Eàrr-ràdh 1/Appendix 1

A' Stèidheachadh Buidheann Ùr

Setting Up a New Group

Gnìomh/Action	**Dèanta**/Completed
Cuiribh fios gu Oifigear Thràth-bhliadhnaichean aig Bòrd na Gàidhlig. Contact Bòrd na Gàidhlig Early Years Officer.	
Cumaibh coinneamh phoblach gus tomhas dè an t-iarrtas a th' ann airson leithid a bhuidheann agus gus Comataidh a thaghadh (le co-dhiù triùir bhall). Hold a public meeting to assess demand and elect a committee (minimum of three members).	
Gabhaibh ri bonn-stèidh freagarrach. Adopt a constitution.	
A bheil feum air stiùiriche-cluiche? Is a play leader required?	**Tha/Chan eil** Yes/No
Roghnaichibh structair laghail. Choose legal structure.	
Fosglaibh cunntas-banca, leis an ainm 'cunntas an ionmhasair' mar as trice. Open a bank account normally called a 'treasurer's account'.	
Lorgaibh togalach freagarrach. Find suitable premises.	
Obraich ann a com-phairteachas le Oifigearan leasachaidh tràth bhliadnaichean aig Ùghdarrasan Ionadail. Work in partnership with local authority Early Years Officers.	
Obraich ann a com-phairteachas le Oifigearan agus comataidhean Comann nam Pàrant. Work in partnership with Comann nam Pàrant officers and committees.	

Gnìomh/Action	**Dèanta**/Completed
Cho luath 's a tha an cunntas-banca fosgailte, cuiribh a-steach gu na buidhnean iomchaidh airson maoineachadh. As soon as the bank account is opened apply for funding from all suitable sources.	
Cuiribh àrachas air dòigh - Eàrr-ràdh 2. Arrange insurance cover– Appendix 2.	
Ma tha sibh a' fastadh stiùiriche-cluiche, faighibh comhairle. If employing a play leader, get advice.	
Sgaoilibh sanas airson obair an stiùiriche-chluiche ma tha neach-obrach a dhìth oirbh. Advertise for a play leader if applicable.	
Ceannaichibh uidheamachd is stuthan freagarrach - a' gabhail a-steach Bogsa Ciad-chobhair. Purchase relevant equipment and resources - including a First Aid Box.	
Dèanaibh bileag fiosrachaidh, le fios air rudan mar stiùireadh air na thachras ma tha teine ann. Make an information leaflet, including fire drill procedures.	
Aontaichibh cìs airson gach seisean. Agree on a fee per session.	
Dèanaibh sanasachd: dèanaibh bileagan sanasachd, tòisichibh duilleag air làrach-lìn sòisealta (me, Facebook). Advertise: make flyers, start a social media page (e.g. Facebook).	
Cuiribh tachartas air dòigh gus a' bhuidheann a chur air bhog. Organise a launch for the group.	

Gnìomh/Action	**Dèanta**/Completed
Cuiribh air dòigh madainnean/feasgaran fosgailte. Organise open mornings/afternoons.	
Iarraibh air daoine bhon choimhearsnachd agus pàrantan/luchd-cùraim a dhol an sàs ann an cùisean. Involve members of the local community and parents/carers.	
Clàraichibh le OSCR. Register with OSCR.	
Tòisichibh na seiseanan agaibh. Start your sessions.	
FEUCH GUM BI SPÒRS AGAIBH! ENJOY YOURSELVES!	

Eàrr-ràdh 2/Appendix 2

ÀRACHAS/INSURANCE	
Ainm na buidhne Name of Group	
Àite coinneachaidh Meeting place	
Latha Day	
Uair Time	
An àireamh as aìrde a ghabhas sibh Capacity	
An àireamh de chloinn a tha clàraichte Number of children registered	
Stiùiriche-cluiche Play Leader	
Seòladh Address	
Àireamh-fòn Tel. No	
Seòladh puist-d E-mail address	

Tha mise a' dearbhadh gu bheil a' bhuidheann seo ag obair taobh a-staigh nan riaghailtean agus a-rèir Poileasaidh Dìon Chloinne.
I confirm that this group is working within the guidelines and Child Protection Policy.

Ainm/Name ……

Ceann-latha/Date ……

Tha e fìor chudromach gum bi am fiosrachadh seo aig Bòrd na Gàidhlig gus am bi àrachas freagarrach agaibh.
It is of extreme importance for insurance purposes that Bòrd na Gàidhlig has this information.
Feumaidh sibh fios a chur thugainn mu atharrachadh sam bith sa bhad, no bheir e buaidh air an àrachas agaibh.
Any changes must be notified immediately or cover will be affected.

Eàrr-ràdh 3/Appendix 3

Foirm-clàraidh airson Buidheann Pàrant is Pàiste
Parent and Toddler Registration Form

Ainm na Buidhne/Group Name	

Pàiste/Child	
Sloinneadh Surname	
Ciad Ainm First Name	
Latha-breith DOB	

Pàrant/Neach-cùraim Parent/Guardian	
Sloinneadh Surname	
Ainm Name	
Seòladh Address	
Àireamh-fòn Home Telephone No.	
Fòn-làimhe Mobile No.	
Post-d Email	

Fios ann an Èiginn gu/Emergency Contact	
Ainm Name	
Àireamh-fòn Contact No.	
Dàimh don phàiste Relationship to child	

Fiosrachadh Meidigeach/Medical Information	
A bheil *allergy* no duilgheadas meidigeach aig ur pàiste? Does your child have any allergies or medical problems?	
Ainm an Dotair Name of Doctor	
Seòladh & Àireamh-fòn an Dotair Doctor's Address & Contact No.	

Dealbhan/Photographs	
Thèid dealbhan a thogail bho àm gu àm airson naidheachdan, togail airgid msaa. **A bheil sibh a' toirt cead gun tèid dealbh ur pàiste a thogail?** Photographs will be taken from time to time for news, fundraising etc. Do you consent to your child's picture being taken?	
Tha mi a' toirt cead dealbh mo phàiste a thogail. I give my consent for my child's photograph to be taken.	**Ainm-sgrìobhte a' Phàrant/Neach-cùraim** **Parent's/Guardian's Signature**
Chan eil mi a' toirt cead dealbh mo phàiste a thogail. I do not consent to my child's photograph being taken.	**Ainm-sgrìobhte a' Phàrant/Neach-cùraim** **Parent's/Guardian's Signature**

Cànan na dachaigh/Home language	
Dè am *prìomh* chànan a bhios sibh a' cleachdadh san dachaigh? What is the ***main*** language used in the home?	
Dè a' chiad chànan a th' aig a' phàiste? State the child's first language?	
Dè na cànanan eile a bhios sibh a' cleachdadh san dachaigh? What other languages are used in the home?	
A bheil duine sam bith eile a' bruidhinn Gàidhlig ri ur pàiste? Does anyone else speak Gaelic to your child?	

Sgoil/School	
Cò an sgoil dom bi ur pàiste a' dol? Which school will your child be attending?	
Am bi sibh a' roghnachadh Foghlam tron Ghàidhlig no Beurla? Will you choose Gaelic or English Medium Education?	

Am bu thoigh leibh fiosrachadh fhaotainn air na buannachdan a gheibhear bho Fhoghlam tron Ghàidhlig? Would you like information on the benefits of Gaelic Medium Education?	

Eàrr-ràdh 4/Appendix 4

Eàrr-ràdh 5

Fàilte is Bileag Fiosrachaidh

Bu chòir na leanas a bhith sa bhileig, agus bu chòir gun gabh a' bhileag a deasachadh às ùr.

Fiosrachadh air na buannachdan a gheibhear bho dà-chànanas

Amasan na buidhne

- A' brosnachadh clann gu bhith ri saor-chluich ann an àrainneachd a tha càirdeil, sàbhailte agus inntinneach.
- A' brosnachadh clann gu bhith cluich is a' conaltradh ri chèile tron Ghàidhlig.
- A' toirt àite ceart do chòraichean, dleastanasan is feuman gach pàiste agus am pàrantan no luchd-cùraim.
- A' gabhail ealla ri mar bu chòir do phàrantan a dhol an sàs sa bhuidhinn, agus sin a bhrosnachadh.
- Bidh fios agaibh air na riaghailtean reachdail a bhuineas ris a' bhuidhinn agus cumaidh sibh riutha sin.

Fiosrachadh mun bhuidhinn – càite, cuin, dè tha e a' cosg?

Gach ..... rè teirm na sgoile bidh sinn a' ruith buidheann pàrant is pàiste san ..... agus bhiodh e sgoinneil nam b' urrainn dhuibh tighinn ann! Bidh sinn ri saor-chluich, a' dèanamh obair ealain, a' peantadh, a' cluich ann am 'bùrach', a' dèanamh stòiridhean agus a' seinn. Bidh na pàrantan a' gabhail cupa tì fhad 's a ghabhas a' chlann grèim bìdh beag.

Appendix 5

Welcome & Information Leaflet

The leaflet should be editable and include the following.

Information on the benefits of bilingualism

Aims of group

- Encourage free play in children in a welcoming, safe and stimulating environment.
- Encouraging interaction and play through the medium of Gaelic.
- Respect the rights, responsibilities and needs of all children and their parents or carers.
- Recognise and promote parental involvement in the group.
- Know and abide by the statutory regulations which affect the group

Info on group – where, when, how much?

Every ..... in school term we run a parent and toddler group in the …….. and we'd love you to join us! We enjoy free play, crafts, painting, messy play, stories and singing. The adults have a cuppa while the children have a snack.

Dealbhan de chloinn ann am buidheann thràth-bhliadhnaichean

Tha sinn a' cur fàilte air teaghlaichean le clann fo aois sgoile, agus chan fheum sibh ach clàradh agus £*xx* gach seisean, airson gach teaghlach, a thoirt dhuinn a h-uile seachdain mar thabhartas a dh'ionnsaigh nan cosgaisean ruith, agus mas urrainn dhuibh, faodaidh sibh cuideachadh le bhith cur nan dèideagan air falbh.

P.S. Na cuiribh oirbh an t-aodach as fheàrr agaibh.

Mar a dh'fhaodadh seisean a bhith
9:30m – Saor-chluich is àite airson obair ealain
10:10m – Grèim bìdh airson na cloinne
10:15m – Tì/cofaidh airson pàrantan
10:45m – Òrain
11m – An seisean deiseil

Àite airson fiosrachadh a bharrachd
Stiùireadh chun an àite, fios mu na thachras ma tha teine ann, fios mu bhith fàgail an togalaich ann an èiginn.

Photos of early learning

Families with pre-school children are welcome and all we ask is that you register and donate £*xx* per session per family per week to help towards the running costs and, if you are able, to help a little when putting away some of the toys.

P.S. Don't wear your best clothes.

Guide to a session
9:30am – Free play and craft area
10:10am – Children's snack time
10:15am – Adult cuppa Time
10:45am – Song time
11am – Session finishes

Space for additional information
Directions to premises, fire drill and evacuation procedures

Eàrr-ràdh 6

BUIDHEANN PÀRANT IS PÀISTE.....

CLÀR-GNOTHAICH

Coinneamh na Comataidh a thèid a chumail air.....

Càite is Cuin.....

1. **Fàilte agus leisgeulan bhon fheadhainn nach eil an làthair** – mar as trice bidh buill a' leigeil fhaicinn don Chathraiche no rùnaire mura h-urrainn dhaibh a bhith an làthair. Bidh an rùnaire a' clàradh nan leisgeulan sin sa gheàrr-chunntas.
2. **Geàrr-chunntas na coinneimh mu dheireadh** – Bidh an Cathraiche an uair sin a' faighneachd don fheadhainn a tha an làthair, a bheil an geàrr-chunntas na chunntas ceart den choinneimh sin. Thèid rudan a chur ris no atharrachadh ma tha feum air sin, agus bidh an Cathraiche a' soidhnigeadh a' gheàrr-chunntais agus a' cur ceann-latha ri taobh an ainm.

    a. Nam b' fheàrr leis a' bhuidhinn, thèid lethbhreac den gheàrr-chunntas a sgaoileadh ro-làimh. Ma nì sibh sin, chan fheum sibh an geàrr-chunntas a leughadh, agus bidh an Cathraiche a' cur an ainm ris a' phrìomh lethbhreac.

Appendix 6

TODDLER GROUP …….

AGENDA

Committee Meeting to be held on ……

Venue & Time …….

1. **Welcome and apologies for absence** – it is usual for members to let the Chairperson or secretary know if they are unable to attend a meeting. The secretary will record these apologies in the minutes.
2. **Minutes of previous meeting** –The Chairperson then asks all those present whether the minutes are a correct record of that meeting. Any necessary additions or alterations are made and the Chairperson signs and dates the minutes.
    a. If the group prefers, copies of the minutes are circulated in advance. In this case it is not necessary to read out the minutes and the Chairperson signs the master copy.

3. **Cùisean a thog ceann bhon choinneimh mu dheireadh** – Bidh an Cathraiche a' dol tron gheàrr-chunntas agus nì e/i aithris air an adhartas a rinneadh air an obair a chaidh aontachadh aig a' choinneimh mu dheireadh. Chan fheum an Cathraiche aithris a dhèanamh air cùis ma tha sibh gu bhith dèiligeadh ris fo phuing fa leth air a' chlàr-ghnothaich mu thràth.
4. **Litrichean** – Bidh an Rùnaire no Cathraiche a' leughadh a-mach litir sam bith a fhuair sibh bho chaidh a' choinneamh mu dheireadh a chumail agus bidh buill a' co-dhùnadh dè bu chòir a dhèanamh.
5. **Aithisg an Ionmhasair** – Bu chòir iomradh a bhith air na tha sa chunntas-banca an-dràsta san aithisg seo, agus:

    - mìneachadh goirid air teachd-a-steach is cosgaisean bho chaidh a' choinneamh mu dheireadh a chumail
    - bu chòir an cothromachadh agaibh ('s e air a cheartachadh) a bhith gabhail a-staigh airgead ri làimh agus cuidhteasan nach deach a phàigheadh fhathast
    - teachd-a-steach is cosgaisean ris a bheil sibh an dùil san ath mhìos.

6. **Puingean sònraichte a tha sibh airson bruidhinn mu dheidhinn** – an lùib sin, dh'fhaodadh gum bi sibh airson bruidhinn mu oidhirpean gus airgead a thogail, beachdan airson turas, no daoine a bhith tadhal air a' bhuidhinn agaibh.

3. **Matters arising from the minutes of last meeting** – The Chairperson goes through the minutes and reports on the progress made in dealing with the work they agreed at the last meeting. Such reports should only be made if they are not being dealt with under a separate agenda item.

4. **Correspondence** – The Secretary or Chairperson reads out any letters received since the last meeting and members decide what action needs to be taken.

5. **Treasurer's report** – The report should include the current bank balance plus:

    - a brief explanation of the income and expenditure since the last meeting
    - the corrected balance should include cash in hand and unpaid receipts
    - anticipated income and expenditure for the next month.

6. **Any special items to be discussed** – this could include fund-raising for this coming term, ideas for an outing, ideas for visitors to the group.

7. **Gnothach iomchaidh sam bith eile** – dh'fhaodadh gum bi ball sam bith den Chomataidh airson rudeigin a thogail an seo.
8. **Ceann-latha na h-ath choinneimh**

CLÀR-GNOTHAICH

COINNEAMH COMATAIDH ……

AIR ……
AIG ……

1. Fàilte is Leisgeulan
2. Geàrr-chunntas na coinneimh mu dheireadh
3. Cùisean a thog ceann bhon gheàrr-chunntas
4. Litrichean
5. Aithisg an Ionmhasair
6. Puingean airson an deasbad:
7. Gnothach Iomchaidh sam Bith Eile
8. Ceann-latha is àite airson na h-ath choinneimh

7. **Any other competent business** – any member of the committee might have some matter they wish to raise here.

8. **Date of next meeting**

AGENDA

COMMITTEE MEETING OF ……

ON ……
AT ……

1. Welcome and Apologies
2. Minutes of previous meeting
3. Matters arising from the minutes
4. Correspondence
5. Treasurer's Report
6. Items for discussion:
7. Any Other Competent Business
8. Date and Venue for next meeting

CLÀR-GNOTHAICH

COINNEAMH BHLIADHNAIL ……

AIR ……
AIG …….

1. Fàilte is Leisgeulan
2. Geàrr-chunntas na Coinneimh Bhliadhnail mu dheireadh
3. Cùisean a thog ceann bhon gheàrr-chunntas
4. Aithisgean Bliadhnail: Cathraiche
5. Cunntasan na Bliadhna – Aithisg an Ionmhasair
6. Ìre nan Cìsean airson na h-ath-bhliadhna
7. A' taghadh na Comataidh:
8. Gnothach Iomchaidh sam Bith Eile
9. Ceann-latha is àite airson na h-ath choinneimh

AGENDA

ANNUAL GENERAL MEETING OF ……

ON ……
AT …….

1. Welcome and Apologies
2. Minutes of last Annual General Meeting
3. Matters arising from the minutes
4. Annual Reports: Chairperson
5. Accounts for the Year – Treasurer's Report
6. Level of Fees for the coming year
7. Election of the Committee:
8. Any other Competent Business
9. Date and Venue for next meeting

Eàrr-ràdh 7

Beachdan airson Airgead a Thogail

- Cuiribh air dòigh fèill-reic/fèill a tha reic rudan tha cha mhòr ùr. Iarraibh airgead air daoine airson bòrd a ghleidheadh agus iarraibh airgead air daoine airson faighinn a-steach don fhèill.
- Cuiribh fios chun na sgoile ionadail agaibh airson cead bileagan a chur dhachaigh còmhla ris a' chloinn, agus sna bileagan iarraibh air daoine seann dhèideagan msaa a thoirt seachad, rudan a dh'fhaodas sibh cleachdadh sa bhuidhinn agaibh no a reic aig fèill-reic.
- Bruidhnibh ri companaidhean ionadail, agus iarraibh orra duaisean a thoirt seachad airson rafail.
- Tha companaidhean ann cuideachd a bheir coimisean don bhuidhinn agaibh ma nì ur buill òrdan tron chompanaidh aca, leithid Yellow Moon no Iomairt Easy2Name gus Airgead a Thogail do Sgoiltean, Sgoiltean-àraich is Buidhnean.

- Bruidhnibh ri cleasaiche ionadail airson clann agus iarraibh orra na sgilean aca a thaisbeanadh an-asgaidh aig a' bhuidhinn agaibh far am faic pàrantan iad, oir dh'fhaodadh gum faigheadh an cleasaiche obair bho na pàrantan sin airson pàrtaidhean is eile, agus dèanaibh sanasachd air an tachartas sin agus iarraibh air daoine pàigheadh airson a dhol ann.
- Bùird le cèicean aig tachartas ionadail, no ma tha cuideigin bhon bhuidhinn agaibh math air peantadh aodainn, iarraibh

Appendix 7

Fundraising Ideas

- Organise a table top/nearly new sale. Rent out tables and charge an entry fee.

- Contact your local school to ask if you can send out leaflets with the children, asking for donations of used toys etc, which you could use at the group or sell on at a tabletop sale.

- Approach local companies for some prizes and hold a raffle.

- There are also companies who will give your group commission if your members order through them, like Fundraising Ideas | Arts & Crafts | Educational Toys | Yellow Moon Easy2Name Fundraising Scheme for Schools, Nurseries & Groups.
- Approach a local children's entertainer and ask them to showcase their skills for free to potential customers, and then advertise the event and charge an entry fee.

- Cake stall at local events, or if you have a skilled face-painter in your group ask them to donate time to raise funds at local events.

air/oirre sin a dhèanamh gus airgead a thogail aig tachartasan ionadail.

- Fèill-reic à cùl chàraichean /Latha a' nighe chàraichean – 's e dòigh mhath a tha seo sanasachd a dhèanamh air a' bhuidhinn agaibh agus iarraidh air a h-uile duine a dhol an sàs ann.
- Madainn chofaidh/oidhche le càise is fìon.
- Cuairt bheag leis a' chloinn airson airgead no cuirm-chnuic nan teadaidhean.
- Ma tha *Rotary Club* ionadail agaibh, dh'fhaodadh sibh bruidhinn riutha, no ri buidhnean eile san sgìre agaibh a bhios a' togail airgead, gus cuideachadh le bhith togail airgead airson uidheamachd shònraichte air choreigin.
- Na buidseatan ionadail aig Comhairlichean air a bheil roghainn aca.
- Cuiribh air dòigh latha còmhla ri buidhnean eile sa choimhearsnachd far am bi sibh a' togail airgead còmhla – faighibh caisteal bocadaich air mhàl, cuiribh air dòigh peantadh aodainn is bùird.
- Bruidhnibh ri companaidhean ionadail airson tabhartasan, mar rudan a ghabhas cleachdadh no sgilean. Dh'fhaodadh sibh na rudan sin a chur ann an rafail no dh'fhaodadh a' bhuidheann feum a dhèanamh dhiubh.

- Car boot sale/Carwash day – this is a good way to promote your group and get everyone involved.

- Coffee morning/cheese and wine evening.
- Sponsored toddle and teddy bears picnic.

- If you have a local Rotary Club, you could approach them or other groups in the area who fundraise for help raising funds for a specific piece of equipment.

- Local Councillors' discretionary budgets.

- Have a joint fundraising day with other groups in the community – hire a bouncy castle, organise face painting and stalls.

- Approach local businesses for in-kind donations of items or skills. They could be raffled or used for the group.

Stiùireadh air Togail Airgid

- Mus tòisich sibh a' ruith na seirbheis agaibh, feumaidh fios a bhith agaibh air dè an t-airgead a bhios a dhìth oirbh agus cuin a gheibh sibh e. Uaireannan, bidh tòrr obrach an lùib a bhith togail airgead agus bheir e tòrr ùine a chur air dòigh, mar sin feumaidh ùine a bhith aig na daoine a tha a' dol ga dhèanamh.

- Bidh tòrr bhuidhnean-maoineachaidh ag iarraidh gum bi sibh nur buidheann nach eil ag amas air prothaid mus gabh iad ri iarrtas bhuaibh.

Am Maoineachadh a tha ri Fhaotainn

An Crannchur Nàiseanta Air a phàigheadh a-mach leis a' Mhaoin Choimhearsnachd is a' Mhaoin airson Chothroman Ùra.

Ùghdarras Ionadail/Comhairlichean - tha tabhartasan beaga rim faotainn bho na roinnean airson seirbheisean sòisealta, foghlam agus na h-ealain is cur-seachadan.

Urrasan Gheibh sibh liosta de dh'Urrasan a bheir Tabhartasan seachad: ri fhaotainn ann an leabhar, air CD-ROM no air-loidhne bhon *Directory of Social Change*.

A' cumail thachartasan – a' togail airgead gu h-ionadail far am bi a' choimhearsnachd a' gabhail pàirt.

Companaidhean Gheibh sibh Stiùireadh/CD-ROM airson Companaidhean na Rìoghachd Aonaichte a bhios a' Toirt seachad Taic-airgid bhon *Directory of Social Change*.

Fundraising Guidance

- Before you can start running your service you need to know how much money you need and when it will arrive. Fundraising can take a great deal of time and effort to get right so the people responsible need to have the free time to spend on the task.

- Many funders require you to be a not-for-profit organisation before accepting applications for funding.

Funding Available

Lottery Distributed by the Community Fund and the New Opportunities Fund.

Local Authority/Councillors - social services, education and arts and leisure departments have small grants available.

Trusts Directory of Grant making Trusts: available in book, CD-ROM or online from Directory of Social Change.

Running Events – local fundraising to get the community involved.

Companies The Guide/CD-Rom to UK Company Giving from the Directory of Social Change.

Ag Ullachadh Tagradh airson Maoineachadh

Aon uair ’s gu bheil sibh air smaoineachadh air obair do bheil sibh a’ sireadh maoineachadh, faodaidh sibh an stiùireadh seo a leantainn gus dèanamh cinnteach gu bheil sibh air deagh thagradh a dhealbh, a ghabhas a leasachadh gu bhith na iarrtas airson maoineachadh. Sgrìobhaibh sìos a h-uile rud, fiù ’s ged a tha sibh a’ smaoineachadh gur e rud gu math follaiseach a th’ ann.

Prìomh phuingean air am bu chòir dhuibh beachdachadh:

Dè tha sibh airson a dhèanamh?
Dè am prìomh amas aig a’ phròiseact agaibh? Dè tha sibh airson a choileanadh?

Carson?
Ciamar a tha fios agaibh gu bheil feum ann airson na h-obrach seo? An do bhruidhinn sibh ris na daoine a bhios a’ dèanamh feum dhith? An do rinn sibh suirbhidh? Dèanaibh feum de staitistearachd ionadail, dèanaibh ceangal ri ro-innleachdan nàiseanta agus ri iomairtean ath-bheothachaidh ionadail.

Ciamar a nì sibh seo?
Gu sònraichte, dè an obair a nì sibh? Mar eisimpleir, ma tha sibh a’ ruith buidheann pàrant is pàiste, cia meud seisean a bhios agaibh, cia mheud duine a bhios aig gach seisean, càit an cùm sibh e?

Cò an fheadhainn leis am bi sibh ag obair?
Innsibh cò na daoine air am bi sibh ag amas. An e buidheann chinneachail shònraichte a th’ annta? A bheil iad a’ fuireach ann an

Planning a Funding Proposal

Once you have an idea of work you would like to get funding for, you can follow this guidance to make sure you have a well-planned proposal, which can be developed into funding applications. Write down everything, even if it seems obvious to you.

Key points to consider:

What do you want to do?
What is the overall aim of your project? What do you hope to achieve?

Why?
How do you know there is a need for this work? Did you consult with your users? Or did you do a survey? Use local statistics, link in with national strategies and local regeneration initiatives.

How will you do this?
Specifically, what work will you do? For example, if you are running a toddler group, how many sessions will there be, and how many people will be in each session, and where will it take place?

Who will you work with?

sgìre shònraichte? A bheil duilgheadas sònraichte aca air a bheil sibh a' frithealadh – mar lethoireachd shòisealta msaa?

Dè a' bhuil a bhios ann?
Dè na buannachdan a gheibh daoine bhon bhuidhinn? Ciamar a nì am pròiseact agaibh diofar do bheatha nan daoine a bhios a' dèanamh feum dheth? A' togail cànan, a' coinneachadh is a' cluich còmhla ri càch, cothrom air seirbheisean nas fheàrr?

Dè chosgas e?
Dè na nithean a dh'fheumas sibh a cheannach gus am pròiseact a thoirt gu buil?

Dè nì sibh nuair a tha sibh air an tabhartas a chosg?
Canaidh iad plana crìochnachaidh ri seo, no plana leantalachd. A bheil sibh ag amas air ceann-uidhe àraid a ruighinn mus cosg sibh an tabhartas? Ma tha sibh airson leantainn oirbh leis an obair às dèidh dhuibh an tabhartas a chosg, ciamar a nì sibh sin?

Ciamar a nì sibh tomhas air an adhartas a nì sibh?
Bidh luchd-maoineachaidh ag iarraidh fianais fhaicinn air an fheum a rinn an t-airgead aca. Tha sin a' ciallachadh gum bu chòir dhuibh clàr a chumail den àireamh dhaoine a nì feum den bhuidhinn, an seòrsa dhaoine a nì feum dhith, an seòrsa rudan a nì sibh, agus clàr de na nì na daoine bhon bhuidhinn agaibh às dèidh dhaibh buannachd fhaighinn às.

Describe your target group. Are they from a particular ethnic group? Do they live in a particular area? Do they have a particular problem or difficulty that you are helping with – isolation etc

What will the result be?
How will this benefit your users? How will your project improve the quality of life of your users? Language acquisition, social interaction, better access to services?

How much will it cost?
What items will you need to pay for to make your project happen?

What will you do when the grant runs out?
This is called an exit strategy, or continuation strategy. Do you plan to achieve a certain goal within the life of the grant? If you want to continue your work after the grant runs out, how will you do that?

How will you keep track of your progress?
Funders will want to see evidence of what their money has achieved. This means keeping records of the number and type of users, types of activities, and what do your users do after they have had the benefit of your work

Stiùireadh airson togail airgid — mar a nì sibh iarrtas
Deagh mhodhan-obrach

Feumaidh na tha sibh a' moladh a bhith a rèir amasan na buidhne-maoineachaidh.
Bithibh faiceallach a thaobh nan amasan a bhios san iarrtas agaibh, no bidh sibh a' cosg na h-ùine agaibh fhèin agus an ùine acasan gun fheum.

Innsibh mu na rudan matha mun bhuidhinn agaibh.
Ciamar a tha sibh a' cur co-ionannachd chothroman an sàs? Ciamar a bhios sibh a' toirt cothrom do dhaoine a bhios a' cleachdadh na seirbheis a dhol an sàs ann a bhith stiùireadh a' phròiseict/na buidhne? Ciamar a bhios a' Chomataidh Stiùiridh agaibh a' riochdachadh luchd-cleachdaidh na buidhne? Seallaibh gu bheil ionmhas na buidhne agaibh air stèidh sheasmhach.

Innsibh na rudan matha mun tagradh agaibh.
Tha cinn-uidhe shoilleir aig a' phròiseact. Seallaibh gu bheil eòlas agaibh air a bhith stiùireadh an t-seòrsa obrach seo.
Buidseat eagnaidh - tha seo riatanach.

A' Sgrìobhadh an Tagraidh Agaibh
Fhad 's a tha sibh a' sgrìobhadh an tagraidh agaibh, cumaibh sùil daonnan air slatan-tomhais na buidhne-maoineachaidh.
Cleachdaibh an cànan a bhios iadsan a' cleachdadh, seallaibh an-

Fundraising guidance—Application technique
Good practice

What you are proposing must be in line with what the funder wants.

Target your application carefully otherwise you are wasting your time and theirs.

Highlight positive things about your organisation.
How do you implement equal opportunities? How do you involve your users in the management of your project/organisation? How does your Management Committee represent the users? Demonstrate that your group is financially sound.

Highlight positive things about your proposal.
The project has clear objectives. Demonstrate experience of managing this kind of work.
Accurate budget - this is essential.

Composition

còmhnaidh mar a tha an tagradh agaibh a' coileanadh na tha iad ag iarraidh, agus mar gur sibhse a' bhuidheann as fheàrr airson an t-seòrsa obrach seo, agus mar a bheir sibh luach a bharrachd dhaibh, agus mar a nì sibh obair fìor mhath.

Sgrùdadh is Measadh

Seo agaibh pàirt cudromach den iarrtas agaibh, thoradh seo mar a nì sibh cinnteach à math na h-obrach agaibh agus mar a dhearbhas sibh sin. Bidh e na bhun-stèidh airson aithisg, fianais air buaidh obair na buidhne agaibh, agus bidh e feumail nuair a chuireas sibh iarrtas eile a-steach.

Write your proposal with constant reference back to the criteria of the funder. Use language they use, demonstrate at every turn how your proposal will fulfil what they are looking for, and how you are the best group to do this work, how you will provide added value, and high quality work.

Monitoring and Evaluation

It is a very important part of your proposal, as this is how you ensure and demonstrate the quality of your work. It will provide the basis of a report, evidence of your organisation's effectiveness, and will also prove useful in your next application.

Eàrr-ràdh 7A

A’ Togail Airgead - Slighe gu Soirbheachadh

1. Aontaichibh ceann-uidhe no amas na buidhne agaibh.
2. Faighibh taic bho dhaoine no buidhnean eile.
3. Cuiribh air dòigh pròiseactan a bhios a’ dèiligeadh ri duilgheadasan dha-rìribh sa choimhearsnachd agaibh agus stèidhichibh toraidhean SMART (Sònraichte, a Ghabhas Tomhas, a Ghabhas Coileanadh, Ciallach agus a rèir Clàr-ama).
4. Lorgaibh luchd-maoineachaidh freagarrach is dèanaibh rannsachadh orra.
5. Faighibh a-mach dè tha iad ag iarraidh a mhaoineachadh agus dè na suimeannan airgid a bheir iad seachad.
6. Dèanaibh plana airson 1-3 bliadhna air thoiseach oirbh fhèin; cuiribh plana maoineachaidh air dòigh agus bidh fios agaibh air dè cho fad ’s a tha e a’ toirt do luchd-maoineachaidh co-dhùnaidhean a dhèanamh.
7. Sgrìobhaibh tagradh math anns am bi sibh ag amas air slatan-tomhais na buidhne-maoineachaidh agus an stiùireadh aca.
8. Cumaibh stiùir air gnothaichean; dèanaibh cinnteach gu bheil fios agaibh cuin a tha cinn-latha ann, agus fàgaibh ùine gu leòr airson iarrtas math a sgrìobhadh.
9. Cumaibh lethbhric den a h-uile rud a chuireas sibh air falbh.
10. Dèanaibh cinnteach gu bheil plana eile agaibh mura soirbhich leibh leis an iarrtas.

Ma shoirbhicheas leibh, cumaibh fios ris a’ bhuidhinn-mhaoineachaidh, cuiribh aithisgean thuca agus togaibh càirdeas leotha.

Appendix 7A

Fundraising - Steps to Success

1. Agree a vision or aim for your group.
2. Get other people and organisations to support you.
3. Develop projects which tackle real problems in the community and make your outcomes SMART (Specific, Measurable, Achievable, Realistic and Time-based).
4. Find and research likely funders.
5. Find out what they really want to fund and how much money they have to give.
6. Plan ahead over 1- 3 years; sort out a funding strategy and be aware how long it takes funders to make decisions.
7. Write a good proposal and target it to the funder’s guidelines or criteria.
8. Manage the process; know when deadlines are and leave yourself enough time to write a good quality application.
9. Keep copies of everything you send.
10. Have a fallback plan if your application is unsuccessful.

If you are successful keep in touch with the funder, send reports and build the relationship.

Eàrr-ràdh 7B

Eisimpleir de Litir airson Iarrtas

Chithear eisimpleir gu h-ìosal de litir airson iarrtas gu buidheann-maoineachaidh. Cuimhnichibh, feumaidh an litir agaibh iomradh mionaideach a thoirt air a' phròiseact agaibh agus dèiligeadh ris na riatanasan sònraichte a bhios aig a' bhuidhinn-mhaoineachaidh gu ruige a bheil sibh a' sgrìobhadh. Tha seo dìreach airson beachd a thoirt dhuibh air an t-seòrsa structair a bu chòir a bhith agaibh.

Ur n-ainm is dreuchd
Ainm na buidhne agaibh
Seòladh
Ceann-latha

Ainm an neach a gheibh an litir
Ainm na dreuchd aca
Buidheann
Seòladh

XXXX Chòir

Iarrtas Buidheann Chloinne airson Maoin Eile

Bu thoigh leinn iarrtas a dhèanamh airson £1,000 bhon Mhaoin Eile. 'S e buidheann de dhaoine ionadail a th' annainn ann am Baile sam Bith, agus tha sinn air buidheann coimhearsnachd a stèidheachadh o chionn ghoirid gus tachartasan spòrs an-asgaidh a ruith do chloinn

Appendix 7B

Sample Application Letter

Below is an example of a letter of application to a funder. Remember, your letter must be specific to your project and specific to the requirements of the funder you are writing to. This is just to give you some ideas about how to structure it.

