



## **ADDITIONAL RESPONSIBILITIES POLICY**

Staff within York Childcare Ltd (YCL) have the opportunity to develop their skills and expertise whilst supporting the range of needs within each nursery through taking on an additional responsibility.

The current statutory areas of responsibility are:

- Behaviour
- Child Protection / Safeguarding
- Communication, Language & Literacy
- Equal Opportunities and Inclusion
- Health & Safety
- SENCO

Some nurseries may offer additional (ie non-statutory) areas of responsibility such as:

- IT
- First Aid

Please note that this list is subject to continuous review in the interests of good practice.

Members of YCL staff who accept an additional responsibility are required to:

1. Keep up to date with issues relating to their area of responsibility.
2. Participate in the induction of new members of staff by going over the relevant part of YCL's Policy Pack, pertaining to their particular area of responsibility.
3. Attend meetings with representatives from other nurseries as appropriate. Meetings are usually held termly, with the General Manager attending meetings at least annually.
4. Host, chair and minute meetings on an agreed rota basis.
5. Consult with any other persons as required (eg outside agencies / parents / staff).
6. Share information with colleagues at staff meetings.

In return for accepting additional responsibility, each employee will receive:

- opportunity to attend relevant training courses.
- guidance / training on hosting, chairing and minuting meetings.
- wherever possible, paid cover will be provided to enable representatives to attend meetings and undertake any duties as required.
- a Certificate of Acknowledgement, recognising the contribution they make. Certificates will be issued annually at the end of each financial year and part way through the year for employees who are leaving.

Some responsibilities may also have additional requirements – staff will be given additional information where this applies.



## Specific Requirements of Posts

### Behaviour

The behaviour representative has a duty to

- ensure that s/he remains up to date with all aspects of behavioural strategy.
- inform colleagues at his/her setting of any changes to policy and or procedures.
- offer advice to colleagues in connection with a behaviour related issue (eg biting).
- be able to discuss methods & strategies with parents on request.

### Child Protection / Safeguarding

The child protection & safeguarding representative is required to:

- ensure that s/he remains up to date with all statutory child protection procedures.
- inform colleagues at his/her setting of any changes to policy and or procedures.
- offer advice to colleagues in connection with a safeguarding / welfare issues.
- ensure that confidentiality is maintained in line with policy.

### Communication, Language & Literacy

The CLL co-ordinator is required to:

- promote delivery of activities from within the Letters and Sounds Pack
- promote acquisition of language through guiding colleagues on how to support children's CLL development as outlined in the EYFS
- share learning from current research and trends (eg ECAT)

### Equal Opportunities & Inclusion

Each Equal Opportunities and Inclusion representative should ensure that:

- planning is completed with regard to YCL's E.O. and Inclusion policy.
- full consideration of the needs of children and their families is given when events are being planned.
- resources are developed, monitored and enhanced and items are replaced when lost or damaged.

### First Aid

The first aid representative is expected to:

- maintain stock of all first aid boxes on the premises. This should be done weekly
- review the accident book with the nursery manager on a monthly basis, to identify if there are any areas which are having a high number of accidents. If this appears to be the case, the H&S rep should be informed.

NB. The person with responsibility for first aid is not expected to handle to all first aid emergencies at the nursery. All nursery staff are trained so that whoever is on hand is able to deal with any injury or accident immediately.

### Health & Safety

The Health & Safety representative must ensure that:



- risk assessments are completed and reviewed in line with requirements of policy. If any work is taking place on the premises, she must ensure that all staff are aware of how this may affect the running of the nursery. It may be necessary to carry out a risk assessment for this. The nursery manager must therefore keep the H&S representative fully informed.
- hygiene procedures are being followed in all areas of the nursery.
- hygiene & safety routines are up to date and displayed in the appropriate places.
- s/he has clear knowledge of where COSHH data sheets are located. S/he may need to request more sheets if new products / brands are purchased.
- s/he reviews the accident book each month with the nursery manager. It may be necessary to review how specific areas of the nursery are being used with the nursery manager and team leaders if a pattern of accidents / injuries appears to be forming.

### **IT Representative**

The person nominated as the IT representative has responsibility for:

- Maintaining an up to date inventory of IT equipment.
- Overseeing activity on social media sites and the website, including making regular contributions on behalf of that nursery.
- Deliver induction training for new staff.

### **SENCO**

The setting SENCO is required to:

- attend training as stated in the EYFS & SEND Code of Practise.
- accept responsibility for co-ordinating the needs of all children with recognised special needs in line with the SEND Code of Practice. Please note that this does not mean that the SENCO key works all children with SEND - it states that she advises and assists with the planning & delivery of suitable care & activities.
- attend the network meetings organised by CYC.

A review of all responsibilities will take place annually.

It may also be necessary to review responsibilities at other times eg when a member of staff leaves.

Additional Responsibilities should be limited to one per person, to give maximum opportunity for staff to develop skills and to prevent some staff from becoming 'overloaded'.