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Handbook 2024/2025

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Dear Parent/Carer,

On behalf of the staff team, I offer a warm welcome to you and your child, and 'thank you' for choosing Sandaig Nursery.

Our aim is to create a nurturing and supportive environment built on warm, caring relationships and mutual trust and respect, ensuring positive outcomes for all our children and families. Our nursery is non-denominational and as such we respect and welcome children and families of all religions, faiths and beliefs.

During your child's time at nursery we endeavour for your child to be happy, motivated and challenged.

In partnership with you, we will encourage your child to have a positive attitude to learning, to be confident in their ability, to contribute to the life of the nursery and to develop good citizenship within nursery, our local community and the wider world.

We look forward to working in partnership with you and you joining us at special events and family learning initiatives etc. throughout the year.

We operate an open door policy at all times and if you have any worries or concerns regarding your child then please let us know either through speaking to your child's key-worker or myself.

Kind regards,

Marie McAllister

Head of Nursery

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Establishment Information
Contact Details

Name Sandaig Nursery School

Address Usmore Place
 Barlanark
 Glasgow
 G33 4TE

Telephone 0141 771 1898


Age range of our children 3- 5 years old

For information contact: Marie McAllister, Head of Nursery
[Email: headteacher@sandaig-nursery.glasgow.sch.uk](mailto:headteacher@sandaig-nursery.glasgow.sch.uk)

Hours of Opening

The nursery is open from 8.00 a.m. until 6.00 p.m. Monday to Friday.

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School Capacity	Maximum roll 70 morning & 70 afternoon
Category	 e children Parents and and beliefs or none.
Learning Community	: 0141 582 0020
Associated Primary Schools	Caledonia Primary School : 0141 771 8214
	Carmyle Primary School: 0141 641 2269
	Garrowhill Primary School: 0141 771 1235
	Mount Vernon Primary School: 0141 778 9616
	Sandaig Primary School: 0141 773 1744
	Swinton Primary School: 0141 771 1776
Associated Early Years Establishments	Barlanark Family Learning Centre: 0141 773 1022 Carmyle Nursery Class - 0141 642 0048
Associated A.S.N. Schools	Eastmuir Primary School: 0141 771 3464

Head of Nursery

Marie McAllister

Team Leaders

Diane McGurk

Lead Practitioner of Attainment

Claire Walker

Clerical Assistant

Sharon McCallum

Child Development Officers

Alison Carter

Lisa Farrell

Mary Davis

Carrie Hemmingsley

Karen Kelly (Job Share)

Rosheen McArthur (Job Share - 50 weeks)

Elaine Leslie (50 weeks)

Paula Smith

Catherine Butler

Sharon McCafferty (Job Share)

Caitlin Devlin (50 weeks)

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Jillian Lynch	(50 weeks)
Lauren Cooper	(50 weeks)
Lisa Conner	(Temporary)
Karen Deakin	(Temporary)

Modern Apprentice

Ciara Quinn
Abbey Lawson

Assistant Practitioner

Liz Innes

Support for Learning

Brenda Morton
Emma Kane

Janitor

Gladys Boyle

Dining Attendant

Natalie Martin
Olivia Todd

Domestic Attendant

Katie Lewis
Gladys Boyle

Throughout the year we will have students from different colleges and universities. We will display their photographs outside the playrooms.

HOLIDAYS AND IN-SERVICE DATES

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Term and holiday dates for the current session: Return Date for Teachers	Monday 12th August 2024 (Return date for Term Time Staff) In Service Day Tuesday 13th August 2024 In Service Day
Return Date for All Pupils	Wednesday 14th August 2024
September Weekend	Friday 27th & Monday 30th September 2024 All Pupils
First Mid-Term	Monday 14th to Friday 18th October 2024 Term Time Staff/Pupils Only
Christmas/New Year	Monday 23rd December 2024 to Friday 3rd January 2025 (inclusive) Term Time Staff/Pupils Only Wednesday 25th December 2024 to Thursday 2nd January 2025 (inclusive) 50 Week Staff/Pupils
SCHOOL HOLIDAYS FOR 2025	
2025 Return to School	Return date for 50 Week Staff/Pupils Friday 3rd January 2025 Return date for Term Time Staff/Pupils Monday 6th January 2025
February Mid Term Break	Monday 17th & Tuesday 18th February 2025 Term Time Staff/Pupils only
Spring Holiday	Monday 7th to Monday 21st April 2025 (Inclusive) Return date Tuesday 22nd April 2025 Term Time Staff/Pupils only Good Friday 18th April 2025 Easter Monday 21st April 2025 All Pupils
May Day	Monday 5th May 2025 All pupils
May Weekend	Friday 23rd & Monday 26th May 2025 All Pupils
School Close	Wednesday 25th June 2025 Term Time Staff/Pupils only
Fair Monday	Monday 21st July 2025 50 week Staff/Pupils