Your name and role
Your organisation's name
Address
Date

Recipient's name
Job title
Organisation
Address

Dear XXXX

KidsClub Application for AN Other Fund

We would like to make an application for £1,000 from the AN Other Fund. We are a group of local people in Anytown, and we have recently set up a community group running free sports activities for children in the area. We were mainly inspired to start the club

san sgìre. ’S e as motha a thug oirnn an club a thòiseachadh gu robh cuid den chloinn againn tric ann an trioblaid san sgoil, agus cha robh e furasta dhaibh caraidean a dhèanamh. Tha 16 pàrantan an sàs ann, agus tha sianar dhaoine eile ag obair còmhla rinn gu saor-thoileach. Thairis air na ceithir mìosan a dh’fhalbh tha sinn air seiseanan a chur air dòigh gach seachdain sa phàirc, agus tha còrr is 40 duine-cloinne bhon sgìre air pàirt a ghabhail. Ghabh sinn am bonn-stèidh againn òs làimh gu foirmeil air 10 Iuchar 2012. Gheibhear sin an cois seo. ’S iad na h-amasan a th’ againn:

- Àrainneachd shàbhailte, spòrsail a stèidheachadh far am bi fàilte air a h-uile pàiste ionadail aois 7-11.
- A’ brosnachadh clann gu bhith gabhail pàirt ann an eacarsaich agus gu bhith leantainn cleachdaidhean is dòigh-beatha fhallain.
- A’ toirt dòighean spòrsail do phàrantan is clann gus cluich còmhla far am bi iad a’ togail càirdeas le teaghlaichean ionadail eile.
- A’ toirt taic shònraichte do theaghlaichean aig a bheil clann a tha ga fhaighinn doirbh san sgoil, no dha bheil e doirbh caraidean a dhèanamh, agus sinn a’ cur air dòigh neach saor-thoileach airson gach pàiste fa leth a bheir taic dhaibh feuch an tèid iad an sàs gu ceart sna seiseanan agus gus càirdeas a thogail le clann eile.

Thòisich sinn na seiseanan againn ann am mìosan an t-samhraidh. Le bhith faighinn iasad air uidheamachd bho bhun-sgoil ionadail, agus le bhith ruith nan seiseanan againn sa phàirc, tha sinn air na cosgaisean againn a chumail gu math ìosal. Tha na seiseanan seachdaineach againn a-nis gu math cudromach don fheadhainn a

because some of our children often get into trouble at school, and don’t find it very easy to make friends. We have 16 parents involved, plus six other local volunteers. Over the last four months we have run weekly activity sessions in the park, which have been attended by over 40 local children. We formally adopted our constitution on 10th July 2012. This is enclosed. Our aims are:

- Provide a safe, fun environment where all local children aged 7-11 are welcome.
- Encourage children to take part in physical activity and develop healthy habits and lifestyles.

- Provide a fun focus for parents and children to play together and forge relationships with other local families.

- Provide particular support for families whose children struggle with school, or have difficulty making friends, by linking children up with individual one-to-one volunteers who support them to access the sessions and build friendships with other children.

We have begun our activities in the summer months. By borrowing equipment from a local primary school, and running our sessions in the park, we have kept our costs very low. Our weekly sessions have become very important to those involved. One parent said “Taking part in KidsClub means that my son has had a chance to make

tha an sàs annta. Thuirt aon phàrant, “Tro bhith gabhail pàirt sa Bhuidhinn Chloinne, tha cothrom aig mo mhac caraidean a dhèanamh. Bidh daoine ag obair air uaireannan san sgoil, agus tha e ga fhaighinn doirbh measgachadh le càch. Tha e gu math nas toilichte bho thòisich e aig a’ Bhuidheann Chloinne agus tha e nas misneachail agus tha an sgoil a’ còrdadh ris barrachd.”

Tha sinn airson gun lean an club gu cunbhalach airson nan teaghlaichean a tha tighinn ann, agus gun gabh barrachd dhaoine pàirt ann. Air an adhbhar sin, bu thoigh leinn tachartasan a-staigh a chumail bho Samhain 2012 – Giblean 2013. Tha sinn a’ cur a-steach chun na Maoine Eile airson £1,000 mu choinneamh nan cosgaisean gus pàigheadh airson màl talla-spòrs gach seachdain, agus airson trì seiseanan snàmh agus aon seisean aig an Nollaig far am bi sinn a’ spèileadh air deigh. Tha sinn cuideachd a’ sireadh airgead airson pàigheadh airson bileagan gus barrachd sanasachd a dhèanamh air a’ phròiseact am measg theaghlaichean.

’S e am fiosrachadh banca againn: Banca sam Bith; Ainm a’ Chunntais: Buidheann Chloinne Baile sam Bith; Còd-seòrsachaidh: 010101; Àireamh Chunntais: 09010901. Tha sinn air lethbhreac den bhonn-stèidh agus aithris banca a chur an cois seo. Tha sinn cuideachd air buidseat airson a’ phròiseict a chur ann, a’ sealltainn mar atha sinn an dùil an t-airgead a dh’iarr sinn a chosg. Bheir sinn seachad foirmichean do dhaoine às dèidh gach tachartais airson beachdan fhaighinn air ais. Chan eil cunntasan bliadhnail againn fhathast, seach nach eil sinn air a bhith dol fada gu leòr. Cuiridh sinn air dòigh gun tèid sgrùdadh bhon taobh a-muigh a dhèanamh air ar cunntasan aig deireadh na bliadhna. Bho thòisich sinn an cunntas-banca againn san Lùnastal, tha sinn air tabhartasan luach £47

friends. He is sometimes bullied at school, and finds it hard to socialise. KidsClub has made him much happier and this has helped his confidence and he is now even enjoying school more.”

We want to provide a continuous experience for the families involved, and get more people involved. For this reason we would like to run indoor activities from November 2012 – April 2013. We are applying to AN Other fund for £1,000 to cover the costs of hiring a sports hall for weekly activities, plus three swimming sessions and one Christmas ice skating session. We are also requesting money to pay for printing leaflets, to publicise the project to more families.

Our bank details are: Anytown Bank; Account Name: Anytown Kids Club; Sort Code 010101; Account number 09010901. We have attached a copy of our constitution, and a bank statement. We have also attached a budget for our project, showing how we intend to spend the money we have asked for. We will provide feedback forms after every activity. We do not yet have annual accounts, as we have not been running for long enough. We will get our accounts externally examined at the end of the year. Since setting up our bank account in August, we have received £47 in donations from supporters. We have spent £36 on equipment hire, refreshments and publicity. We have been able to access a free meeting room at a primary school. Our current bank balance is £11. Please don’t

fhaighinn bho dhaoine a tha toirt taic dhuinn. Chosg sinn £36 air màl airson uidheamachd, deochan is sanasachd. Fhuair sinn cothrom air seòmar an-asgaidh airson coinneachadh sa bhun-sgoil. Tha £11 againn sa bhanca an-dràsta. Feuch gun cuir sibh fios thugainn ma tha an còrr fiosrachaidh a dhìth oirbh. Tapadh leibh airson beachdachadh air an iarrtas againn.

Leis gach deagh dhùrachd

Ur n-ainm slàn (Cathraiche)

Buidseat

- Màl an talla (airson 24 seachdainean, aig £20 gach seachdain) – £480
- Seiseanan snàmh x 3 (airson 40 pàiste, £1.50 gach pàiste gach seisean) – £180
- Spèileadh aig an Nollaig (airson 40 pàiste, aig £5 airson gach pàiste, agus 10 inbheach ag obair gu saor-thoileach, £8 airson gach inbheach) – £280
- Clò-bhualadh is sanasachd – £60
- IOMLAN – £1,000

hesitate to get in touch if you would like any more information. Thank you for your consideration.

Yours sincerely,

Your full name (Chair)

Budget

- Hall hire (for 24 weeks, at £20 per week) – £480
- Swimming sessions x3 (for 40 children, £1.50 per child per session) – £180

- Christmas ice skating (for 40 children, at £5 entry per child, and for 10 adult volunteers at £8 entry per adult) – £280
- Printing and publicity – £60
- TOTAL – £1,000

Eàrr-ràdh 8

BONN-STÈIDH BUIDHEANN THRÀTH-BHLIADHNAICHEAN

Sampall de Bhonn-stèidh airson Buidheann Thràth-bhliadhnaichean Gàidhlig:

1. Ainm

Bidh an t-ainm ..... air a' bhuidhinn seo, ris an canar às dèidh seo Buidheann Thràth-bhliadhnaichean Gàidhlig.

2. Amasan

'S iad cinn-uidhe na Buidhne Thràth-bhliadhnaichean Gàidhlig:-

Ag adhartachadh foghlam agus cànan, cultar is dualchas na Gàidhlig le bhith

a) A' toirt seachad oideachadh do chloinn sna tràth-bhliadhnaichean, 0-5, gu tur tron Ghàidhlig agus iad air am bogadh sa Ghàidhlig.

b) A' brosnachadh clann a bhith togail is a' cleachdadh na Gàidhlig

c) A' brosnachadh dhaoine gu bhith cur an cuid chloinne gu Foghlam tron Ghàidhlig

Appendix 8

EARLY YEARS GAELIC GROUP CONSTITUTION

Sample of Early Years Gaelic Group Constitution:

1. Name

The organisation will be known as ..... hereinafter referred to as the Early Years Gaelic Group.

2. Aims

The objectives of the Early Years Gaelic Group shall be:–

The advancement of education and of Gaelic language, culture and heritage by

a) Providing Gaelic immersion learning wholly through the medium of Gaelic for children in early years 0-5.

b) Promoting the acquisition and usage of Gaelic

c) Promoting the uptake of Gaelic Medium Education

3. Poileasaidh

Bidh tachartasan na Buidhne Thràth-bhliadhnaichean Gàidhlig air an cumail gu tur sa Ghàidhlig.

4. Ballrachd

Faodaidh neach, mòr-bhuidheann no buidheann sam bith, aig a bheil ùidh ann an amasan na Buidhne Thràth-bhliadhnaichean Gàidhlig mar a tha iad ainmichte gu h-àrd ann an earrainn 2, a bhith nam ball den Bhuidhinn Thràth-bhliadhnaichean Gàidhlig.

5. Comataidh

a) Thèid a' Chomataidh a thaghadh aig a' Choinneimh Bhliadhnail.
b) Bidh suas gu còig buill dheug air a' Chomataidh, a' gabhail a-steach luchd-dreuchd.
c) Bidh e an urra ris a' Chomataidh a' Bhuidheann Thràth-bhliadhnaichean Gàidhlig a riaghladh is a stiùireadh, agus smachd a ghabhail air cùisean is na tha an seilbh na buidhne, a' gabhail a-steach a' fastadh agus a' stiùireadh luchd-obrach.
d) Stèidhichidh a' Chomataidh fo-chomataidhean nuair a tha iad den bheachd gu bheil adhbhar ann agus a rèir chumhachan is cùmhnantan a tha a dhìth.

6. Luchd-dreuchd

'S iad an luchd-dreuchd a bhios aig a' Bhuidhinn Thràth-bhliadhnaichean Gàidhlig, a thèid a thaghadh aig a' Choinneimh Bhliadhnail, Cathraiche, Iar-Chathraiche, Rùnaire agus Ionmhasair. Chan fhaod neach-dreuchd a bhith san dreuchd aca nas fhaide na 3 bliadhna.

3. Policy

The language of the Early Years Gaelic Group will wholly be Gaelic.

4. Membership

Membership of the Early Years Gaelic Group shall be open to any person, organisation or body interested in the aims of the Early Years Gaelic Group as detailed above in section 2.

5. Committee

a) The Committee shall be elected at the Annual General Meeting.
b) The Committee shall consist of up to fifteen members, inclusive of office bearers.
c) The Committee shall be responsible for the administration, management and control of the affairs and property of the Early Years Gaelic Group, including recruiting and managing staff.
d) The Committee shall establish such sub–committees for such purposes and on such terms and conditions as it deems necessary

6. Office bearers

The office bearers of the Early Years Gaelic Group, elected at the Annual General Meeting, shall be a Chairperson, a Vice–chairperson, a Secretary and a Treasurer. An office bearer can only be in post for a maximum of 3 years.

Ma bhios an dreuchd aig aon den luchd-dreuchd bàn, thèid an dreuchd sin a thabhann do na buill air a' Chomataidh. Às dèidh sin thèid a tabhann do na pàrantan air fad.

Ma tha neach-dreuchd ag iarraidh a d(h)reuchd a leigeil dheth/dhith, feumaidh iad fios a thoirt seachad 4 seachdainean ron àm.

7. Coinneamh Choitcheann Bhliadhnail

Bu chòir do Bhuidheann Thràth-bhliadhnaichean Gàidhlig Coinneamh Bhliadhnail a chumail uair sa bhliadhna gus:-

- gabhail ris an Aithisg Bhliadhnail is an Aithisg Ionmhasail,
- Comataidh a thaghadh, agus luchd-dreuchd a thaghadh agus
- gus neach-sgrùdaidh ionmhasail neo-eisimeileach a chur an dreuchd

Thèid fios a sgaoileadh am measg a' mhòr-shluaigh mun Choinneimh Bhliadhnail co-dhiù seachd latha ron choinneimh.

8. Coinneamhan Sònraichte

Faodaidh triùir bhall no barrachd den Bhuidhinn Thràth-bhliadhnaichean Gàidhlig iarrtas sgrìobhte a chur, aig àm sam bith, chun an rùnaire gus Coinneamh Shònraichte den Chomataidh a ghairm airson bruidhinn air gnothach sònraichte. Feumaidh a' Chomataidh, taobh a-staigh 21 latha bho fhuaras an t-iarrtas, coinneamh a ghairm le fios co-dhiù seachd latha ro-làimh ga sgaoileadh air na cùisean air am bithear a' bruidhinn.

9. Modhan nan Coinneamhan

a) Bhòtadh – ma dh'fheumar bhòt a chumail air gnothach, thèid co-dhùnadh a dhèanamh a rèir na tha a' mhòr-chuid air bhòtadh. Bidh an Cathraiche a' bhòtadh mar bhall den

In the event of an office bearer vacancy arising, the post will be offered to the immediate committee. Thereafter it will be opened up to the wider parent group.

An office bearer who wishes to retire from their post must give 4 weeks' notice.

7. Annual General Meeting

Once in each year the Early Years Gaelic Group shall hold an Annual General Meeting for the purpose of:–

- receiving the Annual Report and Financial Report,
- election of Committee, election of office bearers and
- appointment of independent financial examiner

The AGM shall be notified to the public a minimum of seven days before the day of the meeting.

8. Special Meetings

Any three members of the Early Years Gaelic Group can at any time request in writing to the secretary that the Committee call a Special Meeting for the discussion of particular business. The Committee must, within 21 days of receiving such a request, call a meeting giving a minimum of seven days' notice of the business to be discussed.

9. Procedure at Meetings

a) Voting – any business requiring to be put to a vote shall be decided by a majority of those present. The Chairperson holds a casting vote as well as a deliberative vote. (Ex–officio

Chomataidh agus ma bhios a' bhòt co-ionann, thèid co-dhùnadh a dhèanamh a rèir bhòt a' Chathraiche. (Faodaidh seann bhuill nach eil nam buill tuilleadh a dhol gu coinneamhan airson comhairle a thoirt seachad, ach chan fhaod iad bhòtadh.)

b) Cuòram – feumaidh còignear bhall a bhith an làthair airson cuòram a bhith aig Comataidh, a' gabhail a-steach dithis luchd-dreuchd. Feumaidh 50% de na buill, a' gabhail a-steach dithis luchd-dreuchd, a bhith ann airson cuòram a bhith aig Coinneamh Choitcheann no Shònraichte.

c) Cumaidh an Rùnaire cunntas den a h-uile coinneamh a bhios aig a' Bhuidhinn Thràth-bhliadhnaichean Gàidhlig.

10. Ionmhas agus Rianachd

a) Thèid stòras is ionmhas na Buidhne Thràth-bhliadhnaichean Gàidhlig a chosg mu choinneamh nan amasan a tha ainmichte ann am paragraf 2 gu h-àrd a-mhàin.
b) Cumaidh an t-ionmhasair leabhraichean no cunntasan a sheallas teachd-a-steach, cosgaisean agus stòrais na Buidhne Thràth-bhliadhnaichean Gàidhlig.
c) Bidh feum air ainm-sgrìobhte dithis sam bith den luchd-dreuchd – an Cathraiche, an t-Iar-chathraiche, an Rùnaire no an t-Ionmhasair – gus cunntas-banca a ruith.
d) Thèid na cunntasan a sgrùdadh gu neo-eisimeileach uair sa bhliadhna le cuideigin gun bhuntainneas ris a' bhuidhinn aig

members attend any meeting in an advisory capacity and are not entitled to vote)

b) Quorum – five members shall form a quorum at Committee meetings including two office bearers. 50% of the members including two office bearers, shall form a quorum at General and Special meetings.

c) A record of all meetings of the Early Years Gaelic Group shall be kept by the Secretary.

10. Finance and Administration

a) The assets of the Early Years Gaelic Group shall be applied solely towards the aims stated in paragraph 2 above

b) The treasurer shall keep books showing all income, expenditure and assets of the Early Years Gaelic Group.

c) The signature of any two of the Chairperson, Vice–chairperson, Secretary or Treasurer shall be required to operate any bank account.
d) The accounts shall be independently examined once a year by an independent person familiar with finance who shall be appointed at the Annual General Meeting.

a bheil eòlas air cùisean ionmhasail, agus a thèid a thaghadh aig a' Choinneimh Bhliadhnail.

e) Bidh bliadhna ionmhasail na Buidhne Thràth-bhliadhnaichean Gàidhlig a' ruith bho 1 Giblean gu 31 Màrt.
f) Feumaidh àrachas freagarrach a bhith aig a' bhuidhinn, a ghabhas ealla ri uallaichean poblach na buidhne.
g) Feumaidh a' bhuidheann cumail ri reachdas sam bith a th' ann, me, Leasachadh Cùram Sòisealta is dìon chloinne agus an sgeama Disclosure and Protecting Vulnerable Groups (PVG).

11. Atharraichean air a' Bhonn-Stèidh

Feumaidh Bòrd na Gàidhlig aontachadh ri atharrachadh sam bith air a' bhonn-stèidh seo.

12. Sgaoileadh

a) Faodar Buidheann Thràth-bhliadhnaichean Gàidhlig a sgaoileadh aig a' Choinneimh Bhliadhnail no aig Coinneamh Shònraichte, le moladh ris an gabh dà thrian de na buill a tha an làthair agus a tha a' bhòtadh.
b) Ma tha stòrais no ionmhas air fhàgail às dèidh do dh'fhiachan sam bith a bhith pàighte, thèid an toirt seachad mar thabhartas do bhuidheann sam bith ann an Sgìre ..... a bha na buidheann charthannais agus aig a bheil cinn-uidhe a tha coltach ris an fheadhainn a th' aig a' Bhuidhinn Thràth-bhliadhnaichean Gàidhlig agus ris an aontaich Bòrd na Gàidhlig.
c) Bu chòir fios a chur gu Bòrd na Gàidhlig nuair a thèid Buidheann Thràth-bhliadhnaichean Gàidhlig a sgaoileadh.

e) The financial year of the Early Years Gaelic Group shall run from 1st April to the following 31st March.
f) The group must be adequately insured, with cover for public liability.
g) The group must comply with all current legislation. E.g. Care Inspectorate child protection and the Disclosure and Protecting Vulnerable Groups (PVG) scheme.

11. Alterations to Constitution

Any alterations to this constitution must be approved by Bòrd na Gàidhlig.

12. Dissolution

a) The Early Years Gaelic Group may be dissolved at an Annual General or Special Meeting by a resolution passed by a two–thirds majority of those members present and voting.

b) Any assets remaining after the settlement of any outstanding debts, shall be donated to any body in the District of ..... that is a charity and has similar objectives to the Early Years Gaelic Group and is approved by Bòrd na Gàidhlig.

c) Bòrd na Gàidhlig should be notified upon the dissolution of the Early Years Gaelic Group,

Chaidh gabhail ris a' bhonn-stèidh seo aig coinneamh a chaidh a chumail aig/ann an

This constitution was adopted at a meeting held at

……

Air/On **…… (ceann-latha/**date**).**

Cathraiche/Chairperson:
Ainm-sgrìobhte a'
Chathraiche/Chairperson's Signature:
Seòladh/Address:

Àireamh-fòn / Phone Number:
Post-d/Email:

Rùnaire / Secretary:
Ainm-sgrìobhte an Rùnaire/Secretary
signature:
Seòladh/ Address:

Àireamh-fòn / Phone Number:
Post-d/Email:

Ionmhasair / Treasurer:
Ainm-sgrìobhte an Ionmhasair / Treasurer
signature:
Seòladh / Address:

Àireamh-fòn/Phone Number:
Post-d/Email:

Buill na Comataidh/Committee Members

Ainm Name	**Seòladh** Address	**Fòn** Phone	**post-d** email

Eàrr-ràdh 9

Fiosrachaidh Feumail

Bòrd na Gàidhlig - www.gaidhlig.scot

Tha Bòrd na Gàidhlig ag obair gus a' Ghàidhlig a thoirt air adhart, agus nì e a dhìcheall ann an co-bhuinn ri Riaghaltas na h-Alba, muinntir na h-Alba agus na buidhnean Gàidhlig gus piseach a thoirt air cor a' chànain. Tha Oifigearan Thràth-bhliadhnaichean air am fastadh gus taic a chumail ri Buidhnean Thràth-bhliadhnaichean Gàidhlig air feadh Alba.
Fiosrachadh do Phàrantan - https://fdp.gaidhlig.scot/

Comann nam Pàrant - http://www.parant.org.uk

Tha Comann nam Pàrant a' riochdachadh phàrantan aig a bheil clann a tha ann am foghlam tron Ghàidhlig aig diofar ìrean, bho bhuidhnean ro-sgoile gu àrd-sgoil. 'S e prìomh amas a h-uile buidheann aig CnP, "a bhith cur air adhart agus a' toirt taic do dh'oidhirpean gus foghlam tron Ghàidhlig a stèidheachadh agus a chumail suas".

Appendix 9

Useful Information

Bòrd na Gàidhlig - www.gaidhlig.scot

Bòrd na Gàidhlig works to promote Gaelic, and strives in partnership with the Scottish Government, the people of Scotland and the Gaelic organisations to improve the status of the language. Early Years Officers are employed supporting Gaelic Early Years groups across Scotland.

Fiosrachadh do Phàrantan (Information for Parents) - https://fdp.gaidhlig.scot/

Comann nam Pàrant - http://www.parant.org.uk

Comann nam Pàrant (CnP), which means "Parents' Organisation", represents the interests of parents whose children are educated through the medium of Gaelic at the various levels, from pre-school to secondary level. The main aim of all CnP groups is "to promote and support the establishment and maintenance of education through the medium of Gaelic".

E-storas - www.e-storas.com

Gaelic4Parents - www.gaelic4parents.com

Gaelic4Parents, làrach-lìn do phàrantan is clann aig a bheil ùidh ann no a tha an sàs ann am foghlam tron Ghàidhlig. Tha an làrach seo loma-làn de gheamannan, sgeulachdan, clàraidhean fuaime agus iomadh nì eile a chuidicheas sibh ann an dòigh spòrsail gus Gàidhlig ionnsachadh, às bith dè an ìre aig a bheil sibh.

Stòr-dàta Stuthan Gàidhlig (GRD) - www.gaelicresources.co.uk

'S e a th' anns an GRD, stòras de dh'fhiosrachadh a ghabhas rannsachadh 's a tha sìor fhàs. Nuair a tha e freagarrach, bidh na clàran fiosrachaidh air an ceangal ri stuthan ioma-mheadhanach fa leth a ghabhas cleachdadh. Am measg nan iomadh cuspair tha artaigilean air eachdraidh na h-Alba, beul-aithris, bàird, ainmhidhean, eòin, òrain, tòimhseachain, dubh-fhaclan agus rannan cloinne msaa.

Tobar an Dualchais - www.tobarandualchais.co.uk

Tha còrr is 33,000 clàradh fuaime air an làrach-lìn seo a chaidh a chlàradh ann an Alba agus ann an dùthchannan eile, bho na 1930an air adhart. Am measg nan nithean a chluinnear tha, sgeulachdan, òrain, ceòl, bàrdachd agus fiosrachadh.

E-storas - www.e-storas.com

Gaelic4Parents - www.gaelic4parents.com

Gaelic4Parents.com, the website for parents and children interested and involved in Gaelic education. This site is bursting with games, stories, audio and much more to help you enjoy the experience of learning Gaelic, whatever your ability.

Gaelic Resource Database - www.gaelicresources.co.uk

The GRD is an expanding bank of searchable information. Where relevant, records are linked to a multi-media section which can also be accessed separately. The wide range of topics there include articles on Scottish history, oral tradition, bards, animals, birds, songs, puzzles, riddles and children's rhymes etc.

Tobar an Dualchais - www.tobarandualchais.co.uk

This website contains over 33,000 oral recordings made in Scotland and further afield, from the 1930s onwards. The items you can listen to include stories, songs, music, poetry and factual information.

Urras Leabhraichean na h-Alba - www.scottishbooktrust.co.uk

Tha Urras Leabhraichean na h-Alba air a bhith ag obair ann an co-bhuinn ri Bòrd na Gàidhlig gus leabhraichean Gàidhlig a thoirt an-asgaidh do 4,500 teaghlach Gàidhlig bhon Mhàrt 2013.

Sna pasgain tha eadar-theangachaidhean Gàidhlig de leabhraichean a gheibh sibh sna pasgain Bookbug Beurla. Cuideachd, gheibh sibh fiosrachadh feumail bho Bhòrd na Gàidhlig airson pàrantan a tha airson Gàidhlig a chleachdadh còmhla ris a' chloinn aca.

Cluich, Bruidhinn, Leugh -
www.parentclub.scot/articles/play-talk-read

Faighibh a-mach mar a dh'fhaodas sibh Cluich, Bruidhinn is Leugh a chleachdadh còmhla ris a' phàiste agaibh, rud a bheir dhaibh deagh thoiseach tòiseachaidh.

Learn Gaelic - www.learngaelic.scot

LearnGaelic, aon àite air an eadar-lìon airson a h-uile duine le ùidh ann a bhith ag ionnsachadh Gàidhlig. Ge bith dè an aois a tha thu, no dè an t-eòlas a th' agad, tha cuideachadh dìreach cliog air falbh.

CnaG - www.cnag.org

'S e iomairt shòisealta a th' ann an Comunn na Gàidhlig (CnaG) a tha toirt sheirbheisean Gàidhlig seachad air feadh Alba. Tha iad an sàs ann an tòrr

Scottish Book Trust - www.scottishbooktrust.co.uk

The Scottish Book Trust has been working in partnership with Bòrd na Gàidhlig to provide free Gaelic books to 4,500 Gaelic-speaking families since March 2013.

These packs contain Gaelic translations of the books that you find in your regular Bookbug packs. There is also useful information from Bòrd na Gàidhlig for parents who want to share Gaelic with their children.

Play,Talk,Read -
www.parentclub.scot/articles/play-talk-read

Find out how you can use Play, Talk and Read to give your children a great start in life.

Learn Gaelic - www.learngaelic.scot

LearnGaelic, a one-stop shop for anyone and everyone interested in learning Scottish Gaelic. Whatever stage you are at, and whatever age you are, all the help you need is just a click away.

CnaG - www.cnag.org

Comunn na Gàidhlig (CnaG) is a social enterprise which provides Gaelic services throughout Scotland. They are involved in many

dhiofar raointean, nam measg tha Òigridh is Campaichean, Iomairtean Gàidhlig, Foghlam is Pàrantan, agus Taic-airgid airson pròiseactan.

different areas including Young people and Events, Iomairtean Gàidhlig, Education & Parents, and Funding for projects.

Tràth-bhliadhnaichean Alba - https://earlyyearsscotland.org/

'S e a th' ann an Tràth-bhliadhnaichean Alba a' bhuidheann nàiseanta as motha bhon treas roinn a tha toirt sheirbheisean taice gu dìreach do bhuidhnean thràth-bhliadhnaichean is cùram-chloinne coimhearsnachd agus do theaghlaichean. Tha Tràth-bhliadhnaichean Alba ag obair ann an com-pàirt ri grunn ùghdarrasan ionadail air feadh Alba. Tha sin a' ciallachadh gu bheil luchd-obrach aig Tràth-bhliadhnaichean Alba a tha stèidhichte sna sgìrean sin a tha toirt taic do bhuidhnean ionadail. Cuideachd tha buidhnean a tha nam buill de Thràth-bhliadhnaichean Alba anns gach fear de na 32 ùghdarrasan ionadail.

Early Years Scotland - https://earlyyearsscotland.org/

Early Years Scotland is Scotland's largest third sector national provider of direct support services to community-led early learning and childcare groups and families. Early Years Scotland works in partnership with a number of local authorities across Scotland. This enables Early Years Scotland to have staff based in these locations, supporting local groups. Early Years Scotland also has member groups in all 32 local authorities.

Caidreachas Cùraim is Ionnsachaidh -
http://careandlearningalliance.co.uk/

Is e Caidreachas Cùraim agus Ionnsachaidh (*Care and Learning Alliance* - CALA) a' bhuidheann cùraim-chloinne as motha san treas roinn a tha stèidhichte air a' Ghàidhealtachd agus ann am Moireibh, a' toirt seachad farsaingeachd de sheirbheisean airson cùram-cloinne, buidhnean chloinne air an ruith le comataidhean agus taic dhan teaghlaich, le cuideam air càileachd, cothromachd, cumhachdachadh, stiùireadh is taic. Bidh sinn a' cruthachadh agus a' lìbhrigeadh trèanadh agus ionnsachadh-eileagtronaigeach (briog an seo https://calaelearning.co.uk/) ann an diofar ùghdarrasan ionadail agus tha sinn ag obair ann an com-pàirteachadh le grunn bhuidhnean riaghaltais agus treas roinn gu h-ìonadail agus gu nàiseanta gus taic a

Care and Learning Alliance -
http://careandlearningalliance.co.uk/

Care and Learning Alliance (CALA) is the largest third sector childcare organisation based in Highland and Moray providing a range of services for childcare, committee run children's groups and family support with an emphasis on quality, equity, empowering, guidance and support. We develop and deliver training and e-learning (click here https://calaelearning.co.uk/) in several local authorities and work in partnership with a range of third sector and government agencies locally and nationally to help support positive outcomes for children and families in Scotland.
https://www.careandlearningalliance.co.uk/

chumail ri deagh bhuilean airson clann is teaghlaichean ann an Alba.
https://www.careandlearningalliance.co.uk/

Caidreachas nan Tràth-bhliadhnaichean -
https://www.gov.scot/.../children-and-young-people-improvement-collaborative

Bheir Caidreachas nan Tràth-bhliadhnaichean - pròg ram com-pàirteach le grunn bhuidhnean a tha airson sàr-mhathas a chur an sàs tro bhith coileanadh thoraidhean - an sealladh agus na prìomhachasan aig Buidheann-gnìomh nan Tràth-bhliadhnaichean gu buil gu nàiseanta agus stèidhichidh iad cinn-uidhe, builean is toraidhean a tha soilleir agus a rèir amasan iomchaidh.

Foghlam Alba -
http://www.educationscotland.gov.uk/learningandteaching/earlylearningandchildcare/

Ar dleastanasan is inbhe
'S e buidheann-stiùiridh fo sgèith Riaghaltas na h-Alba a th' ann am Foghlam Alba.
Tha an Sgrìobhainn le Bun-fhrèam aig Foghlam Alba a' cur an cèill mar a nì Foghlam Alba ar n-obair, an dàimh a th' againn le Ministearan na h-Alba agus Riaghaltas na h-Alba agus na dòighean sa bheilear an dùil a choileanas sinn adhbhar is dleastanasan na buidhne.
Tha plana corporra Foghlam Alba a' sealltainn nan dòighean sa bheil sinn an dùil obair còmhla ri ar luchd-compàirt agus còmhla ri daoine a tha an sàs ann am foghlam gus am bi toraidhean nas fheàrr aig gach neach-ionnsachaidh ann an Alba.

Early Years Collaborative -
https://www.gov.scot/.../children-and-young-people-improvement-collaborative

The Early Years Collaborative (EYC) - an outcomes focussed, multi-agency quality improvement programme - will deliver nationally on the vision and priorities of the Early Years Taskforce and bring focus and clarity to agreed objectives, outputs and outcomes.

Education Scotland -
http://www.educationscotland.gov.uk/learningandteaching/earlylearningandchildcare/

Our role and status
Education Scotland is a Scottish Government executive agency.
The Education Scotland Framework Document sets out how Education Scotland will operate, its relationship with Scottish ministers and the Scottish Government and how it is expected to fulfil its remit and purpose Education Scotland's corporate plan lays out how we plan to work with our partners and all those involved in education to improve outcomes for all learners in Scotland.

Eàrr-ràdh 10

A Poileasaidh air Slàinte agus Sàbhailteachd

Ainm:

Ceann-latha:

Ainm-sgrìobhte:

Ath-sgrùdadh 1:

Ainm-sgrìobhte:

Ceann-latha:

Ath-sgrùdadh 2:

Ainm-sgrìobhte:

Ceann-latha:

Appendix 10

Guidance on Health and Safety Statement

Name:

Date:

Signature:

Review 1:

Siganture:

Date:

Review 2:

Signature:

Date:

CARSON A BU CHÒIR AITHRIS POILEASAIDH SLÀINTE IS SÀBHAILTEACHD A BHITH AGAINN?

Tha a h-uile solaraiche cùram-cloinne (bithear a' cur 'solaraichean' orra sa bhileig seo) fo bhuaidh Achd Slàinte is Sàbhailteachd san Àite-obrach 1974 agus reachdas co-cheangailte. Feumaidh iad poileasaidh airson slàinte is sàbhailteachd a sgrìobhadh agus a shealltainn do neach-sgrùdaidh no Oifigear Luchd-sgrùdaidh a' Chùraim ma thèid iarraidh orra. Seallaidh poileasaidh sàbhailteachd soilleir gum bi sibh mothachail air sàbhailteachd agus leas a h-uile duine anns an t-suidheachadh agaibh. Le bhith ga sgrìobhadh, tha e gur cuideachadh gus smaoineachadh tro na h-ullachaidhean uile a rinn sibh.

An cois na bileig seo tha dreachd aithris poileasaidh sàbhailteachd agus cuideachd stiùireadh, dòighean-obrach agus teamplaidean a bharrachd. Tha e ag amas air ùine a shàbhaladh duibh agus gus ur cuideachadh gus aithris agus dòighean-obrach co-cheangailte a tha a' gabhail a-steach a h-uile cuspair cudromach a thaobh slàinte is sàbhailteachd a sgrìobhadh. Chan e liosta coileanta a th' ann agus bu choir dhuibh dòighean-obrach a bharrachd a chur ann mar a bhios iomchaidh dhan t-seirbhis agaibh.

