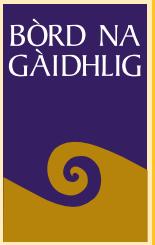


# EARRAN 1 SECTION 1

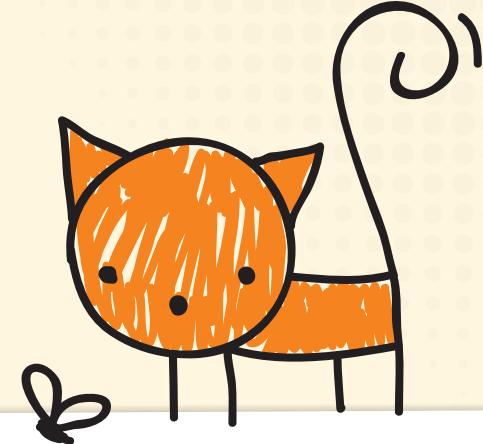
A' stèidheachadh agus a' ruith buidheann  
tràth bhliadhnaichean Gàidhlig

Setting up and running a  
Gaelic early years group



fiosrachadh do phàrantan

Comunn nam Pàrant  
Early Years Partnership



## I.I Carson a roghnaicheadh sibh Buidheann Pàrant is Pàiste Ghàidhlig?

- Buannachdan sòisealta don chloinne agus do phàrantan
- A' dèanamh ceangal
- Bidh pàrantan is clann a' cleachdadadh agus/no ag ionnsachadh Gàidhlig còmhla
- A' chiad cheum gu ruige Foghlam tron Ghàidhlig
- Buannachdan bho Dà-chànanas

Nuar a bhios pàrantan is luchd-cùraim a' dol gu Buidheann Pàrant is Pàiste, fuirichidh iad còmhla ris a' chloinn aca agus bidh iad a' gabhail uallach airson an cuid chloinne fhad 's a tha an seisean ann. Dè na buannachdan a th' ann?

'S e a th' ann am Buidheann Pàrant is Pàiste Ghàidhlig, cothrom neo-fhoirmeil do phàrantan, luchd-cùraim is clann coinneachadh is tighinn còmhla agus bidh iad ag ionnsachadh fhaclan Gàidhlig ùra tro òrain, rannan, sgeulachdan is cluich. Bheir buidhnean Pàrant is Pàiste Gàidhlig cothrom air leth do chloinne mus tèid iad don sgoil coinneachadh ri clann eile, agus bidh iad ag ionnsachadh mar a nì iad ceangal is còmhradh ri càch-a-chèile agus nas cudromaiche buileach, bidh spòrs aca còmhla ann an Gàidhlig ann an suidheachadh nàdarra.

## I.I Why choose a Gaelic Parents and Toddler Group?

- Benefits for the children and parents
- Attachment
- Parents and children using and/or learning Gaelic language together
- First step into Gaelic-medium education
- Benefits of Bilingualism

When attending a Pàrant is Pàiste parents and carers remain with their children throughout the session and have full responsibility for their children. What are the advantages?

A Gaelic Pàrant is Pàiste is an informal meeting place for parents, carers and children to come together and have fun while learning new Gaelic words through songs, rhymes, stories & play. Gaelic Toddler groups are a great way for pre-school children to socialise, meet new children, learn to interact with others and most importantly have fun in an informal Gaelic setting.



## Bu chòir do Bhuidheann Pàrant is Pàiste a bhith ag amas air:-

- Foghlam, cànan, cultar is dualchas na Gàidhlig a thoirt air adhart le bhith;
- A' toirt seachad oideachadh do chloinn sna tràth-bhliadhnaichean, 0-5, gu tur tron Ghàidhlig agus iad air am bogadh sa Ghàidhlig;
- A' brosnachadh clann a bhith togail is a' cleachdadadh na Gàidhlig;
- A' brosnachadh dhaoine gu bhith cur an cuid chloinne gu Foghlam tron Ghàidhlig – Bu chòir don bhuidhinn ceanglaichean a bhrosnachadh is a thogail eadar Foghlam Gàidhlig airson nan Tràth-bhliadhnaichean, Seirbheisean Cùram-chloinne Gàidhlig agus Foghlam Gàidhlig sa Bhun-sgoil.

## Na buannachdan a gheibhear bho Bhuidhean Pàrant is Pàiste:

Tha gach Buidheann Pàrant is Pàiste a' toirt cothrom do phàrantan is clann coinneachadh is ùine a chur seachad còmhla. Le buidheann Ghàidhlig, a bharrachd air sin, gheibh daoine cothrom coinneachadh le pàrantan eile a tha, coltach riutha fhèin, ag iarraidh cothrom a thoirt don chloinn aca a bhith dà-chànanach, agus Gàidhlig ionnsachadh fhad 's a tha iad a' cluich agus a' dol an sàs ann an nithean spòrsail còmhla ri càch. Faodaidh buidhnean Pàrant is Pàiste a bhith feumail do phàiste mar a' chìad cheum mus tòisich iad a' dol gu Foghlam nan Tràth-bhliadhnaichean is Seirbheis Cùram-chloinne Ghàidhlig.

