



SCOTTISH CHILDMINDING ASSOCIATION  
 ANNUAL REPORT 2010—2011



## CHIEF EXECUTIVE'S REPORT

SCMA has always been adaptable in providing the best of services for our members and those with an interest in childminding in order to achieve our vision and key priorities. The current climate of continued severe funding cuts has challenged us to be even more innovative and I have to believe that this will lead to the organisation being stronger.

A new development is the expanded provision of local training workshops. In the past these used to be restricted to areas where we received funding but since we no longer rely solely on that funding we can deliver our workshops anywhere in Scotland. Members are always looking for good training opportunities and so we have set up a new national training plan that allows us to deliver training in line with member's demands. Members can fund this by using their Individual Learning Account which we can accept as we are now a branded learning centre.

I will continue to prioritise influencing national and local policy especially with an election due in May and a new regulatory body setting up in April. Most important is that I will listen to our members and aim to provide the services that they want in order to meet our vision.

***“Scottish Childminding Association is now a branded learning centre”***

This year also saw the retirement of Elizabeth Murdoch, our Head of Childminding Practice Development. Many of you will have known Elizabeth and remember her for her uncompromising commitment to raising the quality of childminding. Elizabeth's enthusiasm was infectious and it would be impossible to have attended any of her workshops and not come away inspired. There is no doubt that both the policy and practice of childminding have been improved because of Elizabeth's work over many years and I would like to extend my personal thanks for her contribution to achieving our vision.

My thanks as ever go to the support received from our all our volunteers and from my staff who despite the challenging times have continued to provide a first class service.

## CONVENER'S REPORT

Welcome everyone to SCMA's Annual Report 2010-11.

It's a sad reality that many organisations and charities have struggled over the past year in the face of the economic down-turn and, unfortunately, SCMA has been no different. However, the Association has remained committed to providing a first-class service to our members and due to this have many positive things to report on from this year. A new benefit of membership – the Childminder Search Service – was successfully launched and we continue to work closely with the Care Commission during the changeover to the new regulatory body, Social Care and Social Work Improvement Scotland (SCSWIS).

This is the third change in regulatory body since I became a childminder. How have you all felt the changeover has gone so far? Has it been an easy transition or are you finding there are lots of changes? How do you feel about childminders with grades 4, 5 and 6 only being inspected every four years? Personally I like the thought of only being inspected every four years but it will be a challenge to keep a record of four years worth of activities!

***“How do you feel about childminders with grades 4, 5 and 6 only being inspected every four years?”***

This year I have also tried to encourage childminders to apply for ILA accounts to help pay for training such as Elementary Food Hygiene and Child Protection. It is so easy to apply and can be done online. Your account can be set up within a couple of weeks. All SCMA workshops can be paid for using your ILA and workshops can now be run ‘on demand’ so there’s no excuse not to come along and join in.

Finally I want to thank all of the Elected Members and SCMA staff who have helped in many various ways throughout this year. I also want to thank all of our members for proving once again that childminders provide top class childcare throughout Scotland and constantly work towards our Vision;

‘Quality Childminding...building confident children within a family childcare experience.’





## KEY PRIORITY 1

### RAISING THE PROFILE OF CHILDMINDING AND THE WORK OF THE ASSOCIATION

#### GOAL: IMPROVE OUR SERVICES TO MEMBERS AND INCREASE MEMBERSHIP OF SCMA

##### **Develop an in-house vacancy list**

SCMA's new Childminder Search Service went live in March 2011. The service allows all members to advertise vacancies on SCMA's website; [www.childminding.org](http://www.childminding.org). It is also a simple 'one-stop-shop' for parents/guardians looking for quality childcare in their area. Parents/guardians are able to navigate the list by searching their local authority area or postcode. When they find a suitable childminder, they are then able to view details of the childminder's current vacancies, fees, follow a link to their most recent inspection report and contact them via an enquiry form. The childminder is prompted by email to update their details at regular intervals to ensure the information on the service is accurate.

##### **Review and develop the package for renewing members**

To continue our effort to become environmentally friendly and to introduce a more efficient reminder service, SCMA introduced email reminders for all members we hold email addresses for. This means that for the first time, members will receive renewal paperwork by email and will be prompted to renew their membership and insurance either online or by calling Marketing Services. This new method will reduce the amount of paper used by the Association drastically and has been commended by Zero Waste Scotland. SCMA continue to encourage members to use online services and register their email addresses with us.

##### **Review stock items and publications**

The new SCMA Record Binder was launched in early 2011, replacing the A5 Record Binder. This has proved to be a very popular addition to the range of SCMA publications. The Binder is now A4 in size, was developed in conjunction with the Care Commission, and is available to SCMA members only. At our members' request, forms such as the Accident/Incident Report form and Permission to Give Medication form have been printed on duplicate paper, making it easy for the childminder to ensure the parent has a copy of all relevant paperwork.

