

SCMA BRIEFING SHEET

Care Plans

SCMA has developed this range of briefing sheets in response to the main questions we receive through our Helpline (**01786 449063**) which is open Monday to Friday, 10.00 am - 4.00 pm.

The Public Services Reform (Scotland) Act 2010 was passed to bring all scrutiny bodies for Care Services under one piece of legislation. Within the Act are a number of Scottish Statutory Instruments. The one dealing with most of the requirements for delivery of a Care Service is 2011 no.210. Section 5 deals with personal plans and lays out what is required for a 'Care Plan'.

What information do you need for a care plan?

- Name
- Address
- Parents details and contact numbers
- Doctor and Health Visitor contact address and phone numbers
- Vaccinations
- Allergies
- Any other health issues

Most of this information you will already hold on the "Information on a Minded Child" form if you use the SCMA Record Binder.

SCMA also produce a form; "Record of Child's Individual Needs" and this extends the information you hold to include food preferences, the child's day-to-day routines and likes/dislikes. Having consulted the parent/carer you may also want to ask the child what they like to do and the "All About Me" forms are ideal for recording this.

Each child's records should be held in separate section of your folder to ensure confidentiality when discussing or updating a child's profile. Daily diaries are an important part of the care plan for younger children as they also show the dialogue between you and the parents when developing a plan for weaning or toilet training. Social Care and Social Work Improvement Scotland (SCSWIS) will ask you to show you have recorded this information and that you are updating it at least every six months. The update is important as it will show how you are helping the child to move on.

Example:

Amy is two-and-a-half and will be going to nursery after the summer. She cannot fasten her shoes or do up her coat. This is identified in Record of Child's Individual Needs so part of her time with you will be spent mastering these activities and at the six month update there will be acknowledgment of achievements, things still to be done and new challenges to be taken on.

Example:

Josh's behaviour has changed since he went back to school. He is more aggressive with the other children and refuses to do his homework with the others. As he is older you do not have a daily diary but it is important to record discussions with his parents and any plans that are made to resolve his issues. This information should be kept in his folder and All About Me forms used regularly to measure any progress and changes.

SCMA has had discussions with SCSWIS and agreed that for the majority of childminders there is no need for additional record keeping. There may of course be other ways that you use to keep the same information and there is no need to change this provided it covers the appropriate information.

The new SCMA Record Binder contains everything you need to comply with the new regulations. If you want to find out more about the binder or to order the replacement inserts, please call Marketing Services on **01786 445377/option 1**.