

All Wales induction framework for

early years and childcare managers

Competency skills guidebook

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# Leadership and management in children’s care, play learning and development: Practice

The All Wales induction framework for early years and childcare managers is practice-based and it allows new managers to gather evidence based leadership and management skills. This guidebook will help you collect evidence in a natural occurring way, through your day-to-day work, which you can map into your competency skills progress logs, helping you put together an evidence-based practice portfolio within your first year in your new role.

The progress logs align with the mandatory learning outcomes of the City & Guilds Level 5 Leadership and Management of Children’s Care, Play, Learning, and Development: Practice qualification. While this qualification isn’t required in all early years and childcare settings, it is mandatory for leadership positions in Flying Start settings. You can find the list of approved qualifications for a Flying Start leader / person in charge here: [Flying Start leader / person in charge](https://socialcare.wales/qualifications-funding/qualification-framework/job-roles/flying-start/flying-start-leader).

# How to complete the competency skills of the All Wales induction framework for early years managers?

You will be collecting evidence in a natural way through your day-to-day work, using a variety of evidence. There’s a list below of possible examples of evidence that could be collected. **This isn’t a complete list, so you should also think of other ways you can gather the evidence needed.** It’s up to you how you map the evidence into your progress logs.

You can collect evidence for the portfolio on paper or electronically.

All work or recordings must be redacted so that children, families, carers and staff members can’t be identified in any piece of evidence being used.

Below is an [evidence log sheet](#Evidence_log_sheet) to make it easier for you to map work products as you come across them. This will support you when you complete your progress logs.

There are also some [examples](#Examples) of how to carry out and reference an observation, along with some work product evidence.

# Who can sign-off the portfolio?

Each section of the progress logs should be dated and signed by both you and the person who has judged that each induction standard has been achieved.

The person judging that you’ve met the induction standards must:

* have a working knowledge of the induction standards
* be occupationally competent in the area they’re judging
* be familiar with your practice.

This could be a range of different people, such as:

* the Responsible Individual
* a mentor
* a practice development lead
* another manager overseeing the work.

Once the progress logs for competency skills have been completed and signed off, you can download the [certificate of successful completion](https://socialcarewales-my.sharepoint.com/%3Ap%3A/g/personal/gemma_thain_socialcare_wales/EQOlGX5Yu25Pgl20Z7d-vXgBQCUsh_KJMHdpYnSuWylQUQ?e=WL7vIh). This will confirm that you have completed the All Wales Induction Framework for early years and childcare managers. You can use the certificate of successful completion as evidence to Care Inspectorate for Wales as part of their monitoring visit.

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# Examples of evidence-based practices

### Evidence: observations

What could be used as an example?

* **Leadership and management:** leading staff meetings, making decisions about resource allocation, implementing policies and procedures.
* **Staff supervision and training:** holding staff training sessions, overseeing staff performance, providing feedback and coaching.
* **Communication skills:** interacting with parents, communicating with staff, addressing concerns or issues.
* **Child development and learning environment:** planning and carrying out age-appropriate activities, making sure there’s a safe and stimulating learning environment.
* **Regulatory compliance:** making sure there’s compliance with licensing regulations, health and safety standards.
* **Problem solving and decision making:** dealing with unexpected challenges, making decisions about staffing or resource allocation.
* **Staff training:** Lead a staff training session on a specific topic, such as new policies or child development practices.

### Evidence: oral or written questioning

What could be used as an example?

* **Policies and procedures:** reviewing, updating and setting policies.
* **Child development:** planning age-appropriate activities for different developmental stages.
* **Health and safety:** carrying out safety drills, making sure there’s a safe environment.
* **Staff training and development:** organising training sessions for staff.
* **Communication and parental involvement:** talking to parents, organising parent manager meetings.

### Evidence: work products

What could be used as an example?

* **Policies and procedures:** the setting's policy manual, mandatory policies, and procedures related to health and safety, child protection, daily operations, staff induction.
* **Curriculum planning:** daily planning, activity plans/activity calendars.
* **Staff training materials:** training manuals, presentation slides.
* **Parental communication:** newsletters, updates, social media or organising parent workshops.
* **Health and safety:** emergency evacuation plans, incident reports, accident forms.
* **Staff performance:** assessing staff performance, setting goals, appraisals, one-to-ones.

### Evidence: personal statements/reflective accounts

What could be used as an example?

* **Leadership and management:** writing reflective accounts about significant leadership decisions, team challenges, or organisational change.
* **Professional development:** providing a personal statement describing your professional goals, learning experiences, and participation in workshops or training.
* **Communication and interpersonal skills**: reflective accounts about communication successes, challenges, or situations where feedback was provided.
* **Problem solving and decision making:** reflecting on a specific problem or decision you were faced with, explaining your thought process and the outcomes.
* **Crisis Management:** Reflect on a crisis situation, such as a sudden staff shortage, setting issues, or unexpected challenges.

