



HANDBOOK

2024 / 2025

Welcome

Welcome to Cambusbarron Village Nursery CIC (CVN). We want to work in partnership with you to do the best for your child and for you. This handbook provides you with information about who we are, our values, vision, aims and aspirations, as well as some practical information which we hope you find useful.

We aim to communicate regularly with you through informal chats, email, social media, newsletter and website. We currently maintain a presence on the following on-line platforms

Cambusbarron Village Nursery [website](#)

Cambusbarron Village Nursery facebook page

Cambusbarron Village Nursery Instagram

Please feel free to approach me or any member of the staff team at any time if you would like more information about any aspect of our service.

Kind regards

Jane Bain
Manager



Welcome, أهلا بك Witamy, καλως ΗΡΘΑΤΕ, Benvenuto, Salut, Namaste, Gaidits, ようこそ, Bienvenido, Fàilte.

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About Us :

Cambusbarron Village Nursery CIC (CVN) is a community interest company formed in 2019 to provide high quality play and early learning experiences for children between age 2½ and starting school. CVN is built upon the strong foundations laid by Cambusbarron Playgroup, a service which served the community of Cambusbarron and the surrounding areas for some 50 years. CVN aims to retain the values and ethos of the Playgroup movement while delivering a service more suited to modern lifestyles. Cambusbarron Village Nursery operates in partnership with Stirling Council and can offer fully funded (free) places for eligible children in line with [Stirling Council's Nursery Admissions and Charging Policy](#). Non-eligible children are welcome to attend on a fee paying basis. The Scottish Government "[Funding Follows the Child](#)" policy is provider neutral and empowers parents to choose the early learning and childcare setting that best meets their needs, wherever it is. This means that we welcome children not only from Cambusbarron but also from outside the village.

Since we launched CVN has been developing our outdoor ethos and increasing the amount of time children spend outdoors playing and learning. Our Woodland Play Sessions have been the backbone of our service and are recognised to delivering high quality play and learning opportunities for our children. Over 2024 CVN will be taking our woodland play sessions a step further as we transition towards becoming a fully outdoor setting. Once relocated to the woods and registered as an outdoor service our "woodland play sessions" will happen every day!

Our Social Aims and Objectives

We are a Community Interest Company and our Nursery has the following social aims and objectives :

- Provide a safe, inclusive and nurturing environment where all children can develop confidence, take risks, learn from their mistakes, make informed decisions and develop a "can do" attitude.
- Encourage and celebrate creativity, curiosity and a life-long love of learning.
- Develop skills for the future by providing opportunities for children to engage in high quality, motivating, challenging and purposeful learning experiences across a broad curriculum.
- Work in partnership with parents and the local community to ensure that children are supported to achieve their full potential, be fit and healthy, have high aspirations and recognise the positive contribution they can make to society.
- Provide high quality, accessible, flexible and affordable service for parents.
- Be a community focussed service.
- Facilitate parental employment and/or education.
- Promote the benefits of outdoor play and learning particularly in the natural environment.
- Promote learning for sustainability.
- To provide outdoor play and learning opportunities to economically and educationally disadvantaged children and adults.
- To provide training opportunities for fellow professionals.
- To be a fair ethical and supportive employer.

Our Mission Statement :

To provide a community focussed service which meets the needs of our children, their families and our community.

Our Rationale

A 2011 report that children in the UK spend less time outdoors than the prison population¹ reinforces concerns that, for reasons such as increased parental employment, busy modern lifestyles, digital technology etc, children are being deprived of the outdoor learning and development experiences that

¹ The Guardian (2016). [Three-quarters of UK children spend less time outdoors than prison inmates - survey](#).

research shows has a positive impact on their physical, cognitive, social, mental health and emotional development.^{2,3}

