

# EARLY LEARNING AND CHILDCARE – NATIONAL INDUCTION RESOURCE



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## INTRODUCTION

Welcome to your career in Early Learning and Childcare (ELC). You will know that a career in ELC is more than just a job, it is a truly satisfying and rewarding career. There is no job more important than working with children to help nurture their development and shape and build their worlds and, as we expand the funded entitlement to ELC to 1140 hours per year, this is a very exciting time to be joining the profession.

The earliest years of life are crucial to a child's development and have a lasting impact on outcomes in health, education and employment opportunities later in life. This is why we are making an unprecedented investment in ELC to support our ambition to give all of our children the best start in life. As well as increasing the entitlement to funded ELC from 600 hours to 1140 hours a year, there is also a renewed emphasis on ensuring that all children have access to a high quality ELC experience which ensures they are supported in all aspects of their early development.

We know that the most important driver of quality in ELC is a dedicated, highly skilled and well-qualified workforce, whose initial training and continued professional learning enables them to fulfil their own potential and equip our young children to do the same. Scotland is already leading the way across the UK in its ambition to have a highly qualified and regulated workforce.

This resource has been developed to support you in your induction to delivering ELC - whether that is funded ELC or ELC that families choose to purchase themselves. It has been developed specifically to support staff working in ELC centres rather than in childminding settings.<sup>1</sup> It sets out how you can expect your employer to support you in your new role and includes links to the range of national resources which are available to support you. It has been developed collaboratively with the range of national organisations supporting the profession<sup>2</sup>.

We hope that this resource helps to demonstrate how much we value our well-trained, professional and skilled ELC workforce, and that it supports you to develop in your vital role in giving our children the best possible start.

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- 1 National Induction support for childminders is available via the Scottish Childminding Association (who offer an induction support programme) and in Your Childminding Journey, a free resource which was published by the Care Inspectorate and can be accessed easily online [www.childmindingjourney.scot](http://www.childmindingjourney.scot)
  - 2 ADES Network, Care Inspectorate, Care and Learning Alliance (CALA), Children in Scotland (CiS), Early Years Scotland (EYS), Education Scotland, COSLA, National Day Nurseries Association (NDNA), Scottish Social Services Council (SSSC), Scottish Childminding Association (SCMA)

## THE PURPOSE OF THE INDUCTION PERIOD

There are some fundamental attributes that we expect from staff entering the Early Learning and Childcare sector. Regardless of the extent and nature of your previous experience, you will have been recruited because you:

- are highly motivated and have a commitment to improving outcomes for children and families;
- demonstrate patience, compassion and a sense of fun and enjoyment in working with young children;
- are eager to learn and understand the need to develop your knowledge and skills;
- demonstrate compassion, warmth and kindness in your interactions with children;
- understand the trust afforded to you in safeguarding children and respect the need for confidentiality; and
- demonstrate strong personal values, both inside and outside of the workplace.

For more on the key attributes that everyone working with children, young people and their families should have, see the [‘Common Core of skills, knowledge and values’](#).

The purpose of induction is for your employer to build on these attributes and to develop your understanding of the following:

- how to develop trusting relationships with children and their families;
- your role as part of a team and how to develop good communication with children, their families and your colleagues;
- your responsibilities in keeping children safe and who to speak to if you have concerns in relation to a child’s wellbeing and particularly to child protection;
- the early learning and childcare policy context, including the background to the increased investment and how we expect this to impact on outcomes for children;
- your responsibility in respect of professional registration with the Scottish Social Services Council (SSSC) and the associated requirements around continuous professional learning and qualifications;
- how to identify and engage with learning opportunities; and
- the codes of practice for social service workers.

### Mentoring within your setting

This national induction resource has been designed to support both you and your employer in developing the understanding described above. However, it is not the only induction support that will be available to you. Your employer should assign you a mentor – someone to whom you can turn to for advice and support within your ELC setting. This could be your manager or another experienced colleague working alongside you. Section two of this resource sets out some reflective questions that you might like to explore, together with your mentor, over the months ahead. Each setting will also have its own induction procedures and so this list is by no means exhaustive or mandatory. Section three provides an example of an induction checklist that could be used and adapted as a reminder of some of the practical things that you will need to know and find out about during your induction period.

## THE BACKGROUND TO OUR INVESTMENT IN EARLY LEARNING AND CHILDCARE

Research shows that attending high quality ELC improves outcomes for children in the early years and gives them important skills and confidence to carry into their schooling. For instance, children who attended high quality settings in Scotland were more likely to show improvements in vocabulary skills between ages 3 and 5. High quality ELC particularly benefits children living in more disadvantaged circumstances and so can make a real difference to closing the poverty-related attainment gap.

Research also shows us that access to high quality, skilled practitioners is strongly associated with the best outcomes for children, both in terms of cognitive development and health/wellbeing. Again, this is particularly the case for children affected by poverty, who have been shown to make more progress in settings where staff and managers were highly qualified.

It is not just formal qualifications that have been shown to make a difference to children's outcomes. By undertaking continuous professional learning (CPL) you can also strengthen your ability to support children with their development. Experienced and well trained staff have the knowledge and ability to engage, instruct and support children's learning from an early age and have the ability to make a real difference.

Access to high quality ELC not only plays an important role in improving outcomes for children, it also has an impact on the wider family. Research shows that affordable and high quality ELC, with an adequate number of hours per week, supports mothers in employment. ELC can therefore play an important role in improving the lives of families and lifting them out of poverty.

We have the potential to make a significant impact on outcomes for children. As well as extending the hours of funded ELC, the earlier offer for eligible two year olds will help ensure even more support for those who stand to benefit the most.

*Within the world of 'early years' in Scotland, we know that we are in a time of unprecedented investment and expansion of funded early years provision for young children, and that today's developments will stand out large as tomorrow's history!*

*We all sign up to the pledge that every child in Scotland should have the best start in life, and for children and families, high quality ELC is an important part of that promise.*

*It is clear too, that children will only experience the highest quality provision, if those who staff that provision, are valued highly and supported fully, to perform their critical role for our society.*

Jean Carwood-Edwards, Chief Executive, Early Years Scotland

To stay up-to-date with progress with policy developments in ELC more generally, you may want to register with the Knowledge Hub (KHub). The KHub group is facilitated by the Scottish Government to provide an online space for all stakeholders and delivery partners to discuss issues and share knowledge relating to ELC in Scotland, with a particular focus on the commitment to increase the ELC entitlement to 1140 hours. To join the group, please sign up to [Knowledge Hub](#) and then visit the group's [homepage](#), select "Request to join" and complete the relevant information.

