



# Personal Plans Policy

## Statement

This policy outlines our commitment to the development and use of **personal plans** for every child attending our Before and After School Club. In accordance with the **Public Services Reform (Scotland) Act 2010**, personal plans are an essential part of ensuring that each child's **health, welfare, and safety** needs are met during their time with us.

We aim to provide a **responsive, inclusive, and child-centred environment** by planning care in partnership with parents/carers and, where appropriate, the child.

## Purpose of Personal Plans

Personal plans serve as a working document that supports staff in delivering care that is tailored to each child's:

- Individual needs
- Daily routines
- Developmental stage
- Interests and preferences
- Health and wellbeing requirements

They also help ensure that all relevant **permissions and consents** are in place for safe and compliant operation.

## Development of Personal Plans

A personal plan will be prepared for each child **within 28 days** of the start date. The plan will be developed in consultation with:

- The child's parent(s) or carer(s)
- The child, where appropriate
- Any representative acting on behalf of the child, where relevant

## Content of Personal Plans

Each personal plan will include the following:

- **Child's basic information** (full name, date of birth, school, address)
- **Emergency contact details**
- **Medical and health information**, including allergies, dietary needs, and medication.
- **Daily care routines** before and after school

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Next Review date – 05/2026

- **Behaviour support and emotional wellbeing strategies**, if applicable
- **Activity interests and personal preferences**
- **Drop-off and collection arrangements**, including named persons authorised for pickup.
- **Relevant written permissions**, including:
  - Consent for outings (e.g. trips to local parks)
  - Permission to administer medication (where applicable)
  - Consent for photographs for display or documentation
  - Permission to apply sunscreen and/or basic first aid.

All information will be gathered via forms and direct consultation with parents/carers and kept up to date to reflect current circumstances.

### **Review and Revision of Personal Plans**

We are committed to ensuring that all personal plans remain accurate and up to date. Therefore:

- Plans will be **reviewed at least every six months**.
- Reviews will also take place when:
  - Requested by a parent/carer or child.
  - There is a significant change in the child's needs or circumstances.
- All reviews will involve consultation with the child's parent/carer, and the child where appropriate.
- Any **revisions to the plan will be clearly recorded** and shared with the parent/carer.

### **Access and Confidentiality**

All personal plans are treated with the highest level of confidentiality:

- Stored securely and accessible only to authorised staff.
- Made available to the parent/carer and, where appropriate, the child
- Managed in line with **GDPR and data protection legislation**.

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### **Responsibilities**

- **The Service Manager** is responsible for overseeing the implementation, review, and safe storage of personal plans.
- **Key staff** will ensure they are familiar with each child's personal plan and use it to inform their care.
- **Parents/carers** are expected to provide accurate and timely information and participate in regular reviews.

### **Monitoring and Review of Policy**

This policy will be reviewed **annually** or sooner if there are changes to legislation or guidance. Any updates will be communicated to staff and parents.

Dated – 05/2025

Next Review date – 05/2026