### Evidence: professional discussion

What could be used as an example?

* **Leadership and management theories:** discussion about your leadership style, management theory, and your vision for the setting.
* **Educational practices and curriculum development:** discussion about your approach to educational practices, curriculum development, and creating a stimulating, inclusive learning environment.
* **Staff development and training:** discussion about your initiatives for staff development, training programmes and supporting professional growth.
* **Communication and stakeholder engagement:** discussion about your communication strategies with staff, parents and regulatory bodies.
* **Problem solving and decision making:** discussing specific instances where you had to make critical decisions or solve problems within the setting.
* **Reflective practice:** have a reflective discussion about your experiences, lessons learned, and areas for personal and professional growth.
* **Parental communication:** Talk about discussions with parents regarding a child's development or behavioural concerns.

### Evidence: statements/witness testimony

What could be used as an example?

* **Leadership and team management:** collect statements from staff members who have observed your leadership style, communication, and team-building efforts.
* **Parental engagement:** gather witness testimony from parents who have interacted with you about their child's experiences at the setting.
* **Conflict resolution and communication:** collect statements from staff members or parents who have witnessed you addressing and resolving conflicts.
* **Implementation of policies and procedures:** obtain statements from staff members about your adherence to policies and procedures.
* **Innovation and Improvement Initiatives:** gather witness testimony about your involvement in innovating practices or improving initiatives.
* **Emergency response:** gather witness testimonies from emergency drills such as fire drills, medical emergencies, or evacuations.

### Evidence: recognition of prior learning

What could be used as an example?

* **Educational qualifications:** evaluate own professional development, certifications, or relevant qualifications gained before starting your current role.
* **Professional development and training:** review your own history of professional development, workshops, and training programmes completed before starting your current position.
* **Work experience:** use your own work history and previous roles and responsibilities.
* **Innovative practices and initiatives:** recognise your own prior initiatives, innovations, or projects that have had a positive effect on the childcare or education sector.

**Each section of the workbook contains examples of evidence-based practices that will help you achieve the learning outcomes.**

# Section 1: Lead and manage child-centred practice

**This links to unit 501, City & Guilds Level 5 Leadership and Management of Children’s Care, Play, Learning and Development: Practice**

In this section you need to show how you bring child development theories into evidence-based practices. You must lead initiatives to uphold children's rights and voices, manage individualised learning plans, and oversee play-based approaches.

Evidence includes:

* using research
* carrying out child focused policies
* planning activities that support holistic learning and well-being

while working in line with regulatory standards.

Examples of this could be where you’ve led new or improved initiatives, for example, introducing sensory play, mindfulness practices for well-being or improving health and nutrition practices.

**Learning outcomes**

These are the learning outcomes and examples of how they can be met:

**1. Lead the use of research and evidence informed practice for the holistic development and well-being of children**

* Work products:
	+ provide examples of how current research findings are included into your setting's practices to enhance children's development and well-being.
	+ Write down where you made changes to practices because of evidence-based research.
* Personal statements/reflective accounts:
	+ show records of your own professional development in relation to child development theories and practices.
* Professional discussion:
	+ give evidence of how you encourage ongoing learning among staff.

**2. Lead and manage practice that promotes children’s rights and the voice of the child**

* Work products:
	+ provide the policies in place that make sure children’s rights are respected and promoted within the setting.
* Statements/witness testimony:
	+ highlight examples where children's voices have influenced decision-making within the setting.
* Observations:
	+ show the methods used to help effective communication with children, making sure their opinions and concerns are heard and considered.
* Professional discussion:
	+ show how you educate staff about the importance of children’s rights, to make sure the voice of the child is integral to how the setting works.

 **3. Lead and manage settings that apply an understanding of child development theories**

* Work products:
	+ give evidence about how the setting's curriculum is designed based on a comprehensive understanding of child development theories.
* Observations:
	+ provide examples of how you make sure age-appropriate activities are in line with developmental milestones.
* Personal statements/reflective accounts:
	+ share examples of how you tailor learning plans for each child based on their unique developmental needs and stages.
* Professional discussion:
	+ highlight training programmes or workshops carried out for staff to deepen their understanding of child development theories and their practical applications.

**4. Lead and manage practice that promotes and supports holistic learning, growth and development**

* Work products:
	+ show how the setting uses structured observation and assessment tools to monitor and support children’s holistic development. Show examples of how assessments are used to create learning strategies.
* Observations:
	+ demonstrate communication strategies that involve parents in their child’s holistic development, sharing progress and asking for input. Provide evidence of how you create an inclusive environment that considers different learning styles, backgrounds, and abilities.

**5. Lead and manage the use of play to support the holistic learning, growth and development of children**

* Work products:
	+ show that play-based learning programmes are used, highlighting how they contribute to a child’s holistic development. Share records of staff training sessions or workshops about effective play-based approaches.
* Personal statements/reflective accounts:
	+ provide evidence of how the setting’s physical environment is intentionally designed to encourage and help play for holistic learning.

