



# Yokerburn Nursery



## Nursery Handbook 2022-2023



Dear Parent/Carer,  
On behalf of the staff, parents and children we offer you a warm welcome to Yokerburn Nursery.

This handbook is intended to let you know about our centre, the education service we offer, and the way in which we provide it. We aim to work in partnership with you to help your child develop positive attitudes which will enable them to be happy, healthy and confident across all areas of their life. We support all of our children to be the best they can be, we ensure they feel safe valued and respected and encourage them to understand the importance of being able to respect and care for others. As a parent or carer you will have an active role in this very important stage of your child's development. We will keep you up to date with the life and work of the centre with regular newsletters and other information.

We are always pleased to talk with you and to answer any questions you may have. This is not always easy to do in the middle of a busy playroom and if you wish to discuss something in detail, or to talk privately, please let management know and we can arrange a time to meet with you.

We hope you will enjoy your time at Yokerburn Nursery and we look forward to working with you and your child to provide them with best possible education experience.

### **Glasgow City Council Mission Statement**

To offer Education of the highest quality by:

- Encouraging and enabling all users of the service to develop their abilities
- Providing well-resourced services in safe and suitable premises
- Presenting education as a life-long process and promoting access throughout life
- Promoting education as an active partnership between users and providers in which the views of clients and staff are highly valued
- Promoting equal opportunities and social justice

- Delivering a service that supports economic growth and prosperity

### **Yokerburn Vision and Values**

We aim to provide a happy, caring and enriching environment promoting fairness, equality and social inclusion - where families feel welcomed, valued and respected and where children have quality and interesting learning experiences matched to individual need.

### **Yokerburn Aims**

- To build positive relationships with all children and families
- To create and maintain a positive ethos
- To nurture the confidence and self-esteem of each child
- To respect children's individuality and value all contributions
- Help children develop into confident, responsible people who are successful learners who contribute effectively

### **Basic Information**

<b>Name of School</b>	Yokerburn Nursery
<b>Address</b>	c/o Clyde Campus 200 Hawick Street Glasgow G13 4HG
<b>Education Authority:</b>	Glasgow City Council
<b>Registration No.</b>	CS2003017155
<b>Head of Centre</b>	Mary Gallacher
<b>Email</b>	headteacher@yokerburn-nursery.glasgow.sch.uk
<b>Phone Number</b>	0141 952 9962

Glasgow City Council Going to School website:  
[www.glasgow.gov.uk/en/residents/goingtoschool](http://www.glasgow.gov.uk/en/residents/goingtoschool)

### **Details**

The nursery can accommodate 117 full time equivalent (F.T.E.) children at any time. The breakdown is as follows:

0-2 years	9 F.T.E. Children with 3 staff
2-3 years	20 F.T.E. Children with 4 staff
3-5 years	88 F.T.E. Children with 11 staff

Parents/Carers who are required to settle a child into the nursery will be able to use the parent's room. Tea, coffee or cold water are available.

### **Non-Denominational Policy of the Nursery**

The nursery is non-denominational. We respect and welcome children and parents of all religions, faiths and beliefs.

### **Our Learning Community**

We are part of St Thomas Aquinas and Notre Dame Learning Community and on occasion joint projects are organised including healthy activities, enterprise projects or workshops. We continue to build up good relationships and links with agencies and people of our local community - if you know of any community groups or initiatives that you think may be of interest please let us know,

### **Opening hours**

The nursery is open all year from 8am to 6pm. We close for 12 public holidays and the period between Christmas and New Year. We also have 5 in-service days each year when no children attend and staff training takes place. A list of annual in-service and holiday dates can be obtained from the office. Please check noticeboard regularly for any additional in-service days or closures.

### **Sessions:**

Sessions are offered on both a Term Time and 52 Week basis - these are allocated by Admission Panel according to application information and banding criteria (*all applications are individually considered*)

### **Meet the Team!**

#### **Head of Centre:**

Mary Gallacher SNNEB & BAECS

#### **Depute:**

Avril Richardson HNC & BACP

#### **Child Development Team Leaders:**

Roseann Kitcher SNNEB/ BAECP

Melissa Ward (Acting)

#### **Lead Practitioner for Attainment:**

Carol-Anne Morris BACP

#### **Child Development Officers:**

##### **The Wee Nessies (0-2s)**

Alison Murray

Alyssa Macdonald

Lorraine Wylie

Fiona Quinn (Learning Support Worker)

##### **The Kelvin Room (2-3s)**

Jemma Blanchflower

Karen Rooney

Kirsty Burnett

Cindy Little / Gillain Gailey (job share)

Diane McHugh

Elaine Chapman (Learning Support Worker)

##### **Nevis Room / Playroom 1 (3-5s)**

Kirsten Scott

Jakki McLean

Claire Donaldson



Brooke Williamson  
 Angela McLaren / Jill Clark (job share)  
 Naomi Craig  
 Terri Nimmo (Learning Support Worker)

#### **Lomond Room / Playroom 2 (3-5s)**

Belquis Sabir  
 Christina Johnstone  
 Samantha Roberts  
 Janice Folan  
 Claire Kitson  
 Debbie McGuire (Learning Support Worker)

