

## Personal Care Plans - Scotland

In England we call them 'All about me' or 'Child Information' forms ... in **Scotland** all childminders must have a written Personal Care Plan for every child in their care - even the older ones!

Each Personal Care Plan should be written with input from parents and, where possible, the child and other significant adults involved in the child's life. This ensures you get as full a picture as possible about the child - their interests, likes, dislikes and needs.

The Personal Care Plan will help you to focus on the child as an individual, depending on their age and stage of development and abilities. You should speak positively to parents about their child's Personal Care Plan - a fully completed plan will help you make the best use of their child's time with you!

The Personal Care Plan needs to cover -

- Child's name
- Child's date of birth
- Child's address
- Details of and contact numbers for parents

\*this information will also be included in your contract.

You will then include information about -

- Emergency contacts for the child - what if the parents cannot collect their child? Where would they want their child to go? What is their relationship to the child?
- Child's Doctor and Health Visitor - name, contact address and phone numbers
- Medical details eg -
  - Vaccinations
  - Allergies
  - Special dietary requirements / food allergies or intolerances
  - Health concerns
- Age and stage appropriate development notes eg -
  - Nappy or toilet training needs
  - Child's sleep or naps routine at home
  - Food and drink routines and preferences including weaning notes depending on the age of the child and food likes, dislikes and parental wishes
  - Level of personal independence
- The child's day-to-day care needs eg -
  - Daily routines at home

- Likes, dislikes and interests
- Dressing needs
- Home religion and other information parents feel it is important to share with you.

**Personal Care Plan for older children** - when writing a Personal Care Plan for an older child, you will need to record the basic details as above - but consider different development notes. For example, you might -

- Ask parents what they want you to do with their child during their time with you
- Record the child's wishes for their care and learning
- Find out about the child's favourite toys or games etc.

**Reviewing the Personal Care Plan** - each child's Personal Care Plan should be reviewed at least annually, with parents inputting information about what their child is doing at home and you noting how the child has developed in your setting. You might find it a nice touch to add a photo of the child each time the Personal Care Plan is updated / reviewed. This will make it more accessible to parents and the child - they can choose the photo, stick it in, talk about it, note the date - for younger children you can add their comments.

During the review you should ask parents questions to help you decide what you are going to work on next with their child. For example, if the child is about to start nursery you will need to think about how you can further develop their independence skills... if the child does not enjoy one area of provision eg messy play, you can talk about how to support them in this area of learning.

A child's Personal Care Plan will be individual to them and, when updated regularly, it can provide a valuable snapshot of the child's achievements over time. When updating the Personal Care Plan, you will need to look back at what you have done with the child and consider their achievements and any areas that need more work. This ongoing process will help you and the child's family to note if there are any concerns about the child's development which might need some targeted input from other agencies or professionals.

**Confidentiality** - you must consider confidentiality when holding any information about a child in paper or electronic format. Documents must be secure and shared only with those people who have a legal right to view them. If you have any questions about this you should contact SCMA for more information.

**Additional record keeping** - do not over-complicate the requirement to have a Personal Care Plan for each child. If you already have other documents which record details about the children in your care, consider how you can merge them together to incorporate this requirement so parents are only completing one document which can be used and updated throughout their child's time with you.