

Knockando Playgroup

IN PARTNERSHIP WITH THE MORAY COUNCIL
and supported by Moray Childcare Partnership



***KNOCKANDO PRIMARY SCHOOL
KNOCKANDO
MORAY
AB38 7RY
01340 810257***

KNOCKANDO PLAYGROUP

PARENTS INFORMATION PACK

CONTENTS

Welcome

Session fees

Information about Knockando Playgroup

Playsession

Duty Helper

Vision, Value and Aims of Knockando Playgroup

Documents list

Curriculum for Excellence

School term dates

Copy of Knockando Primary School letter formation

Complaints procedure

Playroom procedure

Moray council moving along document

Admissions Policy

KNOCKANDO PLAYGROUP

At present we meet Monday – Friday, from 9.10am (flexible start between 9.10am – 9.30am) – 12.20pm (flexible finish between 12.10pm and 12.20pm) in our playgroup room in the Knockando School.

You may stay with your child, to help settle and acquaint yourselves with the playstaff, other children and the surroundings of the playroom. This is, of course, an option, which may or may not be of benefit to your child.

As we have 3 members of staff, we do not ask parents to do a duty rota on a regular basis, but if you wish to join in with a session please feel free to do so. There may be occasions when a parent may be asked to step in to cover for illness or when a member of staff is on training.

If you have any questions then please do contact us by telephoning Knockando School and ask to be put through to the playroom.

Manager	Julie Goodfellow	01340 810257 (9.00am – 1.30pm) (email: juliegoodfellow@live.co.uk)
---------	------------------	--

Playworker	Vivienne Farquhar
------------	-------------------

Playworker	Nicola Robertson
------------	------------------

KNOCKANDO PLAYGROUP

SESSION TIMES
&
FEES

MEETING AT KNOCKANDO SCHOOL

MONDAY – FRIDAY

9.10AM - 12.20PM

(FLEXIBLE START - 9.10AM - 9.20AM
FLEXIBLE FINISH - 12.10AM AND 12.20PM)

FEES - £8.30 PER SESSION

(UNTIL CHILD IS LEGIBLE FOR MORAY COUNCIL FUNDING)

PLUS

SNACKS – 70p PER SESSION

(CHARGED AND PAYABLE AT THE BEGINNING OF EACH SESSION)

PARKING

ALL PARENTS MUST PARK OVER BY THE TENNIS COURTS WHEN
DROPPING OFF AND PICKING UP THEIR CHILDREN

KNOCKANDO PLAYGROUP

INTRODUCTION TO THE GROUP

The playgroup is committee run and owned by the parents of the children who attend. Parents elect representatives to serve as office bearers and to ensure the day to day running of the group. The Playleaders are the employees of the parents. Regular meetings are held which all parents are welcome to attend. The A.G.M. is held in June. Your views are welcome on all matters concerning the group.

Chairperson	Mhairi Walker
Vice Chairperson	Imogen Sawyer
Secretary	Sarah Packham
Treasurer	Elaine Bain

Code of practice

Our group is a member of Care and Learning Alliance. We follow the guidelines laid down by them. The group is subject to QA inspections carried out by the Moray Council.

The Playleaders

The playgroup employs a Manager and 2 Playleaders. Julie Goodfellow is the Manager. She has three children. She is registered with the SSSC and holds a BA in Childhood Practice. Vivienne Farquhar has been with the group since June 2000. Viv has three children of her own. She is very good with all the playgroup children and much liked by all. Her qualifications include an SVQ level 3 in Child Care and Education. Nicola Robertson joined us in August 2001. She holds a SNNEB. Nicola has two children of her own and is a great hit with all the playgroup children. All staff have been disclosed by Disclosure Scotland and hold a current first aid certificate.

Parental Involvement

We employ three members of staff so we do not ask parents to do a duty rota, but we operate an open door policy and if you wish to be involved in any session then please let a member of staff know which day(s) you would like to attend. Parents are asked to abide by the groups rules and policies while attending the group. A Parental Involvement Policy is in place for you to look at and inform you of how we involve parents within the life of the group.

Sweatshirts

Parents who wish to purchase Playgroup sweatshirts, please see play staff. These are available in sizes 3/4 or 5/6 at a cost of £9.00 each.

Settling In

Parents and their children are welcome for an initial visit before starting in the group so that you can become familiar with the staff and the activities on offer. We recognise that settling in is an important stage in the transition between home and the outside world and appreciate that all children are different and some will take longer than others to settle. When it is time to leave your child we urge you to say "Goodbye" and not just disappear. Parents are welcome to stay with their child as long as it takes the child to settle in. They are asked to go at their child's pace and not to force the process. If you do have to leave your child crying or upset, staff will phone and let parents/carer know when their child has settled. If however after a period of 10 minutes the child is still inconsolable we will phone for the parent/carer to come back and stay with their child.

Toileting

It is preferable for children to be toilet trained. We are aware that accidents do happen, and we assist children, if need be, in changing their clothing, but if they occur on a regular basis, parents may be asked to come into playgroup to change their child's clothing as we do not have staff available to do this. We are not allowed to change nappies without written parental permission. It is advised that children bring a bag with them with a change of clothing for accidents with water etc.

