

# 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

ELC Action Plan						RAG		
Improvement Outcomes What do we hope to achieve?	Measures of Success How will we know this has been achieved? <i>What evidence will we have?</i>	Actions Required What do we need to do?	Timescales	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.	<p><b>Mealtimes are effectively planned and carried out to meet the health and wellbeing needs of children.</b></p> <p><i>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)</i></p>	<ul style="list-style-type: none"> <li>Mealtimes should continue to be served within the space outside of the main ELC playroom to allow for a rolling-style lunch that allows for uninterrupted play.</li> <li>Mealtime guidance note to be created and distributed to all staff including but limited to Staff deployment during the lunchtime routine ie staff based at all tables supporting children eating.</li> <li>Establish set mealtimes and share 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.	<p><b>Information gathered about individuals will support transition, settling in experiences and ongoing support to effectively meet the needs of individual children.</b></p> <p><i>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 'I am supported to achieve my potential in education and employment if this is right for me' (HSCS 1.27)</i></p>	<ul style="list-style-type: none"> <li>Relief staff processes to be revised.               <ul style="list-style-type: none"> <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> </ul> </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> </ul> <p>Personal Plan question prompt document and training PowerPoint to be re-shared with staff.</p> <ul style="list-style-type: none"> <li>Staff to use quieter periods of day (i.e., after 3pm) to review Personal Plans and detail actions.</li> </ul>	<p>End of June</p> <p>Dec 2023</p> <p>Aug 2023</p> <p>End of June 2023</p> <p>Aug 2023</p>	SEYP's Registered Manager ELC Locality Lead Officer				



<p><b>Quality assurance along with regular self-evaluation leads to high quality, sustained improvements to children's experiences.</b></p>	<p>Improved staff's knowledge, understanding and use of the document 'A quality framework for day care of children and childminding and school aged children' as part self-evaluation work.</p> <p>Staff, children and families are meaningfully involved in evaluation and improvement of the service.</p> <p><i>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)</i></p>	<ul style="list-style-type: none"> <li>• HT and ELC LLO to complete general observation of ELC.</li> <li>• Development of Quality Assurance Calendar that ELC specific: <ul style="list-style-type: none"> <li>➤ SEYP's to have a more strategic approach to self-evaluation and improvement.</li> <li>➤ EYP's given leadership roles within quality assurance practices for full team approach.</li> <li>➤ To include termly sampling of Personal Plans, Chronologies, Learning Journals.</li> </ul> </li> <li>• Monthly Focus on QI to highlight quality practice with challenge questions linked.</li> <li>• Policy review linked to monthly focus, involving consultation with all stakeholders.</li> <li>• Parent and pupil friendly version of Monthly Focus QI to gather all stakeholders voice.</li> <li>• Termly parental engagement event to showcase learning, improvement and capture parental voice</li> </ul>	<p>End of June 2023 Aug 2023</p> <p>Aug 2023</p> <p>Aug 2023</p> <p>Embedded by Dec 2023</p>	<p>HT/ ELC LLO</p> <p>SEYP'S</p> <p>SEYP'S</p> <p>ELC LLO</p> <p>SEYP's</p>			
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