#### **Clerical Assitants**

Laura Stevenson  
 Laura-Anne Pollock

#### **Cordia Staff**

Alan Hamilton - Clyde Campus Janitor  
 Robert Cumming - Clyde Campus Janitor

#### **Protecting Vulnerable Groups (PVG).**

PVG applies to all staff including Cordia staff and all students on placement from colleges. Staff keep up to date with recent research and development by attending in-service provided by Education Development Service and most staff are registered with the Scottish Social Service Council



#### **Holidays/ In-Service Days - TBC**

<b>Glasgow City Council School Term Dates 2022 / 2023</b>	
Mon 15 <sup>th</sup> & Tues 16 <sup>th</sup> August 2022	In Service Days
Wed 17 <sup>th</sup> August 2022	Return Date for Term Time Children
Fri 23 <sup>rd</sup> & Mon 26 <sup>th</sup> September 2022	September Weekend
Fri 14 <sup>th</sup> October 2022	In Service Day
Mon 17 <sup>th</sup> to Fri 21 <sup>st</sup> October 2022	October Week
Thurs 22 <sup>nd</sup> December 2022	Christmas Holiday - Finish date for Term Time Children
Fri 23 <sup>rd</sup> Dec 2022 - Tues 3 <sup>rd</sup> Jan 2023	Christmas Holiday
Mon 13 <sup>th</sup> & Tues 14 <sup>th</sup> February 2023	February Mid-Term Break
Wed 15 <sup>th</sup> February 2023	In Service Day
Fri 31 <sup>st</sup> March 2023	Nursery finish date for Term Time Children
Fri 7 <sup>th</sup> April 2023	Good Friday - Nursery closed to all
Mon 10 <sup>th</sup> April 2023	Easter Monday - Nursery closed to all
Mon 17 <sup>th</sup> April 2023	Return Date for Term Time Children
Mon 1 <sup>st</sup> May 2023	May Holiday
Thurs 25 <sup>th</sup> May 2022	In Service Day
Fri 26 <sup>th</sup> to Mon 29 <sup>th</sup> May 2023	May Bank Holiday
Fri 23 <sup>rd</sup> June 2023	Nursery finish date for Term Time Summer Holiday

#### **Admission Policy - MC3a**

All nursery places are allocated in line with the Council's admissions policy - see website [www.glasgow.gov.uk/en/YourCouncil/ServiceDepartments/EducationServices/managementcirculars](http://www.glasgow.gov.uk/en/YourCouncil/ServiceDepartments/EducationServices/managementcirculars)  
 On enrolment a Condition of Placement form is completed by parent/ carer to make a formal agreement to hours attended and payment. Evidence of study, employment or benefits will be requested as proof of application information. Children's places will be reviewed annually. Application forms are banded and places allocated by the Local Area Admission Panel made up of Heads or Deputes of the local early years establishments:

Yokerburn Nursery, Pikeman Family Learning Centre, Rowena Nursery, Knightswood Early Years Centre & Whiteinch Nursery School plus a representative from Health Visiting Service and our Monitoring Liaison Officer from Headquarters.

### **Register of Applicants**

All applications are logged on Glasgow City Council's NAMS system (Nursery Application Management) database and the information contained in the applications will be considered by the admissions panel to assist in the allocation of places. Please note the length of time a child's name has been on the register will not affect the child's priority for admission. If circumstances change which affect the application you should speak to the Head of Centre/Depute. Parents can ask to see their application at any time. You can choose up to three nurseries but the application must be submitted to your first choice nursery. If multiple applications are submitted, it is assumed that the most recent application reflects your preferred option and any previous applications will be deleted from the system.

### **Settling Policy**

When a child is allocated a nursery place we have a settling policy. Children attend for maximum of 1 hour on the first day and the parent/carer remains to reassure the child. The time in nursery is gradually extended. Parents/carers are requested to stay in the parent's room initially until child is settled, familiar with staff in the room and happy enough for parent/ carer to leave. We require a current phone number (preferably a mobile number) to contact you quickly.



### **Curriculum**

This is the range of opportunities and experiences to develop skills, knowledge and enjoyment in learning that we plan and offer daily to children. The Scottish Government guides us with the "Curriculum for Excellence" document. When planning and working with the children we try to take our lead from the child. We work together with parents/carers to encourage children to be **successful learners, effective contributors, confident individuals and responsible citizens**. Parent/ carer ideas for activities for each plan are welcomed. Copies of documents used to guide and influence our practice plus authority or establishment policies are available to see in the nursery policy folder.

### **The Early Level**

Children will progress through the curriculum across 5 levels. The Early Level happens in the Pre-school years **and** Primary 1 or later for some, and is based on purposeful play and active learning.

In nursery, the curriculum is planned and resourced to provide broad and balanced learning experiences, suited to the interests, needs and developmental stages of every child. We aim to help develop the 'whole child' and not just the part going to school! Through a wide variety of planned activities and experiences, we extend and stimulate learning across all areas of the curriculum using both indoors and outdoors as classroom areas.

### **Observation, Assessment and Reporting of children's learning**

Notes are made of children's skills, interests and achievements. This information is recorded by staff is used to inform parents about their child's progress during their time at nursery. Drawings, paintings, photographs and other observation notes are also kept as part of the assessment process.

