of staff, in line with Care Commission requirements, have undergone checks as to their character and suitability for their position.

Staff have a duty and responsibility towards all the children in their care and therefore need to be aware of the various types of child abuse within our society.

The safety and welfare of the children comes first and therefore any signs of abuse or neglect must be reported to the Social Work Department.

The following procedures are in place:

1. Play assistants or helpers who suspect any form of abuse or neglect will inform the Playleader immediately. In the first instance the designated person is **Mrs Jayne Clarke**. In the event she is not available **“the designated person in charge on the day”** should be informed.
2. Playleader will contact the Social Work Department by telephone on 01569 763800 - or the out of office hours number which is 0845 840 0070
3. Playleader will inform the Care Commission of any child protection related incidents.
4. Confidentiality and discretion will be maintained at all times and staff will deal sensitively with all such matters.

Staff will:

- Familiarise themselves with Aberdeenshire Council’s policy on Protection Children & Young People and the guidelines as set out by the North East of Scotland Child Protection Committee (NESCPC). A copy of the NESCPC guidelines and Aberdeenshire Councils policies are held at Playgroup and available for interested parties to read. Every member of staff has a personal copy of the NESCPC guidelines. The guidelines can also be viewed online at www.nescpc.org.uk
- Adhere to;
 - Protecting Young Children in Aberdeenshire, book 3, Good Practice Guidelines
<http://www.aberdeenshire.gov.uk/parentscarers/ChildProtection.asp>
 - Scottish Social Services Council (SSSC) codes of practice.
 - Protecting Children and Young People: The Charter
 - Protecting Children and Young People: Framework for Standards
 - National Care Standards
- ensure that all parents and carers have access to all the policies and procedures of the group
- undertake suitable training
- work together to update and review any changes required to the policies and procedures of the group.

Additional Support for Children

In line with our admissions policy, Torphins Playgroup does not discriminate against any child irrespective of any special educational needs that child may have.

We have a firm commitment to integration and equal opportunities for all children in our care.

With this in mind, children with additional needs will have access and the opportunity to participate in all the activities on offer at Playgroup.

The building is on one level and this should not prohibit any child e.g. wheel chair user, from having access.

Although there is no specially modified toilet area, this need not deter or act against any child with additional needs. Toileting arrangements would be discussed with parents prior to any child starting Playgroup.

Playgroup will apply for any financial grant aid / support, which would help e.g. additional; play assistant for one to one support.

Playgroup staff will encourage and support any child with additional needs by empathising with them and helping them achieve their maximum potential.

Playgroup will work together with any outside agencies and parents to help support the all round development of the child.

Policy on Protecting Vulnerable People

Torphins Playgroup aims to ensure that any vulnerable people, whether children, young people or vulnerable adults, are protected and kept safe from harm while they are with staff in this organisation. In order to achieve this we will ensure our staff are carefully selected, screened, trained and supervised.

Selection

- All applicants to our organisation will complete an application form.
- Short listed applicants will be asked to attend interview.
- Short listed applicants will be asked to provide references and these will always be taken up prior to confirmation of an appointment.

Screening

- Where relevant to the post, the successful applicant will be asked to agree to an appropriate disclosure. Disclosures will be requested prior to the applicant taking up post.

Training

- The successful applicant will receive induction training, which will give an overview of the organisation and ensure they know its purpose, values, services and structure.
- Relevant training and support will be provided on an ongoing basis, and will cover information about their role, and opportunities for practising skills needed for the work.
- Training on specific areas such as health and safety procedures, identifying and reporting abuse, and confidentiality will be given as a priority to new staff and will be regularly reviewed.

Supervision

- All staff will have a designated supervisor who will provide regular feedback and support.
- Every member of staff will attend an annual review, where their performance, skills motivation and expectations will be discussed. Annual reviews will be minuted and copies made available to the member of staff.

Torphins Playgroup will ensure that all staff involved in recruitment, training and supervision, are aware of this policy and have received appropriate training and support to ensure its full implementation.

Policy on the Recruitment of Ex Offenders

Torphins Playgroup undertakes to treat all applicants equally for position within the organisation and not to discriminate unfairly against the subject of a disclosure on the basis of conviction or other information revealed.

We will only request a Standard or Enhanced disclosure where it is necessary and relevant to the position sought.

Where a position requires a disclosure we will make this clear on the application form, job advert and any other information provided about the post.

At interview we will ensure that open and measured discussions can take place on the subject of offences. Failure to reveal information at interview, that is directly relevant to the position sought, could lead to withdrawal of an offer of employment.

At interview or when receiving a disclosure, which shows a conviction, we will take into consideration: -

- Whether the conviction is relevant to the position being offered
- The seriousness of the offence revealed
- The length of time since the offence took place
- Whether the applicant has a pattern of offending behaviour
- Whether the applicant's circumstances have changed since offending took place

We will ensure that all our staff involved in the recruitment process are aware of this policy and have received relevant training and support.

We undertake to make a copy of this policy and the Code of Practice, available to any applicant for a post with Torphins Playgroup that requires a disclosure.