Change of clothing

All children should come to Playgroup with a bag containing a change of clothes (for those days where spills etc occur). You should also provide a pair of indoor shoes that can be used in the gym hall when they are doing indoor activities. These are also handy when the children have mucky boots on the days they are at the woods.

Outings

Several outings are organised throughout the year. Parents are invited to accompany their children to ensure a safe adult: child ratio of 1:3. Due to funding restrictions a cost may be payable for transport. Parents and accompanying siblings will be eligible to pay all costs e.g. transport, entrance fees, food and as appropriate. Permission slips must be completed and returned prior to any outings. Informal outings in the school grounds are part of the daily routine, when the weather permits; permission slips are not required for those.

Behaviour

It is recognised that children require a simple set of guidelines to help them come to terms with the feelings and needs of others within society. We maintain base rules that concentrate on the respect and personal safety of others. Please see our Behaviour Policy available from the policy file.

The playgroup operates a **NO SMACKING POLICY** and parents are expected to respect this.

Health & Safety

FIRST AID- All Staff hold first aid certificates. A first aid kit and accident book is maintained in the room.

CONTACTS - a list of telephone numbers is maintained in the event of an incident.

PERSONAL BELONGINGS - Bags, keys etc. should be kept out of reach of the children.

ILLNESS - If your child is unwell, please do not bring them to playgroup. Please see our health and Safety policy. For Example if a child has had a sickness/diarrhea bug they must be free from it for at least 48 hours before they return to playgroup.

Equal Opportunities

The playgroup recognises that we all have individual needs and abilities and aim to allow everyone to aspire to their full potential. By ensuring that the play environment is non-discriminatory, we hope to provide positive images of all members of society. See our Equality and diversity policy.

Admissions

The playgroup follows the guidelines laid down by Moray Council regarding admission into the playgroup & it's waiting list. See attached policy.

Child Protection

In Knockando playgroup we believe that every child, regardless of age, has and in all situations a right to feel safe and protected, from any situation or practice which results in a child being physically or psychologically damaged. Please see our child protection policy at the back of this booklet.

Reporting children's progress to parents

We have in place the Moray Council Transfer of Information Record. See examples at end of booklet. We have private discussions once yearly with parents, normally in the autumn (but staff or on hand to discuss their child's progress at anytime). At these meetings we share information held on this document with parents of the child concerned. Should parents require information at any other time the staff will be more than happy to make an appointment for you to speak to them. Each child has their own personal profile within the group, detailing their progress, examples of their work and containing pictures of events within the group. These profiles are available for parents to look at, at any time.

Volunteer/helpers

From time to time there may be students/helpers come into the playroom as part of their training/school education. These volunteers will be asked to read and abide by all our policies and procedures. They will never be left alone with the children and will be guided by the playstaff.

Woods Sessions

Each term an appropriate day is picked where the children attend one session per week in a designated wooded area. It is important that all children are appropriately dressed for the weather each week and where appropriate sun cream is applied. A change of clothes should be taken and left at the woods during these sessions.

The benefits of bringing learning outside are so wide and to that end this is promoted in the Curriculum for Excellence which applies from pre-school right through to High School. It is great to see the children having the same amount of fun outside learning as inside (if not more outside!).

Baking with children

As part of the curriculum we bake and cook with the children. Adults nor children are permitted to wear nail varnish during these activities as set out in our kitchen/food hygiene policy. Therefore, if children do come to playgroup with nail varnish on the days we are cooking, a member of staff will remove it otherwise that child will be unable to take part in this activity. Also during these baking/cooking activities all cuts and open wounds have to be cover with blue plasters. If you have a problem with this, then consult a member of staff.

Snack

We provide a healthy snack for the children taking into consideration any allergies. This can be a variety of fruit, toast, yogurt, crackers and cheese, pittabread, cheese and ham or pancakes. A snack rota is made up and all parents take a turn at doing the weekly shopping (paid for by playgroup, but please keep receipt as we need this for our petty cash).

Snack is calculated on the number of funded sessions your child attends the group and is worked out, charged and payable on that basis at the beginning of each term. It is not possible to refund any snack fees.

Barnaby Bear

Barnaby Bear is a great Playgroup favourite and loves to go home with the children for sleepovers. He comes with a suitcase filled with changes of clothing, a toothbrush, shoes, a diary and a scrapbook. The children look after him for a few days at a time and can narrate stories for their parents to write in his diary, care for him and he enjoys being involved in their day to day lives. When Barnaby returns to Playgroup the children re-tell all their stories of what they did while they had the bear and if they have any photographs, they can show them to the group using the scrapbook.

Parents Contact Details

All parents are asked if they are happy for their contact details (telephone number and email address) to be circulated around other parents of the group. You will also be asked if you wish these details to be available to parents only on our password protected pages of our website. If you do not wish for your details to be circulated the group will respect your wishes at all times.

Fundraising

As the Playgroup is in partnership with The Moray Council to provide pre-school education, the parents are responsible for fundraising to ensure that the Playgroup can function. We receive funding from The Moray Council on a per child basis and this amount falls short of the running costs of the group. Over the years parents have done a fantastic job of fundraising and applying for grants which has meant that the group survives through some very difficult times. It is important that all parents are involved in fundraising events as the group depends on the money raised at these events. Any suggestions for fundraising events are always welcome!