Tha an lagh ag ràdh gum feum aithris sgrìobhte den phoileasaidh choitcheann agaibh a bhith agaibh a mhìnicheas na "structairean agus ullachaidhean" agaibh gus am poileasaidh a chur an gnìomh agus gum feum sibh an aithris fhèin agus ath-sgrùdadh sam bith a thoirt gu aire a h-uile duine buntainneach anns an t-suidheachadh a' gabhail a-steach pàrantan/luchd-cùraim agus clann far a bheil e iomchaidh.

WHY HAVE A HEALTH AND SAFETY POLICY STATEMENT?

All childcare providers (these will all be referred to as providers in this booklet) are subject to the Health & Safety at Work Act 1974 and associated legislation. They are required to write down a policy for health and safety and to show it to an inspector or Care Inspectorate Officer if requested. An explicit safety policy demonstrates that you care for the safety and welfare of all the people in your setting. Writing it down helps you think through the arrangements you have made.

This booklet contains an outline safety policy statement and is accompanied by additional guidance, procedures and templates. It aims to save you time and help you to write a statement and accompanying procedures that cover all important matters relating to health and safety. The list is not exhaustive and you should add additional procedures as appropriate to your service.

The law states that you must have a written statement of your general policy describing your "organisation and arrangements" for carrying out the policy and that you must bring it and any revision of the policy to the attention of all relevant people in the setting including parents/carers and children where appropriate.

Bu choir don bhileig seo ur cuideachadh gus sin a dhèanamh. An toiseach, leughaibh na nòtaichean agus an uair sin lìonaibh na beàrnan agus cumaibh a' bhileag shlàn mar an aithris poileasaidh agaibh fhèin.

MUN AITHRIS POILEASAIDH SEO

Tha am poileasaidh ann an trì earrannan:

- Tha Earrann A na h-aithris choitcheann stèidhichte air na dleastanasan agaibh fon Achd Slàinte is Sàbhailteachd san Àite-obrach agus a' dearbhachadh cò tha an urra ri gach pàirt de shlàinte is sàbhailteachd.
- Cuimhnichibh gu bheil dleastanasan aig a h-uile inbheach fon lagh a bhith a' coimhead às an dèidh fhèin agus às dèidh dhaoine eile.
- Tha Earrannan B is C a' cur nan ullachaidhean agaibh an cèill gu mionaideach. Tha Earrann B a' dèiligeadh ri ullachaidhean coitcheann a tha a' buntainn ris a h-uile, no cha mhòr a h-uile, togalach. Tha Earrann C a' dèiligeadh ri cunnartan a dh'fhaodadh buntainn ribh.
- Cumaibh an aithris shlàn agus poileasaidhean a bharrachd agus modhan-obrach ceangailte ri seo ann an àite far a bheil e furasta ri lorg.

This booklet should help you do that. First read the notes, then fill in the blank spaces and keep the completed booklet as your own statement.

ABOUT THIS POLICY STATEMENT

The policy is in three sections:

- Section A makes a general declaration based on your obligations under the Health & Safety at Work Act then states who is responsible and for what area of health & safety.

- Remember that all adults have responsibilities under the law to take care of themselves and others.

- Sections B & C outline your arrangements in greater detail. Section B deals with general arrangements that apply to all or most premises. Section C deals with particular hazards that may or may not apply to you.

- Keep the whole statement and additional policies and procedures which link to this is a place where it is easy to find.

TÙSAN FIOSRACHAIDH AGUS COMHAIRLE

Faicibh an geàrr-iomradh air reachdas (air an ath dhuilleig). Bithear a' faighinn comhairle agus stiùireadh a bharrachd bhon oifigear slàinte is sàbhailteachd ionadail agaibh taobh a-staigh an ùghdarrais ionadail. 'S urrainn dhuibh cuideachd fios a chur do Infoline an Roinn-ghnìomha Slàinte is Sàbhailteachd (HSE): 0845 345 0055 no làrach-lìn www.hse.gov.uk.

Gheibhear comhairle a thaobh ro-chùraman theine bhon t-seirbheis smàlaidh ionadail agaibh no aig www.infoscotland.com/firelaw.

Seallaibh cuideachd air *Infection Prevention and Control* aig NHS na Gàidhealtachd (2011).

SOURCES OF INFORMATION AND ADVICE

See summary of legislation (over). Further advice and guidance can be obtained from your local health and safety officer within the local authority. You can also contact the Health & Safety Executive (HSE) Infoline **0845 345 0055** or website **www.hse.gov.uk.**

Advice in connection with general fire precautions should be obtained from your local fire service or at www.infoscotland.com/firelaw

Refer also to NHS Highland Infection Prevention & Control in Childcare Settings (2011).

REACHDAS CUDROMACH

1. Achd na Cloinne 1989
Tha Achd na Cloinne ag amas air deagh-chleachdadh a bhrosnachadh an àite droch-chleachdadh a leantainn san lagh. Tha an dleastanas aig Luchd-sgrùdaidh a' Chùraim agus Comhairle Seirbheisean Sòisealta na h-Alba gus dèanamh cinnteach gun tèid an stiùireadh airson deagh-chleachdadh a leantainn. Rè a' phròiseis clàraidh agus sgrùdaidh coimheadaidh iad air an dà chuid luchd-obrach agus an àite-obrach agus bheir iad comhairle iomchaidh seachad.

Mar eisimpleir tha an Achd a' dèiligeadh ri cuspairean leithid:

Slàinte/Slàinteachas:

- Taighean-beaga
- Uisge sruthach teth agus fuar
- Goireas-tiormachaidh làmhan
- Dòigh-ithe cothromach
- Goireasan èididh

Slàinteachas Bìdh

- Cupannan sgaldaichte (sterile)
- Fionnarachadh bìdh/ bainne
- Dòighean-obrach sa chidsean

Àireamhan nam Pàistean airson gach Inbheach

- Gus dèanamh cinnteach gu bheil gu leòr ann
- Trèanadh

IMPORTANT LEGISLATION

1. The Children Act 1989
The Children Act seeks to promote good practice rather than prosecute bad practice. The responsibility for ensuring the guidelines for good practice are adhered to lies with the Care Inspectorate and the Scottish Social Services Council. During the registration and inspection process they will look at both workers and premises and advise appropriately.

For example the Act addresses points such as:

Health/Hygiene:

- Toilet facilities
- Hot and cold running water
- Hand drying facilities
- Balanced diet
- Changing facilities

Food Hygiene

- Sterilised cups
- Refrigeration of food/ milk
- Kitchen practice

Adult: Child ratios

- To ensure adequate provision
- Training

2. Riaghailtean a thaobh stiùireadh Slàinte is Sàbhailteachd san Àite-obrach 2009

Feumaidh solaraichean:

- Siostaman-obrach sàbhailte agus modhan-obrach èiginn a stèidheachadh
- Trèanadh freagarrach air cùisean slàinte is sàbhailteachd a thoirt seachad
- Measadh siostamataigeach a dhèanamh air cunnartan san àite-obrach

3. Riaghailtean Slàinte is Sàbhailteachd (Ciad-chobhair) 1981

Tha seo a' dèiligreadh ri riatanasan a thaobh ciad-chobhair. Bu chòir do sholaraichean clàraidhean a chumail, a' gabhail a-steach clàraidhean làithreachd. Mar eisimpleir

- Bu chòir teisteanas ciad-chobhair bunaiteach a bhith agaibh
- Clàraidhean Tubaist agus Tachartais. Ainm a h-uile duine a tha an làthair
- Seòladh agus àireamh fòn a h-uile duine a tha an làthair
- Fiosrachadh-èiginn
- Aonta pàrantail airson làimhseachadh èiginn, turasan m.s.a.a
- Fiosrachadh a thaobh aileirgidhean agus fiosrachadh slàinte buntainneach eile
- Feumalachdan sònraichte a thaobh bìdh

2. Management of Health & Safety at Work Regulations 2009

Requires providers:

- To set up safe systems of work and emergency procedures
- To provide adequate instruction on healthy and safety matters
- To undertake a systematic assessment of risks in the workplace

3. Health & Safety (First Aid) Regulations 1981

Covers requirements for first aid. Providers should keep suitable records and registers. For example

- You should have a basic first aid qualification
- Accident and Incident records. Names of all attending
- Addresses and telephone numbers of all attending
- Emergency contact details
- Parental consent for emergency treatment, outings etc
- Details of allergies and other relevant health details
- Special dietary needs

4. Achd Teine (Alba) 2005
Tha e riatanach gun dèan luchd-cleachdaidh an àite measadh air riosgan teine. Bu chòir do dhrilichean-teine a bhith air an dèanamh gus dèanamh cinnteach gu bheil clann eòlach air agus a' tuigsinn a' phlana-èiginn teine.

Bu chòir do dhrile-teine a bhith ann gach mìos agus a rèir an ìre de riosg.

5. Riaghailtean an Àite-obrach (Slàinte, Sàbhailteachd agus Sunnd1992
Tha seo a' dèiligeadh ri farsaingeachd de chùisean slàinte, sàbhailteachd agus sunnd bunaiteach mar eisimpleir gaothrachadh (ventilation), teas, solais, stèiseanan obrach, àiteachan-suidhe, taighean-beaga agus goireasan ionnlaid agus cuideachd poileasaidh neo-smocaidh na buidhne. Bu chòir aithris air a' phoileasaidh neo-smocaidh a bhith ann am poileasaidh Slàinte is Sàbhailteachd an t-solaraiche

6. Riaghailtean Obrachadh Làimhseachadh le Làimh 1992
Tha seo a' dèiligeadh ri gluasad nithean le làimh no leis a' bhodhaig. Dealbhaich an obair gus an togail a tha dhìth a lùghdachadh dhan ìre as lugha 's a ghabhas. Smaoinichibh air dè dh'fheumas a bhith air a thogail, bho càite gu càite agus air slàinte agus fallaineachd an neach-obrach. Dèanaibh cinnteach gu bheil taic ann nuair a tha feum air seo.

4. Fire (Scotland) Act 2005
This requires premises users to carry out a fire risk assessment. Fire drills should be carried out to check that children understand and are familiar with the emergency fire action plan.

Frequency of drill should be monthly and reflect the level of risk.

5. Workplace (Health, Safety and Welfare) Regulations 1992

Covers a wide range of basic health, safety and welfare issues such as ventilation, heating, lighting, workstations, seating, toilets and washing facilities including the observance of the no smoking policy for which there should be a statement in the provider's Health & Safety policy

6. Manual Handling Operations Regulations 1992
Covers the moving of objects by hand or bodily force. Plan the work to minimise the amount of lifting necessary. Consider what is to be lifted, from where to where and the individual's health and fitness. Make sure assistance is available when needed.

7. Riaghailtean airson a bhith ag Aithris air Leòntan, Galaran agus Tachartasan Cunnartach 2002 (RIDDOR)

- Feumaidh luchd-fastaidh aithris air cuid de leòntan, galaran agus tachartasan cunnartach san àite-obrach. Tha seo a' gabhail a-steach: Bàs no droch leòn (cuid de bhrisean, call mothachadh agus leòntan far am feumar a dhol dhan ospadal msaa) a' tachairt do neach-obrach no ball dhen phoball. Tha e riatanach ma thachras seo gun tèid fios don ùghdarras buileachaidh* mar as àbhaist air a' fòn
- Leòn a mhaireas nas fhaide na trì làithean – 's e tubaist ceangailte ri obair nach eil mòr a tha seo, ach a tha a' ciallachadh nach urrainn don neach-obrach obair airson barrachd air trì làithean
- Anns an dà shuidheachadh seo, feumaidh foirm tubaist F2508 (a tha ri fhaighinn air làrach-lìn HSE no RIDDOR) a dhol don Roinn-ghnìomha Slàinte is Sàbhailteachd no ùghdarras buileachaidh taobh a-staigh 10 làithean.
- Seirbheisean Còmhdhail an Ùghdarras Ionadail, Seirbhisean Àrainneachdail agus Coimhearsnachd Comhairle na Gàidhealtachd
- Roinn Slàinte na h-Àrainneachd, Comhairle Mhoireibh
- Roinn Slàinte na h-Àrainneachd, Comhairle Earra-Ghàidheal agus Bhòid

8. Riaghailtean Smachd air Stuthan Cunnartach do Shlàinte 2002 (COSHH)

Feumaidh luchd-fastaidh measadh a dhèanamh air na riosgan bho stuthan cunnartach agus a bhith a' gabhail ro-chùram iomchaidh. An toiseach, smaoinichibh mu bhith a' toirt air falbh a' chunnairt

7. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2002 (RIDDOR)

Require employers to notify and report certain occupational injuries, diseases and dangerous occurrences. These include:

- Death or major injury (certain fractures, loss of consciousness and injuries requiring hospital treatment etc) to an employee or a member of the public. These require immediate notification to the enforcing authority* normally by telephone
- Over three day injury – this is an accident connected with work, which is not major, but results in the employee being unable to work for more than three days

- In both the above cases an accident form F 2508 (available on the HSE or RIDDOR website) must be sent to the Health & Safety Executive or enforcing authority within 10 days.

- Local Authority Transport, Environmental and Community Services of the Highland Council

- Environmental Health Section of the Moray Council
- Environmental Health Section of Argyll & Bute Council

8. Control of Substances Hazardous to Health Regulations 2002 (COSHH)

Require employers to assess the risks from hazardous substances and take appropriate precautions. First consider eliminating the hazard, followed by substitution with something less hazardous and

agus rud nas sàbhailte a chleachdadh na àite agus cruthaichibh modhan-obrach smachd a tha soilleir dhan a h-uile duine a tha an sàs ann. Mar eisimpleir:

- Faodaidh stuthan glanaidh an taigh-bhig no a' chidsin a bhith cunnartach anns na làmhan ceàrr. Bu chòir dhuibh sùil a thoirt air modhan cleachdaidh, stòraidh agus comharrachadh

9. Riaghailtean Dealain san Àite-obrach 1989
Feumaidh siostaman dealain a bhith sàbhailte an cleachdadh agus air an cumail ann an staid shàbhailte. Feumaidh a h-uile pìos uidheim so-ghiùlan a bhith air liosta gus am bi e air a sgrùdadh gu cunbhalach agus gus an tèid a staid a chlàradh. Feumaidh a h-uile pìos uidheim a tha briste, no a dh'fhaodadh a bhith briste, a bhith air a thoirt a-mach à cleachdadh agus air a chur ann an àite tèarainte gus an tèid sùil a thoirt air le duine comasach.

10. Riaghailtean Toirt Seachad agus Cleachdadh Uidheam Obrach 1998 (PUWER)
Feumaidh uidheam sàbhailte a thèid a thoirt seachad airson cleachdadh san àite-obrach a bhith sàbhailte. Mar eisimpleir, cùm cunntas de dhèideagan agus uidheam ag innse cinn-latha an sgrùdaidh agus nuair a chaidh an glanadh.

11. Riaghailtean Fiachanas an Neach-fastaidh (Àrachais Riatanach) 1969
Feumaidh luchd-fastaidh àrachas fhaighinn an aghaidh thubaistean agus droch-shlàinte an luchd-obrach aca.

have proper control procedures, which should be clearly explained to those involved. For example:

- Toilet and kitchen cleaning materials can all be considered potentially dangerous in the wrong hands. Controls of use, storage and marking should be addressed

9. Electricity at Work Regulations 1989
Require electrical systems to be safe to use and maintained in a safe condition. All portable apparatus should be listed so it can be regularly inspected and its condition recorded. All suspect or faulty apparatus should be taken out of use and put in a secure place until attended to by a competent person.

10. Provision and Use of Work Equipment Regulations 1998 (PUWER)
Require that equipment provided for use at work is safe. For example, maintain an inventory of toys and equipment stating inspection dates and when cleaned.

11. Employer's Liability (Compulsory Insurance) Regulations 1969
Require employers to take out insurance against accidents and ill health to their employees.

ROINN A: AITHRIS CHOITCHEANN AIR A' PHOILEASAIDH

Is e poileasaidh an t-suidheachaidh agam a bhith ag amas air suidheachadh-obrach, uidheam agus siostaman a chruthachadh agus a chumail a bhios sàbhailte agus fallain agus a bhith a' toirt seachad fiosrachadh, stiùireadh agus trèanadh sam bith a tha a dhìth.

Tha fios agam cuideachd gu bheil dleastanas agam airson slàinte is sàbhailteachd nan daoine eile a dh'fhaodadh a bhith fo bhuaidh nan gnìomhan agam.

Tha am poileasaidh ri fhaighinn ann an ……..agus tha e ri làimh airson sgrùdadh.

Thèid lèirmheas a dhèanamh air gach bliadhna airson atharrachadh deatamach sam bith agus air shoighneadh leis an t-solaraiche

EARRANN B: ULLACHAIDHEAN COITCHEAN

TUBAISTEAN
Airson ciad-chobhair, 's e seo a' chiad neach-aithne/neach ainmichte anns an t-solarachadh (2a)

……

Faodar taic a bharrachd fhaighinn bho na daoine a leanas a tha air an trèanadh/aig a bheil teisteanas ann an ciad-cobhair, m.e. neach-altraim/dotair/aireach-cloinne eile a chumas sùil air clann eile ma tha aon phàiste ann an èiginn

Ainm Àite/Àireamh fòn

……

……

……

……

Tha am bogsa ciad-chobhair an seo

……

NB Bheir mi sùil air na tha anns a' bhogsa gach mìos

Tha dleastanas agam a bhith ag aithris air tubaistean do phàrantan/ luchd-cùraim/ Luchd-sgrùdaidh a' Chùraim/ HSE mar a tha iomchaidh

Notaichean

(2a)Feumaidh an solaraiche goireasan ciad-chobhair a chumail agus feumaidh iad smachd a ghabhail nuair a tha cuideigin an an leòn no tinn.

Feumar aithris air cuid de leòntan agus tachartasan sa bhad – m.e. RIDDOR

ÀITE-TIONAIL MA THÈID AN TOGALACH FHALAMHACHADH

Ma tha againn ris an togalach fhalamhachadh, fàgaidh sinn agus thèid sinn gu:

……

Àite eile a chleachdas sinn ma tha againn ris an togalach fhalamhachadh uile gu lèir

Àite

……

……

Àireamh fòn

……

TÙS COMHAIRLE (7)
Sgioba Slàinte is Sàbhailteachd an Ughdarrais Ionadail

……

……

Ionad-/Oifigear-slàinte/ Lèigh-lann Dotair Teaghlaich

……

……

Bithear a' faighinn comhairle air trèanadh freagarrach bho (8)

Oifis CALA 01463 703033

MEASADH CHUNNARTAN (9)
Lìonaidh mi clàr bhliadhnail air measadh chunnartan a bharrachd air measaidhean chunnartan co-ceangailte ri gnìomhan sònraichte.

SAOR-THOILICH/ LUCHD-TADHAIL
Tha gnìomhan a h-uile saor-thoileach agus neach-tadhail aig a bheil buaidh air sàbhailteachd an urra riumsa. Feumaidh fios a bhith aca dè na cunnartan a th' ann agus na ro-chùraman a bu chòir dhaibh a ghabhail. Feumaidh mi dèanamh cinnteach gu bheil fios aca air na modhan-obrach slàinte is sàbhailteachd agam.

(7) Faodaidh sibh comhairle fhaighinn bhon sgrùdaire slàinte is sàbhailteachd ionadail uair sam bith

(8) Bu chòir do dh'airichean-cloinne an trèanadh uile fhaighinn a tha a dhìth gus dèanamh cinnteach gun dèan iad an obair aca gu sàbhailte

(9) Chan eil clàr measaidh chunnartan bhliadhnail an cois seo, oir bu chòir trèanadh bunaiteach a bhith air fhaighinn mus tèid an obair seo a dhèanamh. (Cuir fios do dh'oifis Inbhir Nis air 01463 703033 airson fiosrachadh a bharrachd)

SECTION A: GENERAL STATEMENT OF POLICY

The policy of my setting is to provide and maintain safe and healthy working conditions, equipment and systems, and to provide any information, instruction and training needed.

I also accept my responsibility for the health and safety of other people who may be affected by my activities.

The policy is located …… and is available for inspection.

It is reviewed annually for any changes felt necessary and signed by the provider.

SECTION B: GENERAL ARRANGEMENTS

ACCIDENTS

For first aid, the first point of contact/appointed person in the provision is (2a)

……

Further assistance can be requested from the following trained/qualified first aiders e.g. nurse/doctor/ another childminder who will care for other children if there is an emergency involving one child

Name Location/Telephone no

……

……

……

……

The First Aid box is located

……

NB I will check the contents of the box each month

I am responsible for reporting accidents to parents/ carers/ Care Inspectorate/ HSE as appropriate

Notes

(2a) The provider must maintain first aid facilities and takes charge when somebody is injured or ill.

Some injuries and dangerous occurrences require immediate notification – e.g. RIDDOR

EVACUATION ASSEMBLY POINT

In case of an evacuation we will exit and go to:

……

Alternative premises to be used in case of complete evacuation

Location

……

……

Telephone no

……

SOURCE OF ADVICE (7)

Local Authority Health & Safety Team

……

……

Health Centre/Visitor/ GP Surgery

……

……

Advice on suitable training can be obtained from (8)

CALA Office 01463 703033

RISK ASSESSMENT (9)

I will complete an annual record of risk assessment in addition to risk assessments relating to specific activities.

VOLUNTEERS/ VISITORS

I am liable for the actions by all volunteers and visitors which impact on safety. They need to know what hazards there are and what precautions they should take. I will need to ensure that they are aware of my health and safety procedures.

(7) You can always contact your local health & safety inspector for advice

(8)Childminders should receive all the training necessary to ensure they do their job safely

(9) Annual risk assessment record not included, as underpinning training should be accessed prior to carrying out this work. (Please contact Inverness office on 01463 703033 for more details)

Puingean air am bu choir beachdachadh mus lìon sibh Earrann C

A' cur rudan air dòigh

- Cuiribh glacan iomchaidh air dorsan agus uinneagan agus cuiribh rabhaidhean dorais ann. Dèanaibh cinnteach gu bheil taighean-beaga agus miasan glan/ gu bheil siaban agus searbhadairean ann.
- Dèanaibh cinnteach gu bheil dorsan-teine clìor agus nach eil iad glaiste.
- Dèanaibh cinnteach gu bheil uidheamachd air a stòradh gu sàbhailte
- Dèanaibh cinnteach gu bheil rèididheataran agus pìoban teth air an geàrdadh gu math. Na cuiribh dad air mullach nan rèididheataran.
- Dèanaibh cinnteach gu bheil a h-uile nuta, bolt is glac tèarainte agus nach gluais na bùird.
- Cumaibh sùil a-mach airson oirean sgaoilte/cam agus airson sràcan anns na bratan-ùrlair.
- Leanaibh stiùireadh air togail agus làimhseachadh agus air làimhseachadh le làimh - dithis airson togail ma tha seo a dhìth.
- Sonraichibh stòras sàbhailte airson stuthan aig na h-inbhich oir dh'fhaodadh gum bi pileachan, lasadairean msaa. annta.
- Thoiribh sùil air rudan gu làitheil nuair a chuireas sibh rudan air dòigh. Thoiribh air falbh uidheam briste sam bith agus càraichibh e, ma ghabhas seo dèanamh.

Points to consider before completing Section C

Setting Up

- Fit appropriate door and window catches and door alarms. Check toilets and basins are clean/ soap and towels provided.
- Check fire doors are kept clear and not locked.
- Ensure safe storage of equipment
- Ensure hot radiators and pipes are well guarded. Do not cover any radiators.
- Check all nuts, bolts and catches are secure and tables do not wobble.
- Check for frayed/curled edges, tears etc. in floor coverings.
- Observe lifting and handling and manual handling guidance – two people to lift if necessary.
- Allocate safe storage for adult belongings as they may contain pills, lighters, etc.
- Do a daily visual check when setting out. Remove any broken equipment and repair if possible.

- Thoiribh sùil air càballan gu làitheil, na cleachdaibh càball-leudachaidh ma ghabhas a sheachnadh. Thoiribh air falbh uidheam briste sam bith.
- Dèanaibh cinnteach nach ruig iad air teudan nan sgàilean-uinneig.

Nuair a nochdas no a dh'fhalbhas a' chlann

- Dèanaibh cinnteach gun tèid gach pàiste a tha an làthair a chomharrachadh ge b' e dè an uair a nochdas iad m.e. ma tha iad fadalach. Gabhaibh a-steach a h-uile inbheach agus pàiste. Cumaibh an clàr anns an aon àite gach latha.
- Glasaibh an doras a-mach no doras eile mar a bhios iomchaidh (na glasaibh doras-teine) agus/no dèanaibh cinnteach gu bheil an siostam-rabhaidh ag obair ma dh'fhosglas an doras. Dèanaibh cinnteach gu bheil dorsan-teine clìor. Glasaibh an doras no cleachdaibh geata airson a' chidsin/preasan mòra ma tha seo iomchaidh.
- Dèanaibh cinnteach gu bheil foirmichean aonta air an lìonadh ma choisicheas clann gu/ bhon sgoil leotha fhèin. Bu choir do dh'fhoirm aonta a bhith air a lìonadh ma tha cead aig clann cluich taobh a-muigh leotha fhèin. Dèanaibh cinnteach gu bheil liosta cheart agaibh de na daoine aig a bheil cead clann a thogail.

Cluich

- Glanaibh/ atharraichibh/ ùraichibh gainmheach/ crè/ taois nuair a tha seo a dhìth.
- Dèanaibh cinnteach gu bheil peant, glaodh agus pinn neo-thogsaigeach agus cleachdaibh pinn le mullaichean le tuill annta.

- Check flexes daily, avoid use of extension leads where possible. As above remove broken or damaged equipment.

- Ensure that cords of blinds are kept well out of reach.

When children arrive or depart

- Ensure all children are marked present regardless of arrival time e.g. if late. Include all adults and children. Keep the register in the same place each day.

- Lock outside door or as appropriate (not fire exit) and/or ensure alarm system working if door opens. Ensure fire exits are kept clear. Lock door or use stair gate for kitchen/walk in cupboards if appropriate.

- Ensure consent forms are completed if children walk to/ from school themselves. A consent form should also be completed if children are permitted to play outside unsupervised. Ensure you have an up to date list of those able to collect children.

Play

- Clean/ change/ replace sand/ clay/dough as required.

- Na cleachdaibh polystyrene airson cluich-sgudail, bithibh air ur faicill ro aileirgidh agus analachadh min-sàibh. Cleachdaibh sgudal glan gun oirean geura.
- Na cleachdaibh cleòcan aig a bheil còrd-amhaich (cleachdaibh Velcro) agus dèanaibh cinnteach nach eil buinn air bròg an ro àrd. Nighibh aodaich cluich gu tric agus càraichibh iad nuair a tha seo deatamach.
- Nighibh dèideagan gu tric agus cumaibh pàirtean beaga air falbh bho chloinn fo aois trì mar a tha iomchaidh.
- Dèanaibh cinnteach gu bheil uachdar sàbhailte ann far a bheil clann a' cleachdadh uidheam cluich mòr m.e. sleamhaineagan agus dreallagan.
- Dèanaibh cinnteach gu bheil aireachas inbhich iomchaidh ann airson gnìomhan m.e. 's dòcha gum bi feum air cuideachadh a bharrachd airson còcaireachd, obair-fhiodha, uidheam sreap, cluich taobh a-muigh agus tursan.

Amannan Bìdh (faicibh cuideachd NHS Bacadh is Smachd air Galaran ann an Suidheachaidhean Cùram-chloinne)

- Dèanaibh cinnteach gun nigh clann agus inbhich an làmhan mus bi iad ag ithe no ag ullachadh bìdh. Cleachdaibh uisge teth (nas lugha na 60º) agus siaban lionnach le uisge ùr airson gach pàiste.
- Uisge teth le siaban (stuth-nighe) no stealladh dì-ghalarain (stuth-gealachaidh tlàth). Nuair a thèid clobhdaichean a chleachdadh bu chòir dhaibh a bhith air an glanadh agus air an atharrachadh gu tric.
- Dèanaibh cinnteach gun tèid a h-uile cupa agus truinnsear a nighe, a sgoladh agus a thiormachadh le làimh no ann an nigheadair-shoithichean.

- Check paint, glue and pens these are non-toxic and use pens with ventilated tops.

- No polystyrene for junk play, beware of sawdust allergy and inhalation. Use clean junk with no sharp edges.

- Do not use cloaks with neckcords (use Velcro) and check heels for safe height. Wash dressing up clothes regularly and mend as necessary.

- Wash toys on a regular basis and keep small parts away from under threes as appropriate.
- Ensure safe surfaces where children are using large play equipment e.g. slides and swings.

- Ensure appropriate adult supervision for activities e.g. cookery, woodwork, climbing equipment, outdoor play and outings may require extra help.

Snack/Meal Times (see also NHS Infection Prevention and Control in Childcare Settings)

- Always ensure children and adults wash hands before eating or preparing snack. Use hot (less than 60 º) water and liquid soap with fresh water for each child.

- Hot soapy water (detergent) or disinfectant (mild bleach) spray. Cloths where used should be clean and renewed regularly.

- Dèanaibh cinnteach gu bheil biadh air a stòradh aig teothachd iomchaidh agus bithibh mothachail air aileirgidhean.
- Cleachdaibh bùird-geàrraidh le diofar dhathan airson biadh diofraichte agus nighibh iad às dèidh gach cleachdadh le uisge teth le siaban no le eadar-sgaoileadh dì-ghalarain.
- Feumaidh **clobhdaichean tiormachaidh** a bhith air an nighe gach latha aig 60°.
- Dèanaibh cinnteach gun tèid aire a thoirt air deochan no biadh teth gus nach tèid an dòrtadh/ nach tèid daoine a sgaldadh.

Cluich a-muigh

- Cumaibh **feansaichean agus geataichean** tèarainte agus ann an deagh staid fad na h-ùine.
- Cumaibh **mullach air tuill-ghainmhich** nuair nach eilear gan cleachdadh (gus cait, msaa, a chumail a-mach).
- **Uidheam sreap:** Cleachdaibh iad le aireachas iomchaidh agus uachdar sàbhailteachd iomchaidh fodha m.e. sgrath/ feur.
- Dèanaibh cinnteach gu bheil fios aig clann nach fhaod iad dearcan, deanntagan agus fungasan, msaa. a lorgas iad a bhuain.
- Na toiribh air falbh uidheam trom nuair a tha clann fhathast mun cuairt.
- Thoiribh air falbh sgudal sam bith bhon làraich gach latha gus riosg teine no galair a sheachnadh.
- Cuiribh rudan a dh'fhaodadh a bhith glè chunnartach ann an dà bhaga.

- Ensure all cups and plates are washed, rinsed and dried thoroughly whether by hand or in a dishwasher.

- Ensure foods are stored at appropriate temperatures and be aware of allergies.

- Use colour coded chopping boards for different foodstuffs and wash after every use with hot soapy water or disinfectant solution.
- **Drying cloths must be** washed daily at 60°.

- Ensure care is taken to avoid possible scalding/spillage with hot drinks or foods.

Outdoor play

- Keep **fences and gates** secure and well maintained at all times.
- **Sandpits should be** kept covered when not in use (to keep cats, etc. out).
- **Climbing equipment:** Use with appropriate supervision and appropriate safety surface underneath e.g. bark/ grass
- Ensure children are aware not to pick berries, nettles and fungi, etc. that they find.

- Do not clear away heavy equipment whilst children are present.
- Remove all litter/rubbish from premises daily to prevent fire or infection risk.
- Double bag potential high risk items.

- Dèanaibh cinnteach gu bheil uidheam dealain air a chur dheth no am pluga air thoirt a-mach mur eilear ga chleachdadh. Na cleachdaibh leudachan ma ghabhas an seachnadh agus dèanaibh cinnteach gun tèid sùil a thoirt air uidheam làimh airson sàbhailteachd nuair a bhios seo iomchaidh.

- Ensure electrical equipment is switched off/ unplugged if not in use. Avoid use of extension leads where possible and ensure any portable equipment is checked for safety as required.

EARRANN C
CUNNARTAN

Bu chòir do shìoladh fala, dìobhairt no sùigh-cuirp a bhith air a ghlanadh cho luath ’s a ghabhas. Bu chòir 1 pàirt stuth-gealachaidh ann an 10 pàirtean uisge fuar NO uisge teth le siaban a bhith air a dhòrtadh air an sìoladh agus tubhailtean-pàipeir air an cur air a’ mhullach. Nighibh an t-àite le tubhailtean-pàipeir agus le miotagan agus aparan aon turas mar a tha iomchaidh.Àite eile a chleachdas sinn ma tha againn ris an togalach fhalamhachadh uile gu lèir

A’ faighinn cuidhteas de sgudal
(12)

……

……

……

……

Bu chòir uidheam agus stuthan glanaidh a bhith air an cumail air falbh bho chloinn.

(11) Bu chòir sanas ag innse chleachdaidhean slàinteachais a’ chidsin a bhith ri fhaighinn. Thoiribh siùil air stiùireadh galaranan NHS.

(12) Bu chòir do thubhailtean-pàipeir agus miotagan aon turais a dhol ann an dà bhaga mus tèid iad a-mach airson cruinneachadh.

Faodaidh stuthan cunnartach cron a dhèanamh ma thèid an cleachdadh anns an dòigh cheàrr m.e. stuth-gealachaidh, siaban nighe, stuth dì-ghalarain, glaodh agus lionntan-sgaoilidh msaa. Thoiribh an aire air na rudan seo ann an àite co-roinnte, gu h-àraidh far am faod daoine eile na stuthan seo a stòradh.

SECTION C
HAZARDS

Spillages of blood vomit or bodily fluids should be cleaned up as soon as possible. Ordinary domestic bleach diluted 1 part in 10 parts with cold water OR hot soapy water should be poured over the spill which should be covered with paper towels. Wipe up with disposable paper towels wearing disposable gloves and apron as appropriate.

Waste disposal
(12)

……

……

……

……

Equipment and cleaning materials will be stored out of reach of children.

(11) Bu chòir sanas ag innse chleachdaidhean slàinteachais a' chidsin a bhith ri fhaighinn. Thoiribh siùil air stiùireadh galaranan NHS.

(12) Bu chòir do thubhailtean-pàipeir agus miotagan aon turais a dhol ann an dà bhaga mus tèid iad a-mach airson cruinneachadh.

Faodaidh stuthan cunnartach cron a dhèanamh ma thèid an cleachdadh anns an dòigh cheàrr m.e. stuth-gealachaidh, siaban nighe, stuth dì-ghalarain, glaodh agus lionntan-sgaoilidh msaa. Thoiribh an aire air na rudan seo ann an àite co-roinnte, gu h-àraidh far am faod daoine eile na stuthan seo a stòradh.

