

# Appendix F - Little Clouds Improvement Action Plan

## Action Plan 1

Name of Setting: Little Clouds Nursery

Areas for improvement	Action required	Stakeholders & timescale	Desired outcomes for children	Evidence and review/confirmed completion	RAG Rating
<b>How good is our care play and learning? 1.1 Nurturing care and support &amp; 1.3 Play and learning</b>					
<ul style="list-style-type: none"> <li>The provider must have a robust plan in place which details how the service will provide quality play and learning opportunities that are child-led, meaningful and sufficiently challenging.</li> <li>Support children's learning and development the provider should ensure that children access a range of balanced, stimulating and child focused play experiences</li> </ul>					
a) Ensure all staff have sufficient knowledge and understanding of child development and how to support children's learning.	<ul style="list-style-type: none"> <li>Staff meetings will have dates/themes planned in advance to provide relevant training.</li> </ul>	Management	Children will be supported by reflective staff who endeavour to provide quality learning experiences. Children's learning experiences will be catered to their individual needs, preferences, age and stage of development. Children will have the opportunity to experience stimulating and inviting learning experiences based on their interests.	<b>Communication issued to all staff and displayed.</b>  <b>16/12/2024</b>	Green
	<ul style="list-style-type: none"> <li>Staff meetings will be used effectively to develop staff' continuous professional development/build understanding on planning and curriculums and guidance through interactive in-house sessions.</li> <li>Offer further training opportunities for staff to deepen their understanding of aspects of play and learning, such as schemas.</li> </ul>	Management		Meeting agenda's, training content, ongoing monitoring of implementation & practice.  Ongoing	Amber
b) Ensure all staff have sufficient knowledge and understanding of balanced planning approaches	<ul style="list-style-type: none"> <li>Locality lead to provide training on quality interactions.</li> </ul>	Locality Lead, Management, Pre-School Staff		<b>25/11/2024</b>	Green
	<ul style="list-style-type: none"> <li>Staff in a leadership role to attend 'Observation and Communication for Improvement' training, provided by Care Inspectorate to help develop an understanding which will then be shared with the team.</li> </ul>	Management, Room Leads, Assistant Room Leads		Staff to share their learning and implement this. Audits of observations to show progress.	Amber

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## Appendix F - Little Clouds Improvement Action Plan

<p>that effectively support children's learning.</p> <p>c) Ensuring children regularly access a balance of spontaneous and planned play experiences as part of their day.</p> <p>d) Ensure children are provided with activities that are age and stage appropriate.</p> <p>e) Ensure activities and play experiences provide sufficient challenge and</p>			<p>Children will be supported by staff who are committed to self-evaluation in order to improve practice.</p> <p>Children will be supported by staff who share the same vision, values and aims for learning and assessment.</p> <p>Children will feel inspired to learn through engaging with staff who promote their learning needs.</p> <p>Children will be supported by a staff team who works well together to meet the outcomes for all children through continuous evaluation.</p> <p>Children will be cared for in an environment that promotes continuous improvement and self-</p>	<p>23<sup>rd</sup>/24<sup>th</sup> January 2025 – Rory attended. 23<sup>rd</sup>, course cancelled 24<sup>th</sup>.</p> <p>13<sup>th</sup>/14<sup>th</sup> February 2025 – Emma Anderson &amp; Gillian Reid attending.</p>	
	<ul style="list-style-type: none"> <li>Provide staff with 'I can statements' and provide them with an initial introduction to how these can be used.</li> </ul>	Management		Ongoing monitoring of next steps in observations.	
	<ul style="list-style-type: none"> <li>Develop a better system for the tracking of next steps.</li> </ul>	Management, All Staff		<p>Next steps form to feature in planning packs.</p> <p>24<sup>th</sup> February 2025</p> <p>Check with leads at weekly planning meetings that these are getting used for planning for children.</p> <p>Ongoing</p>	
	<ul style="list-style-type: none"> <li>Discuss and go over Leuven scale with staff team to support their understanding of levels of well-being and engagement.</li> </ul>	Management, All Staff		<p>Leuven scale to be discussed at staff meeting and encourage staff to identify where we could add this for self-evaluation in relation to children's well-being &amp; involvement.</p> <p>24<sup>th</sup> March 2025</p>	
	<ul style="list-style-type: none"> <li>Provide outerwear for staff to ensure they are equipped for all weathers, providing proper engagement with the children when outdoors.</li> </ul>	Provider, Management		<p>Once provided, monitor if interactions and level of engagement outdoors have improved.</p>	

