

Appendix B – Kittybrewster CI Action Plan

Areas for improvement	Action required	Stakeholders & timescale	Desired outcomes for children	Evidence and confirmed completion
How good is our care play and learning? 1.1 Nurturing care and support & 1.3 Play and learning				
<p>Staff need to know the information in the personal plans to use them to support the children and ensure their needs are being met.</p>	<ul style="list-style-type: none"> • Key workers will be responsible for producing and updating their child's Personal Plans • All staff will be given time off the floor to familiarise themselves with the Personal Plans. • Morning staff meetings will include any updates to personal plans, these meetings are minuted and accessible to all staff in Teams. • Relief staff coming into setting will get an overview of important information from Personal Plans DHT and Acting SEYP will create a summary document to be shared with relief staff. 	<p>All Staff – 29th May and ongoing. All staff by Friday 16th June All Staff – 31st May and ongoing. DHT by Friday 9th June</p>	<p>All children are getting their needs met by all members of staff in the setting. Children feel valued, respected, and cared for.</p>	
<p>Transitions need planned around the children's needs to support all children.</p>	<ul style="list-style-type: none"> • Changes to the drop off and collection procedures to lessen transition times. A new barrier will be used to prevent the Wild Garden being used. • Lunch and substantial snack to also have a table in setting for some children. 	<p>All staff Tuesday 23rd May All staff Tuesday 23rd May</p>	<p>Children's transitions are reduced and children are supported during the necessary transitions. They will be happier and more regulated.</p>	

Areas for improvement	Action required	Stakeholders & timescale	Desired outcomes for children	Evidence and confirmed completion
How good is our care play and learning? 1.1 Nurturing care and support & 1.3 Play and learning				
Ensure children are treated with respect and have loving, caring interactions that ensure they are getting their needs met.	<ul style="list-style-type: none"> DHT to observe staff interactions and give feedback and next steps to staff. Staff to observe staff in other settings to develop practice. EEP to model positive interactions. Staff to have a good understanding of children's personal plans and supporting information to know how to support children. 	<p>Ongoing from 29/5/23</p> <p>Starting June 13th – ongoing</p> <p>Starting June 13th – ongoing</p> <p>All staff by Friday 16th June</p>	<p>Children feel loved and respected and receive consistent, high-quality personalised care. Interactions will support their development and emotional well being.</p>	
Staff can deal with behaviour in a positive and restorative way, so all children are clear of the expectations and also why they are to behave certain ways.	<ul style="list-style-type: none"> DHT and EEP to role model using restorative approaches to dealing with behaviour. Staff to observe staff in other settings to develop practice. Staff to have training on Emotion Works. 	<p>Starting May 29th – ongoing</p> <p>Starting June 13th – ongoing</p> <p>Starting August 23</p>	<p>Children's behaviour is dealt with in a positive way and they have an understanding of the consequence of their actions and how to make this right. Children feel cared for and respected.</p>	
How good is our setting? 2.2 - Children experience high quality facilities				
Staff need to enhance the learning environment on offer through their positive interactions with children.	<ul style="list-style-type: none"> DHT to observe staff interactions and give feedback and next steps to staff. Staff to observe staff in other settings to develop practice. EEP to model positive interactions. 	<p>May 29th - ongoing</p> <p>Starting June 13th – ongoing</p> <p>Starting June 13th – ongoing</p>	<p>Children will benefit from play experiences which are well planned around their individual needs and extended in a way which is personal to them.</p>	
Use of Wild Garden at drop off and pick up to be considered.	<ul style="list-style-type: none"> Barriers ordered and to be used as a protective factor, so the wild garden is not required. Risk assessment to be updated. 	<p>Immediately, started 23rd May</p> <p>23rd May</p>	<p>Children will benefit from relaxed, uninterrupted play experiences</p>	
Ensure staff are communicating and following all safety procedures that are in place	<ul style="list-style-type: none"> All staff spoken to about the importance of this and the policies and procedures in place to be accessed by staff if required. Relief Staff will have an overview of this during their induction 	<p>DHT 22nd May or 24th May</p>	<p>All children will feel and be safe at all times.</p>	

