



## COMMUNITY SERVICES – EARLY YEARS

### Management Information

#### INTRODUCTION

The purpose of this guidance is to support groups who provide services for children aged from Birth upwards, including Early Learning and Childcare (preschool education), who are required to be registered with the Care Inspectorate.

#### Legislation

Children and Young People's Improvement Collaborative

<http://www.gov.scot/Topics/People/Young-People/early-years/early-years-collaborative>

#### Guidance

National Care Standards

<http://www.newcarestandards.scot/>

Building the Ambition

<http://www.gov.scot/Resource/0045/00458455.pdf>

Pre Birth to Three

[https://education.gov.scot/improvement/Documents/ELC/ELC2\\_PreBirthToThree/ELC2\\_PreBirthToThreeBooklet.pdf](https://education.gov.scot/improvement/Documents/ELC/ELC2_PreBirthToThree/ELC2_PreBirthToThreeBooklet.pdf)

Education Scotland Curriculum for Excellence

<https://education.gov.scot/>

My World Outdoors

[http://www.careinspectorate.com/images/documents/3091/My\\_world\\_outdoors\\_-\\_early\\_years\\_good\\_practice\\_2016.pdf](http://www.careinspectorate.com/images/documents/3091/My_world_outdoors_-_early_years_good_practice_2016.pdf)

How Good is Our ELC?

[https://education.gov.scot/improvement/Documents/Frameworks\\_SelfEvaluation/FRWK1\\_NIHeditSelf-evaluationHGIELC/HGIOELCo20316Revised.pdf](https://education.gov.scot/improvement/Documents/Frameworks_SelfEvaluation/FRWK1_NIHeditSelf-evaluationHGIELC/HGIOELCo20316Revised.pdf)

<http://hub.careinspectorate.com/media/603624/our-creative-journey-aug-17-master-combined.pdf>

<https://hub.careinspectorate.com/media/761407/animal-magic.pdf>

#### **Community Services: Early Years**

Contact details

<https://www.argyll-bute.gov.uk/early-years>

Priorities and Drivers 2017/18

October 2018

<b>Section 1 – The Care Inspectorate</b>	
<a href="http://www.careinspectorate.com">www.careinspectorate.com</a>	
Care Inspectorate Hub	<a href="http://hub.careinspectorate.com">http://hub.careinspectorate.com</a>
National Care Standards	<a href="http://www.newcarestandards.scot/">http://www.newcarestandards.scot/</a>
Publications	<a href="http://www.careinspectorate.com">www.careinspectorate.com</a> (publications)
E-forms passwords	to get a password call 0345 6030890 or email <a href="mailto:eforms@careinspectorate.com">eforms@careinspectorate.com</a>
Self Assessments	<a href="https://eforms.careinspectorate.com/">https://eforms.careinspectorate.com/</a>
Annual Return	<a href="https://eforms.careinspectorate.com/">https://eforms.careinspectorate.com/</a>
Notifiable events e.g. <ul style="list-style-type: none"> <li>• absence of Manager 28 days</li> <li>• accident</li> <li>• incident</li> </ul>	Commissioned Providers to log via e-forms <a href="https://eforms.careinspectorate.com/">https://eforms.careinspectorate.com/</a> Local Authority units to advise Helpline who will provide advice
Records Care Services must keep and notification reporting guidance. Document reference OPS-1211-104	<a href="http://www.careinspectorate.com/images/documents/2611/Records%20that%20all%20registered%20care%20services%20(except%20childminding)%20must%20keep%20and%20guidance%20on%20notification%20reporting%20(V6).pdf">http://www.careinspectorate.com/images/documents/2611/Records%20that%20all%20registered%20care%20services%20(except%20childminding)%20must%20keep%20and%20guidance%20on%20notification%20reporting%20(V6).pdf</a>
Quality Themes and Statements	<a href="http://www.careinspectorate.com">www.careinspectorate.com</a>
Guidance for Regulated Care Service Providers: Arrangements for Regulated Care Service Inspections 2013/14 Doc ref: OPS-0313-228	<a href="http://www.careinspectorate.com/images/documents/165/Guidance%20for%20Providers%20of%20Regulated%20Care%20Services%202013%2014.pdf">http://www.careinspectorate.com/images/documents/165/Guidance%20for%20Providers%20of%20Regulated%20Care%20Services%202013%2014.pdf</a>  <i>Updated March 2013</i>
Nappy Changing	<a href="http://hub.careinspectorate.com/media/745591/nappy-changing-guidance-for-early-years-and-childcare-services-june-2018.pdf">http://hub.careinspectorate.com/media/745591/nappy-changing-guidance-for-early-years-and-childcare-services-june-2018.pdf</a>
Education Scotland (previously HMIE)	<a href="https://education.gov.scot/">https://education.gov.scot/</a>
Personal Planning Guidance	Available on SALi <a href="https://blogs.glowscotland.org.uk/ab/sali/files/2016/12/Personal-plan-guidance.pdf">https://blogs.glowscotland.org.uk/ab/sali/files/2016/12/Personal-plan-guidance.pdf</a>
Space to Grow	<a href="http://www.gov.scot/Publications/2017/06/9822">www.gov.scot/Publications/2017/06/9822</a> .