Parents/carers are invited to join us late afternoon or early evening twice per year to speak with their child's key worker about development and progress and to look at their



Learning Journey folder. Times for such meetings or meeting to plan support for learning for children are organised to suit both parents/carers and nursery staff.

### **Transition Records**

A transition record based on experiences and progress is completed for each child attending a Glasgow City Council nursery. You will receive a copy of this record and will have the opportunity to add your own comments before it is forwarded to your child's Primary school.

### **Children under three**

We take guidance from "Pre-Birth to Three" document for working with children under 3 years which encourages respect, positive relationships and responsive supports for all children. Our philosophy for this age group allows children to develop at their own pace and learn through their senses of touch, smell, taste, hearing and vision. We offer natural materials and many experiences to stimulate development. We try to provide a stress-free environment for young children and limit conflict by providing an abundance of materials. We aim to make the playrooms as aesthetically pleasing as possible; using neutral colours as backgrounds and soft furnishings. Through observation and assessment of the children's needs, we gradually offer more structure as they move towards the 3-5 room. Staff record observations about learning and skills and consider development in 4 main areas:

- Emotional well-being and social competence
- Communication
- Curiosity
- Movement and co-ordination

We incorporate some simple and relevant learning experiences and outcomes of Curriculum for Excellence into our plans for the younger children.

### **Child Welfare and Safety**

Glasgow City Council adheres to guidance issued by West of Scotland. Early Years Educational Establishments are kept up-to-date with legislation and our role in protecting children by the Child Protection Committee. We refer to MC57 Safe & Well Guidance. The nursery policy on Child Welfare and Safety can be found in the policy folder and information is displayed on every room wall detailing important procedures.

The **Child Protection Co-ordinator** is Mary Gallacher (Head of Centre) alternatively speak to Avril Richardson (Depute) or our Team Leaders Roseann Kitcher & Lorna McMurray Please refer to the sheet at the back of this Handbook for further information from Glasgow City Council. Staff complete training for Child Protection on an annual basis.

### **It is everyone's responsibility to ensure the safety of children.**

All educational establishments and services must take positive steps to help children and young people protect themselves by ensuring that programmes of health and personal safety are central to the curriculum. They should have in place a curriculum that ensures that children/young people have a clear understanding of the difference between appropriate and inappropriate behaviour on the part of another person, no matter who.

As with other areas of the curriculum, you will be kept informed of the health and personal safety programme for your child/young person's establishment.

Educational establishments and services must create and maintain a positive ethos and climate which actively promotes children and young people's welfare and a safe environment by:

- Ensuring that children and young people are respected and listened to



- Ensuring that programmes of health and personal safety are central to the curriculum
- Ensuring that staff are aware of child welfare & safety and protection issues and procedures
- Establishing and maintaining close working relationships and arrangements with all other agencies to make sure that professionals collaborate effectively in protecting children and young people

Should any member of staff have concerns regarding the welfare or safety of any child or young person they must report these concerns to the head of the establishment.

The Head, or the person deputising for the head, after judging that there may be grounds for concern regarding the welfare or safety of any child or young person must then immediately advise social work services of these concerns.

**No single individual can protect children by acting alone. It is the sharing of information, collective thinking and collaborative action that enables decisions to be made in the best interests of children.**

### **The Named Person**

GIRFEC stands for 'Getting It Right For Every Child'. Part of The Children and Young People Act (Scotland) 2014, it is the Scottish Government-led approach to making sure that our children and young people - and their parents or carers - can get all the help and support they need from birth right through to age 18 (or beyond if still in school).



The vast majority of Scotland's children and young people get the love and support they need from within their families and their wider, local communities. But even the most loving and caring families can sometimes need extra support. The GIRFEC approach aims to make it as easy as possible for any child or young person (and their parents) to get that help or support if they need it.

To provide that support when needed, every child in Scotland has a named individual, the Named Person, as a single point of contact. This Named Person has a responsibility to provide help and support when asked and can draw together other services if needed, co-ordinating help for the child or parents. Please do not hesitate to contact your child's Named Person at any time.

The Named Person for all children from birth till age five, when they start primary school, is the Health Visitor.

### **Data Protection Act 1998**

Information on children and young people, parents and carers is stored on a computer system and may be used for teaching, registration, assessment and other administrative duties. The information is protected by Data Protection Act 1998 and may only be disclosed in accordance with the Codes of Practice. For further information please contact the establishment.

### **Equal Opportunities**

Glasgow City Council is an Equal Opportunities Authority and are socially inclusive. It is our policy to ensure a positive, tolerant and non-discriminatory attitude to all children and adults. We celebrate many festivals including Eid, Christmas, Easter, Diwali, Chinese New Year etc. We try to promote a positive attitude through all our resources; books, puzzles, imaginative play etc. We encourage all boys and girls to participate in all areas of the nursery and try to avoid stereotypical images. We ask for parents/carers co-operation



and support to encourage good self-esteem and confidence in all our children. Policies on Anti-Racism and Equal Opportunities can be found in the policy folder.

### **Additional Support Needs/Accessibility Strategy**

The establishment has a duty to ensure that all of our children have equal access to the curriculum, supported as appropriate to their individual needs. This covers not only the content of planned activities and teaching strategies but also minor adaptations to the physical environment of the building to address the needs of children with physical or sensory impairments.