*'Bidh adhartas a' tighinn air eanchainn pàiste tro cho-chonaltradh ri càch, nuair a tha am pàiste ri gnìomhan is a' dol an sàs ann an nithean le daoine eile, agus nuair a tha iad ag ionnsachadh le bhith rannsachadh is a' lorg nithean ùra. Nuair a tha leanabh no pàiste òg a' cleachdadadh is a' feuchainn sgilean is cainnt a-rithist is a-rithist, tha iad a' tilleadh gu ceanglaichean no slighean a chaidh a thogail nan eanchainn mu thràth. Gach turas a thilleas iad gu slighe, thèid a neartachadh agus bidh an ceangal nas luaithe.'*

(Ro bhreith gu Trì: Bulean Matha do Chloinn na h-Alba)

## The Aim of the Parent and Toddler group shall be:-

- The advancement of education and of Gaelic language, culture and heritage by
- Providing Gaelic immersion learning wholly through the medium of Gaelic for children in early years 0-5.
- Promoting the acquisition and usage of Gaelic
- Promoting uptake of Gaelic Medium Education – The group should encourage and develop links with their Gaelic Early Learning & Childcare and Primary provision.

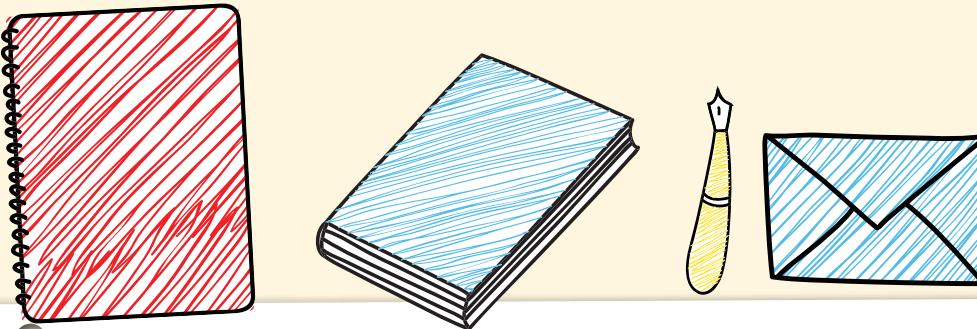
## Advantages of Parent and Toddler groups:

All Pàrant is Pàiste groups offer parents and children the opportunity to meet and socialise. A Gaelic group will also offer the opportunity to meet with like-minded parents who want to give their children an opportunity to be bilingual, and to learn the language while their child plays with others and joins in with new fun activities. Pàrant is Pàiste groups are a good stepping-stone before your child starts attending Gaelic Early Learning & Childcare provision.

*'A child's brain development takes place through interactions with others, being active and involved, and learning through exploration and discovery. As babies and young children revisit and practise skills and language, they return to previous connections or pathways in the brain. Every time the pathway is revisited, it is strengthened and the link speeds up.'*

(Pre-Birth to Three: Positive Outcomes for Scotland's Children)





## I.2 A' Stèidheachadh Buidheann Pàrant is Pàiste

Gu h-àbhaisteach bidh Buidhnean Pàrant is Pàiste a' coinneachadh airson nas luga na dà uair a thìde, agus mar sin chan fheum iad a bhith clàraichte le Coimisean a' Chùram, ach thathar a' moladh, mar dheagh mhodh-obrach, gum bi na sgrìobhainnean iomchaidh aca, nam measg tha na poileasaidhean is modhan-obrach a leanas:

- Àrachas – [Èarr-ràdh 2](#) Feumaidh buidhnean dèanamh cinnteach gu bheil àrachas iomchaidh aca airson na buidhne aca, a' gabhail a-steach àrachas a thaobh Uallaichean Poblach, Uallaichean an Fhastaiche agus Tachartasan gus Airgead a Thogail. Airson tuilleadh fiosrachaidh, faodaidh sibh bruidhinn ris an Oifigear Thràth-bhliadhnaichean agaibh aig Bòrd na Gàidhlig.
- Poileasaidh air Slàinte is Sàbhailteachd – [Èarr-ràdh 10](#)
- Measadh air Cunnartan is Measadh air Buannachdan is Cunnartan – [Èarr-ràdh 11.1, 11.2, 11.3, 11.4](#)
- Stiùireadh air Poileasaidhean Co-lonnachd agus lomadachd – [Èarr-ràdh 12](#)
- Modhan airson Moladh is Gearanan – [Èarr-ràdh 13](#)
- Trèanadh do Luchd-obrach a thaobh Dìon Chloinne – [Èarr-ràdh 14](#)
- Poileasaidh Dìon Chloinne – [Èarr-ràdh 15](#)

## I.2 Setting up a Parent and Toddler Group

Parent and Toddler groups tend to meet for less than two hours per session so will not need to be registered with The Care inspectorate but it is considered best practice to have paperwork in place which should include the following policies and procedures:

