|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Priority – what do we want to improve? | Actions – what exactly will we do? | Resources – who will be responsible and what might they need? | | Timescale – when will this be completed? | Outcome – did we achieve this? |
| Ensuring we can meet the needs of all children and families in the new setting (Ongoing)  Having the children’s input on their care. | * To implement a coffee and catch up every 4 months. * Involving children in their care by using ‘all about me plans’ children can update these as their likes/dislikes and needs change. * Staff will chat with children and complete an all about me sheet- to be completed yearly. | Andy McEwing (Proprietor)  All staff  Carmen Dow  (Manager)  Jamie (Assistant Manager) | To ensure parents can commit to a set day/time that doesn’t interfere with their work schedule.  Create a suitable all about me worksheet that meets the needs of the child. | June 2025 |  |
| Quarterly Audits of Accident Reports | * To audit the services accident forms and check for areas of improvement or areas that may need to be risk assessed. | Carmen Dow |  | March 2025 |  |
| Implement the CAREUS system used in Kilmacolm.  Seeking more staff training. | * A paper free environment and all staff members can access children’s information, registers on a tablet. * Better outcomes for children. * Staff feeling confident in any situations that may arise. * Team building. | Andy McEwing  All Staff  All Staff- Carmen to seek training opportunities online or from IC - will ask staff what training they would be keen to do. |  | October 2024  June 2025 | Yes implemented in October 2024 |
| Maintain our high standards of leadership through continuous professional learning | * Carmen continuing with BA at Glasgow Uni. * Carmen to delegate her jobs to Maggie/Jamie * 3 monthly staff reviews for staff- staff to chose at least one target on their review (Recommended by CI) | Carmen, Jamie & Maggie |  | June 2025 |  |
| How we seek the views of parents, staff, children and our partners- an ongoing element of each improvement plan. | * Devise topical ‘quick question of the month’ for parents and children. * Create surveys to find out how well aspects of our service are working. * Choose a policy each month to highlight with staff, parents and, where appropriate children, and ask for feedback. * Devise a ‘you said, we did’ approach to providing feedback to parents and children on actions taken as a result of their views * Consult with parents on establishing a parents’ forum | Carmen Dow  And all staff |  |  | . |
| Work with Inverclyde Council/Children/Staff/Parents to create the ‘vision’ of how the new location should look. | * Asking children what they would like the service to have that we don’t already have at Newark Primary. * Letting them create something visual maybe a drawing/floor plan. | All Staff- Angela/Louise. |  | June 2025 |  |