#### GOAL: PROVIDE AND IMPROVE OUR INFORMATION SERVICES ABOUT CHILDMINDING AND THE WORK OF THE ASSOCIATION

##### **Promote the work of SCMA**

Over 2010-11, SCMA developed and implemented an e-newsletter to be sent to all childminders we hold email addresses for. This has enabled us to reduce the amount of paper the Association uses and, more importantly, re-establish communication with childminders in areas we are not currently funded in. These newsletters have been used to promote SCMA training, new benefits of membership such as the Childminder Search Service and to share important updates from the childcare sector including information on the changeover to Social Care and Social Work Improvement Scotland (SCSWIS).

During this period, SCMA also created a Twitter account and Facebook page. Both new social networking sites have proven to be popular with over 500 childminders, organisations and others with an interest in childminding following the Association. By creating a presence on both these sites, SCMA has made it easier for everyone to interact with the Association and has brought our methods of communication into the 21<sup>st</sup> century.

##### **Develop the SCMA website**

A new 'Learn with SCMA' section was created on [www.childminding.org](http://www.childminding.org) to promote the training available from SCMA. This means all childminders have easy access to this information and they are regularly encouraged to register interest in our courses by contacting Training Services.

#### GOAL: INFLUENCING POLICY IN RELATION TO EARLY YEARS AND CHILDCARE SERVICES

##### **Setting up Social Care and Social Work Improvement Scotland (SCSWIS)**

This year saw the change in legislation from the Regulation of Care (Scotland) Act to the Public Services Reform Act. SCMA responded to consultations about the Act and supporting regulations. Some significant changes have been made that SCMA commented on and most notable is that no financial information has to be given for those applying to provide a childminding service.

We regularly sent out information about the changes to members via Childminding magazine and our website and this helped to keep members well informed of the changes to come as the Care Commission ceased to operate and was replaced by SCSWIS.

### **Registering as a Food Business**

This year saw the culmination of over two years of SCMA negotiating with Food Standards Agency in Scotland and Environmental Health Departments to ensure that a proportionate approach was taken to register childminders as food businesses.

### **Child Poverty Strategy**

SCMA has begun to work with Scottish Government in relation to their Child Poverty Strategy. The Working for Families services have been seen to be particularly helpful in assisting people to register as childminders in areas which previously had little or no childcare.

### **Protecting Vulnerable Groups Scheme**

The scheme opened for membership of new childminders in February 2011. SCMA has negotiated with Ministers to allow new applicants to join for free in 2011/12.

### **Volunteering with SCMA**

Adverts for local volunteers were placed in Childminding magazine and on the website. Those recruited have been provided with a Volunteer Toolkit to support their efforts and initial introductions have been made. The Volunteers are now invited to SCMA's Development Days, held in the spring and autumn of each year.

## **FUTURE PLANS**

- Over the next year, SCMA plans to seek sponsorship for the Childminder Search Service to ensure it continues to run viably and to introduce a new income source to the Association.
- There are also plans in place to introduce a new 'Supporter of SCMA' package to encourage parents/guardians and others with an interest in childminding to join the Association.
- We will continue to work with SCSWIS. The most important thing will be to keep members informed about any changes. Priorities for SCMA will be to ask for a review in the way that complaints are dealt with and to assist with any review of the inspections methodology to make it more focused on improved outcomes for children.
- We will work with Scottish Government to try to ensure that the most vulnerable children are protected and that families have opportunities to enter the labour market.
- It is essential that childminding services are readily available and affordable if all families are to benefit for being able to use a childminding service when needed. We will work with Scottish Government to look at ways of facilitating this expansion.
- The Protecting Vulnerable Groups (PVG) Scheme will be open for existing childminders from April 2012 and we will work with Scottish Government to ensure that childminding is appropriately dealt with.





### **Continue to Promote Learning with SCMA**

The Induction Training Programme and CPD workshops are being updated to incorporate legislative changes, which include the change over from the Care Commission to Social Care and Social Work Improvement Scotland (SCSWIS), the Public Services Reform (Scotland) Act 2010 and the Protecting Vulnerable Groups Scheme. This will be completed by June 2011.

### **Launch the Newly Accredited Scheme of Excellence**

In 2005 the Scheme of Excellence Award was recognised by Scottish Qualifications Authority (SQA) and was assessed at level six within the Scottish Credit and Qualifications Framework (SCQF).

A complete review of the Scheme of Excellence is underway as the award is due for resubmission for credit rating. This happens every five years and is a requirement of the SQA. In order for learning programmes to be included in the framework, they must have their SCQF credit rating and level formally confirmed. SQA is the recognised Credit Rating Body for this purpose.

***“A complete review of the Scheme of Excellence is underway”***

### **Maintain our Quality Assurance System**

The SCMA Training Handbook was reviewed and updated to reflect organisational changes and current practice. All who deliver SCMA training must be observed on a regular bi-annual basis. The new Handbook will be launched in June 2011 on the staff Intranet with an email copy sent to all external Trainers.

An In-Service Training day was held in February with another scheduled in June. Feedback from the days will be collated and a global response distributed to all who are responsible for SCMA training delivery.