We also need to ensure that parents and carers who have a disability have equal access to information about their child. This will involve, for example, relocating the venue for parents/carers meetings to facilitate physical access; provision of an interpreter for people who have a hearing impairment; agreeing a phone contact system to provide direct feedback to parent and carers.

### **Working together**

We ask support from parents/carers for the following:

- Dogs should not be brought into the nursery grounds (Guide dogs excepted)
- Always enter and leave by the nursery entrance.
- Do not hold the door open for anyone else - we need to check everyone who enters our building.
- Always make sure the front door closes properly behind you.
- Do not let anyone else's child out of the door.
- Always sign your child's name IN and OUT on the fire register.
- Always let a member of staff know if someone different is collecting your child from nursery.
- Please ensure your child brings a bag
- Please provide a pair of soft shoes (not slippers) for indoors (write name inside) and wellies for outdoors
- Children have accidents or get wet playing in the water etc and so we would ask that you please provide a change of clothes. Please put child's name on all clothing and footwear and replace regularly if used.
- Football team clothing is not encouraged for any children in our nursery.
- If your child is unwell or going to be absent please let us know, by phone, as soon as possible.
- We understand children like to bring a special toy or comforter to nursery, but will become very upset if the toy is lost or other children wish to play with it. There is no secure place to keep large special toys so where possible please leave precious items at home.
- We discourage children from bringing sweets, crisps or juice into nursery. We have children and staff who have severe allergies and therefore we must be careful as to what foodstuffs are present within the nursery environment. Please do not leave any opened packets or juice in the pram store as this can encourage pests
- The Education Department does not accept responsibility for clothing lost or stolen, so please ensure expensive clothes are not worn in nursery.
- Yokerburn Nursery has a No Smoking policy. Smoking is not permitted anywhere within the building or within the grounds.



- **Mobile Phone Policy** As part of our child protection procedures the use of Mobile Phones is not permitted in the nursery building or playground.

### **Clothing**

There are forms of dress that are unacceptable within the establishment, such as items of clothing which:

- Potentially, encourage faction (such as football colours.)
- Could cause offence (such as anti-religious symbolism or political slogans)
- Could cause health and safety difficulties, such as loose-fitting clothing, dangling earrings etc.
- Carry advertising, particularly for alcohol or tobacco and could be used to inflict damage on other children or be used by others to do so.

Glasgow City Council is concerned at the level of claims being received regarding the loss of children and young peoples' clothing and/or personal belongings. Parents/Carers are asked to assist in this area by ensuring that valuable items and unnecessarily expensive items of clothing are not brought to establishment. Parent/Carers should note that the authority does not carry insurance to cover the loss of such items and any claims submitted are likely to be met only where the authority can be shown to have been negligent.

### **Meals & Snacks**

Cordia staff provide our snacks and lunch food. The lunch menu changes on a four-week basis. Lunch can consist of either soup and a main meal or a main meal and a dessert. We cater for specific dietary needs for children and try to ensure a balanced and healthy diet from the youngest child upwards.

In our 3-5 age-group the introduction of a "snack bar" morning and afternoon encourages children to become more independent. They are able to collect a plate and cup, make or select their own snack, pour their own milk or water and tidy away after they are finished. Early literacy skills are encouraged through this activity when children can find and display their name card once they have had snack.

Yokerburn is a "tooth-friendly" nursery so children have a savoury snack and fruit, water or milk for drinking. Glasgow City Council charges for meals and snacks but there are exemptions.

### **Health**

We aim to promote healthy living and try to introduce the children to the benefits of fresh air, exercise and healthy eating. Children may spend a good deal of time outdoors in all kinds of weathers so appropriate clothing is necessary.

During the summer months we insist each child wears a sun hat and we ask parents/carers to provide sun-cream for safe play outdoors. Parents/ carers are asked to supply sun-cream particularly if your child has sensitive skin.

All children can take part in Glasgow's Oral Health programme of tooth brushing. As part of our enrolment procedure new parents/ carers who do not wish their child to take part in tooth brushing are advised that they can 'opt-out' by providing a letter.

### **Diet and allergies**

It is important we are kept informed about children with allergies or special dietary requirements.

All request for medical dietary requirements have to be supported in writing by the relevant medical authorities. Please ask the office for further information.

### **Chronic/Long Term Conditions**

Where a child has a chronic/long term condition his/her medication will form

part of their additional support plan.

### **Asthma/Epilepsy**

If your child suffers from asthma please inform your child's keyworker or member of management team if there are any activities or circumstances which are likely to bring on an attack.

### **Partnership with parents/ carers**

We have a Parent/ Staff group which helps with nursery event organisation, evaluation and development of partnership projects such as our Lending Library. Several parents/ carers help review material on an individual basis or to organise fund-raising activities. We would like to continue developing our outdoor areas and would be delighted for any ideas and support to do this.



### **Infection Control policy & procedures**

All staff wear disposable plastic gloves and aprons to ensure no cross-infection occurs while changing a baby/child during nappy-changing, toileting, if bleeding from an accident or if child is sick or has diarrhoea. Children and adults are encouraged to wash hands thoroughly, particularly before eating/ preparing food, after using the toilet/ changing and after play outdoors. Details of our policy can be found in the policy folder.

