

Unit 003 – Professional Practice as an Early Years and Childcare Worker

Overview of Unit 003

In Unit 003, we explored the essential aspects of professional practice for Early Years and Childcare Workers. This included **understanding our job roles, responsibilities**, and the **duty of care** required in our profession. We delved into **codes of conduct** and **professionalism**, learning how to manage **confidentiality** and the **limits** of our roles. We also focused on the importance of **teamwork** and **multi-agency collaboration, handling information** correctly, and the necessity of **continual professional development**.

Key themes like **supervision, appraisal, and enhancing skills** in **literacy, numeracy, digital competency** and **Welsh** were also part of our learning.

LO1: Understand factors that impact upon the health, well-being, play, learning and development of children.

- Can I list **professional responsibilities** and **accountabilities** required in the early years sector, including relevant **legislative frameworks** and **Codes of Conduct**?
- Do I understand the purpose of **job descriptions** and **person specifications** in defining expectations and limitations in early years and childcare roles?
- Can I explain the **importance** of recognising and adhering to the **limitations of roles** and **responsibilities** in early years settings?
- Do I know **how** and **when** to seek **additional support** in situations **beyond my role** and am I familiar with the **policies** and **procedures** in my practice?
- Can I identify situations when to **report unsafe practices** or **conflicts** with the Codes of Conduct and Professional Practice?
- Do I understand the concept of '**duty of care**' and why it is important to be **open** and **honest** in day to day practice?
- Do I recognise the need for **accountability** for the **quality** of my practice and the importance of **reflection** for **professional growth**?
- Do I understand how to maintain **confidentiality** and recognise **situations** where confidential information **must be shared**?
- Can I **balance duty of care** with the **rights of children** and **families**, particularly in situations involving **conflicts** or **dilemmas**?



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LO2: Know how to develop and maintain effective partnership working with others in early years and childcare.

- Can I explain the **principles** of **working in partnership** with others in the early years and childcare sector?
- Do I know the **range** and **roles** of **other workers** and **professionals** in early years and childcare?
- Do I understand the **importance** of **multi-agency working** in this field?
- Can I identify ways to **develop good relationships** and **build trust** with colleagues, carers, families, and children?
- Do I understand the **importance** of respecting **diversity** and **cultural, religious, and ethnic differences** in partnership working?

LO3: Know how effective team working supports good practice in early years and childcare, play, and health and social care.

- Can I list different **types of team working** and describe how teams may differ in their **structure, purpose**, and how they're **composed**?
- Do I know the **core principles** that support effective **team working**?
- Can I explain how **effective team working** contributes to the **well-being** of children and their families / carers?

LO4: Know how to handle information in early years and childcare.

- Do I understand what is meant by the terms '**handling information**' and '**data protection**'?
- Can I identify the **legislation** and **Codes of Conduct and Professional Practice** that relate to the handling of information, including **storing, recording, confidentiality, and sharing**?
- Do I know what '**secure systems used for recording and storing information**' are, why it is important to have them in early years and childcare settings, and the **features** of **manual** and **electronic information storage systems** that help ensure the security of information?
- Do I understand which **information** needs to be **recorded, reported, and stored**, and how to record this information with **accuracy, clarity, relevance**, and an appropriate level of **detail** in a timely manner?
- Can I distinguish between **fact, opinion, and judgement** when recording information?
- Do I understand the importance of **sharing recorded information** with individuals and know **when** and **why** this **cannot occur**?

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LO5: Understand the importance of upholding the profession of early years and childcare worker.

- Do I understand the concept of **positive role modelling** in early years and childcare?
- Can I explain why it is **important not to behave in a way**, in work or outside of the workplace/setting, which would call into question **suitability to work** in the early years and childcare profession?
- Do I understand the **relationship** between the use of **social media** and **personal conduct**, and what constitutes as **misuse** of social media and the **implications** of this on practice?
- Can I explain why it is **important not** to form **inappropriate relationships** with children, their families/carers, colleagues and others?
- Do I understand why it is important to **recognise** and use sensitively, the **power that comes from your role** in working with children, their families/carers and **not** act in any way that **abuses** this power?

LO6: Know how continuing professional development contributes to professional practice.

- Do I understand what '**Continuing Professional Development (CPD)**' means and its related **legislation** and **standards**?
- Am I aware of the **Welsh Language Standards** and its importance?
- Can I **evaluate** my own **knowledge, understanding** and **practice** against relevant standards and information?
- Do I understand the responsibilities of **employers** and **workers** for **continuing professional development** and the **learning opportunities** available to them?
- Do I know how to **access** and **use information** to support my role and **apply learning** to new situations?
- Do I understand the importance of **seeking** and **learning from feedback** on practice from children, their families/carers, colleagues and others?
- Am I familiar with the concept of '**reflective practice**', why it's **important**, and **how it's used** in **supervision** and **appraisals**?
- Can I explain the **impact** of effective **supervision, reflective practice**, and relevant **learning opportunities** on the **well-being** of children and their families/carers?
- Do I know where **literacy, numeracy** and **digital skills** are needed to support professional practice, and how to **develop** these skills?
- Can I identify ways to develop my **Welsh language skills** to support children and their families/carers?