CVN's Woodland Play Sessions aim to compensate children for these lost opportunities by offering regular, frequent and enjoyable opportunities to learn outdoors in a natural woodland setting, throughout the year, in almost all weathers. These sessions are more than just taking the children outside to play. Children flourish when playing outdoors in all weathers. Feeling sun, wind, rain, snow and ice first hand is important as it connects us as human beings to the planet we live on.⁴ Woodland Play Sessions are active, challenging, multi-sensory play and learning experiences where adults step back and allow children to direct their own learning, make their own decisions and assess their own risk. Children develop curiosity and imagination and build resilience, self-esteem and confidence which enable them to make decisions, persevere and handle situations independently. These life skills and competencies not only lead to children's who are healthier both physically and mentally, children also have an increased capacity to learn and a better understanding of nature and their environment.⁵ Our woods sessions draw inspiration from the contemporary forest school movement, from British traditions such as the Woodcraft Folk, Scouting and Guiding and also from various educational philosophies, including Rousseau, Froebel, Steiner and Montessori. Woodland Play Sessions aim to be learner-led, play-centred, holistic and experiential. When taking part in our sessions a participant is engaging with nature in wild spaces in an exploratory, sensory and physical way. We believe it is important to create, where possible, a long-term relationship between a location and a group of participants - giving all participants a chance to get a feel for how an environment changes over time.

During our sessions children are encouraged to take constructive risks in order to develop skills, good judgment and to learn and develop through managing their own and others' risks. In planning activities we consider not only the risks but also the potential benefits for the learner.

² Scottish Government (2020). [Realising the Ambition : Being Me](#)

³ Nicol, R, Higgins, P, Ross, H and Mannion, G (2007), [Outdoor education in Scotland: a Summary of recent research](#), Inverness: Scottish natural Heritage

Davy, A. (2009). *Changing Landscapes, Changing Lives*. Journal of the British Association For Early Childhood Education

⁴ Scottish Government (2020). [Realising the Ambition : Being Me](#)

⁵ Care Inspectorate (2016). My World OutdoorsCare Inspectorate (2016). [My World Outdoors](#)

Our People

We employ a qualified and experienced staff team who are registered with the Scottish Social Services Council and who are committed to continuous professional development. Staff meet regularly to discuss and progress their professional development.

Designation	Name	Email
Manager/Lead Practitioner/ Forest Leader & Child Protection Coordinator	Jane Bain	Jane@CambusbarronVillageNursery.com
Early Childhood Educator (ECE) & Forest Kindergarten Practitioner	Katie Low	Katie@CambusbarronVillageNursery.com
Early Childhood Educator (ECE) part time	Jordan Sutherland	Jordan@CambusbarronVillageNursery.com
Early Childhood Educator (ECE) part time and Forest Leader	Lynda Simpson	Lynda@CambusbarronVillageNursery.com
Support Worker (SWECE) part time	Helen O'Toole	Helen@CambusbarronVillageNursery.com
Support Worker (SWECE) part time	Jennifer MacLeod	Jennifer@CambusbarronVillageNursery.com
Administrator/Finance Department part time/Deputy Child Protection Coordinator	Suzanne Wynne- Griffith	finance@CambusbarronVillageNursery.com admin@CambusbarronVillageNursery.com

Our Board of Directors

As a Community Interest Company our partnership with our community extends beyond the traditional school-gate boundary. We are governed by a volunteer Board of Directors who ensure we are accountable to parents. We are always happy to have parents involved in our setting please speak to us if you would like to be involved in any way. Parental involvement strengthens our relationships and allows parents to have a better understanding of our service. We are always grateful to those who are on our Board and welcome new faces at all times. Our current board members are Jane Bain, Suzanne Wynne-Griffith, Lynda Simpson, Jeni Haggerty, Laura Robertson and Jennifer Robertson. Our board can be contacted via email at Directors@CambusbarronVillageNursery.com.

Contact us:

Address	Cambusbarron Village Nursery The Community Centre St Ninian's Road Cambusbarron FK7 9NU
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CAMBUSBARRON VILLAGE NURSERY

Telephone Number		01786 430497 Please note that as we spend the majority of our time outdoors we often find that we don't get great phone signal and we sometimes miss phone calls. If you can't reach us by phone please email us.
Care Inspectorate Registration Number		CS2019374995
Company Number		SC629969
Email	General Inquiries	admin@CambusbarronVillageNursery.com
	Fees and payments	finance@CambusbarronVillageNursery.com
	Jane Bain (Manager)	Jane@CambusbarronVillageNursery.com
	Board of Directors	Directors@CambusbarronVillageNursery.com
In Person		Nursery staff are always available at drop off or pick up times however these times can be busy so it may be preferable to arrange a specific time in advance. If you would like to speak with a specific member of staff then it is always better to arrange this in advance to ensure they are available.

