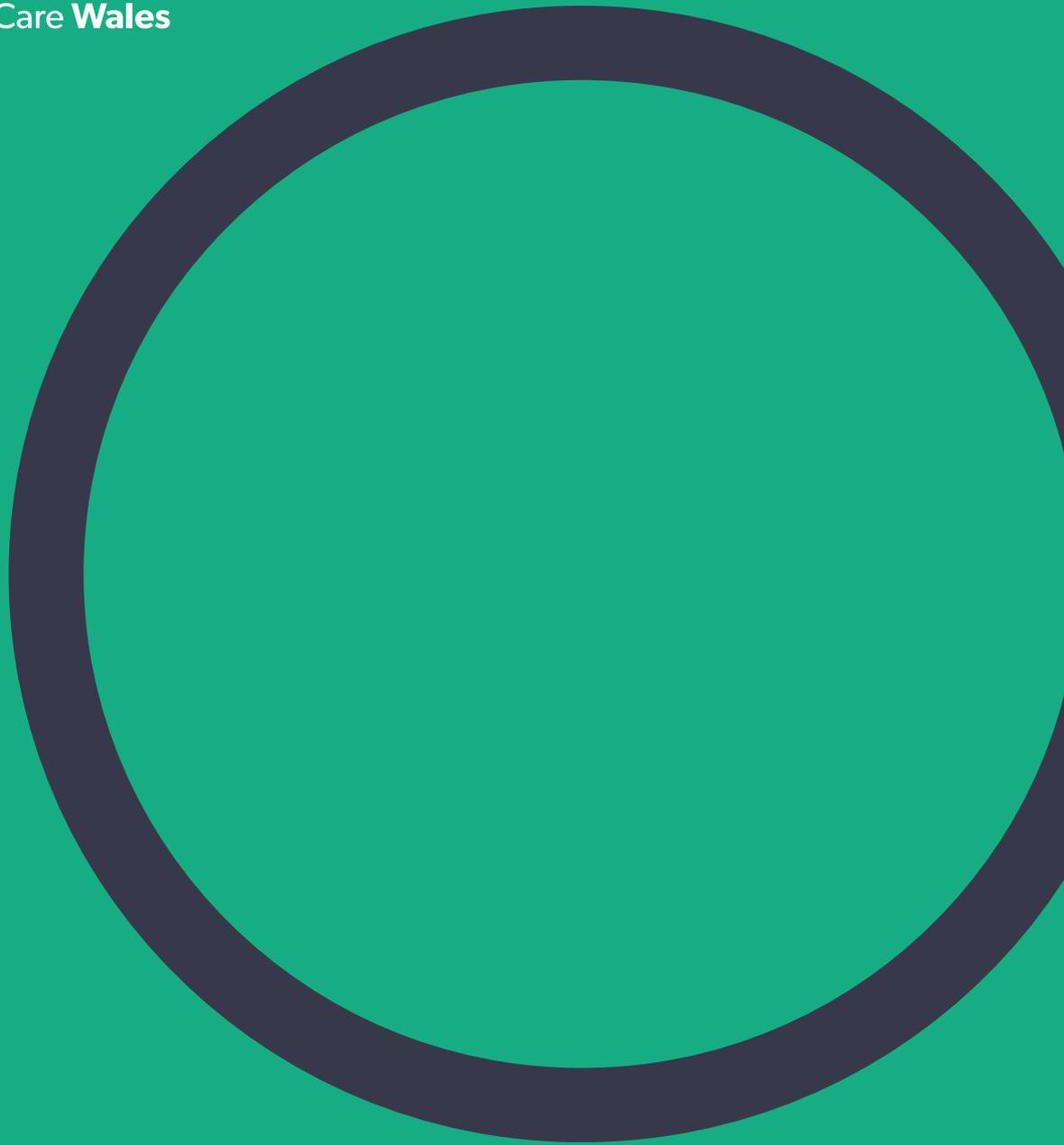




Gofal Cymdeithasol **Cymru**
Social Care **Wales**



All Wales Induction Framework for Early Years and Childcare: **Workbook three**

Professional practice as an
early years and childcare worker

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Copies also available in Welsh.