- Insurance Cover – [Appendix 2](#) Groups need to ensure they have adequate cover for their group, including Public Liability, Employers Liability and Fundraising events. For further advice, speak to your Bord na Gàidhlig Early Years Officer.
- Health and Safety Policy – [Appendix 10](#)
- Risk Assessment & Benefit Risk Assessment – [Appendix 11.1, 11.2, 11.3, 11.4](#)
- Equality and Diversity Policy – [Appendix 12](#)
- Compliments & Complaints Procedure – [Appendix 13](#)
- Staff training for Child Protection – [Appendix 14](#)
- Child Protection Policy – [Appendix 15](#)



Bu chòir do bhuidhnean fios a chur chun na h-Oifis aig an Ùghdarris Ionadail aca a tha dèiligeadh ri Dìon Chloinne airson Poileasaidhean is Stiùireadh do Bhuidhnean Saor-thoileach. Bu chòir gum faighear trèanadh bho gach Ùghdarris Ionadail, tron Oifigear Dìon Chloinne aca. <https://www.hcpc.scot>

- Poileasaidh airson Biadh Fallain – [Èarr-ràdh 20](#)
- Poileasaidh Gàidhlig – [Èarr-ràdh 16](#)
- Foirm-clàraidh airson Pàiste – [Èarr-ràdh 2](#)
- Clàr Làitheil – [Èarr-ràdh 17](#)
- Stiùireadh air na thachras ma tha teine ann – [Èarr-ràdh 18](#)
- Loga airson turchairtean/tubaisteann - [Èarr-ràdh 19](#)

Gheibhearr bun-shampall de gach poileasaidh is modh-obrach gu h-àrd air an làrach-lìn seo.

Feumaidh a h-uile buidheann Thràth-bhliadhnaichean, a tha a' coinneachadh airson barrachd air dà uair a thìde, clàradh le Coimisean a' Chùram agus innse iad dhuibh dè na riaghailtean is rianan-obrach a th' anns san sgìre agaibh airson buidhnean ro-sgoile agus bheir iad stiùireadh is comhairle dhuibh. Bu chòir dhuibh coimhead air an phiosrachadh uile mus dèan sibh codhùnadh dè seòrsa buidhne a tha sibh airson tòiseachadh.

Tadhlaibh air an làrach-lìn aca, [www.careinspectorate.com](http://www.careinspectorate.com), airson tuilleadh phiosrachaiddh.

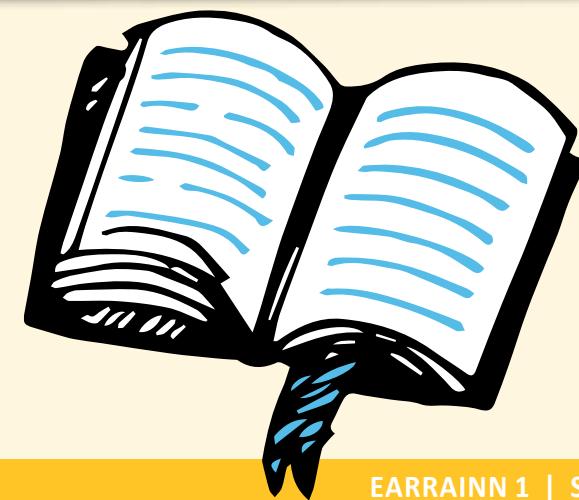
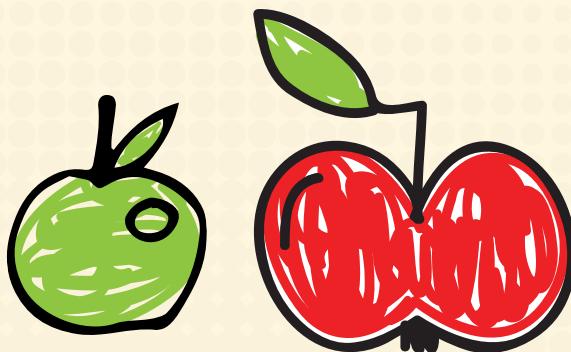
Groups should contact their Local Authority Child Protection Office for Policy and Guidance for Voluntary Groups. Training should be available in each Local Authority, through Child Protection Officer. <https://www.hcpc.scot>

- Healthy Eating Policy – [Appendix 20](#)
- Gaelic Language Policy – [Appendix 16](#)
- Child Registration Form – [Appendix 2](#)
- Daily Register – [Appendix 17](#)
- Fire drill – [Appendix 18](#)
- Incident/ accident log - [Appendix 19](#)

Templates for each of the above policies and procedures are available on this website.

All Early Years groups that meet for more than two hours must be registered with the Care Inspectorate. They will inform you of the rules and regulations for playgroups in your area and offer guidance and advice. You should consider all the information before you decide on what type of group you wish to start.

Visit their website [www.careinspectorate.com](http://www.careinspectorate.com) for further information.





