Day Care of Children Services

This checklist can be used with Managers, Staff, Parents and Committee/Board Members to support your Service.

- SALI contains information, support materials and useful links https://blogs.glowscotland.org.uk/ab/sali/
- The link to The Hub on Care Inspectorate's website is well worth checking regularly for your own reference https://hub.careinspectorate.com/resources/children-and-young-people/playgroups-and-nurseries/
- Education Scotland - National Improvement Hub https://education.gov.scot/improvement/

Relevant Documents to support quality Day Care of Children and Early Learning and Childcare:

☐ Curriculum for Excellence (Building the Curriculum 1-5, especially BtC 2)

☐ Pre Birth to Three – all ELC's should be aware of this and indeed using it even if they are registered for children aged from 3 years, if a child is not developmentally at the stage for Curriculum for Excellence Early Level

☐ How Good is our Early Learning and Childcare https://blogs.glowscotland.org.uk/ab/sali/files/2016/12/Early-Learning-and-Childcare-Policies-October-2018.pdf

☐ Building the Ambition https:/ /education.gov.scot/improvement/learning-resources/building-the-ambition/

☐ Health and Social Care Standards – My Support My Life http://www.newcarestandards.scot/

☐ SSSC Codes of Practice

☐ NHS Infection and Control in Childcare settings Guidance, May 2018

☐ Management of Medication in Day Care of Children and Childminding Services

☐ Nappy Changing Services for Early Learning and Childcare Services – Care Inspectorate June 2018

☐ SEPA Guidance, available from C.I web site, relating to Management of hygiene waste produced as a result of personal care https://blogs.glowscotland.org.uk/st/public/stirlingnurseryteachers/uploads/sites/5712/2018/12/sepa-and-care-inspectorate-hygiene-waste-guidance.pdf

- [ ] Good practice guidance: Prevention and management of choking episodes in babies and children – December 2019
- [ ] Food Standards Agency latest guidance, E coli etc.
- [ ] Space to Grow: Indoor/Outdoor Settings
- [ ] National Play Strategy
- [ ] Food Matters, Nurturing Happy Healthy Children
- [ ] My World Outdoors
- [ ] Loose Parts Play
- [ ] Animal Magic
- [ ] Our Creative Journey
- [ ] Gender Equal Play in ELC
- [ ] Setting the Table
- [ ] Funding Follows The Child And The National Standard For Early Learning and Childcare Providers: Principles and Practice
- [ ] Funding Follows The Child And The National Standard For Early Learning and Childcare Providers: Operating Guidance
- [ ] Parents as Partners in their Children's Learning Toolkit

Argyll & Bute Council Guidance

- [ ] Our Children Their Future
- [ ] Learning and Developmental Folder including Development Milestones, Literacy and Numeracy Trackers
- [ ] Three Asset Approach https://blogs.glowscotland.org.uk/ab/public/sali/uploads/sites/1389/2016/12/04160100/ELC-Three-Assets-May-2019.pdf
- [ ] Improvement Planning
- [ ] CPD Course Calendar

Copies of the following may be useful on your Notice Board

- ☐ Family Information Service (FIS) Poster – Sheena Stewart can supply
- ☐ ELC Poster for 2 year olds – Lesley Collings can supply
- ☐ Posters for Perspective Childminders – Sheena Stewart can supply
- ☐ Information about online Benefit Checker – link available via FIS
- ☐ Posters for local events you are involved in i.e. Bookbug, P&T Groups and Toy Libraries etc.
- ☐ GIRFEC Leaflets for Parents/ Carers
- ☐ Play, Talk Read information and resources

Area/ Focus	Yes	No	Comments
Are the premises secured?			• Do adults always open the door? What happens out with 'drop off – collection' times?
Signing in?			• Do you always ask visitors to sign in? C.I will ask to sign in and will then see if the procedure is in place
Notice Board			• Is it tidy? • Staff details • Current Insurance certificate displayed • Current C.I Certificate displayed – this should match the information on the website • Latest C.I Inspection report displayed? • Details of how to complain displayed? • Is information about local groups/services displayed? • Is there a FIS Poster displayed? • Is there an ELC Poster for 2 year olds displayed?

			• Where is information about CFE/Pre Birth to Three/ DM's displayed? (Is it accessible and understandable for Parents/Carers) • Is there a Handbook available for Parents/Carers to access? • Are the Policies and Procedures accessible to Parents/Carers?
Registered floor space			• This is essential, do not change the space you are using without checking if a variation will be required
Is the cloakroom tidy?			• Check NHS Infection Control guidance re shoes as each service will be different, i.e. if you have animals nearby • Where are outdoor suits and wellington boots stored? (do not store in the toilet)
Toilets • *Space to Grow: Indoor/Outdoor Settings*			• 1 flushing toilet to 10 children - can be unisex if for ELC children. OOSC requires separate toilets for privacy and dignity. • Can the children access the toilets directly off the playroom? If not how do staff mange the children leaving the room, i.e. are 2 staff still within the room? (Risk Assessment) • Are the toilet doors closed? • Are they maintained in line with relevant Guidance? E.g. No plugs, pedal bins, lever taps? • Nothing should be stored in Toilets or Nappy Changing areas

Changing
  • *C.I. Nappy Changing facilities in early Years/ Nurseries and Large Childminding Services (June 2018)*
  • *NHS Scotland Infection Prevention and control in Childcare Settings (May 2018)*
  • *SEPA Guidance*
			• If the service is registered for children aged under 3 years is the changing area suitable?
			• Nappy Changing Unit fit for purpose, i.e. steps, not damaged – plastic and wood.

