

Areas for improvement	Action required	Stakeholders & timescale	Desired outcomes for children	Evidence and confirmed completion	RAG Rating
How good is our care play and learning? 1.1 Nurturing care and support & 1.3 Play and learning					
Organisation of toothbrushing	Review the toothbrushing procedure to make it more time efficient whilst still complying with the Child Smile requirements	All ELC staff Ann Buchan (Child Smile) April 24	Staff have more time with the children out with the toothbrushing area	Children are not interrupted from their play. Wait times are minimal. Staff are required to monitor at all times.	
Supervision of handwashing	Learning opportunities to show the importance of handwashing. Staff supervision points to ensure thorough handwashing	All ELC staff April 24	Infection control Children's H&WB – awareness of the importance of handwashing	Activities on offer pre-lunch to stagger the handwashing and service time.	
Improvements to the lunch time routine	Staff huddle and consultation re how to improve efficiency of lunch service. Clearer direction from SEYP. Staff supervision points/specific roles.	All ELC staff March 24	Children have less waiting time Children are aware of table manners Children are involved in service and clearing – increased independence	Activities on offer pre-lunch to stagger the handwashing and service time. Children can begin when their table are seated.	
Personal plans to ensure children's needs are fully met	Record clear strategies in personal plans More detailed support plan to support progress and development	All ELC staff Parents September 24	Children's needs are clear and can be met by all staff. Consistency when dealing with challenges. Observations of children's learning is specific and individualised and shows progression	Strategies page to be added to the personal plan. Tracking and monitoring document to be used when recording observations to show the learning taking place and the next steps.	
Increase opportunities to rest in a relaxing and quiet area	Review the daily routine to include opportunities for rest and relaxation. Review the set-up of the classroom to make a quiet area suitable for rest and relaxation.	All ELC staff June 24	Children have the right to rest.	Tent area with cushions and blankets have been added to the story area. Children access the area when required.	
Improve planning approaches	Observations will identify next steps or support children's individual interests or learning needs	All ELC staff SLT	Children are challenged and supported to enhance their learning opportunities	P1 and ELC staff consultation to create a tracking sheet SLT met with ASG ELC to share their tracking and monitoring.	

				SLT created a spread sheet to help track the progress and show progression.	
Recording, administration and monitoring of medication	In line with current guidance	All ELC staff Parents Immediately	Children are safe and medical needs are met	New medication form completed by all parents in line with the CI guidance. Medication labelled and review dates adhered to Clear protocol for dealing with diabetes, allergies and seizures.	
How good is our setting? 2.2 - Children experience high quality facilities					
Parental access to the classroom	Increase opportunities for parent to access the classroom more	All ELC staff Parents March 24	Children are able to share their learning experiences with their parents Improved home/school links	Opportunities for parents to visit the setting have been introduced, e.g. mother's day snack, World Book day storytime, valentine's craft, etc. Parent display wall to show feedback and floor book pages for evidence.	
Increase engagement of children in their learning	Further develop some areas of play to increase the engagement of children in their learning	All ELC Staff SLT June 24	Children have access to engaging learning opportunities that are accessible to all. Access to literacy and numeracy rich learning opportunities.	All staff have engaged in CIRCLE training. Learning walks with literacy and numeracy focus scheduled by SLT. Ongoing review and revamp of areas – staff to take responsibility to develop areas	
How good is our leadership? - 3.1 Quality assurance and improvement are led well					
Impact of self-evaluation	Collate findings and show how this influences change	All ELC staff SLT June 24	Children are part of a quality setting that are reflective and proactive in change	Updated floor book to collate evidence of self-evaluation to show the journey of improvement. Staff are consulted during staff meetings and can see their views are effective in change.	
Quality assurance	More thorough quality assurance and how it impacts improvements	All ELC staff SLT June 24	Children are part of a quality setting that are reflective and proactive in change	Quality Assurance Calendar in place and evidence gathered Wider range of samples taken when quality assuring More robust checks of medication using CI guidance	

How good is our staff team? – 4.3 Staff deployment				
Staff communication	More direction and leadership during busier times, e.g. lunch time routine	All ELC staff June 24	Staff used more effectively to increase engagement with and supervision of children. Increased productivity of staff for quality questioning and observations to challenge and support learners.	Rota of supervision areas and key tasks has been introduced Regular staff meetings