<b>Section 2 – Scottish Social Services Council (SSSC)</b>	
<a href="http://www.sssc.uk.com">www.sssc.uk.com</a>	
Registration process for LA units	Complete online at <a href="http://www.sssc.uk.com">www.sssc.uk.com</a>
Codes of Conduct for employers and employees	<a href="http://www.sssc.uk.com">www.sssc.uk.com</a>
Qualifications for registration	<a href="http://www.sssc.uk.com">www.sssc.uk.com</a>
Post Registration and Learning (PRTL)	<a href="http://www.sssc.uk.com">www.sssc.uk.com</a>
SCQF (Scottish Credit and Quality Framework)	<a href="http://www.scqf.org.uk">www.scqf.org.uk</a>

NOS (National Operational Standards) Navigator. This tool is useful for viewing SVQ CCLD mandatory and optional units content	<a href="http://workforcesolutions.sssc.uk.com/NavOnline/">http://workforcesolutions.sssc.uk.com/NavOnline/</a>
Individual Training Accounts	<a href="https://www.myworldofwork.co.uk/learn-and-train/sds-individual-learning-accounts-ila">https://www.myworldofwork.co.uk/learn-and-train/sds-individual-learning-accounts-ila</a>
<b>Section 3 - Personnel</b>	
PVG (Protecting Vulnerable Groups)	<a href="http://www.gov.scot/Publications/2011/08/04111811/1">http://www.gov.scot/Publications/2011/08/04111811/1</a>
Disclosure Services/Volunteer Scotland	<a href="http://www.volunteerscotland.net/disclosure-services">http://www.volunteerscotland.net/disclosure-services</a>
ACAS (Advisory, Conciliation and Arbitration Service)	<a href="http://www.acas.org.uk">www.acas.org.uk</a>
My World of Work - Funding	<a href="https://www.myworldofwork.co.uk/learn-and-train/funding">https://www.myworldofwork.co.uk/learn-and-train/funding</a>
LA units. Policies and procedures including PVG	<a href="http://intranet.argyll-bute.gov.uk/Pages/Homepage.aspx">http://intranet.argyll-bute.gov.uk/Pages/Homepage.aspx</a> (search My HR)
Community Services: Early Years, CPD Calendar	<a href="https://www.argyll-bute.gov.uk/social-care-and-health/newsletters-and-publications">https://www.argyll-bute.gov.uk/social-care-and-health/newsletters-and-publications</a>
Request for Training Funding	Phone Helpline 01369 708517 or email <a href="mailto:earlyyears@argyll-bute.gov.uk">earlyyears@argyll-bute.gov.uk</a>
Safer Recruitment	<a href="http://hub.careinspectorate.com/media/428646/safer-recruitment_final.pdf">http://hub.careinspectorate.com/media/428646/safer-recruitment_final.pdf</a>

<b>Section 4 – Child Protection</b>	
National Guidance	<a href="https://www.gov.scot/Resource/0045/00450733.pdf">https://www.gov.scot/Resource/0045/00450733.pdf</a>
Protection of Children (Scotland) Act 2003	<a href="http://www.legislation.gov.uk/asp/2003/5/pdfs/asp_20030005_en.pdf">http://www.legislation.gov.uk/asp/2003/5/pdfs/asp_20030005_en.pdf</a>
West of Scotland Guidance (updates January 2017)	<a href="http://www.proceduresonline.com/westofscotland/">http://www.proceduresonline.com/westofscotland/</a>
Argyll and Bute: Child Protection <ul style="list-style-type: none"> <li>• Protocols</li> <li>• Interagency CPD Programme</li> <li>• Information Leaflets</li> <li>• Self-Learning Pack</li> </ul>	<a href="http://www.argyll-bute.gov.uk/abcpc">www.argyll-bute.gov.uk/abcpc</a>