**6. Lead and manage the planning process**

* Work products / observations:
	+ provide detailed curriculum plans in line with child development theories, that show understanding of holistic learning and development.
* professional discussion/observation:
	+ show examples of individualised learning plans that meet the unique developmental needs of children within the setting.

**7. Lead and manage support for change and transitions**

* Observations:
	+ show how change management initiatives are successfully used within the setting.
* Work products:
	+ provide evidence of child-focused transition plans and communication strategies.

**Resources**

* Care Inspectorate Wales – <https://careinspectorate.wales/our-reports>
* ESTYN –
	+ Thematic review – <https://www.estyn.gov.wales/thematic-reports>
	+ Annual reports - <https://www.estyn.gov.wales/annual-report>
	+ Inspection guidance for non-maintained settings <https://www.estyn.gov.wales/document/guidance-handbook-inspecting-care-andeducation-regulated-non-school-settings-eligible>
* Health Inspectorate Wales - <https://hiw.org.uk/reports>
* Children’s Commissioner’s publications - <https://www.childcomwales.org.uk/publications/>
* Young Wales - <http://youngwales.wales/>
* Children’s rights and participation - <https://www.childrenscommissioner.gov.uk/wpcontent/uploads/2017/07/Childrens_participation_in_decision-making_-_survey_of_participation_workers.pdf>
* Play Wales - <http://playwales.org.uk/eng/>
	+ Resources library - <https://play.wales/resources-library>
* United Nations Convention on the Rights of the Child - <https://www.gov.wales/sites/default/files/publications/2021-11/uncrc-summary-poster.pdf>
* National minimum standards for regulated childcare up to the age of 12 years - <https://www.gov.wales/sites/default/files/publications/2023-05/national-minimum-standards-for-regulated-childcare_0.pdf>
* Welsh Government:
* Childcare, play and early years workforce plan - <https://www.gov.wales/sites/default/files/publications/2022-12/early-years-workforce-plan.pdf>
* Early Outcomes Framework - <https://www.gov.wales/sites/default/files/publications/2019-07/early-years-outcomes-framework.pdf>
* Transition theory - [www.younglives.org.uk/sites/www.younglives.org.uk/files/BvLF-ECD-WP48-VoglerEarly-Childhood-Transitions.pdf](http://www.younglives.org.uk/sites/www.younglives.org.uk/files/BvLF-ECD-WP48-VoglerEarly-Childhood-Transitions.pdf)
* NICE guidance for children and young people - <https://www.nice.org.uk/guidance/population-groups/children-and-youngpeople/products?ProductType=Guidance&Status=Published>

# Section 2: Lead and manage effective team performance

**This links to unit 502, City & Guilds Level 5 Leadership and Management of Children’s Care, Play, Learning and Development: Practice**

As a setting manager, you’re responsible for leading and managing an effective team. This involves creating a positive and motivating work culture, overseeing values-based recruitment, and making sure during induction that new staff fit in with the setting's values.

The role also includes continuous professional development through supervision and performance reviews, as well as delegating tasks to improve the team's efficiency. It’s crucial that you deal with conflicts and poor performance, and you should promote innovation and adaptability to create a nurturing and successful environment.

**Learning outcomes**

These are the learning outcomes and examples of how they can be met:

**1. Lead and manage development of a positive culture which is motivating and inspiring**

* Observations:
	+ observe team interactions, morale, and the overall work atmosphere.
* Oral or written questioning:
	+ explain what strategies are used to create a positive culture and give examples of their effect.
* Personal statements/reflective accounts:
	+ reflect on personal approaches to developing motivation and inspiration within the team.

**2. Lead and manage effective values-based recruitment and selection processes**

* Work products:
	+ provide copies of updated job descriptions that are in line with the organisation's values.
* Oral or written questioning:
	+ discuss why specific questions are asked during interviews to assess how candidates align with the organisation’s values.
* Statements/witness testimony:
	+ get feedback from team members involved in the recruitment process.

**3. Lead and manage workers’ values-based induction**

* Observations:
	+ be observed during an induction process to show how values are embedded.
* Personal statements/reflective accounts:
	+ reflect on the success of induction programmes in integrating new members into the values and culture.
* Professional discussion:
	+ discuss what’s most important for an effective values-based induction.

**4. Lead and manage continuing professional development of workers through supervision and performance reviews**

* Observations:
	+ be observed during a performance review to assess your approach and effectiveness.
* Work products:
	+ provide samples of professional development plans created for team members.
* Oral or written questioning:
	+ talk about the effect of supervision and performance reviews on individual development.

**5. Manage poor performance**

* Work products:
	+ review of inconsistent or incomplete documentation.
* Observations:
	+ be observed while you observe staff.
* Professional discussion:
	+ discuss with staff to identify issues and improvement steps.