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## Appendix F - Little Clouds Improvement Action Plan

engagement to promote children's learning, curiosity and creativity.			reflection in order to improve the service. Children will be supported by knowledgeable staff who are committed to engaging in experiences to further their learning to improve practice.	Carry out spot checks on staff' outwear.	
	<ul style="list-style-type: none"> <li>Develop system for documenting PLODs.</li> </ul>	Management, All Staff		31 <sup>st</sup> March 2025  Once form is created, ensure this is being signed off when auditing planning.  Ongoing	
	<ul style="list-style-type: none"> <li>Develop a more universal planning structure to support staff with their understanding of planning and assessment and roll this out.</li> </ul>	Management, All Staff		Structure to be developed and rolled out to all rooms.  14 <sup>th</sup> February 2025  Monitoring of this within each room and any changes required to improve it.  Audit of planning and recording to identify positive outcome for children.  Ongoing	
	<ul style="list-style-type: none"> <li>Arrange networking with other settings for staff specifically with settings performing well within play &amp; learning to support and develop understanding further.</li> </ul>	Locality Lead, Management, All Staff		Banana Moon International contacted to organise a visit – no date.  Cherry Tree – Abi, Becca & Gillian attended on 21 <sup>st</sup> November 2024.  Notes taken for any proposed changes.  Ongoing	

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	<ul style="list-style-type: none"> <li>Management to work closely with leads to support the development of planning through weekly meetings and regular mentoring/coaching opportunities.</li> </ul>	Management, Room Leads, Assistant Room Leads		Staff will bring planning, next steps, PLOD's and share planned activities.  Meetings to start W/C 17 <sup>th</sup> February.	
	<ul style="list-style-type: none"> <li>Planning packs to be created for all staff which will include CfE, RtA, GIRFEC, CI framework, 'I can' statements etc.</li> </ul>	Management		Packs created and handed out.  7 <sup>th</sup> February 2025.	
	<ul style="list-style-type: none"> <li>Management to attend the 4-session pedagogical leadership training provided by Education Scotland to support continuous improvement.</li> </ul>	Management		Sessions complete by 22 <sup>nd</sup> January 2025.  Discuss learning and any changes required by 10 <sup>th</sup> February.  Roll out changes. Ongoing	
	<ul style="list-style-type: none"> <li>Management to attend ELC Improvement Programme provided by Care Inspectorate to support continuous improvement.</li> </ul>	Management		Sessions complete by 18 <sup>th</sup> March.  Discuss learning and any changes required by 24 <sup>th</sup> March 2025.	
	<ul style="list-style-type: none"> <li>Improve peer review process for all staff to assess one another on activities, interactions, experiences and spaces to identify areas of improvement and build confidence. Room Lead/Assistant Room Lead support staff to do so and report to management weekly.</li> </ul>	Management/Room Leads/Assistant Room Leads All Staff		Peer review form to be updated by 24 <sup>th</sup> February 2025.  Process to be rolled out to staff by 28 <sup>th</sup> February.  Areas for improvement identified.  Ongoing	

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	<ul style="list-style-type: none"> <li>Develop more in-depth processes for reviewing planning and assessment.</li> </ul>	Management		<p>Initial review and adaptations to audit for planning and assessment.</p> <p>3<sup>rd</sup> March 2025.</p> <p>Audits to be completed every 3 months</p> <p>Ongoing</p>	
<b>How good is our setting? 2.2 - Children experience high quality facilities</b>					
The provider must ensure children are cared for in an environment which is clean and hygienic, and they are protected by sufficient infection, prevention and control measures.					
<p>a) Ensure all staff are sufficiently trained, skilled and knowledgeable in infection, prevention and control procedures and guidance.</p> <p>b) Ensure all staff are aware of their roles and responsibilities in keeping the environment clean and free from hazards.</p>	<ul style="list-style-type: none"> <li>Adapt nappy changing stations, ensuring they are refurbished and resealed to reduce infection control concerns.</li> </ul>	Management/Maintenance	<p>Children will have access to a safe and clean environment. Children will be supported in understanding the importance of good hygiene. Children will feel welcomed into a clean environment by competent and knowledgeable staff. The environment will be well maintained and equipped for the needs of all children attending the setting.</p>	<p>Adaptions completed on 22<sup>nd</sup> November 2025</p> <p>Ongoing monitoring.</p>	
	<ul style="list-style-type: none"> <li>Revisit infection control guidance, highlighting areas where staff require more knowledge and understanding.</li> </ul>	Management		<p>Notes taken on guidance.</p> <p>Completed on 11<sup>th</sup> November 2025.</p> <p>Ongoing monitoring.</p>	
	<ul style="list-style-type: none"> <li>Provide red dust pans and brushes for nappy changing areas to remove sand/grit/dirt before cleaning.</li> </ul>	Management/All Staff		<p>Purchased and in place by 18<sup>th</sup> November 2025.</p> <p>Ongoing monitoring.</p>	
	<ul style="list-style-type: none"> <li>Purchase additional steriliser for dummies – Moonbeams sleep room.</li> </ul>	Provider/Management		<p>Steriliser provided and in use by 15<sup>th</sup> November 2025.</p>	