At particular times of general concern about health or sharing of germs, disposal of tissues and our hand-washing procedures are reinforced to adults and children through visual information for adults and reminders through discussion and curriculum activities for children. As part of the Curriculum for Excellence we have a continuous programme for delivering **Health and Wellbeing** issues to the children. Activities focusing on healthy eating, safety issues, hygiene and benefits of physical activity indoors and out are planned.

**The nursery takes advice from "Infection Prevention & Control in Childcare Settings"** issued by the Education Department.

### **Information in Emergencies**

We make every effort to maintain a full educational service, but on some occasions circumstances arise which lead to disruption. Establishments may be affected by, for example, severe weather, temporary interruption of transport, power failures or difficulties of fuel supply. In such cases we shall do all we can to let you know about the details of closure or re-opening. We shall keep you informed by using letters, email, Twitter and phone calls.

### **Emergency Contacts**

Parents/ carers are asked to provide the names and telephone numbers of responsible adults who can be contacted in the event of an emergency. If management or staff are unable to contact the parent/carer it is important that we can reach someone your child knows or who can get in touch with you. It would be helpful to us if you keep in mind that it is important that these contacts stay locally or have transport so that they can reach us in good time in an emergency situation.

In the event of a minor accident your child's key worker or First Aider will administer first aid. If we believe any child needs further attention, the parent/carer is contacted and the child taken to hospital. All accidents are recorded in the Council Accident Book

which parents/ carers will be asked to read and sign. Minor incidents are also recorded in a folder left in each room. If a child receives an injury to the head parents/ carers are informed and a Head Injury form is signed by member of staff, manager and parent.

### **Dealing with Racial Harassment**

The Race Relations Act of 1976 makes it unlawful to discriminate against someone because of his/her colour, race, nationality, ethnic or national background. The Act makes it the duty of Glasgow City Council to eliminate unlawful racial discrimination.

In 1999 the guidelines, "Dealing with Racial Harassment" were issued to assist all teaching staff in dealing with such incidents.

The adoption of an anti-racist approach should be seen as one part of the continuing attempt to improve the quality of education.

Glasgow City Council recognises that support from the home is essential if these aims are to be achieved. Every child in Glasgow has the right to be happy and secure at establishment.

### **Bullying**

Bullying behaviour will not be tolerated within Glasgow City Council's educational establishments. All children in Glasgow's educational establishments have an entitlement "to work (and play) in a learning environment in which they feel valued, respected and safe and are free from all forms of abuse, bullying or discrimination" (A Standard for Pastoral Care in Glasgow Establishments). In 2009, Glasgow City Council published its revised Anti-Bullying Policy, incorporating the requirement to record and report all discriminatory behaviours within educational establishments. Parents and carers have a significant role to play in helping to address this problem. For this reason any anti-bullying strategy must stress the importance of partnership with the parents and carers of their children.

### **Fire Procedures**

Fire doors, procedures and evacuation routes are clearly marked throughout the building. Fire-drills (announced and unannounced) are carried out each term both morning and afternoon. The fire alarm is tested by the Janitor every Wednesday at 10am and Friday at 2.30pm. The fire alarm is a siren which can be heard in all parts of the nursery but there are also red lights on the ceiling to indicate the need to evacuate. Please take a look at the information on evacuation posters to familiarise yourself and follow any guidance given by staff in the event of hearing the alarm sound. Staff and management are Fire Warden trained to ensure our environment, practice and policy is effective and safe.

### **Adult safety and well-being**

We are guided by policies from Glasgow City council on how to deal with anti-social or violent behaviour and we record any incidents in a Register. Staff in the nursery work hard to maintain good working relationships with parents/ carers and maintain a supportive and professional role at all times. However, we believe that, like other staff interacting with the general public, staff at Yokerburn have the right to work in a safe, secure and non-threatening atmosphere. No verbal or physical abuse will be tolerated.

### **Security**

The nursery has a main door controlled by a security entry monitor system. Buzzers are located in the office and playrooms. We must ask parent/carers to be **patient** and allow a little time after pressing the buzzer for the staff to come to the door. If there is no-

one in the offices it will be staff working with your children in the playroom operating the buzzer. We try to encourage the children to understand that only adults should open all doors.

The staff will **sign children in and out** of the building. This is also a Fire Register for safe evacuation from the building in the event of an emergency. Only a named person will be allowed to collect a child from the nursery.

**It is essential** that parents/carers inform the child's key worker or management if someone different is collecting their child. Management and staff will check with parent/ carer by phone if there is any doubt at all about the person collecting - this is to ensure the safety of children in our care. Continual updates of adults who are authorised by parents/ carers to collect their children from nursery will be requested and if suitable a photograph may be used to emphasise any adult who should under no circumstances collect a child.

Mobile phone use is not permitted in any playroom or general public area where children may be around i.e. cloakroom.



### **Birthdays**

To celebrate your child's birthday a photo poster will be displayed on their arrival and every child receives a small gift and card. We try to plan a special activity for the older children who can choose what they would like to do i.e. a visit to the studio room upstairs or an activity of their choice.