Eàrr-ràdh 10B/Appendix 10B

Liosta-Sgrùdaidh Sheachdaineach Airson Slàinte Is Sàbhailteachd/Health and Safety Weekly Checklist

An t-Seachdain a' Tòiseachadh/Week Begining:

Àiteachan a tha rin Sgrùdadh Areas for Checking	**Latha/Làithean air an deach an sgrùdadh a dhèanamh.** Day/s Checked	**Ceart gu leòr/ Cha robh e ceart gu leòr – mura robh e ceart gu leòr, thoiribh fiosrachadh air na bha ceàrr** Satisfactory/Unsatisfactory – if unsatisfactory please give details	**Gnìomhan a rinneadh ma bha gin a dhìth – thoiribh fiosrachadh seachad** Action taken if required – provide details	**Tuilleadh Ghnìomhan a Dhìth – thoiribh fiosrachadh seachad** Follow up Required – provide details
A bheil an togalach / na togalaichean sàbhailte is glan? A bheil gàbhadh sam bith ann? Are the premises safe, clean and free of hazards?				
A bheil na h-àiteachan a-muigh freagarrach airson an cleachdadh agus an deach measadh a dhèanamh orra a thaobh chunnartan is bhuannachdan? Are the outside areas fit for use and risk benefit assessed?				

Àiteachan a tha rin Sgrùdadh Areas for Checking	**Latha/Làithean air an deach an sgrùdadh a dhèanamh.** Day/s Checked	**Ceart gu leòr/ Cha robh e ceart gu leòr – mura robh e ceart gu leòr, thoiribh fiosrachadh air na bha ceàrr** Satisfactory/Unsatisfactory – if unsatisfactory please give details	**Gnìomhan a rinneadh ma bha gin a dhìth – thoiribh fiosrachadh seachad** Action taken if required – provide details	**Tuilleadh Ghnìomhan a Dhìth – thoiribh fiosrachadh seachad** Follow up Required – provide details
An deach an Clàr / leabhar luchd-tadhail làitheil a lìonadh a-steach? Has the daily register/visitors book been completed?				
A bheil rianan-tèarainteachd freagarrach gan cur an sàs, me, glag-dorais, na slighean a-mach airson teine gun bhacadh? Are relevant security measures in place, e.g. door bells, fire exits clear?				
A bheil na teasadairean is uisge teth aig teòthachd fhreagarrach? Is the heating and hot water at an acceptable temperature?				
A bheil foirmichean airson thubaistean/thachartasan furasta am faotainn? Are accident/incident forms readily available?				

Àiteachan a tha rin Sgrùdadh Areas for Checking	**Latha/Làithean air an deach an sgrùdadh a dhèanamh.** Day/s Checked	**Ceart gu leòr/ Cha robh e ceart gu leòr – mura robh e ceart gu leòr, thoiribh fiosrachadh air na bha ceàrr** Satisfactory/Unsatisfactory – if unsatisfactory please give details	**Gnìomhan a rinneadh ma bha gin a dhìth – thoiribh fiosrachadh seachad** Action taken if required – provide details	**Tuilleadh Ghnìomhan a Dhìth – thoiribh fiosrachadh seachad** Follow up Required – provide details
A bheil stuthan gu leòr sa bhogsa ciad chobhair agus a bheil e air a stòradh san àite far am bu chòir dha a bhith? Is the first aid box adequately stocked and stored where it should be?				
Ma tha daoine a' cleachdadh chungaidhean leighis an-dràsta, me, uidheam-analach, a bheil iad air an clàradh gu ceart agus air an stòradh gu sàbhailte? Are any medicines currently being used e.g. inhalers, recorded appropriately and stored safely?				
Sgrìobhaibh sìos gu h-ìosal rud sam bith eile air am feumar sgrùdadh a dhèanamh gu cunbhalach agus clàraichibh na sgrùdaidhean sin mar a bu chòir. Please list below any other areas that require routine checking and complete the record as required.				

Àiteachan a tha rin Sgrùdadh Areas for Checking	**Latha/Làithean air an deach an sgrùdadh a dhèanamh.** Day/s Checked	**Ceart gu leòr/ Cha robh e ceart gu leòr – mura robh e ceart gu leòr, thoiribh fiosrachadh air na bha ceàrr** Satisfactory/Unsatisfactory – if unsatisfactory please give details	**Gnìomhan a rinneadh ma bha gin a dhìth – thoiribh fiosrachadh seachad** Action taken if required – provide details	**Tuilleadh Ghnìomhan a Dhìth – thoiribh fiosrachadh seachad** Follow up Required – provide details

Eàrr-ràdh 10C

BOCSA CIAD-FHUASGLAIDH

Bheir mi sùil air na tha anns a' bhogsa ciad-fhuasglaidh agam gach mìos.
Bu chòir gum bi na rudan seo na bhroinn:

- Plàstairean (hypo-allergenic no micropore mar a bhios iomchaidh). Plàstairean gorma airson Sàbhailteachd Bìdh
- Padaichean Sùla
- Bannan-leighis (*bandages*) triantach
- Prìnichean-banaltraim
- Ìocan-chomhdach (*dressings*) meadhanach
- Ìocan-chomhdach mòra
- Miotagan aon turas
- Siosar
- Bannan-leighis crepe
- Eadar-sgaoileadh (*solution*) salainn

Ceann-latha: ……

Appendix 10C

FIRST AID KIT

I will check the contents of my First Aid box monthly.

Contents should include the following:

- Plasters (hypo-allergenic or micropore as required). Blue plasters for Food Safety.
- Eye Pads
- Triangular bandages
- Safety Pins
- Medium Dressings
- Large Dressings
- Disposable gloves
- Scissors
- Crepe bandage
- Saline solution

Date: ……

Eàrr-ràdh 11

Stiùireadh/Comhairle a Thaobh a bhith Measadh Chunnartan

- Gàbhadh a dh'fhaodadh a bhith ann - rudeigin a dh'fhaodadh cron a dhèanamh no cuideigin a ghoirteachadh (me, an t-sìde).
- An cunnart - rud a dh'fhaodadh tachairt (me, losgadh bhon ghrèin).
- Bho aon ghàbhadh, dh'fhaodadh grunn chunnartan èirigh .
- Bidh luchd-obrach a' dèanamh Measadh a thaobh Bhuannachdan is Cunnartan airson gnìomhachd ùr a tha iad an dùil a dhèanamh.
- A h-uile sia mìosan bithear ag ath-sgrùdadh a' mheasaidh a chaidh a dhèanamh air cunnartan san ionad - thoiribh air falbh rud sam bith bhon chiad cholbh nach eil a' buntainn ris a' bhuidhinn agaibh.

Iarraibh air a' chloinn pàirt a ghabhail, cuiribh trì ceistean orra:

- Dè tha math mu dheidhinn a bhith dèanamh seo? (buannachdan)
- Dè dh'fheumas sinn a bhith faiceallach mu dheidhinn? (Gàbhaidhean is cunnartan)
- Ciamar a chumas sinn sinn fhìn sàbhailte? (Dìon bho chunnartan)

Appendix 11

Risk Assessment Guidelines/ Hints

- Hazard - something with potential to cause harm (e.g. weather).
- Risk - the end result (e.g. sunburn).

- From any one hazard there are often several risks.
- Staff undertake a Benefit Risk Assessment for any new activity they undertake.

- Site risk assessment reviewed every six months - remove anything from the 1st column which is not relevant to you.

Include the children, ask them three questions:

- What is good about doing this? (benefits)
- What do we need to be careful of? (Hazards and associated risks)
- How do we stay safe? (Precautions)

Eàrr-ràdh 11A/Appendix 11A

Measadh Chunnartan airson Àite A-staigh/Indoor Risk Assessment

An t-àite/Venue:		Còd-puist/Postcode:
Measadh air a dhèanamh le/Assessment Carried out by:	Ainm-sgrìobhte/Signature:	Ceann-latha/Date:

Gàbhadh a dh'fhaodadh a bhith ann Hazard	**Buannachdan** Benefits	**Cunnartan** Risks	**Measadh air a' chunnart far a bheil smachd a dhìth Mòr/Meadhanach mòr/Beag** Evaluation of control risk High/Medium/Low	**Gnìomh** Action	**Ìre Cunnairt a-nis Mòr/Meadhanach mòr/Beag** Revised Risk Level High/Medium/Low
A' faighinn chun an àite **Rathaidean** **Ceumannan** **Parcadh** **Còraichean-slighe** **Tèarainteachd an àite** Accessing the site Roads Paths Parking Rights of way Security of venue					

Gàbhadh a dh'fhaodadh a bhith ann Hazard	**Buannachdan** Benefits	**Cunnartan** Risks	**Measadh air a' chunnart far a bheil smachd a dhìth Mòr/Meadhanach mòr/Beag** Evaluation of control risk High/Medium/Low	**Gnìomh** Action	**Ìre Cunnairt a-nis Mòr/Meadhanach mòr/Beag** Revised Risk Level High/Medium/Low
Crìochan **Me, feansa, uèir bhiorach, abhainn, slighean, rathaidean, sruthan** Boundaries E.g. Fence, barbed wire, river, tracks, roads, stream					
Daoine eile a bhios a' cleachdadh an àite: **clann, am mòr-shluagh** Other users: children, public					

Gàbhadh a dh'fhaodadh a bhith ann Hazard	**Buannachdan** Benefits	**Cunnartan** Risks	**Measadh air a' chunnart far a bheil smachd a dhìth Mòr/Meadhanach mòr/Beag** Evaluation of control risk High/Medium/Low	**Gnìomh** Action	**Ìre Cunnairt a-nis Mòr/Meadhanach mòr/Beag** Revised Risk Level High/Medium/Low
Bunan-dealain, uidheamachd msaa. Electrical sockets, equipment etc.					
Dèideagan is uidheamachd Toys & equipment					
An cidsin Kitchen area					
Rudan a nì sibh Activities					

Gàbhadh a dh'fhaodadh a bhith ann Hazard	**Buannachdan** Benefits	**Cunnartan** Risks	**Measadh air a' chunnart far a bheil smachd a dhìth Mòr/Meadhanach mòr/Beag** Evaluation of control risk High/Medium/Low	**Gnìomh** Action	**Ìre Cunnairt a-nis Mòr/Meadhanach mòr/Beag** Revised Risk Level High/Medium/Low

Eàrr-ràdh 11B/Appendix 11B

Measadh Chunnartan A-muigh/Outdoor Risk Assessment

An t-àite/Venue:		Còd-puist/Postcode:
Measadh air a dhèanamh le/Assessment Carried out by:	Ainm-sgrìobhte/Signature:	Ceann-latha/Date:

Gàbhadh a dh'fhaodadh a bhith ann Hazard	**Buannachdan** Benefits	**Cunnartan** Risks	**Measadh air a' chunnart far a bheil smachd a dhìth Mòr/Meadhanach mòr/Beag** Evaluation of control risk High/Medium/Low	**Gnìomh** Action	**Ìre Cunnairt a-nis Mòr/Meadhanach mòr/Beag** Revised Risk Level High/Medium/Low
A' faighinn chun an àite **Rathaidean** **Ceumannan** **Parcadh** **Còraichean-slighe** **Tèarainteachd an àite** Accessing the site Roads Paths Parking Rights of way Security of venue					

Gàbhadh a dh'fhaodadh a bhith ann Hazard	**Buannachdan** Benefits	**Cunnartan** Risks	**Measadh air a' chunnart far a bheil smachd a dhìth Mòr/Meadhanach mòr/Beag** Evaluation of control risk High/Medium/Low	**Gnìomh** Action	**Ìre Cunnairt a-nis Mòr/Meadhanach mòr/Beag** Revised Risk Level High/Medium/Low
Crìochan **Me, feansa, uèir bhiorach, abhainn, slighean, rathaidean, sruthan** Boundaries E.g. Fence, barbed wire, river, tracks, roads, stream					

Gàbhadh a dh'fhaodadh a bhith ann Hazard	**Buannachdan** Benefits	**Cunnartan** Risks	**Measadh air a' chunnart far a bheil smachd a dhìth Mòr/Meadhanach mòr/Beag** Evaluation of control risk High/Medium/Low	**Gnìomh** Action	**Ìre Cunnairt a-nis Mòr/Meadhanach mòr/Beag** Revised Risk Level High/Medium/Low
Daoine eile a bhios a' cleachdadh an àite: Maoir-dùthcha, tuathanaich, cunnradairean, luchd-coiseachd, luchd-baidhsagail, daoine a' marcachd eich, clann, am mòr-shluagh Other users: Rangers, farmers, contractors, walkers, cyclists, horse riders, children, public					

Gàbhadh a dh'fhaodadh a bhith ann Hazard	**Buannachdan** Benefits	**Cunnartan** Risks	**Measadh air a' chunnart far a bheil smachd a dhìth Mòr/Meadhanach mòr/Beag** Evaluation of control risk High/Medium/Low	**Gnìomh** Action	**Ìre Cunnairt a-nis Mòr/Meadhanach mòr/Beag** Revised Risk Level High/Medium/Low
Am measg nan craobhan: Fiodh grot, craobhan marbh, rudan crochte Canopy Layer: Deadwood, dead trees, hanging objects					
Rudan a tha fàs san talamh: **Lusan puinnseanta, lusan cunnartach** Field Layer: Poisonous plants, hazardous plants					

Gàbhadh a dh'fhaodadh a bhith ann Hazard	**Buannachdan** Benefits	**Cunnartan** Risks	**Measadh air a' chunnart far a bheil smachd a dhìth Mòr/Meadhanach mòr/Beag** Evaluation of control risk High/Medium/Low	**Gnìomh** Action	**Ìre Cunnairt a-nis Mòr/Meadhanach mòr/Beag** Revised Risk Level High/Medium/Low
Air an talamh: logaichean, sgudal, fungi, salchair, lòn uisge, sruthan, uisge na laighe Ground Layer: logs, litter, fungi, faeces, pond, stream, stagnant water					
Nithean togte: Bothan-fasgaidh Structures: Shelter					
Ainmhidhean Animals					

Gàbhadh a dh'fhaodadh a bhith ann Hazard	**Buannachdan** Benefits	**Cunnartan** Risks	**Measadh air a' chunnart far a bheil smachd a dhìth Mòr/Meadhanach mòr/Beag** Evaluation of control risk High/Medium/Low	**Gnìomh** Action	**Ìre Cunnairt a-nis Mòr/Meadhanach mòr/Beag** Revised Risk Level High/Medium/Low
Innealan Tools					
Eile Other					

Eàrr-ràdh 11C/Appendix 11C

Measadh air Buannachdan is Cunnartan airson Turas no Gnìomhachd/Excursion and Activity Benefit Risk Assessment

Gàbhadh/Gnìomhachd Hazard/Activity	**Buannachdan** Benefits	**Cunnartan** Risks	**Measadh air a' chunnart far a bheil smachd a dhìth Mòr/Meadhanach mòr/Beag** Evaluation of control risk High/Medium/Low	**Gnìomh** Action	**Ìre Cunnairt a-nis Mòr/Meadhanach mòr/Beag** Revised Risk Level High/Medium/Low

Eàrr-ràdh 11D/Appendix 11D

A’ Planadh Turas/Planning an Outing

Àireamh chloinne sa bhuidhinn Number of children in group	
Fiosrachadh air còraichean sònraichte/*allergy* (ainm) Special rights/allergy info (name)	
An t-àite air am bi sibh a’ tadhal Venue site	
An co-mheas eadar luchd-obrach agus clann Staffing ratio	
Ainmean an luchd-obrach Staff Names	
Àrachas Insurance	

Àireamh chloinne sa bhuidhinn Number of children in group	
Measaidhean Chunnartan: **An t-àite:** **Làitheil:** **Cunnartan bhon ghnìomhachd/na nì sibh** Risk assessments: Site: Daily: Activity/experience risk	
Leabhran Slàinte is Sàbhailteachd Health & Safety Handbook	
Baga-èiginn **Fiosrachadh meidigeach** **Uidheam Ciad-chobhair** **Aodach a bharrachd** **Eile - liosta** Emergency bag Medical info 1st aid kit Spare clothing Other - list	

Eàrr-ràdh 12

Mìneachadh Air Co-Ionannachd Chothroman

Amas
Tha e na amas don bhuidhinn dèanamh cinnteach gu bheilear a' cur air adhart co-ionannachd chothroman nan obair airson a h-uile duine agus cha bhi e gu diofar dè an nàiseantachd, dath, gin, taobh gnèitheasach, ciorram, creideamh, aois, suidheachadh pòsaidh, cultar no clas sòisealta a th' aca.

Prionnsapalan
- Gun tèid dèiligeadh ris a h-uile duine san aon dòigh
- Gum faigh a h-uile duine cothrom a dhol an sàs ann an gnìomhachd na buidhne
- Gun nochd a h-uile duine spèis do dhaoine eile agus gun tèid spèis cho-ionann a thoirt don a h-uile duine.

Appendix 12

Equal Opportunities Statement

Aim
The group's aim is to ensure that all aspects of its activities promote equal opportunities for every individual regardless of nationality, colour, race, gender, sexuality, disability, religion, age, marital status, culture or social class.

Principles
- That all individuals will receive equal treatment
- That all individuals have access to all activities
- That all individuals give and are given equal respect.

Stiùireadh air Poileasaidhean Co-ionannachd agus Iomadachd

Bu chòir don phoileasaidh agaibh a bhith ag amas air frèam-obrach a lìbhrigeadh anns am bi a' bhuidheann agaibh ag obair gus:

- Àrainneachd shona, shàbhailte, thèarainte agus in-ghabhalach a chruthachadh a bheir taic do chloinn agus òigridh gus an làn chomas a ruigsinn.
- Co-ionannachd agus iomadachd a bhrosnachadh gu gnìomhach, a' dèanamh cinnteach gu bheil fàilte ron a h-uile pàiste, duine òg agus teaghlach agus gu bheil cothrom co-ionann aca air fiosrachadh agus air cothroman gus an urrainn dhaibh làn phàirt a ghabhail sa bhuidhinn.
- A bhith a' cur an aghaidh modhan-giùlain a tha a' nochdadh gràin-cinnidh, gnèitheachas no leth-bhreith sam bith eile an dà chuid ann an clann agus inbhich

A' togail Mothachadh

Tha **Co-ionannachd** a' ciallachadh a bhith a' cruthachadh sòisealtas nas cothromaiche far as urrainn don a h-uile duine pàirt a ghabhail agus far am bi cothrom aig a h-uile duine an làn chomas a ruigsinn. San fharsaingeachd, thathar a' cumail taic ri co-ionannachd tro reachdas a chaidh a dhealbhadh gus dèiligeadh ri leth-bhreith mhì-chothromach stèidhichte air ballrachd de bhuidheann shònraichte.

Tha **Iomadachd** a' ciallachadh a bhith ag aithneachadh, agus a' cur luach air, eadar-dhealachadh anns an t-seagh as fharsainge. 'S ann a tha e mu bhith a' cruthachadh cultar agus cleachdaidhean a tha ag aithneachadh, a' toirt spèis agus meas do dh'eadar-dhealachaidhean agus a tha a' dèanamh deagh fheum asta airson leas phàrantan, cloinn, daoine òga, luchd-cùraim, buill dhen

Equality and Diversity Policy Guidelines

Your policy should aim to provide a framework within which your group will operate in order to:

- Provide a happy, safe, secure and inclusive environment which will support all children and young people attending to realise their full potential.
- Actively promote equality and diversity by ensuring all children, young people and families are welcome and have equal access to information and opportunities to enable them to participate fully in the group.

- Challenge any racist, sexist and all other discriminatory behaviour in both children and adults.

Awareness Raising

Equality means creating a fairer society where everyone can participate and has the opportunity to fulfil their potential. It is mostly backed by legislation designed to address unfair discrimination based on membership of a particular group.

Diversity means recognising and valuing difference in its broadest sense. It is about creating a culture and practices that recognise, respect, value and harness differences for the benefit of parents, children, young people, carers, members of the public and members of staff. We may need to change our existing processes and systems to accommodate diversity.

phoball agus luchd-obrach. ’S dòcha gum feum sinn na modhan-obrach agus na siostaman againn atharrachadh gus iomadachd a ghabhail a-steach

Chan e an aon rud a th’ ann an co-ionannachd agus iomadachd. Feumaidh iad leantainn còmhla. Chan eil co-ionannachd chothroman ann mur eilear ag aithneachadh, agus a’ cur luach air, eadar-dhealachadh.

Chan ann mu chòraichean no roghainnean co-ionann a th’ ann an co-ionannachd chothroman is iomadachd, no mu bhith a’ dèiligeadh ris a h-uile duine san aon dòigh. ’S ann mu bhith a’ dèanamh cinnteach gu bheil na h-aon chòraichean bunaiteach aig a h-uile duine a tha an sàs anns a’ bhuidhinn: luchd-obrach, pàrantan/luchd-cùraim, clann, a’ chomataidh, ge b’ e dè an dath a th’ air an craiceann, gnè, aois, creideamh, cinneadh, cultar, inbhe shòisealta no pòsaidh no ciorram.

Feumaidh luchd-obrach, pàrantan/luchd-cùraim agus luchd-tadhail a bhith mothachail gu bheil a’ bhuidheann a’ cur a’ Phoileasaidh Co-ionannachd Chothroman agus Iomadachd agaibh an sàs gu gnìomhach.

Earrann 1: Ruigsinneachd
Bu chòir gum bi buidhnean ag amas air a bhith fosgailte do chloinn agus òigridh anns a’ choimhearsnachd ionadail ge b’ e dè an cinneadh, gnè, inbhe no creideamh a th’ aca. Feumaidh sibh sgrùdadh a dhèanamh gach bliadhna air a’ Phoileasaidh Ruigsinneachd agaibh gus dèanamh cinnteach gu bheil e a’ leantainn feumalachdan na buidhne.

Equality and diversity are not inter-changeable they need to be progressed together. There is no equality of opportunity if difference is not recognised and valued.

Equal opportunities and diversity is not about having an equal right or choice, or treating everyone the same. It is about ensuring that everyone involved within the group, staff, parents/carers, children, committee, visitors, etc. have the same basic rights regardless of the colour of the skin, gender, age, religion, race, culture, social standing, marital status or disability.

Prospective employees, parents/carers and visitors must be made aware of the group’s active implementation of your Equal Opportunity and Diversity Policy.

Section 1: Admissions
Groups should aim to be genuinely accessible to all children and young people within the local community regardless of race, gender, status or religion. Your Admissions Policy should be reviewed annually to ensure it continues to meet the needs of the group.

Molaidhean gus seo a dhèanamh:

- Dèanaibh cinnteach gu bheil fiosrachadh mun bhuidhinn agaibh air a sgaoileadh fad is farsaing. Faodar postairean le sanasachd airson na buidhne a thaisbeanadh ann an àiteachan far am faic a h-uile pàirt den choimhearsnachd iad, ann an còrr is aon chànan, ma tha sin iomchaidh.
- Stèidhichibh am poileasaidh ruigsinneachd agaibh air siostam chothromach, a' cleachdadh stiùireadh bhon Ùghdarras Ionadail ma tha sin iomchaidh.
- Bithibh cho sùbailte 's a ghabhas a thaobh frithealadh, gus am bi iad a rèir nam feumalachdan pearsanta aig gach pàiste agus an cuid theaghlaichean.
- Cuiribh fàilte air clann agus òigridh aig am bheil feum air taic a bharrachd don bhuidhinn agaibh.

Earrann 2: Gnìomhan/Curraicealam

Bu chòir don churraicealam/ do na gnìomhan a tha a' bhuidheann agaibh a' tabhann a bhith a' brosnachadh clann agus òigridh gus pàirt a ghabhail ann am farsaingeachd de ghnìomhan agus a' toirt cothroman dhaibh a bhith mothachail air, agus a' toirt spèis do dh'iomadachd cultair agus creideimh. Bu chòir dhuibh a bhith ag amas air àrainneachd a chruthachadh a tha gun chlaon-bharail agus leth-bhreith.

Suggested ways of achieving this are:

- Ensure that the existence of your group is widely known. Posters advertising the Group may be displayed in places where all sections of the community can see them, in more than one language, if appropriate.

- Base your admissions policy on a fair system, using guidance from the Local Authority if appropriate.

- Be as flexible as you can with respect to attendance, so as to accommodate the needs of individual children and their families.
- Welcome children and young people who may require additional support as part of your group.

Section 2: Activities/Curriculum

The curriculum/activities offered in your group should encourage children and young people to participate in a variety of activities and provide opportunities to become aware of and respect a diversity of cultures and religions. You should aim to provide an environment that is free from prejudice and discrimination.

Molaidhean gus seo a dhèanamh:

- Dèanaibh cinnteach gu bheil clann a' faireachdainn gu bheilear a' toirt spèis dhaibh agus gu bheil iad a' faireachdainn math mun deidhinn fhèin.
- Smaoinichibh air dòighean gus conaltradh bunaiteach a bhrosnachadh airson na cloinne air fad tron a h-uile gnìomh; a' cleachdadh comhairle bho '*Bhrosnachadh Co-ionannachd Cinnidh air a' Ghàidhealtachd, Stiùireadh airson Ionadan Tràth-ionnsachaidh agus Cùram-chloinne*' aig Comhairle na Gàidhealtachd nuair a tha seo a dhìth.
- A bhith a' toirt co-ionnanachd chothroman agus ruigsinneachd dhan choinn air fad anns a h-uile gnìomh, a' gabhail a-steach agus tursan taobh a-muigh na buidhne.
- A bhith a' dèanamh cinnteach gu bheil planaichean a' gabhail a-steach aois agus ìre leasachaidh, gnè, cinnidh agus cànan an dachaigh aig gach pàiste.
- A bhith a' comharrachadh caochladh fhèisean agus thachartasan iomchaidh sònraichte, a tha a' sealltainn farsaingeachd dhòighean-beatha agus chultaran.
- Daonnan a bhith a' brosnachadh clann, òigridh agus inbhich gun a bhith mosach no a bhith ag ràdh rudan mì-chailear.
- A bhith a' frithealadh air an fheadhainn air a bheil ciorram no aig a bheil feumalachdan a bharrachd far an gabh a dhèanamh, a' toirt aire don t-suidheachadh fa-leth aca.

Earrann 3: Goireasan

Bu chòir dhuibh dèanamh cinnteach gu bheil na goireasan agaibh a' nochdadh sòisealtas an latha an-diugh ann an dòigh cheart is iomchaidh.

Suggested ways of achieving this are:

- Ensuring that children and young people feel valued and good about themselves.

- Consider ways of enabling basic communication for all children throughout all activities; seeking advice from Highland Council's *'Promoting Race Equality in Highland, Guidelines for Early Learning and Childcare Centres'* where necessary.

- Providing equal opportunities and access to the full range of activities available, including visits and trips outside the group.
- Ensuring plans take into account each child's age and stage of development, gender, ethnicity and home language.

- Celebrating a variety of festivals and relevant special events reflecting a range of lifestyles and cultures.

- Always discouraging children, young people and adults from being hurtful and making unkind remarks.
- Wherever possible catering for those designated with a disability or additional needs, taking into account their individual circumstances.

Section 3: Resources

You should ensure that your resources positively and accurately reflect today's society.

Molaidhean gus seo a dhèanamh:

- Bu chòir dhuibh uidheamachd, dèideagan, leabhraichean agus goireasan a cheannach agus a chur air dòigh agus sùil a chumail air mar a tha iad air an cleachdadh gus iomadachd an t-sòisealtais anns a bheil sinn beò a shealltainn, an dà chuid aig an ìre ionadail agus aig ìre nas fharsainge.
- Bu chòir dhuibh a bhith a' gabhail a-steach fiù 's clann òga anns a' phròiseas co-dhùnaidh seo a thaobh dè na goireasan a tha sibh a' dol a cheannach no a chleachdadh gach latha.
- Bu chòir dhuibh ìomhaighean matha a shealltainn de dhiofar chinnidhean, chultaran, ghnèithean, chreideamhan, bhuidhnean sòisealta agus chomasan/chiorraman, slàinte agus de shuidheachaidhean anns a' bhuidhinn agaibh far an urrainn dhuibh.
- Mar eisimpleir: ann an àite cluich-riochd (*role play*) bu chòir do dh'aodaich cluich a' bhith a' nochdadh measgachadh de chultaran eadar-dhealaichte. Dh'fhaodadh sibh pìosan stuth-aodaich a chur ann a dh'fhaodar cleachdadh leithid sari, toga, sarong, fèileadh msaa. airson 's gum bi clann agus òigridh a' cleachdadh am mac-meanmna. B' urrainn dhuibh cuideachd sreath de dh'aodaich cluich a rinneadh mar a tha a thoirt seachad, a' feuchainn ri diofar mheudan airson na cloinne agus òigridh uile san t-suidheachadh.

Earrann 4: Biadh

Bu chòir dhuibh obrachadh còmhla ri pàrantan gus dèanamh cinnteach gu bheilear a' coileanadh nam feumalachdan

Suggested ways of achieving this are:

- You should purchase, organise and monitor use of equipment, toys, books and resources to reflect diversity in the immediate and wider society in which we live.

- You should involve even young children in the decision making process regarding which resources to purchase or use each day.
- You should display positive images of differing races, cultures, gender, religion, social groups and physical abilities /disabilities, health and circumstances, where possible around your group.

- For example: in a role play area dressing up clothes should reflect a mix of different cultures you could provide lengths of fabric that can be used as saris, togas, sarongs, kilts, etc. allowing the children and young people to use their imaginations. You could also provide a range of ready-made dressing up clothes endeavouring to supply in different sizes to accommodate the children and young people within the setting.

Section 4: Food

You should work in partnership with parents to ensure that the medical, cultural and dietary needs of all children, young people

meidigeach, cultarail agus bìdh aig clann, òigridh agus inbhich agus gu bheilear a' cur luach air mothachadh air eadar-dhealachaidhean.

Molaidhean gus seo a dhèanamh:

- Bu chòir dhuibh clann agus òganaich a chuideachadh gus ionnsachadh mu dhiofar sheòrsaichean bìdh is chultaran agus mu chleachdaidhean cultarail a thaobh amannan bìdh agus ithe gus am bi spèis aca air na h-eadar-dhealachaidhean eadarra. Bu chòir dhuibh biadh eadar-dhealaichte a thoirt a-staigh aig amannan fèise, mar eisimpleir ag ithe nùdailean le bioran-ithe aig Bliadhn' Ùr nan Sìneach. B' urrainn dhuibh cuideachd cuimhneachadh air dualchas cultarail Albannach agus taigeis le aran-coirce a thoirt seachad air Là Naomh Anndra no oidhche Bhurns. B' urrainn dhuibh cuideachd biadh a chleachdadh gus cultaran eadar-dhealaichte a chomharrachadh, mar eisimpleir a' bruidhinn air mar a tha iomadh duine agus iomadh dùthaich a' fàs agus ag ithe rìs, bho thaobh a deas na Roinn Eòrpa, Àisia agus nan SA, agus a' rannsachadh diofar sheòrsaichean rìs agus mar bhios daoine ga ithe.
- Ma tha aileirgidh aig pàiste no duine òg sam bith ro bhiadh sam bith, bu chòir nòta mu seo a chur air an fhoirm clàraidh agus bu chòir fios a bhith aig a h-uile neach-obrach agus neach-cuideachaidh. Bithear a' faighinn fiosrachaidh air aileirgidhean sònraichte ma tha e iomchaidh m.e. air sgàth 's cunnart crith anaphylactic bu chòir do thrèanadh "epi pen" a bhith ann airson luchd-obrach. Bu chòir dhuibh cead fhaighinn bho phàrantan ma dh'fheumas sibh, airson fios a thoirt do theaghlaichean eile mu bhiadh cuingichte far a bheil seo iomchaidh.

and adults are met and that awareness of differences is appreciated.

Suggested ways of achieving this:

- You should help children and young people learn about a range of foods, various cultures and cultural approaches to mealtimes and eating and to respect the differences between them. You could introduce different foods at festival times, for example at Chinese New Year noodles eaten with chopsticks. You could also remember Scottish cultural heritage and introduce haggis with oatcakes on St Andrews day or Burn's night. You could also use food to celebrate different cultures, for example discussing how many people and countries grow and eat rice from southern Europe, Asia and the USA and explore different types of rice and how it is eaten.
- If a child or young person has an allergy to a particular food this should be noted on the enrolment form and all staff and helpers should be informed by consistent means. Information on particular allergies will be accessed if necessary e.g. in the case of danger of anaphylactic shock "epi pen" training should be provided for staff members. Permission should be sought from the parents if needed, to inform other families where necessary about restricted foods.

- Roghainnean cultarail: Bu chòir nòta de seo a chur air foirm clàraidh a' phàiste no duine òg agus bu chòir gabhail ri, agus spèis a thoirt do, bheachdan sam bith. M.e. Bu chòir do spèis a bhith air a thoirt do phàiste bho chultar far an ith iad an cuid bìdh leis a' làimh dheis an àite le forc is sgian. Bruidhnibh ris na pàrantan gus faighinn a-mach a bheil iad ag iarraidh gun cùm am pàiste leis a' chleachdadh chultarail seo taobh a-staigh na buidhne no nach cùm.

Earrann 5: A' cur luach air Iomadachd anns an teaghlach air fad: conaltradh agus co-roinneadh fiosrachaidh

Feumaidh fios a bhith agaibh nach e sgìre aona-chultar a th' ann an Taobh Tuath na h-Alba a-nis agus mar sin bu chòir don bhuidhinn agaibh a bhith a' gabhail ri nàdar eadar-mheasgte an teaghlaich ann an sòisealtas an latha an-diugh, agus an teaghlaichean sìnte far a bheil sin iomchaidh. Bu chòir dhan bhuidhinn agaibh smaoineachadh ciamar a b' urrainn dhuibh na feumalachdan aig a h-uile neach-cleachdaidh a choileanadh, a' gabhail a-steach feumalachdan ionmhasail, cànain, gnè agus cultarail agus a bhith a' dèanamh oidhirp seo a ghabhail a-steach nuair a bhios sibh a' sgaoileadh fiosrachaidh.

Molaidhean gus seo a dhèanamh:

- Feumaidh fiosrachadh a bhith ri fhaighinn airson luchd-cleachdaidh air modh conaltraidh iomchaidh m.e. goireasan air an eadar-theangachadh no goireasan le dealbhan agus a' cur seachad ùine airson bruidhinn ri teaghlaichean.
- Brosnaichibh buill teaghlaich gus fiosrachadh a cho-roinneadh mun chultar agus mun eachdraidh aca m.e. tro bhith a' toirt dhealbhan a-staigh/ a' dèanamh òraidean

- Cultural preferences: These should be noted on the child or young person's enrolment form and any views expressed accepted and respected. E.g. A child whose culture is to eat his/her food with their right hand rather than with utensils should be respected. Discussion with the parents should take place to find out if they wish this cultural practice to continue in the Group, or not.

Section 5: Valuing Diversity in the family as a whole; communication and information-sharing

It must be recognised that the North of Scotland is no longer an area of mono-culture therefore your group should take into account the diverse nature of family make up in today's society including extended families where appropriate. Your group should consider how best to meet the individual needs of users including financial, language, gender and cultural and make efforts to accommodate these when sharing information.

