

# Cypw level 2 shc 21

Education, Special Education



CYPW Level 2 Unit SHC22 Introduction to communication in health social care or children's and young people's setting. Task 1 – Links to learning outcome 1, assessment criteria 1.1, 1.2 and 1.3

1.1- Describe the duties and responsibilities of your role: To assist and support the Early Years Leader. Work as a member of the staff team, under the supervision of the Early Years Leader, to provide safe, high quality care and education for all attending pre-school. To support each child's transition from home and recognise the importance of creating positive links with parents in accordance with the policies of pre-school.

To respond to the individual needs of the children. Listen effectively and appropriately to the needs of the parents. To have skills and knowledge in matters concerning children's health and safety and to provide a safe environment at all times. To be aware of, and maintain at all times, Christ Church pre-school's confidentiality policy. To maintain the accident book, register's and other records as the need arises. To maintain apparatus to high standard. Attend regular staff meetings and be familiar with the organisation of preschool. Assist with fundraising activities.

1. – Identify standards that influence the way your role is carried out: EYFS Children's Act 1989 Children's Act 2004 Data Protection Act 1998 Admissions Policy Settling In & Transition Policy Equality & Diversity Policy Special Educational Needs/Disability Policy Health & Safety Policy Fire Procedure Risk Assessment Forms Continence & Personal Development Policy Medication Policy Medication Forms Safeguarding Children Policy & Procedures Behaviour Management Policy & Practice Confidentiality Policy Data Handling Policy Record Keeping Guidance Emergency Closure Policy

Parental Involvement Policy Visitors Policy Complaints Procedure Procedure in the event of an allegation being made against a member of staff Staffing & Employment Policy Code of Conduct - Promoting Safe Practice Social Networking Policy Internet Policy Mobile Telephone Policy Drugs and Alcohol Policy Harassment & Bullying Policy & Procedure Whistle Blowing Policy Student Placement Policy Volunteer Policy Procedure for Uncollected Children Procedure for when a child leaves the group unaccompanied Equipment & Resources Policy Environmental Policy Food & Drink Policy Healthy Eating Policy

Procedure for Outings Consent Form for Outings 1. 3- Describe ways to ensure that personal attitudes and beliefs do not obstruct the quality of work: listen, be patient and don't be judgmental and stay impartial this could also include being supportive and empathetic in certain situations. Making sure a variety of toys, snacks and activities are tailored and available for different children's and children's parents beliefs and background this is a lovely way to teach children about the differences there are in each other and showing them its nice and exciting to have individual experiences and beliefs.

I particularly like the celebrations of different festivals and special occasions from around the world and how the children love to get involved either by dressing up in costume's, trying new and different foods or listening to the different types of music from other countries. Making sure all the children and children's parents/carers are made to feel important and that you can be approached by them at anytime and they feel you can be open-minded but professional about any concerns or worries they may have.