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c) Ensure that quality assurance of infection prevention and control practices consistently identifies areas for improvement, and that these are actioned promptly.	<ul style="list-style-type: none"> <li>All staff to develop a deeper understanding of infection control practices through regular training, assessments and quiz style activities.</li> </ul>	All staff		Training scheduled for staff meeting in January 2025.	
	<ul style="list-style-type: none"> <li>Handwashing resources and videos to be shared with staff, children and parents.</li> </ul>	Management/All Staff/Parents/Children		Meeting required rescheduling – February 2025.	
	<ul style="list-style-type: none"> <li>Handwashing resources and videos to be shared with staff, children and parents.</li> </ul>			Issue by 7 <sup>th</sup> March 2025	
	<ul style="list-style-type: none"> <li>All staff to be re-inducted regarding their roles and expectations concerning infection control, practices should be regularly monitored and issues immediately rectified, including nappy changing and toileting.</li> </ul>	Management		Re-induction planned for February 2025 staff meeting.	
	<ul style="list-style-type: none"> <li>Develop better systems for conducting and monitoring cleaning through producing more user friendly and clear expectations of cleanliness such as rotas and/or checklists ensuring they reflect infection control guidance.</li> </ul>	Management		Monitoring ongoing.	
	<ul style="list-style-type: none"> <li>Spot checks conducted daily and recorded, feedback given.</li> </ul>			New rotas created and provided to all staff. 2 <sup>nd</sup> December 2024.	
	<ul style="list-style-type: none"> <li>Monitoring/conducting spot checks. Ongoing.</li> </ul>				
	<ul style="list-style-type: none"> <li>Spot checks introduced 11<sup>th</sup> November 2025 – originally 4x daily, now reduced to 2x daily. January 2025.</li> </ul>	Management			
	<ul style="list-style-type: none"> <li>Ongoing monitoring.</li> </ul>				

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	<ul style="list-style-type: none"> <li>Share Rose Lodge outbreak with staff to ensure they understand the severity of poor infection control practices.</li> </ul>	Management/All Staff		<p>Feature at February 2025 staff meeting.</p> <p>Staff to provide notes/identify steps not taken for outbreak to occur.</p>	
	<ul style="list-style-type: none"> <li>Develop staff knowledge on safe sleeping by issuing guidance to reflect on current practice.</li> </ul>	All Staff		Issue by 10 <sup>th</sup> March	
<b>How good is our leadership? - 3.1 Quality assurance and improvement are led well</b>					
To support quality care experiences for children, the provider should improve quality assurance and self-evaluation and embed this into practice.					
<p>a) Ensuring children and families are meaningfully involved and influence changes within the setting.</p> <p>b) Ensuring quality assurance, self-evaluation and improvement plans lead to high quality</p>	<ul style="list-style-type: none"> <li>Review aims and objectives with staff, children and their families to develop our ethos and implement a shared vision.</li> </ul>	Management, All staff, Families	<p>Children will feel listened to and supported in an environment where all individuals share the same aims, values and vision. Children will have access to environment that is committed to continuous improvement and development. Children will be supported by</p>	April 2025	
	<ul style="list-style-type: none"> <li>Share guidance with parents regarding coming into the setting.</li> </ul>	Management/All Staff/Parents		April 2025	
	<ul style="list-style-type: none"> <li>Create a more streamlined approach to care plans and chronologies to make them more user friendly</li> </ul>	Management, All staff		<p>Initial review March 2025.</p> <p>Ongoing changes as and when required.</p>	
	<ul style="list-style-type: none"> <li>Management to evaluate and monitor quality assurance processes to create a more cohesive system that can be understood by everyone. Management to develop a more detailed quality assurance calendar.</li> </ul>	Management All staff		<p>QA calendar created for January 2025.</p> <p>Ongoing reflection to ensure it is robust.</p>	

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care and support.	<ul style="list-style-type: none"><li>• Add CI framework to the bottom of monitoring records.</li></ul>		reflective, engaging and proactive staff who aim to provide the best start in life. Children will be cared for in a clean, relaxed, and engaging atmosphere.	December 2024	
	<ul style="list-style-type: none"><li>• Provide staff with more opportunities to develop their reflection and self-evaluation skills through training (ACC learn) and scheduled staff meetings.</li></ul>	Management All staff		Ongoing	
	<ul style="list-style-type: none"><li>• Management to conduct monitoring regularly for infection control (handwashing), play and learning, resources and routine.</li></ul>	Management		Daily spot checks as well as planned monthly monitoring.  Ongoing	
How good is our staff team? – 4.3 Staff deployment					
To support children's wellbeing, learning and development, the provider should ensure staff develop skills, knowledge and					
a)  Ensuring children have a safe environment to play and learn.	<ul style="list-style-type: none"><li>• Enhance the use of individualised support plans to ensure all requirements are appropriate to specific staff.</li></ul>	Management/All Staff	Children will be supported by staff who are aware of their roles, responsibilities and work-based goals. Children and staff are supported by a management team who aim to engage effectively and provide quality learning experiences for all.		
	<ul style="list-style-type: none"><li>• Management to mentor and coach team leads to build their confidence within their roles, which can then be shared with practitioners/trainees once leads are more confident.</li></ul>	Management/All Staff		Management have been present to support in moments which has involved giving feedback. January 2025  Ongoing coaching/mentoring to continue to be implemented.	

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