# PROFESSIONAL REGULATION OF THE EARLY YEARS WORKFORCE

## Protecting Vulnerable Groups Scheme

As part of your recruitment process for your role in ELC, you will undergo a Disclosure Scotland criminal record check and will have to be a registered member of the Protecting Vulnerable Groups (PVG) Scheme. The checks will highlight any previous criminal convictions and it is your employer's responsibility to consider their relevance before confirming your offer of employment. A PVG scheme membership lasts forever and is continuously checked unless you decide to leave the scheme. More information on the PVG scheme can be found [here](#).

## Registering with the Scottish Social Services Council

The [Scottish Social Services Council](#) (SSSC) is the regulatory body for social service workers, including those who work in the early learning and childcare profession (with the exception of those working in childminding services, who are regulated by the Care Inspectorate, and teachers, who are regulated by the General Teaching Council for Scotland).

You can register with the SSSC only after you have started in your ELC role, and your registration category will reflect the position (role and responsibilities) to which you have been appointed. You will register in one of the following SSSC categories:

- Support worker in a day care of children service;
- Practitioner in a day care of children service; and
- Lead Practitioner/manager in a day care of children service.

The term 'day care of children service' is the collective name for services where support is provided to children during the day. It includes out of school care but does not include a residential element.

To apply for registration you need to complete an application online through [MYSSSC](#). In most cases, once you start a role, you have up to six months to register. If your application isn't approved before then it could affect your capacity to work. There is an annual fee for registering with the SSSC and registration lasts for five years. Before your period of registration expires the SSSC will contact you with information on how to renew your registration. It is important that you renew your registration in order to remain registered.

It can take up to 60 working days for SSSC to process your application and to add your name to the Register. The annual fees for registering with the SSSC can be accessed [here](#).

As part of the registration process, the SSSC checks that applicants are of 'good character' by assessing the information you provide within your application for registration and the PVG scheme. When establishing 'good character' the SSSC takes into account a range of matters including any current or previous convictions or police charges as well as disciplinary processes, dismissals, resignations etc. More information about the conditions for registration are available on the SSSC website.

## SSSC Codes of Practice

The SSSC have developed the 'Codes of Practice for Social Service Workers and Employers' (the Codes of Practice) which set out clear standards for professional conduct and practice that social service workers, including early year workers, must meet in their everyday work.

When you register with the SSSC you must agree to follow the SSSC Codes of Practice for Workers. You are responsible for making sure that your professional practice meets all of the required standards. This includes your practice within work as well as your conduct outside of your work. You should familiarise yourself with the Codes of Practice which can be found [here](#). You should do this as soon as possible. SSSC may take action against registered workers if they fail to meet the standards of character, conduct and competence necessary for them to do their job safely and effectively set out in the Codes of Practice.

The Codes of Practice are part of the wider package of legislation, practice standards and employers' policies and procedures that social service workers must meet.

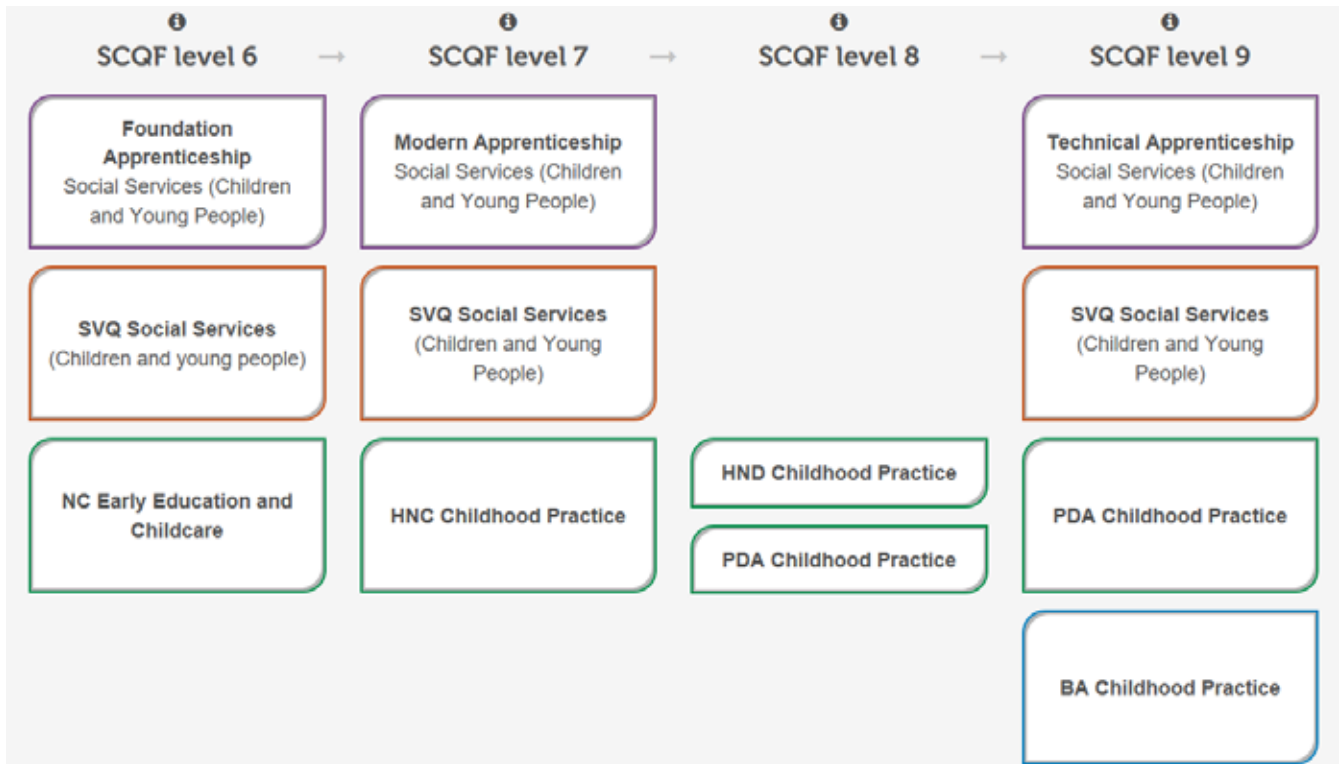
## QUALIFICATION REQUIREMENTS

The SSSC also specify the qualifications you must have or be working towards as you progress through your ELC career.