## A' stèidheachadh buidheann ӯr - Èarr-ràdh 2

Seo agaibh liosta bheag air am bu chòir dhuibh coimhead mus tòisich sibh Buidheann Pàrant is Pàiste Ghàidhlig.

- Cuiribh fios chun [an oifigeir thràth-bhliadhnaichean aig Bòrd na Gàidhlig](#) a tha frithdealadh air an sgìre agaibh. Bheir iad comhairle is taic dhuibh ann a bhith stèidheachadh na buidhne.
- Cumaibh coinneamh phoblach sa choimhairsnachd gus tomhas dè an t-iarrtas a th' ann san sgìre airson a leithid de bhuidhinn agus mas urrainn dhuibh, tagh comataidh (le co-dhiù triùir bhall) airson na buidhne agaibh agus cuiribh bonn-stèidh air dòigh. Bruidhnibh mu na daoine a bhiodh freagarrach mar stiùiriche-cluiche (ma tha sin a dhìth).
- Bidh aig a' bhuidhinn agaibh ri structar laghail a thaghadh. Airson tuilleadh comhairle, cuiribh fios chun na buidhne saor-thoilich ionadail agaibh airson an Treas Roinn  
<https://scvo.org.uk/setting-up-a-charity/decide-on-structure>  
<https://scvo.org.uk/setting-up-a-charity/decide-on-a-structure-scio>
- Fosglairibh cunntas-banca, mar as trice leis an ainm 'Treasurer's Account' (Cunntas an Ionmhasair) – dh'fhaodadh gun toir seo deagh għreis
- Thoiribh sùil air togalaichean freagarrach san sgìre – smaoinichibh air Slàinte is Sàbhailteachd, cia mheud pàiste a ghabhas an t-àite, a' chosgais, cho goireasach 's a tha e, rùm airson nithean a stòradh, a bheil e freagarrach do chloinn
- Bruidhnibh air làithean, uairean, prísean freagarrach. Smaoinichibh air buidhnean eile a tha coinneachadh san sgìre, bhiodh e na b' fheàrr gun coinneachadh aig an aon àm.
- Roghsaichibh cuideigin ris am bi e an urra an t-àite fosgladh agus a għlasadh aig deireadh an t-seisein.
- Cho luath 's a tha an cunntas-banca agaibh fosgailte, cuiribh a-steach airson maoineachadh airson na buidhne agaibh agus/no cuiribh air dòigh tachartasan gus airgead a thogail – Gheibh sibh comhairle bhon oifigear thràth-bhliadhnaichean aig BnG / faicibh [Èarr-ràdh 7](#)

## Setting up a new Group - Appendix 2

Here's a quick checklist for you to consider before you start a Gaelic Pàrant is Pàiste Group

- Contact the [Bòrd na Gàidhlig early years officer](#) linked to your area. They can offer advice and support with setting up a group.
- Hold a public meeting in the community to assess demand & if possible elect a committee (minimum 3 committee members) for your group & adopt a constitution. Discuss options for suitable play leader (if required).
- Your group will be required to choose a legal structure. For further guidance contact your local Third sector voluntary organisation  
<https://scvo.org.uk/setting-up-a-charity/decide-on-structure>  
<https://scvo.org.uk/setting-up-a-charity/decide-on-a-structure-scio>
- Arrange to open a bank account usually called a 'Treasurer's Account' – time scale can be lengthy.
- Check suitable premises in the area – think about Health and safety, how many children will the area hold, cost, convenience, storage child friendly.
- Discuss suitable days, times, fees. Consider other groups meeting in the area, it would be beneficial not to clash.
- Choose person responsible for unlocking & locking venue.
- As soon as your bank account is open, apply for funding for your group and/or organise fundraising activities – Advice available from BNG early years officer/ See [Appendix 7](#)





- Cuiribh àrachas freagarrach air dòigh - Gheibh sibh comhairle bhon oifigear thràth-bhliadhnaichean aig BnG – Faicibh [Èarr-ràdh 2](#)
- Ma tha sibh a' fastadh neach-cluiche Gàidhlig gus na seiseanan a stiùireadh agus a chumail, faodaidh an t-Oifigear Thràth-bhliadhnaichean comhairle a thoirt dhuibh a thaobh a bhith fastadh luchd-obrach. Faicibh <http://www.hmrc.gov.uk/> & <https://hub.careinspectorate.com/resources/national-safer-recruitment-guidance>
- Ceannaichibh uidheamachd a tha dhìth, leithid bogsa Ciad Chobhair.
- Dèanaibh bileag fiosrachaiddh do phàrrantan ùra, le fios air rusan mar stiùireadh air na thachras ma tha teine ann, agus cuiribh foirm-clàraiddh air dòigh airson na buidhne, agus bu chòir dhuibh cead iarraidh san fhoirm sin gus dealbhan a chur gu na meadhanan – Faicibh [Èarr-ràdh 5](#)
- Dèanaibh sanasachd: dèanaibh bileagan sanasachd, tòisichibh duilleag air Facebook no làrach-lìn shòisealta eile, bruidhnibh ri pàrantan/luchd-cùraim eile san sgìre, cuiribh air dòigh madainn/feasgar f(h)osgailte no latha gus a' bhuidheann a chur air bhog far am bi daoine bhon choimhearsnachd agus pàrantan/luchd-cùraim an sàs – Faicibh [Èarr-ràdh 5](#)