Social Media :

Please follow us on



Please "LIKE" Cambusbarron Village Nursery page for general Nursery information.

Website : www.CambusbarronVillageNursery.com

Places at Cambusbarron Village Nursery

How to Apply

Application forms can be downloaded from our website or by emailing us at admin@CambusbarronVillageNursery.com. In general we operate within Stirling Council's application procedures which usually stipulate an end of February deadline for submitting applications for August start dates. Stirling Council host an annual Admissions Panel Meeting held in March and parents are usually notified of outcomes during April. As a funded provider CVN is able to accept applications at any time throughout the year and, if available, offer spaces accordingly. Once we have formally offered your child a space parents are required to acknowledge receipt and formally accept the offer of a space. This can be done by email to admin@CambusbarronVillageNursery.com.

Changes for Session 2024/2025

Over the course of session 2024/2025 CVN will be transitioning towards becoming a fully outdoor nursery operating out of a dedicated space within Gillies Hill Community Woodland. The transition is dependent on funding, planning and also registration requirements with the Care Inspectorate and so timelines are unpredictable. Throughout this time however we will be working closely with parents to ensure children and families needs are met. There will be opportunities to discuss the implications of being an outdoor nursery and to provide feedback throughout session 2024/2025. Please keep an eye on our website and social media platforms for more information.

As we transition towards becoming fully outdoors we expect parents will have questions. We plan to offer several parental drop in sessions over the coming months but please speak to a member of staff and/or board of directors or send us an email (jane@CambusbarronVillageNursery.com). We will also be updating our website regularly with some of the most frequent asked questions.

Session Information and Opening Times

We provide 6 hour sessions Monday through Friday and currently have a staggered drop off (usually between 0845 and 0915) and collection (usually between 1445 and 1515) to facilitate parents who also need to drop off and pick up from school or other services.

As an outdoor setting there is a potential to have drop off and pick up points in the village. We will be asking for parental feedback on this option.

We are a term time service operating in line with the [Stirling Council School term dates and holidays](#).

1140 hours of funded (free) early learning and childcare (ELC) is available to eligible children. This equates to 30 hours a week (i.e. 5 x 6 hour sessions) during school term times. Non eligible children can attend on a fee paying basis.

Eligibility for Funded ELC

Stirling Council's [Nursery Admissions and Charging Policy](#) details the dates children become eligible for funding however, in general, children become eligible for funding from the term after their 3rd birthday. Some 2 year old children are also eligible for funded ELC if his or her parent receives one or more of the following benefits⁶ :

- Income-based Job Seekers Allowance
- Income Support
- Income-related Employment and Support Allowance

⁶ Eligibility criteria are subject to change. Please refer to Stirling Council's [website](#) for up to date information.

- Incapacity or Severe Disablement Allowance
- State Pension Credit
- Child Tax Credit but not Working Tax Credit — and your income is £19,995 or less
- maximum Child Tax Credit and maximum Working Tax Credit — and your income is £9,552 a year or less
- Universal Credit — and have household take-home pay of £796 a month or less
- support under part VI of the Immigration and Asylum Act 1999

It's also available where the child:

- is looked after by the local council
- is the subject of a Kinship or Guardianship Order
- has a parent who was in care as a child
- has a parent who is supported by the Family Nurse Partnership Income-cased Job Seekers Allowance

Accessing funded hours with different providers.

The Scottish Government's "[Funding Follows the Child](#)" policy means that parents are able to choose which providers to use and how many funded hours to use with each of them.

Fees

Subject to availability children not yet entitled to a funded place are welcome on a fee paying basis. Fees are available on our [website](#) and are subject to review.

Starting your journey at Cambusbarron Village Nursery

Settling In

Our staff are very experienced in helping children to settle in nursery however, during the settling in period, it is a requirement that there is a nominated adult available to collect your child earlier than agreed in the rare occasion when this is necessary. CVN staff are always available to speak with parents/carers so please speak to a member of staff at any time if you have a question, are unhappy about anything or if there is any way we can help.

When your child has been given a place at Nursery, he/she will be allocated a keyworker and assigned to one of our key groups, Oak (Lynda), Pine (Jordan) or Birch (Katie).

Your child's keyworker will be your initial point of contact while your child is at Nursery. We have a small staff team however and they are all very involved with every one of our children's learning and development and therefore any staff member can be approached at any time.

