OBSERVATIONS, ASSESSMENTS & PLANNING POLICY

As a childcare provider it is vital that I undertake continuous observations and assessments of the children, in my care. Using the EYFS as my guide I will ensure that every child receives an excellent package of care that is tailored to meet their individual needs. In order to achieve this objective it is essential, that my observations form a basis for my assessments and planning. This will ensure consistency and allow the child the tools to move forward and grow.

AIMS AND OBJECTIVES

To work in partnership with parents to enhance and build on the child’s current development and learning experience. Allowing every child to achieve their full potential, and giving them opportunities to explore their own abilities and reach their own personal goals in life.

INITIAL MEETING/ASSESSMENT

When a child first comes to my setting, this is the beginning of their journey. This is where the role of the parent is most important to pass on as much information as possible. During the settling in period I will gather information from the parent about the child. I will ask them to complete an About Me form this gives them the chance to give me basic information about the child’s likes and dislikes and favourite things, friends, etc.

I will then discuss with the parent any previous experience the child has of childcare, details of the child’s early development stages, where the child is in terms of their development and any issues they are currently dealing with such as potty training, behaviour issues, sleeping issues, etc. This meeting maybe quite lengthy, as the more information I have to work from the easier my job is in terms of best meeting the child’s needs and helping forming a good relationship. Where the child feels safe and secure and gives a good base for future learning and development.

PROGRESS CHECK - AGE TWO

As part of the EYFS regulations states that all practitioners must undertake a Progress Check at Age Two. This check provides parents/carers with a report of the child’s current progress and development. This assessment should include a short summary of the child’s development in the prime areas. It should identify the child’s strengths and also any areas where the child development is less than is expected.

This allows practitioners to highlight any concerns there may have with any area of development. If there is a concern then the right support can be obtained to identify any special educational need or disability. I will work in partnership with the
parents and any other health care professional to come up with an agreed plan to ensure that any future learning is supported.

I will ensure clear communication and review my practice to enable versatility. Any assessments that are carried out are confidential and information will only be shared on a need to know basis and with the authorisation of the parents.

**Observations**

Methods of observation will include:

- Photographs
- Paintings/drawings
- Spot it with post it notes
- Development observations- bullet point summary
- Video clips

My day to day planning will form a platform for my observations, and will enable me the opportunity to observe the child at play, in different environments, playgroups, physical activities, etc.

**Learning**

There will be three main types of learning:

- Adult guided
- Child initiated learning
- Adult led learning

In order to do this here are some of the activities that the children will be enjoying:

- Planned activity
- Free play
- One to one activities
- Physical activities
- Group activities
- Understanding the World
- Literacy
- Mathematics
- Expressive Arts and Design

**Assessments/Planning**

Through my observations I will be able to assess the children in my care against the EYSF- Development Matters. This allows me to inform parents at every stage of their child’s development, where their child is at and the areas that we can focus on to support the child’s learning. It is important for a child’s development that there is a strong link and good communication between parents and myself in order that the
learning is continued and embraced at home. This should give the child the most support and encouragement that will hopefully pave the way for any future learning.

Through my observations and assessments, I will plan my future activities around the child development needs, with the child placed at the centre and focusing on how the child learns. This will allow me an insight into the characteristics of effective learning.

**PARENTS PARTICIPATION**

A Parents role is vital in this process as they have many opportunities for on the spot learning and the best knowledge and insight into bring out the best in their child. This is why I actively encourage their input and ideas/feedback on how they feel I can best meet the learning needs of the child.

I will give feedback on a day to day basis about general matters. I will also give more formal feedback and ask parents to sign the child’s learning journal and assessments sheets. I feel it is important to give parents the chance to have a progress update and this will be achieved by arranging a more formal parents day where they can come in at a convenient time and have a chat, look at the child’s learning journal and work they have done. This gives me chance to evaluate the work I am doing and assess the need for any changes to be made to promote and support the child’s learning journey.