Tha sinn a' moladh gum bi gach buidheann air an clàradh mar charthannas. Tha iomadh buannachd an lùib a bhith clàraichte mar charthannas agus is e deagh-chleachdadh a tha ann. Bhon Ghiblean 2020, bidh aig gach buidheann a dh'iarras maoineachadh Treas Roinne tro Bhòrd na Gàidhlig ri bhith air an clàradh.

Bidh agad ri clàradh tro OSCR. Gheibhear barrachd fiosrachaiddh tro làrach-lìn OSCR.

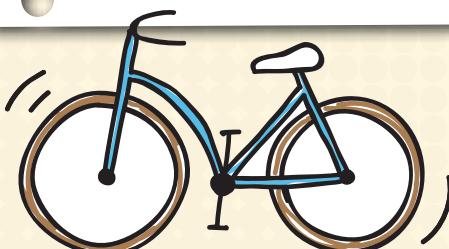
<https://www.oscr.org.uk/becoming-a-charity/>

- Arrange Insurance Cover - Advice available from BNG early years officer – See [Appendix 2](#)
- If employing a Gaelic Play worker to direct and support the sessions the Early Years Officer can provide information on advice for employing staff. See <http://www.hmrc.gov.uk/> & <https://hub.careinspectorate.com/resources/national-safer-recruitment-guidance>
- Purchase any relevant equipment including a First Aid box
- Make an information leaflet for new parents including fire drill procedures and prepare a registration form for the group, which should include consent for media – [See Appendix 5](#)
- Advertise: make flyers, start a Facebook or other social network page, speak to other local parents/carers, organise launch and or open mornings/afternoons involving members of the local community as well parents/carers – [See Appendix 5](#)

We recommend that all groups be registered as charities. There are many advantages to becoming a registered charity and it is good practice. From April 2020 , all groups applying for Third Sector funding through Bòrd na Gàidhlig will have to be registered.

You will require to register through OSCR. Further details can be accessed through the OSCR website.

<https://www.oscr.org.uk/becoming-a-charity/>





## I.3 Dreuchdan agus Dleastanasan na Comataidh

Aon uair 's gu bheil pàrantan, a tha airson buidheann a thòiseachadh, air coinneamh a chumail, bu chòir Comataidh a chur air chois. 'S e as fheàrr mu dheidhinn Comataidh, cha bhi na h-uallaichean uile a' tuiteam air aon duine agus leanaidh cùisean tron Chomataidh ged a dh'fhalbas cuideigin aig a bheil dleastanasan cudromach air a' Chomataidh, agus faodaidh sibh cur a-steach airson diofar thobraighean maoineachaидh. Bidh Comataidh a' coinneachadh gu cunbalach. Bidh daoine air Comataidh a thèid a thaghadh airson dreuchdan sònraichte, a rèir a' bhonn-stèidh agaibh - dreuchdan mar cathraiche, rùnaire, ionmhasair msaa. 'S e dòigh mhath a th' ann an obair a roinn agus faodaidh e a bhith nas phasa co-dhùnaidhean a dhèanamh le Comataidh. Le Comataidh, feumaidh co-dhiù dithis luchd-soidhnigidh a bhith ann (no bhiodh triùir na b' fheàrr ma bhios daoine air làithean-saora no tinn) gus gnothaichean a cheadachadh co-cheangailte ris a' bhanca. Tha a' Chomataidh ann gus taic a chumail ris an stiùiriche-chluiche no pàrantan.

Bu chòir comataidhean dèanamh cinnteach gu bheil cuòram ann airson gach coinneamh mus tòisich iad. Bidh am fiosrachadh seo ann am bun-stèidh na Comataidh. Anns an eisimpleir de bhun-stèidh, tha cuòram ann de còignear bhall.

Bidh e an urra ris a' Chomataidh Coinneamh Bhliadhnaill a chur air dòigh a rèir bonn-stèidh na buidhne.

**Sampall de Chlàr-gnothaich is beagan stiùridh feumail airson Comataidhean – Fàrr-ràdh 6**

Bidh dleastanasan sònraichte aig Luchd-dreuchd.

**An Cathraiche:**

- Bidh e/i a' gairm choinneamhan den Chomataidh agus Coinneamhan Bliadhnaill. 'S e deagh dhòigh-obrach a bhith cumail aon choinneamh gach teirm gus bruidhinn air tachartasan, turasan, togail airgid, sanasachd msaa.
- Còmhla ris an rùnaire, bidh i/e ag ullachadh clàr-gnothaich - liosta de phuingean air am bi sibh a' bruidhinn.

