



# Fàs Mòr



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A handbook for Staff and  
Volunteers



## **Mission Statement**

Fàs Mòr aims to provide a safe, permanent environment to benefit children and young people who both reside in and visit the Skye and Lochalsh area. Our mission is to promote the welfare, further the health and advance the education of children aged twelve years and under, with qualified, registered care, and in a relaxed and stimulating environment, through the medium of Gaelic.

There are several policies and procedures in place to ensure that staff and service users can flourish in a safe, healthy environment. A full copy of these can be found on our website.

## **Care Inspectorate**

Fàs Mòr is registered with the SCSWIS, the registration and inspection body for children and young people's services in Scotland, registration number SC2003052372. We receive inspections every couple of years to help us constantly improve our service.

## **Ratios**

It should be noted that we adhere to national guidelines on staff to child ratios which are as follows:

Children aged 0-2	1 adult: 3 children
Children aged 2-3	1 adult: 5 children
Children aged 3-8	1 adult: 8 children
Children aged 8-12	1 adult: 10 children

\*Where children aged 3 and over and attend fewer than four hours in one day the adult: child ratio can be 1 adult to 10 children.

At least two adults will always be on the premises when children are being cared for.

## **Health and safety**

There are several policies and procedures in place to ensure that staff and service users can flourish in a safe, healthy environment. Staff should make time to read and familiarise themselves with these. A full copy of these can be found on our website.

## **Gàidhlig**

Gaelic is the sole language spoken in Fàs Mòr by all staff, with the provision that English may be used to settle children in and to give instructions in matters affecting health and safety.

Children are always encouraged to express themselves fully to staff and to each other even if they are only able to do this in English. They will acquire an understanding of Gaelic largely through being immersed in it; through hearing it spoken while they are doing their day-to-day activities.



## **PVG Checks**

On application to work at Fàs Mòr, you will be asked to join the Protection of Vulnerable Groups Scheme. Please note that this is a condition of employment. Until this process is complete, you will not be allowed alone with any of the children.

## **SSSC Registration**

On starting your role at Fàs Mòr you will be asked to Register with The Scottish Social Services Council. All our staff must familiarise themselves with and follow the SSSC codes of Practice. <https://www.sssc.uk.com/the-scottish-social-services-council/sssc-codes-of-practice/>

We adhere to, and believe in the principles of the Scottish **Health and Social Care Standards** which give all children the right to:

- Dignity and Respect
- Compassion
- Be Included
- Responsive Care
- Support and wellbeing

## **GIRFEC**

As a member of Staff at Fàs Mòr it is your responsibility to support the best interests of every child in the setting. This means striving to make sure every child is:

- Safe
- Healthy
- Achieving
- Nurtured
- Active
- Respected
- Responsible
- Included

## **Personal Development**

Fàs Mòr is committed you the continuous development of our staff. There will be opportunities for you to undertake relevant training such as First Aid, Kitchen Hygiene, Child Protection, manual handling. There will also be an opportunity to work towards a relevant qualification such as an SVQ3 in Social Services, Children and Young People.



## Staff Code of Conduct

**Attitude:** You must, always, be aware of your responsibility as a role model when working within Fàs Mòr. The children will look to you for guidance in many different aspects including socially and emotionally. If you feel that you have any problems in dealing with a child, parent, carer or fellow staff member, you must speak to your manager to work through this. You must, always, remember that you are there to provide positive experiences and a stimulating and enthusiastic environment for the children. You must always show encouragement to each child equally.

**Communication:** You must, always, be aware that the language you use within the setting is appropriate for the children. Personal information should not be discussed in front of the children. Care must be taken to ensure that children are actively listened to and appropriate responses are given. Body language is important, as children will pick up mixed messages if both verbal & non-verbal language is conflicting. Gaelic should always be spoken when possible.

**Confidentiality:** You must, always, be aware that information about individual children/families must not be discussed in front of the children or outside the setting. You must refer and adhere to Fàs Mòr 's confidentiality policy.