**6. Manage conflict within teams**

* Observations:
	+ be observed while you manage a disagreement
* Professional discussion:
	+ discuss an opportunity for a mediation session to address conflict and set goals.
* Statements/Witness Testimony
	+ Get feedback on how you manage conflict and the impact on team performance.

**7. Manage the delegation of tasks**

* Work products:
	+ Share delegation plans and records of assigned tasks.
* Observations:
	+ be observed while the delegation process is in action.
* Professional discussion:
	+ discuss the thinking behind task delegation decisions and outcomes.

**8. Lead and manage innovation and change**

* Work products:
	+ show documentation of any changes and innovations put in place.
* Personal statements/reflective accounts:
	+ reflect on personal experiences leading and managing change.
* Recognition of prior learning (RPL):
	+ acknowledge any relevant experiences or qualifications related to change management.

**Resources**

* Social Services and Well Being (Wales) Act 2014 - <https://socialcare.wales/resources-guidance/information-and-learning-hub/sswbact/overview>
* National minimum standards for regulated childcare up to the age of 12 years - <https://www.gov.wales/sites/default/files/publications/2023-05/national-minimum-standards-for-regulated-childcare_0.pdf>
* National Institute for Health and Care Excellence - [www.nice.org.uk/guidance](http://www.nice.org.uk/guidance)
* Welsh Language Act 1993 and Welsh Language Standards Regulations 2015 - <https://www.welshlanguagecommissioner.wales/media/hgqdctio/code-of-practice-regulations-1.pdf>
* Lone Workers Policy & Guidelines 2010 - <https://heiw.nhs.wales/files/key-documents/policies/human-resources-policies/heiw-lone-working-policy-and-procedure-january-2021-v1-pdf/>

# Section 3: Lead and manage the quality of workplace/setting

**This links to unit 503, City & Guilds Level 5 Leadership and Management of Children’s Care, Play, Learning and Development: Practice**

This section focuses on how you enhance the quality of childcare by:

* understanding the foundations
* implementing effective monitoring systems
* using feedback from parents, staff, children, regulatory bodies, audits, incident reports, professional development sessions, peer reviews, and community engagement.

This approach makes sure there’s continuous improvement for the well-being and development of children in the setting.
 **Learning outcomes**

These are the learning outcomes and examples of how they can be met:

**1. Understand theories, methods and models which can be used to support the service provision to meet the requirements for quality standards**

* Observations:
	+ regularly observe staff interactions with children, making sure they’re in line with recognised theories.
* Oral/written questioning:
	+ have discussions and write down explanations about applying relevant theories in daily activities.
* Work products:
	+ show how staff use theories in their practices.
* Reflective accounts:
	+ ask staff to write reflections on applying theories to enhance care and education.

**2. Lead and manage the implementation of systems, procedures and practice to monitor, measure and improve performance of the workplace/setting**

* Observations:
	+ in a team meeting, guide staff through an observation of implementing a new monitoring system.
* Professional discussion:
	+ discuss current systems, identify areas for improvement, and plan implementation.
* Recognition of prior learning:
	+ acknowledge and include team members' past experiences into current practices.

**3. Lead the implementation of systems, procedures and practice to monitor, measure and improve performance of the service provision**

* Statements/witness testimony:
	+ gather testimonials from staff witnessing improvements in the service.
* Professional discussion:
	+ identify key performance indicators and set targets for continuous improvement.

**4. Lead and manage the use analysis of incidents, compliments, concerns and complaints to improve the workplace/setting**

* Observations:
	+ regularly observe and analyse how incidents and concerns are handled, providing feedback for improvement.
* Statements/witness testimony:
	+ gather statements from staff effectively dealing with incidents and showing contributions to improvement.
* Professional discussion:
	+ discuss specific incidents and talk about ideas for future workplace improvements.

# Section 4: Professional practice

**This links to unit 504, City & Guilds Level 5 Leadership and Management of Children’s Care, Play, Learning and Development: Practice**

This section is about understanding managerial roles and responsibilities and developing leadership skills that value equity, equality, and diversity. It covers:

* effective partnership management
* leading requirements for presenting and storing information
* making sure ongoing professional development is in line with legislative requirements, standards, and codes of conduct and professional practice.

 **Learning outcomes**

These are the learning outcomes and examples of how they can be met:

**1. Understand the role, responsibilities and accountabilities of a manager:**

* Observations:
	+ show how to effectively delegate tasks, resolve conflicts, and make informed decisions every day.
* Oral or written questioning:
	+ write an assessment of the legal responsibilities and ethical considerations involved in managing a setting.
* Personal statements/reflective accounts:
	+ discuss a challenging situation you faced, explaining how you applied your managerial skills and what you learned from the experience.