## I.3 Committee Roles and Responsibilities

Once a meeting has been held by parents wishing to start a group a committee should be formed. The major advantages of a committee is that no one person is left to do it all and it can also provide continuity if a key member leaves and allows you to apply for different funding streams. A Committee will meet on a regular basis. Committees will have a number of elected office-bearers, according to your constitution - such as a chairperson, secretary, treasurer etc. It is a good way to share the workload and can make the decision making process easier. The committee will require at least 2 signatories (although 3 would be beneficial in case of holidays/ill health) to authorise bank transactions. The committee is there to support the play leader and or parents.

Committees should ensure all meetings are quorate before they commence. This information will be contained in the Committee's constitution. In the sample constitution the quorate is 5 members.

Committee will be responsible for organising an Annual General Meeting in accordance with the groups' constitution.

**Sample Agenda and some helpful Committee guidance – [Appendix 6](#)**

Office-bearers have specific tasks to undertake.

**The Chairperson:**

- Calls committee meetings & AGM's. It is good practice to have 1 per term to discuss activities, outings, fundraising promotion etc.
- With the secretary, prepares the agenda - a list of items to be discussed.



- Bidh e/i sa chathair aig na coinneamhan gus dèanamh cinnteach gun tèid bruidhinn air gach cuspair air a' chlàr-ghnothaich agus gun tèid aontachadh ri co-dhùnaidhean.
- Bidh i/e a' riochdachadh na buidhne.

#### An Rùnaire:

- A' dèiligeadh ri litrichean is fios eile a gheibh no a sgaoileas a' bhuidheann.
- A' cur choinneamhan air dòigh agus ag innse do dhaoine mun deidhinn.
- A' cumail geàrr-chunntas de gach coinneamh agus a' gabhail nota de na co-dhùnaidhean a rinneadh.
- A' cumail lethbhreac de gach litir a sgriobhas e/i às leth na Comataidh.
- A' sgaoileadh gheàrr-chunntasan de coinneamhan a chaidh a chumail.

#### An t-Ionmhasair:

- A' gabhail an airgid, a' toirt seachad chuidteasan agus a' pàigheadh chosgaisean às leth na buidhne.
- A' cur air dòigh siostam far am bithear a' cruinneachadh an airgid a bhios daoine a' pàigheadh airson a dhol don bhuidhinn agus ga phàigheadh a-steach don chunntas-banca.
- A' cumail chunntasan agus a' deasachadh duilleag chothromachaidh airson na Coinneimh Bliadhnaile agus airson OSCR, ma tha a' bhuidheann clàraichte mar Bhuidheann Charthannais.

#### 'S iad na buannachdan as motha a gheibh buidheann bho bhith clàraichte mar bhuidheann charthannais:

- Cha phàigh iad cìsean air teachd-a-steach a gheibhear bho bhith tasgadh airgead no bho riadh a gheibhear air airgead sa bhanca.
- Chan fhaod ach buidhnean carthannais cur a-steach airson cuid a thabhartasan bho urrasan carthannach is ùghdarrasan ionadail.
- Faodaidh iad airgead a thogail am measg a' mhòr-shluagh a rèir an lagha nuair a tha iad a' cruinneachadh airgead, a' cumail rafail msaa.

- Chairs the meetings so that each subject on the agenda is discussed and decisions are agreed.

- Represents the group as a whole.

#### The Secretary:

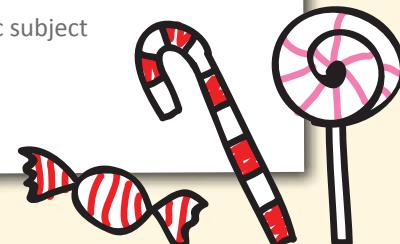
- Attends to all correspondence
- Arranges and gives notice of all meetings
- Records the minutes of each meeting and takes special note of decisions taken
- Keeps copies of all the letters she/he writes on behalf of the committee.
- Circulate previous minutes prior to meetings.

#### The Treasurer:

- Receives money, issues receipts and pays bills and expenses on behalf of the group.
- Arranges to collect group fees at least a fortnightly basis & deposits into bank account
- Keeps accounts and prepares and a balance sheet for the Annual General Meeting and OSCR if the group is registered for Charitable Status.

#### The main advantages to groups having charitable status are:

- No tax is payable on income derived from investments or interest received on bank deposits.
- Some grants can be applied for from charitable trusts and local authorities only to groups which have charitable status
- Fundraising can be undertaken with the general public subject to bye-laws in the case of collections, raffles etc





## 1.4 GDPR

Tha reachas bho Oifis Coimiseanair an Fhiosrachaidh bho chionn goirid a' moladh gum bu chòir buidhnean ceuman a ghabhail nuair a bhios iad a' dèiligeadh ris an dàta aig daoine. Tha e na uallach air a' chomataidh dèanamh cinnteach gun gèill iad ri atharrachadh sam bith ann an reachdas a thaobh obair le clann, dion dàta agus stiùireadh làithreach air Foghlam nan Tràth-bhliadhnaichean a tha a' tort buaidh aig a' chlann agus na teaghlaichean leis am bi a' Chomataidh ag obair. Tha an stiùireadh as ùire mu Dhion Dàta a' ciallachadh gum feum Comataidhean Sgrùdadh Dàta a dhèanamh agus pròiseasan Dìon Dàta a chur air dòigh taobh a-staigh na buidhne aca. Feumaidh am fiosrachadh Riaghait Coitcheann an Dion Dàta (GDPR) uile a bhith air a chumail ann an stòras tèarainte a rèir dòighean-obrach GDPR.

