

Appendix 1 – Travelling via Minibus/Car/Taxi

The safety and wellbeing of children during transport is a key responsibility for Auchinairn Afterschool Care and Forest Kindergarten. Correct use of child car seats and seatbelts is essential to protect children from serious injury in the event of an accident. UK and Scottish law require children to travel in an appropriate, EU-approved child car seat until they are 12 years old or 135cm tall, whichever comes first. After this, they must use an adult seatbelt.

By following these rules and ensuring that all seats are fitted and used correctly, we help to keep children safe, comply with legal requirements, and give parents peace of mind

Summary Table

Situation	Required Restraint or Seatbelt
Under 12 years or < 135 cm	Appropriate child car seat (height- or weight-based)
Over 12 years or ≥ 135 cm	Adult seatbelt (if available)
Taxi / Private Hire	< 3 yrs: rear seat, no belt needed; ≥ 3 yrs: rear, adult belt
Unexpected short journey (3+)	Adult belt if correct seat missing
No room for 3rd seat (Back)	Under 3: front seat with proper seat (airbag off); ≥ 3: back, adult belt
No belts present	Under 3: cannot travel; ≥ 3: may sit in back without a belt
Dedicated school buses	Must have belts; usage not mandated

I understand that my child will be provided with a booster seat if under 12 years and/or under the height of 1.35m. We will regularly review the height of your child in relation to being under or over this height. Some seats may include lap only belts and therefore will not be fitted with booster seats. Children may occupy seats in the front of cars with booster seats, if necessary.

Appendix 2 - GIRFEC

What is GIRFEC?

Getting it right for every child (GIRFEC) is Scotland's national approach to supporting children, young people and families. It provides a consistent framework for everyone working with children, and can also be used by practitioners in adult services who support parents or carers.

GIRFEC focuses on what makes a positive difference, ensuring that children and families:

- Feel confident in the help they receive
- Understand what is happening and why
- Are listened to and involved in decisions
- Receive the right help quickly
- Experience a co-ordinated response from practitioners

Wellbeing and SHANARRI

At the heart of GIRFEC is wellbeing, described through eight SHANARRI indicators:

Safe, Healthy, Achieving, Nurtured, Active, Respected, Responsible, Included

These indicators set out what all children need to grow, develop and reach their potential. They are used to record observations, identify concerns and shape a child's plan. Tools like the *My World Triangle* and *Resilience Matrix* help practitioners assess and analyse needs.

Every child will progress differently, but all have the right to appropriate support across each wellbeing area. GIRFEC ensures that all agencies play their part so that children are supported to become:

- Successful learners
- Confident individuals
- Responsible citizens
- Effective contributors

The Role of Auchinairn Afterschool Care and Forest Kindergarten in GIRFEC

Childcare settings play a vital role in the GIRFEC approach by:

- Providing a safe, nurturing and stimulating environment that supports all areas of SHANARRI wellbeing.
- Building strong, trusting relationships with children and families to ensure their voices are heard.
- Observing, recording and sharing information on children's progress, achievements, and any concerns.
- Working in partnership with parents, carers and other professionals to ensure timely support is in place.
- Contributing to child's plans where required, and ensuring responses are co-ordinated and consistent.

By embedding GIRFEC into daily practice, childcare settings ensure that every child receives the right help at the right time to thrive and reach their full potential.