In Service Days	
Day 1	Monday 12 th August 2024 – All Pupils
Day 2	Tuesday 13 th August 2024 – All Pupils
Day 3	Friday 11 th October 2024 – All Pupils
Day 4	Wednesday 19 th February 2025 – All Pupils
Day 5	Thursday 22 nd May 2025 – All Pupils

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Our Vision

To provide a safe, secure, nurturing, inclusive, fun learning environment in which children feel loved, valued and become confident, capable, resilient and responsible young people.

Our Values

Safe, secure and welcoming environment, indoors and out.

Achievements and successes are celebrated and recognised by children, staff, parents/carers and wider community.

Nurturing approaches are embedded in our practice and children's voices are listened to and valued.

Diversity of individuals, families and communities are at the heart of our nursery.

Approachable staff who are responsive and provide differentiated, open ended and challenging learning opportunities.

Inclusive environment that treats all children and families with equity and equality

Guided and encouraged by staff to reach each other's individual potential.

Our Aims

The learning environment will promote quality experiences indoors/outdoors and the local community.

Children are empowered to be fully involved in their play and learning through skilled interactions of staff by extending and scaffolding learning.

Professional trained staff provide quality provocations in learning to open doorways for developing creativity, critical thinking, and meaningful questioning habits.

Provide a safe, secure and nurturing setting where children feel valued and respected by positive role models.

Provide support and help to develop resilience through all transitions.

To create a community of staff, families and other professionals who will be actively involved in the nursery and contribute to children's learning and care.

Our centre will have an ethos in which the wider community feel welcome, valued, consulted, respected and supported

The centre will promote an enriched communication and language friendly environment where children, families are included and involved.

Provide an environment with natural materials and resources for children to engage in calm learning both indoors and out.

Quality outdoor experiences that provide children with a learning environment that allows creativity, thought provoking ideas, and risk-taking activities.

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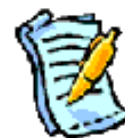
Section 1 - Establishment Information

EARLY YEARS ADMISSIONS & CHARGING

Admissions Policy

All nursery places are allocated in line with the Council's admissions policy. When you apply for a nursery place the senior leadership team will be happy to advise you on how the policy works.

An Admission Panel meets regularly throughout the year to decide how nursery places will be allocated. The Panel consists of the Heads of all pre-five establishments within our neighbourhood area.



Early Years

By August 2021 Scottish Government all children aged between 3 and 5, and some 2 year olds, will be entitled to 1140 hours of free early learning and childcare per year.



This means your child can access 1140 hours of Early Learning and Childcare. They will also be entitled to a free meal and snack during this period.

This change will mean that the nursery will be open 8am till 5:45pm. Families will have the option to access up to 1140 hours either over term time or across the full year (50 weeks). You may have the opportunity to purchase additional hours.

<https://www.gov.scot/publications/blueprint-2020-expansion-early-learning-childcare-scotland-quality-action-plan/>

Early Years Charging Rates 2023/2024

Standard Hourly rate	-	£5.50 per hour
Discounted rate (Glasgow Residents)	-	£4.50 per hour
Low Income	-	£1.00 per hour
All Kinship Carers	-	£1.00 per hour
College/University	-	£5.50 per hour
Resident UK Student	-	N/A
1 child	-	£5.50/£4.50 per hour (1 st child)
2 children at nursery	-	£2.20 per hour (2 nd child)
3 children in nursery	-	£1.70 per hour (3 rd child)
Non Glasgow Resident	-	£5.50 per hour
Lunch	-	£1.52 per meal
Snacks	-	N/A

Arrears

Where a parent/carer is 4 weeks in arrears of payment, a review of the hours allocated will take place. This will, unless in exceptional circumstances, result in hours being reduced to the part-time entitlement for eligible 3 and 4 year olds.