Introduction

To help workers and employers put the Induction Framework into practice and to help workers generate the evidence they need to achieve the “core” qualification, we have developed workbooks for each section of the framework.

The Induction Framework has five sections that have been organised into **main areas**. The main areas are then broken down to show what you need to know, understand and be able to demonstrate.

- Section 1 – Principles and values
- Section 2 – Health, well-being, learning and development
- Section 3 – Professional practice as an early years and childcare worker
- Section 4 – Safeguarding children
- Section 5 – Health and safety in children’s care, learning, development and play

Each section:

- identifies the knowledge, understanding and skills that you as a new worker need to gain during your induction period – including the core knowledge, skills and understanding that applies across all early years and childcare settings, as well as that which is specific to your role and workplace
- identifies the early years and childcare principles and values that you need to demonstrate.

The workbook has space for you to record your learning as you go and for your **manager** to record their feedback. Your manager or employer may wish to use other learning activities or case studies in addition to those in this workbook. Remember to record any extra learning so that it can be used towards your qualification.

There is a glossary that covers all the workbooks and provides some definitions of the terms used. Anything marked in **bold** will be included here. As you are working your way through the learning activities in the workbook, your manager will meet with you to see how you are doing and discuss any extra support that you need. They will complete the progress log with you and help if there are any gaps.

Professional practice as an early years and childcare worker

This workbook will help you explore the roles and responsibilities as an employee, colleague and a professional worker.

You can use the completed workbook activities as evidence towards achieving the *All Wales Induction Framework for early years and childcare workers*.

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3.1 Roles and responsibilities of the early years and childcare worker

Outcomes

You are able to work in ways that:

- embed the ethos and structure of the organisation or setting you work for and your role within it
- take account of the ethos and structure of other organisations you work with, and the links with your role and organisation or setting
- take account of your own roles and responsibilities, what it requires you to do and the limits of your role
- make use of the support available in carrying out your role
- promote good practice by reporting matters that affect the welfare and safety of individuals or their carers, or practices that are unsafe or conflict with the ethos, policies and procedures of the organisation or setting
- follow **workplace** policies and procedures.

This section will help you explore your roles, responsibilities and accountabilities as an early years and childcare worker. These will be set out in a range of legislative frameworks, standards, and if you are already employed, all the relevant codes of conduct and professional practice and your job description.

You will learn more about these when you complete the other workbooks in the induction framework, such as safeguarding or health and safety. But it will be helpful to think about these now in the context of your professional practice.

Learning activity

If you are employed, you will be provided with a job description that sets out how you should do your work. As you start in your new job it is important you have a clear understanding of the purpose of the organisation or setting you work for, its ethos and its **policies and procedures**.

If you are self-employed, it is still important to have a clear understanding of your organisation or setting and your role within this.

1. how you think the job description helps you understand what is expected of you
2. areas that you are not clear about
3. parts where you feel you need to receive training or additional support

4. what you would do if you were asked to do something that was in your job description but you did not feel you had the training that you needed yet.

Talk to your manager about these and make some notes in the space below.

Workbook notes

Look at 3 different job descriptions for early years and childcare workers from different organisations and reflect on how these would help you know what you should be doing in your role and areas where you think you would need additional support or training.

Workbook notes

1. How would these job descriptions help you know what you should be doing in your role?

2. What additional support or training do you think you would need?

3. What would you do if you were asked to do something that was in your job description but you did not feel you had the training that you needed yet?

Learning activity

In your role, you will be expected to follow your organisation's or setting's policies and procedures, these are usually developed to reflect or meet legislation.

What is your organisation's or settings's policy and / or procedure that relates to the legislation below?

Give an example of how you have followed policy or procedure in your work.

Legislation	Summary of responsibilities	Policy and / or procedure	Example of how policy and / or procedure has been followed
1. The prevent duty			
2. Food hygiene			
3. Infection control			
4. All Wales Child Protection Policy and Procedures 2008			
5. Welsh Language Measure (2011)			
6. Equal opportunities			
7. Additional learning			

If you are not yet employed, leave this blank and come back to it later.