### **FUTURE PLANS**

- A Writers' Group will be established to ensure that all CPD workshop materials are current and topical. Also new workshops will be created this year. Those planned are Getting It Right For Every Child, Pre-Birth to Three and Infection Control. These are all subjects relevant to the development of childminding practice.
- Originally the Scheme of Excellence Award was cross-referenced to the core units of the SVQ Level 3 in Children's Care, Learning and Development. The resubmission will reflect the need for the award to align with national developments in relation to the current level seven of the SVQ and the entry requirements for the BA in Childhood Practice. The changes to the award will facilitate childminders ability to accrue level seven credits. This matches the competencies required for quality childminding within the wider early years qualification requirements.
- A Trainers' Toolkit is being developed which will be distributed to all relevant staff and trainers in June 2011. This will ensure that all information distributed at SCMA training events is standardised. It is crucial that childminders experience the same benefits from their learning wherever they happen to attend an SCMA event, be it in Inverness or South Lanarkshire.

***“A Trainers' Toolkit is being developed which will be distributed to all relevant staff and trainers in June 2011”***





## KEY PRIORITY 3

### RECRUIT AND RETAIN PROFESSIONAL, QUALITY CHILDMINDERS

#### **Attract High Quality Individuals to Childminding**

SCMA's Induction Training Programme has been promoted across Scotland and we continue to highlight the importance of attending this or accessing our Open Learning Pack for those in the more remote rural areas where the programme is not always available.

#### **Raise Awareness of Childminders Being at the Heart of an Early Intervention Strategy**

SCMA continued to promote both the Community Childminding Service and the Vulnerable Families Routes to Work Service as these align not only with the shared approach of Getting It Right for Every Child but with the three prominent Government Policies – the Early Years Framework; Equally Well and Achieving Our Potential.

An application to BBC Children in Need has been submitted which would allow for the expansion of the Community Childminding service across key areas of Scotland. The bid will be considered and a decision received back by July 2011.

The Scottish Government advised they would fund a short external review of SCMA's Community Childminding Service and our Vulnerable Families Routes to Work Service.

### ***“SCMA's Induction Training Programme has been promoted across Scotland”***

SCMA commissioned Dr. Christine Stephen of the School of Education, Stirling University to carry out this vital piece of work looking into the benefits of these services for children, families and society. The report focused on service delivery in Scottish Borders and Edinburgh City, but also included information from the services in Aberdeen City and Dumfries and Galloway. The report demonstrates the genuine difference these services make to the children and families who access them.

The report will be used to promote these vital services that should be universally available to all children and families who require support to ensure children achieve their full potential.

#### **Utilise our Branded Learning Centre Status to become an ILA Provider**

SCMA has achieved Branded Learning Centre status with Skills Development Scotland. As part of this achievement we have also gained Individual Learning Account (ILA) Provider status with ILA Scotland. All SCMA training is now available to be purchased using an ILA200 account. This includes our Induction Training Programme. SCMA plan to run the first fully ILA funded training programme in South Lanarkshire in May. SCMA intend to promote the easy access to the ILA200 account from the first enquiry from a potential childminder.

## **FUTURE PLANS**

- Data analysis will be carried out to identify the real benefits of SCMA's Induction Training Programme and the impact this has on the initial grading given by SCSWIS to new childminders. This will aid the promotion of this valuable resource.
- SCMA will ask childminders to tell us which learning opportunities they wish to access by calling in to Marketing Services and registering interest. Interest lists will be open from June 2011 featuring all CPD workshops and the Induction Training Programme. Once we have a minimum of six interested childminders per course in an area we can provide this at a time and location which best suits their needs.
- It is our intention to provide SCMA learning opportunities across Scotland, based on demand. This will be launched in August 2011.
- SCMA will negotiate with training providers who offer complementary training through the ILA system such as First Aid, Food Hygiene and other relevant CPD opportunities. It is our intention to set up Partner Provider contracts with appropriate learning establishments.



	2011	2010
<b>Incoming Resources</b>		
<b>Incoming Resources from generated funds</b>		
<b>Voluntary Income</b>		
Membership Subscriptions and Gift Aid	208,656	205,643
Scottish Executive Funding	163,017	163,017
<b>Activities for generating funds</b>		
Project and service agreement administration	215,915	272,302
Income from insurance sales	155,586	148,241
Sales of Publications	77,288	75,627
Revenue from Scheme of Excellence	3,479	3,665
Conference Receipts	13,633	15,106
Advertising	8,425	8,300
Other income	2,170	-
<b>Investment income</b>		
Deposit account interest	2,591	1,960
<b>Incoming resources from charitable activities</b>		
Project and service funding, excluding fees	954,437	1,207,037
<b>Total incoming resources</b>	<b>1,805,197</b>	<b>2,100,898</b>
<b>Resources Expended</b>		
<b>Costs of generating funds</b>		
Generating funds and serving members	515,579	709,617
<b>Charitable activities</b>		
Project delivery	896,203	1,207,944
Governance costs	94,214	112,087
<b>Total resources expended</b>	<b>1,589,946</b>	<b>2,099,539</b>
<b>Net incoming / (outgoing) resources</b>	<b>215,251</b>	<b>1,359</b>
<b>Total funds carried forward</b>	<b>420,796</b>	<b>205,545</b>





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