Outdoors • *Space to Grow: Indoor/Outdoor Settings* • *My World Outdoors*			• Do the children have access to 50% time outdoors regularly? • Is there free-flow access to outdoors for all children? • Do outdoor experiences replicate what is available indoors?

Policies and procedures
 	
List of suggested policies and Procedures on SALI
https://blogs.glowscotland.org.uk/ab/sali/files/2016/12/Early-Learning-and-Childcare-Policies-October-2018.pdf
			• Are they checked regularly?
			• Are all staff aware of them?
			• Are Parents/ Carers aware of them?
			• Are they signed and dated?
			• Is new guidance contained within the relevant policies and procedures?
			• Are parents/carers, children and the staff team involved in the development and review of policies and procedures?
			• C.I. Management of Medicines in Day care of children and childminding services – check for current guidance or L.A procedures
			• Handbooks in place:
			    • Parents/ Carers
			    • Staff

Child Protection • *National Guidance for Child Protection in Scotland (2014)* • *West of Scotland Interagency Guidance – online*			• Is the policy relevant/updated? • If using an umbrella organisations template, have the services details been inserted and is it the most current version? • For L.A Units is the updated information included – circulated 2018? • Have staff attended recent CP Training? • Are staff aware of the West of Scotland online course, and have they completed it? • Have you notified C.I when a child is removed from the CP register?

GIRFEC			• Are staff familiar with GIRFEC? • Do they know the difference between named Person and Lead professionals? • Are the 5 GIRFEC Questions displayed? (these are available on an A4 Poster style on A&B GIRFEC page) • Are staff aware of the A&B GIRFEC information and how to access it? • Are they aware of the GIRFEC online course and have the manager and other staff completed it? • GIRFEC Leaflets available for Parents/ Carers • Do displays reflect GIRFEC?
Playroom • *Building the Ambition* https://education.gov.scot/improvement/learning-resources/building-the-ambition/ • *How Good is our Early Learning and Childcare* https://education.gov.scot/improvement/self-evaluation/how-good-is-our-early-learning-and-childcare/			• Is the environment clean and tidy? • Are resources accessible to children? • Have the staff focussed on the environment section of BtA? • Are they using/have they used the BtA Checklist? (available on SALI) • If Early Level, have they used the Early Level Checklist? • Is a cleaning checklist in place? (available on SALI) • Are Risk Assessments undertaken as required for each area that the children and staff access? • Is provision self-evaluated by staff using QI's within HGIOELC as per setting's annual self-evaluation calendar?
Outdoors			Are relevant Risk Assessments and Policies in place? • Do staff and children have suitable clothing and footwear? • Do you have arrangements for drying and storing clothing and footwear?
Office			• Are staff files kept securely? • Is SSSC registration in place for all staff?

| https://hub.careinspectorate.com/resources/national-safer-recruitment-guidance/ | | | • PRTL logs maintained?
• Records of staff supervision and appraisals?
• Records of CPD undertaken and impact noted?
• Record of team meetings?
• PVG procedures followed?
• Recruitment and selection procedures and relevant paperwork i.e. references
• Milk returns
• Information for ELC – codes returned etc.? (Commissioned Providers only)
• Family Information Service updated when requested by Early Years
• Health and Safety records maintained i.e. Fire extinguishers serviced?
• Records for Fire Drills
• Have they registered to store information digitally?
• For L.A. - are all Property issues logged?
• Care Inspectorate – are returns completed on time?
• Action plan – are all staff aware of it and contribute to it?
• Are there any outstanding requirements or recommendations? Do you require support with these?
• Have there been any complaints? – How have you addressed them?
• If relevant, how are the Committee/Board operating? I.e. do they meet regularly, are they supportive, are the Care Inspectorate informed when they change etc.? |
| **Children's Records** | | | • Are there Personal Plans in place which are reviewed regularly - Guidance for a Child's Plan? |

			• Are records stored securely? • Vulnerable Children's Files, do they contain all the relevant information and a chronology? • PLP's - are they up to date? • Evidence of Parents/Carers involvement in their child's learning • Is All About Me in place and reviewed termly with parents?
Planning			• Are appropriate learning experience and opportunities available for children which reflect CfE design principles?
Developmental Milestones			• Has the information been returned to Early Years or inputted onto SEEMIS if a L.A. Unit? (requested by central team)
Food Preparation and Serving • *NHS Scotland Infection Prevention and control in Childcare Settings (May 2018)* • *Food Matters, Nurturing Happy Healthy Children* • *NHS Scotland Infection Prevention and control in Childcare Settings (May 2018)* • *Management of Medication in Day Care of Children and Childminding Services*			• Are you registered with Environmental Health? (All L.A. Units are) • Are you aware of the Hints and Tips information? (SALI) • Are you following the relevant guidance correctly? • Are you aware of the legislation in relation to allergies and following the guidance as required dependent upon the type of service? • Are you recording fridge temperatures? • Do you have a record of cleaning – including the dishwasher if available? • If no dishwasher, are you following the correct procedures for washing dishes? • If providing lunches are you recording the temperature of food?
Family Learning and Engagement Activities			• What Family Engagement and learning opportunities do you offer? • Do you offer Bookbug sessions regularly?

			• If L.A. - do you operate a P&T group? o If yes, are the details on FIS?
Self-Evaluation • *How Good is our Early Learning and Childcare* *https://blogs.glowscotland.org.uk/ab/sali/files/2016/12/Early-Learning-and-Childcare-Policies-October-2018.pdf* • *Building the Ambition* *https://education.gov.scot/improvement/learning-resources/building-the-ambition/*			• Do you have Learning and Development meetings minuted? • Have you captured the child's voice in your self-evaluation? • Have you captured your parent and families voice in your self-evaluation? • How are you recording your self-evaluation? • Does your self-evaluation show the impact for the children?