Suggested ways of achieving this:

- Information should be made available to users via an appropriate method of communication e.g. translated materials or pictorial representation where possible as well as making time available to talk to families.
- Family members may be encouraged to share information about their cultures and background by e.g. bringing photographs in/ arranging talks within the group, etc. You

taobh a-staigh na buidhne, msaa. Bu chòir dhuibh a bhith ag amas air fàilte a chur air a h-uile pàrant, neach-cùraim agus teaghlach sìnte (far a bheil sin iomchaidh) agus gam brosnachadh gus pàirt a ghabhail anns a' bhuidhinn.

- Coinneamhan agus sanasachd; feumaidh fios a bhith agaibh nach e sgìre aona-chultarail a th' ann an Taobh Tuath na h-Alba tuilleadh agus mar sin gu bheil dleastanas ann gu bheil fiosrachadh mun t-seirbhis - sanasachd, follaiseachd is msaa - ruigsinneach airson na coimhearsnachd air fad, cho fad 's as urrainn dhuibh. Gu sònraichte tha teaghlaichean aig nach eil Beurla agus teaghlaichean eile fo ana-chothrom dualtach barrachd buannachd fhaighinn bho bharrachd amalachais a' gabhail a-steach clann agus daoine òga a' frithealadh na buidhne agus pàrantan a' gabhail pàirt innte.
- Smaoinichibh air dòighean a dh'fhaodadh a' bhuidheann fiosrachadh a dhèanamh ruigsinneach gus an urrainn do luchd-cùraim agus an teaghlach sìnte, agus a' choimhearsnachd san fharsaingeachd a bhith comasach air taic a chur ris a' bhuidhinn, gus pàirt a ghabhail ann an coinneamhan agus tachartasan. Smaoinichibh air àm, àite agus dòigh-lìbhrigidh nan tachartasan seo gus aire a thoirt air feumalachdan mar chiorram, siubhal, bacaidhean cànain msaa.

Earrann 6: Fastachd
Bu chòir dhuibh dèanamh cinnteach gu bheil ur poileasaidhean a thaobh fastachd cothromach, soilleir agus cunbhalach.

Molaidhean gus seo a dhèanamh:

should aim to make all parents, carers and the wider family (where appropriate) feel welcome including encouraging them to play a part in the group.

- Meetings and publicity; it should be recognised that the north of Scotland is no longer an area of mono-culture and therefore there is a requirement to ensure that information relating to the service including advertisements, publicity, etc. is accessible to the community as a whole, as far as possible. In particular non-English speaking and other disadvantaged families are likely to benefit more from greater integration including children and young people's attendance at the group and parental involvement.

- Your group should consider the range of methods it can use to make information accessible in order to make it possible for carers and the wider family as well as other members of the community who may be able to support the work of the group to participate in meetings and events. Timing and location and delivery of these events should be considered to take account of needs such as disabilities, transport, language barriers, etc.

Section 6: Employment
You should ensure that your policies relating to employment are fair, clear and consistent.

Suggested ways of achieving this:

- You should ensure that a clear policy for recruitment and selection including that of ex-offenders (Childcare is one of

- Bu chòir dhuibh dèanamh cinnteach gu bheil poileasaidh soilleir ann a thaobh trusadh agus taghadh, a' gabhail a-steach poileasaidh air seann-eucoirich. (Tha cùram-cloinne air aon de na h-obraichean fo Achd Ath-ghnàthachadh nan Eucoireach 1974 (Às-dùnaidhean agus Mì-cheadachadh) (Alba) Òrdugh-atharrachaidh 2015 a tha a' toirt air falbh an riatanas laghail airson a h-uile dìteadh caithte a bhith air a thoirt am follais leis an neach fa-leth nuair a thèid iarraidh orra airson adhbharan mìnichte ann an Òrdugh 2013, gus dèanamh cinnteach nach fheum iad ach dìtidhean buntainneach innse airson nan adhbharan seo. Feumaidh obraichean a bhith air an sanasachd gu farsaing agus feumaidh slat-tomhais cunbhalach, soilleir agus cothromach a bhith ann airson a h-uile tagraiche.
- Bu chòir dhuibh an obair a thoirt dhan duine as freagarraiche air a son le ùmhlachd do reifreansan agus sgrùdaidhean disclosure ge b' e dè an aois, gnè, taobhadh-fèise, ciorram, cinneadh, creideamh no feallsanachd no slat-tomhais leth-bhreitheach sam bith eile.
- Feumaidh a h-uile neach-obrach a bhith mothachail air an dleastanas a th' aca a bhith a' brosnachadh poileasaidh co-ionannachd agus iomadachd na buidhne gu gnìomhach. Bu chòir a h-uile neach-obrach iad fhèin a ghiùlan ann an dòigh phroifeiseanta agus a bhith cunbhalach, mothachail agus cothromach fad na h-ùine. Feumaidh luchd-obrach dùbhlan a thoirt do dhuine sam bith a chanas rudan gràin-chinnidheach, gnèitheil no neo-mhothachail taobh a-staigh na buidhne gu neo-smaointeachail.
- Feumaidh fiosrachadh a bhith aig a h-uile neach-obrach air modhan smachdachaidh agus chùisean-gearain na buidhne

the positions listed under the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Amendment Order 2015 which removes the legal requirement for all spent convictions to be self-disclosed by an individual when asked for the purposes specified in the 2013 Order, so as to ensure only relevant spent convictions are required to be self-disclosed by an individual for those purposes. Posts should be widely advertised and all applicants judged against consistent, clear and fair criteria.

- You should offer the post to the person who best meets the criteria subject to references and disclosure checks regardless of age, gender, sexuality, disability, ethnic origin, religion or belief or any other discriminatory criteria.

- All employees should be made aware of the requirement to commit to the group's active promotion of an equality and diversity policy. All staff should behave in a professional manner being consistent, sensitive and fair at all times. Staff must challenge anyone who makes inadvertent racist, sexist or insensitive remarks within the group.

- All employees should be issued with details of the organisation's disciplinary and grievance procedures and these should be implemented consistently and fairly.

agus bu chòir gun tèid iad seo a chur an gnìomh gu cunbhalach agus gu cothromach.

Earrann 7: Trèanadh an Luchd-Obrach
Bu chòir cothroman a bhith aig a h-uile neach-obrach agus saor-thoileach an cuid fiosrachaidh agus sgilean a thoirt air adhart ann an dòigh-iomchaidh.
Molaidhean gus seo a dhèanamh:

- Bu chòir do thrèanadh air Co-ionannachd agus Iomadachd a bhith na phàirt de phròiseas-inntrigeadh an luchd-obrach.
- Feumaidh sibh fios a thoirt don luchd-obrach air reachdas iomchaidh ùr.
- Bu chòir trèanadh a lorg gus luchd-obrach a chuideachadh le bhith a' togail chleachdaidhean a tha a' cur an aghaidh leth-bhreith agus a' brosnachadh in-ghabhalachd a bhios a' beartachadh a h-uile pàiste.
- Bu chòir dhuibh frithealachadh aig trèanadh iomchaidh a dhèanamh comasach airson luchd-obrach a thuirt gu bheil iad airson an t-eòlas anns a' chuspair sin a thoirt air adhart, no aig a bheil feum air trèanadh.
- Tha còir aig a h-uile neach-obrach air trèanadh iomchaidh gus an leasachadh proifeasanta aca a thoirt air adhart; faodaidh seo a bhith air a dhèanamh tro chòmhraidhean aig àm inntrigeadh no lèirmheasan obrach.

Earrann 8: Sgrùdadh agus Lèirmheas a' Phoileasaidh agus nan Cleachdaidhean
Bu chòir dhuibh sùil a chumail air toirt gu buil a' phoileasaidh agaibh tro ro-phlanadh, a' coimhead air modhan-obrach agus cleachdaidhean agus tro a bhith a' coimhead air a' chloinn a' cluich

Section 7: Staff Training
All staff and volunteers should have opportunities to develop their knowledge and skills appropriately.

Suggested ways of achieving this:

- Training on Equality and Diversity should be included within staff induction process.
- You must keep staff informed and updated on relevant new legislation.
- Training should be sought to enable staff to develop anti-discriminatory and inclusive practices which will enable all children to flourish.

- You should facilitate attendance at relevant training for staff who have identified that they wish to improve their own knowledge and expertise in this aspect or who have been identified as having a training need.
- All staff should also have a right to access appropriate training to enable them to continue their professional development; this may be achieved through discussions at induction or staff reviews.

Section 8: Monitoring and Review of Policy and Practice

You should monitor the implementation of your policy through careful forward planning, observation of procedures and practice and through observations of the children at play both indoors and out. Senior staff and Managers will have overall responsibility for ensuring that the policy is adhered to consistently across all aspects of provision.

an dà chuid a-staigh agus a-muigh. Bidh an t-uallach iomlan aig àrd-luchd-obrach agus Manaidsearan gus dèanamh cinnteach gun tèid a' phoileasaidh a leantainn gu cunbhalach anns gach pàirt de dh'obair na buidhne.

Bu chòir dhuibh sùil a chumail cuideachd air dè cho èifeachdach is a tha am poileasaidh agus na cleachdaidhean agaibh mar phàirt den phròiseas fhèin-measaidh chunbhalach agus is dòcha gum bi sibh airson sùil a thoirt air na Slatan-tomhais deagh-ghnè ann an *Dè cho math 's a tha ar tràth-ionnsachadh agus ar cùram-chloinne* mar a leanas:

1.2 Ceannardas Ionnsachaidh
1.3 Ceannardas Atharrachaidh
1.4 4 Ceannardas air Stiùireadh/llchd-cleachdaidh
2.3 Ionnsachadh, Teagasg agus Measadh
2.4 Taic phearsanaichte
2.7 Com-pàirteachasan
3.1 Dèanamh cinnteach à sunnd, co-ionannachd agus in-ghabhail

Bu chòir dhuibh an sgrùdadh seo a dhèanamh mus crìochnaich no mus dèan sibh ath-sgrùdadh air a' phoileasaidh Co-ionannachd is Iomadachd agaibh.

Nòta: Tron phoileasaidh agus stiùireadh seo air fad, nuair a chaidh am facal pàrant(an) a chleachdadh tha seo cuideachd a' ciallachadh luchd-cùraim eile far a bheil seo iomchaidh.

You should also monitor the effectiveness of your policy and practice as part of the process of regular self-evaluation and may wish to refer to How Good is Our Early Learning and Childcare Quality Indicators as follows:

1.2 Leadership of Learning
1.3 Leadership of Change
1.4 Leadership of Management/Practitioners
2.3 Learning, Teaching and Assessment
2.4 Personalised support
2.7 Partnerships
3.1 Ensuring wellbeing, equality and inclusion

Ideally this audit should be carried out prior to completing or revising your E&D policy.

Note: Throughout the policy and guidelines wherever the word parent(s) are used this is taken to represent other carers as appropriate.

Eàrr-ràdh 13

Poileasaidh airson Moladh is Gearanan

Tha e na amas do Bhuidheann Pàrant is Pàiste _____ na h-ìrean seirbheis as àirde as urrainnear a thoirt seachad. Tha sinn a' brosnachadh phàrantan/luchd-cùraim gu bhith toirt beachd dhuinn, thoradh cuidichidh sin sinn ann a bhith toirt piseach air obair na buidhne.

Beachdan

Ma tha beachdan agaibh a thaobh na buidhne, faodaidh sibh bruidhinn ri neach-obrach sam bith no faodaidh sibh sgrìobhadh chun na Comataidh.

Moladh

Bu thoigh leinn fios fhaighinn air adhbharan a tha sibh toilichte leis a' bhuidhinn. Faodaidh sinn eisimpleirean de mholadh mar sin a roinn le ar luchd-obrach gus sealltainn dè na deagh mhodhan-obrach a th' againn. Cuideachd, bheir moladh mar sin togail don luchd-obrach. Faodaidh sinn innse mu mholadh mar seo ann an stuthan sanasachd gun a bhith ag ainmeachadh cò rinn am moladh, mas e sin a b' fheàrr le daoine.

Appendix 13

Compliments & Complaints Policy

Pàrant is Pàiste _____ is committed to providing the highest levels of service. We encourage feedback from parents/carers as this helps us to improve our group.

Comments

If you have a comment with regards to the group, any member of staff can be approached or you can provide information by writing to the Committee.

Compliments

We would like to know when you have been impressed or pleased with our group. We can use these examples to share best practice amongst our staff. In addition, compliments can help boost morale. Compliments may be quoted anonymously in future publicity materials.

Informal compliments can be made verbally to any member of staff or Committee members, details may be recorded for possible future use.

Faodaidh sibh moladh a dhèanamh ann an còmhradh ri neach-obrach no ball sam bith den Chomataidh, agus dh'fhaodadh gun tèid am moladh sin a chlàradh airson feum a dhèanamh dheth a-rithist.
Faodaidh sibh moladh foirmeil a dhèanamh le bhith sgrìobhadh chun a' Chathraiche no a' Chomataidh, agus gheibh sibh freagairt sgrìobhte. Dh'fhaodadh gun toir sinn fios air moladh a fhuaras do luchd-obrach no buidhnean iomchaidh nuair a tha sin freagarrach.

Gearanan Foirmeil is Neo-fhoirmeil

Faodaidh daoine gearan neo-fhoirmeil a dhèanamh le bhith bruidhinn ri cuideigin. Bu chòir innse sa chiad dol a-mach mun ghearan don neach-obrach aig an ìre as àirde, ma ghabhas sin a dhèanamh, no do Chathraiche na Comataidh. Clàraidh sinn an gearan agaibh agus aontaichidh sinn leibh an dòigh as fheàrr tilleadh thugaibh agus cuin a bhiodh e freagarrach dhuibh.
Feumaidh sibh gearan foirmeil a dhèanamh ann an sgrìobhadh. Bu chòir do phàrantan/luchd-cùraim, a tha airson gearan foirmeil a dhèanamh, an gearan aca a mhìneachadh le bhith sgrìobhadh gu Cathraiche na buidhne. Cuimhnichibh, ma chuireas sibh an gearan agaibh ann an sgrìobhadh, cuidichidh e sinn ma chuireas sibh uiread fiosrachaidh 's as urrainn dhuibh ann. Mar eisimpleir, cuiribh cinn-latha ann, uairean, ainmean nan daoine a bha an sàs sa ghnothach, agus rud sam bith eile a tha sibh a' smaoineachadh a bhuineas ris a' chùis. Bu chòir dhuibh ur n-ainm-sgrìobhte agus ceann-latha a chur ri gearan foirmeil. Cuiridh an Cathraiche fios air ais thugaibh ann an sgrìobhadh gus sealltainn gun d' fhuaras an gearan, agus aontaichidh e/i dè bu chòir tachairt.
Thèid dèiligeadh ri gearan foirmeil no neo-fhoirmeil sam bith ann an dòigh gu tur dìomhair.

Formal compliments can be made in writing to the Chair of the committee and you will receive a written response. Information about compliments may be passed on to staff members/relevant bodies where appropriate.

Formal and Informal Complaints

An informal complaint can be made verbally. The complaint should initially be reported to the most senior member of staff, where possible, or alternatively to the Chair of the committee. We will make a record of your concern and agree with you the best way and time to get back to you.

A formal complaint must be made in writing. Parents/carers who wish to make a formal complaint should set out the details in writing to the Chair of the group. Please note, in putting your complaint in writing it will help us if you can include as much detail as possible. For example, include dates, times, names of people involved, together with anything you consider to be relevant. A formal complaint should be signed and dated by you. The chair will acknowledge your complaint in writing and agree a suitable way forward.

All complaints both informal and formal are treated in the strictest confidence.

Eàrr-ràdh 14

Trèanadh Luchd-obrach a thaobh Dìon Chloinne -
https://www.disclosurescotland.co.uk/disclosureinformation/pvgscheme.htm

Feumaidh a' Chomataidh dèanamh cinnteach gun dèan a h-uile neach-obrach trèanadh a thaobh dìon chloinne nuair a thòisicheas iad agus gun cùm iad ag ùrachadh nan sgilean aca gu cunbhalach a rèir ur Poileasaidh Dìon Chloinne.

Gheibhear fiosrachadh bhon Oifigear Thràth-bhliadhnaichean aig Bòrd na Gàidhlig a thaobh trèanadh a tha ri fhaotainn san sgìre agaibh.

Appendix 14

Staff Training for Child Protection -
https://www.disclosurescotland.co.uk/disclosureinformation/pvgscheme.htm

The Committee must insure that all staff attend initial child protection training and update their skills regularly in accordance with your Child Protection Policy.

Information can be obtained from your Bòrd na Gàidhlig Early Years Worker regarding training available in your area.

Eàrr-ràdh 15

Poileasaidh Dìon Chloinne

Bu chòir do bhuidhnean fios a chur chun na h-Oifis Dìon Chloinne aig an Ùghdarras Ionadail aca airson Poileasaidhean agus Stiùireadh airson Buidhnean Saor-thoileach. Bu chòir gum faighear trèanadh ann an sgìre gach Ùghdarras Ionadail, tron Oifigear Dìon Chloinne.

Aithris mu Phoileasaidh airson

……
(Ainm na Buidhne)

Nì sinn mar a leanas

- Clàr a chumail de gach pàiste/inbheach fo dhìon an sàs anns a' bhuidhinn le fios buntainneach mu leigheas agus ainm is àireamh gus fios a chur thuca faisg air làimh ri linn èiginn;

- Urram a nochdadh do gach duine ;
- Cuimhneachadh gu bheil cuid de cheistean dìomhair;
- Eisimpleir a nochdadh a dh'iarramaid air feadhainn eile leantainn;
- Nuair a ghabhas a leithid dèanamh, gabh beachd air cur-seachadan far a bheil barrachd air aon inbheach an làthair no co-dhiù ann am fradharc is èisteachd dhaoine eile;
- A bhith mothachail gum faodadh cuideigin eile brìgh eile a' thogail bhon na gnìomhan againn fiù ged a bhiodh deagh-rùn aca;

Appendix 15

Child Protection Policy

Groups should contact their Local Authority Child Protection Office for Policy and Guidance for Voluntary Groups. Training should be available in each Local Authority, through the Child Protection Officer.

Policy Statement for

……
(Name of Group)

We will:

- Hold a register of every child/protected adult involved with the group including relevant medical details and have a contact name and number close to hand in case of emergencies;
- Treat everyone with respect;
- Remember that some issues are confidential;
- Provide an example we would wish others to follow;

- Where possible consider activities which involve more than one adult being present or at least within sight and hearing of others;
- Be aware that someone else might misinterpret our actions even if they are well-intentioned;

- Respect a child's right to personal privacy;

- Urram a thoirt do chòir a’ phàiste air prìobhaideachd phearsanta;
- Ùine a thoirt seachad gus am faod clann bruidhinn rinn ;
- Clann is inbhich a bhrosnachadh gus urram is aire a thoirt do dhaoine eile;
- Seasamh a’ ghabhail gus stad a chur air giùlan ann am faclan no gu corporra nach eil iomchaidh;
- Cuimhneachadh amharas no casaid sam bith mu mhì-ghnàthachadh AITHRIS seach a SGRÙDADH;
- Ceistean a nochdadh agus taic iarraidh dìreach bhon fheadhainn a shònraichear ann am poileasaidh na buidhne mu chloinn;

Gheibhear àireamhan gus fios a chur gu Sgiobaidhean Theaghlaichean Ionadail agus chun a’ Phoileis aig www.hcpc.scot. (eiseamplair bho aon Ùghdarras Ionadail

Oifigear Dìon Cloinne Ainmichte airson [ainm na buidhne]:

Ainm: ……..

Fios-conaltraidh : ……

- Provide time for children to talk to us;
- Encourage children and adults to respect and care for others;

- Take action to stop any inappropriate verbal or physical behaviour;
- Remember to REPORT not INVESTIGATE any suspicions or allegations about abuse;
- Only share concerns and seek support from those identified in the group’s child policy

Contact numbers for Local Family Teams and the Police are available at www.hcpc.scot
(example from one local authority)

Designated Child Protection Officer for [name of group]:

Name:
……

Contact details:
……

Eàrr-ràdh 16

Poileasaidh Gàidhlig

Amas
Tha e na amas don bhuidhinn cothrom a thoirt don a h-uile pàiste ionnsachadh aig ìre nan tràth-bhliadhnaichean tron Ghàidhlig.
Tha a' bhuidheann den bheachd gu bheil togail na Gàidhlig gu buannachd a' phàiste agus mar sin bidh a' bhuidheann a' toirt gach cothrom as urrainnear don chloinn Gàidhlig a chluinntinn agus a chleachdadh.

Modhan-Obrach

- Nì a' bhuidheann cinnteach gun tèid gach rud a nì iad a dhèanamh tron Ghàidhlig.
- Bidh a' bhuidheann a' brosnachadh dhaoine gu bhith cleachdadh Gàidhlig anns gach rud a nì iad co-cheangailte ris a' bhuidhinn, ach nì iad cinnteach nach bi pàrant/neach-cùraim sam bith air an dùnadh a-mach bho na rudan sin air sàillibh nan comasan cànain aige/aice.
- Nì a' bhuidheann cinnteach gum bi mìneachadh ann an sanasan-obrach mar a tha a' bhuidheann a' cur Gàidhlig air adhart. Nì a' Chomataidh cinnteach gu bheil fios aig neach sam bith a gheibh obair sa bhuidhinn air a' Phoileasaidh Ghàidhlig seo, gun tuig iad e agus gu bheil iad deònach a leantainn, agus brosnaichear an neach gu bhith dèanamh cùrsa cànain ma tha sin a dhìth.

Appendix 16

Gaelic Language Policy

Aim
The aim of the group is to offer every child the opportunity to have early years learning experiences through the medium of the Gaelic language.
The group believes that acquiring the Gaelic language is of benefit to children and thus the group will provide opportunities within the group to hear and use Gaelic at every opportunity.

Procedures and Practice

- The group will ensure that all the activities within the setting will be conducted through the medium of Gaelic.
- The group will promote the use of Gaelic in all its associated activities but will ensure that no parent/carer is excluded from any of its activities on the basis of his/her linguistic ability.

- The group will ensure that job advertisements explain the group's commitment to the Gaelic language. The group Committee will ensure that any person appointed to a post in the group is aware of the Gaelic Language Policy, understands it and is committed to it, and they will encourage people employed by the group to take language courses if necessary.

- Bheir a’ bhuidheann taic fhreagarrach do phàrantan gun Ghàidhlig feuch an urrainn dhaibh pàirt cheart a ghabhail ann am foghlam Gàidhlig a’ phàiste aca.
- Nì a’ bhuidheann cinnteach gu bheil taghadh farsaing de ghoireasan Gàidhlig rim faotainn gus sgilean Gàidhlig na cloinne a leudachadh.
- Nì a’ bhuidheann cinnteach gu bheil stuthan sgrìobhte sam bith a nì iad ann an Gàidhlig no san dà chànan.

Tha e ceart gu leòr ma chleachdas luchd-obrach Beurla ma dh’fheumas iad ann an suidheachadh èiginneach, me, tha pàiste ann an cunnart, air a ghoirteachadh, ma tha teine ann msaa.

Ainm na Buidhne: ……

Air a shoidhnigeadh às leth na buidhne le:
……
Chaidh gabhail ris a’ Phoileasaidh seo air (ceann-latha) ……

- The group will offer non-Gaelic-speaking parents appropriate support in order to enable them to participate fully in their children’s Gaelic medium education.
- The group will ensure that there is a wide range of Gaelic medium resources available to extend the children’s Gaelic language skills.
- The group will ensure that any written material produced is in the Gaelic language or bilingual.

In an emergency situation it is acceptable for staff members to use English, e.g. a child is in danger, a child is being hurt, or in the event of a fire etc.

Group Name: ……

Signed on behalf of the group: ……

The Policy was adopted on (date) ……..

Eàrr-ràdh 17 / Appendix 17

Clàr Làitheil

Feumaidh a' bhuidheann dèanamh cinnteach gun cumar clàr làitheil aig toiseach gach seisein le neach-obrach no neach saor-thoileach, sam bi clàr ga chumail air gach pàiste is inbheach a tha an làthair.

Ma bhios teine ann, no turchairt eile far am feum sibh an t-àite fhàgail, feumaidh an stiùiriche-cluiche no neach saor-thoileach ainmichte na modhan a leantainn airson teine is sàbhailteachd airson an àite agus nì iad cinnteach gun tèid clàr a thoirt don àite chruinneachaidh às dèidh do dhaoine an t-àite fhàgail gus dèanamh cinnteach gu bheil a h-uile duine ceart gu leòr.

Daily Register

The group must ensure that a daily register is completed at the beginning of every session by a member of staff/volunteer recording all the children and adults present.

In the event of a fire or other incident requiring evacuation the play leader/nominated volunteer must follow fire and safety procedures for the venue and ensure the register is taken to the designated assembly area to check that everyone is safe.

Clàr
Register

Ainm na Buidhne
Group Name

Ceann-latha Date	**Ainm a' Phàiste** Child's Name	**Aois** Age	**Ainm a' Phàrant/Neach-cùraim** Parent's/Carer's Name

Eàrr-ràdh 18

Modhan-obrach airson Teine is Sàbhailteachd

- Tha e an urra ris a' Chomataidh modhan-obrach teine fhaotainn bhon àite far am bi iad a' coinneachadh, agus tha e an urra riutha dèanamh cinnteach gum faigh a h-uile neach-obrach/neach saor-thoileach lethbhreac dhiubh agus gum faigh pàrantan lethbhreac sa 'phasgan fàilteachaidh' aca.
- Bu chòir gur e luchd-obrach/luchd saor-thoileach a chuireas na deuchainnean teine air dòigh (ma ghabhas e dèanamh) agus gun tèid an cumail bho àm gu àm gus dèanamh cinnteach gu bheil fios aig a h-uile duine air mar a dh'fhàgas iad an togalach ma tha cùis-èiginn ann.
- Bu chòir dhuibh an 'Clàr Làitheil' agaibh a chumail gu ceart feuch am bi fiosrachadh agaibh mun a h-uile neach a tha san togalach ma dh'fheumas sibh an togalach fhàgail nuair a tha teine ann.
- 'S e cleachdadh math a th' ann a bhith ag ionnsachadh don chloinn/inbhich mu na modhan-obrach teine gach bliadhna gus dèanamh cinnteach gum bi fiosrachadh freagarrach aig buill ùra.
- Tha e an urra ris a' Chomataidh deuchainn PAT a dhèanamh a h-uile bliadhna air uidheamachd eileagtronaigeach aig a' bhuidhinn.

Appendix 18

Fire Safety & Drill Procedure

- The Committee are responsible for obtaining the fire procedures for their venue, and for making sure that all staff/volunteers receive a copy and that all parents receive a copy in their 'welcome pack'.
- Planned fire drills should be organised by staff/volunteers (where possible) and held periodically to ensure that everyone is aware of evacuation procedures.
- Your 'Daily Register' should be kept up to date to ensure there are details of everyone in the building in case of fire and evacuation.
- It is good practice for groups to familiarise the children/adults with the procedures on an annual basis to ensure that all new members have the appropriate information.
- The Committee have the responsibility to PAT test any electrical items belonging to the group annually.

- Tha e an urra ris an stiùiriche-chluiche/neach saor-thoileach innse mu uidheamachd eileagtronaigeach leis an àite nach eil ag obair ceart no a tha cunnartach.
- Chan fhaodar smocadh san togalach no taobh a-muigh an togalaich.
- Ma chuireas sibh tachartas air dòigh far am bi teine, feumaidh sibh a dhèanamh a-muigh fo stiùireadh freagarrach agus às dèidh measadh a dhèanamh air buannachdan is cunnartan (MBC).

- The Play leader/volunteer is responsible for reporting any faulty/dangerous electrical equipment belonging to the venue.
- No smoking is permitted in the venue or grounds.

- Any activities involving fire must be outdoors and suitably supervised, and have been assessed for benefits and risks (BRA).

Eàrr-ràdh 18A/Appendix 18A

Clàr airson Deuchainnean Teine / Fire Drill Register

F – Fios Ro-làimh / Announced

G – Gun Fhios Ro-làimh / Unannounced

Ceann-latha Date	**F/G**	**Thòisich e** Start Time	**Chrìochnaich e** Finish Time	**An Ùine a Thug e** Time Taken	**Beachdan** Comments

Eàrr-ràdh 19/Appendix 19

Loga Thurchairtean/Thubaistean

Incident/Accident Log

Ceann-latha Date	**Turchairt/Tubaist** Incident/Accident	**Am pàiste don do thachair e** Name of child involved	**Na rinn sibh mu dheidhinn** Action Taken	Ainm Sgrìobhte a' Phàrant/Neach-cùraim Parent's/Carer's Signature

Eàrr-ràdh 20

Greimean Bìdh Fallain

Bu chòir don a h-uile buidheann, a tha toirt seachad greimean bìdh, biadh is deochan fallain a bhrosnachadh. Ann am buidhnean far a bheil pàrantan a' toirt nan greimean bìdh seachad, bu chòir don bhuidhinn dèanamh cinnteach gun cùm iad ri poileasaidh airson biadh fallain.

Bu chòir buidhnean a bhith mothachail air *allergy* sam bith a th' aig duine sa bhuidhinn agus ma dh'fheumas sibh bu chòir dhuibh an seòrsa bìdh sin a thoirmeasg aig a' bhuidhinn.

Chithear gu h-ìosal eisimpleirean de ghreimean bìdh fallain anns nach eil uiread siùcair no geir:

Appendix 20

Healthy Snacks

All groups who provide snacks should encourage healthy eating/drinking. Groups where parents provide snacks should ensure that they adhere to the healthy eating policy.

Groups should be aware of any allergies within the group attendees and if deemed necessary such foods should be banned within the group.

Below are some examples of healthy snacks which tend to be low in sugar and fat:

Measan Fresh Fruit	**Glasraich** Vegetables	**Aran** Bread	**Biadh Gràna**ch Cereals	**Cracairean** Crackers	**Deochan** Drinks	**Eile** Other
Ubhal Apple Peur Pear Orainsear Orange Tangerine Tangerine Banana Banana Fìon-dhearcan Grapes Meas Kiwi Kiwi Fruit Sùbhan-làir Strawberry Annan Pineapple Tomàto Tomato Measan ùra sam bith eile any	Curran Carrot Soilire Celery Cularan Cucumber Piobairean Peppers agus glasraich fhreagarrach eile and any other suitable vegetables	Min shlàn, aran geal no gràna Wholemeal, white or granary bread Foileagan Pancakes Crumpets msaa Crumpets etc	Weetabix Cornflakes Bran Flakes Rice Crispies	Cracairean Cream crackers Cèicean-rus Rice cakes Ryvitas Bioran-arain Popcorn gun salainn	Bainne Milk Uisge Water	Càise Cheese Iogart Yoghurt

Eàrr-ràdh 21

Poileasaidh Dìomhaireachd

Gabhaidh am poileasaidh seo atharrachadh a rèir feuman na buidhne.

Aithris air na tha fa-near dhuinn

Tha e fa-near dhuinn sùim a chur ann an prìobhaideachd gach pàiste agus am pàrantan is luchd-cùraim, fhad ’s a tha sinn a’ dèanamh cinnteach gum faigh iad cothrom air sàr fhoghlam is cùram.

Amas

Tha e na amas dhuinn dèanamh cinnteach gum faod pàrantan is luchd-cùraim an cuid fiosrachaidh a thoirt dhuinn agus fios aca nach cleachdar e ach a chum maith an cuid chloinne.

Appendix 21

Confidentiality Policy

This policy can be amended according to the needs of the group.

Statement of intent

It is our intention to respect the privacy of all our children and their parents and carers, while ensuring that they access high quality care and education.

Aim

We aim to ensure that all parents and carers can share their information with us and be confident that it will only be used to enhance the welfare of their children.

Modhan-obrach

Gus dèanamh cinnteach gum faod misneachd a bhith aig a h-uile neach a tha cleachdadh na buidhne, no ag obair ann, gun cumar am fiosrachadh aca dìomhair, thèid dèiligeadh ri fiosrachadh dìomhair sna dòighean a leanas.

- Bidh cothrom aig pàrantan air na faidhlichean is clàran-fiosrachaidh airson an cuid chloinne fhèin, ach cha bhi cothrom aca air fiosrachadh airson pàiste sam bith eile.
- Cha bhruidhinn luchd-obrach ri luchd-obrach eile mu fhiosrachadh pearsanta a thug pàrant dhaibh, ach nuair a bheir e buaidh air planadh airson feuman a' phàiste. Mar phàirt den oideachadh a gheibh neach-obrach nuair a thòisicheas iad, thèid innse dhaibh mu cho cudromach agus a tha dìomhaireachd nuair a tha sibh nur Prìomh Neach-obrach (Key Person) do phàiste.
- Ma tha draghan/fianais ann co-cheangailte ri sàbhailteachd pàiste, thèid an cumail ann am faidhle dìomhair, tèarainte agus thèid sin a shealltainn dìreach do na daoine aig am feum fios a bhith.
- Cumar fiosrachadh pearsanta mu chlann, teaghlaichean is luchd-obrach ann an caibineat-fhaidhlichean a tha glaiste, ach air am bi cothrom aig daoine iomchaidh gun chus duilgheadas.
- Cumar cùisean co-cheangailte ri fastadh inbhich, le pàigheadh no gun phàigheadh, dìomhair agus cha bhi fios mun dheidhinn ach aig na daoine a tha an sàs ann a bhith dèanamh cho-dhùnaidhean mu leithid a chùisean.
- Thèid innse do dh'oileanaich bho Àrd-sgoiltean, Colaistean no Oilthighean, nuair a tha iad ag obair don bhuidhinn, mun phoileasaidh dìomhaireachd againn agus thèid iarraidh orra aire a thoirt dha.

Methods

To ensure that all those using - and working in - the group can do so with confidence, we respect confidentiality in the following ways.

- Parents have ready access to the files and records of their own children but do not have access to information about any other child.
- Staff will not discuss personal information given by parents with other staff, except where it affects planning for the child's needs. Staff induction will include an awareness of the importance of confidentiality in the role of the Key Person.

- Any concerns/evidence relating to a child's personal safety will be kept in a secure, confidential file and are to be shared with as few people as possible on a "need-to-know" basis.
- Personal information about children, families and staff will be kept securely in a locked filing cabinet whilst remaining as accessible as possible.
- Issues to do with the employment of adults, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.

- Students from Secondary Schools, Further Education Colleges or Universities, when they are working in the group, will be advised of our confidentiality policy and required to respect it.

Tha gach cumha gu h-àrd ga chur an sàs le ealla ga ghabhail ri prìomh amas na buidhne, gum bi am pàiste sàbhailte agus toilichte. Coimheadaibh air ar Poileasaidhean airson Dìon Chloinne is Dìon Dàta.

All the undertakings above are subject to the paramount commitment of the group, which is to the safety and well-being of the child. Please see also our Child Protection and Data Protection Policies.

Eàrr-ràdh 22

Luchd-dreuchd Ùra

Ma thèid neach ùr a chur an dreuchd a' Chathraiche, an Ionmhasair, an Rùnaire msaa, 's e deagh chleachdadh a th' ann ùine a chur air dòigh far am bi an seann neach-dreuchd a' mìneachadh mun obair don duine ùr. Tha seo a' dèanamh cinnteach gum bi a' Bhuidheann Thràth-bhliadhnaichean a' leantainn air cho èifeachdach 's a ghabhas.

