

Appendix D – Kirkhill Action Plan

Areas for improvement	Action required	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				
Children's personal plans to ensure that children's strategies are used. For example, children's communication strategies were not used consistently by staff.	<ul style="list-style-type: none"> Staff to revisit all children's individual care plan's and discuss strategies as a team to ensure a consistent approach. 	21 st August ongoing	Children will have consistency of approaches and shared expectations from all staff. This will underpin confidence and self-esteem and facilitate progression of learning and development	Appointments set up to review personal plans for continers - all staff to read and sign. QA calendar for monitoring Personal plans and supports being used.
Observations did not yet impact on children's experiences and were inconsistent to support and inform planning and next steps.	<ul style="list-style-type: none"> Clear expectations to be given around the number of entries to ILD to ensure that parents are informed of their children learning more regularly. Further development of observation and planning systems to support staff's understanding of children's next steps to promote and record progression. Staff will review the progression pathways as a team to provide enhanced level of challenge to children. Develop links with Primary 1 in order to share learning and development across the early level. 	21 st Aug 21 st Aug 27 th Oct 27 th Oct	Children's observations will be relevant and meaningful. Next steps will positively affect progression of learning as staff's knowledge and understanding of experiences and outcomes increases. Children will benefit from more challenge within their learning to enable progression.	Clear expectations of entries communicated with staff at INSET day and displayed in staffroom as completed. QA calendar monitors this. QA calendar dates when planning and observations will be monitored. Discussed at INSET day how to record next steps on ILD.

<p>It should be ensured that effective supervision, support and encouragement is in place for all children and families.</p>	<ul style="list-style-type: none"> • Staff to ensure that they are sitting with children supporting lunch at all times. • Ensure that staff place focus on increased communication with parents, particularly at pick up time to ensure that all parents are aware of how their child's day has been. • Snack and mealtimes procedure to be developed to ensure consistent approach and support independence. • Look at ways to develop systems to share information between to allow more individual feedback to parents. • Additional communication methods to be increased with families such as "you said we did", questionnaires, family play days etc. 	<p>Immediately</p> <p>21st Aug</p> <p>1st Sept</p> <p>1st Sept</p> <p>27th Oct</p>	<p>Children and families will benefit from enhanced communication with staff. Clear expectations of staff will support a shared approach. Parents will feel welcome within the setting and part of their child's learning.</p>	<p>Communicated at INSET day and to be monitored by SEYP daily. Discussed how to manage this with variation in staff hours at inservice-SLT to discuss and action</p> <p>Began self service during holidays, select own cutlery and empty plate into waste, get own fruit. SEYPs to monitor consistent approach.</p>
<p>Some medication forms had not been signed by parents when medication had been administered and specified review dates had not been followed.</p>	<ul style="list-style-type: none"> • All medication forms reviewed to ensure that these are complete. • Medication audit to be carried out to ensure that dates are maintained for reviews. • Ongoing QA systems should pick up any further inaccuracies and be addressed immediately. 	<p>All immediately and ongoing</p>	<p>Children's medication forms will be fully completed and effective for the individual needs. QA systems will be effective.</p>	<p>All current medication forms reviewed. SLT will spot check medication forms have been completed effectively and staff note on daily register if medication is to be given. SEYP carry out weekly audit QA Calendar in place and to be followed.</p>
<p>The manager and staff must be knowledgeable about child protection procedures and (GIRFEC). Staff must follow the service's procedures when reporting to ensure appropriate action is taken.</p>	<ul style="list-style-type: none"> • Senior staff to undertake training with ACC Lead Child Protection officer specific to ELC. • Additional child protection training for all staff with discussion around procedures and reporting. • Child protection will form part of the city-wide managers sessions for further discussion. 	<p>10th Aug</p> <p>21st Aug</p> <p>29th Aug</p>	<p>Children's safety will be supported by knowledgeable staff who are confident in Child Protection procedures.</p>	<p>ELC Leads carried out training in holidays with SEYP. Child Protection training carried out at INSET day for all staff and staff confidence level audited to identify any further training required.</p>

How good is our setting? 2.2 - Children experience high quality facilities.

<p>The environment needed further maintenance issues to be responded to.</p>	<ul style="list-style-type: none"> • Staff to talk to children about hand washing and ensure that this is effectively monitored. Hand washing station has been set up outside. • Washing machine to be fixed. • Fence to be lowered in the garden. • Holes in the wall to be filled. • Daily checks to be carried out with the children and all staff to be accountable for reporting. • More permanent alarms to be fitted to kitchen doors (already temp in place). 	<p>14th July and ongoing</p> <p>14th July 24th July 24th July 24th July and ongoing 16th Aug</p>	<p>Children are safe in the Nursery environment both indoors and outdoors, with appropriate safeguarding procedures in place.</p>	<p>Washing Machine fixed Fence alterations complete Holes in wall filled Permanent alarms fitted</p> <p>All staff shown at INSET day procedure for logging broken items.</p>
<p>To support play and learning the manager and staff should ensure the environment is well resourced and inviting for children.</p>	<ul style="list-style-type: none"> • Staff to be given specific areas of the room to develop, support and maintain, including replenishing and adding resources to extend learning. 	<p>3rd July</p>	<p>Children can explore, play and learn in an environment that meets their needs with a wider range of resources and more well-resourced areas.</p>	<p>Staff have been assigned areas, and QA calendar shows dates for monitoring Floor Books and developing area.</p> <p>Manager to look into extra funding for additional resources.</p>

How good is our leadership? - 3.1 Quality assurance and improvement are led well

<p>To keep children safe and promote their wellbeing, the provider and manager should ensure effective quality assurance processes are in place, including robust audits and monitoring of staff practice.</p>	<ul style="list-style-type: none"> • Time to be taken to embed quality assurance systems to ensure positive outcomes for children. • Continue to follow quality assurance calendar, ensuring that audits are thorough. • VV&A to be discussed and reviewed as a team, including children and families. • Roles and responsibilities of the SEYPs and manager to be discussed and revisited with changes to team. 	<p>Ongoing</p> <p>Ongoing</p> <p>21st Aug and ongoing</p> <p>21st Aug and ongoing</p>	<p>-A robust quality assurance calendar and clear action plan will support critical reflection and continuous improvement for staff to provide quality experiences, interactions and spaces for children.</p>	<p>QA calendar on display and Manager review at weekly meetings with SEYPs</p> <p>Staff at INSET day revisited vision value and aims discussing how could be more relevant to ELC</p>
--	--	---	---	---

How good is our staff team? – 4.3 Staff deployment

<p>Staff to continue to embed their knowledge and skills being developed from training and support systems to ensure good practice.</p>	<ul style="list-style-type: none"> • Nappy changing procedure to be developed and shared with all staff with demonstrations at team meet. • Staff 1-2-1 meetings to be continued to ensure that individual support is offered, and that staff practice is developing. • Observations of staff practice will be undertaken with clear focus and detailed feedback, next steps and support provided by SEYPs and manager. 	<p>21st Aug</p> <p>10th July and ongoing</p> <p>27th October</p>	<p>Children and families will benefit from being supported by knowledgeable and confident staff who are able to support their learning and development fully.</p>	<p>Nappy changing procedures been discussed with all staff on INSET day and demonstrated to staff. This will be monitored by SEYP to identify further training needs. Quality assurance calendar shows dates for termly 1-2-1 meetings and observation of staff practice, clear focus at these still to be discussed.</p>
---	--	---	---	---