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What help is available in meeting the costs of my child's nursery fees?

A range of supports are in place to help parents in meeting the cost of childcare. These include tax credits (dependent on your income), childcare vouchers (provided by your employer), and a new HMRC Tax Free Childcare Scheme - where the government will pay £2 for every £8 you pay for childcare, up to a maximum of £2,000 annually. For more information on help with paying for childcare, please look online on the Glasgow Family Information Service - www.gfis.org.uk - or call us on 0141 287 7350.

Nursery Fund Donation

We have a weekly collection for our Nursery Fund on a Monday and Wednesday. This is a voluntary donation of £2.50 which we ask parents and guardians to contribute, as it helps to purchase **additional resources**. The resources purchased are used to support children's learning and include the following:



Birthday cakes and gift for each child	Sensory play resources
Parties - (Christmas, Easter, Graduation, Eco celebration)	Materials for displays
Christmas Presents, paper etc.	Various outings
Easter eggs	Annual Garden Party
Eco Resources - (Plants, compost, bark, etc.)	Crackers, plates, napkins, eats etc
Entertainers - January, June ,Christmas	Baking/cooking ingredients
Photographs	Additional Seasonal art materials

STARTING NURSERY

Settling In

Starting nursery is an exciting time but for some children it can be a difficult period. We therefore have a gradual settling-in procedure to support children and ensure a smooth transition from home to nursery and we would ask if the parent/carer could be available for the first week to help settle your child. On the first day your child will be at nursery for approximately 1 hour. Each day the time will be gradually extended until he/she is happy to be left.

Your child will have a Key Worker which offers them a sense of security and provides a close link for the parent/carer. Staff aim to ensure that your child feels welcome safe and secure. During this initial period your child will be introduced to other children and will be supported to form friendships. He/she will be shown the play and learning opportunities that are available, introduced to the safety routines, and learn about our mascot Gerard the giraffe's nursery rules (Gerard's rules are about kindness and sharing).

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Suitable Clothing

Your child will be participating within various activities that may be messy, please **wear play clothes and not their best clothes.**

We always try to make sure they are wearing aprons but accidents happen!

Please make sure that your child has suitable outdoor clothing as outdoor play is part of our daily curriculum. A waterproof jacket will be required in wet weather and wellingtons as our garden gets muddy in the winter months. We ask all parents to ensure their child has a change of clothes in their bag (Please write your child's name on everything)



There are forms of dress which are unacceptable in Glasgow City Council educational establishments, such as items of clothing which

- *could potentially encourage factions (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, Hooped earrings*
- *carries advertising, particularly for alcohol or tobacco;*

Attendance

Regular attendance is very important for every child's progress and continuity. Your child should attend on a daily basis unless he/she is ill. If your child is unable to attend nursery for any reason, it is very important you inform the nursery to let us know why. It is our policy to contact the parent/carer of a child who has an unexplained absence. A call may be made to other family members (emergency contacts) if we are unable to contact a parent or carer.

Arrival and Collection of Children

It is expected that a responsible adult will escort the child to/from Nursery. In the interests of your child's safety always tell a member of staff if he or she is to be collected by someone not known or expected by staff members, give them a password and staff will record this to avoid confusion at collection times. A child will not be allowed to leave with an adult who is a stranger to staff or not the person expected. Please ensure you are on time to collect your children and if for any reason you are running late please call and let us know. Staff operate on a shift rota therefore we must ensure staff/child ratios are met at all times.

SNACKS AND PROMOTION OF HEALTHY EATING

Snacks

During the morning and afternoon sessions the children are offered a drink of milk or water, a selection of fruit/cereal and sometimes a slice of toast or a sandwich.

The nursery operates a healthy eating policy intended to promote the consumption of healthy foods. We supply fruit to encourage the children to eat the recommended five fruit or vegetable portions a day.



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During enrolment the Head of Nursery will take a note of any dietary requirements.

Children are encouraged not to bring any foods/drinks to nursery due to food intolerances we ask for your support in this matter.

