Fledglings Day Nursery

**Adult Roles and Responsibilities Policy**

Date Reviewed: August 2023

Review Due: August 2024

Reviewed by: Miss A West

## 1 Introduction

The revised EYFS (Sept 2014) places a high emphasis on adults being clear about their roles and responsibilities in supporting the education and care of children attending the school/setting. Staff are required to be appropriately qualified and experienced.The safeguarding and welfare requirements help providers to ensure that staff and volunteers are suitable persons to fulfil the requirements of their roles in looking after children and supporting their education and care.

## 2 Aims and objectives

This policy aims to ensure there is clarity among and between all staff regarding their roles and responsibilities, resulting in a consistent approach to the education and care of all children at the school/setting.

The objective of this policy is to ensure children are supported to achieve their potential through the roles undertaken by adults using both child-initiated and adult-led learning and development opportunities.

**3**  **Adult roles and responsibilities**

Adult roles and responsibilities are clearly set out in all job descriptions which each member of staff has been presented with. All staff will be supported to understand and achieve these through their initial induction to their role (on commencing their employment at the school/setting).

**3.1** Job descriptions are updated annually or more frequently as required. Roles and responsibilities are a high focus during supervision and appraisal meetings.

**3.2** We will continue to monitor and support staff so they are able to effectively deliver their roles and responsibilities on an ongoing basis through:

* providing support and training to ensure staff are able to meet identified needs based on ongoing observations by management, and regular supervision sessions for all staff and volunteers;
* allocating a sufficient part of our budget for the training of the staff holding regular supervision meetings and annual appraisals for all staff and volunteers;
* monitoring the health and well-being of staff and their ongoing physical and mental capacity to undertake their role responding to any identified issues which may arise;
* ensuring that where staff are on sick or holiday leave, effective and appropriate staff cover is organised so that required ratios are maintained;
* the provision of internal training so staff are able to deliver an appropriate balance between adult-led and child-initiated learning opportunities;
* ensuring that appropriately challenging and stage-appropriate learning environments, both indoors and outdoors, are established and maintained by the staff team;
* ensuring that high quality and effective induction training takes place for all staff;
* providing in-house support for quality observation, assessment, planning and record keeping and guidelines are in place which enable all staff and volunteers to understand their role in observing, recording, monitoring and evaluating children's progress to support early intervention if concerns arise;
* providing clear guidelines and internal support for working in partnership with parents/carers and families;
* ensuring that clear guidelines are in place with regard to the confidential recording of child protection issues and that procedures are in place and maintained for storing confidential data;
* taking immediate action where staff are believed to be under the influence of drink or drugs, which affects their ability to undertake their role, by suspending them from their role and later taking further appropriate action;
* ensuring that the headteacher/manager and all staff are aware of the implications of the Data Protection Act 1998 in so far as it affects their roles and responsibilities within the school/setting.

**3.3** The role of the key person is dealt with in a separate policy.

**4**  **Monitoring and review**

This policy was agreed and implemented in August 2023 and is due for review in August 2024.

 There will be ongoing monitoring of this policy as some aspects may require amending/updating before the review date should there be any incidents which take place relating to it that give cause for concern.

**Name: Miss A west**

**Signed: A West**

**Date: August 2023**