**2. Develop leadership skills and ethical practice that recognises and values equity, equality and diversity**

* Work products:
	+ show how policies and practices promote diversity and inclusion within the setting.
* Statements/witness testimony:
	+ gather testimonials fromworkers showing you’ve addressed an ethical dilemma relating to equity or diversity, showing your ability to make fair decisions.
* Professional discussion:
	+ discuss strategies you used to create an inclusive environment, where you considered the different needs of children, parents, and staff.

**3. Lead and manage effective partnership working**

* Statements/witness testimony:
	+ gather testimonials from stakeholders, such as parents or external partners, that acknowledge your effective collaboration and partnership skills.
* Recognition of prior learning:
	+ make a note of successful collaborative projects from past experiences, showing your ability to lead effective partnerships.

**4. Lead and manage information requirements for presenting, recording, reporting and storing information**

* Work products:
	+ provide examples of well-organised and accurate records, reports and presentations related to the setting’s operations and child development.
* Professional discussion:
	+ discuss how you would handle information confidentially and securely, while complying with legal and regulatory requirements.

**5. Ensure your own continuing professional development meets legislative requirements, standards and the codes of conduct and professional practice**

* Professional discussion:
	+ discuss your own professional development plan, including attendance at relevant training, conferences and professional networks that adhere to codes of conduct.
* Oral or written questioning:
	+ provide a written assessment of your knowledge of current legislative requirements and professional standards, making sure your professional development is in line with these.
* Personal statements/reflective accounts:
	+ reflect on how you’ve applied new knowledge gained through professional development activities, showing the effect on your practice.

# Section 5: Lead and manage practice which promotes the safeguarding of children

**This links to unit 505, City & Guilds Level 5 Leadership and Management of Children’s Care, Play, Learning and Development: Practice**

This section focuses on leading and managing practices so that children are safe and well. It involves:

* legal and organisational safeguarding requirements
* continuous development of knowledge in child safeguarding
* the use of practices that prevent harm and abuse.

It emphasises promoting children's rights, choices, well-being, and positive relationships, while making sure they’re kept safe.

You should consider the specific context of your setting and adapt these examples to fit-in with your own setting's practices and policies.

**Learning outcomes**

These are the learning outcomes and examples of how they can be met:

**1. Lead and manage compliance with legislative, regulatory and organisational requirements for the safeguarding of children**

* Observations:
	+ be observed making sure staff follow relevant legislative and regulatory requirements. For example, observing staff checking identification before allowing someone to pick up a child.
* Work products:
	+ review and analyse policies, procedures, and records you’ve developed so they comply with safeguarding legislation and organisational requirements.
* Statements and witness testimony:
	+ collect statements from staff members confirming the guidance you’ve given and actions taken to maintain compliance.

**2. Develop and maintain knowledge and understanding of the safeguarding of children**

* Oral or written questioning:
	+ write assessments that show your knowledge of current safeguarding practices, relevant laws, and emerging issues.
* Professional discussion:
	+ have a discussion where you can show your continuous efforts to stay up-to-date on safeguarding developments through training, conferences, or professional networks.

**3. Lead and manage practice that safeguards children from harm and abuse**

* Statements/witness testimony:
	+ gather statements from staff or parents who’ve witnessed you effectively handling situations involving potential harm or abuse, and where you’ve had to respond to potential safeguarding issues, showing your ability to quickly take appropriate action.
* Recognition of prior learning:
	+ acknowledge and document times when you’ve successfully prevented harm or abuse through previous experiences and practices.

**4. Lead and manage practice that supports rights, choice, well-being and positive relationships to promote safeguarding**

* Personal statements/reflective accounts:
	+ provide reflective accounts about how your leadership style creates positive relationships, respects children's rights, and promotes overall well-being.
* Professional discussion:
	+ discuss your approach to balancing safeguarding requirements with promoting positive relationships and individual rights within the setting.

**5. Lead and manage practice that supports children to be kept safe**

* Observations:
	+ be observed putting safety measures in place within the setting, such as secure entry systems, supervised outdoor activities, or clear communication channels for reporting concerns.
* Statements/witness testimony:
	+ gather statements from staff where you’ve carried out emergency situations that assess your ability to coordinate and lead the staff in keeping the children safe.
* Recognition of prior learning:
	+ recognise and document past experiences where you’ve successfully put in place practices to keep children safe.