Prior to starting Nursery you will receive transition & welcome information. Home visits are available on request.

You will be offered a settling in session which is an opportunity to meet your child's keyworker and the staff team. During your visit the keyworker will explain the settling in process. Every child's settling in process is unique to them. It can be detrimental to leave your child at Nursery too quickly. Similarly, spending too much time with your child can prevent them from establishing necessary relationships with staff. We recognise that settling in can be a difficult time for you and your child but staff are skilled and experienced in the settling process. Please speak to us if you need additional support or advice.

What you should bring

Please don't send your child to nursery in "good" clothes, our play and learning is often wet and messy and we can't ensure clothing stays clean and tidy. Please make sure all clothing is well labelled. We will provide your child with their own drawstring bag to keep spare clothes in. We respectfully ask that you don't provide additional bags as we have very limited storage space.

We are outside most of the time so please remember that Scottish weather is notoriously unpredictable and change quickly. Additional layers and spare sets of clothing are a must, several changes are advisable and, where possible, these should be wrapped in labelled waterproof bags. A spare plastic bag is useful for staff to put wet clothes in.

Please note that we do have spare sets of clothes available and staff will always make sure children are dressed appropriately for conditions. Where children use nursery clothing we ask that they are washed and returned as soon as possible. Please do not wash our waterproof suits with any type of detergent, they should be rinsed only. Detergent removes the waterproof coating and reduces their effectiveness.

Kit List

On starting at CVN we will allocate your child with a drawstring bag to store clean clothes, a rucksack to pack for our woodland adventures and a metal water bottle.

We recommend that children have the following at all times:

General

- Waterproofs (jacket and trousers or all-in-one suit) are essential piece and should be brought or worn every session as, even if it isn't raining, water in all forms is always a major attraction for young children. We have spare suits available if you don't have one.
- Layers. We recommend that children wear a few layers of clothing as then they can add or take off as necessary. We don't recommend cotton/denim as it takes a while to dry and doesn't provide the same insulation. Fleece or fast drying/wicking fabrics are good options.

- Wellies. We recommend that waterproof trousers are put over the top of wellies to keep rain and water from running into the top.
- Spare clothing (pants, vests, socks etc) in a waterproof bag so that children can change if necessary.
- Nappies and wipes if your child is still in nappies. Nappies are preferable to pull-ups as they can be changed without stripping off all of the bottom set of clothing. Please bring plenty of changes during toilet training as we expect more accidents in the outdoors - it can take a wee while to take off several layers.

Winter

In addition to the above a good thermal base layer is recommended with plenty of layering options on top. Please be aware that snowsuits are great for keeping children warm but are primarily designed for ski seasons and are often not waterproof. Cold feet can make the difference to a session and, while wellies are essential all year round, please remember that feet can get very cold. It can be helpful to buy wellies a size and half bigger than necessary to accommodate additional socks. It might also be useful to invest in thermal wellies (many of our parents recommend WarmWellies and we have a discount code with them - please speak to staff for details. We've also heard recommendations for [Demar wool lined wellies](#) or good waterproof walking boots and/or several pairs of good thermal socks for colder weather. Cosy hats, scarves and waterproof gloves are essential.

Summer Wear

Waterproofs, fleece, sun hat, long sleeved tops and trousers. Note that long sleeves and trousers not only protect from the sun but also from bites, scratches and stings.

On sunny days sun hat, sun cream, sunglasses may be appropriate as may midgie repellent/midgie nets

Top Tips We've Learned over the Years

- Thermal layers make a huge difference to children's ability to keep warm. We've had recommendations for sets available all year round from Mountain Warehouse, Spotty Otter, Little Adventure Shop, Little Trekkers, Muddy Puddles, Decathlon and Didriksons. Marks & Spencer's, Aldi and Lidl also have sets available more seasonally.
- Gloves and Hats : Didriksons gloves and hats are great for staying on and keeping hands and heads warm and dry. Magic Gloves are usually easily sourced at a good price and can be a good option for an extra layer under waterproof gloves. We highly recommend very bright colours for gloves to make them easier to spot when dropped in the woodland.
- Socks : Look out for thermal socks (most readily available in the winter months) like Heat Holders. Please remember that these are thick socks and make sure there is extra room in wellies to accommodate them. The heat generated by these socks comes from the looped structure which cannot work effectively when it is squashed.