Nithean air am bu chòir beachdachadh:

- Gu bheil fiosrachadh ionmhasail mar chunntasan is leabhraichean-ionmhais air an ùrachadh aig an àm a tha an

Appendix 22

Change of Office Bearers

Should the Committee's Chair, Treasurer, Secretary etc. change, it is good practice, where possible, to have a handover. This ensures that the Early Years group can continue to run as effectively as possible.

Things to consider:

neach/daoine ùra a’ tòiseachadh san dreuchd agus gun deach mìneachadh a dhèanamh air an fhiosrachadh sin do bhuill ùra na Comataidh.
- Gun tèid pàipearan iomchaidh, mar iarrtasan airson taic-airgid, aithisgean adhartais, teisteanasan àrachais, am bonn-stèidh msaa, a thoirt don neach/daoine ùra agus gun tèid am mìneachadh ma tha sin a dhìth.
- Gum faigh a’ Chomataidh ùr lethbhreac de na foirmichean-clàraidh agus gum faigh iad fiosrachadh conaltraidh airson nan daoine a bhios a’ cleachdadh na seirbheis, agus gu bheil am fiosrachadh sin air ùrachadh agus air fhaidhleadh gu ceart.
- Gum bi gach poileasaidh buntainneach air fhaidhleadh gu ceart agus air a thoirt don Chomataidh ùir.

Bidh suidheachaidhean ann far nach urrainnear ùine a chur air dòigh airson mìneachaidhean is mar sin adhart nuair a tha luchd-dreuchd ùr a’ tòiseachadh. Ma tha duilgheadasan agaibh, cuiribh fios chun an Oifigeir Thràth-bhliadhnaichean agaibh aig Bòrd na Gàidhlig cho luath ’s as urrainn dhuibh, agus mas urrainn dhaibh cuidichidh iad sibh.

Ma tha a’ Bhuidheann Thràth-bhliadhnaichean agaibh na ball den Eadar-bhuidheann ionadail agaibh airson na Treas Roinn (TSI), ’s dòcha gun urrainn dhaibhsan cuideachd seirbheisean a thoirt dhuibh. Gheibh sibh fios air an TSI ionadail agaibh an seo:

http://www.vascotland.org/tsis/find-your-tsi

- Financial information such as accounts and book-keeping information should be up to date at the time of handover and have been explained to the new Committee members.

- Relevant paperwork such as grant applications, progress reports, insurance certificates, the constitution etc. should be handed over and explained where necessary.

- Copies of enrolment forms and contact information for service users should be up to date, filed correctly and passed on to the new Committee.

- All relevant policies should be filed correctly and passed on to the new Committee.

Situations arise where handovers are not always possible. If you are experiencing difficulties please contact your BnG Early Years Officer at the earliest opportunity who will, where possible, offer help and advice.

If your Early Years Group is a member of your local Third Sector Interface (TSI) they may also be able to provide you with a range of services. Find out if there is a TSI in your area:

http://www.vascotland.org/tsis/find-your-tsi

Eàrr-ràdh 23/Appendix 23

Foirm Bhòrd na Gàidhlig airson Atharraichean air Ballrachd Comataidh/Bòrd na Gàidhlig
Change of Committee From

Ainm na Buidhne Name of Group	
Seòladh na Buidhne Address of Group	
Ceann-latha a dh'atharraich a' Chomataidh Date Committee changed	
Fios mun Chathraiche: **Ainm, seòladh puist-d, àireamh-fòn, seòladh** Details of Chair: Name, e-mail address, phone number, address	
Fios mun Rùnaire: **Ainm, seòladh puist-d, àireamh-fòn, seòladh** Details of Secretary: Name, e-mail address, phone number, address	
Fios mun Ionmhasair: **Ainm, seòladh puist-d, àireamh-fòn, seòladh** Details of Treasurer: Name, e-mail address, phone number, address	
Innsibh dhuinn cò am prìomh neach-conaltraidh airson na buidhne Please state who you wish to be the primary contact for the group	
Ainmean nam ball eile Names of other Committee members	

Cuiribh am foirm seo air ais chun an Oifigeir Thràth-bhliadhnaichean agaibh aig Bòrd na Gàidhlig cho luath ’s a ghabhas no chun na h-oifis ann an Inbhir Nis:

Please return this form to your Bòrd na Gàidhlig Early Years Officer as soon as possible or to the Inverness Office:

Bòrd na Gàidhlig
Taigh a’ Ghlinne Mhòir / Great Glen House
Rathad na Leacainn / Leachkin Road
Inbhir Nis / Inverness
IV3 8NW / IV3 8NW

Eàrr-ràdh 24

Sampall de Riaghailtean Ionmhasail

Riaghailtean Ionmhasail ……

Air aontachadh leis a' Chomataidh Stiùiridh air ……

A' Bhuidheann	
(roghnaichibh aon de na trì roghainnean a leanas) **Roghainn 1:** 'S e buidheann charthannais chlàraichte a th' anns a' bhuidhinn, àireamh..... Tha ar Comataidh Stiùiridh air a dèanamh suas de urrasairean na buidhne carthannais; **Roghainn 2:** Tha Comataidh Stiùiridh againn a thèid a thaghadh aig ar Coinneimh Bhliadhnail; **Roghainn 3:** Tha a' bhuidheann air fad mar Chomataidh Stiùiridh; chan eil Comataidh air a taghadh againn (no urrasairean airson buidheann charthannais).	Mura h-eil sibh clàraichte mar bhuidheann-charthannais, dh'fhaodadh gum feum sibh sin a dhèanamh fon lagh; mura h-eil sibh cinnteach, cuiribh fios gu OSCR www.**oscr**.org.uk
Tha e an urra ris a' Chomataidh Stiùiridh dèanamh cinnteach gu bheil a' bhuidheann air a deagh riaghladh agus gun coimhead sinn às dèidh an teachd-a-steach againn agus gun dèan sinn deagh fheum dheth. Cumaidh sinn clàran ionmhasail freagarrach, a' gabhail a-steach: • leabhar-cunntais no cliath-dhuilleag air coimpiutair a' clàradh gach gnothach a bhios againn ann an aithrisean ar cunntas-banca no san leabhar a gheibh sinn bho chomann-togail • leabhar airson airgead ri làimh agus bogsa airson airgead ri làimh a ghabhas a ghlasadh (ma phàigheas sinn airson rudan le airgead-làimhe) • fiosrachadh mun airgead uile a gheibh sinn • fàirdealan is cuidhteasan eile airson suimeannan a phàigheas sinn • clàran PAYE (ma tha sinn a' pàigheadh luchd-obrach).	Ma bhios sibh a' cumail nan clàran agaibh air coimpiutair, 's e a bhios ann an 'leabhar-cunntais' duilleagan air an clò-bhualadh ann an òrdugh a rèir a' chinn-latha agus iad air an cumail ann am pasgan no faidhle eile.
Crìochnaichidh a' bhliadhna ionmhais againn air (cuiribh ceann-latha a-steach)	Thoiribh sùil air a' bhonn-stèidh agaibh – mar as trice canaidh e cuin a bu chòir dhuibh Coinneamh Bhliadhnail a chumail agus dh'fhaodadh gun can e cuideachd nuair a bhios a' bhliadhna ionmhais agaibh a' crìochnachadh. Mura h-eil, dh'fhaodadh gum bi sibh ag iarraidh ceann-latha a roghnachadh gus am bi na cunntasan bliadhnail agaibh a'

	còmhdach ùine chunbhalach thar 12 mìos.
Nì sinn cunntasan aig deireadh na bliadhna ionmhais agus iarraidh sinn air cuideigin freagarrach, aig nach eil buntainneas ris a' bhuidhinn, sgrùdadh a dhèanamh orra. Thèid na cunntasan bliadhnail a chur air beulaibh na Coinneimh Bhliadhnail airson aonta.	Chan fheum sibh daonnan iarraidh air neach-cunntais le teisteanas sgrùdadh a dhèanamh air na cunntasan agaibh. Feumaidh buidhnean carthannais laghan airson an leithid a bhuidhnean a leantainn. Faodaidh buidhnean eile iarraidh air cuideigin le sgilean ionmhasail, mar neach-obrach banca no ionmhasair bho bhuidheann eile, coimhead air na cunntasan aca. Tha e cudromach nach eil buntainneas aig an neach sin ris a' bhuidhinn agaibh, agus gu bheil na sgilean ionmhasail aca gus measadh a dhèanamh air na cunntasan agaibh. Chan fheum cuid a bhuidhnean beaga seo a dhèanamh, agus math dh'fhaodte gum bi iad toilichte le aithris bhon Ionmhasair. Mura h-eil sibh cinnteach, cuiribh fios gu OSCR www.**oscr**.org.uk
Bruidhnidh sinn air aithisg ionmhasail aig gach coinneamh den Chomataidh, sam bi fios air na suimeannan a phàigheadh is a fhuaras, agus an t-airgead a tha air fhàgail. Cuideachd, seallaidh i na thathar an dùil a chosg agus fhaighinn san àm ri teachd.	Faodaidh sibh aithrisean labhairteach no sgrìobhte a dhèanamh le uiread fiosrachaidh 's a tha freagarrach do cho mòr 's a tha a' bhuidheann agaibh agus don t-suidheachadh ionmhasail agaibh. Ge-tà, bu chòir gum faic a' Chomataidh an aithris-banca as ùire. Cuiribh air dòigh ùine aig gach coinneamh den Chomataidh gus bruidhinn air an aithisg ionmhasail. Thoiribh an cothrom don a h-uile duine ceistean a chur air an Ionmhasair agus a' Chomataidh. Bu chòir aithisg ionmhasail innse mu na thachair a thaobh ionmhas na buidhne bho chaidh a' choinneamh mu dheireadh a chumail agus mu mar a tha cùisean a' dol san fharsaingeachd. Tha an aon rud fìor a thaobh chunntasan bliadhnail a bu chòir aithris a dhèanamh air na thachair sa bhliadhna air fad.

Cunntas-banca	
• Bu chòir co-dhiù triùir bhall bhon Chomataidh Stiùiridh a bhith nan luchd-soidhnigidh airson cunntasan. • Soidhnigidh dithis den luchd-soidhnigidh airson suimeannan a thèid a thoirt às a' chunntas no a ghluasad eadar cunntasan. Tha sinn an dùil gur e an t-Ionmhasair a bhios ann an aon de na daoine sin. • Iarraidh sinn air a' bhanca aithrisean a thoirt dhuinn a h-uile mìos agus nì sinn coimeas eadar na h-aithrisean agus ar leabhar-cunntais.	
Teachd-a-steach	
• Nuair a gheibh sinn airgead-làimhe mar phàigheadh airson rùm no seirbheis eile, bheir sinn cuidhteas seachad agus cumaidh sinn lethbhreac dheth. • Nuair a gheibh sinn airgead bho bhith togail airgead no bho thachartas eile, cunntaidh dithis bhall den bhuidhinn an t-airgead, nì iad nota den t-sùim agus cuiridh iad an ainm ris an fhiosrachadh sin. • Thèid fiosrachadh mu airgead-làimhe a gheibhear a chur ann an leabhar an airgid. • Cleachdaidh sinn suimeannan beaga den airgead a gheibh sinn mar airgead ri làimh. • Clàraidh sinn fiosrachadh mu sheicichean a gheibh sinn ann an leabhar-cunntais agus pàighidh sinn na seicichean a-steach don bhanca taobh a-staigh mìos. • Cumaidh an t-Ionmhasair clàran a thaobh airgead a fhuaras (me, litrichean le tairgse air tabhartas no lethbhric de chuidhteasan a thug a' bhuidheann seachad).	
A' pàigheadh le seic, toirt às cunbhalach no gluasad banca	
• Cha chuir sinn ainm ri seic gun na pàipearan iomchaidh gus na thathar a' pàigheadh a dhearbhadh. • Cha toir sinn aonta ri pàigheadh le toirt às cunbhalach no gluasad banca (BACS) gun na pàipearan iomchaidh gus na thathar a' pàigheadh a dhearbhadh. • Feumaidh dithis luchd-soidhnigidh seicichean a shoidhnigeadh. Tha sinn an dùil gur e an t-Ionmhasair a bhios ann an aon dhiubh sin. • Feumar soidhnigeadh ro-làimh ann am foirm-pàighidh airson gach sùim eile a phàighear (a' gabhail a-steach BACS, suimeannan pàighte le cairt-chunntais, òrdain leantainneach agus toirt às cunbhalach). San fhoirm-phàighidh bidh am fiosrachadh a leanas: neach a gheibh an t-airgead; ceann-	

latha; sùim; seòrsa pàighidh (me, BACS, òrdan leantainneach); agus àite airson dà ainm-sgrìobhte. • Cha chuir sinn ar n-ainm ri seic air nach eil sùim airgid ainmichte uair sam bith. • Lìonaidh sinn na fo-bhileagan (*stubs*) aig seicichean nuair a tha sinn gam pàigheadh. • Clàraidh sinn fiosrachadh mun t-sùim a phàigheadh sna pàipearan co-cheangailte ris: àireamh na seice, dòigh phàighidh, ceann-latha, cò shoidhnig an t-seic, foirm-pàighidh. • Sgrìobhaidh sinn fios mu gach seic a chaidh a phàigheadh san leabhar-chunntais.	
Airgead ri làimh	
• Bidh sinn a' cumail cruinneachadh de dh'airgead ri làimh a tha fa leth bho airgead a thig a-steach • Cumaidh sinn sùim bheag luach £(sgrìobh an t-sùim an seo) airson a bhith pàigheadh rudan beaga mar faraidhean bus, tì is cofaidh. Cumaidh sinn an cruinneachadh seo fa leth bho airgead a thig a-steach agus bheir sinn airgead a-mach às a' bhanca airson an cruinneachadh seo a stèidheachadh. • Ma bheir sinn airgead-làimhe às a' bhanca le seic, bidh feum air dithis luchd-soidhnigidh. Ma bheirear airgead-làimhe às a' bhanca le leabhar airson comann-togail no cairt, thèid sin aontachadh le dithis luchd-soidhnigidh ro-làimh. • Pàighidh sinn suimeannan nas motha na £(cuiribh sùim a-steach) le seic. • Clàraichidh sinn suimeannan pàighte air bileag airson airgead ri làimh, agus cumaidh sinn cuidhteasan, tiogaidean bus, msaa.	San àbhaist tha e nas fheàrr an t-airgead uile a gheibh sibh a phàigheadh a-steach don bhanca, agus an uair sin airgead a thoirt às airson cur ris an airgead ri làimh agaibh. Ma nì sibh sin, bidh clàr soilleir agaibh air na thachair agus cha tèid sibh ceàrr le cùisean. Ge-tà, 's dòcha nach bi sin furasta mura h-eil mòran teachd-a-steach aig a' bhuidhinn agaibh agus nach eil banca faisg oirbh. Ma roghnaicheas sibh cur ris an airgead ri làimh bho airgead a fhuair sibh, roghnaichibh sin mar an siostam cunbhalach agaibh; atharraichibh na riaghailtean agaibh airson airgead ri làimh gus dèanamh soilleir dè an siostam a tha sibh a' cleachdadh.
Tuarastalan	
• Cumaidh sinn clàran de thuarastalan an luchd-obrach a rèir PAYE agus riaghailtean airson Àrachas Nàiseanta. • Nuair a gheibh luchd-obrach pàirt-thìde no neo-chunbhalach airgead-làimhe mar phàigheadh, nì an t-Ionmhasair cinnteach gun cuir an luchd-obrach an ainm ri duilleag-chlàraidh airson tuarastalan, agus gum faigh iad cuidhteas bhon leabhar-chuidhteasan.	Cuiribh fios gu HMRC airson fiosrachadh is comhairle mu bhith pàigheadh luchd-obrach www.**hmrc**.gov.uk

Appendix 24

Sample Financial Rules

Financial Rules of ……..

Approved by the Management Committee on ……

Group	
(choose one of the following 3 options) **Option 1:** The group is a registered charity, number ……. Our charity trustees make up the Management Committee; **Option 2:** We have a Management Committee which is elected at the Annual General Meeting; **Option 3:** The group as a whole acts as the Management Committee; we have no elected Committee (or charity trustees).	If you are not already a registered charity, you may be required by law to register; if in doubt, contact OSCR www.**oscr**.org.uk
The Management Committee is responsible for ensuring that the group is well managed and that we look after our income properly and put it to best use. We will keep appropriate financial records, including: • an account book or computer spreadsheet recording all the transactions in the bank account(s), bank statements or building society passbook • a petty cash book and lockable petty cash box (if we make cash payments) • details of all funds received • invoices and other receipts for all payments • PAYE records (if we employ paid workers).	If you keep your records on computer, then an 'account book' will be print-outs in date order in a ring-binder or other file.
Our financial year ends on (enter date)	Check your constitution – it will usually state when you should hold the Annual General Meeting and may also state the date on which your financial year ends. If not, you may wish to set a date so that your annual accounts cover a regular 12-month period.
We will draw up accounts at the end of the financial year and have them examined by a suitable person who is independent of the group. The annual accounts will be presented to the Annual General Meeting for approval.	You do not necessarily need to have your accounts examined by a qualified accountant. Charities must follow charity law. Other groups may ask someone with financial skills, for example a bank worker or the treasurer of another group. What is important is that the person is independent of your group and has

	the financial skills needed to assess your accounts. Some small groups don't have to do this and may be happy with a report from the treasurer. If in doubt, contact OSCR www.**oscr**.org.uk
We will discuss a financial report at each Committee meeting showing cash received, payments, and remaining funds. It will also show expected future receipts and payments.	You can give verbal or written reports with as much detail as is appropriate to the size of your group and its finances. However, the Committee should also see the most recent bank statement. Make time at each Committee meeting to discuss the finance report. Give everyone the opportunity to put questions to the treasurer and the Committee. A financial report should tell the story of what's happened in the group's finances since the last meeting and how things are going overall. The same is true of the annual accounts which should tell the story of the year.
Bank Account	
• At least three members of the Management Committee will be signatories to the bank account(s). • Any withdrawals or transfers between accounts will be signed by two of the signatories. We expect that one of these will be the Treasurer. • We will ask the bank to provide statements every month and will check the statements against our account book.	

Income	
• When we receive cash as payment for room hire or another service, we will issue a receipt and keep a copy. • When we receive cash from fundraising or other events, two members of the group will count up the cash, make a note of the total and sign for it. • Details of cash received will be entered in the cashbook. • We will use small amounts of cash received as petty cash. • We will record details of cheques received in the account book and bank the cheques within one month. • The Treasurer will keep records relating to any monies received (e.g. grant award letters or copies of receipts issued by the group).	

Payments by cheque, direct debit or bank transfer	
• We will not sign a cheque without paperwork to support the payment. • We will not authorise payments by direct debit or by bank transfer (BACS) without paperwork to support the payment. • Two signatories are required on each cheque. We expect that one of these will be the Treasurer. • All other payments (including BACS, debit card payments, standing orders and direct debits) must be signed for in advance on a payment form. The 'payment form' will include the following details: payee; date; amount; type of payment (e.g. BACS, standing order); and space for two signatures. • We will never sign a blank cheque. • Cheque stubs will be completed at the time of payment. • We will record details of payment on the paperwork: cheque number, type of payment, date, who signed the cheque, payment form. • We shall write details of all cheque payments in the account book.	

Petty Cash	
• We hold a petty cash float separate from incoming cash. • We will keep a small float of £(enter amount) for small payments such as bus fares and tea and coffee. We will keep the float separate from incoming cash and draw cash from the bank to make up the float. • Cash withdrawals from the bank account by cheque will require two signatories. Cash withdrawals by passbook or ATM card will be authorised in advance by two signatories. • Payments above £(enter amount) will be made by cheque. • We will record payments on a petty cash slip and keep till receipts, bus tickets, etc.	It is better on the whole to pay all the cash which you receive into the bank, and then draw cash from the bank to top up your petty cash float. That way, you have a clear record of both transactions and won't get in a muddle. However, this may not be at all convenient if your group has very little income and doesn't have a bank branch fairly nearby. If you choose to top up your petty cash from cash received, make this your regular system; amend the petty cash rules to make it clear which system your group is using.
Wages	
• We will keep records of staff wages in accordance with PAYE and National Insurance regulations. • Where casual or part-time staff are paid in cash, the treasurer will make sure that staff sign a wages record sheet, and a receipt given from the receipt book.	Contact HMRC for information and advice on paying staff www.**hmrc**.gov.uk

Eàrr-ràdh 25/Appendix 25

Sampall de Theachd-a-steach is Caiteachas / Sample Income & Expenditure

Duilleag Chaiteachais / Expenditure Sheet

Ceann-latha Date	**Ri phàigheadh do** Payable to	**Sùim** Amount	**Àir. Seic/Àir. Cuidhteis** Cheque No./Receipt No.	**Air a phàigheadh a-steach** Paid In	**Cothromachadh £** Balance £

Cosgaisean gach Seachdain/Mìos

Weekly/Monthly Outgoings

Ceann-latha Date	**Màl/Air Mhàl** Rent/Hire	**Tuarastal is ÀN** Wages & NI	**Greimean Bìdh** Snacks	**Nithean a tha sibh a' caitheamh** Expendables	**Uidheamachd** Equipment	**Cuidhteas** Receipt	**Iomlan** Total

Teachd-a-steach gach Seachdain/Mìos
Weekly/Monthly Incoming

Ceann-latha Date	Cìsean Fees	Tabhartasan Grants	Eile Other	Iomlan Total

Eàrr-ràdh 26

Sgrùdadh is Measadh
Gheibh daoine barrachd fiosrachaidh bho Mheasadh is Taic Alba aig http://www.evaluationsupportscotland.org.uk/

Comhairle a thaobh mar a sheallas sibh do chàch cho cudromach a tha an obair/pròiseact agaibh agus a' bhuaidh a th' aige.

Bidh a' mhòr-chuid de dhaoine a tha ruith buidheann, agus gu dearbh an fheadhainn a tha air cur a-steach airson tabhartas, air an abairt, 'sgrùdadh is measadh', a chluinntinn. Nuair a thèid a chur an sàs gu ceart, faodaidh sgrùdadh is measadh a bhith air leth feumail, nuair a sguabas sibh air falbh a' chainnt oifigeil, chan eil e cho doirbh sin:

- ***Sgrùdadh*** - a' cruinneachadh is a' clàradh fiosrachadh mu na tha a' bhuidheann agaibh a' dèanamh
- ***Measadh*** - a' cleachdadh fiosrachadh a tha sibh air a chruinneachadh, còmhla ri fiosrachadh eile is an t-eòlas iomlan agaibh, gus dealbh soilleir a thoirt seachad air a' bhuidhinn agaibh agus an obair a nì sibh.

Ma choimheadas sibh air mar sin, faodaidh sibh a ràdh gu bheil cha mhòr a h-uile buidheann a' sgrùdadh is a' measadh na tha iad a' dèanamh, fiù 's ann an dòigh neo-fhoirmeil: ma chunntas sibh cia mheud duine a nochdas aig coinneamh, 's e sgrùdadh a tha sin, agus ma bhruidhneas sibh airson beagan mhionaidean mu mar a chaidh do thachartas nuair a tha e seachad, 's e measadh a tha sin.

Appendix 26

Monitoring and Evaluation
Groups can access further information from Evaluation and Support Scotland http://www.evaluationsupportscotland.org.uk/

Tips to help to show others the value and impact of your work/project.

Most people involved in running a group, and certainly all of those who have applied for a grant, will have heard the phrase 'monitoring and evaluation'. When used properly, monitoring and evaluation can be a very useful tool and, stripped of the jargon, it isn't too complicated:

- ***Monitoring*** is collecting and recording information about what your group is doing
- ***Evaluating*** is using the information you have collected, together with other information and your overall experience, to get a good clear picture of your group and its work.

Looked at like this almost every group does monitor and evaluate what they do, if only informally: counting how many people turn up at a meeting is monitoring, and chatting about how an event went for a few minutes at the end is evaluation.

Carson a tha sgrùdadh is measadh ann?
Tha dà adhbhar math ann carson a bhiodh sibh ag iarraidh barrachd structair a bhith san dòigh a nì sibh sgrùdadh is measadh air cùisean. Sa chiad àite, agus 's e as cudromaiche, tha e gur cuideachadh gus tomhas a dhèanamh air cho èifeachdach agus a tha an obair agaibh agus gus obrachadh a-mach dè b' urrainn dhuibh a dhèanamh airson gum biodh an obair agaibh nas èifeachdaiche. An dàrna adhbhar, agus am fear a tha a' toirt air a' mhòr-chuid de bhuidhnean a bhith coimhead air na dòighean-sgrùdaidh aca ann am barrachd doimhneachd, tha barrachd is barrachd bhuidhnean-maoineachaidh a' sùileachadh gun dèan sibh e.

Faodaidh sgrùdadh is measadh ur cuideachadh gu sònraichte gus

- dearbhadh gu bheil a' bhuaidh a tha sibh ag iarraidh aig na tha sibh a' dèanamh
- piseach a thoirt air cùisean le bhith comharrachadh rudan nach eil ag obair
- na tha sibh a' dèanamh atharrachadh ma tha an suidheachadh air atharrachadh
- fianais a thoirt do luchd-maoineachaidh, no daoine a dh'fhaodadh maoineachadh a thoirt dhuibh, gu bheil na sibh a' dèanamh a' coileanadh na bu chòir dha a bhith

A' planadh airson sgrùdadh is measadh
Bidh dòigh eadar-dhealaichte aig a h-uile buidheann air an obair aca a sgrùdadh is a mheasadh, agus sin a rèir dè an obair a nì iad. Ge-tà, tha dà phrionnsapal ann air am bu chòir do bhuidhnean cuimhneachadh nuair a tha iad a' planadh airson sgrùdadh is measadh.

Why do monitoring and evaluation?
There are two good reasons why you might want to make your monitoring and evaluation more structured. The first, and most important, reason is that it helps you judge how effective your efforts are and what you could do to make them more effective. The second reason, and the one which prompts most groups to look at monitoring seriously, is that people who give out funds increasingly expect it.

In particular, monitoring and evaluating can help you

- check that what you are doing is actually having the effect you want
- improve things by identifying things that aren't working
- change what you are doing if the situation changes
- provide evidence for funders or potential funders that what you are doing is working

Planning your monitoring and evaluation
Every organisation will have a different way of monitoring and evaluating their work, depending on what work they do. However, there are two principles that are worth all groups bearing in mind when planning monitoring and evaluation.

Dà phrionnsapal …

1. Iarraibh air grunn dhaoine a dhol an sàs ann a bhith co-dhùnadh dè tha sibh a' dol a dhèanamh, agus ann a bhith ag obrachadh a-mach ciamar a tha sibh a' dol ga dhèanamh. Tha sibh ag amas air fiosrachadh feumail a thoirt don bhuidhinn agaibh, *chan e* càrn mòr uabhasach de phàipear a chruinneachadh.
2. Cumaibh cho sìmplidh sa ghabhas e. Chan eil sibh ag iarraidh cus uallaich a bhith oirbh, gu h-àraidh ma tha sibh dìreach air tòiseachadh a' sgrùdadh na h-obrach agaibh. Faodaidh sibh a bhith nas mionaidiche san ùine ri thighinn, ma dh'fheumas sibh.

…agus ceist no dhà

'S e as adhbhar do sgrùdadh, fiosrachadh a thoirt dhuibh air an dèan sibh measadh, mar sin nuair a tha sibh a' planadh, tha e nas fheàrr tòiseachadh a' smaoineachadh air a' mheasadh.

Feumaidh sibh faighneachd dhuibh fhèin

- Dè na prìomh nithean a tha sinn airson a mheasadh? Bu chòir dhuibh beachdachadh an seo air na prìomh nithean a tha a' bhuidheann no am pròiseact agaibh a' feuchainn ri choileanadh.
- Dè am fiosrachadh a chuidicheas sibh gus na nithean sin a mheasadh?
- Cò tha a' dol a chlàradh an fhiosrachaidh seo, agus ciamar?

'S e a' chiad cheist an tè as cudromaiche, agus feumaidh sibh a bhith cho soilleir 's a ghabhas nuair a fhreagras sibh a' cheist sin.

Two principles …

1. Involve several people in deciding what you are going to do, and working out how you are going to do it. The aim is to provide useful information to your group, *not* to build up reams of paperwork.

2. Keep it as simple as possible. You don't want to take on too much, especially if you are only just starting to monitor your work. You can always get more detailed later, if you need to.

…and some questions

The aim of monitoring is to provide the basis for your evaluation, and so when planning it is best to start with thinking about the evaluation.

You will need to ask yourself

- What are the main things we want to evaluate? These should be the central things your group or project is trying to achieve.

- What information will help us to evaluate these?

- Who is going to record this information, and how?

Airson tòrr bhuidhnean, tha e doirbh dhaibh sgrìobhadh sìos gu soilleir dè tha iad a' feuchainn ri choileanadh. Gu tric, air aon làimh bidh amas farsaing sa bhonn-stèidh aca, agus air an làimh eile bidh sreath de nithean sònraichte a tha iad a' dèanamh. Bidh na tha iad a' feuchainn ri choileanadh ri lorg eadar an dà rud sin.

Mar eisimpleir, dh'fhaodadh bonn-stèidh buidheann ro-sgoile a bhith ag ràdh gu bheil e na amas dhi, 'piseach a thoirt air foghlam agus adhartas cloinne a tha, san fharsaingeachd, fo aois sgoile.' Dh'fhaodadh gur e a tha iad a' dèanamh, a' ruith buidheann ro-sgoile airson 20 pàiste eadar 9.30m is 12.15f gach latha seachdaine. Gu follaiseach, chan eil adhbhar ann àiteachan a thabhann mura h-eil duine a' dol ann, mar sin 's e pàirt den amas a bhios aca, na h-àiteachan sin a lìonadh. Dh'fhaodadh gu bheil iad air co-dhùnadh a dhèanamh cuideachd feadhainn de na h-àiteachan a thabhann do chloinn bho theaghlaichean nach urrainn an làn chìs a phàigheadh, agus prìs nas lugha a thabhann do chloinn bho theaghlaichean a tha faighinn creideasan cìse.

Dh'fhaodadh seo uile a bhith ciallachadh gu bheil amas aca, '20 àite a thabhann eadar 9.30m is 12.15f gach latha seachdaine, far a bheil co-dhiù 90% de na h-àiteachan air an gabhail thar na bliadhna. Bidh co-dhiù 25% den chloinn a' tighinn bho theaghlaichean a gheibh creideasan cìse.' Gabhaidh seo a sgrùdadh – le bhith cunntadh na cloinne, a' cumail figearan airson an fheadhainn a tha pàigheadh prìs nas ìsle – agus gabhaidh measadh a dhèanamh air le bhith dearbhadh gun deach na targaidean a choileanadh.

'S e an rud as cudromaiche a thaobh a bhith planadh airson sgrùdadh is measadh, gu bheil sibh soilleir mu dheidhinn na tha sibh

The first of these is the key question, and you need to be as clear as possible about answering it. For many groups there is a problem in writing down clearly what they are trying to achieve. They often have, on one hand, a very general aim in their constitution and, on the other, a series of quite specific things they are doing. What they are trying to achieve lies somewhere in between.

For example, a pre-school's constitution may give its aim as being 'to enhance the development and education of children primarily under statutory school age'. Their activity may be to run a pre-school with 20 places between 9.30 and 12.15 every weekday. Providing places is obviously pointless if no one takes them up, so part of their aim will clearly be to fill places. They may also have decided that they want to ensure that some of the places are available for children of families who are unable to pay the full fee, and so offer reduced rates for children where the family is on tax credit.

All of this may translate into an aim of 'providing 20 places between 9.30 and 12.15 every weekday, with a take up of at least 90% over the course of a year. A minimum of 25% of all children to come from families in receipt of tax credit.' It is possible to monitor this – by counting the children, and keeping figures on those paying the reduced rate – and to evaluate it by checking whether the targets set have been achieved.

an dòchas a choileanadh às na tha sibh a' dèanamh. Mura faigh sibh sin ceart, thèid a h-uile rud eile troimh-a-chèile gu cinnteach. Faighnichibh dhuibh fhèin

- A bheil aithris shoilleir againn air na tha sinn a' feuchainn ri dhèanamh?
- A bheil targaidean soilleir san aithris a ghabhas a thomhas?
- A bheil e ag innse gu soilleir dè tha sinn gu bhith meas mar shoirbheachadh?

Sgrìobhaibh sìos seata soilleir is mionaideach de thargaidean a ghabhas cleachdadh gus measadh a dhèanamh air na tha sibh a' dèanamh. 'S e an rud mu dheireadh a nì sibh ann am planadh, co-dhùnadh a dhèanamh air mar a tha sibh a' dol a dh'innse do dhaoine mu na toraidhean bhon sgrùdadh agaibh. Mar as trice bidh foirmichean aig luchd-maoineachaidh iad fhèin, agus bidh agaibh ri an lìonadh a-steach, ach dh'fhaodadh gum bi sibh ag iarraidh fios a sgaoileadh gu farsaing air cho math agus a tha sibh a' dèanamh. Dh'fhaodadh sibh artaigeil a chur don chuairt-litir agaibh, no fios a chur don aithisg bhliadhnail? Dh'fhaodadh gum bi sibh ag iarraidh brath-naidheachd a sgaoileadh mu na toraidhean, ma tha sibh air soirbheachadh gu mòr.

Mar a nì sibh e – Sgrùdadh

Bidh sibh ag iarraidh fiosrachadh a chruinneachadh air na tha sibh a' dèanamh, ach bidh sibh cuideachd ag iarraidh fiosrachadh air a' bhuaidh a th' aig an obair agaibh. (Tha luchd-maoineachaidh nas buailtiche a bhith ag ràdh 'toraidhean' ris na tha sibh a' dèanamh agus 'builean' ris a' bhuaidh a bhios aca.)

Being clear about exactly what you hope to achieve from what you are doing is the most important part of planning your monitoring and evaluation. If you don't get this right then everything else will inevitably be muddled. Ask yourself

- Do we have a clear statement of what we are trying to do?
- Does it contain clear targets which are measurable?
- Does it spell out what we will regard as a success?

Write down a clear and detailed set of targets against which to judge what you are doing. The last part of your planning is to decide how to let people know the results of your monitoring. Funders are likely to have their own forms you will need to fill in, but you may also want to get news of how well you are doing out more widely. Perhaps an article in your newsletter, or some details in your annual report? You might even want to distribute a press release on the results if they reflect particularly well on your work.

How to do it – Monitoring

You will want to collect information about what you are doing, but you also need to try and get information on the effect your work is having. (Funders increasingly call the things you are doing 'outputs' and their effect 'outcomes'.)

