

Nursery & Childcare Management

Duration: 5 Days

Language: en

Course Code: IND05-133

Objective

Upon completion of this course, participants will be able to:

- Understand the importance of effective nursery and childcare management.
- Create and maintain a safe and stimulate environment that promotes health development and learning.
- Explore what internal and external factors may influence a child’s care requirements.
- Work alongside parents and caregivers to ensure a child’s needs are being met and provide outstanding customer service.
- Recognise signs of abuse and neglect and know when to inform the correct authorities.
- Guarantee all aspects of the environment are well maintained, including toys, books and other learning devices.
- Build a team of childcare professionals who are competent and keen to work.

Audience

This course is designed for anyone within the management of a childcare setting, or anyone who aspires to take on a management role in the future.
It would be most beneficial for:

- Operations Managers
- Nursery Managers
- Safeguarding Officers
- Nursery Practitioners
- Regional Managers
- Residential Childcare Practitioners
- Nursery Room Leaders

Training Methodology

This course uses a variety of adult learning styles to aid full understanding and comprehension. Participants will review real-world case studies of established nurseries to highlight key elements contributing to successful child development and investigate situations where safeguarding procedures must be followed.
They will be provided with all the tools and equipment needed to successfully partake in the learning methods and exercises, which include presentations, discussions, demonstrations, individual and group practical activities. This combination of methods ensures that the participants are able to fully develop their comprehension of the taught content and related skills.

Summary

Childcare is an industry that often goes underappreciated but remains incredibly important to those with young children. The early years of life contain a significant amount of development, and for families who are unable to provide around-the-clock care, nurseries are there to provide the children with a safe place to continue learning and development.
Many factors contribute to a child's health and success in nursery. Primarily, they must be in an environment free from danger and harm and have the tools to practise and improve their fine motor skills and communication skills. It is the role of childcare employees to aid them in skill development and provide them with necessities to maintain their health.

On the administrative side of nursery management, those responsible should maintain highly secure records and documents of all children within the facility. They are also responsible for ensuring all employees are fit to work with children, and that they do not have the potential to put them in harm's way.
Another significant factor in caring for children is recognising when they may not be safe at home. All childcare employees must be fully competent at recognising signs of neglect or abuse and follow the correct reporting procedures to protect the child.

Course Content & Outline

Section 1: **Introduction to Childcare Management**

- Understanding the necessity and importance of nurseries and childcare.
- Exploring what aspects contribute to a child’s healthy development.
- Working alongside families to provide childcare in alignment with their preferences, while also prioritising the well-being of the child.
- Acknowledging the individuality of each child and how experiences, personalities and disabilities may influence the way they learn.

Section 2: **Building Positive Relationships**

- The vitality of building a strong and positive relationship with both child and family.
- Navigating relationship building with legal regulations, organisation policy and the wishes of the guardians.
- Identifying interests of children of all ages and using these to build trust.
- Engaging with a child utilising their favourite items.
- Recognising when trust is lacking between employee and child and knowing when to encourage relationship building and when to allow for space.

Section 3: **Promoting Learning and Development**

- Analysing the development milestones of each life stage and how to encourage a child to meet these in a healthy way.
- Comprehending all health requirements and ensuring all additional needs are being met – mobility, social and dietary.
- Following mealtimes and nap times to ensure full engagement throughout the rest of the day.
- Using a variety of methods and devices to encourage age-suitable learning – toys, books, motor skill activities and more.

- Communicating verbally and through body language to aid in social development.

Section 4: Safeguarding and Protecting Children

- Guaranteeing all employees undergo investigations and receive the correct certification to deem them safe in the environment – DBS checks.
- Explaining signs of abuse and how to identify them – physical injuries, malnourishment, hypersexuality and more.
- Establishing in-depth and strict safety procedures for situations where abuse may be occurring.
- Examining the process of reporting potential child abuse cases – prioritising the well-being of the child.

Section 5: Administrative Procedures

- Integrating various electronic systems to ensure business functions continue as desired.
- Maintaining records regarding all health and dietary requirements of the child to ensure all needs are being met.
- Understanding the different aspects of the Data Protection Act and ensuring all records and documents are secured and confidential.
- Utilising different methods for managing financial systems and records.

Section 6: Managing Staff

- Maintaining records regarding staff, including safeguarding training and certifications.

- Communicating with staff effectively to ensure all processes, requests and instructions are understood.
- Providing rewards to encourage outstanding work and care.
- Monitoring performance and offering training and constructive feedback when necessary.
- Ensuring all employees have access to the correct facilities to meet their needs.

Certificate Description

Upon successful completion of this training course, delegates will be awarded a Holistique Training Certificate of Completion. For those who attend and complete the online training course, a Holistique

Training e-Certificate will be provided.

Holistique Training Certificates are accredited by the British Assessment Council (BAC) and The CPD Certification Service (CPD), and are certified under ISO 9001, ISO 21001, and ISO 29993 standards.

CPD credits for this course are granted by our Certificates and will be reflected on the Holistique Training Certificate of Completion. In accordance with the standards of The CPD Certification Service, one CPD credit is awarded per hour of course attendance. A maximum of 50 CPD credits can be claimed for any single course we currently offer.

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