Nursery Sweatshirts and Polo shirts

A teal green sweatshirt and polo shirt with our logo is available from Sprint Design, Unit 46, Stirling Enterprise Park, Stirling FK7 7RP. Email info@sprintdesign.co.uk. Tel: 01786 447707.

Nursery branded clothing is not mandatory but, as play and learning at nursery can often be a messy business, we appreciate that many parents (and children) like to wear this practical clothing.

Personal Belongings

While we do our best to ensure that children's personal belongings are cared for we cannot take responsibility for any that are damaged or lost during a nursery session. If a child needs a special belonging to support transition we can facilitate this during their induction process.

Nursery Day

There is a general routine and pattern to our days at nursery as this helps children to settle and to feel part of the group.

Woods Days : Our days usually start in the community centre garden where staff support children to prepare for the day. Children become involved in filling their rucksacks and water bottles and preparing lunches. When everyone is ready we begin our journey to and through the woodland. After arrival at our chosen site we generally begin our day with a short Welcome Time where children come together as a group and are reminded of the boundaries and any other things of note for the session. Thereafter children are free to move around the site independently or to join in a craft or adult led activity. Children are encouraged to come for a snack mid morning before returning to play. Lunch is taken around 12 noon. The afternoon session follows a similar pattern to the morning session before tidying up our site and returning to the centre for pick up.

Centre Days : There may be days when we can't head to the woods, perhaps when the weather conditions are extreme or when we are operating with reduced staffing. On those days we may stay in the centre garden where there are options to use the indoor space if necessary. The routine of centre days is largely similar with children enjoying some group times amongst free play. A snack is served mid morning and, again, lunch is served around 12 noon.

Lunches & Snack

Lunches are provided for eligible/funded children. Fee paying children may bring their own lunch or purchase lunch at a cost of £2.30. We occasionally have hot lunches delivered by [Healthy Tots](#) (current [menu](#) on our website) but more regularly children help make soup and prepare their own sandwiches. We will be developing a menu with the children to ensure a good variety of lunch items suitable for our days in the woods.

If parents prefer to supply a packed lunch it should ideally consist of a sandwich, yoghurt and a piece of fruit. We do not have the facilities to reheat food however parents may wish to supply hot food in a flask.

In line with [nutritional guidelines](#) a healthy snack consisting of a portion of fruit or vegetables and a drink of milk or water is served daily. Water is always available. Snacks are prepared during the nursery session often with the assistance of the children.

Sweets and high sugar or fat snack items are discouraged as we promote healthy eating for healthy bodies and minds. Outdoor play consumes a large number of calories however and we occasionally will supply a hot drink such as hot chocolate (or equivalent) and a plain biscuit as a quick boost to energy levels.

We are committed to being a sustainable service and ask that you take this into consideration when packing your child's lunch.

Allergies/Special Dietary Requirements

Please ensure that any allergies or special dietary requirements are highlighted on your child's personal plan.

Food Hygiene

CVN aims to maintain a high food standard in relation to the purchase, storage, preparation and serving of food in the outdoor environment.

In particular :

- Cooking on the campfire will only be undertaken by a staff member who is appropriately trained in food hygiene.
- Food will be stored at the correct temperatures - chilled foods will be kept in a cool box until required.
- All chilled foods will be consumed within 2 hours. Hot foods (kept in vacuum flask) will be consumed within 4 hours
- Cooked foods will not be reheated
- Waste food will be disposed of correctly
- Plates, cups and cutlery are provided as is drinking water.

Snacks generally consist of a plain biscuit/cracker/bread and some fruit or vegetables. During some sessions, we may cook items such as damper bread over the fire.

Dishes will be removed at the end of the session, washed and returned ready for the next session. Infection control procedures regarding food and hand hygiene will be maintained.

Prescribed Medication

If your child requires prescribed medication while in nursery please speak with a member of staff who will arrange to complete the appropriate administration of medication form in our online Family system. This allows you to provide clear guidelines/instructions on the medication as well as consent for a member of staff to administer it.

All medication must be retained with the original packaging and clearly labelled by the pharmacy showing the child's name and prescribed dose. Online medication forms must be completed with clear instructions from the parent/carer regarding times/amounts of medicine to be administered.

Please note that the first dose of any new medication (ie which has never been previously prescribed) **MUST** be administered by the parent at home at least 3 hours prior to arriving in nursery to ensure there are no adverse reactions.