<b>Section 5 – Health</b>	
Link Health Visitors	To be confirmed
A Pathway for Care of Vulnerable Children and Families	<a href="http://www.gov.scot/Resource/Doc/347532/0115722.pdf">http://www.gov.scot/Resource/Doc/347532/0115722.pdf</a>
National Maternal and Early Years	<a href="http://www.maternal-and-early-years.org.uk/">http://www.maternal-and-early-years.org.uk/</a>
Childsmile information	<a href="http://www.child-smile.org.uk">www.child-smile.org.uk</a>

Setting the Table Nutritional guidance and food standards for early years childcare providers in Scotland	<a href="https://www.foodstandards.gov.scot/">https://www.foodstandards.gov.scot/</a>
Food Standards Agency – Childminder registering as Food agency	<a href="http://www.foodstandards.gov.scot/sites/default/files/Legal%20Requirements%20for%20Childminders%20in%20Scotland%20-%20Jun%2010.pdf">http://www.foodstandards.gov.scot/sites/default/files/Legal%20Requirements%20for%20Childminders%20in%20Scotland%20-%20Jun%2010.pdf</a>
Food Standards Agency – nurseries registering as a Food Agency	<a href="https://www.argyll-bute.gov.uk/licences/food-premises-registration">https://www.argyll-bute.gov.uk/licences/food-premises-registration</a>
Hand Washing Guidance	<a href="http://www.washyourhandsofthem.com/the-campaign/childrens-pack.aspx">www.washyourhandsofthem.com/the-campaign/childrens-pack.aspx</a>
Infection Prevention and Control in Childcare Settings Guidance	<a href="https://www.hps.scot.nhs.uk/resourcedocument.aspx?id=6606">https://www.hps.scot.nhs.uk/resourcedocument.aspx?id=6606</a>
Revised E.coli O157 control of cross-contamination guidance published	<a href="http://www.food.gov.uk/news-updates/news/2014/jul/ecoli">http://www.food.gov.uk/news-updates/news/2014/jul/ecoli</a>
Infant and Toddler forum. This provides information on infant and toddler nutrition and development	<a href="http://www.infantandtoddlerforum.org">www.infantandtoddlerforum.org</a>
Management of medication in daycare of children and childminding services HCR-0514-087	<a href="http://www.hub.careinspectorate.com/media/189567/childrens-service-medication-guidance.pdf">http://www.hub.careinspectorate.com/media/189567/childrens-service-medication-guidance.pdf</a>
LA unit Medication Guidance. Management Circular 1.26 or 3.25	<a href="http://www.argyll-bute.gov.uk/education-circulars">http://www.argyll-bute.gov.uk/education-circulars</a>
Guidance (including medication) from umbrella organisations i.e. SOSCN, CALA, SCMA or Early Years Scotland	<a href="http://www.soscn.org">www.soscn.org</a> <a href="http://www.careandlearningalliance.co.uk">www.careandlearningalliance.co.uk</a> <a href="http://www.childminding.org">www.childminding.org</a> <a href="https://earlyyearsscotland.org/">https://earlyyearsscotland.org/</a>
Retention Schedules for information on how long to keep records for	<a href="http://www.scoarch.org.uk/projects/retentionschedules/retentionschedules">www.scoarch.org.uk/projects/retentionschedules/retentionschedules</a>

## Section 6 – Getting it Right for Every Child (GIRFEC)

National Information	<a href="http://www.scotland.gov.uk/Topics/People/Young-people/gettingitright">www.scotland.gov.uk/Topics/People/Young-people/gettingitright</a>
Scottish Government Supporting Children’s Learning	<a href="http://www.gov.scot/Resource/Doc/57346/0016754.pdf">http://www.gov.scot/Resource/Doc/57346/0016754.pdf</a>
Education Scotland Count us In - A Sense of Belonging	<a href="http://dera.ioe.ac.uk/196/7/cuimnnus_Redacted.pdf">http://dera.ioe.ac.uk/196/7/cuimnnus_Redacted.pdf</a>
My World Triangle	<a href="http://www.scotland.gov.uk/Resource/Doc/1141/0109332.pdf">www.scotland.gov.uk/Resource/Doc/1141/0109332.pdf</a>