Learning activity

Read the case study below and answer the questions:

Daniel has been an early years and childcare worker for six years. He thoroughly enjoys his work and is passionate about doing his job well. Daniel is experiencing some difficulties in his personal life. Daniel's wife has been diagnosed with cancer. The pressure of looking after her has resulted in Daniel being late for work several times. He has become forgetful and is having difficulties concentrating as he is so tired.

Daniel has confided in one of his colleagues, Julie, but hasn't told his manager as he is afraid of losing his job. Daniel and Julie both look after one of the children one-on-one. Julie has noticed that on occasions the information in the handover has not been as good as it should be, it is lacking information and detail.

You have a duty of care to individuals receiving childcare and support in your workplace, as well as to others.

It is a legal requirement and you cannot choose whether to do it or not.

Workbook notes

1. What actions could Julie take and what is her duty?

2. Which of your organisation or setting policies or procedures might this apply to?

3. There may be times where there is a conflict or dilemma between a duty of care and the rights of **individuals**, give two examples when this might happen

3.2 Partnership working

Outcome

You are able to work in ways that:

- recognise the range and roles of other workers in your organisation or setting, and other agencies that you may come into contact with
- apply the principles of partnership working in your work with others
- apply the principles of confidentiality in all communication with **others**
- develop good working relationships with other workers and professionals while maintaining professional boundaries.

Learning activity

In your role as an early years and childcare worker, you will need to work in partnership with a range of different workers and professionals to provide effective care and support.

The early years and childcare workforce is made up of lots of people from a range of sectors who have different roles. Despite all these variations, they are all working to provide the best outcomes for children and young people.

Children, their families and carers are an integral part of partnership working, and so it is essential that you consult the children about their views and consider them.

Workbook notes

1. Why is it important to work in partnership when caring for children and young people?

2. Who would you work in partnership with in your organisation or setting?

3. What might be the difficulties when working in partnership and how could you overcome these?

3.3 Team working

Outcomes

You are able to work in ways that:

- demonstrate your understanding of the structure, purpose and make up of your own team, and how you contribute to its work.

Whatever your role is in the early years and childcare sector, it will involve working as part of a team. There are many different types of teams and the way in which they all work will be different.

Please note, if you are a childminder this section is not relevant to you.

Learning activity

Workbook notes

1. Why is team working important in the early years and childcare sector?

2. What are the principles of good team working?

Learning activity

If you are in an employed role, describe your own team and reflect on how you work together and how you contribute to its work. Discuss this with your manager and ask them to give you some feedback on your practice as a team member. Make some notes in the space below.

If you are not yet employed, leave this space blank and come back to it later.

Workbook notes

3.4 Handling Information

You are able to work in ways that:

- follow your organisation's or setting's policies and procedures on the handling of information, including storing, recording, confidentiality and sharing
- record written information with accuracy, clarity, relevance and an appropriate level of detail in a timely manner.

Learning activity

In your role as an early years and childcare worker, you will deal with a lot of personal information about the children in your care. You need to know how to handle this information so you work in line with legislation and your setting's policies and procedures.

Workbook notes

1. Explain what is meant by data protection

2. Explain how your organisation or setting complies with data protection

Learning activity

Answer the questions below about recorded information:

Workbook notes

1. What are the important things to remember when recording information in your day-to-day work?

2. When would you not be able to share recorded information with individuals?

3.5 Personal conduct of early years and childcare workers

Outcomes

You are able to work in ways that:

- uphold the early years and childcare profession, and role model best practice in your work

Learning activity

Read the case studies below and answer the questions:

Following a weekend away on a stag weekend Tom has posted photos on Facebook. Some of these included him and two colleagues who were extremely drunk. Three other colleagues made comments on social media when they saw the photos. Tom has become friends with some of the parents of the children who attends the setting he works in and they have also seen these posts on Facebook. Some of them liked the photo, but one of the mothers was not impressed and wrote a complaint on his wall, saying she found this very unprofessional.

Workbook notes

1. Why do you think this behaviour could be seen to be unprofessional?

2. What impact could Tom's behaviour and the use of Facebook have:

- on his colleagues?
- on the parents?
- on the setting?