Children with long term medical conditions requiring on going support may require occasional staff intervention (for example anaphylaxis). In some circumstances additional staff training will be necessary before staff can administer certain medication.

More information can be found in our Administration of Medication policy available on our website.

Toileting and Nappy Changing

We plan to install composting toilets and nappy change facilities in the woodland in the near future. Meantime we aim to

- Comply with our Infection Control policy
- Encourage children to use the toilet as independently as possible
- Assist children who are not able to go to the toilet independently.
- Ensure hand washing facilities are available and support children to use them appropriately
- Maintain the camp toilet at a distance from the play area
- Remove all toilet materials from site after the session ends and dispose of them via a domestic waste stream.

Our toileting and nappy changing facilities consist of a tent which offers privacy and a portable toilet. Children will be encouraged to use the toilet independently but will be supported when appropriate. Children wearing a nappy will be changed in the tent and parents should provide a suitable changing equipment (wipes, nappy sack and mat) for this purpose. Soiled equipment will be returned to the parent in the child's bag.

We always strive for high standards in the environment, both indoor and outdoor, and will consider requirements, standards and good practice guidance to aim for the best possible outcomes for the children using the service. Best practice guidance for hand hygiene from Health Protection Scotland is to use running water and environmentally friendly liquid soap whenever practicably possible with paper hand towels available. We accept that there may be occasions where it is not practical or possible to follow this advice and in such instances will adopt a common sense approach. Hand sanitiser will be available for occasions when running water and soap is not.

Guidance from SEPA ([Management of hygiene waste produced as a result of personal care](#)) suggests that hygiene waste, ie waste that is produced from human hygiene activities, is not considered to be infectious or hazardous and, in the small quantities produced during Woodland Play Sessions, can be mixed in with the black bag or domestic waste stream for disposal in landfill facilities or municipal waste incineration facilities.

Toothbrushing

Children at CVN take part in the [Childsmile program](#) and will be encouraged to brush their teeth after lunch in the woods following Childsmile guidance where possible. Currently only dry brushing is practised during Woodland Play Sessions.

Collection of Children

During enrolment we will ask you to provide list of people who are allowed to collect your child and these people will be recorded on our Family system. Please let us know in advance if there is anyone different coming to collect your child. We cannot let your child leave the nursery with another person unless you have informed us beforehand. We may ask for identification if the person is not known to us. We cannot allow a child to be picked up by anyone under the age 16 years. Please note that we will not allow a child to be picked up by anyone who appears to be under the influence of alcohol or drugs. Where a child is not collected, staff will attempt to contact the parents/guardians. If parents cannot be contacted the emergency contact number will be called.

Absence Management

Attendance in nursery is not mandatory however if your child is not going to be at nursery for any reason it is important that, in line with Scottish Government guidance on missing children and our Safeguarding procedures, that you contact us to let us know. If your child does not arrive in nursery when expected we will contact you using the contact numbers provided on your child's personal plan. If we are unable to make contact with you then we will contact the person listed as your emergency contact.

Emergency Contacts

Please make sure that we know where to contact you in an emergency. If you move house or change your telephone number, or your emergency contact person does, then please inform the main office immediately so that we can make sure our records are updated.

Unexpected Closures

Cambusbarron Village Nursery will be open during the times previously outlined, however on some occasions circumstances arise which mean the nursery has to close. Severe weather for example may force us to relocate to an indoor venue or, in extreme circumstances, close. If this happens we will notify parents as soon as possible. In all circumstances children's safety is our main priority.

In the event of emergency requiring evacuation :

If the session is being held in the community centre : staff and children will meet at the assembly point at the side of the car park. If re-entry to the centre is not possible then parents/career will be contacted via Family and text message and asked to collect children immediately.

If the session is being held in the woods : staff and children will group at the Garages entrance (adjacent to 44 Gillies Hill) and walk to the emergency venue. Parents will be informed of the change of location for pick up via Family and text message. In the event of an alternative emergency location not being available parents will be asked to come and collect children from the Garages.

First Aid

All CVN staff are trained in First Aid. All accidents when first aid has been administered are recorded and parents are notified via the Family app so that they are aware of the incident. Staff will always notify parents by phone if a child has an accident involving a bump to the head which requires first aid.

