

Observation, Assessment and Record Keeping Policy

Crèche Cois Laoi is committed to supporting each child in developing their potential at their own pace and to know how each child in our care is progressing through appropriate observation, assessment and record keeping.

Why we observe

1. To get to know and monitor each child's individual progress, including
 - How the child adapts to the Crèche
 - How the child interacts with other children
 - To gain a better sense of each child's uniqueness
 - To get to know how each child is progressing
 - To get to know a child's strengths
 - To get know a child's likes and dislikes
2. To assist staff in developing a way of working, that is child-centred, built on each child's individual needs, interests and abilities, as well as, meeting the needs of a group as a whole
3. To assist staff in planning developmentally appropriate activities and choosing appropriate materials and methods for delivery to suit individual children
4. To help staff recognise areas where a child may need support

How staff observe

1. Each child is allocated a member of staff as a key worker. The key worker has special responsibility for each child they are assigned. The key worker assesses the child's development and ensures that the experiences provided are matched to the child's abilities, needs and developmental level.
2. All staff conducts mini observations on a day to day basis, recording them informally on mini stickers and notebooks.
3. Staff are encouraged to record factually and to make no assumptions or interpretations
4. Staff conducts planned observations on a weekly basis using various methods e.g. narrative, checklist, target child observations, event sampling and anecdotal notes
5. Sample work and photographs are also gathered as part of the observation process.
6. Each week, staff are allowed time away from regular activity to reflect on observations, plan activities and incorporate changes needed

7. Developmental progress reports are also conducted on each child three times during the year and this information is shared with parents each year.

Parent's involvement

Parents are encouraged to share their observations with staff e.g. what a child likes to do at home. Staff inform parents about what children show an interest in on a regular basis and support parents in terms of activities their children might enjoy at home. Staff inform parents about observations and remind them that they can have access to these at any time.

Assessment

Crèche Cois Laoi staff assess children's development through observation, listening and engaging with the children on a daily basis

Programmes and curriculum's are constantly reviewed and assessed by group leaders and the Crèche manager.

Resource files are available to assist staff to enhance activities following review of observations.

The Crèche Manager visits each room on a regular basis and assesses children's participation in activities, effectiveness of the activities, room layout, play environment, and how effectively the Weekly Room Plans are being implemented.

Observations are correlated in each child's file and these are used to monitor a child's physical, intellectual, emotional and social development.

A progress assessment is carried out when a child has settled into a new room and two further assessments are carried out during the year.

Record Keeping

Each room has a folder for each child and this is updated regularly with observations notes, sample work and reports. Each child has a master file record, which is kept in a locked filing cabinet in the main Crèche office.

Parents may access their child's records at any time. All records in the crèche comply with the Crèche Data Protection Policy.

(See Data Protection Policy on Page 89 for more information)