**Dress Code/Personal Hygiene:** You must, always, remember that appropriate clothes must be worn within the centre and for trips out. Soft shoes, Fàs Mòr uniform and comfortable clothes should be worn to support a variety of activities. You must be of clean and tidy appearance to support the children's awareness of personal hygiene. Regular hand washing is essential for the health of yourself and every other service user.

**Personal Conduct:** You must, always, be aware that smoking strictly prohibited. It is not acceptable that you attend work with a hangover or be intoxicated with alcohol or drugs. If you feel you have any problems with the above, you must speak to your Manager.

**Interaction with children:** You must, always, remember that when working with children your actions must be appropriate. This includes supporting the children with a positive attitude, promoting equal opportunities and respecting the individual child. You should request support from a colleague if you feel you cannot deal with a situation effectively. Behaviours from the children, both positive & negative, should be dealt with consistently in relation to Fàs Mòr policies and procedures.

**Interaction with parents/carers:** You must, always, remember to promote equal opportunities with all parents/carers. Ensure that you make time to speak to each child's parent/carer.

**Interaction with colleagues:** You must, always, be aware that it is your individual responsibility to support the workings of the team. Any problems must be addressed promptly to support the positive atmosphere within the centre.



## **Our day**

There are three main roles for staff which we alternate as evenly as possible:

### Badain Duty

If you are on badain duty it is your responsibility to:

- Change each child's nappy every 3 hours and when soiled usually between 10:00 and 11:00, between 13:00 and 14:00 and between 15:30 and 16:30
- Ensure children are put down for naps/woken up at required times
- Assist children in using the toilets/ potties and remind children to go to the toilet
- Ensure toilets, nappy changing areas and sleep rooms always clean and tidy
- Check/ flush toilets and take out the nappy bag at the end of the day
- Clean up any bodily fluids safely throughout the day

### Kitchen Duty

If you are on Kitchen duty it is your responsibility to:

- Collect children's lunchboxes and store them in the fridge
- Set out tables and prepare snack for 10:00, lunch for 12:00, snack for 15:00 and for afterschool
- Always keep the kitchen and eating areas clean and tidy
- Prevent food from becoming contaminated (the kitchen hygiene course will help you with this)
- Know each child's dietary requirements and allergies and cater for these needs (see allergy list and food and drink guidelines)
- Line up the children's lunchboxes, personal belongings and clothes ready to go home

### Activity duty

If you are on activity duty it is your responsibility to:

- Assist the children in brushing their teeth after morning snack
- Organise the learning environment for the children
- Prepare children with appropriate equipment: red suits, aprons, wellies, etc.
- Clean up after all activities
- Keep playrooms and outdoor area clean and tidy (when possible)
- Put toys away inside and outside at the end of the day and wipe down all surfaces



## Handwashing

Hand washing is the single most effective practice in preventing the spread of microbes. All staff and children are encouraged to learn and use the correct procedure for hand washing, as recommended in the **NHS Infection Prevention and Control in Childcare Settings Guidance**.

### Staff should wash their hands:

- Upon arrival at work
- Immediately before and after eating
- Before handling food including preparing food, baking and assisting children with eating
- After using the toilet, assisting a child to use the toilet, or after nappy changing
- After contact with body fluids, including wet or soiled nappies, runny noses, vomit, etc.
- After removing disposable gloves used for contact with blood/body fluid, e.g., first aid, nappy changing
- After handling pets, pet cages or other related objects
- Whenever hands are visibly dirty, or after cleaning
- Before administering medication or applying ointment or creams
- Before going home

### Children should wash their hands:

- Immediately before and after eating
- Before handling food including food preparation and baking
- After using the toilet
- Before/after water play and sensory play
- After playing outside
- After handling pets, pet cages or other related objects
- Whenever hands are visibly dirty

### Hand washing procedure:

- Wet hands under running warm water
- Apply soap (liquid)
- Rub hands together, covering all surfaces until a good lather has appeared on all surfaces
- Rinse thoroughly under running water to remove soap and bacteria
- Dry thoroughly using a paper towel, before turning off taps. Drying well removes lots more bacteria
- Dispose of the paper towel directly into bin, ensuring that hands are not re-contaminated by contact with the bin or its contents

Cuts or abrasions should be adequately covered with a waterproof dressing that is changed as necessary and when wet