If your child has suffered from a broken limb a risk assessment and possibly a letter from your GP will need to be in place before he/she can return to nursery.

Please ensure that all emergency contact numbers are up to date in case we need to contact you.

Fire Safety

A full fire risk assessment of the premises has been carried out and is subject to annual review. In addition termly fire evacuation exercises and weekly alarm tests are carried out and recorded.

Child Protection and Safeguarding.

All children have the right to be protected from harm. Nurseries play an important role in preventing abuse and neglect by creating a safe learning environment with positive adult:child relationships and encouraging children to speak up if they have worries or concerns. We have a designated [Child Protection Coordinator](#) whose remit is to promote safeguarding and to act when aware of a possible child protection concern. If you have concerns that a child or young person is at risk of abuse or neglect you can contact the police on 101 or phone children's services on 01786 471177. You can also share your concern with the nursery [Child Protection Coordinator](#).

Equalities and Children's Rights

Everyone deserves to be treated equally, fairly and without prejudice. The planned incorporation of the UNCRC into Scots Law means that the rights of children should be protected, promoted and defended in all areas of their life. This includes their right to:

- education,
- freedom from violence, abuse and neglect,
- be listened to and taken seriously,
- a proper house, food and clothing, and
- relax and play.

We aim to create an inclusive culture by working in partnership with the wider community to agree positive values, by promoting and celebrating diversity and through delivering appropriate learning opportunities within the curriculum.

We adhere to the Equality Act (2010) and:

- Eliminate discrimination, harassment and victimisation.
- Advance equality of opportunity between people by removing or minimising disadvantage, meeting the
- needs of particular groups which are different from the needs of others and encouraging participation
- in public life.
- Foster good relations by tackling prejudice and promoting understanding.

The Equality Act 2010 identifies 9 protected characteristics from discrimination, harassment or victimisation:

- age
- disability
- gender reassignment
- marriage or civil partnership (in employment only)
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation.

We have a duty to report prejudice based incidents.



Play and Learning at Cambusbarron Village Nursery

Our Curriculum

Our curriculum intends to meet the needs of all of our children and families. We aspire to provide all of our children with experiences which encourage them to reach their full potential, The drivers of our curriculum include

- Curriculum for Excellence
- Pre-Birth to Three Curriculum
- Getting it Right for Every Child (GIRFEC)
- Realising the Ambition
- Stirling Council's Play and Learning Framework and
- United Nations Convention on the Rights of the Child (UNCRC)
- My World Outdoors

Our service focuses on a nature pedagogy which promotes the benefits of play and learning in a natural environment. Our nurturing ethos encourages respect for self, others and the environment. Staff model this through their interactions with each other and the children. As a result children feel secure, valued and respected. This promotes children to feel emotionally secure.

We understand that children are all unique and that through effective, supportive and nurturing relationships staff can understand and support individual stages of learning and development.

Learning through Play

There is increasing evidence that the best way to support learning is through play. Play is important for the early stages of brain development and helps to develop important skills for learning, life and work.

Children are natural scientists as they come into the world ready to experiment and learn through play.

They use what they discover to not only adapt the structure of their brains, but also strengthen the skills they need to continue being engaged, flexible learners for their whole lives. Play provides children with opportunities to learn about the world and themselves. Through play children develop skills like

- confidence
- self-esteem
- resilience
- interaction
- social skills
- independence
- curiosity
- coping with challenging situations

"We want Scotland to be the best place to grow up. A nation which values play as a life-enhancing daily experience for all our children and young people; in their homes, nurseries, schools and communities."
[Play Strategy for Scotland: Our Vision](#)

We prioritise children's learning through self-directed, freely chosen play which allows them to explore their interests and develop essential skills at their own pace. In addition to this, we also offer adult-led and planned play opportunities that are purposeful and designed to extend their understanding of the world around them. Through a balance of independent exploration and guided activities, children are encouraged to take risks, acquire new knowledge, and build skills that will support their future learning, life, and work. Our woodland play sessions, available most days, provide both spontaneous and structured experiences that foster a deeper connection with nature, while nurturing responsibility, confidence, and independence.

Recording your Child's Progress and Learning

At CVN we use Family to record your child's learning. Family is an online platform which connects parents and carers with nursery. We use Family to share photographs, art work and other significant moments with

parents/carers. Learning and progression are tracked and monitored by staff and are made accessible to children and families via Family. A child's Family profile is developed throughout their time in nursery and goes with them to school to allow teachers to support transition and better support learning and development in school.

