

Meeting 29/6/22 –

Short Term Targets 30.6.22 – 18.7.22

Health Care and Social Standard	Action	By whom/when?	Completed/ evidence
<p>HSCS 1.15.</p> <p>My personal plan (sometimes referred to as a care plan) is right for me because it sets out how my needs will be met, as well as my wishes and choices'</p> <p>HSCS 5.17</p> <p>'My environment is secure and safe'</p>	<p>Personal Plans</p> <ul style="list-style-type: none"> • Send copy of the pastoral notes that you intend to use going forward • All PT settings to adopt the new All About Me format, using the HWB indicators and UNCRC headings. • Personal plan training planned for 18. 7.22 : 6:15 – 7:30 • to inform staff of date • Child 'at a glance' notes to be established and discreetly kept in the room inform practitioners of any personal preferences and needs that need to be met. • Pastoral notes are confidential information to be stored securely – locked safe boxes to be bought if kept in the room. <p>Child Planning Meeting/ supporting individual learners</p> <ul style="list-style-type: none"> • Contact for care plan/personal plan review. • Establish the correct date for the CPM meeting – keep all attendees informed. • Actions from feedback. <ul style="list-style-type: none"> ○ 2-3's room worked better in the previous set up – can this be looked at? 	<p>For new starts and review meetings</p> <p>✓All Staff</p> <p>staff/</p>	<p>18/7/22</p> <p>Action: to send format of pastoral notes being used</p> <p>New formats are being adopted and will be sent out/ used as new children join the setting. Postponed due to staff request during the heatwave.</p> <p>Action: rescheduled for 25/7/22.</p> <p>Before the 'at a glance' sheets can be embedded, have been re-establishing the keyworker system, which had been put aside. This has been a bigger job than was previously considered. Hand over sheets are now being re-embedded into the end of day routines. This will continue to be embedded.</p> <p>Discussion about confidentiality.</p> <p>Action: to send the pastoral notes pdf from the CI.</p> <p>, managing director, has now stated that children requiring 1:1 support will not be accepted if there isn't funding for extra staffing</p>

<p>HSCS 3.14 'I have confidence in people because they are trained, competent and skilled, are able to reflect on their practice and follow their professional and organisational codes'</p>	<ul style="list-style-type: none"> ○ <u>Consider the strengths of staff in the room –</u> ○ RISK ASSESSMENTS – All cleaning fluids to be kept out of children’s reach. ○ Display a notice next to the designated secure space ‘All cleaning fluids must be stored here’ ○ Monitor to ensure that all staff adhere to this regulation <p>Observations</p> <ul style="list-style-type: none"> ● Date of training confirmed 	<p>staff/ All Rooms/ All staff</p> <p>13.8.22</p>	<p>made available. During the following conversation _____ stated she felt that this was unlawful in Scotland. _____ said that she would contact _____ for clarification. The meeting between _____ were mentioned as a time that this could be discussed and _____ said that she would aim to attend this. Because of this, the ASN support _____ was not discussed further.</p> <p>_____ has said that lockable cabinets are being put in to place for cleaning fluids.</p> <p>Obs training planned for 13.7.22</p>
<p>HSCS 2.27 'As a child, I can direct my own play and activities in the way that I choose, and freely access a wide range of experiences and resources suitable for my age and stage, which stimulate my natural curiosity, learning and creativity'</p>	<p>Development of the Environment</p> <ul style="list-style-type: none"> ● Contact _____ / regarding proposed split into 2 groups ● If agreed, begin to buy the required resources to duplicate provision ● How will staff be allocated/ children allocated to the 2 groups ● Solitary den to be added to the 2-3 room, as discussed ● Send _____ the LIFT presentation ● Send _____ links to the outdoor development training ● Staff meeting to plan areas of development – how are you developing provision outdoors? <p>Development of Planning</p> <ul style="list-style-type: none"> ● During morning huddles/ end of day, establish the adult-led activities that will be offered, based on the responsive planning and observations. 	<p>_____ all staff</p> <p>_____ to support</p>	<ul style="list-style-type: none"> ● Agreement has been made to create two groups and split rooms accordingly. ● Resources are being ordered ● Children are being allocated into the 2 groups ● Rooms will be separated as soon as environments are set up. ● _____ felt that staff are not yet ready to take up the development of the outdoor environment. ● Area plan is being developed to create roles/responsibilities/routines for the outdoor areas and staff will be allocated areas as a first step. ● _____ is currently on holiday so this is still at the early stages. Agreed that room leads need to be more rigorous in reinforcing expectations. If

	<ul style="list-style-type: none"> Model how the responsive planner should be filled in with staff – encourage staff to ‘have a go’. 		<p>leaders are out of the room, the next in command needs to reinforce expectations.</p> <ul style="list-style-type: none"> It is hoped that the division into 2 groups will make the planning cycle more meaningful and straightforward to follow. <p>Action: looking at the planning format to see if it can be structured in a way that is easier to follow and record areas of focussed planning to share format with team for consideration.</p>
<p>By 18 July 2022, to improve outcomes for children and ensure they are safe, the provider must develop and implement an effective system of quality assurance to monitor and improve all areas of practice.</p> <p>HSCS 4.19 'I benefit from a culture of continuous improvement, with the organisation having robust and transparent quality assurance processes.</p>	<p>Quality of Management and Leadership</p> <ul style="list-style-type: none"> Continue to use cleaning sheets to monitor room cleanliness. Create a self-evaluation floor book for each room, with a copy of the action plan. Room leads and managers will meet to become familiar with the Care Inspectorate model for improvement – 30 min meeting planned for 18/7/22. All room leads to record any self-evaluation and continuous improvement in their rooms, evidencing journey in floorbook. Suggested room support – for Babies; for 2-3's and for 3-5's. Changes to the mealtimes to be monitored – staff voice, children's voice, management observations to be collated in the floor book. 	<p>All staff</p> <p>Room leads/ all staff to contribute.</p> <p>all staff/ children</p>	<ul style="list-style-type: none"> reported that environmental health had inspected the building and reviewed procedures and that they were happy with actions. All staff in rooms are sending photos at the end of the day to to monitor standards. Unable to move forward with this today as all room leads are out of building. reported that the room leads have looked at the bitesized videos that were highlighted. Staff are currently contributing to an action plan floorbook that is displayed in the hallway. reported that there are new changes to the management – she is now fulltime at Mealtimes have been changed several times but the changes/improvements have not been recorded consistently. Action: using the PDSA cycle, observe mealtimes – what is working well, what needs to change, how will this be done, how will we know it is an improvement?

Planning 25/7/22

- Looked at the planning with [redacted]
- Currently working plan seems to be used only when staff are creating a themed piece of planning but not so helpful for ongoing weekly planning.
- [redacted] suggested using a format that highlights the subject areas so that staff can plan for all areas, not just those that fit into a theme.
- For example, HWB, or maths, might not fit into a themed plan but should still be planned for by staff to ensure that children are making good progress.
- [redacted] shared a format that should be showed to staff for their input and consideration.

Actions:

- Staff to find planning folder and keep in specific place for reference
- [redacted] to arrange a time to discuss planning with the team.
- In the meantime, staff to focus on the responsive planning, using the understanding that they are aiming to 'observe, support and extend.'