## Food Preparation Procedures

1. Start preparing snack/lunch 10/15 minutes in advance to ensure it is on time
2. Count how many children will be here for snack/lunch by daily register and set out tables, chairs and highchairs appropriately
3. Wash your hands
4. Put on PPE
5. Prepare food according to children's dietary requirements and snack menu (see allergy list and food and drink guidelines)
6. Food that must be heated should be done first and to the correct temperature
7. When snack is ready ask the children to wash their hands: Activity person should assist younger children.
8. Offer children milk or water
9. Offer second helpings if there is food left over
10. Dispose of PPE
11. Sit with the children while they eat and assist younger children where necessary (you will need a new set of PPE for this)
12. When finished ask children to put their cup, plate and cutlery in the washing up bowl and any rubbish or waste to the bin
13. Once everyone is finished the children can go back to the playroom
14. Spray and wipe down tables, chairs and highchairs to ensure maximum cleanliness
15. Put used cups, plates and cutlery in the dishwasher
16. Sweep any rubbish off the floor

Food should not be consumed by staff while working in the kitchen.

**If you have changed a nappy or cleaned any bodily fluids already that day, you cannot be involved in the Food preparation process, including any baking.**



## **Cleaning up Bodily Fluids**

Take simple protective measures to avoid contamination of bodily fluids. Wear disposable gloves as a protective barrier if you are doing any job in which there is the potential for your hands to have contact with blood, urine, vomit and faeces.

Beforehand make sure a member of staff is looking after the child involved and that the other children are occupied away from the spill.

1. Wear disposable gloves (if necessary, a plastic apron) and have a plastic bag ready.
2. First spray spillage with blue disinfectant.
3. Mop spillage with absorbent paper towels.
4. Put used paper towels straight into the bag
5. Clean area with hot water and detergent
6. Disinfect area again with blue spray
7. Ensure surface is fully dried with disposable paper towel
8. Put used towels, gloves and apron in the plastic bag which will then go in the nappy bin
9. Wash and dry hands thoroughly



## **Nappy Changing Procedures**

1. Clean the changing mat with antibacterial spray
2. Wash your hands
3. Place disposable sheet on mat
4. Take a clean nappy and a pack of wipes from the child's own drawer or bag and carefully lift the child onto the changing mat
5. Put on PPE
6. Remove the child's clothing and used nappy
7. Dispose of the used nappy using small nappy bags and put in yellow nappy bin
8. Gently clean the child's bottom using disposable wipes or warm water and dry the skin
9. If the child has a rash apply child's own cream according to parent's guidelines and inform parents
10. Put on a clean nappy
11. Ensure the sides of the nappy are tucked out around the legs
12. Dispose of PPE
13. Dress the child and take them back to the playroom
14. Clean the changing mat with antibacterial spray and dispose of sheet
15. Wash your hands
16. Record the child's name, time of change and wet/soiled on nappy form

If a child needs to be washed completely, check water temperature and thoroughly disinfect the sink after use



## **Assisting children with potties and toilets**

1. Put on PPE
2. Help the child remove clothing and sit down on clean potty or toilet
3. Help the child put clothing back on, put any wet or soiled clothing into a tied bag with the child's name on it
4. Empty potty contents into toilet, rinse, wipe down with anti-bac spray and dry with disposable paper towels
5. Dispose of PPE
6. Wash your hands
7. Help the child wash their hands

Remember to use a separate potty for each child

## **Nap time**

1. Make the bed/cot using sheet and blanket or sleeping bag out of the child's own tray or use clean ones from unit
2. Take child into sleep room with comforter(s): dummy, teddy, etc
3. Put on the fan if the room is too warm
4. Put the child to sleep according to parent's guidelines: rocking, singing etc
5. Fill in name, date, time and sign from when the child falls asleep on the sleep form
6. Check child every 15 minutes (maximum) and sign off to say you have done so
7. When the child wakes up dress them and take them back to the playroom
8. Put sheets and blankets back into the child's tray

**You cannot participate in nappy changing, assisting children with toileting or nap time procedures until you have completed the PVG (Disclosure) Check**