### **Photographs**

Parents/ carers are asked to give their permission for photographs to be taken and used for a variety of purposes in the nursery. Photos of children during activities, events, outings or general play inside and outside nursery are displayed on corridor walls as part of our planning system. They are also used in the children's Learning Journey folders (kept in each playroom and available for children and parents to see and add to at any time) to record development and progress over the period of attendance at nursery (from baby room to transition to primary school)

If, on occasion, photos are to be used by an outside agency for publicity purposes a signature from parent/ carer is sought to give permission.

### **Nursery Fund Contribution**

Funding is made available from Glasgow City Council to meet the basic requirements of running the nursery. However the nursery depends on parents' generosity to provide small gifts for children at birthday times and Christmas. Your donations also supply specific pieces equipment for rooms, local outings and much more. These extra resources help to make each child's time at nursery enjoyable and interesting. We also hold fund raising events such as sponsored walks, raffles etc. We appreciate any support you are able to offer and welcome suggestions. Nursery Fund can really make a tremendous difference to what we are able to provide for your child. Nursery Fund donations can be handed in to the office or given to any staff member.

All monies paid into either council funds or school funds are recorded, banked and audited and records are available for inspection at any time. We always welcome suggestions from parents about what toys and equipment they would like to see purchased for their children. We try to spend all monies raised while the children are attending nursery and all children receive the same regardless of level of parental contribution.

A full set of accounts is held in the centre and may be inspected by parents on request. Accounts are externally audited on an annual basis then passed for inspection by Glasgow City Council.



### **Administration of Medicine**

Glasgow's Early Years establishments have Dental health check-up and Vision Screening visits for children each year - notices are displayed in the front entrance to remind date and time and an information letter is sent home to parents/carers prior to the date.

If your child has been prescribed medicine by the GP you will be required to complete a consent form to record the important details about the medicine (including dosage and time last dose given at home). The form can be obtained from staff or office. Each time medicine is administered staff record and sign a record sheet.

The nursery also operates a policy for guidance for parents when children are unwell (this policy is displayed around the nursery for your information):

### **Gastro Intestinal Upset**

Sickness and diarrhoea

Child must remain off nursery for 48 hours **after** symptoms have resolved (stopped)

### **Conjunctivitis**

Treatment must be sought from GP and child should return to nursery 24 hours **after** treatment has begun.

### **Throat and chest infection**

Advice and antibiotic should be sought from GP and child should return to nursery 24 hours **after** antibiotic has started.

### **Ear infection**

GP often will give individual advice for this condition (depending if ear condition is caused by grommet or other medical / health reason) however, if green discharge is present in ears this generally indicates infection and child must attend GP for guidance and seek appropriate treatment. Parents/ carers should bear in mind that sore ears can have a huge impact on how a child reacts to play around them and often causes great distress.



### **Temperature**

Advice would be for child to remain off nursery and visit GP/ contact NHS 24 for advice.

### **Impetigo**

Child should remain off nursery until all skin has healed i.e. dried up. Parent/ carer should seek medical advice

### **Infectious diseases:**

#### **Measles**

Child should remain off nursery for 7 days (from appearance of rash)

#### **Mumps**

Child should remain off nursery until clinical recovery but at least 5 days from start of symptoms

#### **German Measles (Rubella)**

Child should remain off nursery for 4 days from start of rash

#### **Chicken Pox**

Child usually off nursery for 5 - 10 days from start of rash or until all vesicles have dried up.

*The above is guidance from NHS only - it is advisable for parents/ carers to check with child/ family GP for individual guidance*

### **Establishment Improvement Plan**

Early Years establishments are required by the Scottish Government to submit their plans for school improvement to the local authority. Our improvement plan is drawn up following self-evaluation and consultation process involving staff, parents, children, visiting professionals and quality improvement officers from Glasgow City Council. The recommendations from inspection agencies such as Education Scotland and Care Inspectorate also help determine priorities.

### **Planning**

The nursery has a key worker policy in operation, which means each member of staff has responsibility for a specific group of children. Staff will plan weekly for the individual needs of the children. These plans are based on observation and assessment of each child. Staff talk with children, particularly in the 3-5s room, to find out interests and what they know about the particular subject/ activity. They then use this information during their meeting. Children's comments are often shown in a 'mind-map' form to make it easy for children to see that the staff are listening to, and writing down, their ideas. The plan runs for approximately a month; combining interests from the children and skill opportunities which staff know they need to provide for development and is evaluated at the end. Plans are displayed for parents/ carers to see along with photos of children taking part in activities and pieces of work created by the children.

### **Outdoor Play and investigation**

Children are offered the chance to explore and learn outdoors with different materials and equipment; a combination of man-made and natural materials. They can combine resources creatively and imaginatively for their games and can learn to use space effectively. They work in small groups or pairs often which allows them to cooperate, plan, negotiate and communicate effectively with both other children and adults.

We would value your contributions to this project; ideas, comments, viewpoints to help us progress. We fully appreciate that parents and carers have legitimate anxieties about safety and care around challenging activities and would take this opportunity to reassure you that prior to any indoor or outdoor activity taking place, and during the use of equipment, staff carry out safety checks and Risk Assessment paperwork is completed by the Senior Leadership Team.