Staff registered with the SSSC as a support worker will be expected to have or to be working towards a relevant Scottish Credit and Qualifications Framework (SCQF) level 6, which is the same level as a Scottish Higher. Staff registered with the SSSC at practitioner level will be expected to have or to be working towards a relevant SCQF level 7 qualification and those registered as manager/lead practitioner will be expected to have or to be working towards a relevant SCQF level 9 qualification (a degree-level qualification).

## QUALIFICATION ROUTES

An overview of the different routes to achieving the qualifications for ELC professionals is provided below but more detail is available on the relevant section of the [SSSC website](#), where you can click on each of the routes and find out more about course content, teaching methods, entry requirements and the relative benefits of each route.



Each of the qualifications have been developed to reflect the [National Occupational Standards](#) (NOS) for working in Social Service (Children and Young People). The NOS describe the knowledge, skills and understanding needed to do a particular job to a nationally recognised level of competence. The NOS have been developed by employers, people who use services and other key stakeholders to define the key functions in a job role. They are benchmarks of good practice required in the social service sector and are used across the UK. This means that regardless of which route you take to achieving each of the benchmark levels, the same core skills and learning will be developed.

Qualifications may be available as full time, part time or through open learning.



## Funding for tuition

Where qualifications are undertaken via an apprenticeship, the costs of the tuition are met directly by the government. For all of the other qualifications you will be expected either to apply for funding to cover the costs of tuition or to self-fund. In some cases, your employer may be willing to meet these costs and so this is worth exploring in the first instance.

Where costs are not covered by your employer, you may be eligible for a **part time funding grant (PTFG) through the Student Awards Agency Scotland**. You will be eligible to apply for this provided that:

- Your course is an SCQF level 7-10 (HNC to degree level including PGDE's);
- You are completing between 30 and 119 SCQF credits (120 SCQF credits for Open University);
- You are studying at a registered Scottish learning provider;
- Your personal income is below £25,000;
- You are not receiving any other type of government funding including ITA (see below) and SAAS full time funding at the same time; and
- You satisfy the residency conditions.

The PTFG will not affect any course of funding you wish to do at a later date and will not affect any benefits you receive.

You need to have a place on the course first before you can apply for PTFG funding. You have 6 months after your course start date to apply. You can find out the cost of courses and how much funding would be available (if you are eligible ) through SAAS from your local college or training provider.

There is also a SAAS helpline for PTFG: 0300 300 3137 and open Mon - Thur 0830-1700 and Friday 0830-1630.

If the PTFG does not cover the full cost of the course, you may be able to apply for funding for the top up fee from your local authority. Please contact your local Early Years Team for more information.

Another source of funding for part time courses is the **Individual Training Account (ITA)**. Through this route you may be eligible to receive up to £200 towards a single course or training episode per year. You will be eligible for ITA funding if you are:

- Aged 16 or over;
- Not in full time education or involved in any other Skills Development Scotland (SDS) funded programme;
- Unemployed and looking to get back into work or employed and earning less than £22,000 per year; and
- Resident in Scotland.

For more information, you can visit the [My World of Work](#) or [SSSC careers pathway](#) websites which provide a search function for all approved ITA courses. This source of funding also applies to continuous professional learning (CPL).

## CONTINUOUS PROFESSIONAL LEARNING

In addition to staff qualifications, CPL is an essential component of ELC quality. Evidence suggests that good quality CPL helps ensure staff are aware of best practice and continually supported in the workplace. This reduces staff turnover and there is even some evidence that this can have a greater impact on quality than practitioners' initial training and education.

The SSSC Code of Practice for Social Service Workers requires workers to take responsibility for maintaining and improving their knowledge and skills. The SSSC refer to CPL as [Post Registration Training and Learning \(PRTL\)](#).

During every 5 year registration period the SSSC requires practitioners to complete 60 hours or 10 days of PRTL. The amount of training and learning is in days and hours to show that the time does not have to be made up of full days of activity. For the purpose of PRTL one day equals six hours.

You will be able to record your PRTL through your MYSSSC webpage. While it is important that you tell the SSSC about any learning and development you have undertaken, it is equally important that you tell them what you have learned and how this has impacted on your work.

ELC settings have a statutory requirement to ensure that staff engage in appropriate training to undertake their role and this is something that the Care Inspectorate monitor in inspections. Your employers will therefore be able to advise you on relevant CPL for your role and of courses that should be available to you locally.

The Scottish Government, in partnership with the Care Inspectorate, has developed a directory of Continuous Professional Learning opportunities to help you to identify and plan their professional learning throughout your career (before, after and while pursuing formal qualifications). The directory should make it easier for you to identify the full range of flexible and part time learning and development opportunities and allow you to search for opportunities by theme and by locality. The resource is available on the Care Inspectorate website by clicking on this [link](#).

National resources to support your professional learning have also been produced by a range of professional bodies that support the sector.

### SSSC

The SSSC hosts a [learning zone](#) which provides a wide range of free learning resources for ELC practitioners. Included on the SSSC learning zone is a learning app to help build your understanding of child development. It has a mix of essential reference material, information and real world activities to support your practice. Another useful learning app focuses on observing and recording of children's development. Both of these resources can be accessed via your phone or a tablet.

### **The Care Inspectorate: Hub**

The Care Inspectorate Hub provides a 'one-stop-shop' access to a range of resources aimed at supporting improvement in the social care and social work sectors

This includes:

- A library of good practice guidance;
- Information on the latest developments in policy and legislation;
- Video based examples of innovative practice; and
- Toolkits and resources aimed at supporting improvement.

There have been a number of resources produced by the Care Inspectorate to support effective practice in early learning and childcare settings. This includes: 'My World Outdoors'; 'Getting Ready to Read'; 'Our Creative Journey'; 'Space to Grow'; 'Animal Magic'; 'Food Matters' and 'Gender Equal Play in Early Learning and Childcare'.

### **National Improvement Hub**

This is a gateway to resources and an example of best practice, relating to early learning and childcare, that has been developed by Education Scotland. It aims to support all ELC practitioners, leaders and policy makers with an interest in, or responsibility for, early learning and childcare.

### **Early Years Scotland**

Early Years Scotland (EYS) is a membership organisation that offers a range of professional learning opportunities to their members and non-members.