Tha leabhar feumail aig Maoin Mhòr a' Chrannchuir, 'Explaining the difference your project makes'. Tha sin a' dèanamh soilleir an seòrsa chlàran a tha iad an dùil gun cùm buidhnean, agus tha earrainn mhath aige air 'a' sgrùdadh bhuilean'. Barrachd is barrachd tha luchd-maoineachaidh a' cleachdadh briathrachas sònraichte airson na rudan a tha iad ag iarraidh oirbh a sgrùdadh agus ma tha sibh a' faighinn suimeannan mòra bhuapa, feumaidh sibh am briathrachas sin a thuigsinn. 'S e toiseach tòiseachaidh math is soilleir a th' anns an leabhar aig Maoin Mhòr a' Chrannchuir. Gabhaidh a luchdachadh a-nuas bho
http://www.biglotteryfund.org.uk/er_eval_explaining_the_difference.pdf

'S e cunntadh rudan as motha a bhios sibh a' dèanamh nuair a tha sibh a' cruinneachadh fiosrachadh mu na tha sibh a' dèanamh. A-rithist, 's e an rud as cudromaiche, gun cruinnich sibh am fiosrachadh a h-uile turas, agus gun sgrìobh sibh sìos e san aon dòigh feuch gun urrainn dhuibh coimeas a dhèanamh eadar am fiosrachadh thar ùine.

Faodaidh e a bhith nas duilghe fiosrachadh a chruinneachadh mun bhuaidh a th' agaibh ('builean' na h-obrach agaibh). Feumaidh sibh feuchainn ri faighinn a-mach dè tha daoine a' smaoineachadh agus dè a' bhuaidh a th' agaibh air am beatha.

Tha grunn rudan a dh'fhaodadh sibh a dhèanamh gus am fiosrachadh sin a chruinneachadh:

The Big Lottery Fund produces a useful booklet called 'Explaining the difference your project makes'. This clarifies the kind of records they expect groups they fund to keep, and is also a good introduction to 'outcome monitoring'. Increasingly funders are using a special vocabulary for what they want monitored and if you are receiving significant amounts of money you will need to understand it. The Big Lottery Fund booklet is a clear introduction. It is available to download at

http://www.biglotteryfund.org.uk/er_eval_explaining_the_difference.pdf

Collecting information about what you are doing will mainly consist of counting things. Again the most important thing here is to collect the information every time, and write it down in a consistent form so you can compare it over time.

Collecting information about the effect you are having (the 'outcomes' of your work) can be more complicated. You need to try and find out what people think and the effect that you are having on their lives.

There is a range of things you could do to collect this information:

Beachdan fhaighinn air ais bho dhaoine a chleachdas an t-seirbheis: ’S e a’ chiad cheum beachd fhaighinn bho dhaoine air mar a’ dol do chùisean. ’S dòcha gum bi sibh ag iarraidh leabhar-bheachdan no bogsa-mholaidhean a chleachdadh; no foirmichean-measaidh a thoirt do dhaoine aig deireadh gach seisein; ceisteachan a dhèanamh airson a h-uile duine a thig air seachdain shònraichte. Dh’fhaodadh gum biodh e feumail na beachdan neo-fhoirmeil aig daoine a chlàradh, gu h-àraidh na beachdan a th’ aca airson piseach a thoirt air cùisean.

Beachdan air ais bho luchd-obrach: Co-dhiù mas e luchd saor-thoileach no luchd-obrach pàighte a th’ annta, tha e feumail beachdan fhaighinn bho dhaoine a tha dèanamh na h-obrach. Mas e tachartas fa leth a th’ ann a thachras aon turas feuch ri daoine fhaighinn cruinn còmhla aig an deireadh, dìreach airson beagan mhionaidean fiù ’s, gus bruidhinn mu na rudan a dh’obraich agus na rudan nach do dh’obraich. Ma tha luchd-obrach agaibh, cuiribh air a’ chlàr-ghnothaich e aig na coinneamhan cunbhalach agaibh leis an luchd-obrach gus faighinn a-mach mu mar a tha dol dhaibh.

Mar a nì sibh e – measadh

Aon uair ’s gu bheil sibh air fiosrachadh a chruinneachadh, feumaidh sibh obrachadh a-mach dè tha e a’ ciallachadh. Feumaidh sibh gabhail ris gur dòcha gun toir seo greis agus feumaidh sibh ùine reusanta a chur mu seach air a shon.

- Tha e nas fheàrr ma tha àireamh mhòr de dhaoine an sàs seach àireamh bheag. Tha sibh ag iarraidh dealbh soilleir fhaighinn air na tha sibh a’ dèanamh gu math agus nach eil sibh a’ dèanamh gu math. Mar as motha de bheachdan ’s ann as fheàrr.

Feedback from users: Getting the ideas of users about how things are going is a first step. You might want to use a comments book or suggestions box; give users evaluation forms at the end of sessions; produce a questionnaire for everybody who comes in a particular week. You might also find it useful to record informal comments from users, and especially their comments about how things could be improved.

Feedback from workers: Whether they are volunteers or paid staff it is useful to get the ideas of people who are actually doing the work. If it is a one-off event then try and get people together at the end, if only for a few minutes, to talk about what went right and what went wrong. If you have staff then make it a regular item in staff meetings to talk about how things are going.

How to do it – evaluating

Once you’ve collected your information you need to work out what it is telling you. Accept that this can be quite a long process and needs a reasonable amount of time.

- Include more rather than less people. Your aim is to get a clear picture of what you are doing well and what you are doing badly. The more viewpoints the better.

- Dèanaibh cinnteach gun tarraing sibh air a h-uile seòrsa fiosrachaidh a th' agaibh. Nuair a tha sibh air figearan ùra fhaighinn, chan eil sin a' ciallachadh gum bu chòir dhuibh dìochuimhneachadh mun eòlas a th' aig daoine sa bhuidhinn agaibh. Cuiribh na dh'ionnsaicheas sibh ann an co-theacsa a rèir na tha fios agaibh air mu thràth.
- Thoiribh an aire dha mar a tha daoine sa bhuidhinn air ùine a chosg is oidhirp a dhèanamh gus cùisean a thoirt gu buil. Ma tha an sgrùdadh agaibh a' sealltainn nach do dh'obraich tachartas san dòigh a bha sibh an dùil, cuimhnichibh gur ann an urra ris a' bhuidhinn air fad a tha sin agus chan ann dìreach ris na daoine a bha gu dlùth an sàs ann a bhith ga chur air dòigh.

Mu dheireadh

Às dèidh dhuibh obair mar seo a dhèanamh gus am fiosrachadh a chruinneachadh, agus gus obrachadh a-mach dè tha e a' ciallachadh, bu chòir dhuibh a' bhuannachd as motha as urrainn dhuibh fhaighinn às. Ma gheibh sibh a-mach gu bheil sibh air obair mhath a dhèanamh, dèanaibh sin follaiseach do dhaoine. Innsibh dha na daoine a bhios a' cleachdadh na buidhne agaibh agus don luchd-mhaoineachaidh agaibh gu bheil sibh a' dèanamh obair mhath, agus gu bheil fianais agaibh a sheallas sin. Nuair a tha sibh air fhaicinn nach do dh'obraich cùisean cho math 's a bha dùil, beachdaichibh air cùisean atharrachadh. Bidh a h-uile duine a' dèanamh mhearachdan, 's e an gnothach sin a thuigsinn agus ionnsachadh bho na chaidh ceàrr.

- Make sure you draw on all the sources of information you have. Just because you have some new statistics don't ignore the experience of people in the organisation. Put what you have learnt into the context of what you already know.

- Recognise that people in the group have invested time and effort into making things happen. If your monitoring is showing that an event didn't have the effect you hoped then be aware that this is the responsibility of the whole group, not just the people who were most closely involved.

Finally

Having put this effort into collecting information, and working out what it means, get the most benefit you can from it. Where you find you have done a good job then let people know. Tell your users and your funders that you are doing a good job, and have the facts to prove it. Where you find things haven't gone so well then think about changing what you are doing. Everybody makes mistakes, the trick is to recognise them and to learn from them.

Eàrr-ràdh 27

Poileasaidh Fastaidh

Mar fhastaiche airson seirbheis Ionnsachaidh Thràth-bhliadhnaichean is Cùram Chloinne - Buidheann Pàrant is Pàiste.....

Nì sinn cinnteach gu bheil ar luchd-obrach freagarrach is iomchaidh gus obair còmhla ri clann. Tha a bhith freagarrach is iomchaidh gus obair ann an dreuchd an lùib Ionnsachadh Thràth-bhliadhnaichean no Cùram Chloinne a' ciallachadh gum bi sgilean, eòlas is eòlas air an obair aig luchd-iarrtais a bhuineas ris an dreuchd is na dleastanasan a bhios aca; bidh iad slàn gu corporra is nan inntinn gus obair còmhla ri clann òga; cha bhi iad air an toirmeasg bho bhith ag obair còmhla ri clann agus bidh iad a' sealltainn gu bheil iad onarach is beusach.

Tha e na amas don t-seirbheis seo modhan trusaidh is taghaidh sàbhailte, cothromach is cunbhalach a chur air adhart. Nì i a dìcheall nach bi leth-bhreith ga dhèanamh air duine sam bith agus gum faigh daoine cothrom co-ionann air dreuchdan bàna. Nì i cinnteach gun cumar ris gach lagh is riaghailt co-cheangailte ri fastadh dhaoine.

Appendix 27

Recruitment Policy

As an Early Learning and Childcare service employer

…….Parent and Toddler group

We will ensure that our employees are suitable and fit to work with children. Suitability and fitness for an Early Learning and Childcare post means applicants will have skills, knowledge and experience relevant to their roles and responsibilities; will be physically and mentally fit to work with young children; will not be barred from regulated work with children and will show integrity and good character.

The service is committed to promoting a safe, fair and consistent recruitment and selection practices. It will seek to ensure that there are no discriminatory practices and there is equal access to job vacancies. It will ensure compliance with all relevant employment and associated legislation and regulations.

Bidh gach dreuchd sa bheil an neach ag obair còmhla ri clann air an saoradh bho Achd Ath-ghnàthachadh nan Eucorach 1974 air sgàth Òrdugh nan Às-dùnaidhean is Saoraidhean (Alba) 2003.
Bidh aig luchd-iarrtais a shoirbhicheas ri dhol an sàs san Sgeama 'Protecting Vulnerable Groups' (PVG).

Nì an t-seirbheis cinnteach gun tèid luchd-obrach is luchd saor-thoileach cunbhalach a thrusadh is a thaghadh le pròiseas làidir is stèidhichte a ghabhas ealla ri modhan trusaidh cothromach is sàbhailte.

Thèid am poileasaidh seo a sgrùdadh gu cunbhalach agus thèid ath-sgrùdadh a dhèanamh air gach bliadhna.

All posts which involve regulated work with children are exempt from the Rehabilitation of Offenders Act 1974 by the Exclusions and Exceptions Scotland Order 2003.
Successful applicants will be required to join the Protecting Vulnerable Groups (PVG) Scheme.

The service will ensure that staff and regular volunteers are recruited and selected through a rigorous and well established process that takes account of fair and safe recruitment practices which include:

This policy will be monitored on an ongoing basis and reviewed annually.

Eàrr-ràdh 28/Appendix 28

Foirm-iarrtais airson Neach-cluiche/Application form for Play Worker

EARRAINN A/SECTION A: Am fiosrachadh pearsanta agad/your personal details

Tiotal Title	
Ciad Ainm First Name	
Sloinneadh Surname	
Seòladh Address **Còd-puist** Postcode	
Neach-labhairt na Gàidhlig – Fileanta Gaelic Speaker – Fluent	**Neach-ionnsachaidh** Learner

EARRAINN B: An obair phàighte/shaor-thoileach a th' agad an-dràsta no an obair mu dheireadh a bh' agad
SECTION B: Your present or most recent employment/voluntary work

Ainm na buidhne Name of organisation	
Latha a thòisich thu Start date	**Latha a chrìochnaich thu** End date
Seòladh na buidhne Address of organisation	
Geàrr-iomradh air an obair agus na dleastanasan a bh' agad Summary of role and responsibilities	

Innis dhuinn carson a dh'fhàg thu
Please give reasons for leaving

EARRAINN C: Innis dhuinn mu eòlas sam bith a th' agad a thaobh a bhith coimhead às dèidh agus/no a bhith ag obair còmhla ri clann is òigridh.
SECTION C: Please give details of any previous experience you may have of looking after and/or working with children and young people.

EARRAINN D: Innis dhuinn mu theisteanasan, trèanadh agus/no feartan pearsanta a bhiodh feumail nuair a thigeadh e gu bhith ag obair còmhla ri clann is òigridh. Ma dh'fheumas tu, faodaidh tu duilleag eile a chleachdadh airson am fiosrachadh a thoirt dhuinn.
SECTION D: Please give details of any relevant qualifications, training and/or personal qualities which you feel equip you to work with children and young people. If necessary, please continue on a separate sheet.

EARRAINN E: Teistean – thoir dhuinn ainmean is fiosrachadh conaltraidh airson dithis luchd-teist iomchaidh. Bu chòir eòlas a bhith aig aonan dhiubh co-dhiù air obair sam bith a tha thu air a dhèanamh le clann no òigridh.
SECTION E: References – please give the name and contact details of two suitable referees. At least one should have knowledge of any previous work you may have undertaken with children and young people.

Ainm Name	**Ainm** Name
Buidheann: (ma bhuineas iad do bhuidheann) Organisation: (where applicable)	**Buidheann: (ma bhuineas iad do bhuidheann)** Organisation: (where applicable)
Seòladh Address	**Seòladh** Address
Fòn Phone	**Fòn** Phone
Ciamar a tha sibh eòlach air an neach seo (caraid, co-obraiche, msaa)? In what capacity do you know this person (friend, colleague, etc.)?	**Ciamar a tha sibh eòlach air an neach seo (caraid, co-obraiche, msaa)?** In what capacity do you know this person (friend, colleague, etc.)?

EARRAINN F: Leis an dreuchd seo feumaidh tu Clàradh leis an Sgeama PVG (faic na notaichean an cois seo)
SECTION F: This post will require completion of Registration with PVG Scheme (see notes Attached)

A bheil PVG agad an-dràsta? – Tha **Chan eil**
Do you have a current PVG? – Yes No

EARRAINN G: Dearbhadh
Section G: Declaration

Tha mi a' dearbhadh gu bheil am fiosrachadh a thug mi seachad ceart agus fìor.
I confirm that the information I have given in this form is accurate and truthful.

Ainm-sgrìobhte
Signed

Ceann-latha
Date

Tapadh leat airson am foirm-iarrtais seo a lìonadh. Feuch gun till thu e chun an t-seòlaidh gu h-ìosal.
Thank you for completing this application form. Please return it to the address below.

Thèid dèiligeadh ris an fhiosrachadh a bheir thu dhuinn ann an dòigh gu tur dìomhair.
The information you give us in this form will be treated in the strictest confidence.

Dè an diofar eadar an Sgeama PVG agus an Siostam Foillseachaidh (Disclosure)?

Bidh daoine a tha ag obair gu cunbhalach le buidhnean de dhaoine a tha feumach air dìon a' dol an sàs san Sgeama PVG, agus aon uair 's gu bheil iad san sgeama bidh am fiosrachadh co-cheangailte ris a' bhallrachd aca ga ùrachadh ma thig fiosrachadh sgrùdaidh ùr am follais mun deidhinn. 'S e a th' ann am fiosrachadh sgrùdaidh fiosrachadh mu dhìtidhean a gheibhear bho shiostaman ceartais airson eucoir agus fiosrachadh far nach eil e na dhìteadh a chumas am poileas ma tha iad den bheachd gu bheil e buntainneach.

Le ballrachd ann an Sgeama PVG, 's e aon bhuannachd a gheibh daoine às nach fheum grunn fhoillseachaidhean a bhith aca ma tha diofar dhreuchdan aca agus tha e a' ciallachadh nach fheum daoine uiread fhoirmichean mionaideach a lìonadh gach turas a tha an suidheachadh aca ag atharrachadh. Bidh fiosrachadh foillseachaidh buill an Sgeama daonnan ga ùrachadh. Cumar a' cruinneachadh fiosrachadh sgrùdaidh mu neach às dèidh a' chiad sgrùdadh foillseachaidh gus dèanamh cinnteach gun tèid am fiosrachadh mu dheidhinn an neach sin ùrachadh agus gun tèid dèiligeadh ris ma tha fiosrachadh sgrùdaidh ùr a' sealltainn nach bu chòir 's dòcha an neach a bhith ag obair le buidhnean a tha feumach air dìon tuilleadh. Mar bhall den Sgeama, thèid fiosrachadh sgrùdaidh ùr sam bith a chur ri clàr an neach agus a mheasadh le Foillseachadh Alba, às leth Mhinistearan na h-Alba. Ma thèid an comharrachadh mar neach neo-iomchaidh gus obair còmhla ri daoine a tha feumach air dìon fhad 's a tha iad nam ball den Sgeama, caillidh iad

What is the difference between the PVG Scheme and the Disclosure System?

People who work, on a regular basis, with vulnerable groups will join the PVG Scheme and, from then on, their membership records will be automatically updated if any new vetting information arises. Vetting information is conviction information retrieved from criminal justice systems and non-conviction information held by the police that is considered relevant.

A benefit of becoming a PVG Scheme member is that it removes the need for individuals to hold multiple disclosures if they have a variety of posts and significantly reduces the need for people to complete a detailed application form every time their circumstances change. A Scheme member's disclosure information will be continually updated. Vetting information will continue to be collected about an individual after the initial disclosure check has been made thus ensuring that an individual's record is updated automatically and timely action taken if new vetting information indicates that they might have become unsuitable to work with vulnerable groups. As a Scheme member, any new vetting information will be added to an individual's record and assessed by Disclosure Scotland, on behalf of Scottish Ministers. If they have become unsuitable while a Scheme member to work with vulnerable groups, they will be removed from the Scheme and listed on the relevant list or both lists as the case may be.

am ballrachd san Sgeama agus thèid an cur air an liosta airson daoine neo-iomchaidh no an dà liosta mar as iomchaidh. Thèid innse don fhastaiche ma thachras sin. Mar sin, gheibh fastaichean dearbhadh le Foillseachadh air Clàran tron Sgeama gu bheil an neach sin freagarrach don t-seòrsa obrach sin, ged a tha am fiosrachadh foillsichte a' sealltainn gun deach an dìteadh no gu bheil fiosrachadh eile aig a' phoileas mun deidhinn. Ge-tà, feumaidh fastaichean mar phàirt de na modhan-trusaidh sàbhailte aca measadh a dhèanamh air clàr-fiosrachaidh a gheibhear tron Sgeama mu neach gus faicinn a bheil an neach sin freagarrach airson na dreuchd a chuir iad a-steach air a shon. Ma dh'fhàgas ball den Sgeama obair far an robh iad ag obair còmhla ri clann, feumaidh iad fios às ùr a thoirt do dh'Fhoillseachadh Alba. An uair sin cuiridh Foillseachadh Alba fios chun an fhastaiche/buidheann shaor-thoileach gus dearbhadh fhaotainn air mar a dh'atharraich cùisean. Bu chòir do bhuidhnean seo a sgrìobhadh mar phàirt de na poileasaidhean is modhan-obrach aca, gun innis iad do dh'Fhoillseachadh Alba nuair a dh'fhàgas neach-obrach. Bidh sin a' ciallachadh nach bi Foillseachadh Alba a' cur fios thuca nuair nach fheum iad.
http://www.disclosurescotland.co.uk/

Employers will be notified if this happens. Therefore, a Scheme Record Disclosure will give employers the reassurance that the individual is not unsuitable for that type of work, even if the disclosure contains convictions and other police information. However, employers as part of their safe recruitment practice will still need to assess the information on an individual's Scheme record to see whether they are a 'fit' person for the particular post for which they have applied. If a Scheme member leaves a position of regulated work then they must update Disclosure Scotland. Disclosure Scotland will then contact the employer/voluntary organisation for confirmation of this change. Organisations should write this into their policies and practice to inform Disclosure Scotland when an individual leaves. This will prevent Disclosure Scotland contacting the employer unnecessarily.
http://www.disclosurescotland.co.uk/

Eàrr-ràdh 29/Appendix 29

Bun-sampall de Mheasadh Obrach
Appraisal Template

Buidheann Pàrant is Pàiste
Parent and Toddler Group ……..……..

An Ùine fo Stiùireadh (Ceann-latha) Date of Supervision	
Ainm an Neach-stiùiridh Name of Supervisor	
Ainm an Neach fo Stiùireadh Name of Supervisee	
Ceann-latha is uair na h-ath choinneimh a bhios ann Date and time agreed for next meeting	
Ghnàth-phuingean air a' Chlàr-ghnothaich Agenda Standing Items	
Puingean sònraichte a bharrachd air a' chlàr-ghnothaich Specific additional agenda items	

PUING AIR A' CHLÀR-GHNOTHAICH AGENDA ITEM	**GNÌOMH LE** ACTION(ED BY)

Ainm-sgrìobhte: (Neach-stiùiridh) Signed: (Supervisor)	
Ainm-sgrìobhte: (Neach fo Stiùireadh) Signed: (Supervisee)	
Ceann-latha Date	

Ainm Name	
Ceann-latha Name	
Dè na rudan math a rinn an neach-obrach bho chaidh am measadh mu dheireadh a chumail? What has the employee done well since the last appraisal?	
Dè an rud a bha na dhùbhlan don neach-obrach bho chaidh am measadh mu dheireadh a chumail? What has the employee found challenging since the last appraisal?	
Ciamar a gheibh/a fhuair an neach-obrach fuasgladh air an dùbhlan sin? How will/has the employee overcome this challenge?	
Dè an trèanadh agus/no taic a fhuair an neach-obrach bho chaidh am measadh mu dheireadh a chumail? What training and/or support has the employee received since their last appraisal?	

Dè an trèanadh agus/no taic a dhèanadh feum don neach-obrach san ath bhliadhna? What training and/or support would the employee benefit from in the next year?	
Cinn-uidhe air an stèidheachadh airson an ath 12 mìos Goals set for next 12 months	

Ainm-sgrìobhte an Neach-mheasaidh Appraiser signed	**Ceann-latha** Date
Ainm-sgrìobhte an Neach a chaidh a mheasadh Appraisee signed	**Ceann-latha** Date

Eàrr-ràdh 30/Appendix 30

Clàr-ama Glanaidh/Cleaning Schedule

Ceann-latha tòiseachaidh/Start Date: ……

Nithean is Àiteachan rin Glanadh Items and Areas to be Cleaned	**Cho Tric 's a Thèid an Glanadh** Frequency of Cleaning	**Dòigh-ghlanaidh** Method of Cleaning *(a' gabhail a-steach a bhith a' cleachdadh stuthan ceimigeach air am measgachadh ann an uisge) (including dilution of chemical required)*	**Sgrùdadh is Clàradh** Monitor of Record *(Air a shoidhnigeadh leis an neach ris an bheil e an urra an glanadh a dhèanamh) (Signed by the person responsible for the cleaning)*				
			Dil/M	**Dim**/T	**Dic**/W	**Diar**/T	**Dih**/F
Dearbhadh le Neach-stiùiridh bho àm gu àm/Occasional Supervisory checks *(chan eil feum air seo a h-uile latha)/(not required every day)*							

Eàrr-ràdh 31

Poileasaidh Airson An Taigh-Bhig / Badain

Cumar ris na modhan-obrach a leanas gus dèanamh cinnteach gun gabhar ealla ris na tha pàrantan ag iarraidh tachairt nuair a dh'fheumar clann òga a thoirt don taigh-bheag, nuair a tha aodach glan a dhìth orra às dèidh tubaist bhig, no nuair a tha clann feumach air badain ghlan.

Tha mi a' creidsinn sa phrionnsapal, 'a' coileanadh na tha ceart airson gach pàiste', agus ann a bhith a' dèanamh cinnteach gu bheil a h-uile pàiste Sàbhailte, Fallain, A' Soirbheachadh, A' Faotainn Taic, Dèanadach, A' Faotainn Spèis, Cunntachail agus A' Gabhail Làn Chom-pàirt (SHANARRI).

- Nì mi cinnteach gu bheil an uidheamachd is na stuthan a tha dhìth ann airson badan no aodach glan a chur air clann, me, brat-bhadan, wipes, pocannan airson bhadan salach.
- Thèid clann a bhrosnachadh gu bhith a' cumail ri deagh chleachdaidhean a thaobh slàinteachais, leithid a' nighe an làmhan, msaa.
- Bidh uidheamachd, leithid steapa agus suidheachan-pàiste airson toidhleit ri fhaotainn, airson clann a chuideachadh gus a bhith cho neo-eisimeileach 's as urrainn dhaibh.
- Bu chòir uiread prìobhaideachd 's as urrainn a thoirt do chloinn daonnan nuair a thig e gu cùisean co-cheangailte ris an toidhleat.

Appendix 31

Toileting / Nappy Changing Policy

The following procedures will be followed to ensure that the wishes of parents can be taken into account when young children need to be taken to the toilet, need to be changed in case of accidents, or with children who may need nappies changed.

I believe in 'getting it right for every child' ensuring that all children are Safe, Healthy, Achieving, Nurtured, Active, Respected and Responsible and Included. (SHANARI)

- I will provide the necessary equipment to enable children to be changed e.g. changing mat, wipes, nappy sacks.
- Children will be encouraged to follow good hygiene habits, such as washing hands, etc.
- Equipment, such as a step and training toilet seat, will be available to help children to be as independent as possible.
- At all times children should be given as much privacy as possible throughout the toileting process.

- Thèid ath-sgrùdadh is ùrachadh a thoirt air na modhan-obrach co-cheangailte ris an toidhleat gach bliadhna.

Thèid badain ghlan a chur air clann a rèir an stiùiridh aig an NHS air slàinte is slàinteachas mar a leanas:

- Tha e riatanach gun dèanar cinnteach gun tèid badain ghlan a chur air clann agus gum faighear cuidhteas an fheadhainn shalach ann an dòigh shlàinteachail.
- Feumaidh an t-àite airson badain ghlan a chur air clann a bhith fa leth bho àiteachan far am bithear ag ullachadh biadh, agus àiteachan airson cluich is ithe. Bu chòir brat-bhadan a chleachdadh daonnan, bu chòir dha a bhith mìn, neo-shùighteach agus furasta a ghlanadh.
- Cuiribh còmhdach a ghabhas a chaitheamh air falbh (roile-pàipeir) air an àite far a bheil sibh a' dol a chur a' phàiste no glan e às dèidh gach turas a chleachdas sibh e.
- Cuiribh miotagan oirbh a ghabhas caitheamh air falbh às dèidh dhuibh na stuthan a dh'fheumas sibh fhaighinn agus mus tòisich sibh a' cur badan glan air a' phàiste.
- Cuiribh am badan salach ann am poca-badain fa leth mus cuir sibh sin ann am biona sa bheil poca plastaig mar lìnigeadh. Bu chòir mullach tèarainte a bhith air a' bhiona, a ghabhas fosgladh le casachan. (Bu chòir gach badan a chur am broinn dà phoca).
- Bu chòir badain a ghabhas nighe a chur gu dìreach ann am poca plastaig airson a thoirt do na pàrantan. Faodar *faeces* cruaidh sam bith a th' ann a chur don toidhleat.

- The toileting procedure will be reviewed and updated annually.

Children will be changed as recommended in the NHS guidelines on health and hygiene as follows:

- It is essential to ensure that nappies are changed and disposed of hygienically.
- The nappy changing area must be separate from food preparation, play and eating areas. A changing mat should be used at all times, it should be smooth, non-absorbent and easy to clean.
- Place a disposable covering (paper roll) on the area where you will place the child or sanitise after every use.
- Put on disposable gloves after gathering the necessary resources before commencing the nappy changing routine.
- Dispose of soiled nappy into an individual nappy sack before placing into a bin lined with a plastic liner. The bin should have a secure lid, and be operated by a foot pedal. (All nappies should be double-bagged).
- Non-disposable nappies should be placed directly into a plastic bag to give to parents. Solid faecal matter may be disposed of into the toilet.

- Na toiribh sgoladh do agus na nighibh badain a ghabhas nighe uair sam bith, thoradh tha cunnart ann gun tèid bitheagan a sgaoileadh leis na boinnean uisge a thèid mu sgaoil.
- Cuiribh badan glan air a' phàiste. Ma thathar a' cleachdadh cè, bu chòir do na pàrantan an cè a sholarachadh agus bu chòir an cè a chleachdadh air pàiste nam pàrantan sin a-mhàin.
- Thoiribh dhibh na miotagan às dèidh dhuibh am badan a chur air falbh agus am pàiste a nighe.
- Cuiribh an tubhailt-pàipeir, a chleachd sibh gus an t-àite a chòmhdach far an do chuir sibh badan air a' phàiste, don bhiona.
- Glanaibh an t-àite far an do chuir sibh badan air a' phàiste le stuth glanaidh no anti-bacteriach agus tiormaichibh an t-àite. Air no, faodaidh sibh wipe freagarrach a chleachdadh.
- Nighibh ur làmhan.

- Never rinse or wash non-disposable nappies because the risk of splashing may cause microbes to spread.

- Put a clean nappy on the child. If creams are used they should be supplied by parents and be for individual use only.

- Remove gloves after disposing of nappy and cleaning the child.
- Dispose of paper towel used for covering the changing area.

- Clean changing area using a detergent spray or an anti-bacterial agent and dry surface. Alternatively an appropriate wipe may be used.

- Wash your hands.

Eàrr-ràdh 32/Appendix 32

SGRÙDADH DÀTA/DATA AUDIT

(CUIR A-STEACH AINM NA BUIDHNE AN SEO)/(INSERT NAME OF ORGANISATION HERE)

GDPR

Dèan ath-bhreithneachadh air do chuid stòr-dàta, liostaichean post-dealain, chliath-dhuilleagan, grìobhainnean-pàipeir gu lèir agus air liostaichean eile de dh'fhiosrachadh pearsanta. Ma bhios ceistean sam bith, sònraich dè dh'fheumas tu dèanamh. Mura bheil gnìomh follaiseach, cuir cuideam an uair sin air ceistean far a bheil feum air barrachd soilleireachaidh. Faodaidh gun fheumar bileagan-ceadachaidh ùra, fios mu phrìobhaideachd, agus poileasaidhean ùra no air an ùrachadh a thoirt gu buil gus a dhearbhadh gu bheilear a' gèilleadh ri GDPR.

Review all your databases, email lists, spreadsheets, paper documents and other lists of personal data. If there are any issues, identify what you need to do. If action is not clear, then highlight questions needing further insight. New consent forms, privacy notices, and new or revised policies or procedures may need to be implemented to ensure compliance with GDPR.

Tuairisgeul Description	**Carson a thathar a' gleidheadh an dàta agus am feum a thathar a' toirt às** Why is the data held and what is it used for	**Bunait airson dàta a ghiullachd (m. e. cead sgrìobhte)** Basis for processing data (e.g. written consent)	**Cò tha a' gleidheadh an dàta agus cò a dh'fhaodas cothrom fhaighinn air?** Who holds the data and who can access it?	**Dè na smachdan air tèarainteachd a tha an sàs?** What security controls are in place?	**Dè cho fada agus a thathar a' gleidheadh an dàta?** How long is data kept for?	**A bheil seo air a chòmhdach leis an fhios mu phrìobhaideachd againn?** Is this covered by our privacy notice?	**GNÌOMH A DHÌTH** ACTION REQUIRED
Eisimpleir : Foirm-chlàraidh *Example: Registration form*	***Fianais mu chlàradh agus mu uairean air am maoineachadh*** *Record of enrolment Evidence of funded hours*	***Cead air a thoirt le pàrantan Feum air conaltradh ri Comhairle na Gàidhealtachd*** *Consent given by parents Need for contract with Highland Council*	***Ga ghleidheadh leis an Ionad*** *Held by Centre*	***Air pàipear, ga chumail ann an caibineat-còmhlachaidh fo ghlais – iuchair ga cumail leis a' mhanaidsear*** *On paper, kept in a locked filing cabinet – key held by manager*	***Fhad is a bhios an leanabh a' frithealadh air an t-suidheachadh. Thoir air falbh agus sgrios gu tèarainte an dèidh 6 mìosan mura bheil an leanabh air frithealadh rè na h-ùine sin.***	***Tha – air an làrach-lìn agus ceangal/paragraf air an fhoirm*** *Yes – on website and link/paragraph on form*	***Dèan sgrùdadh air gach clàradh gus a dhearbhadh gu bheil a rèir poileasaidh.*** *Check all registrations to ensure they meet policy*

					As long as the child attends the setting. Remove and destroy securely after 6 months if child hasn't attended in that time.		

Tha mi a’ dearbhadh gun do rinn mi sgrùdadh air dàta a rèir nam Poileasaidhean a thaobh Stad agus Dàta aig (CUIR A-STEACH AINM NA BUIDHNE AN SEO).

I confirm I have carried out a data audit in accordance to the (INSERT NAME OF ORGANISATION HERE)Abeyance and Data protection Policies

Ainm-sgrìobhte/Signed: …… **Ceann-latha/**Date: ……

Eàrr-ràdh 32A

A’ Dèanamh Sgrùdadh a thaobh Dàta

Seo dhuibh ceist no dhà a chuidicheas sibh leis an sgrùdadh agaibh:

- Dè an seòrsa dàta a thathar a’ cruinneachadh is a’ stòradh, càite agus carson?
- Dè na buidhnean/luchd-obrach a dh’fhaodadh a bhith a’ stòradh an dàta aca fhèin?
- Ciamar a thèid an dàta a chleachdadh (no a chur gu feum) taobh a-staigh agus taobh a-muigh na buidhne?
- Dè cho fad ’s a thèid an dàta a chumail?
- Cò aig a bhios cothrom an dàta fhaicinn taobh a-staigh agus taobh a-muigh na buidhne?
- Dè na modhan-obrach is modhan-smachd a th’ ann gus an dàta a chumail sàbhailte?

Tha e buailteach leis an sgrùdadh agaibh gun tèid raointean den obair agaibh a chomharrachadh far nach eil na siostaman no pròiseasan dàta a th’ agaibh an-dràsta a’ cumail ris an GDPR, agus mar sin tha an colbh mu dheireadh a’ toirt cothrom dhuibh gnìomhan a chomharrachadh a dh’fhaodadh a bhios a dhìth. Ann

Appendix 32A

Carrying out a Data Audit

Here are some questions to help you carry out your audit:

- What kind of data is being collected and stored, where and why?
- Which different groups/staff might store their own data?
- How is the data used (i.e. processed) both internally and externally?
- How long is the data retained?
- Who has access to the data both inside and outside of the business?
- What procedures and controls are in place to keep data safe?

It’s likely that your audit will identify some areas where your current data systems or processes are not compliant with the GDPR, and so the final column enables you to identify action that might be required. In some cases, you might decide that data is no

an cuid a shuidheachaidhean, dh'fhaodadh gun dèan sibh co-dhùnadh nach eil feum agaibh air cuid a dhàta tuilleadh, ann an suidheachaidhean eile, dh'fhaodadh gum feum sibh cùisean atharrachadh a thaobh mar a tha sibh a' stòradh an dàta no cò aig a bu chòir cead a bhith an dàta fhaicinn. Airson cuid a shuidheachaidhean, dh'fhaodadh gum feum sibh soilleireachadh a dhèanamh, sa phoileasaidh agaibh airson prìobhaideachd a thaobh fiosrachaidh, air dè na dòighean sa bheil sibh a' stòradh agus a' cleachdadh dàta.