'Tell me about' Sheets

'Tell me about' sheets are available on the playgroup noticeboard in the foyer. These forms should be taken and completed by parents/carers when the children have any achievements (big or small) that they would like to share with the group. The children can take the form into playgroup and pass them to a member of staff. They are always very proud to share their achievements with their peers.

Tell us what you think

'Tell us what you think' forms are also available on the playgroup noticeboard in the foyer. These sheets can be used by parents/carers to make any comments, suggestions or complaints. These can then be put in the collection box in the foyer, which is checked daily and a member of staff will try to get back to you within five working days.

KNOCKANDO PLAYGROUP

THE PLAY SESSION

The playgroup offers a wide range of activities for the children at each session. These activities help the children to develop their physical, emotional, language, expressive and social skills.

The session provides opportunities for the children to experience:

- > Painting - with brushes, fingers, straws, sponges..
- > Junk modelling - making pictures of models from boxes, kitchen roll holders, card, paper, material, cotton wool, glitter.....
- > Dough - moulding and modelling with play dough and other substances..
- > ICT – computer, leap pad books, toy micro wave, toy washing machine, digital camera etc
- > Construction - utilizing Lego, Duplo, and other bricks teach children physical laws.
- > Small world sets - farm, railway, roadway, dolls house, encourage an imaginative view to the outside world.
- > Puzzles and games - role playing games and a variety of puzzles to stimulate imagination and encourage interpersonal skills.
- > Books - picture and story books for individual and group reading.
- > Physical Play - hoops, tunnel, slide, balls, soft mats for rolling on.
- > Games - singing/rhyming games, music and movement.
- > Sand - with toys and measures, wet sand play is encouraged.
- > Outdoor play - ball games, tag, use of climbing equipment and wheeled toys
- > Nature study - Planting and growing bulbs and seeds, creepy crawly watch

Activities do not always have an end product, as doing is an important part of the learning experience, the absence of "something to take home" does not imply a lack of input or learning on the child's part. Playstaff welcome the chance to tell parents how their child has spent the morning.

As we go outdoors on a regular basis if you wish your child to wear a sun hat then this should be in their bags. Sun cream should be applied to your child prior to coming to playgroup. On colder days children should come prepared to go outdoors with a suitable jacket, hats and gloves. We also use outdoor wheeled toys regularly and if you wish your child to wear a cycling helmet then this should be brought along to the play sessions.

We have a woods session (normally once a week) where the learning that takes place indoors is extended outdoors in a local wooded area. The children require to be dressed appropriately as indicated above.

KNOCKANDO PLAYGROUP

DUTY HELPER – HOW YOU CAN HELP ME

If the need for a duty helper occurs this is how you can help.

First thing - If you could arrive approximately 20 minutes prior to the session to assist in setting up the classroom it would be appreciated.

During the session. Join in with any activities on offer. If someone asks you to help - find out if they have tried to do it themselves first, encourage them to try and find a way to solve the problem - then help if necessary.

Read stories to anyone who asks you. Sit in the book corner.

Messy Play. Help with putting on aprons. Get the children to put on their own aprons, encourage trying to do it themselves first - again help if necessary. We then do them up at the back.

Paint, playdough etc. Help with washing hands and encourage children to hang up aprons. Keep area we are using as tidy as possible during messy play. When we have finished tidy away and wash any equipment. If any paint is left in pots, wash lids & brushes only, then replace lids and fit stopper

Gym Day. Get the children to put on gym shoes, shorts and T-shirts. Help if necessary, also with getting dressed after. Help the children and myself to put away equipment away.

Tidy up time. Be sure the children are helping us to tidy up. We do not want things just thrown somewhere they do not belong.

Snack time. A member of staff will take the children to the toilet - whilst we are out of the room, tables need to be wiped down with Dettol & the blue cloth. Prepare milk and water in jugs. Cut up fruit or get out utensils we will be using for today's snack (plates, cups, knives, butter etc). Children will be given specific jobs to help with snack time. When they are finished they are encouraged to take their own plate and cup to the table, this is encouragement towards independence. After snack children are asked to go to the story corner. Dishes then need to be put in the dishwasher.

Storytime/songtime Join in any singing or dancing we may be doing.

Incidents of unwanted behaviour. It is the duty of the playstaff to deal with incidents of unwanted behaviour. If when you are in the playroom you witness any incidents then these should be brought to the attention of the staff for them to deal with as they see fit.

Confidentiality. Any information discussed or overheard in the playroom/school must remain strictly confidential. Please see our confidentiality policy at the back of this book.

Visions, Values and Aims of KNOCKANDO PLAYGROUP

Vision

To be an exemplary playgroup in the provision of quality early childhood education, ensuring that every child has a great start in school and life.

Values

Children First

We place the interests of the children first in everything we do.

Culture of Excellence

We strive for excellence in everything we do.

Professional Conduct

We embrace diversity and are an advocate for equity and inclusion in all the work we do.

Collaborative Partnership

We strive to form strong relationships with parents and associates.

Community Spirit

We encourage a strong sense of community spirit in our organisation.

Aims

Work towards a provision, which encourages children to be happy, safe, healthy, achieving, nurtured, active, respected, responsible and involved.

Provide a broad range of appropriate pre-school experiences in line with the Curriculum for Excellence.

