**Early Learning and Childcare Notice Boards**

**Essentials:**

* Insurance certificates – public liability & employers liability (PTO)
* Setting Vision, Values and Aims
* Complaints policy and procedure containing Care Inspectorate contact details (PTO)
* Care Inspectorate registration certificate
* Children’s current learning/planning overview
* Child Protection Co-ordinator identified

**Recommended:**

* A list of all policies
* Snack information
* Child absence procedure
* Adverse weather procedure with telephone messaging number
* Most recent inspection report

**Other:**

* Setting information including opening times, address, phone number and staff names and photos
* Community notices
* Curricular areas illustrated by photos and children’s comments
* Curriculum information
* Daily/weekly board showing snack, story, song, rhymes
* Daily routine
* Fire Drill procedure
* Newsletter
* NHS infectious disease information with exclusion guidelines
* No smoking policy
* Setting handbook
* Policy folder
* Parent help rota
* Parent suggestion box/notes
* Improvement Plan
* Care Inspectorate ‘Unhappy with a Care Service’ booklet (PTO)
* Link Health Visitor information and contact number
* Child protection policy/information/contact
* Holiday dates Children’s charter booklet

**Where to find key documents**

**HC Policy documents are available on Glow**

**Insurance certificates – public liability & employers liability**

To print a copy go to ‘All public folders’ in outlook, click on:

* Services
* Finance service
* Insurance
* Certificates
* Select the certificate titled “To whom it may concern” and print.

**Care Inspectorate complaints procedure and contact details can be found at:**

<http://www.careinspectorate.com/index.php/complaints>

**NHS infectious disease information and exclusion guidelines can be downloaded at:**

<http://www.hps.scot.nhs.uk/resourcedocument.aspx?id=5761>

**You can find out who your link HV is by contacting your local:**

Practice Lead Early Years