Lunches

Lunches are brought to the nursery from Our Lady of Peace Primary School kitchen. Every day the children have two choices of main meals. The children have healthy choices such as fish, baked potatoes, pasta and rice dishes. We cater for special dietary requirements.

Birthday Parties

The nursery will provide a small birthday cake and gift for each child on their birthday. The staff organise a celebration for your child in nursery, we rely on nursery fund donations to support this.

Dental Health

The nursery is part of the NHS Oral Health Team Smile Nursery Programme. Good Oral health is regularly promoted within the nursery we have oral health events and awareness raising sessions throughout the year.



MEDICATION AND FIRST AID

If your child needs medication during her/his time at nursery, you should discuss any requirements with the Head of Nursery/Team Leader. Prescribed drugs will be given at the discretion of the Head and you must fill in a form that authorises staff to administer the drugs to your child.

If your child requires antibiotics we ask that you keep them at home for 48 hours after the first dose in case of any allergic reaction. This advice has been supplied to us by the Care Inspectorate.

If your child suffers from asthma, you must tell the Head of Nursery/Team Leader if there are any activities or circumstances that are likely to bring on an attack.

If your child suffers from epileptic attacks we would appreciate if you could request a copy of their epileptic plan from the hospital for our perusal.

If Your Child Becomes Ill

Children who are unwell should be kept at home where they are more comfortable. To help control infection, please call the nursery for further advice regarding your child's symptoms before bringing them into nursery.

If your child becomes ill while at nursery every attempt will be made to inform you. If the illness is of a serious nature, your child will be taken to the nearest accident unit and you will be contacted and advised to join the child at hospital.

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It is important the full details of your child's medical history are provided when completing admission forms. This ensures that staff are well prepared as possible for any health emergency that may arise.

Minor Accidents and Upsets

Parents will be informed of any minor accidents or upsets when they collect their child. Staff provide first aid according to Glasgow City Council Guidelines.



GENERAL INFORMATION

Insurance

Sometimes children like to bring something special or new to the nursery for their friends to see. However, parents should ensure that valuable items are not left at nursery, particularly as the authority has no insurance to cover the loss of such personal items. Claims submitted are likely to be met only where the authority can be shown to be negligent.

Excursions and Consent Forms

When outings or excursions for your child are planned, a member of staff will advise you in advance. You will be asked to complete a consent form, which gives your permission for your child's participation. Please note that children cannot take part in outings unless completed consent forms have been submitted by their parent/carers.



Emergency Contacts

Parents whose children are in the nursery must provide us with the names, addresses and telephone numbers of two emergency contact persons.

Please keep the nursery up-to-date about any changes to this information. Please update us with new mobile numbers for all contact information.

Information in Emergencies

We make every effort to maintain a full educational service, but on some occasions, circumstances arise which lead to disruption. The Nursery School may be affected by e.g. severe weather, power failures or difficulties with fuel supply. In such cases we do all we can to let you know about the details of the closure and re-opening. There are a variety of ways you may be informed including; letters, notices in the local community, Glasgow's website, twitter, the press and through the local radio and news channels. We also use text to your contact number - an important reason for keeping us up to date of any changes to information given.

No Smoking Policy

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A "No Smoking" policy operates in the school and within the school grounds.

Fire Drills

Fire procedure notices are displayed throughout the nursery. Regular fire drills are carried out throughout the year and we ensure that children evacuate the building as quickly and calmly as possible. If you are in the building at the time of a drill please evacuate the building via your nearest exit.

Mobile Phones

Mobile phones should not be used in the nursery for child protection reasons. We would ask for your support in this matter and if a member of staff sees you using your phone they will ask you to refrain from doing so.

PARENTAL INVOLVEMENT

Your Views Matter!

Everyone's opinion is valued and we are keen to keep improving our nursery to create the best possible learning environment for all. We are always keen to hear your feedback and will gather your views using a variety of approaches such as questionnaires, our suggestions box and parents meetings.

Home & School Partnerships

We strive to work in partnership with parents and carers. We recognise the value of partnership working and seek ways to fully involve you in the education of your child. We have a Twitter page please join and keep up to date! If you have any issues or concerns please speak to a member of staff.



Lending Resources

We have a range of resources that are available for borrowing including books from our Bedtime Stories Club and Science Discovery Bags. Please ensure you supervise your child when using the resources.

Learning Journeys

Throughout your child's time at nursery, staff will record and document your child's learning and progress at nursery. Staff will highlight children's learning across a Curriculum for Excellence. We are very keen to include information about your child's learning and achievements outwith the nursery and will ask you to help with this.

Newsletters

We send home monthly newsletters which provide information about special events/ news in the nursery. Learning Block packs will keep you up to date with the learning your child will experience

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Stay and Play Sessions

Throughout the year we will offer 'stay and play' sessions. These sessions allow the parents to play alongside their child in the playroom providing first-hand experience of how learning is organised and how children learn in the nursery. Please ask a member of staff if you would like to attend one of these sessions.

Sharing your Skills & Expertise

We are always keen to hear from parents and carers who would like to share their skills and expertise. If you would like to be involved in the nursery please let us know. We are always keen for parents to help with our garden and with organising our lending resources, please let us know if you would be willing?

Working Together to Promote Positive Behaviour

Our aim is to help children develop and extend the good habits and behaviour patterns already established at home. We wish to promote Co-operation, self-respect, self-discipline and respect for others and their property. Parents will be consulted about any problems that may arise concerning their child and it is hoped that both staff and parents will work as a team for the benefit of the child. Staff can also give you information on other agencies that can support you and your child.

Working Together to Support Learning

We will liaise with parents and carers from the time of enrolment to share information about your child and family that will help us to understand and communicate with your child and to plan for his/her needs.

Learning blocks

We will share what your child is learning in nursery, at the start of each Learning Block we will send home a pack that provides information on ways that you can become involved and support your child's learning at home.

We encourage parents and carers to share ideas & information. Please talk to the staff about any suggestions or concerns that you may have about the learning opportunities for your child.

THE WIDER COMMUNITY

The Establishment and The Community

At Sandaig Nursery we actively seek to build relationships with a wide range of partners to enhance our children's learning.

Here are some of our partners:-



- ◆ Health Services
- ◆ Social Work
- ◆ Community Education
- ◆ Psychological Services
- ◆ Any other services which will enhance the learning opportunities of the children and their parents

Links with Primary Schools

Good Liaison with the receiving primary school is essential if continuity and progression in children's development and learning is to be achieved

At Sandaig Nursery we work effectively to build good communication links with local Primary Schools. We will inform you of registration and enrolment procedures for your chosen primary school. Please note that children must be registered at their local school, even if a placing request at another school is made.

A 'Transition Record' is sent to the Primary School, with your permission, to inform the teacher about your child's achievements. Some school staff visit the nursery at the end of the summer term to introduce themselves to the children.

THE CURRICULUM

Promoting Learning

At Sandaig Nursery, the curriculum is informed by the Scottish Government's - **A Curriculum for Excellence.**



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The philosophy of the early year's curriculum is based on play which is the vehicle for learning, delivering active learning opportunities so that children may become active learners, developing skills and concepts needed for living in a multi-cultural society.

The purpose of a Curriculum for Excellence is encapsulated in the four capacities listed below.

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SUCCESSFUL LEARNERS

EFFECTIVE CONTRIBUTORS

RESPONSIBLE CITIZENS

We promote learning through a balanced curriculum to suit all stages of development. We take into consideration children's interests as well as seasonal and cultural topics. The nursery provides structured and unstructured activities suitable for all stages of development, which are planned by staff and assessed on a daily basis. This plan is displayed on the corridor wall.

Learning is promoted through consultation with children and parents and staff observations of the development needs and interests. With this knowledge staff plan appropriate experiences so they are able to develop their; Literacy skills, Numeracy skills, Health and Wellbeing, Science, Imaginative skills and Physical skills. For our youngest children the curriculum develops; Curiosity, Communication and language development, Emotional and social development and Physical development.

Further information on Curriculum for Excellence can be found at <http://www.educationscotland.gov.uk/parentzone/index.asp>

What we do:

In nursery we aim to build on the learning that you have started at home and help children develop the skills and attitudes that they will need in life. We continually build on what they know and use their interests to meet their needs and provide them with challenges through purposeful play, indoor and outdoor.