Mu dheireadh, trì pìosan comhairle:

Innsibh do dhaoine dè tha a' tachairt, agus carson – cuidichidh sin iad le bhith a' tuigsinn carson a tha sibh a' faighneachd cheistean.

Ma tha daoine ag iarraidh tuilleadh fiosrachaidh, iarraibh orra fios fhaighinn bho oifis Coimiseanair an Fhiosrachaidh (ICO.org.uk).

Tha poileasaidh prìobhaideachd aig (CUIRIBH AINM NA BUIDHNE AN SEO) cuideachd agus gheibhear sin agus fios air mar a thogas sibh draghan air ar làrach-lìn (CUIRIBH CEANGAL RIS AN LÀRACH AGAIBH AN SEO)

longer needed to be held and processed, in other cases, it might be changes to how you store the data or who has access to it. For a number of cases you may need to clarify in your data privacy policy how you are storing and using the data.

Finally three tips:

Inform people what is going on, and why – this will help them to understand why you are asking questions.

Refer people to Information Commissioner's office (ICO.org.uk) for further information.

(INSERT NAME OF ORGANISATION HERE) also has our privacy policy and how to raise concerns etc on our website (ADD YOUR WEBSITE LINK HEE)

Eàrr-ràdh 32B

Bristeadh a thaobh Dàta pearsanta

Tha an GDPR a' fàgail **dleastanas** air a h-uile buidheann gus aithris a dhèanamh air cuid a sheòrsaichean bristidh a thachras a thaobh dàta, far am feum iad innse mu dheidhinn don ùghdarras stiùiridh fhreagarrach, agus uaireannan, don Neach dham Buin an Dàta a chaidh a bhristeadh.

Tha bristeadh air dàta pearsanta a' ciallachadh gun deach tèarainteachd a bhristeadh agus gun deach dàta pearsanta a mhilleadh, a chall, atharrachadh, fhoillseachadh gun chead, no gun d' fhuaras cothrom air gun chead, air thuiteamas no ann an dòigh mhì-laghail. Tha sin a' gabhail a-steach bristidhean a thachair air thuiteamas no ri linn rudeigin a rinneadh a dh'aona-ghnothach, leithid, coimpiutair, tablet, stob-cuimhne no faidhle pàipeir a chaidh a chall no a ghoid. No a' faighinn fiosrachadh tro fhoill bho làraich-lìn, puist-d no faidhlichean eileagtronaigeach. Faodaidh e cuideachd a bhith a' ciallachadh a' co-roinn fiosrachadh gun chead no ann an dòigh neo-iomchaidh, me, a' cur post-d le fiosrachadh dìomhair no pearsanta chun an neach cheàrr.

Faodaidh bristidhean air dàta pearsanta a bhith a' gabhail a-steach:

- neach gun chead a' faighinn cothrom air;
- gnìomhan a rinn (no nach do rinn) rianadair no neach-làimhseachaidh a dh'aona-ghnothach no air thuiteamas;

Appendix 32B

Personal Data Breaches

The GDPR introduces a **duty** on all organisations to report certain types of personal data breach to the relevant supervisory authority and, in certain cases, the Data Breach subject.

A personal data breach means a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data. This includes breaches that are the result of both accidental and deliberate causes, for example, the loss or theft of a laptop, tablet, memory stick or paper file. Or the hacking of websites, emails or other electronic files. It can also mean the unauthorised and inappropriate sharing of information that is personal eg: sending an email containing sensitive or personal information to the wrong person.

Personal data breaches can include:

- access by an unauthorised third party;
- deliberate or accidental action (or inaction) by a controller or processor;

- a’ cur dàta pearsanta chun an neach cheàrr;
- ma thèid uidheaman coimpiutaireachd le dàta pearsanta a chall no a ghoid;
- ma thèid dàta pearsanta atharrachadh gun chead; agus
- mura h-eil dàta pearsanta ri fhaotainn tuilleadh.

Faodar bristeadh air dàta pearsanta a mhìneachadh ann an dòigh fharsaing mar thachartas co-cheangailte ri tèarainteachd a bheir buaidh air cho dìomhair no iomlan ’s a tha dàta pearsanta no air mar a tha e ri fhaotainn. Gu h-aithghearr, bidh bristeadh air dàta pearsanta ann uair sam bith a thèid dàta pearsanta a chall, a mhilleadh, fhoillseachadh no a dhèanamh coirbte; ma gheibh neach cothrom air no ma bheir iad seachad e gun chead ceart; no mura h-eil an dàta ri fhaotainn agus gu bheil sin a’ toirt droch bhuaidh nach beag air daoine.

Mar sin, chan eil bristeadh dìreach a’ ciallachadh gun deach dàta pearsanta a chall.

Ma bheir sibh an aire do Bhristeadh air Dàta Pearsanta feumaidh sibh:

- Innse do (CUIRIBH ANN AINM AN NEACH LE UALLACH AIRSON SEO) agus don mhanaidsear agaibh sa bhad. Bu chòir dhuibh post-d a chur gu (CUIRIBH ANN AINM AN NEACH LE UALLACH AIRSON SEO) air (CUIRIBH FIOSRACHADH CONALTRAIDH AN SEO) agus cuideachd bu

- sending personal data to an incorrect recipient;
- computing devices containing personal data being lost or stolen;
- alteration of personal data without permission; and
- loss of availability of personal data.

A personal data breach can be broadly defined as a security incident that has affected the confidentiality, integrity or availability of personal data. In short, there will be a personal data breach whenever any personal data is lost, destroyed, corrupted or disclosed; if someone accesses the data or passes it on without proper authorisation; or if the data is made unavailable and this unavailability has a significant negative effect on individuals.

So it means that a breach is more than just about losing personal data.

If you identify a Personal Data Breach you must:

- Inform the INSERT RESPONSIBLE PERSON and your line manager immediately. The INSERT RESPONSIBLE PERSON should be emailed on INSERT CONTACT DETAILS and also telephoned on INSERT DETAILS HERE. You must do this within 72 hours of becoming aware of the breach, where

chòir dhuibh fònadh thuca air (CUIRIBH AN ÀIREAMH AN SEO). Feumaidh sibh sin a dhèanamh taobh a-staigh 72 uairean a thìde bho thug sibh an aire don bhristeadh, mas urrainn dhuibh. Mura h-eil (CUIRIBH ANN AINM AN NEACH LE UALLACH AIRSON SEO) ann seach gu bheil iad dheth, bu chòir dhuibh fios a chur gu (CUIRIBH ANN AINM AN DÀRNA NEACH LE UALLACH) air (CUIRIBH FIOSRACHADH CONALTRAIDH AN SEO).

- Nì (CUIRIBH ANN AINM AN NEACH LE UALLACH AIRSON SEO) co-dhùnadh an uair sin feuch am feumar innse don FCO mun Bhristeadh. Às bith dè an co-dhùnadh a bhios aca, innsidh e/i mu dheidhinn don Bhòrd (NO DON LUCHD-RIAGHLAIDH FHREAGARRACH AIG A' BHUIDHINN AGAIBH) agus thèid clàr a chumail de gach bristeadh ann an oifis Inbhir Nis.

- Ma tha e buailteach gu bheil cunnart mòr gu bhith ann gun toir am bristeadh droch bhuaidh air còraichean is saorsa dhaoine, innsidh (CUIRIBH ANN AINM AN NEACH LE UALLACH AIRSON SEO) do na daoine sin sa bhad.

- An uair sin, thèid ath-sgrùdadh a dhèanamh air gach modh-obrach airson dìon dàta airson dèanamh cinnteach nach tachair a leithid a-rithist.

- Thèid trèanadh a chur air dòigh, ma tha sin a dhìth.

feasible. If INSERT RESPONSIBLE PERSON is unavailable due to absence, INSERT SECOND IN LINE should be notified on INSERT CONTACT DETAILS HERE.

- The INSERT RESPONSIBLE PERSON HERE will then decide if the Breach needs to be reported to the ICO. Regardless of this, s/he will inform the Board (OR YOUR APPROPRIATE GOVERNANCE ARRANGEMENTS) and a record will be kept of all breaches by Inverness office.

- If the breach is likely to result in a high risk of adversely affecting individuals' rights and freedoms, the INSERT RESPONSIBLE PERSON HERE will also inform those individuals without undue delay.

- All data protection procedures will then be reviewed to ensure no repeat of this incident. Training will be arranged if necessary.

- Data protection security should be a routine part of everyone's daily work.

- (INSERT NAME OF ORGANISATION HERE)Date Breach Protocol DATE

- Modhan-obrach airson Bristeadh air Dàta aig (CUIRIBH AINM NA BUIDHNE AN SEO) CEANN-LATHA

- Cuideachd, cumaidh (CUIRIBH AINM NA BUIDHNE AN SEO) clàr de bhristeadh sam bith air dàta pearsanta, co-dhiù a dh'fheumar no nach fheumar fios a chur chun an ICO.

- Bu chòir do luchd-obrach eòlas a chur air a' Phoileasaidh airson Dìon Dàta agus am Poileasaidh airson Dàta nach eilear a' Cleachdadh Tuilleadh.

Liosta-dhearbhaidh

Ag ullachadh gus dèiligeadh ri bristeadh air dàta pearsanta

☐ Tha fios againn air mar a dh'aithnicheas sinn bristeadh air dàta pearsanta.

☐ Tha sinn a' tuigsinn gu bheil bristeadh air dàta pearsanta a' gabhail a-steach barrachd air dìreach suidheachaidhean nuair a thèid dàta pearsanta a chall no a ghoid.

☐ Tha sinn air plana gnìomh ullachadh gus dèiligeadh ri bristidhean air dàta pearsanta a thachras.

☐ Tha sinn air dleastanasan a bhuileachadh air neach fa leth no sgioba gus dèiligeadh ri bristidhean.

- (INSERT NAME OF ORGANISATION HERE) will also keep a record of any personal data breaches, regardless of whether we were required to notify ICO.

- Staff should familiarise themselves with the Data Protection Policy and Abeyance Policy.

Checklist

Preparing for a personal data breach

☐ We know how to recognise a personal data breach.

☐ We understand that a personal data breach isn't only about loss or theft of personal data.

☐ We have prepared a response plan for addressing any personal data breaches that occur.

☐ We have allocated responsibility for managing breaches to a dedicated person or team.

☐ Our staff know how to escalate a security incident to the appropriate person or team in our organisation to determine whether a breach has occurred.

- ☐ Tha fios aig ar luchd-obrach air ciamar a dh’innseas iad do neach no sgioba freagarrach sa bhuidhinn againn mu dheidhinn tachartas co-cheangailte ri tèarainteachd, gus dearbhadh an deach dàta a bhristeadh.

A’ dèiligeadh ri bristeadh air dàta pearsanta.

- ☐ Tha pròiseas againn gus measadh a dhèanamh air a’ chunnart a tha buailteach a bhith ann do dhaoine mar thoradh air bristeadh.
- ☐ Tha fios againn air cò th’ anns an ùghdarras stiùiridh fhreagarrach airson nan gnìomhan a nì sinn gus dàta a chur gu feum.
- ☐ Tha pròiseas againn gus fios a chur chun an ICO mu bhristeadh taobh a-staigh 72 uairean a thìde bho fhuair sinn a-mach mu dheidhinn, fiù ’s ged nach eil am fiosrachadh uile againn mu na thachair.
- ☐ Tha fios againn air dè am fiosrachadh a dh’fheumas sinn a thoirt don ICO nuair a tha bristeadh ann.
- ☐ Tha pròiseas againn gus innse do dhaoine air a bheil bristeadh a’ toirt buaidh nuair a tha e buailteach gum bi cunnart mòr ann gun toir e buaidh air na còraichean is saorsa aca.

Responding to a personal data breach

- ☐ We have in place a process to assess the likely risk to individuals as a result of a breach.
- ☐ We know who is the relevant supervisory authority for our processing activities.
- ☐ We have a process to notify the ICO of a breach within 72 hours of becoming aware of it, even if we do not have all the details yet.
- ☐ We know what information we must give the ICO about a breach.
- ☐ We have a process to inform affected individuals about a breach when it is likely to result in a high risk to their rights and freedoms.
- ☐ We know we must inform affected individuals without undue delay.

- ☐ Tha fios againn gum feum sinn innse do dhaoine air am faodadh am bristeadh buaidh a thoirt gun dàil.

- ☐ Tha fios againn air dè am fiosrachadh a dh'fheumas sinn a thoirt do dhaoine mu bhristeadh, agus gum bu chòir dhuinn comhairle a thoirt dhaibh gus an cuideachadh le bhith a' cur dìon orra fhèin bho bhuaidh sam bith a bheir e orra.

- ☐ Bidh sinn a' cumail clàr sgrìobhte den a h-uile bristeadh, fiù's ged nach fheumar aithris a dhèanamh orra.

Modhan-obrach airson Bristeadh air Dàta aig (CUIRIBH AINM NA BUIDHNE AN SEO) CEANN-LATHA.

- ☐ We know what information about a breach we must provide to individuals, and that we should provide advice to help them protect themselves from its effects.

- ☐ We document all breaches, even if they don't all need to be reported.

(INSERT NAME OF ORGANISATION HERE) Date Breach Protocol DATE.

Eàrr-ràdh 33/Appendix 33

Sanas Prìobhaideachd na Buidhne/Privacy and Communication

Tha sinn a' cur sùim sna còraichean a th' agaibh a thaobh prìobhaideachd, agus tha sinn airson conaltradh a dhèanamh ribh sna dòighean a tha sibh air a cheadachadh, agus a tha a' cumail ri laghan na RA airson dìon dàta. Mar thoradh air atharrachadh air lagh na RA, feumaidh sinn a-nis cead fhaighinn bhuaibh gus fios a chur thugaibh.
Your privacy is important to us, and we want to communicate with you in a way which has your consent, and which is in line with UK law on data protection. As a result of a change in UK law, we now need your consent to contact you.

Am biodh sibh cho math fiosrachadh conaltraidh a chur ann gus innse dhuinn dè na dòighean sam bu thoigh leibh a nì sinn conaltradh ribh:
Please fill in the contact details you want us to use to communicate with you:

Ainm/Name: ……

Seòladh/Address: ……

……

Seòladh Puist-d/Email: ……

Àireamh-fòn/Phone Number: ……

Le bhith a' cur ur n-ainm-sgrìobhte ris an fhoirm seo, tha sibh a' dearbhadh gu bheil sibh a' toirt cead do (CUIRIBH AINM NA BUIDHNE AN SEO) an dàta pearsanta agaibh a chumail agus a chur gu feum airson nan adhbharan a leanas (cuiribh comharra sna bogsaichean far a bheil sibh a' toirt cead seachad):-
By signing this form you are confirming that you are consenting to the (INSERT NAME OF ORGANISATION HERE)holding and processing your personal data for the following purposes (please tick the boxes where you grant consent):-

Tha mi a' toirt cead do (CUIRIBH AINM NA BUIDHNE AN SEO)
fios a chur thugam anns a' phost ☐ air a' fòn no ☐ ann am post-d ☐;
I consent to (INSERT NAME OF ORGANISATION HERE)
contacting me by ☐ post ☐ phone or ☐ email.

☐ **Gus fios a chumail rium mu naidheachdan, tachartasan, obair agus trèanadh bho (CUIRIBH AINM NA BUIDHNE AN SEO) (cuimhnichibh gum faod sibh iarraidh gun fiosrachadh fhaighinn air post-d uair sam bith);**
To keep me informed about news, events, activities and training from (INSERT NAME OF ORGANISATION HERE) *(note you can unsubscribe from the e-bulletin at any time)*;

☐ **Gus am fiosrachadh conaltraidh agam a cho-roinn ri sgioba rianachd (CUIRIBH AINM NA BUIDHNE AN SEO) gus an urrainn dhaibh fios a chur thugam mu naidheachdan, tachartasan, obair agus seirbheisean a bhios ann agus a bhuineas gu dìreach ris an dreuchd a th' agam;**
To share my contact details with (INSERT NAME OF ORGANISATION HERE) administrative team so they can keep me informed about news, events, activities and services that will be occurring and which are directly relevant to the role I am undertaking;

Ainm-sgrìobhte/Signed: …….

Ceann-latha/Date: …….

Faodaidh sibh cead a thoirt seachad airson nan adhbharan uile, feadhainn dhiubh no chan fheum sibh cead a thoirt seachad airson gin dhiubh. Nuair nach toir sibh cead seachad, chan urrainn dhuinn ur dàta pearsanta a chleachdadh (mar eisimpleir, 's dòcha nach bi e comasach dhuinn fios a chur thugaibh mu thrèanadh no tachartas a tha gu bhith ann), ach ann an corra shuidheachadh àraid, leithid nuair a dh'fheumas sinn fon lagh no gus dìon a chur air daoine bho chron mòr. Gheibh sibh tuilleadh fiosrachaidh mu mar a chleachdas sinn an dàta agaibh san "Fhiosrachadh mu Phrìobhaideachd" a gheibhear air ar làrach-lìn (CUIRIBH FIOSRACHADH CONALTRAIDH AN SEO).
You can grant consent to all the purposes; one of the purposes or none of the purposes. Where you do not grant consent we will not be able to use your personal data; (so for example we may not be able to let you know about forthcoming training and events); except in certain limited situations, such as where required to do so by law or to protect members of the public from serious harm. You can find out more about how we use your data from our "Privacy Notice" which is available from our website at insert your contact info here.

Faodaidh sibh ur cead a tharraing air ais no atharrachadh uair sam bith le bhith a' cur fios thugainn aig (CUIRIBH FIOSRACHADH CONALTRAIDH AN SEO). Cuimhnichibh, nuair a tha sibh air ur cead a tharraing air ais, cha tèid an dàta pearsanta agaibh a chleachdadh tuilleadh air dòigh sam bith, ach a-mhàin nuair a dh'fheumar fon lagh, ach cha toir sin buaidh air dàta pearsanta sam bith a chaidh a chur gu feum roimhe.
You can withdraw or change your consent at any time by contacting us at insert your contact info here Please note that all processing of your personal data will cease once you have withdrawn consent, other than where this is required by law, but this will not affect any personal data that has already been processed prior to this point.

Eàrr-ràdh 34/Appendix 34

Cead margaidheachd/Marketing Consent

Tha ur cuid prìobhaideachd cudromach dhuinne, agus tha sinn ag iarraidh conaltradh ribh ann an dòigh a cheadaicheas sibh, agus a tha a rèir lagh na RA mu dhìon dàta. Mar thoradh air atharrachadh air lagh na RA, tha sinn feumach a-nis air cead conaltradh a dhèanamh ribh. Lìonaibh a-steach am fios mu chonaltradh a tha sibh ag iarraidh oirnn cleachdadh gus conaltradh ribh:
Your privacy is important to us, and we want to communicate with you in a way which has your consent, and which is in line with UK law on data protection. As a result of a change in UK law, we now need your consent to contact you. Please fill in the contact details you want us to use to communicate with you:

Ainm/Name: ……

Seòladh/Address: ……

……

Seòladh Puist-d/Email: ……

Àireamh-fòn/Phone Number: ……

Le bhith a' cur ur n-ainm ris an fhoirm seo, tha sibh a' dearbhadh gu bheil sibh a' ceadachadh gun glèidh agus gun làimhsich (CUIR A-STEACH AINM NA BUIDHNE AN SEO) ur cuid fiosrachaidh phearsanta air na h-adhbharan a leanas (cuiribh diog sna bogsaichean far a bheil sibh a' toirt cead):-
By signing this form you are confirming that you are consenting to the (INSERT NAME OF ORGANISATION HERE)holding and processing your personal data for the following purposes (please tick the boxes where you grant consent):-

Tha mi a' toirt cead do (CUIRIBH AINM NA BUIDHNE AN SEO)
fios a chur thugam anns a' phost ☐ air a' fòn no ☐ ann am post-d ☐;
I consent to (INSERT NAME OF ORGANISATION HERE)
contacting me by ☐ post ☐ phone or ☐ email.

- ☐ **Gus fios a chumail rium mu naidheachdan, thachartasan, chur-seachadan agus thrèanadh bho (CUIR A-STEACH AINM NA BUIDHNE AN SEO) *(thoiribh fa-near gum faod sibh na naidheachdan dealanach fhàgail uair sam bith)*;**
  To keep me informed about news, events, activities and training from (INSERT NAME OF ORGANISATION HERE) *(note you can unsubscribe from the e-bulletin at any time)*;

- ☐ **Fios mu chonaltradh rium a nochdadh ris an luchd-rianachd aig (CUIR A-STEACH AINM NA BUIDHNE AN SEO) gus am faod iad fios a chumail rium mu naidheachdan, thachartasan, chur-seachadan agus sheirbheisean a bhios a' tachairt agus a bhuineas gu dìreach ris an obair a tha mi a' gabhail os làimh :**
  To share my contact details with (INSERT NAME OF ORGANISATION

HERE)administrative team so they can keep me informed about news, events, activities and services that will be occurring and which are directly relevant to the role I am undertaking.

Ainm-sgrìobhte/Signed: ……..

Ceann-latha/Date: …….

Faodaidh sibh na h-adhbharan gu lèir, aonan de na h-adhbharan no un gin de na h-adhbharan a cheadachadh. Nuair nach toir sibh cead, cha tèid againn air do chuid dàta pearsanta a chleachdadh (mar eisimpleir faodaidh nach b' urrainn dhuinn fios a chur thugaibh mu thrèanadh is mu thachartasan a tha air fàire) ; ach a-mhàin ann an cuid de shuidheachaidhean sònraichte, mar nuair a dh'fheumar a dhèanamh fon lagh no gus daoine a dhìon bho chron trom. Gheibh sibh a-mach barrachd a thaobh carson a chleachdas sinn ur cuid dàta bhon Fhios mu Phrìobhaideachd againn a tha ri fhaotainn bhon làrach-lìn againn aig cuir a-steach fios mu chonaltradh ribh an seo
You can grant consent to all the purposes; one of the purposes or none of the purposes. Where you do not grant consent we will not be able to use your personal data; (so for example we may not be able to let you know about forthcoming training and events); except in certain limited situations, such as where required to do so by law or to protect members of the public from serious harm. You can find out more about how we use your data from our "Privacy Notice" which is available from our website at insert your contact info here

Faodaidh sibh ur cead a tharraing air ais no atharrachadh aig uair am bith le conaltradh rinn aig cuir a-steach fios mu chonaltradh ribh an seo Thoiribh fa-near gun stad a' ghiullachd gu lèir air ur cuid dàta pearsanta aon uair is gu bheil sibh air cead a tharraing air ais, ach a-mhàin nuair a bhios feum air seo fon lagh, ach cha toir seo buaidh air dàta pearsanta a thathar air giullachd gu ruige seo.
You can withdraw or change your consent at any time by contacting us at insert your contact info here Please note that all processing of your personal data will cease once you have withdrawn consent, other than where this is required by law, but this will not affect any personal data that has already been processed prior to this point.

Eàrr-ràdh 35/Appendix 35

Foirm- ceadachaidh Neach-Obrach/Privacy and Communication

(CUIRIBH AINM NA BUIDHNE AN SEO)
(INSERT NAME OF ORGANISATION HERE)

Tha sinn a' cur sùim sna còraichean a th' agaibh a thaobh prìobhaideachd, agus cha chùm sinn ach an dàta a dh'fheumas sinn a chumail gus ar dleastanasan mar am fastaiche agaibh a choileanadh.
Your privacy is important to us, and we will hold only data that is required to fulfil our duties as your employer.

Tha sinn airson conaltradh a dhèanamh ribh sna dòighean a tha sibh air a cheadachadh, agus a tha a' cumail ri laghan na RA airson dìon dàta.
We want to communicate with you in a way which has your consent, and which is in line with UK law on data protection.

Mar thoradh air atharrachadh air lagh na RA, feumaidh sinn a-nis cead fhaighinn bhuaibh gus am fiosrachadh a th' againn mur deidhinn sna faidhlichean HR a chumail agus a thaobh nan dòighean san cuir sinn fios thugaibh.
As a result of a change in UK law, we now need your consent to hold the information we do about you in our HR files and also to how we contact you.

Am biodh sibh cho math fiosrachadh conaltraidh a chur ann gus innse dhuinn dè na dòighean sam bu thoigh leibh a nì sinn conaltradh ribh:
Please fill in the contact details you want us to use to communicate with you:

Ainm/Name: ……

Seòladh/Address: ……

……

Seòladh Puist-d/Email: ……

Àireamh-fòn/Phone Number: ……

Le bhith a' cur ur n-ainm-sgrìobhte ris an fhoirm seo, tha sibh a' dearbhadh gu bheil sibh a' toirt cead do (CUIRIBH AINM NA BUIDHNE AN SEO) an dàta pearsanta agaibh a chumail agus a chur gu feum airson nan adhbharan a leanas (cuiribh comharra sna bogsaichean far a bheil sibh a' toirt cead seachad):-
By signing this form you are confirming that you are consenting to (INSERT NAME OF ORGANISATION HERE) holding and processing your personal data for the following purposes (please tick the boxes where you grant consent):-

☐ **Airson adhbharan co-cheangailte ri pròiseasan na buidhne leithid HR agus an clàr-pàighidh.**
For the purposes of organisational processes including HR and payroll.

☐ **Gus fios a chumail ribh mu naidheachdan, tachartasan, obair agus trèanadh bho (CUIRIBH AINM NA BUIDHNE AN SEO) (cuimhnichibh gum faod sibh iarraidh gun fiosrachadh fhaighinn air post-d uair sam bith) a tha a' buntainn gu dìreach ris an dreuchd agaibh.**
To keep you informed about news, events, activities and training from (INSERT NAME OF ORGANISATION HERE) *(note you can unsubscribe from the e-bulletin at any time)* which are directly relevant to the role undertaken.

☐ **Gus am fiosrachadh conaltraidh obrach agaibh a cho-roinn ri luchd-obrach bho (CUIRIBH AINM NA BUIDHNE AN SEO) agus buidhnean com-pàirteach eile.**
To share your work contact information with (INSERT NAME OF ORGANISATION HERE) staff and other partner organisations.

Tha mi a' toirt cead do (CUIRIBH AINM NA BUIDHNE AN SEO)
fios a chur thugam anns a' phost ☐ air a' fòn no ☐ ann am post-d ☐;
I consent to (INSERT NAME OF ORGANISATION HERE)
contacting me by ☐ post ☐ phone or ☐ email.

Ainm-sgrìobhte/Signed: ……

Ceann-latha/Date: ……

Faodaidh sibh cead a thoirt seachad airson nan adhbharan uile, feadhainn dhiubh no chan fheum sibh cead a thoirt seachad airson gin dhiubh. Nuair nach toir sibh cead seachad, chan urrainn dhuinn ur dàta pearsanta a chleachdadh (mar eisimpleir, 's dòcha nach bi e comasach dhuinn fios a chur thugaibh mu thrèanadh no tachartas a tha gu bhith ann), ach ann an corra shuidheachadh àraid, leithid nuair a dh'fheumas sinn fon lagh no gus dìon a chur air daoine bho chron mòr. Gheibh sibh tuilleadh fiosrachaidh mu mar a chleachdas sinn an dàta agaibh san "Fhiosrachadh mu Phrìobhaideachd" a gheibhear air ar làrach-lìn (CUIRIBH AINM NA BUIDHNE, FIOSRACHADH CONALTRAIDH AGUS SEÒLADH AN LÀRAICH-LÌN AN SEO).
You can grant consent to all the purposes; one of the purposes or none of the purposes. Where you do not grant consent we will not be able to use your personal data; (so for example we may not be able to let you know about forthcoming training and events); except in certain limited situations, such as where required to do so by law or to protect members of the public from serious harm. You can find out more about how we use your data from our "Privacy Notice" which is available from our website at (INSERT NAME OF ORGANISATION, CONTACT INFO AND WEBSITE ADDRESS HERE).

Faodaidh sibh ur cead a tharraing air ais no atharrachadh uair sam bith le bhith a' cur fios thugainn aig (CUIRIBH FIOSRACHADH CONALTRAIDH IS SEÒLADH AN LÀRAICH-LÌN AN SEO). Cuimhnichibh, nuair a tha sibh air ur cead a tharraing air ais, cha tèid an dàta pearsanta agaibh a chleachdadh tuilleadh air dòigh sam bith, ach a-mhàin nuair a dh'fheumar fon lagh, ach cha toir sin buaidh air dàta pearsanta sam bith a chaidh a chur gu feum roimhe.

You can withdraw or change your consent at any time by contacting us at CONTACT INFO AND WEBSITE ADDRESS HERE). Please note that all processing of your personal data will cease once you have withdrawn consent, other than where this is required by law, but this will not affect any personal data that has already.

CUIRIBH FIOSRACHADH CONALTRAIDH IS SEÒLADH AN LÀRAICH-LÌN AN SEO) Foirm le Cead bho Neach-obrach CEANN-LATHA.

CONTACT INFO AND WEBSITE ADDRESS HERE) Employee consent form DATE.

Eàrr-ràdh 36/Appendix 36

Foirm ceadachaidh saor -thoileach/GDPR Volunteer Consent Form

(CUIRIBH AINM NA BUIDHNE AN SEO)
(INSERT NAME OF ORGANISATION HERE)

Tha sinn a' cur sùim sna còraichean a th' agaibh a thaobh prìobhaideachd, agus cha chùm sinn ach an dàta a dh'fheumas sinn a chumail gus ar dleastanasan a choileanadh dhuibhse a tha nur neach-obrach saor-thoileach.
Your privacy is important to us, and we will hold only data that is required to fulfil our duties to you as a volunteer.

Tha sinn airson conaltradh a dhèanamh ribh sna dòighean a tha sibh air a cheadachadh, agus a tha a' cumail ri laghan na RA airson dìon dàta.
We want to communicate with you in a way which has your consent, and which is in line with UK law on data protection.

Mar thoradh air atharrachadh air lagh na RA, feumaidh sinn a-nis cead fhaighinn bhuaibh gus am fiosrachadh a th' againn mur deidhinn a chumail agus a thaobh nan dòighean san cuir sinn fios thugaibh.
As a result of a change in UK law, we now need your consent to hold the information we do about you and also to how we contact you.

Am biodh sibh cho math fiosrachadh conaltraidh a chur ann gus innse dhuinn dè na dòighean sam bu thoigh leibh a nì sinn conaltradh ribh:
Please fill in the contact details you want us to use to communicate with you:

Ainm/Name: ……

Seòladh/Address: ……

……

Seòladh Puist-d/Email: ……

Àireamh-fòn/Phone Number: ……

Le bhith a' cur ur n-ainm-sgrìobhte ris an fhoirm seo, tha sibh a' dearbhadh gu bheil sibh a' toirt cead do (CUIRIBH AINM NA BUIDHNE AN SEO) an dàta pearsanta agaibh a chumail agus a chur gu feum airson nan adhbharan a leanas (cuiribh comharra sna bogsaichean far a bheil sibh a' toirt cead seachad):-
By signing this form you are confirming that you are consenting to the (INSERT NAME OF ORGANISATION HERE) holding and processing your personal data for the following purposes (please tick the boxes where you grant consent):-

☐ **Airson adhbharan co-cheangailte ri pròiseasan na buidhne leithid HR agus an clàr-pàighidh.**
For the purposes of organisational processes including HR and expenses.

☐ **Gus fios a chumail ribh mu naidheachdan, tachartasan, obair agus trèanadh bho (CUIRIBH AINM NA BUIDHNE AN SEO) (cuimhnichibh gum faod sibh iarraidh gun fiosrachadh fhaighinn air post-d uair sam bith) a tha a' buntainn gu dìreach ris an dreuchd agaibh.**
To keep you informed about news, events, activities and training from (INSERT NAME OF ORGANISATION) *(note you can unsubscribe from the e-bulletin at any time)* which are directly relevant to the role undertaken.

☐ **Gus am fiosrachadh conaltraidh obrach agaibh a cho-roinn ri luchd-obrach bho (CUIRIBH AINM NA BUIDHNE AN SEO) agus buidhnean com-pàirteach eile.**
To share your work contact information with (INSERT NAME OF ORGANISATION) staff and other partner organisations.

Tha mi a' toirt cead do (CUIRIBH AINM NA BUIDHNE AN SEO)
fios a chur thugam anns a' phost ☐ air a' fòn no ☐ ann am post-d ☐;
I consent to (INSERT NAME OF ORGANISATION HERE)
contacting me by ☐ post ☐ phone or ☐ email.

Ainm-sgrìobhte/Signed: ……

Ceann-latha/Date: ……

Faodaidh sibh cead a thoirt seachad airson nan adhbharan uile, feadhainn dhiubh no chan fheum sibh cead a thoirt seachad airson gin dhiubh. Nuair nach toir sibh cead seachad, chan urrainn dhuinn ur dàta pearsanta a chleachdadh (mar eisimpleir, 's dòcha nach bi e comasach dhuinn fios a chur thugaibh mu thrèanadh no tachartas a tha gu bhith ann), ach ann an corra shuidheachadh àraid, leithid nuair a dh'fheumas sinn fon lagh no gus dìon a chur air daoine bho chron mòr. Gheibh sibh tuilleadh fiosrachaidh mu mar a chleachdas sinn an dàta agaibh san "Fhiosrachadh mu Phrìobhaideachd" a gheibhear air ar làrach-lìn (CUIRIBH AINM NA BUIDHNE, FIOSRACHADH CONALTRAIDH AGUS SEÒLADH AN LÀRAICH-LÌN AN SEO).
You can grant consent to all the purposes; one of the purposes or none of the purposes. Where you do not grant consent we will not be able to use your personal data; (so for example we may not be able to let you know about forthcoming training and events); except in certain limited situations, such as where required to do so by law or to protect members of the public from serious harm. You can find out more about how we use your data from our "Privacy Notice" which is available from our website at (INSERT NAME OF ORGANISATION, CONTACT INFO/WEBSITE HERE).

Faodaidh sibh ur cead a tharraing air ais no atharrachadh uair sam bith le bhith a' cur fios thugainn aig (CUIRIBH FIOSRACHADH CONALTRAIDH IS SEÒLADH AN LÀRAICH-LÌN AN SEO). Cuimhnichibh, nuair a tha sibh air ur cead a tharraing air ais, cha tèid an dàta pearsanta agaibh a chleachdadh tuilleadh air dhòigh sam bith, ach a-mhàin nuair a dh'fheumar fon lagh, ach cha toir sin buaidh air dàta pearsanta sam bith a chaidh a chur gu feum roimhe.

You can withdraw or change your consent at any time by contacting us at CONTACT/WEBSITE INFO HERE) .Please note that all processing of your personal data will cease once you have withdrawn consent, other than where this is required by law, but this will not affect any personal data that has already been processed prior to this point.

(CUIRIBH AINM NA BUIDHNE AN SEO) Foirm-ceadachaidh airson Neach-obrach Saor-thoileach CEANN-LATHA.

NAME OF ORGANISATION HERE volunteer consent form DATE.