3. What should you consider when using social media personally and professionally ?

4. What policies does your organisation or setting have in relation to the use of social media?

3.6 Continuing professional development

Outcomes

You are able to work in ways that:

- meet the **regulatory** and/or workplace requirements around learning and development in your role
- actively identify your own learning and support needs, and work with your manager to develop and follow a personal development plan to meet these needs
- actively prepare for and contribute to your supervision and appraisal
- reflect on your practice to support your professional development
- develop the literacy, numeracy and digital competency skills needed to meet the requirements of your role.

Learning activity

Workbook notes

1. Describe what is meant by continuing professional development

2. Give five examples of types of continuing professional development

3. While it is important that you know how to access information and support to learn and develop, you need to be able to transfer that knowledge and understanding into your practice. Give three examples of how you have done this to improve your personal or professional development.

Learning and development activity	What I have learnt	How I put it into practice
1.		
2.		
3.		

You can find relevant information in [Continuing professional development principles for the early years and childcare workforce in Wales](#).

Learning activity

Feedback is important for your learning and development. If you are in an employed role, you should receive regular feedback from your manager during your induction. This will help you develop awareness of your strengths, as well as areas of improvement. Constructive feedback helps to develop your confidence and plan for future development.

These are important points to consider in your role:

- engage with children
- listen to children
- communicate with children
- communication with other individuals
- record keeping
- complaints and compliments.

Who else could give you feedback on your practice?

Workbook notes

Learning activity

If in an employed role, supervision and appraisal will provide opportunities for you to have feedback on your work, to set goals and objectives for your personal and professional development, and discuss progress and/or concerns. While appraisals usually take place once a year, supervision is held more regularly.

You can find relevant information in:

- [A guide to supervising and appraising well](#)

Answer the questions below.

Workbook notes

1. **What is an employer's responsibility for supervision and appraisal?**

2. **What is your responsibility, as an early years and childcare worker, for supervision and appraisal?**

Progress log

Section 3: Professional practice as an early years and childcare worker

Name:

Name of workplace:

Induction start date:

Main area	Outcome	Evidence used	Assessed by whom and when	Manager's signature and date
3.1 Roles and responsibilities of the early years and childcare worker	<p>You are able to work in ways that:</p> <ul style="list-style-type: none">• embed the ethos and structure of the organisation or setting you work for and your role within it• take into account the ethos and structure of other organisations you work with and the links with your role and organisation or setting• take into account your own roles and responsibilities, what it requires you to do and the limits of your role• make use of support for yourself in undertaking your role• promote good practice by reporting matters that affect the welfare and safety of individuals or their carers, or practices that are unsafe or conflict with the ethos, policies and procedures of the organisation or setting• follow workplace policies and procedures.			

Main area	Outcome	Evidence used	Assessed by whom and when	Manager's signature and date
3.2 Partnership working	<p>You are able to work in ways that:</p> <ul style="list-style-type: none"> • recognise the range and roles of other workers in your organisation or setting, and other agencies that you may come into contact with • apply the principles of partnership working in your work with others • apply the principles of confidentiality in all communication with others • develop good working relationships with other workers and professionals while maintaining professional boundaries. 			
3.3 Team working	<p>You are able to work in ways that:</p> <ul style="list-style-type: none"> • demonstrate your understanding of the structure, purpose and make up of your own team, and how you contribute to its work. 			
3.4 Handling information	<p>You are able to work in ways that:</p> <ul style="list-style-type: none"> • follow your organisation's or setting's policies and procedures on the handling of information, including storing, recording, confidentiality and sharing • record written information with accuracy, clarity, relevance and an appropriate level of detail in a timely manner. 			

Main area	Outcome	Evidence used	Assessed by whom and when	Manager's signature and date
3.5 Personal conduct of early years and childcare workers	<p>You are able to work in ways that:</p> <ul style="list-style-type: none"> • uphold the early years and childcare profession, and role model best practice in your work. 			
3.6 Continuing professional development	<p>You are able to work in ways that:</p> <ul style="list-style-type: none"> • meet the regulatory and/or workplace requirements regarding learning and development in your role • actively identify your own learning and support needs, and work with your manager to develop and follow a personal development plan to meet these • actively prepare for and contribute to supervision and appraisal • reflect on your practice to support your professional development • develop the literacy, numeracy and digital competency skills needed to meet the requirements of your role. 			

Learning needs and opportunities:

Manager's signature:

Worker's signature: