

# Colgrain ELC

## Care and Welfare Policy



**Last Updated: August 2024**

This policy is underpinned by the UNCRC and Health and Social care Standards as reflected below

<b>Articles of the UNCRC (<a href="#">the UN Convention on the Rights of the Child</a>)</b>	
<b>Article 2</b>	(non-discrimination) The Convention applies to every child without discrimination, whatever their ethnicity, sex, religion, language, abilities or any other status, whatever they think or say, whatever their family background.
<b>Article 3</b>	The best interests of the child must be a top priority in all decisions and actions that affect children.
<b>Article 4</b>	(implementation of the Convention) Governments must do all they can to make sure every child can enjoy their rights by creating systems and passing laws that promote and protect children's rights.
<b>Article 5</b>	(parental guidance and a child's evolving capacities) Governments must respect the rights and responsibilities of parents and carers to provide guidance and direction to their child as they grow up, so that they fully enjoy their rights. This must be done in a way that recognises the child's increasing capacity to make their own choices.
<b>Article 6</b>	(life, survival and development) Every child has the right to life. Governments must do all they can to ensure that children survive and develop to their full potential.
<b>Article 12</b>	(respect for the views of the child) Every child has the right to express their views, feelings and wishes in all matters affecting them, and to have their views considered and taken seriously.
<b>Article 19</b>	(protection from violence, abuse and neglect) Governments must do all they can to ensure that children are protected from all forms of violence, abuse, neglect and bad treatment by their parents or anyone else who looks after them.

<b>Article 39</b>	(recovery from trauma and reintegration) Children who have experienced neglect, abuse, exploitation, torture or who are victims of war must receive special support to help them recover their health, dignity, self-respect and social life.
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## **Aims**

1. Promote the welfare of our children attending ELC.
2. Participation of service users and families
3. Practice is underpinned by documents such as GIRFEC, Realising the Ambition, Developmental Milestones, Child Protection and SHANARRI.
4. Staff awareness of where to locate documents refer depending on the context/need
5. Nursery values are promoted within the setting and beyond. Staff use restorative approaches to promote self-regulation and positive behaviour.
6. Staff use Argyll and Bute Risk Assessments when carrying out Risk Assessments
7. Staff follow both SSSC Codes of Conduct and our Equality and Diversity Policy to ensure equality and diversity within our setting.

## **How can parents help?**

Children arrive at our ELCC with a variety of experience, skills and knowledge developed in their home. Parents know their own child better than we ever can, therefore we encourage parents to communicate any information or concerns they may have that will enhance their nursery experience.

## **How can children help?**

Children are encouraged to follow our Nursery Values. Children are involved in setting these Values. We use programmes such as PATHS and Nurture Principles to encourage children to share and manage their emotions.

## **Attendance**

Parents are asked to notify the ELCC in the event of illness or absence by phoning the office on 01436 674001.

## **Arrival and Departure**

Parents are asked to ensure their child arrives at the ELCC under the care of a responsible adult of 16 or over. Parents are requested to inform staff if there is to be a change of adult collecting their child on a particular day.

Gate opens at 8.45am.

Although we try to be as flexible as possible parents are asked to ensure their child is collected at the right time. In the event of unforeseen circumstances a child will be taken to the school office and remain under the supervision of a member of staff until the parent arrives.

## **Emergency Contact**

Parents are required to provide the setting with 2 emergency contacts when their child enrolls and keep us up to date with any changes to this information.

### **Outings**

Any organised outings will be risk assessed accordingly and the risk assessment will be shared with staff, parents, children and helpers.

### **Security**

In accordance to security procedures both children and parents will enter through the main nursery door. Visitors to the nursery will access the nursery via the school main entrance and sign the visitor book on arrival and departure. All visitors must wear a pass.

### **Child Protection**

Staff receive annual Child Protection Training.

### **Health and Safety**

Refer to Health and Safety Policy

### **Medication**

If a child is in need of medication during their time at nursery, parents should discuss requirements with a member of staff. Staff will provide them with relevant documentation and information on how medication will be administered.

During summer months we ask the parents complete a Sun cream consent form which will allow staff to apply sun cream on children during hot days.

### **If a child becomes unwell**

Children who are unwell should be kept at home. If a child becomes ill at Nursery we will phone parents or the emergency contact. While the child is awaiting to be collected staff will ensure their needs are met and the child is as comfortable as possible.

### **Minor Accidents or Incidents**

These will be recorded in a folder and reported to parents. Bumps to the head require an immediate phone call home. If we feel a child requires medical attention parents will be phoned. Qualified first aiders are on site in the school. A copy of the accident/incident form will be handed to the parent to sign at collection time.

First Aiders – Chelsey Dolan (Lead CCEW), Courtney Williams (CCEW), Fiona Porter (CCEW), Sandra Cunningham (CCEW), Gillian Dougan (CCEW), Cherri Clemett (CCEW) and Nicole Campbell (CCEW)

### **Dietary Requirements**

Refer to Healthy Eating Policy

**Updated:** August 2024

I have read and understood this policy.			
Staff Name - Print and Sign	Date Reviewed		
Chelsey Dolan	March 23	August 24	
Sandra Cunningham	March 23	August 24	
Wilma Brown	March 23	August 24	
Gillian Dougan	March 23	August 24	
Fiona Porter	March 23	August 24	
Angela Collins	March 23	August 24	
Courtney Williams	August 24	August 24	
Aimi Sharkey	August 24		
Rechelle Calderbank`	August 24		
Leila Dick	August 24		
Cherri Clemmett	August 24		
Nicole Campbell	August 24		
Tatyana Morrison	August 24		

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