**Resources**

* Office of the Public Guardian – safeguarding - [https://www.gov.uk/government/publications/safeguarding-strategy-2019-to-2025-](https://www.gov.uk/government/publications/safeguarding-strategy-2019-to-2025-office-of-the-public-guardian)
* [office-of-the-public-guardian](https://www.gov.uk/government/publications/safeguarding-strategy-2019-to-2025-office-of-the-public-guardian)
* Charitable organisation safeguarding - <https://www.gov.uk/government/publications/strategy-for-dealing-withsafeguarding-issues-in-charities> and <https://www.gov.uk/guidance/charities-how-to-protect-vulnerable-groups-includingchildren>
* DBS checks - <https://www.gov.uk/government/organisations/disclosure-and-barringservice>
* Eligibility - <https://www.gov.uk/government/collections/dbs-eligibility-guidance>
* DBS referrals - <https://www.gov.uk/guidance/making-barring-referrals-to-the-dbs>
* SSWBA part 7 safeguarding - <https://socialcare.wales/hub/statutory-guidance>
* Live Fear Free - <https://www.gov.wales/live-fear-free>
* Modern Slavery - <https://www.gov.wales/welsh-government-modern-slavery-statement>
* National Independent Safeguarding Board - practice reviews - <https://safeguardingboard.wales/2020/01/28/findings-from-a-thematic-analysis-of-child-practice-reviews-in-wales/>
* North Wales RSB (good example of RSB website - <https://www.northwalessafeguardingboard.wales/>
* All Wales Basic Awareness Safeguarding Pack - <https://socialcare.wales/learning-anddevelopment/safeguarding>
* Prevent duty guidance: England and Wales (2023) - <https://www.gov.uk/government/publications/prevent-duty-guidance>

# Section 6: Lead and manage health, safety and security in the workplace/setting

**This links to unit, 506, City & Guilds Level 5 Leadership and Management of Children’s Care, Play, Learning and Development: Practice**

This section focuses on health, safety, and security management in the workplace. The objectives include:

* making sure legal requirements are complied with
* overseeing health and safety risk assessments for children
* effectively managing the risks associated with work-related ill-health.

It gives you the skills to create a secure and healthy environment for both staff and children, while complying with regulations and standards.

**Learning outcomes**

These are the learning outcomes and examples of how they can be met:

**1. Understand legislative and regulatory requirements for health, safety and security in the workplace/setting**

* Observations:
	+ observe staff and children to make sure they’re following safety protocols and procedures required by law.
* Oral or written questioning:
	+ be questioned about your understanding of specific regulations, such as fire safety requirements, and how you make sure the setting complies with them.
* Work products:
	+ provide documentation, such as a comprehensive policy manual, explaining how the setting follows legislative and regulatory requirements.
* Personal statements/reflective accounts:
	+ reflect on a situation where you’ve had to address a compliance issue, showing your understanding and how you’ve applied relevant regulations.

**2. Monitor and maintain compliance with health, safety and security requirements**

* Observations:
	+ carry out safety checks, making sure fire exits are clear, and that safety equipment works.
* Work products:
	+ show records of safety audits, inspection reports, and action plans developed to deal with any non-compliance issues.
* Personal statements/reflective accounts:
	+ reflect on making sure there’s ongoing compliance, perhaps through regular staff training sessions or updates on safety procedures.

**3. Lead and manage health and safety risk assessments for children**

* Simulation:
	+ create a scenario where you carry out a risk assessment for a new play area, considering potential hazards and implementing necessary measures.
* Observations:
	+ carry out a risk assessment for a new play area, taking into consideration any potential hazards and dealing with them as necessary.
* Professional discussion:
	+ discuss how you involve staff in risk assessments, making sure there’s collective responsibility for identifying and mitigating risks.
* Work products:
	+ give examples of risk assessments for different activities, showing a systematic approach to identifying and managing risks.

**4. Lead and manage the risks of work-related ill-health**

* Statements/witness testimony:
	+ collect testimonials from staff about your efforts to create a healthy work environment and prevent work-related ill-health.
* Recognition of prior learning:
	+ show evidence of how you’ve implemented successful initiatives in the past that reduced work-related ill-health.
* Professional discussion:
	+ discuss your approach to promoting staff well-being, perhaps by providing examples of initiatives such as ergonomic improvements or stress management programmes.

**Resources**

* Control of Substances Hazardous to Health (COSHH) - https://www.hse.gov.uk/coshh/index.htm
* Dermatitis in health and social care - <https://www.hse.gov.uk/healthservices/dermatitis.htm>
* Electrical safety at work - <https://www.hse.gov.uk/electricity/index.htm>
* Equipment safety - <https://www.hse.gov.uk/healthservices/equipment-safety.htm>
* Falls from windows or balconies in health and social care - <http://www.hse.gov.uk/pubns/hsis5.htm>
* Falls from windows - <http://www.hse.gov.uk/healthservices/falls-windows.htm>
* How the Lifting Operations and Lifting Equipment Regulations apply to health and social care - <http://www.hse.gov.uk/pubns/hsis4.htm>
* Infections at work - <http://www.hse.gov.uk/biosafety/infection.htm>
* Legionella - <http://www.hse.gov.uk/healthservices/legionella.htm>
* Managing the risk from hot water and surfaces in health and social care - <http://www.hse.gov.uk/pubns/hsis6.htm>
* Managing stress in the workplace - <http://www.hse.gov.uk/stress/standards/index.htm>
* Moving and handling: <http://www.hse.gov.uk/healthservices/moving-handling.htm>
* Public Health Wales infection prevention control -
* <http://www.wales.nhs.uk/sitesplus/888/page/95109>
* Reporting injuries, diseases and dangerous occurrences in health and social care -
* <http://www.hse.gov.uk/pubns/hsis1.htm>
* RIDDOR - <http://www.hse.gov.uk/riddor/index.htm>
* Sensible risk assessment - <http://www.hse.gov.uk/healthservices/sensible-riskassessment-care-settings.htm>
* Scalding and burning - <http://www.hse.gov.uk/healthservices/scalding-burning.htm>
* Sharps injuries - <http://www.hse.gov.uk/healthservices/needlesticks/index.htm>
* Slips and trips - <https://www.hse.gov.uk/healthservices/slips/index.htm>
* Workplace violence - <https://www.hse.gov.uk/healthservices/violence/index.htm>
* Work related ill health - <https://www.hse.gov.uk/statistics/industry/health.pdf>