GIRFEC – Early Years Guidance	Available on SALi <a href="https://blogs.glowscotland.org.uk/ab/sali/2016/12/20/girfec/">https://blogs.glowscotland.org.uk/ab/sali/2016/12/20/girfec/</a> Click <a href="#">HERE</a>
Speech and Language Referral process	<a href="http://www.nhshighland.scot.nhs.uk/Services/Pages/SpeechLanguageTherapyDepartment.aspx">http://www.nhshighland.scot.nhs.uk/Services/Pages/SpeechLanguageTherapyDepartment.aspx</a> scroll down to Argyll and Bute section
Argyll and Bute GIRFEC for LA units	<a href="http://intranet.argyll-bute.gov.uk/getting-it-right-every-child">http://intranet.argyll-bute.gov.uk/getting-it-right-every-child</a>
Working Together with Parents and Families (inc. Toileting)	Available on SALi Click <a href="#">HERE</a>
Additional Support for Learning Act	<a href="http://www.scotland.gov.uk/Topics/Education/Schools/welfare/ASL">www.scotland.gov.uk/Topics/Education/Schools/welfare/ASL</a>
Enquire. The Scottish Advice Service for Additional Support for Learning	<a href="http://www.enquire.org.uk">www.enquire.org.uk</a>

### Section 7 – Children under 3 years

Pre Birth to 3: Positive Outcomes for Scotland's Children	<a href="https://education.gov.scot/improvement/Documents/ELC/ELC2_PreBirthToThree/ELC2_PreBirthToThreeBooklet.pdf">https://education.gov.scot/improvement/Documents/ELC/ELC2_PreBirthToThree/ELC2_PreBirthToThreeBooklet.pdf</a>
Argyll and Bute Support Materials	Available on SALi LAD Framework <a href="#">HERE</a>

### Section 8 –Early Learning & Childcare (ELC)

List of ELC Providers	<a href="https://www.argyll-bute.gov.uk/content/childcare-and-pre-school-education">https://www.argyll-bute.gov.uk/content/childcare-and-pre-school-education</a>
Curriculum for Excellence	<a href="https://education.gov.scot/scottish-education-system/policy-for-scottish-education/policy-drivers/cfe-(building-from-the-statement-appendix-incl-btc1-5)/What%20is%20Curriculum%20for%20Excellence?">https://education.gov.scot/scottish-education-system/policy-for-scottish-education/policy-drivers/cfe-(building-from-the-statement-appendix-incl-btc1-5)/What%20is%20Curriculum%20for%20Excellence?</a>
Education Scotland – Inspection & Review	<a href="https://education.gov.scot/what-we-do/inspection-and-review">https://education.gov.scot/what-we-do/inspection-and-review</a>
Assessment is for Learning	<a href="http://www.scotland.gov.uk/Publications/2006/09/15090146/1">www.scotland.gov.uk/Publications/2006/09/15090146/1</a>
Glow	<a href="https://secure.glowscotland.org.uk/login/login.htm">https://secure.glowscotland.org.uk/login/login.htm</a>
Parent Information leaflet	Available on SALi Up to date version available <a href="#">HERE</a>
Administration procedures (NAMS)	Click <a href="#">HERE</a> for the following:
Admission Criteria	Available on SALi. Up to date version available <a href="#">HERE</a> Local Authority units should also refer to Management Circular 3.02

Deferred Entry Procedures	Available on SALi Up to date version available <a href="#">HERE</a>
Transport Guidance	Click <a href="#">HERE</a>
Commissioning Team	<a href="http://www.argyll-bute.gov.uk/business-and-trade/contact-procurement-and-commissioning-team">www.argyll-bute.gov.uk/business-and-trade/contact-procurement-and-commissioning-team</a> email: <a href="mailto:commissioningteam@argyll-bute.gov.uk">commissioningteam@argyll-bute.gov.uk</a> phone: 01546 604145
Public Liability Insurance for LA units	Available on SALi Click <a href="#">HERE</a> for Public Liability Insurance Certificate
Ziggy	<a href="http://www.gosafewithziggy.com">www.gosafewithziggy.com</a>

### Section 9 – Out of School Care

SOSCN	<a href="http://www.soscn.org">http://www.soscn.org</a>
CALA	<a href="http://www.careandlearningalliance.co.uk">www.careandlearningalliance.co.uk</a>
Play Scotland	<a href="http://www.playscotland.org">http://www.playscotland.org</a>

