

# Personal Plans

## Guidance for Early Learning and Childcare

### (ELC) Providers



This guidance has been compiled to clarify the requirement for ELC Providers to provide a **Personal Plan** (sometimes referred to as a **care plan**) for individual children in accordance with The Social Care and Social Work Improvement Scotland (also known as The Care Inspectorate) Regulations 2011



## The Social Care and Social Work Improvement Scotland (Requirements for Care Services) Regulations 2011

### **Welfare of Users** paragraph 4

A provider must:

- make proper provision for the health, welfare and safety of service users
- provide services in a manner which respects the privacy and dignity of service users
- ensure that no service user is subject to restraint, unless it is the only practicable means of securing the welfare and safety of that or any other service user and there are exceptional circumstances
- have appropriate procedures for the prevention and control of infection

### **Personal Plan** paragraph 5

A provider must, after consultation with each service user and, where it appears to the provider to be appropriate, any representative of the service user, within 28 days of the date on which the service user first received the service prepare a written plan (“the personal plan”) which sets out how the service user’s health, welfare and safety needs are to be met.

### **What is a Personal Plan?**

A Personal Plan is information we hold about individual children that enables us to best meet their needs with a focus on wellbeing, learning and development and by setting out their health, welfare and safety needs. It can comprise of a number of documents but there should be no duplication and it should be regularly reviewed with parents/carers.

In Early Learning & Childcare settings a Personal Plan will:

- reflect the values and principles of Getting it Right for Every Child ( GIRFEC)
- be developed in partnership with parents/carers
- put the child at the centre
- see the child as a whole
- take account of individual needs, preferences, choices
- recognise a child's existing network of support
- value diversity
- safeguard and promote children’s rights
- be used to share information when appropriate.

## What might a personal plan look like?

For ELC settings, the requirements for a Personal Plan can be met through three commonly held documents pertaining to individual children.



### **Registration information**

Including personal confidential details, contacts, emergency contacts, medical information, named person, consent etc.

### **All About Me**

Including personal routines, interests and preferences

### **Personal Learning Plan**

Including significant observations linked to progress and learning from a wide range of evidence and incorporating **Argyll & Bute's Developmental Milestones Tool** linked to the GIRFEC well-being indicators Safe, Healthy, Achieving, Nurtured, Active, Respected, Responsible, Included (SHANARRI)

All will link together and, through regular communication with Parents/Carers, and the children themselves, will assist practitioners to promote the wellbeing of individual children and tune into their stage of development to support their learning.

- Good communication between professionals, children and their families is essential with parents/carers having access to the Personal Plan.
- Ensure a meeting takes place with parents within 28 days of a child starting the setting to formulate a Personal Plan.
- When identifying a need, or next steps, ensure the desired outcomes are clearly documented and discussed with parents/carers and shared placement providers where appropriate.
- The Personal Plan is a working document; therefore information should be updated / amended as appropriate.
- **Review medication requirements at least every 3 months or at the start of each term.**
- **Review the Personal Plan at 6 monthly intervals** – *All About Me* might become *More About Me* and the children themselves could contribute to this.
- Have a procedure in place regarding access to information including medication/allergies in the event of staff absence/supply cover.
- Ensure informed consent before sharing information (apart from child protection).

***Working together to achieve the best for our children,  
young people and their families***