The Early Years Scotland Professional Learning Academy (EYS PLA) provides a diverse range of opportunities for CPL. Professional Learning Masterclasses are offered regularly and provide a focused input on a dedicated subject that reflects current professional learning needs within the sector. Weekly Conversation Cafes are offered to both Practitioners and Managers and these provide a valuable opportunity for professional debate and dialogue. These sessions are accessible to all within the sector and attendance at all EYS Professional Learning opportunities can be recorded as PRTL. Details of all professional learning opportunities can be found on the EYS website within the EYS Professional Learning area. EYS members can access all EYS Professional Learning opportunities at a discounted rate (full details can be found on the website).

### **National Day Nurseries Association (NDNA) Scotland**

National Day Nurseries Association (NDNA) is the UK's national membership organisation for day nurseries. NDNA provide online, face-to-face and open training opportunities to members to support with professional learning and development. NDNA offer courses in business and management, early years best practice, safeguarding and child protection. There is also a range of courses designed specifically for [practice in Scotland](#).

## Care and Learning Alliance (CALA)

Care and Learning Alliance (CALA) is the largest third sector childcare organisation in Highland and Moray. CALA develops and delivers face-to-face training for practitioners/parents/carers and volunteers in Highland and other areas in Scotland. In addition, CALA offer a [comprehensive menu](#) of free/low cost, introductory level, interactive e-learning modules which provide key elements of learning supporting induction and professional development. All e-learning courses are open to non-members. The CALA website also provides information on childcare related matters including the latest updates, children's rights, and upcoming [training and e-learning](#).

In addition to the professional bodies that support the ELC sector, there are other organisations that provide relevant training. The national training directory mentioned above will help you to identify what is available in your area.

## TRADE UNION MEMBERSHIP

The early years profession is supported by a number of trade unions who will look after their members employed in the sector. Trade union members benefit from the strength and security that comes from people working together to tackle problems. Trade unions negotiate with employers on behalf of union members to agree: wages; work rules; complaint procedures; workplace safety; the rules governing hiring and firing; and promotion of workers benefits.

For a small membership fee, unions offer a variety of support to members, including for example:

- Providing advice on a range of workplace matters;
- Opportunities to undertake a range of extra learning and training related to the jobs that members do;
- Listening to concerns that members may have at work and providing appropriate advice on how best to resolve them;
- Supporting members to raise concerns with employers and sometimes doing this on their behalf;
- Supporting members through disciplinary and grievance processes should they arise;
- Negotiating agreements with employers on pay and conditions on behalf of members;
- Acting on behalf of and supporting members in the unusual event of redundancy;
- Legal services for you at work and at home, this includes support around professional registration via SSSC;
- Financial assistance and debt advice in times of need;
- Compensation for accidents and injuries at work.

## **UNISON**

UNISON is Scotland's largest trade union, representing workers in the public, private and third sectors including early learning and childcare, schools, colleges and universities.

## **Voice the Union**

Voice represent anyone working in education including Early Years Practitioners.

## **Educational Institute for Scotland (EIS)**

The EIS union represents teachers in all sectors of education in Scotland. You can join this union if you have a teaching qualification and are employed in ELC as a teacher.

## **NASWUT, the Teachers Union**

NASWUT, The Teachers Union represents teachers in Scotland. You can join this union if you have a teaching qualification and are employed in ELC as a teacher.

## **AHDS (the Association of Heads and Deputes in Scotland)**

AHDS is a trade union dedicated to providing a distinct voice for promoted teachers from Scotland's primary, nursery and ASN schools.

## SECTION TWO: REFLECTIVE QUESTIONS TO CONSIDER WITH YOUR MENTOR

### Introduction

The aim of this section of the National Induction Resource is to encourage you to reflect on the important role you play in a child's life. It is designed to reinforce your individual responsibility and accountability to help you be the best childcare worker possible, to help you to understand how reflecting on your practice can help improve outcomes for children and how your workplace can support you.

Throughout your career you will be encouraged to reflect on your practice. This means learning from your everyday experiences and using this to develop your work with children. The reflective questions in this resource should be viewed as a first step in your self-evaluation and personal development process which will continue throughout your career. They are designed to encourage you to reflect on the extent to which you are demonstrating the skills, knowledge and understanding to work with children, young people and families in Scotland.

You should work through these questions with your workplace mentor who can give you advice and support which will help develop your skills and knowledge. They are written to promote discussion about your role in providing quality care and learning for children. Your mentor will work with you and support you in the workplace by providing learning opportunities, guidance and role modelling.

### Note to mentors

It may take some time to build up a trusting relationship where the new recruit is able to share thoughts, feelings and progression. Take time at the start of this process to plan how this induction process will work for them. Remember each is an individual and will progress at different rates. You should develop your own timetable for this process, particularly for part time workers, or for those with limited previous experience.

The first month should encourage the new recruit to observe practice within the setting, develop confidence in practical skills and get to know procedures within the setting. Encourage them to provide examples from their practice and share your observations of them in practice. This induction should be used in conjunction with the on job guidance and support you will be giving. For each question, encourage the new recruit to reflect on how it affects outcomes for children. We have included some suggestions of what may be discussed in order to help you prepare. It is helpful for the new recruit to have a copy or link to the following documents to refer to for more information or for reference: [Building the Ambition](#); the [Health and Social Care Standards](#); [The Common Core](#) the [Continuous Learning Framework](#); [the SSSC Codes of Practice](#) and [Pre Birth to Three](#).

To support mentors, the Scottish Government will be developing an online professional learning module on mentoring new staff in ELC. When this becomes available, this document will be updated to include a link. In the meantime, useful resources are [Step Into Leadership](#) which provides a range of mentoring tools to the wider social services sector and the [SSSC guide to mentoring in ELC](#).