Keeping in Touch

If we need to contact you by phone we will use the home, mobile and/or work numbers you have given us. In an emergency, if there is no reply to these numbers, we will telephone your emergency contact.

More generally we send information using Family's messaging or newsfeed services. It may be useful to ensure your mobile device is set to give you notifications so that you don't miss information.

If you need to contact us please do this via Family's messaging system. Please do not send messages to individual staff members as information may not be received/passed on if the staff member is absent. We can also be contacted by phone (01786 430497) however we find reception is occasionally unreliable. If you do not receive a reply please try again or send a message using Family or email (jane@cambusbarronvillagenursery.com, admin@cambusbarronvillagenursery.com).

Please also note that we do not monitor messaging/voicemail services regularly so they are NOT an appropriate way to contact nursery. Please use one of the methods detailed above.

Please make sure your contact numbers and emergency contact numbers are up to date at all times. Emergency contacts can be checked and updated on Family at any time

Personal Plans

When your child first starts at Cambusbarron Village Nursery we will begin collating their Personal Plan on Family. A Personal Plan comprises all the information we hold about each individual child. It includes a variety of documents which will be stored together in your child's Family record where they are kept safe and confidential.

In common with all Stirling Council funded providers a Personal Plan for children attending Cambusbarron Village Nursery will :

- Be developed in partnership with parents/carers and children.
- Put the child at the centre and see the child as a whole.
- Not 'label' a child by their condition, needs or circumstance.
- Take account of individual needs, preferences and choices.
- Recognise a child's existing network of support.
- Value diversity.
- Safeguard and promote children's rights.
- Be used to share information when appropriate.
- Prioritise the best interests of the child.
- Identify any specific or additional needs and details of how needs will be met.
- Identify learning goals and document progress over time.
- Incorporate Integrated Assessment Framework (IAF) GIRFEC paperwork as required.

A Personal Plan is a working document and will be reviewed, updated and amended as appropriate. It helps ensure effective communication between you, your child and all of the professionals working with your child.

A Personal Plan is linked to the wellbeing indicators, Safe, Healthy, Achieving, Nurtured, Active, Respected, Responsible and Included (often referred to as SHANARRI). The first stage of developing a Personal Plan is to complete an "All about Me" form which will comprise core information such as name, address and date of birth and other information such as interests and preferences which will help us get to know your child. Thereafter, as your child progresses in Nursery, staff will maintain the Plan and include records of settling in, learning, development needs etc. Regular communication between parents and staff helps us support your child's learning and development and we ask you to keep us updated and informed of any changes and welcome any news or information about events that are significant to your child. We will ask you to review and update the information we hold at least every 6 months. Within your child's personal plan there is a section for consent. We ask for your consent for a variety of reasons including to administer first aid or sunscreen and to share information such as images. You may withdraw consent at any time by sending us writing confirmation.

Getting It Right for Every Child

Getting it right for every child and young person (GIRFEC) is a national policy to help all children and young people feel loved and respected to grow, develop and reach their full potential. GIRFEC is based on children's rights and its principles reflect the UNCRC ([United Nations Convention on the Rights of the Child](#)). GIRFEC also respects parents and carers' rights under the [European Convention on Human Rights](#). GIRFEC supports families by making sure they can receive the right help and the right time from the right people. Most children get all the help and support they need from their parent(s) or carers but sometimes they may also need a little extra help. GIRFEC is at the heart of all of our practice guidelines. It means we work in partnership with other professionals to provide the required support. GIRFEC's focus is to improve outcomes for children and their families based on a shared understanding of their wellbeing.

There are eight wellbeing indicators: Safe, Healthy, Achieving, Nurtured, Active, Responsible, Respected and Included.



Our Policies

Our [policies](#) are available to view on our website.

Concerns and Complaints

We aim to provide a high quality nurturing service which allows children the freedom and opportunity to interact with, play in and learn about the world around them. We also aim to build respectful and reciprocal relationships with parents and families so that we can work together to meet individual children's needs. If any parent has a concern about our service we encourage you to let us know as soon as possible. Please see our Complaints and Duty of Candour Policy on our [Policies Page](#).