Provide a high level of childcare using the National Care Standards and the Child at the Centre 2 as guidelines for implementing new procedures, policies and to further improve the standard of care provided via monitoring and self evaluation.

Identify and provide relevant training and support for staff, including that required to meet the SSSC registration requirements.

Respect and involve parents in the care and education of their child.

KNOCKANDO PLAYGROUP

DOCUMENT LIST

Documents for parents and carers to read and familiarize themselves with. Please do not remove any documents from the playroom without telling the playstaff.

Completed enrolment forms should be given to the playstaff; they are kept locked away “in confidence”.

DOCUMENT	LOCATION
Health & Safety Policy	Policy file
Fire Evacuation procedure	On wall
First aid box & contents	On Wall
Accident Book	Filing Cabinet
Constitution	Filing Cabinet
Complaints procedure	Notice board
Behaviour Policy	Policy File
Equal and Diversity Policy	Policy File
Child Protection Policy	Policy File + attached at the back of this handbook
Confidentiality Policy	Filing cabinet + copy on notice board
Whistle Blowing Policy	Policy file
Most recent annual inspection report	Filing cabinet + copy on notice Board
SSSC (Scottish Social Services Council) Codes of practice	Filing Cabinet
The Notice Board	In Main Entrance Area.

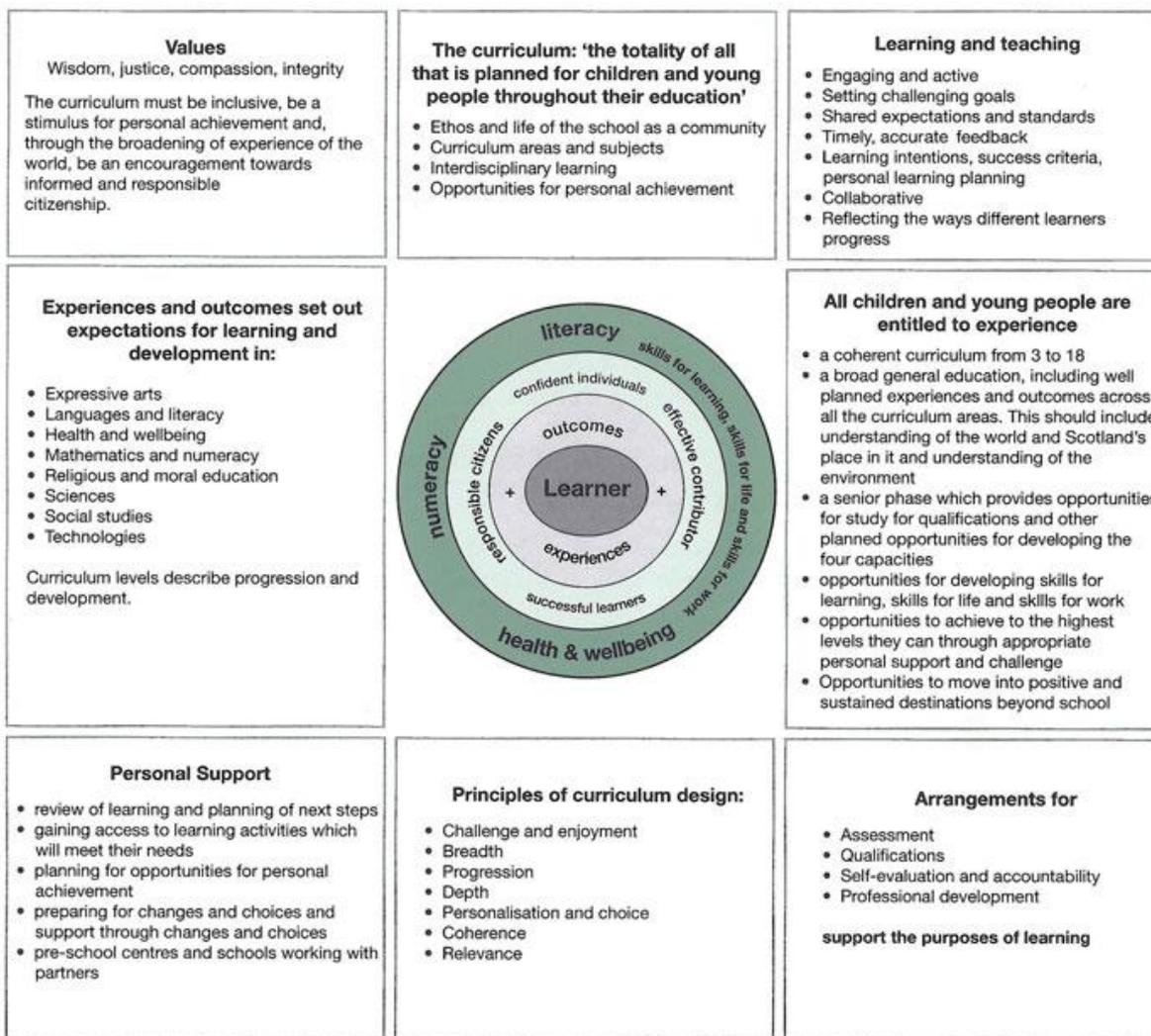
Curriculum for Excellence

Curriculum for Excellence aims to achieve a transformation in education in Scotland by providing a coherent, more flexible and enriched curriculum from 3 to 18.

