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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? |
| Maintaining a child led approach | * Children involved in daily planning – Children will plan activities weekly , delegate to older children to make notes. Give the children their own planning book. * Children to plan a weekly menu in line with government guidelines. * Children to have input on quarterly newsletter. | All service users & Staff | Child friendly planning approaches. | January 2026 |  |
| Improving the current service to ensure we are delivering a high quality childcare service. | * Boost staff moral   Staff should bring forward one suggestion that they feel would improve the service we provide.   * Staff given 1 hour per week during working hours to complete any paperwork or tasks. * Reducing noise in the hall was a suggestion from a few children in recent surveys- we feel we will be able to achieve this when our service relocates to new premises.   Children to create a garden area/veg patch with BASK team at new premises. Fruit/Veg to be used for snack and preparing soups etc. | Keep staff motivated by continuing to seek their views/opinions. Carmen    Implementing a chill out corner which children can have quiet time at. |  | August 2025  August 2025 | . |
| Maintain our high standards of leadership through continuous professional learning | * Management continue to upskill all staff * Carmen to finish BA in winter 2025 * Management to attend Child Protection lead refresher * Ensure management are following HGIEOELC? Implement into management meetings and note what’s being done on each quality indicator. | Carmen/Andy  Carmen/Andy | Funding for training | January 2026  June 2025 |  |
| How we seek the views of parents  Continue to use Careus and work with them to adapt the software to our service | * Parent surveys to continue * Question of the month to be asked and logged on Ipad * Work with Caerus to expand the app to suit our own needs | Andy – Surveys  Karen G  Andy- Service owner |  | Continuously adapting the software |  |
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