We would encourage any parent/ carer to talk with us about their concerns and questions. We are confident that this extension and enhancement, which is widely pronounced by all Local Authorities as 'good practice', can be positively focussed on as a partnership project with all parents/ carers and in collaboration with our Parent's Group.

### **The establishment and the wider community**

We value our role within the community, and try to get involved in as many initiatives as possible. Equally, we attempt to involve the wider community, where possible, in our work within the nursery. If you know of anything happening or can think of any ways we can become more involved, please let us know.

### **Twitter**

Yokerburn Nursery use twitter, an online news & social networking site where people communicate in short messages called tweets. Our nursery page is secure and can only be accessed by request. You can find us @yokerburn where you can request access to the page. If you have requested access please inform a member of staff of your twitter username to allow us to identify you and accept your request.

### **Our Yokerburn Avatars**

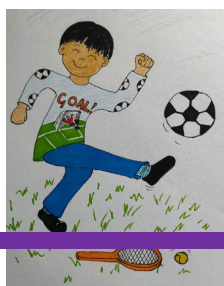
To ensure that we support our children's learning and development we have created a series of child-like avatars that are unique to Yokerburn Nursery. We have created 8 curricular avatars - these are:

**Nellie Numbers**  
**Lee Literacy**  
**Isabel ICT**  
**Maisy Music**  
**Creative Charlie**  
**Ollie Outdoors**  
**Shaheen Science**  
**Ari Active**

Each of these characters has an individual personality, background and personal interest which is tied to our curricular areas. Maths, Literacy, ICT, Music, Art, Science as well as a focus on outdoor learning and physical movement and wellbeing.

Our wonderful keyworker Lorraine has hand-drawn all of our avatar resources as well as creating hand knitted dolls, games and lots of other fun activities for the children to enjoy within the nursery. The avatars are used in various ways throughout the nursery and allows us to create a narrative and personalise activities for the children.

Our avatar project is continuously growing and expanding so watch this space for more!



Ari Active



Creative Charlie



Lee Literacy



Isabel ICT



Maisy Music



Nellie Numbers



Ollie Outdoors



Shaheen Science

### **Concerns and complaints procedure**

We are always anxious to maintain and improve our service. If you have any suggestions to make about the service please contact the Head of Establishment, Mary Gallacher, in the first instance. Similarly, if you have a complaint regarding any aspect of the service you should contact the Head of Establishment.

Alternatively parents/ carers can also contact the Education Service Liaison Unit who will adopt a neutral stance on any matter. They will attempt to give a full written response to any complaint within 10 working days. Full details of this procedure can be found displayed on the wall at the front entrance of the nursery.

Parents/ carers can also contact the Education Department on 287 2000 (main reception) or by writing to:

**Customer Liaison Unit  
Education Services  
Glasgow City Council  
City Chambers East Building  
40 John St  
Glasgow G1 1JL**

Customer Liaison Unit 0141 287 5384

Email: [education@glasgow.gov.uk](mailto:education@glasgow.gov.uk)

Online Forms are available from the council website ([www.glasgow.gov.uk](http://www.glasgow.gov.uk))

Alternatively, parents/ carers can make a complaint or voice a concern to the **Care Inspectorate** who regularly inspect Local Authority Childcare establishments.