Suggested Timescale	Reflective Questions	Find Out More:	Conversations with your mentor may include:
Within the first month	<p><b>How do you make children feel welcomed into our setting?</b></p> <p>Have you observed how staff welcome children and support them to settle into our setting?</p> <p>How do the children respond to this?</p>	<p>Common Core Essential Characteristics A8</p> <p>Building the Ambition page 23</p> <p>Health &amp; Social Care Standard 1 Pre Birth to Three page 21</p>	<p>Room awareness</p> <p>Interactions with children</p> <p>Environment, Resources</p>
	<p><b>What do you notice about how the staff create a warm, loving environment for children?</b></p> <p>How do you think you can do this?</p>	<p>Common Core Essential Characteristics A2</p> <p>Continuous Learning Framework page 21</p> <p>Pre Birth to Three page 65-70</p> <p>Health &amp; Social Care Standard 1 Pre Birth to Three page 23</p>	<p>Room awareness</p> <p>Interactions with children</p> <p>Environment, Resources</p>
	<p><b>Who do you work directly with and what are their roles?</b></p> <p>How do you think you can support your colleagues in their work? How does this teamwork help support children?</p>	<p>Common Core Essential Characteristics B3</p> <p>Pre Birth to Three page 29</p> <p>Health &amp; Social Care Standard 3</p>	<p>Team structure, team working, responsibilities</p>
	<p>When you are responsible for young children it has been said you have to have “eyes in the back of your head”. <b>What do you notice about how staff position themselves in the room and outdoors to ensure they are aware of what is going on?</b></p> <p>What do you think are the benefits to working in this way and what challenges do you notice?</p>	<p>Discuss this with your mentor and other team members</p> <p>Health and Social Care Standard 1</p>	<p>Room awareness</p> <p>Interactions with children</p> <p>Environment, Resources</p>
	<p>When working with young children you have to learn when to become involved in their play and when to stand back.</p> <p>You could arrange with your mentor to identify an area of the nursery to observe how children play when not directly involving an adult. <b>What do you notice about children’s play experiences when the staff become involved?</b></p>	<p>Building the Ambition page 28-30</p> <p>Health and Social Care Standard 1</p>	<p>Room awareness</p> <p>Interactions with children</p> <p>Environment, Resources</p> <p>Observations</p>
	<p><b>How confident are you at following the procedures and routines of the day?</b></p> <p>Think about what you have learnt so far. Discuss with your mentor any routines you may be struggling with or you require more guidance with.</p>	<p>Aim and objectives of our setting</p> <p>Health and Social Care Standard 1</p>	<p>Various policies and procedures</p>

Suggested Timescale	Reflective Questions	Find Out More:	Conversations with your mentor may include:
	<p>You will now have been introduced to the Getting It Right For Every Child (known as GIRFEC) approach. <b>Where do you see this being applied within our setting?</b></p> <p>Can you list the wellbeing indicators? Can you see how these indicators link to your practice? Are there any that you find more difficult to recognise? If so, discuss this with your mentor.</p>	<p>Common Core Essential Characteristics A1, A4</p> <p>Building the Ambition pages 12-22</p> <p>Pre Birth to Three page 14</p> <p>Health &amp; Social Care Standard 3</p>	<p>GIRFEC</p> <p>Planning</p> <p>Observation and assessment, child protection</p>
	<p>Keeping children safe is the responsibility of everyone, regardless of their role. In our setting there is a child protection procedure. <b>Do you know which staff have specific child protection responsibilities?</b></p>	<p>Common Core Essential Characteristics A5, A6, B7</p> <p>Our setting's Child Protection/safeguarding policy</p> <p>Health and Social Care Standard 3</p> <p>Continuous Learning Framework page 24</p>	<p>Child Protection/safeguarding policy</p>

#### End of month reflection

How are you feeling about your role?

Is there any other knowledge, support or advice which you would find useful just now?

Share the good experiences you have had this month.



Suggested Timescale	Reflective Questions	Find Out More:	Conversations with your mentor may include:
Within the second month	<p><b>How do you feel you are interacting with the children?</b></p> <p>What are you noticing about how children are responding to you now? Is this different than when you first started? What do you think has made this difference?</p>	<p>Common Core Essential Characteristics A8, A9</p> <p>Health and Social Care Standards 1 and 3</p> <p>Pre Birth to Three page 24</p>	<p>Adult role</p> <p>Intervention in play</p>
	<p><b>Are you aware of the range of resources available and how they may be used by children?</b></p> <p>How does the range available to the children affect their play?</p>	<p>Common Core Essential Characteristics A5</p> <p>Health and Social Care Standards 1 and 5</p> <p>Pre Birth to Three pages 65-70</p>	<p>Environment outdoor/ indoor</p> <p>Loose parts</p>
	<p><b>How do you think your own moods and feelings could affect the care you provide?</b></p> <p>Have you picked up any tips or techniques to ensure children are not affected by the different emotions of staff?</p>	<p>Common Core Essential Characteristics A2</p> <p>Health and Social Care Standard 3</p> <p>Continuous Learning Framework page 32</p>	<p>Self-awareness, reflective practice, peer support/ feedback</p>
	<p><b>What do you understand about children's rights?</b> What information can you find to help support you in your work? What information and resources are appropriate for the age group of children you work with?</p> <p>How might you use this learning to support respectful relationships with children?</p>	<p>Common Core Essential Characteristics A8, A9, A10</p> <p>Health and Social Care Standard 2</p> <p>Pre Birth to Three page 19</p> <p>The Children and Young People's Commissioner Scotland: <a href="https://www.cypcs.org.uk/rights">https://www.cypcs.org.uk/rights</a></p>	<p>United Nations Convention on the Rights of the Child, Children's engagement and involvement, planning procedures</p>
	<p><b>How do you contribute to our team?</b> How do your contributions help support children?</p>	<p>Common Core Essential Characteristics B3</p> <p>Health and Social Care Standard 3</p>	<p>Teamwork, team structure</p>
	<p>Making links between their home and our setting is very important for young children. <b>What do you think parents would like to know about their child's day?</b> What opportunities are there for sharing this information with parents and carers within our setting?</p>	<p>Common Core Essential Characteristics A10</p> <p>Building the Ambition page 25</p> <p>Health and Social Care Standard 1</p>	<p>Parents involvement policy, reporting procedures, sharing information</p>
	<p>Knowing how and when to share information is an essential part of delivering better services for children and young people. <b>What are you learning about how colleagues use information to support children's wellbeing?</b> What would you do if you were worried about a child?</p>	<p>Common Core Essential Characteristics A5, A6, A7, B7</p> <p>Health and Social care Standard 4</p>	<p>GIRFEC</p> <p>Child Protection</p> <p>Confidentiality and information sharing</p>

Suggested Timescale	Reflective Questions	Find Out More:	Conversations with your mentor may include:
	<p>Last month we asked you to identify any aspects of GIRFEC or SHANARRI that you were finding more difficult to recognise in the setting. <b>How confident are you now with this approach?</b></p> <p>How have you used this approach to support the children you work with?</p>	<p>Common Core Essential Characteristics A5, A6, A7, B7</p> <p>Health and Social care Standard 1</p> <p>Pre Birth to Three pages 55-60</p>	<p>GIRFEC, planning, child wellbeing</p>

### End of month reflection

How are you feeling about your role?