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.

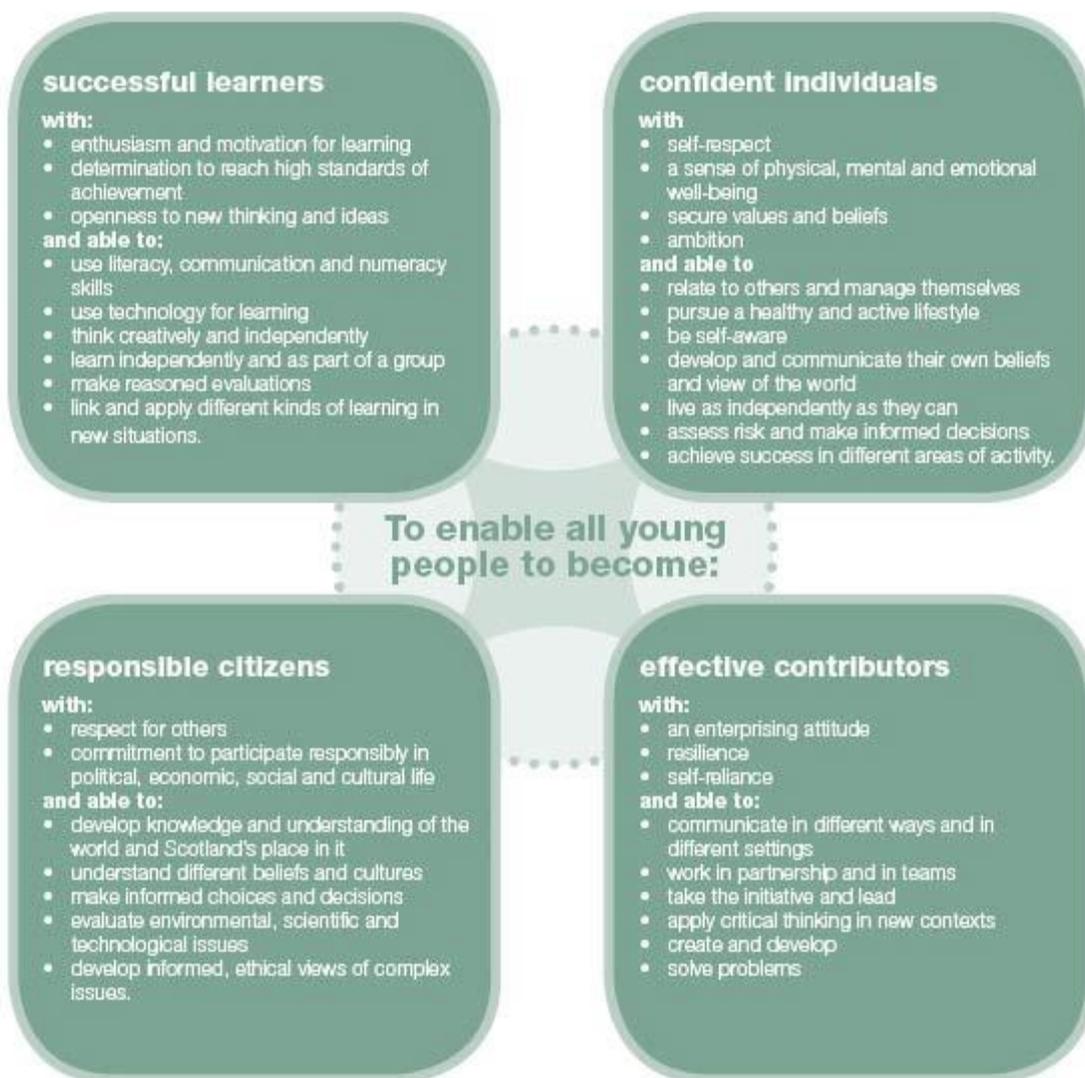
We provide this through our skilled interaction with each child and by providing stimulating contexts for active learning, building upon the child's knowledge and skills and recognising their stage of development. From the outset, young children are partners in the learning process, actively participating in the planning, shaping and directing of their own learning.

Below is a schematic guide which presents a summary of the components used to build the 3-18 curriculum, with the learner at the centre.



The purpose of Curriculum for Excellence is encapsulated in the four capacities— to enable each child or young person to be a successful learner, a confident individual, a responsible citizen and an effective contributor.

The four capacities are the knowledge and skills, Scotland’s young people will require if they are to flourish in life.





