

BASK PORT GLASGOW - IMPROVEMENT PLAN 2024/25

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?
<p>Ensuring we can meet the needs of all children and families in the new setting (Ongoing)</p> <p>Having the children's input on their care.</p>	<ul style="list-style-type: none"> 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. 	<p>Andy McEwing (Proprietor)</p> <p>All staff</p> <p>Carmen Dow (Manager)</p> <p>Jamie (Assistant Manager)</p>	<p>To ensure parents can commit to a set day/time that doesn't interfere with their work schedule.</p> <p>Create a suitable all about me worksheet that meets the needs of the child.</p>	June 2025	

BASK PORT GLASGOW - IMPROVEMENT PLAN 2024/25

Quarterly Audits of Accident Reports	<ul style="list-style-type: none"> 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.	<ul style="list-style-type: none"> A paper free environment and all staff members can access children's information, registers on a tablet. 	Andy McEwing		October 2024	
Seeking more staff training.	<ul style="list-style-type: none"> Better outcomes for children. Staff feeling confident in any situations that may arise. Team building. 	All Staff All Staff- Carmen to seek training opportunities online or from IC - will ask staff what training they		June 2025	

BASK PORT GLASGOW - IMPROVEMENT PLAN 2024/25

		would be keen to do.			
Maintain our high standards of leadership through continuous professional learning	<ul style="list-style-type: none"> • 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	

BASK PORT GLASGOW - IMPROVEMENT PLAN 2024/25

How we seek the views of parents, staff, children and our partners- an ongoing element of each improvement plan.	<ul style="list-style-type: none"> • 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.	<ul style="list-style-type: none"> • 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	