Is there any other knowledge, support or advice which you would find useful just now?

Share the good experiences you have had this month.

Suggested Timescale	Reflective Questions	Find Out More:	Conversations with your mentor may include:
Within the third month	<p>When looking after young children and babies it is important that you understand how to safely and sensitively deliver personal care. <b>What have you learned about the approach in our setting?</b></p> <p>How might children be affected if you don't follow best practice when supporting personal care routines?</p>	<p>Common Core Essential Characteristics A5</p> <p>Health and Social Care Standard 1</p> <p><a href="http://www.careinspectorate.com/images/documents/4404/Nappy%20changing%20guidance%20for%20early%20years%20and%20childcare%20services.pdf">http://www.careinspectorate.com/images/documents/4404/Nappy%20changing%20guidance%20for%20early%20years%20and%20childcare%20services.pdf</a></p> <p><a href="http://www.careinspectorate.com/index.php/news/597-infection-prevention-and-control-in-childcare-settings">http://www.careinspectorate.com/index.php/news/597-infection-prevention-and-control-in-childcare-settings</a></p> <p><a href="https://www.nhs.uk/conditions/pregnancy-and-baby/nappies/">https://www.nhs.uk/conditions/pregnancy-and-baby/nappies/</a></p>	<p>Infection Control, nappy changing/disposal, toileting, hand washing etc.</p>
	<p>Snack and mealtimes are so important when caring for babies and young children. <b>Are you confident you know the routine within our setting for supporting children's mealtime experiences?</b></p> <p>This may also include working with babies who receive formula or are breast fed. Observe children at meal or snack time. What do you notice about how staff interact when they are supporting children?</p>	<p>Common Core Essential Characteristics A5, A8</p> <p>Health and Social Care Standard 1</p> <p><a href="http://www.careinspectorate.com/index.php/2-uncategorised/500-early-years-nutrition-a-a-list-of-best-practice-publications">http://www.careinspectorate.com/index.php/2-uncategorised/500-early-years-nutrition-a-a-list-of-best-practice-publications</a></p> <p><a href="http://www.healthscotland.com/uploads/documents/30341-Setting%20the%20Table.pdf">http://www.healthscotland.com/uploads/documents/30341-Setting%20the%20Table.pdf</a></p>	<p>Snack/mealtime procedures, health and wellbeing, nutritional guidance</p>
	<p>Children's sleep routines within our setting vary across the different age groups. <b>How confident are you at settling children to sleep or rest safely?</b></p> <p>What do you notice about children when they are becoming overtired?</p>	<p>Common Core Essential Characteristics A5, A7</p> <p>Health and Social Care Standard 1</p>	<p>Sleep routines, health and safety</p>
	<p><b>Can you give any examples of any child-centred practice you have seen or experienced?</b> Why do you think it is important for children to be actively involved in the planning process?</p>	<p>Common Core Essential Characteristics A8</p> <p>Building the Ambition page 23-24</p> <p>Health and Social Care Standard 1</p>	<p>Planning, observations, self-awareness, communication</p>
	<p>Sometimes we notice things that are "not quite right". <b>Who would you go to for support if you were worried about a child?</b></p>	<p>Common Core Essential Characteristics B7</p> <p>Health and Social Care Standard 3</p>	<p>Child protection, reporting concerns</p>
	<p><b>Are you aware of the regulatory bodies and what their roles are?</b></p>	<p>Common Core Essential Characteristics B4, B5</p> <p>Building the Ambition page 78</p> <p>Health and Social Care Standard 4</p>	<p>Care Inspectorate SSSC Education Scotland Settings Policies and procedures</p>

Suggested Timescale	Reflective Questions	Find Out More:	Conversations with your mentor may include:
	<p><b>How are you developing your relationships with parents and carers?</b></p> <p>Are you finding any of these relationships difficult or challenging? Why do you think this is?</p>	<p>Common Core Essential Characteristics A1, A2</p> <p>Health and Social Care Standard 3</p> <p>Pre Birth to Three pages 49-50</p>	<p>Parental engagement, dealing with conflict</p>

### End of month reflection

How are you feeling about your role?

Is there any other knowledge, support or advice which you would find useful just now?

Share the good experiences you have had this month.

Suggested Timescale	Reflective Questions	Find Out More:	Conversations with your mentor may include:
Within the fourth month	Effective team working is crucial in our work with children, but sometimes we can experience difficulties with this. <b>Have you had any difficulties interacting or communicating with any of the team?</b> If not, what would you do if you felt the team was not working effectively?	Common Core Essential Characteristics B3 Health and Social Care Standards 3 and 4 Continuous Learning Framework pages 24, 25, 32	Team working, roles and responsibilities, communication methods, self-awareness, confidentiality
	Early relationships between children and parents/carers are extremely important for the developing child. <b>What do you understand by the term “attachment”?</b> How does this understanding help inform your practice?	Common Core Essential Characteristics A5, A7 Building the Ambition pages 31-34 Health and Social Care Standard 1 Pre Birth to Three pages 35-38	Key worker system, communication with parents, child development
	<b>Do you understand the role of the key worker in our setting?</b>	Common Core Essential Characteristics B3 B4 Health and Social Care Standard 1 Pre Birth to Three page 31	Key worker system, communication with parents, child development
	Part of your role within our setting will be to support children’s development. <b>Have you observed how we assess and record children’s development?</b> Arrange with your mentor opportunities to observe children’s learning and development and discuss what you have learnt.	Common Core Essential Characteristics A4 Building the Ambition Section 6 Health and Social Care Standard 1 Pre Birth to Three pages 43-48 <a href="http://learn.sssc.uk.com/observing/">http://learn.sssc.uk.com/observing/</a>	Observation and assessment procedures, consent from parents/carers, confidentiality, child development
	You will now have met the parents and carers of the children you regularly work with. <b>How confident are you communicating with parents?</b>	Common Core Essential Characteristics B2, B7, B9, B10 Health and Social Care Standard 3 Continuous Learning Framework page 21 Pre Birth to Three page 31	Communication with parents
	<b>Have you experienced any difficulties with parents or carers?</b> Can you describe what happened, how you felt and if you could have done anything differently?	Common Core Essential Characteristics B1 B2 Health and Social Care Standard 3 Continuous Learning Framework pages 21, 24, 25	Communication with parents
	Sometimes children may need additional help or support. <b>Are you aware of the other professionals who work with our setting and what their roles are?</b>	Common Core Essential Characteristics B1, B6 Health and Social Care Standard 3 Pre Birth to Three pages 51-54 Continuous Learning Framework pages 21, 22, 33	Additional Support Needs, other professionals, confidentiality

Suggested Timescale	Reflective Questions	Find Out More:	Conversations with your mentor may include:
	<p><b>What do you think are the benefits of outdoor play and learning, for children and for staff?</b> How do you feel about being outdoors with the children?</p>	<p>Common Core Essential Characteristics A5, A7 Health and Social Care Standards 1, 5 Pre Birth to Three page 74</p>	<p>Outdoor play, teamwork</p>

### End of month reflection

How are you feeling about your role?