Nappy changing areas to be made more attractive	<ul style="list-style-type: none"> Staff observing in other settings to look at nappy changing areas. Nappy changing areas to be developed. 	Starting June 13 th – ongoing	Children accessing this area will enjoy the experience more	
Ensure children are hand washing properly	<ul style="list-style-type: none"> Ensure all staff know the correct procedure for hand washing. During hand washing times such as before lunch ensure there is a member of staff assigned to be near sinks supervising and encouraging good handwashing procedures. 	DHT Friday 2 nd June All staff by Friday 9 th June	Children will not be exposed to germs that may cause them to be unwell.	
How good is our leadership? - 3.1 Quality assurance and improvement are led well				
Staff know and understand the Quality Improvement Framework.	<ul style="list-style-type: none"> Email all staff a copy of the 'Quality Framework for daycare of children, child minding and school-aged children.' Staff to become familiar with this document and how it is used. DHT to ensure when we are using this for our self-evaluation that the document is referenced and on display. 	DHT – by 31 st May All staff by June 30 th Ongoing	Children should have improved experiences in ELC.	
Staff need to be using the visions, values and aims in their practice	<ul style="list-style-type: none"> Ensure all staff are aware of our vision, values and aims. Reintroduce our termly focus on these vision, values and aims and the ACC Guiding principles. Ensure observations related to these. 	DHT – by 1 st June DHT 7 th June - ongoing	Children will be accessing an environment that is child centred and everyone is working towards the same goal. Interactions with staff will be improved.	
Self Evaluation needs to improve the quality of interactions and staff to focus on the children.	<ul style="list-style-type: none"> DHT to observe staff interactions and give feedback and next steps to staff. Staff to observe staff in other settings to develop practice. EEP to model positive interactions. 	Ongoing from 29/5/23 Starting June 13 th – ongoing Starting June 13 th – ongoing	Children will be accessing an environment that is child centred and everyone is working towards the same goal. Interactions with staff will be improved and ensure that children feel care and nurture.	
How good is our staff team? – 4.3 Staff deployment				
Staff are competent in and knowledgeable about national, local, and the service's own	<ul style="list-style-type: none"> Give all staff a summary of the Child Protection Training they have received and ensure they all understand the process and in particular when there is no DHT or HT in setting. 	DHT – by Friday 2 nd June	Children will be well protected from harm and any information required to support	

child protection procedures and GIRFEC.	<ul style="list-style-type: none"> Continue to ensure yearly Child Protection Training. Ensure up to date guidance is displayed on the wall and ELC Locality Lead numbers are on this. 	HT/DHT every August. DHT By Friday 9 th June	them to do so will be shared appropriately to ensure that their welfare is paramount at all times.	
Staff have the skills necessary to support all children and meet their needs.	<ul style="list-style-type: none"> DHT to observe staff interactions and give feedback and next steps to staff. Staff to observe staff in other settings to develop practice. EEP to model positive interactions. Staff to have a good understanding of children's personal plans and supporting information to know how to support children. 	Ongoing from 29/5/23 Starting June 13 th – ongoing Starting June 13 th – ongoing All staff by Friday 16 th June	Children will be supported by staff who are knowledgeable and fully aware of their care and learning needs and are able to communicate effectively in order to promote these, improving outcomes for children and families.	
There are appropriate staff on at times to ensure staff can meet children's needs	<ul style="list-style-type: none"> SEYP post to be filled both 37 and 30 hours Staff rota changed to add an additional staff member 8-9 and till 5.30pm. 	DHT & LLO – by August 23 Immediately, started 23 rd May	Children will feel supported as there will be staff working that know them and can support their needs.	
Supply staff in settings are mentored and supported to allow them to fulfil their role effectively.	<ul style="list-style-type: none"> Supply staff to continue with induction process. Supply staff to be given a summary of personal plans to ensure they have the information required to keep children safe and meet their needs. Document with a summary to be created and shared as part of the induction process. DHT to report any supply staff not meeting minimum requirements. LLO to look at the mentoring and training of relief staff. 	EYP's DHT by Fri 9 th June Immediately LLO – ongoing	All children will be kept safe and supported by all staff. Children will be getting their needs met at all times.	

Key

DHT – Depute Head Teacher & Registered Manager

LLO – Locality Lead Officer