### Section 10 – Childminders

SCMA	<a href="http://www.childminding.org.uk">www.childminding.org.uk</a>
Her Majesties Revenue and Customs (HMRC)	<a href="http://www.hmrc.gov.uk">www.hmrc.gov.uk</a>
Community Childminders	<a href="#">Invoices</a> to be submitted electronically

### Section 11 – Gaelic

Bord na Gaidhlig	<a href="http://www.bord-na-gaidhlig.org.uk">www.bord-na-gaidhlig.org.uk</a>
Comann nam Parant	<a href="http://www.parant.org.uk">www.parant.org.uk</a>
Comhairle nan leabhraichean – The Gaelic Books Council -	<a href="http://www.gaelicbooks.org">www.gaelicbooks.org</a>
Argyll & Bute Council ESO Gaelic – Catriona Garvin	<a href="mailto:catriona.garvin@argyll-bute.gov.uk">catriona.garvin@argyll-bute.gov.uk</a>

### Section 12 - Other Useful information

Early Years	<a href="https://www.argyll-bute.gov.uk/early-years">https://www.argyll-bute.gov.uk/early-years</a>
Family Information Service	<a href="https://www.families.scot/LocalChis.aspx?chisid=26">https://www.families.scot/LocalChis.aspx?chisid=26</a>
National Parenting Strategy	<a href="http://www.gov.scot/Resource/0040/00403769.pdf">http://www.gov.scot/Resource/0040/00403769.pdf</a>
Early Years Facebook	<a href="https://www.facebook.com/argyllandbutearlyyears/">https://www.facebook.com/argyllandbutearlyyears/</a>
Early Years Twitter	<a href="https://twitter.com/EYArgyllBute">https://twitter.com/EYArgyllBute</a>
PoPP (Psychology of Parenting Programme)	<a href="http://www.nes.scot.nhs.uk/education-and-training/by-discipline/psychology/multiprofessional-psychology/psychology-of-parenting-project.aspx">http://www.nes.scot.nhs.uk/education-and-training/by-discipline/psychology/multiprofessional-psychology/psychology-of-parenting-project.aspx</a>
Book trust	<a href="http://www.scottishbooktrust.com">www.scottishbooktrust.com</a>
Local Bookbug Sessions	More information available <a href="#">here</a>
Play @ Home	<a href="http://www.wellscotland.info/guidance/case-studies/playhome">http://www.wellscotland.info/guidance/case-studies/playhome</a>
I Can	<a href="http://www.ican.org.uk">www.ican.org.uk</a>
Play Talk Read	<a href="http://www.playtalkread.org">www.playtalkread.org</a>
Infant and Toddler – Ready Steady Toddler	<a href="http://www.readysteadytoddler.org.uk">www.readysteadytoddler.org.uk</a>

Scottish Government Early Years	<a href="http://www.gov.scot/Topics/People/Young-People/early-years">http://www.gov.scot/Topics/People/Young-People/early-years</a>
A&B Committee Leaflets	<a href="http://www.argyll-bute.gov.uk/social-care-and-health/newsletters-and-publications">www.argyll-bute.gov.uk/social-care-and-health/newsletters-and-publications</a>
OSCR (Scottish Charity Regulator)	<a href="http://www.oscr.org.uk">www.oscr.org.uk</a>
Home start	<a href="https://www.home-start.org.uk/">https://www.home-start.org.uk/</a>
Befrienders	<a href="http://www.befriendersforchildren.co.uk/team.html">http://www.befriendersforchildren.co.uk/team.html</a>
Third Sector Early Years Grant applications	Available on SALi <a href="https://blogs.glowscotland.org.uk/ab/sali/2017/06/19/funding/">https://blogs.glowscotland.org.uk/ab/sali/2017/06/19/funding/</a>
How to complain about services you have received from the Council	<a href="http://www.argyll-bute.gov.uk/council-and-government/complaints">www.argyll-bute.gov.uk/council-and-government/complaints</a>
Safe Sleep Guidance (Scottish Cot Death Trust)	<a href="http://www.scottishcotdeathtrust.org/skyblucms/resources/early-years-safe-sleep-guide-2017-1.pdf">http://www.scottishcotdeathtrust.org/skyblucms/resources/early-years-safe-sleep-guide-2017-1.pdf</a>