

MATLOCK PRE-SCHOOL PLAYGROUP

OBSERVATION POLICY

Matlock Pre-school Playgroup assesses all the children on a weekly basis in accordance with National Guidelines. These are both focused and informal observations.

Consent is obtained on the Registration Form, which is signed by parents/guardians before the child starts Playgroup.

The Playgroup believes that it is important to understand a child's needs, to be aware of any changes in behaviour and to plan for a child's development and growth. The primary method of achieving this is by observation. Within 6 weeks of a child starting playgroup we will ensure that each child has had either a 21/2 year progress check or an initial observations/starting points check completed.

The staff also use observations to enable them to plan sessions around children's interests. The information obtained is then used to advise other staff of any outcomes and further action to be taken. Informal observations will be carried out by all Staff.

Aim

We aim to observe children at the Playgroup in order to assess how they are putting into practice what they have learnt in theory, and to ensure that the children's development is structured appropriately to their individual needs.

Each child will have 1 focused observation of up to 10 minutes per term, conducted whilst engaged in self-initiated activities together with informal observations throughout the sessions.

Methods

- The Playgroup sessions will be planned to ensure that the appropriate time is made available for observations to occur.
- If, during the observation, an emergency occurs which may affect the health and welfare of a child the observation will be

stopped immediately and the emergency will be dealt with. The observation will be re-started when it is felt appropriate to do so.

- If, during the observation the observer becomes involved in an activity with other children the observation will be stopped and re-started later.
- The results of any observations will remain confidential in accordance with Data Protection and kept in the child's profile document. These documents are available for the child's parent/guardian to look at anytime through the child's key person. All observations will be filed with the child's assessment records and kept in a locked cupboard at Playgroup.
- If any students need to do observations on children they will obtain separate consent from the parent and the Supervisor or child's key person.
- Before any specific/additional observations commence Playgroup will liaise with the parent/guardian to obtain consent for the observation on their child to be carried out.
- The parents/guardians of the child who has had additional observations will be advised that the observation has been completed and the results are available for their inspection if necessary.
- We will obtain written consent from parents/carers to share significant information about individual children with their other providers that they attend.
- We obtain written consent from parents whose children attend other childcare services to share records of their children's achievements to enable us to best meet their children's needs
- If the child moves to a new provider the EYFS profile data will be forwarded to them within 15 days.

- The focused and informal observations will be given to parents when their child leaves the setting.
- We will keep a copy of the profile data for our records.