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/

Suggested Relevant Documents to support quality Daycare of Children and Early Learning and Childcare

- Building the Ambition
- Pre Birth to Three – all ELCC 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 Early Level
- Developmental Milestones both sets – contained within Learning and Development Folder – *copies will be distributed shortly*
- HGIOELC
- NHS Infection and Control in Childcare settings Guidance, September 2015
- Nappy Changing policy, C.I
- SEPA Guidance, available from C.I web site, relates to Management of hygiene waste produced as a result of personal care
- Food Standards Agency latest guidance , E coli etc., link will be updated on Hints and Tips Sheet
- Course Calendar
- National Care Standards – currently under Review – Consultation available at http://www.newcarestandards.scot/
- Relevant Guidance i.e. Outdoor Play, My World Outdoors, Loose Parts etc.
- Links to Hub on Care Inspectorate web site – well worth checking regularly for your own reference http://hub.careinspectorate.com/
- SSSC web site – Virtual Nursery etc.
- SSSC Codes of Practice
- SSSC Guidance
- 7 Golden Rules of Participation
- C.I. Involving to Improve
- Education Scotland - National Improvement Hub

- National Parenting Strategy
- National Play Strategy

Copies of the following may be useful on your Notice Board

- Family Information Service (FIS) Poster – Sheena can supply
- ELC Poster for 2 year olds – Rona can supply
- Posters for Perspective Childminders – Sheena can supply
- POPP Poster – Eileen MacKinnon can supply
- Information about online Benefit Checker – link is 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 web Latest C.I Inspection report displayed? Details of how to complain displayed? Does it have information about POPP?

			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?
Are the children using the space detailed within the C.I. Registration			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			1 flushing toilet to 10 children can be unisex if for ELC children, OSC 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 doors closed Are they maintained in line with relevant Guidance? Eg. No plugs, pedal bins, lever taps? Nothing should be stored in Toilets or Nappy Changing areas
Changing			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 Refer to Guidance, C.I.

			Nappy Changing facilities in early Years/ Nurseries and Large Childminding Services (2014) and NHS Scotland Infection Prevention and control in Childcare Settings (2015)
Outdoors			Do the children have access to the outdoors regularly?
Policies and procedures			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 Daycare of children and childminding Services – check for current guidance or L.A procedures Handbooks in place - Parents/ Carers - Staff List of suggested policies and Procedures on SALI https://blogs.glowscotland.org.uk/ab/sali/files/2015/01/Early-Learning-and-Childcare-Policies-July-2016-1.pdf

Child Protection			Is the Policy relevant /updated? - Including National Guidance for Child Protection in Scotland (2014) - West of Scotland Interagency Guidance - online If using an umbrella organisations template have the services details been inserted and is it the most current version?

			L.A Units is the updated information included – circulated Dec. 15? Have staff attended recent CP Training Are staffs aware of the West of Scotland online Course and completed it?
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				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 the children and staff access?
Office				Are Staff Files kept securely?

				Is SSSC Registration all in place?
				Do staff access the SSSC web site?
				Have they used the virtual Nursery?
				PRTL logs maintained?
				Records of staff supervision and appraisals?
				Records of CPD undertaken?
				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?
				Are all Property issues logged? L.A.
				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 Recommendation?
				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.
				Minutes of meetings available?

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
Planning			Are appropriate learning experience and opportunities available for children
Developmental Milestone's			Has the information been returned to Early Years - inserted onto SEEMIS by L.A. Unit? (requested by central team)

Food Preparation and Serving			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 of Fridge Temperatures Do you have a record of cleaning – including dish washer if available If no dishwasher are you following the correct procedures for washing dishes?

Family Learning and Engagement Activities			What Family Engagement and Learning opportunities do you offer? Do you offer Bookbug sessions regularly? If you would like to consider these sessions please contact Early Years if no staff member is trained to deliver. If L.A. do you operate a P&T group? If yes are the details on FIS?