Is there any other knowledge, support or advice which you would find useful just now?

Share the good experiences you have had this month.

Suggested Timescale	Reflective Questions	Find Out More:	Conversations with your mentor may include:
Within the fifth month	<b>Reflecting on your time with us so far, what skills and qualities do you bring to our team?</b> Would you say you have any skills which are currently not being used?	Common Core Essential Characteristics B3 Health and Social Care Standard 3, 4 Continuous Learning Framework page 23	Team working, roles and responsibilities, self-awareness
	<b>What transitions do the children you work with go through?</b> How can you help support children through these transitions?	Common Core Essential Characteristics A5, A8, A9, A10 Health and Social Care Standards 1, 2, 3 Pre Birth to Three pages 39-42	Key worker system, communication with parents, child development
	Children need to and want to take risks when they play. <b>How do you feel about enabling and encouraging children to take risks?</b>	Common Core Essential Characteristics A5, B8 Health and Social Care Standard 1 Pre Birth to Three pages 75-77 <a href="http://www.careinspectorate.com/index.php/guidance/9-professional/2961-positive-approach-to-risk-in-play">http://www.careinspectorate.com/index.php/guidance/9-professional/2961-positive-approach-to-risk-in-play</a>	Risk and Challenge Risk assessment Risk/benefit analysis Parents views
	<b>Are you confident you know what information you need to share about a child (and who with) and what must be kept confidential?</b>	Common Core Essential Characteristics A4, B5 Health and Social Care Standard 3	Confidentiality, data protection, child protection
	<b>How do you think the needs of children will be influenced by their environment, background and circumstances?</b> How might you need to adapt your behaviour and actions as a result of this?	Common Core Essential Characteristics A1, A2 Health and Social Care Standard 1	Child development, confidentiality, self-awareness, social awareness
	You should now have had an opportunity to undertake some observations of children's development. <b>How confident are you undertaking observations of children?</b> What other information do you think you need?	Common Core Essential Characteristics A5 Health and Social Care Standards 1, 3 <a href="http://learn.sssc.uk.com/apps/development/#/reader">http://learn.sssc.uk.com/apps/development/#/reader</a> Observing children SSSC <a href="http://learn.sssc.uk.com/observing/">http://learn.sssc.uk.com/observing/</a>	Child development, recording of assessments, information sharing

**End of month reflection**

How are you feeling about your role?

Is there any other knowledge, support or advice which you would find useful just now?

Share the good experiences you have had this month.



Suggested Timescale	Reflective Questions	Find Out More:	Conversations with your mentor may include:
Within the sixth month	<p><b>Do you notice any differences in the way you treat individual children?</b> Why do you think this is? How do you ensure you are treating them fairly whilst responding to their individual needs?</p>	<p>Pre Birth to Three page 23 Continuous Learning Framework pages 21 and 24</p>	<p>Individual needs of children Additional Support Needs Equality legislation Personal Plans</p>
	<p><b>Can you identify any children or families with whom you don't yet feel confident interacting with?</b> Why do you think this is, and what do you think you need to change or adapt to enable a more positive relationship?</p>	<p>Building The Ambition pages 23-27</p>	<p>Working with parents/carers Equality Reflective practice</p>
	<p>In your first month we talked about how you create a warm, loving environment for children. <b>What do you do that shows children that you love and care for them?</b></p>	<p>Building the Ambition pages 35-50 Health and Social care Standards 1 and 3</p>	<p>Reflective practice Professional conduct</p>
	<p>In the early years, children begin to learn about gender roles and expectations, and will pick up messages about what is perceived as 'normal' for boys and girls. They are influenced by their environment and the adults around them. Avoiding gender stereotypes will help to ensure that children do not feel limited and restricted in what they can do as they grow into adults. (Stereotypes are based on an assumption that all boys will be the same and like the same things, and all girls will be the same and like the same things.)</p> <p><b>What are your own values and belief systems in relation to gender? How might these influence the way you interact with boys and girls? How can you promote and strengthen gender equality in your practice?</b></p>	<p>Gender Equal Play in Early Learning and Childcare. Care Inspectorate. <a href="http://www.careinspectorate.com/images/documents/4704/Gender%20equal%20play%20in%20early%20learning%20and%20childcare.pdf">http://www.careinspectorate.com/images/documents/4704/Gender%20equal%20play%20in%20early%20learning%20and%20childcare.pdf</a> Gender Stereotypes: an introduction for practitioners in schools and early learning centres. Education Scotland. <a href="https://education.gov.scot/improvement/Documents/gender-stereotyping-intro.pdf">https://education.gov.scot/improvement/Documents/gender-stereotyping-intro.pdf</a></p>	<p>Resources, staff attitudes</p>
	<p>What do you think are the aspects which make up high quality early learning and care?</p>	<p>Health and Social care Standards, How Good is Our Early Learning and Childcare.</p>	
	<p>What conduct and behaviour can children and their families expect of you?</p>	<p>SSSC Codes of Conduct</p>	

**End of month reflection**

How are you feeling about your role?

Is there any other knowledge, support or advice which you would find useful just now?

Share the good experiences you have had this month.

