

Largs Early Years Centre

Personal Planning Policy



Rationale

This policy is in place to ensure that all children attending the centre have a care plan in place. The personal care plan is to ensure that while attending the centre children's health, wellbeing and safety needs are supported and planned for using the SHANNARI wellbeing indicators. There is a "guide for providers on personal planning" by care inspectorate which is used alongside this policy as reference.

Aims & Objectives

- To use the personal care plan to gather all the relevant contact information for each child and family.
- To gather the children's previous learning and information about their interests, likes and dislikes.
- To gather observations of the child on the first 28 days they attend the centre, using this information to formulate their personal learning targets.
- To take account of the child's individual needs, preferences and choices and encourage the rights of the child (UNCRC/ASN act).
- The care plan booklet will be a working document which will be completed.

Responsibilities

- At the Pre admission visit keyworkers and the parents / carers will complete the care plan
- The keyworker should ensure that the care plans are updated, signed and dated when information or changes are shared by the parents/carers.
- Keyworkers must ensure they meet to discuss and review the children's care plans a minimum of every 4 months.
- Children with medication will be asked to provide an update every three months.
- The keyworker will start a new care plan every academic year.
- The office will distribute a data check twice per year to capture any changes to contact details of the parents.
- If parents change any contact numbers these should also be updated in the office/ care plans.
- Staff will share key information about children using the action for specific children.

UNCRC Article 12: I have the right to be listened to and taken seriously

UNCRC Article 29: I have the right to an education which develops my personality, respect for others and the environment

Record Keeping

- All completed care plans are kept securely within the playroom in the keyworkers files.
- Completed care plans will be placed within the child's 7 part file in the office filing cabinet.
- New keyworkers should be given the old care plan to review prior to be stored In the child's 7 part file.
- All care plans should be shredded prior to the child moving onto School due to the sensitive nature of the information contained.

Evidence

- While the personal plan has all the information required many other documents support the achievements and progress of each individual child.
- Every child has their own special book which contains significant observations and achievements.
- Throughout the year staff will share learning and information on seesaw, within floor books and by gathering observations in their special book.

Reviewed Sep 24

Review every 2 years