Tha dòn dàta mu bhith dèanamh cinnteach gun urrainn do dhaoine earbsa a chur annad gun cleachd thu an cuid dàta ann an dòigh chothromach agus càramach.

Ma bhios tu a' cruinneachadh fiosrachadh mu dhaoine airson adhbhar sam bith seach adhbharan pearsanta, teaghlaich no dachaigheil, feumaidh tu gèilleadh ri GDPR.

Bidh an ICO (Oifis Coimiseanair an Fhiosrachaidh) a' riaghlaigh dòn dàta anns an Rioghachd Aonaichte. Bidh sinn a' taigse comhairle agus stiùireadh, a' brosnachadh deagh chleachdad, a' dèanamh sgrùdaidhean agus tadhalan gus comhairle a thoirt seachad, bidh sinn a' beachdachadh air gearanan, a' sgrùdadh gèilleadh agus a' gabhail ceuman cur-an-sàs far a bheil sin iomchaidh

Gheibhear barrachd fiosrachaidh bho [www.ico.org.uk](http://www.ico.org.uk)

Gheibhear teamplaidean buntainneach bho ChALA a chleachdas tu airson na buidhne agaibh airson dèanamh cinnteach gu bheil a' bhuidheann agaibh a' cumail ris na riaghailtean. Cuir ainm na buidhne agaibh a-steach do na teamplaidean.

- DATA A' deisealachadh airson GDPR
- Poileasaidh Dìon Dàta
- Sanas Prìobhaideachd na Buidhne
- Brisidhean Dàta Pearsanta
- A' dèanamh Sgrùdadh DATA
- Foirm Cead Margaidheachd
- Foirm Cead Neach-obrach
- Foirm Cead Saor-thoileach

## 1.4 GDPR

Recent legislation from Information Commissioners Office recommends that groups have measures in place when dealing with people's data. It is the Committee's responsibility to ensure that they comply with changes in legislation relating to working with children, data protection and current guidance on Early Years that affects children and families the Committee work with. The most recent guidance relating to Data Protection means Committees must carry out a Data Audit and set up Data Protection procedures within their group. All General Data Protection Regulation (GDPR) information must be kept in secure storage in accordance with GDPR procedures.

Data protection is about ensuring people can trust you to use their data fairly and responsibly.

If you collect information about individuals for any reason other than your own personal, family or household purposes, you need to comply.

The ICO regulates data protection in the UK. We offer advice and guidance, promote good practice, carry out audits and advisory visits, consider complaints, monitor compliance and take enforcement action where appropriate.

You can get further information from [www.ico.org.uk](http://www.ico.org.uk)

Please find relevant templates from CALA for you to use in your group to ensure your group complies. Please insert your own group name in the templates.

- DATA Getting ready for GDPR
- Data Protection Policy
- Group Privacy Notice
- Personal Data Breaches
- Carrying out a DATA Audit
- Marketing Consent Form
- Employee Consent Form
- Volunteer Consent Form



## 1.5 A' Ruith Buidheann Èifeachdach

Bidh togail airgid na phàirt cunbalach de na nì a' bhuidhinn, oir 's dòcha gum bi an t-airgead a phàigheas pàrrantan airson a dhol ann dìreach gu leòr airson pàigheadh airson a bhith ruith na buidhne, ach cha bhi e gu leòr airson uidheamachd ùr a cheannach no airson turasan a chur air dòigh.

Mar bhuidhinn, feumaidh sibh dèanamh cinnteach gu bheil airgead gu leòr agaibh airson cosgaisean a phàigheadh agus airson turas an-dràsta is a-rithist. Am measg nan cosgaisean a dh'fhaodadh a bhith ann tha:

- Tuarastal an stiùiriche-chluiche
- Àrachas
- Cosgaisean mài: a bheil am màl a' gabhail a-steach chosgaisean airson solas is teas?
- Cisean ballrachd/frithealaidh.
- Cosgaisean airson biadh is deochan - ti/cofaidh/biadh fallain.
- Cosgais na h-uidheamachd is nithean a chleachdas sibh/stuthan ealain.

**Airson stiùireadh is molaidhean a thaobh a bhith a' togail airgead – Faicibh**

[Èarr-ràdh 7 agus 7A](#)

## 1.6 Bonn-stèidh

Feumaidh buidhnean bonn-stèidh a ghabhail òs làimh mus cuir iad a-steach airson maoineachadh. Tha Bòrd na Gàidhlig air aonta fhaighinn bho OSCR airson Bonn-stèidh.