## INDUCTION PLANNING AND TRACKING CHECKLIST

Induction Planning And Tracking	Date Completed
<b>Introduction to the setting</b>	
I have been shown around the premises and know my way around the building	
I have asked my manager if there is a local induction pack	
I am aware of the Fire Safety and Evacuation policy and location of fire exits	
I know where the staff room is located and where to place my belongings	
I know where the staff toilet facilities are located	
I know not to answer the door or entry system, until I am familiar with all parents/carers	
I know the procedure for answering the door to a visitor	
I know about my break entitlements	
I understand to whom I will be answerable, and who will be duty manager on each shift	
I know who my mentor is and that I can ask them about anything I need support with	
I know the procedure for answering the phone and taking a message	
I know when my wages will be paid	
The staff roster has been explained to me	
I know where staff information is displayed	
I understand what I should wear to work	
I am aware of and understand the local policies that I must adhere to	
If I have a probationary period I know when my probation review is due to be completed	
I understand that a staff record file will be kept by the manager and I am able to see my own file at any time	
I know I will be given an appraisal at least annually	

Induction Planning And Tracking	Date Completed
I know the absence procedure for contacting the manger if I am unwell or unable to work	
I have received a copy of my contract of employment	
I have received a job description and I understand fully what is expected of me	
I understand that I can speak to a member of the management team, if I am unsure of anything or have any questions	
I am aware of my holiday entitlement and procedure to request time off	
I am aware that I will be regularly monitored and supervised	
I am aware that I am responsible for recording my own continuous professional learning (CPL)	
I know I must register with the SSSC within 6 months of starting my role	
<b>My Responsibilities</b>	
I have read the Health and Social Care Standards, my support, my life and will use these to guide my practice	
I have read the SSSC Codes of Practice and will use these to guide my practice	
I am aware of the complaints procedure and whistle blowing policy and where to find them	
I know to share any information given by a parent and how to record it	
I know what to do if I have a child protection concern	
I am aware of and understand Getting It Right for Every Child (GIRFEC), and SHANARRI wellbeing indicators	
I know how to record observations	
I understand the key worker system	
I know how to keep children's records	
I know what cleaning duties are expected of me and where to record their completion	
I have reviewed the settings risk assessments and I can complete risk assessments if required	

Induction Planning And Tracking	Date Completed
I know to contact the duty manager immediately if I suspect a child is unwell	
I know the correct procedure for recording an accident or incident	
I know to refer a medicine request to a duty manager or supervisor	
I know to mark the register when a child arrives and leaves with a parent/guardian	
I know I must wear protective apron and gloves when dealing with bodily fluids	
I know where stock is kept and the procedure for requesting stock	
I know playrooms must be kept in a presentable manner at all times	
I know to greet children and parents with a warm welcome and a big smile	
I will always consider my body language and how the children will perceive me	
I understand the confidentiality policy and know that a breach of this may result in a disciplinary procedure	
I know I must never smoke in clothes which come in contact with the children	
I know where to find allergy notices	
I know where to find menus	
I am aware of the social networking policy	
I am aware of the setting's policy for mobile phone use associated with working in the setting	
I know that peer observations are carried out throughout the nursery	
I understand the recycling procedures in place	
I know what to do to prevent a child from choking and how to deal with it should it happen	
I know who the first aiders are and the first aid box locations	
I know who the health and safety officer is and how to report maintenance	

# GLOSSARY OF TERMS

## Acronyms

ELC	Early Learning and Childcare
SSSC	Scottish Social Services Council
KHub	Knowledge Hub
PVG	Protecting Vulnerable Groups
MySSSC	Online registration for SSSC
SCQF	Scottish Credit and Qualifications Framework
NOS	National Occupational Standards
PTFG	Part time funding grant
SAAS	Student Awards Agency Scotland
ITA	Individual Training Account
CPL	Continuous professional Learning
PRTL	Post Registration Training and Learning
EYS	Early Years Scotland
NDNA	National Day Nurseries Association
CALA	Care and Learning Alliance
AHDS	Association of Heads and Deputes in Scotland

### Additional Support Needs (ASN)

All children and young people need support to help them learn. Through good quality learning and teaching, staff in early learning and child care settings and schools are able to meet a diverse range of needs without additional support. Some children and young people will require support that is additional to, or different from, that received by children or young people of the same age to ensure they benefit from education, whether early learning, school or preparation for life after school. There are many reasons why children and young people may need support to help them learn. Additional support needs can be both long- and short-term, or can simply refer to the help a child or young person needs in getting through a difficult period.

### Care Standards for Scotland Health and Social Care Standards

Scottish Ministers developed the Health and Social care Standards, My support, my life to ensure everyone in Scotland receives the same high quality of care no matter where they live. The Standards explain what you can expect from any care service you use, written from the point of view of the person using the service. They also help you raise concerns or complaints. There are six main principles behind the Standards: Dignity, Privacy, Choice, Safety, Realising Potential and Equality and Diversity

Child's Voice Involving children in making sensible choices about their own learning by helping them to plan and evaluate their own experiences. Encourage children to think and solve problems for themselves and support/scaffold where necessary. Give every child time to come to a satisfying conclusion from their experiences and take time to discuss this together.

**Getting it right for every child (GIRFEC)**

[GIRFEC](#) is the national approach in Scotland to improving outcomes and supporting the wellbeing of our children and young people by offering the right help at the right time from the right people. It supports them and their parent(s) to work in partnership with the services that can help them.

**Mentorship**

A mentorship is a relationship in which a more experienced or more knowledgeable person helps to guide a less experienced or less knowledgeable person.

**Modern Apprenticeship**

A modern apprenticeship (MA) is a job which lets an individual earn a wage and gain an industry experience.

**Progression**

When children build on previous learning and improve their knowledge and understanding through all areas of the curriculum.

**Scottish Credit and Qualification Framework (SCQF)**

The SCQF (Scottish Credit and Qualification Framework) helps education and training providers of all kinds to identify the level that has been studied in a particular subject.

**SHANARRI Wellbeing Indicators**

Wellbeing sits at the heart of the GIRFEC approach and reflects the need to tailor the support and help that children, young people and their parents require. The wellbeing indicators are; Safe, Healthy, Achieving, Nurtured, Active, Respected, Responsible & Included, and are sometimes referred to as the SHANARRI wellbeing indicators. The aim of GIRFEC is to improve outcomes for all children by placing the Child at the Center of thinking, planning and interactions.

**Scottish Vocational Qualification (SVQ)**

Scottish Vocational Qualifications (SVQs) are based upon national standards and provide evidence that learners can do their jobs well. Studied in the workplace, in college or with training providers, SVQs are available in many subject areas.



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Produced for The Scottish Government by APS Group Scotland  
21 Tennant Street, Edinburgh EH6 5NA  
PPDAS580830 (05/19)