# Appendices

## Evidence log sheet

* Learning outcomes (LO) should be covered several times

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| **Item of evidence** | **Location** | **Reference number** | **Link to learning outcomes (√)** |
| **Section 1** | **Section 2** | **Section 3** | **Section 4** | **Section 5** | **Section 6** |
| **LO1** | **LO2** | **LO3** | **LO4** | **LO5** | **LO6** | **LO7** | **LO1** | **LO2** | **LO3** | **LO4** | **LO5** | **LO6** | **LO7** | **LO8** | **LO1** | **LO2** | **LO3** | **LO1** | **LO2** | **LO3** | **LO4** | **LO5** | **LO1** | **LO2** | **LO3** | **LO4** | **LO5** | **LO1** | **LO2** | **LO3** | **LO4** |
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* Location key: P = portfolio, O = office (add further categories as appropriate)
* Reference Number = create a reference number to locate evidence within your portfolio

## Examples

### Example of an observation:

This observation has been referenced in the [example of an evidence log sheet](#Example_evidence_log_sheet)

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| Setting: Sunny Kids Flying Start, Merthyr TydfilThe observation takes place on a Tuesday morning, during the busy hours of 8.40am to 9.40am.The nursery manager's office is opposite to the main play area, so the children can be easily supervised. The office is organised, with a desk, computer, and shelves displaying staff files, policies and procedures. The setting is light, bright and airy, creating a warm and welcoming atmosphere.The manager begins the day by holding a brief staff meeting. She discusses the day's schedule, highlights any special instructions, and emphasises the importance of maintaining a safe and nurturing environment for the children. She communicates clearly and sets a positive tone for the day.During drop-off time, the manager greets parents warmly and deals with any concerns they may have. She takes time to talk to parents about their child's day, showing genuine interest and reinforcing the setting’s commitment to open communication.The manager visits each room, making sure that practitioners are engaged with the children. She actively interacts with the children, asking about their activities and well-being. The manager offers support and suggestions to practitioners when needed, helping to create an atmosphere where everyone works together.The manager notices a practitioner struggling with a disruptive child, and she step in to help. She uses effective behaviour management techniques, emphasising a positive approach. Her support encourages the practitioner and keeps a consistent and calm atmosphere in the room.The manager goes to her office to handle administrative tasks. She responds promptly to emails, updates attendance records, and reviews upcoming events. Her organisational skills and efficiency contribute to the smooth running of the setting.The observation ends with the manager overseeing outdoor playtime. She actively engages with the children, making sure they’re safe and having fun. Her presence gives a sense of security, and she takes the opportunity to watch the children interacting, stepping-in when needed to promote positive social behaviour. |

**What sections and learning outcomes would you reference this observation to and why?**

* **Section 1, learning outcome 1**: The nursery manager uses evidence-based practices and child development theories in her interactions and decision-making. You can see this in how she supports the practitioner and in her emphasis on a positive, research-informed approach to managing behaviour.
* **Section 1, learning outcome 2**: The manager promotes children's rights by actively engaging with the children and making sure their voices are heard. She has open communication with parents, respecting and advocating for the rights of both children and their families.
* **Section 1, learning outcome 3**: Throughout the observation, the manager shows a clear understanding of child development theories. Her interactions with children and support for practitioners are in line with theories that promote positive and holistic development.
* **Section 1, learning outcome 4:** The manager's involvement in outdoor play supervision and her interactions with children and staff reflect her commitment to holistic learning and development. She makes sure there’s a well-rounded approach to the children's educational and emotional well-being.
* **Section 1, learning outcome 5:** The manager actively takes part in outdoor play, recognising the importance of play in children's development. Her interaction with the children creates a positive and supportive environment that promotes learning through play.
* **Section 1, learning outcome 6:** The manager's morning briefing and classroom walkthrough show her leadership in the planning process. She makes sure the practitioners are well-informed and prepared, contributing to a well-organised and effective childcare programme.
* **Section 1, learning outcome 7:** During the observation, the manager supports a practitioner dealing with a challenging situation, showing her ability to manage change and transitions effectively. Her hands-on approach and guidance contributes to a smooth transition for both the practitioner and the child.
* **Section 2, learning outcome 1:** The manager's positive and supportive interactions with both staff and children contribute to the development of a positive and motivating culture within the setting.
* **Section 2, learning outcome 6:** The observation doesn't directly cover team conflict or poor performance, but the manager's proactive support for the practitioner facing challenges shows a potential ability to deal with conflict and performance issues constructively.
* **Section 2, learning outcome 7:** The manager's hands-on approach and support for practitioners during challenging situations showed her readiness to embrace innovation and manage change effectively.