Bun-shampall de Bhonn-stèidh – [Èarr-ràdh 8](#)



## 1.5 Running an Effective Committee

Fundraising will become a regular part of the groups activities, as the fees paid by parents may only cover the day to day running expenses and not extend to buying new equipment and occasional outings.

As a group you will need to ensure that you have enough money to cover expenses and occasional outings. Costs will include things such as:

- Play leader wages
- Insurance
- Rent costs: Does the rent include lighting and heating costs
- Subscription/membership charges.
- Refreshment costs - tea/coffee/healthy snacks.
- Cost of equipment and consumables/craft materials.

For Fundraising Guidance and Ideas – See  
[Appendix 7 and 7A](#)

## 1.6 Constitution

Groups need to adopt a constitution before they are able to apply for funding. Bòrd na Gàidhlig have had a Constitution approved by OSCR.

Constitution Template – [Appendix 8](#)



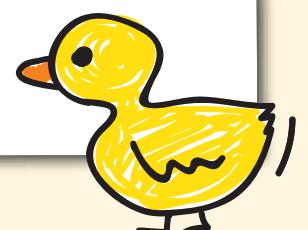


## 1.7 Bun-shampail

- Àrachas – [Èarr-ràdh 2](#)
- Poileasaidh Slàinte is Sàbhailteachd – [Èarr-ràdh 10](#)
- Measadh air Cunnartan is Measadh air Buannachdan is Cunnartan – [Èarr-ràdh 11,11.1,11.2,11.3,11.4](#)
- Iomadachd is Co-ionannachd Chothroman – [Èarr-ràdh 12](#)
- Modhan airson Moladh is Gearanan – [Èarr-ràdh 13](#)
- Trèanadh do Luchd-obrach a thaobh Dìon Chloinne – [Èarr-ràdh 14](#)
- Poileasaidh Dìon Chloinne – [Èarr-ràdh 15](#)
- Foirm-clàraidh airson Pàiste – [Èarr-ràdh 3](#)
- Clàr Làitheil – [Èarr-ràdh 17](#)
- Stiùireadh air na thachras ma tha teine ann – [Èarr-ràdh 18](#)
- A' stèidheachadh Buidheann ùr – [Èarr-ràdh 1](#)
- Àrachas - Gheibhear comhairle bhon oifigear thràth-bhliadhnaichean aig BnG – [Èarr-ràdh 2](#)
- Dèanaibh bileag fiosrachaidh do phàrantan ùra, le fios air rudan mar stiùireadh air na thachras ma tha teine ann – [Èarr-ràdh 5](#)
- Dèanaibh sanasachd: dèanaibh bileagan sanasachd, tòisichibh duilleag air Facebook no làrach-lìn shòisealta eile, bruidhniubh ri pàrantan/luchd-cùram eile san sgìre, cuiribh air dòigh madainn/feasgar f(h)osgailte no latha gus a' bhuidheann a chur air bhog far am bi daoine bhon choimhearsnachd agus pàrantan/luchd-cùram an sàs – [Èarr-ràdh 4](#)
- Airson beachdan a thaobh a bhith togail airgead – [Èarr-ràdh 7](#)
- Sampall de Chlàr-gnothaich is beagan stiùiridh feumail airson Comataidhean – [Èarr-ràdh 6](#)
- Bun-shampall de Bhonn-stèidh – [Èarr-ràdh 8](#)
- Poileasaidh Gàidhlig – [Èarr-ràdh 16](#)

## 1.7 Templates

- Insurance – [Appendix 2](#)
- Health and Safety Policy – [Appendix 10](#)
- Risk Assessment & Benefit Risk Assessment – [Appendix 11,11.1,11.2,11.3,11.4](#)
- Diversity and Equal Opportunities – [Appendix 12](#)
- Compliments and Complaints Procedure – [Appendix 13](#)
- Staff training for Child Protection – [Appendix 14](#)
- Child Protection Policy – [Appendix 15](#)
- Child Registration form – See [Appendix 3](#)
- Daily Register – [Appendix 17](#)
- Fire drill – [Appendix 18](#)
- Setting up a new Group – [Appendix 1](#)
- Insurance Cover - Advice available from BNG early years officer – [Appendix 2](#)
- Make an information leaflet for new parents including fire drill procedures – [Appendix 5](#)
- Advertise: make flyers, start a Facebook or other social network page, speak to other local parents/carers, organise launch and or open mornings/afternoons involving members of the local community as well parents/carers – [Appendix 4](#)
- For fundraising ideas – [Appendix 7](#)
- Sample Agenda and committee guidance – [Appendix 6](#)
- Constitution Template – [Appendix 8](#)
- Gaelic Language Policy – [Appendix 16](#)





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BÒRD NA  
GÀIDHLIG

fiosrachadh do  
phàrantan

Comann nam Pàrantan  
Gaelic Parenting Network