

Beechwood Childcare Limited

Observation policy

In order to help children learn at a level appropriate to them, Beechwood Childcare will make observations of children with regards to their learning and development whilst in the setting. Any member of Beechwood staff found within the setting that has an impact on the child's learning may be required to carry out such observations.

If a child requires extra learning, support observations may need to be made by another professional, our SENCO lead will support each setting with these observations and referrals made to relevant external sources other than Beechwood staff. In these cases the matter will be discussed with the parents/carers of the child in question before any such observations take place.

It may be a requirement of various educational establishments, such as colleges and schools, that students based within the setting will be required to make observations of children. In these cases students will first produce a letter, to the parents / carers, asking for permission to observe children. Once signed permission has been received they will be allowed to undertake observations of children. Observations will be subject to review by senior staff within the setting, usually the Officer in Charge. Any observations made by students that are to be used as evidence for any educational course will not contain any personal details that may result in the child being identified.

Observations pertaining to the development of the children are strictly confidential; those staff members responsible for making observations, senior staff members and parents will have access to these observations. Supervised access will also be given to outside authorities for the purpose of checking appropriateness and accuracy.

As well as checks by external authorities, Beechwood will check for appropriateness and accuracy of observations. This will be done through liaising with senior members of staff on a regular basis.

The findings of observations will be recorded appropriately before being stored securely on their individual accounts on Tapestry.