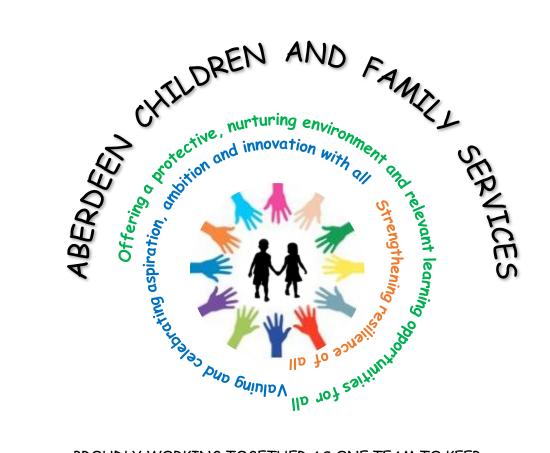
Heathryburn School

**ELC Short-term Action Plan** 

May 2023



## PROUDLY WORKING TOGETHER AS ONE TEAM TO KEEP

CHILDREN, YOUNG PEOPLE AND COMMUNITIES SAFE, HEALTHY AND THRIVING



<b>ELC Action Plan</b>					RAG		
Improvement Outcomes What do we hope to achieve?	Measures of Success How will we know this has been achieved? What evidence will we have?	Actions Required What do we need to do?	Ti me scales	Resources Who and what is required? (including cost/fund – highlight if PEF funding)	June	Sept	Dec
All children should experience everyday mealtimes that are relaxed, create meaningful and positive experiences and meet their individual needs.	Mealtimes are effectively planned and carried out to meet the health and wellbeing needs of children. Care and support is consistent with the Health and Social Care Standards (HSCS) which state that: 'My care and support meets my needs and is right for me' (HSCS 1.19	<ul> <li>Meal times should continue to be served within the space outs ide of the main ELC playroom to allow for a rolling-style lunch that allows for uninterrupted play.</li> <li>Meal time guidance note to be created and distributed to all staff including but limited to Staff deployment during the lunch time routine is staff based at all tables supporting children eating.</li> <li>Establish set mealtimes and s hare the importance of this routine with families to ensure mealtimes are uninterrupted (exceptions considered).</li> <li>Mealtime quality assurance practices to be undertaken by the SEYPs</li> </ul>	End of June	SEYP			
Children's personal plans should meet their individual needs, choices and wishes.	Information gathered about individuals will support transition, settling in experiences and ongoing support to effectively meet the needs of individual children. Care and support is consistent with the Health and Social Care Standards (HSCS) which state that: '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' (HSCS 1.15); and '1 am supported to achieve my potential in education and employment if this is right for me' (HSCS 1.27)	<ul> <li>Relief staff processes to be revised.</li> <li>Relief staff info sheet to be implemented and shared with all staff.</li> <li>Include details around registration card colour-coded information system.</li> <li>Include general risk assessment.</li> <li>Include role of SEYP to support relief staff</li> <li>Revising Personal Plan format and creating expectations as a team, fully embedded with all staff.</li> <li>Create key information overview sheet for each keyworker group – to be contained within a folder. This will be maintained and updated by SEYP's.</li> <li>Create a visual board in the play space for all staff around the above processes.</li> <li>Personal Plan question prompt document and training PowerPoint to be re-shared with staff.</li> <li>Staff to use quieter periods of day (i.e., after 3pm) to review Personal Plans and detail actions.</li> </ul>	End of June Dec 2023 Aug 2023 End of June 2023 Aug 2023	SEYP's Registered Manager ELC Locality Lead Officer			

Children will be cared for in an environment	The environment and furnishings should be well	• Evaluations of the space will be completed by the full staff	Aug 2023	Fullteam	
that is welcoming,	presented throughout.	<ul><li>team using the principles of Realising the Ambition.</li><li>Evaluations of space will inform budget spend for</li></ul>		SEYP's	
homely and reflects their interests	Play spaces offer a range	<ul> <li>improvements.</li> <li>Focus on creating homely and quieter a reas within the</li> </ul>		Fullteam	
ensuring consistent levels of play	of resources and materials to effectively challenge	<ul> <li>playspace.</li> <li>Adapt current P1 play framework to reflect approaches in</li> </ul>	Dec 2023		
experiences that	and stimulate children and reflect their current	ELC and based on this create guides for staff and their role		HT/ELC LLO	
support their learning and development	interests and curiosities,	<ul> <li>within the different play contexts.</li> <li>Each practitioner will have responsibility for updating the</li> </ul>		Fullteam	
	both indoors and outdoors.	four rotating display boards on behalf of their keygroup within the themes of 4 contexts of curriculum to ensure			
	This is to ensure that care	children's interests are reflected.	June 2023		
	and support is consistent	<ul> <li>Interactions and extending play training sessions to be delivered with full staff team.</li> </ul>	Julie 2025	ELC LLO	
	with the Health and Social Care Standards (HSCS)	<ul> <li>Reviewing planning approaches to ensure the role of the adult is consistent in providing meaningful and relevant</li> </ul>		SEYP's, HT and ELC LLO	
	which state that: 'I experience an	provocations and experiences that meet learners needs.			
	environment that is well				
	looked after with clean, tidy and well-maintained				
	furnishings and equipment' (HSCS 5.24);				
	and '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' (HSCS 2.27).				

Quality assurance along with regular self-evaluation leads to high quality, sustained improvements to children's experiences.	Improved staff's kn owledge, understanding and use of the document 'A quality fra mework for da yca re of children and childminding and school aged children' as part self- eval uation work. Staff, children and families are meaningfully involved in evaluation and improvement of the service. This is to ensure that care and support is consistent with the Health and Social Care Standards (HSCS) which state that: 'I can be meaningfully involved in how the organisation that supports and cares for me work and develop' (HSCS 4.6); and 'I am supported to give regular feedback on how I experience my care and support and the organisation uses learning from this to improve' (HSCS 4.8)	<ul> <li>HT and ELC LLO to complete gene</li> <li>Development of Quality Assurances pecific:</li> <li>SEYP's to have a more strategic and evaluation and improvement.</li> <li>EYP's given leadership roles within practices for full team approach.</li> <li>To include termly sampling of Pert Chronologies, Learning Journals.</li> <li>Monthly Focus on QI to highlighter challenge questions linked.</li> <li>Policy review linked to monthly focus on ultation with all stakeholders</li> <li>Parent and pupil friendly version of gather all stakeholders voice.</li> <li>Termly parental engagement eve improvement and capture parent</li> </ul>	ee Calendar that ELC 2023 Aug	3 SEYP'S SEYP'S ELC LLO SEYP's 3 ed by	
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