



Sandwich ELC – Personal Plan

At Sandwich ELC our personal plans will reflect each child as an individual. Personal Plans have SHANARRI Wellbeing Indicators at the centre (safe, health, achieving, nurture, active, respected, responsible and included). Children and parents/carers will be actively involved in creating and updating personal plans. Personal plans will reflect children's individual interests and support and will ensure a consistent approach for staff caring for your child. Our aim is that our personal plans promote all children to be safe, healthy and thriving at Sandwich ELC.

Our personal plans will include:

- Personal details
- Who do I live with?
- Start date
- Contacts/other professionals agencies/Health Visitor
- Emergency contacts
- Medication information
- Allergies and intolerances
- Dietary requirements
- Consent for photo and video usage
- Cultural and spiritual identity
- Languages within my home
- Relevant information from partner agencies/health visitors
- Other ELC settings attended



All about me:

- Transitions/ routines
- Interests
- Preferences

All children will have a personal plan in place after the ELC visits and before starting their ELC allocation.

Reviewing Personal Plans

- Parents will review personal plans 3 times per school session. November, March and June. Parents/carers can share information/updates from home at anytime to staff to be included in the personal plan.
- Personal plans are an active document, they will be updated as and when required. This is to ensure they remain up-to-date with children's individual changing interests, needs and successes as well as to reflect information/updates from home.
- Staff will review personal plans at least 3 times a school session, November, March and June.

Further guidance and information is available on the Care Inspectorate website via the following link: [A9fxcda452vs.tmp](https://www.careinspectorate.com/49fxcda452vs/tmp)