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| 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 staffCarmen 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 McEwingAll StaffAll Staff- Carmen to seek training opportunities online or from IC - will ask staff what training they would be keen to do. |  | October 2024June 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 DowAnd 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 |  |