**Headquarters:** Care Inspectorate  
Compass House

**Paisley Office:** Care Inspectorate  
Renfrewshire House

11 Riverside Drive  
Dundee DD1 4NY

Tel No: 0345 600 9527

Cotton Street  
Paisley PA1 1BF

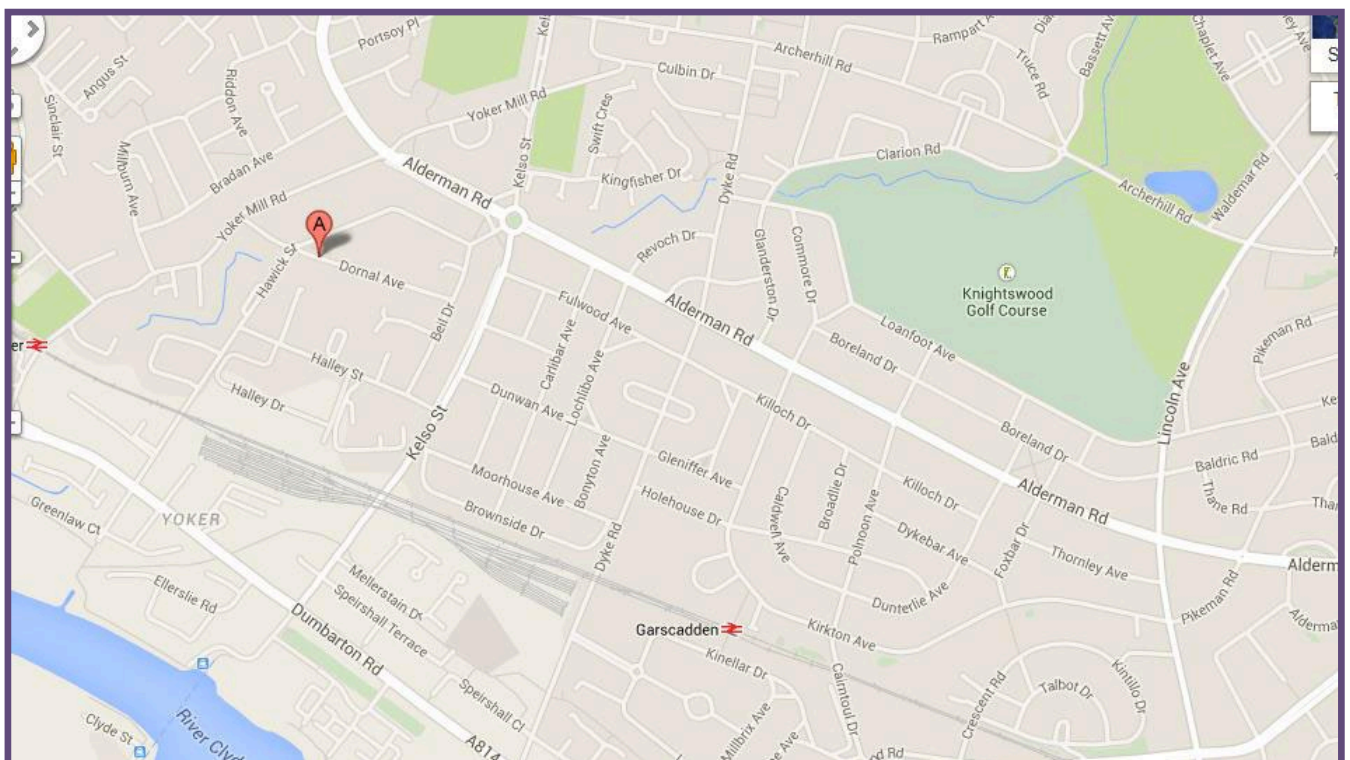
Tel No: 0141 843 6840

Email: [enquiries@careinspectorate.gov.scot](mailto:enquiries@careinspectorate.gov.scot)

### Our contact details:

Yokerburn Nursery  
C/O Clyde Campus  
200 Hawick Street  
Glasgow G13 4HG  
Tel: 0141 952 9962

[headteacher@yokerburn-nursery.glasgow.sch.uk](mailto:headteacher@yokerburn-nursery.glasgow.sch.uk)







Although this information is correct at time of printing, there could be changes affecting any of the matters dealt with in the document:

- a) before the commencement or during the course of the establishment year in question;
- b) in relation to subsequent establishment years.

## Yokerburn Uniform

Children are not required to wear a uniform however polo shirts and fleeces are available to order online if you wish.

Visit [www.myclothing.com](http://www.myclothing.com) & select Yokerburn Nursery to place an order.



# Child Welfare and Safety

## Insert for Establishment Handbooks and Public Display

All educational establishments and services must take positive steps to help children protect themselves by ensuring that programmes of health and personal safety are central to the curriculum and should have in place a curriculum that ensures that children have a clear understanding of the difference between appropriate and inappropriate behaviour on the part of another person, no matter who.

As with other areas of the curriculum, you will be kept informed of the health and personal safety programme for your child's establishment.

Educational establishments and services must create and maintain a positive ethos and climate which actively promotes child welfare and a safe environment by:

- ensuring that children are respected and listened to;
- ensuring that programmes of health and personal safety are central to the curriculum;
- ensuring that staff are aware of child protection issues and procedures;
- establishing and maintaining close working relationships and arrangements with all other agencies to make sure that professionals collaborate effectively in protecting children.

Should any member of staff have concerns regarding the welfare or safety of any child they must report these concerns to the Head of Establishment or the person deputising for the head of establishment. He/She after judging that there may be grounds for concern regarding the welfare or safety of any child must then immediately advise the duty Senior Social Worker at the local Social Work Services area office of the circumstances.





## **Duty of Candour Report 2020**

All Health and Social Care Services in Scotland have a duty of candour. This is a legal requirement which means that when things go wrong and mistakes happen, the people affected understand what has happened, receive an apology, and that organisations learn how to improve for the future.

An important part of this duty is that we provide an annual report about the duty of candour in our services. This short report describes how our care service has operated the duty of candour during the time between 1 April 2020 and 31 March 2021.

### **How many incidents happened to which the duty of candour applies?**

In the last year we have recorded no incidents to which the duty of candour applied.

Where something has happened that triggers Duty of Candour staff report this to the Head of Centre who has responsibility for ensuring that the duty of candour procedure is followed. When an incident has happened SLT complete a comprehensive investigation, consult with service users involved, discuss issues towards a staff review on how improvements can be made and amend any related policies or procedures. Service users would be involved in this process to ensure actions are identified and manageable.

Duty of candour information is shared as part of our main two annual In Service days.

It is important as service providers we acknowledge errors in action or judgement and takes steps to address these. Glasgow City Council employees can seek guidance and support from Employee Assistance Resource if they have been affected by a duty of candour incident.

Where parents or children are affected by the duty of candour, we aim to provide welfare support as necessary. If you would like more information about our nursery, please contact us using these details:

**Email:** [headteacher@yokerburn-nursery.glasgow.sch.uk](mailto:headteacher@yokerburn-nursery.glasgow.sch.uk)

**Phone:** 0141 956 9962