School Term and Holiday Dates 2012 – 2016

(all dates inclusive)

Session 2012/2013		
Autumn Term	Starts	<i>In-Service Closure: Monday 20 Aug 2012</i> Tuesday 21 August 2012
	Ends	Friday 12 October 2012
Autumn Holiday	Starts	Monday 15 October 2012
	Ends	Friday 26 October 2012
Winter Term	Starts	Monday 29 October 2012
		<i>In-Service Closure Secondary Schools Only: Friday 16 Nov 2012</i>
		<i>In-Service Closure: Monday 19 Nov 2012</i>
		<i>In-Service Closure: Tuesday 20 Nov 2012</i>
	Ends	Friday 21 December 2012
Christmas Holiday	Starts	Monday 24 December 2012
	Ends	Friday 4 January 2013
Spring Term	Starts	Monday 7 January 2013
		<i>Mid Term Holiday: Friday 15 & Monday 18 February 2013</i>
	Ends	Thursday 28 March 2013
Spring Holiday	Starts	Friday 20 March 2013 (Good Friday)
	Ends	Friday 12 April 2013
Summer Term	Starts	Monday 15 April 2013
		<i>May Day Holiday: Monday 6 May 2013</i>
		<i>In-Service Closure: Thursday 16 May 2013</i>
		<i>In-Service Closure: Friday 17 May 2013</i>
		<i>In-Service Closure Secondary Schools Only: Monday 20 May 2013</i>
	Ends	Friday 5 July 2013
<i>Plus 1 occasional day holiday when the following schools will be closed:</i>		
Buckle High & feeder schools		Elgin Academy & feeders
Monday 10 June 2013		Thursday 14 February 2013
Elgin High & feeder schools		Forres Academy & feeders
Thursday 14 February 2013		Thursday 14 February 2013
Keith Grammar & feeders		Lossiemouth High & feeders
Monday 3 June 2013		Friday 3 May 2013
Milne's High & feeders		Speyside High & feeders
Friday 3 May 2013		Monday 3 June 2013

Session 2013/2014		
Autumn Term	Starts	<i>In-Service Closure: Monday 19 Aug 2013</i> Tuesday 20 August 2013
	Ends	Friday 11 October 2013
Autumn Holiday	Starts	Monday 14 October 2013
	Ends	Friday 25 October 2013
Winter Term	Starts	Monday 28 October 2013
		<i>In-Service Closure: Monday 18 Nov 2013</i>
		<i>In-Service Closure: Tuesday 19 Nov 2013</i>
	Ends	Friday 20 December 2013
Christmas Holiday	Starts	Monday 23 December 2013
	Ends	Friday 3 January 2014
Spring Term	Starts	Monday 6 January 2014
		<i>Mid Term Holiday: Friday 14 & Monday 17 February 2014</i>
	Ends	Friday 28 March 2014
Spring Holiday	Starts	Monday 31 March 2014
	Ends	Friday 11 April 2014
Summer Term	Starts	Monday 14 April 2014
		<i>Good Friday Holiday: Friday 18 April 2014</i>
		<i>May Day Holiday: Monday 5 May 2014</i>
		<i>In-Service Closure: Thursday 22 May 2014</i>
		<i>In-Service Closure: Friday 23 May 2014</i>
	Ends	Friday 4 July 2014
<i>Plus 1 occasional day holiday when the following schools will be closed:</i>		
Buckle High & feeder schools		Elgin Academy & feeders
Friday 2 May 2014		Thursday 13 February 2014
Elgin High & feeder schools		Forres Academy & feeders
Thursday 13 February 2014		Friday 2 May 2014
Keith Grammar & feeders		Lossiemouth High & feeders
Monday 2 June 2014		Friday 2 May 2014
Milne's High & feeders		Speyside High & feeders
Friday 2 May 2014		Monday 2 June 2014

Session 2014/2015		
Autumn Term	Starts	<i>In-Service Closure: Monday 18 Aug 2014</i> Tuesday 19 August 2014
	Ends	Friday 10 October 2014
Autumn Holiday	Starts	Monday 13 October 2014
	Ends	Friday 24 October 2014
Winter Term	Starts	Monday 27 October 2014
		<i>In-Service Closure: Monday 17 Nov 2014</i>
		<i>In-Service Closure: Tuesday 18 Nov 2014</i>
	Ends	Friday 19 December 2014
Christmas Holiday	Starts	Monday 22 December 2014
	Ends	Friday 2 January 2015
Spring Term	Starts	Monday 5 January 2015
		<i>Mid Term Holiday: Friday 13 & Monday 16 February 2015</i>
	Ends	Friday 27 March 2015
Spring Holiday	Starts	Monday 30 March 2015
	Ends	Friday 10 April 2015
Summer Term	Starts	Monday 13 April 2015
		<i>May Day Holiday: Monday 4 May 2015</i>
		<i>In-Service Closure: Thursday 21 May 2015</i>
		<i>In-Service Closure: Friday 22 May 2015</i>
	Ends	Thursday 2 July 2015
<i>Plus one occasional day to be agreed by 30 March 2014</i>		

Session 2015/2016		
Autumn Term	Starts	<i>In-Service Closure: Monday 17 Aug 2015</i> Tuesday 18 August 2015
	Ends	Friday 9 October 2015
Autumn Holiday	Starts	Monday 12 October 2015
	Ends	Friday 23 October 2015
Winter Term	Starts	Monday 26 October 2015
		<i>In-Service Closure: Monday 16 Nov 2015</i>
		<i>In-Service Closure: Tuesday 17 Nov 2015</i>
	Ends	Tuesday 22 December 2015
Christmas Holiday	Starts	Wednesday 23 December 2015
	Ends	Monday 4 January 2016
Spring Term	Starts	Tuesday 5 January 2016
		<i>Mid Term Holiday: Friday 12 & Monday 15 February 2016</i>
	Ends	Thursday 24 March 2016
Spring Holiday	Starts	Friday 25 March 2016 (Good Friday)
	Ends	Friday 8 April 2016
Summer Term	Starts	Monday 11 April 2016
		<i>May Day Holiday: Monday 2 May 2016</i>
		<i>In-Service Closure: Thursday 19 May 2016</i>
		<i>In-Service Closure: Friday 20 May 2016</i>
	Ends	Thursday 30 June 2016
<i>Plus one occasional day to be agreed by 30 March 2015</i>		

CONTACT DETAILS: The Moray Council, Education and Social Care, www.moray.gov.uk
Telephone: (01343) 563374, Email: educationandsocialcare@moray.gov.uk

Last Updated 03.05.13 Expiry Date 30.03.14

Inspire • Include • Improve

KNOCKANDO PLAYGROUP

Letter Formation

This is the letter formation children will be using when they move onto school. If your child is showing an interest in writing e.g. their name, it would be most helpful for them if you use this format. Please don't encourage your child to write their name in block capitals as this can lead to confusion while they are still learning.

A	a
B	b
C	c
D	d
E	e
F	f
G	g
H	h
I	i
J	j
K	k
L	l
M	m
N	n
O	o
P	p
Q	q
R	r
S	s
T	t
U	u
V	v
W	w
X	x
Y	y
Z	z

The Moray Council Transfer of Information Record
Knockando Playgroup

Early Level Transition Report: Pre-school to Primary 1



Year:		
Child's name:		Date of birth:
Address:		
Telephone:	Position in family:	out of
Parent or Carer:		
Attendance from To	Regular attendance: YES / NO	

Child's comment:

Head of establishment comments:

Completed by:

Date:

Head of establishment:

Date:

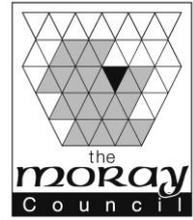
✂-----

Parent/Carer comments for **Child's name**

Please return this slip to your child's pre-school establishment. Comments you may wish to make about your child's strengths and next steps should be written here:

Signature of parent/carer _____

The Moray Council Transfer of Information Record
Knockando Playgroup
Early Level Transition Report Pre-School to Primary 1



Name _____

Health and Wellbeing

Strengths and areas for development

Literacy

Strengths and areas for development

Numeracy

Strengths and areas for development

Other curricular areas

Strengths and areas for development

Additional comments

INVOLVEMENT FROM SUPPORT AGENCIES

Educational Psychology Services		Early Years Education Service		Speech And Language Therapy	
Clinical Psychology Services		Early Years Education Service – Language Support		Social Work	
Physiotherapy		Occupational Therapy		English as an Additional Language	
Hearing Impaired		Visual Impaired		National Children's Home	
Other (please specify):					

Details of support needs should be discussed with the receiving school during transition visits

KNOCKANDO PLAYGROUP

Admissions Policy

Purpose: To ensure fair access to playgroup sessions when applications for sessions exceed the number of sessions available.

Practice: As a partnership playgroup we work within the Moray Council Educational Services Policy for Admission to Pre-School Education.

In addition we will

- guarantee all children in their pre-school year five sessions each week.
- endeavor to give all children in their ante-pre-school year a place at playgroup with sessions shared out equally among the children.
- offer any remainder sessions to the oldest child first, then to the next oldest until all the sessions are taken.
- provide any parent or carer enquiring about a place at playgroup with a copy of this policy and of the Moray Council Educational Services Policy for Admission to Pre-School Education

KNOCKANDO PLAYGROUP

CHILD PROTECTION POLICY

CHILD PROTECTION POLICY STATEMENT

We will :

1. Treat everyone with respect
2. Staff will never touch or speak to a child inappropriately
3. Provide an example we would wish others to follow
4. Actively promote childrens feelings of self worth
5. Ensure that at least two members of staff are present, each of them never being out of sight or hearing of the other.
6. Respect a childs right to personal privacy. We will ask if a child needs help toileting – we will never assume he / she does
7. We will provide time for children to talk to us and for us to listen to them.
8. We will encourage children to respect and care for others
9. We will take action to stop inappropriate verbal or physical behaviour towards others
10. Ensure that children are collected safely from our Centre by Parents / Carers or authorised persons known to the child and the staff
11. Treat sensitive issues confidentially
12. Only share concerns and seek support from the staff in the Centre
13. Work Services Department.
14. If child is upset and wishes a cuddle to comfort them, staff will do so.
15. We require a forwarding home address and or next centre the child intends to attend

CHILD PROTECTION POLICY & STATEMENT FOR VOLUNTEERS AND STAFF

In Knockando playgroup we recognise that Child Protection should not be treated in isolation. We will take on board Local Authority and North east of Scotland Child Protection Committee guidance and the legal framework for The Protection of Children Scotland Act 2003, and will address recruitment and selection of staff by doing the following:

1. We will always ask on job application forms for previous addresses
2. We will ask for two referees each time – which will be taken up. Checks will be carried out with previous employers
3. We will explore with candidates gaps in their employment history
4. We will carry out face –to-face interviews every time
5. We will make notes at interviews of all previous childcare experience of candidates
6. We will remind all applicants at interview. That they have signed a declaration regarding Criminal Offences, and this will be checked through Enhanced PVG Scheme Membership Checks from Disclosure Scotland.
7. We will remind all applicants at interview that their contract will include a clause, which states that the Contract will be terminated if their Enhanced PVG Scheme Membership notes that they are Disqualified from Working with Children list as required by the Protection of Children (Scotland) Act 2003.
8. We accept that it is our responsibility as a group to check that all adults with regular access to the children have been police checked.
9. We will regularly update the Enhanced PVG Scheme Membership of all current staff, cross referencing to the register of the Scottish Social Services Council.

Knockando playgroup believes that every child, regardless of age, has at all times and in all situations a right to feel safe and protected, from any situation or practice which results in a child being physically or psychologically damaged.

In **Knockando playgroup** if we are suspicious about a child's physical, sexual or emotional well being – we take action.

1. If staff feels that a child is in immediate danger, and the facts are very clear, then staff would report in the first instance to the manager whom would then pass the information to the Child Protection Coordinator who would go straight to Social Work Services. In addition, the Child Protection Coordinator would share this information with the appropriate health professional, in most cases this will be the Health Visitor or Social Worker. In this instance, parents would not be notified. This differs from all other aspects of group policy and practice when parents are always the first to be consulted about the welfare of their child. This action is deemed necessary to protect the child from the outcome of raising any suspicions, and to ensure that no false allegations are made against a child's family.
2. If the suspicions are against a member of staff then anyone can raise their concern with the Social Work Services, the contact number for the service is on the wall in the playroom and at the back of this document. The Care Inspectorate must be contacted immediately.

In order to communicate their concerns accurately our staff will:

1. Tell the child they have done the right thing by telling you.
2. Be clear about their facts, recording only factual evidence that they have seen, heard or know. **This will not be their interpretation of the facts.** This will be viewed as a confidential document.
3. Decide if they share their concerns with a colleague and if they are, agree the action to take jointly.
4. Staff will **never** investigate any suspicions or allegations of abuse, because we realise as a group that training on signs and symptoms of abuse does not make an "expert". However fear of being wrong will not deter staff from taking action in the child's best interest.

At Knockando playgroup staff will at all times acknowledge the age group they work with by:

1. Never trivialising or exaggerating child abuse issues
2. Allowing the child time to talk and not interrupting or make suggestions to him / her, which could imply making an investigation
3. Reassuring the child that they are glad he / she has told what has happened, and that it was right to tell.
4. Clarifying anything they are unclear about, by inviting the child to restate the issues, but without asking leading questions
5. Recording the questions asked and the responses as exactly as possible (Questions will be asked sparingly)

At Knockando playgroup we are committed to supporting staff in dealing with this sensitive and emotive issue by:

1. Ensuring that our staff access appropriate, and on going training
2. Ensuring that staff can access a copy of the NESPC Guidelines from the NESPC website should anyone require any further information or clarification. A hard copy of the Guidelines is also in the Centre.
3. Ensuring that all our staff feels free to discuss their feelings with the Chairperson for the Centre or the Local Authority Preschool Development Officer, so that feelings of anxiety and guilt about how they reacted to their growing concerns can be brought into the open and discussed in confidence.

The Child Protection Policy for Knockando playgroup is checked and reviewed annually. The Policy is reissued annually and signed by the current Chairperson.

The Child Protection Coordinator for Knockando playgroup is Mrs Gillian Jones.

Child Protection Guidelines 2014 are available from:
<http://www.scotland.gov.uk/publications/2014/05/3052>

**Who to Contact: Manager/Playleader
 Child Protection Co-ordinator 01340 810550**

Child Protection Unit: 01343 554370

**Social Work : Forres, Speyside and Tomintoul Areas
 01343 563900**

**Emergency Out of Hours – Moray
08457 565656**

**Children’s Reporters Office: Moray
 01343 550015**

Police Scotland: 101

OTHER USEFUL CONTACTS;

**SCSWIS
Phoenix House
1 Wards Road
ELGIN
IV30 1QL**

**Moray Childcare Partnership
Elgin Community Centre
Trinity Road
ELGIN
IV30 1UE**

**Tel 01343 541734
Fax 01343 545027**

**Tel 01343 545368
Fax 01343 548315**

KNOCKANDO PLAGROUP

Confidentiality Policy

Confidentiality should be maintained regarding children and their families and staff/volunteer details.

Confidentiality should be observed in all aspects of working with children, other than where there is a Child Protection concern. Failure to adhere to the confidentiality policy may be regarded as gross misconduct and form grounds for instant dismissal.

Parents must also take on board the confidential nature of matters arising within session time. Any issues relating to children or staff within the group should not be dicussed outwith or posted on social network sites.

Areas of confidentiality include:

- **Medical details except where notification is required e.g. head lice, chicken pox, etc.**
- **Marital status**
- **Financial matters including those of parents who receive assistance with childcare fees, but extend knowledge to committee members who collect fees and treasurer of group.**
- **Parent/carers' employment situation**
- **Suspected Child Abuse: The Child Protection policy must be followed**
- **Parent/carers' and children's home situations where information has been given to the group in confidence**
- **Court orders e.g. access rights, Social Work placements etc.**
- **Religion**
- **Children's addresses/phone numbers**
- **All records relating to the child such as accident/incident, profiles, etc.**
- **Records relating to staff and volunteers**
- **Company business including finance**

ALL RECORDS MUST BE KEPT IN A LOCKED CUPBOARD OR FILING CABINET