Holy Family Nursery Class

Health, Welfare & Personal Plan Policy

It is the policy of Holy Family Nursery Class to provide a happy, healthy, secure environment for every child in our care. To ensure children feel happy, safe, respected and included in the nursery setting.

We provide and promote the health and welfare of each child by creating a personal plan alongside their parents/carers. Within this personal plan health and well-being targets are set.

The Scottish Statutory Instrument 2011/210 regulation 5, states that after consultation with parents/carer and the child, a personal plan is started for every child within one month of their start date in the nursery.

At Holy Family Nursery Class the information gathered from the enrolment and the induction process is used to inform the initial information gathering.

As part of the induction process every parent/carer is asked to complete a Personal Plan with their child. This contains information about the child’s likes, family etc.

Every child within the nursery has a learning profile within SWAY which gives details of their achievements. The SWAY link will be shared with parents/carers where they then receive regular updates of their child's learning and progress and are encouraged to comment and upload any achievements at home. This is reviewed regularly with the child.

Each time a child meets their target parents/carers will meet with their key worker to discuss progress, next steps and set new targets. These are recorded on the child's personal plan. Children are consulted throughout this process.

At Holy Family Nursery Class we follow NLC guidelines for data protection and confidential information is kept in a locked filing cabinet. Below is a list of further information which may be used to form children’s personal plan.

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| --- | --- |
| Information held in Profile | Reviewed/Updated |
| Achievement in learning  | Ongoing |
| Information held within office/nursery |
| Personal PlanName, Address & DOBNursery Start DateNext of Kin, or person authorised to act or consent for the child.Emergency contact information and detailsName and address of GPInformation about child’s health e.g. medical or dietary, allergiesEnrolment & Induction FormsPermission Forms – Outings, medication Records of medications givenRecord/diary of updatesGIRFME'sReview Meetings Minutes | Annually or following new information/changes |
|  |
| Any additional support for learning information including- Staged InterventionHealth & Wellbeing IndicatorsGIRFME'sRequest for AssistanceRecords of visits with outside agenciesCare & Welfare FilesChronology of Significant EventsHealth Care Plans | Termly or following new information/changes |
| Information held with the Head Teacher |
| Child Protection Files | Termly or following new information/changes |

Written December 2018

Reviewed August 2019

To be reviewed August 2020