

## OBSERVATION/RECORD KEEPING AND ASSESSMENT

### POLICY STATEMENT OF INTENT

We at Wishing Well Family Centre recognise that observation is a useful tool accurate and effective for helping with planning. This helps to ensure each child's progress in acquiring knowledge, skills relevant to his/her needs, interests and stage of development. It also provides for effective access to the whole curriculum.

Continuous assessment is needed to provide quality education to meet a child's current developmental needs. This involves staff/parents/carers and the child.

### AIMS OF THE POLICY

Accurate and effective record keeping is essential for good planning to ensure each child's progress.

The record must be based on evidence from accurate observations, not assumption or opinion and it should also be positive in tone.

- Observations are a tool for recording the child's progress.
- Parents are positively encouraged to contribute.
- Staff will make observations on the child to monitor current interests, skills and developmental needs in order to extend learning appropriately and provide for progress.
- It is a base from which to assess effectiveness of provision.
- It provides a foundation for other professionals to determine if referrals need to be made, especially if the child may have special educational needs.
- These observations are used to write an inclusive report on the child's stage of development when transferring from room to room. This in turn should provide for smooth informed transition and continuity when the child moves between rooms.
- It helps to share with parents and involve them in their child's progress.

By observing how children respond to activities, staff will be able to evaluate if the activities and resources they have provided meet the needs of all the children and helps them to plan a broad, balanced and appropriate curriculum. Observations also enable staff to provide challenge and extension so that each child is able to progress.

All observations/records/assessments will be treated with confidentiality. Sharing observations with parents/carers strengthens the partnership between the home and the centre, giving understanding and information and allowing staff and parents/carers to do their best for each child.

In order to achieve this we will:

- Carry out observations on a regular basis and share these with parents/carers at planned interviews and at any time on request.
- Bring observations to individual room team meetings to assist in planning and organising the curriculum to help meet the individual needs of children.
- Ensure records are kept by us in a secure place, even after the child leaves the setting.
- Request that parents sign authorisation forms before child observations are begun.