This observation has been referenced in the [example of an evidence log sheet](#Example_evidence_log_sheet)

### Example of work products:

These work products have been referenced in the [example of an evidence log sheet](#Example_evidence_log_sheet)

|  |  |  |
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| **Work products** | **Mapped to** | **Why** |
| **Annual strategic plan for the nursery (innovation)** | Section 1Learning outcome 1Learning outcome 7 | The strategic plan should include research and evidence-based practices to ensure children’s holistic development and well-being.The strategic plan should encourage innovation and include strategies for managing and implementing change. |
| **Policies and procedures manual (quality standards)** | Section 1Learning outcome 2Section 3Learning outcome 5Section 5Learning outcome 5 | The policies should promote children's rights and include ways of considering the voice of the child in decision-making.The policies should reflect relevant theories and models to meet quality standards in the service provision.The quality assurance plan includes practices to make sure children are kept safe within the nursery. |
| **Staff training and development programme****Continuing professional development training plan** | Section 1Learning outcome 3Section 4Learning outcome 5Section 5Learning outcome 2 | The training programme should include the latest child development theories to enhance staff understanding and use in practice.The policies may include guidelines so that continuing professional development is in line with legislative requirements and professional standards. |
| **Recruitment and onboarding process, induction, performance appraisals** | Section 2Learning outcome 1Section 2Learning outcome 2 | The recruitment and onboarding process should contribute to creating a positive and motivating culture within the nursery.The performance appraisal system should be in line with the values-based recruitment and selection processes, so there’s consistency in evaluating staff. |
| **Safeguarding policies and procedure** | Section 5Learning outcome 1Section 5Learning outcome 2Section 5Learning outcome 3 | Safeguarding policies in the manual make sure there’s compliance with legislative, regulatory, and organisational requirements.The training programme helps staff have the right knowledge and understanding of safeguarding children.The emergency readiness plan should include provisions for supporting the rights, well-being, and positive relationships of children, to promote safeguarding. |

These work products have been referenced in the [example of an evidence log sheet](#Example_evidence_log_sheet)

### Example of an evidence log sheet

Learning outcomes should be covered more than once

This would also be mapped into the [part B progress logs AWIF EYCC Managers](https://socialcarewales-my.sharepoint.com/%3Aw%3A/g/personal/gemma_thain_socialcare_wales/ETNVsg2MpcRLuVV-cym8J0cBINJ8Mgv15r1fMV_Vjdw04Q?e=mUOMMJ)

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| **Item of evidence** | **Location** | **Reference number** | **Link to learning outcomes (√)** |
| **Section 1** | **Section 2** | **Section 3** | **Section 4** | **Section 5** | **Section 6** |
| **LO1** | **LO2** | **LO3** | **LO4** | **LO5** | **LO6** | **LO7** | **LO1** | **LO2** | **LO3** | **LO4** | **LO5** | **LO6** | **LO7** | **LO1** | **LO2** | **LO3** | **LO1** | **LO2** | **LO3** | **LO4** | **LO5** | **LO1** | **LO2** | **LO3** | **LO4** | **LO5** | **LO1** | **LO2** | **LO3** | **LO4** |
| Observation |   |   | √ | √ | √ | √ | √ | √ | √ | √ |  |  |  |  | √ | √ |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Strategic plan |   |   |  √ |   |   |   |   |   |   |   |   |   |   |   |   |  √  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Policies and procedures (quality) |   |   |   |  √ |   |   |   |   |   |   |   |   |   |   |   |    |  √ |   |   |   |   |   |   |   |   |   |   |   |  √ |   |   |   |   |
| Training & development plan |   |   |   |   |  √ |   |   |   |   |   |   |   |   |   |   |    |   |   |   |   |   |   |   |  √ |   |  √ |   |   |   |   |   |   |   |
| Recruitment process |   |   |   |   |   |   |   |   |   |  √ |  √ |   |   |   |   |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Safeguarding process |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |   |   |   |   |   |   |   |   |  √ |  √ |  √ |   |   |   |   |   |   |
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