The Staff in the Nursery will:

- **Connect the learning** to what children already know. If children make connections to something they are already familiar with, they will be confident in demonstrating what they know and are more motivated to take part in the activities.
- **Share the learning intention and success criteria.** Sharing the purpose of the experience enables children to be focused and successful in learning through play.
- **Make learning active.** We do this by learning through real life situations, problem solving approaches, play and encouraging children to work with each other



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- **Demonstrate understanding.** Children can show their understanding in different ways, including presenting to others, explaining their learning, debating, making a model or poster, drawing, writing, question and answer opportunities.
- **Review and recall learning.** Nursery staff will allow some time to review and assess the learning that has taken place.

Assessment

Staff regularly monitor and record children's progress and development in each area of the curriculum. Progress and achievement will be recorded in your child's Learning Journal. Please look and see how well your child is doing and feel free to add our comments too!

Assessment data influences what we do next in our plans for children's learning and influences our improvement agenda.

Progress meetings - We organise formal parent's meetings twice during the year when we can exchange information about your child's development/progress in Nursery. Parents/Carers are also welcome to discuss their child's progress on an informal basis with staff throughout the year or to request a meeting with the Head of Nursery or child's key worker.

Nursery/Primary Transition Record

The assessment information collected is summarised and used in the Transition Record for Primary school. The content of the report will be discussed with parent/carers. A copy will be given to parents and a copy will be sent to your child's Primary School, as it is critical that the move from nursery to Primary School is as smooth a process as possible.

Nursery staff work very closely with all associated Primary Schools and Early Years' establishments on aspects of Transition to ensure:

- We have: an effective liaison programme established
- We provide primary schools with appropriate information to ensure an effective transition
- That the curriculum in primary schools builds on what your child has learned at nursery.

Any child requiring an enhanced transition programme is well supported

SUPPORT FOR CHILDREN WITH ADDITIONAL NEEDS

Glasgow City Council has a duty, as outlined in the standards in Scotland's Schools 2000 Act, to ensure that your child achieves their potential. Glasgow's Education Services is committed to the inclusion of all children and young people with additional support needs, where possible, within mainstream schools. This is in accordance with the statutory requirement in the 2000 Act. It is also part of Glasgow's policy to maintain a range of special educational establishments. This recognises the key role to be played by specialist provisions in addressing severe low incidence disabilities. The authority recognises that there are a wide range of

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factors, which may act as a barrier to your child's learning. We are committed to working closely with parents and carers to ensure that you are fully involved in overcoming barriers to learning

We aim to give all the children the opportunity to progress and develop their skills within the nursery. Parent/carers who have any concerns

about their child's development should discuss this with the Head Teacher (additional support needs co-ordinator) and/or the child's Key Worker. If the nursery staff identify areas where a child would benefit from additional support then we will discuss this with you and together decide on the best course of action to help him/her. If necessary we can help get support from other agencies e.g. speech and language therapist, educational psychologist, etc.



Additional support needs may be linked to a learning difficulty or disability but could also apply to a child or young person suffering from bereavement who required pastoral support, a more able child/young person or those with a particular talent, which needs to be fully developed. The policy requires all establishments to provide an environment where children and young people with additional support needs are actively encouraged to be effective learners and benefit from their education.

Any parent/carer seeking further advice regarding this policy should contact the Head of Nursery in the first instance. If a parent is unhappy with the support their child is getting, they must first discuss this with the school in order to seek a resolution at a local level.

Further information relating to Additional Support Needs is also available on the Glasgow City Council website -

<http://www.glasgow.gov.uk/index.aspx?articleid=8627>

CHILD WELFARE AND SAFETY

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;

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- 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.

If you have any concerns regarding the safety and wellbeing of a child, including a gut feeling you must share this with Marie who is our Child Protection Co-ordinator or Diane. 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.



Children's Rights

for young people in Glasgow's educational establishments

CHILDREN'S RIGHTS

Our ambition is for all children and young people in Glasgow to know their rights and have these rights protected.

To achieve this we need all adults to support children and young people in knowing their rights and working together to ensure these rights are protected.

THE UNITED NATIONS CONVENTION ON THE RIGHTS OF THE CHILD (UNCRC)

WORLDWIDE

The United Nations Convention on the Rights of the Child (UNCRC) is an international agreement that most countries have formally agreed to honour.

The agreement protects the human rights of children under the age of 18. It sets out in detail what every child needs to have for a safe, happy and fulfilled childhood. The UNCRC came into force in the United Kingdom in 1992.

www.unicef.org/uk/cro

IN SCOTLAND

As a young person you have the same human rights as an adult. The principles in the report *Getting it Right For Every Child* (GIRFEC) are based on the UNCRC.

www.scotland.gov.uk/Topics/People/Young-People/families/rights/unoro

In Scotland there is an independent commissioner for children and young people. The commissioner is there to help promote awareness of children's rights and to make sure that every child and young person in Scotland has their rights protected.

www.socyp.org.uk/rights/UNCRC

IN GLASGOW

Article 12 of the UNCRC gives children and young people the right to be consulted in matters affecting them and to have their views listened to and considered.

In Glasgow we are committed to listening to children and young people. Glasgow City Council's *Listening to Children and Young People* framework promotes children's rights.

www.glasgow.gov.uk/en/YourCouncil/Council_Committees/Joint_Boards/ChildrensServicesExoGroup

We want children's rights and the UNCRC to have positive influence in the corporate decisions that are made for the city.

We want all adults who work in council services and partner organisations to be aware of children's rights and respect them in their dealings with children and young people.

The *Glasgow Child and Family Plan* states the vision for Glasgow children and young people as: "We want every child to be supported to achieve their full potential and contribute positively to their communities, throughout their lives".

www.glasgow.gov.uk/



"your rights, your freedom to enjoy those rights"

www.glasgow.gov.uk/childrensrights

Children's Rights

As a nursery we embrace the principle that young people have the rights as laid out in the Children's Charter for Young People in Glasgow's Educational Establishments and in the United Nations Convention on the Rights of the Child (UNCRC)

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SCHOOL IMPROVEMENT PLAN

Parents views shall be sought each year in order to ascertain area of development and improvements we may require to make. We appreciate the feedback from parents to influence this. A copy of our plan is on the wall at the office.

How good is our Early Learning and Childcare (Scottish Govt doc) helps us to evaluate the quality of our service and to set targets for improvement. We aim to look *inwards/outwards/forwards* in our development work. We continuously evaluate our work and aim to improve and develop.

NURSERY POLICIES & PRACTICAL INFORMATION

Non-denominational policy in the Nursery

The nursery is non-denominational. We respect and welcome children and parents of all religions, faiths and beliefs or none.

All services should reflect the council's Equal Opportunities Policies and be anti-racist, anti-sexist, and multi-cultural and recognise the rights of both men and women to work or to care for children.



Equal Opportunities and Social Inclusion

The Head of Nursery is responsible for ensuring that all Council employees are aware of and respect the Regional Policy of equal opportunities for all, irrespective of socio-economic circumstances, educational and physical abilities, sex, race or religion, to participate fully in all aspects of the Nursery activities. Within the Health and Well-Being, Religious and Moral and Social Sciences Experiences of Curriculum for Excellence, children are given the opportunity to learn about, respect and value diversity.

Within our Personal and Social Development Curriculum, pupils are made aware of the different kinds of discrimination and their effects.

Equality and Fairness

We aim to promote equality of opportunity and good relations in all aspects of the nursery's work with all children, their families and the community.

Data Protection Act 1998

Information on children and young people, parent/carers and guardians is stored safely. The information is protected in accordance with the Data Protection Act 1998 and may only be disclosed in accordance with the Codes of Practice. For further information please contact the Nursery.

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Bullying

Bullying behaviour will not be tolerated within Glasgow City Council. 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 and bullying, or discrimination" Parents and carers have a significant role to play in helping to address this problem. The nursery has an anti-bullying policy in line with council guidelines.

The Rights of Staff

Each member of staff has the right to feel safe in their working environment. Should you feel aggrieved, upset or angry with any member of staff please see a member of the Management Team. You should at all times avoid a confrontation in a playroom. You should be aware that Glasgow City Council has quite clear guidelines on violence to staff and these include the right to protection from verbal and physical abuse.

Marie is authorised and will follow the procedures laid down in these guidelines and will do so should any instances occur.

Complaints, Suggestions and Appreciation

Sandaig Nursery strives to maintain and improve our service.

Please can we ask that you inform us of any suggestions or complaints, as soon as possible should any issue arise.

In the first instance you may wish to speak with your child's key-worker. However, if you have a concern about any aspect of the service you should contact Marie (Head of Nursery).



There are occasions when the Head of Nursery is unable or does not resolve your issue to your satisfaction. If this is the case, Glasgow City Council have a robust Complaints Procedure dealt with through the Customer Care Team.

This can either be done via telephone: **0141 287 0900** or by completing an online form which can be accessed via www.glasgow.gov.uk/ContactUs

If you wish, a Care Inspectorate Officer can be contacted at the following address;

SCSWIS

4th Floor Integrated Inspection Unit,

1 Smithhill Street,

Paisley, PA1 1EB, 0141 276 3100

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USEFUL ADDRESSES/TELEPHONE NUMBERS

Director of Education Services

Mr Douglas Hutchison
Education Offices
City Chambers
40, John Street
Glasgow
G1 1JL

GFIS (Glasgow Family Information Service)

www.gfis.org.uk

This site offers advice with regards to admissions, childcare charges,
accessing childcare etc

Early Childhood and extended Childcare Services
40 John Street'
G1 1JL

0141 287 7350

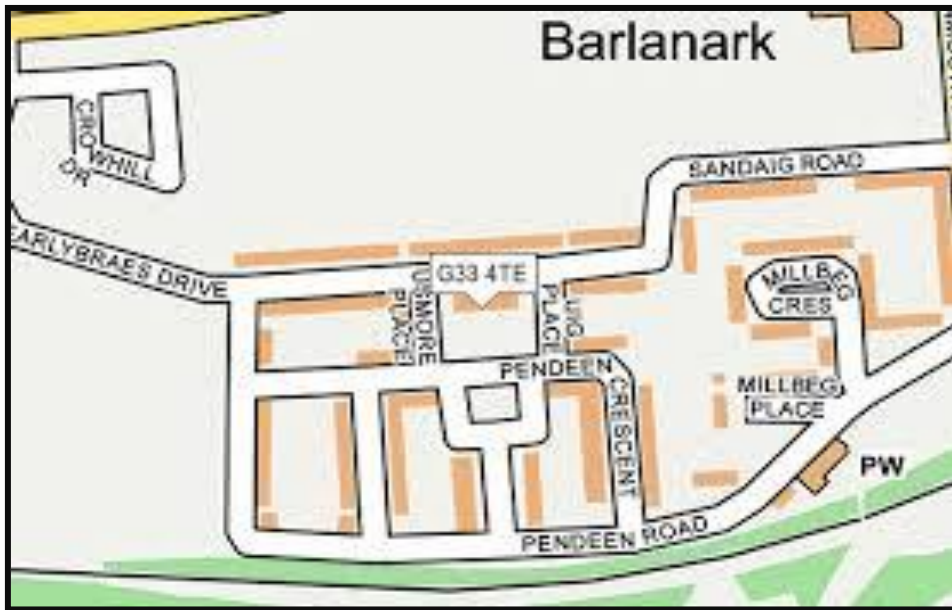
Easterhouse Police Station 0141 532 4300

Easterhouse Sports Centre 0141 276 1630

Social Work Department

Westwood House,
1250 Westerhouse Road,
Glasgow G34 9EA. 0141 276 3400

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Map
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Area
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- Buses:** The following buses will drop you off on Edinburgh Road or Hallhill Road: 213, 60, 41, 42, 46
- Trains:** The nearest train station is Garrowhill which exits onto Glenduffhill Road (Five minutes walk away).
- By Road:** Exit the M8 eastbound at junction 10 (Barlanark/Easterhouse), take 2nd exit on roundabout. Travel up to traffic lights and turn

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right onto Westerhouse Road. Bear left and take first left at traffic lights down Wellhouse Road all the way to the traffic lights at the bottom. Go straight across Edinburgh Road at this junction onto Hallhill Road. Turn 1st left into Burnmouth Road. Drive past Sandaig Primary school which will be on your right hand side. Turn 1st right into Sandaig Road and follow the road straight round. Sandaig nursery will be on your left hand side.