



Pearson Edexcel Level 3 Diploma in Children's Learning and Development (Early Years Educator) (QCF)

Unit 7

Assignment 1: Nursery Worker

NVQ/Competence-based qualification

First registration September 2014

Assignment title	Unit 7 - Nursery Worker
Assessor	

Date issued	
Final deadline	

Qualification covered	Pearson Edexcel Level 3 Diploma for Children's Learning and Development (Early Years Educator) (QCF)
Units covered	Unit 7 - Promote the Health, Safety and Well-being of Children in Early Years Settings
Learning Outcomes covered	LO1, LO2, LO3, LO4, LO5, LO6, LO7, LO8
Duration (approx)	
Scenario	You and your manager have been reviewing the health and safety training materials used in your early years setting, Happy Feet. The information currently used is out of date and no longer fit for purpose so you are tasked with preparing new materials, ensuring they are up to date and relevant to the needs of staff.

Task 1	<p>Develop an information sheet for staff detailing the relevant health and safety legislation and regulations and how they are implemented in the early years setting.</p> <p>Include relevant website and sources where information and guidance can be accessed when planning healthy and safe environments.</p> <p>Develop activities for inclusion to check staff knowledge. (LO1 A.C. 1.1, 1.2)</p>
Evidence you must produce for this task	<p>Information sheet</p> <p>Staff activity sheet</p>

Criteria covered by this task:

To achieve the criteria you must show that you are able to:	Unit	Assessment Criteria
Explain how health and safety legislation and regulations are implemented in own work setting	7	1.1
Identify sources of current guidance for planning healthy and safe environments	7	1.2

Task 2	<p>Prepare a PowerPoint presentation to deliver to staff explaining how to plan and carry out physical care routines suitable to the age, stage and needs of the child. Use examples from your setting to illustrate key points. (LO2 A.C. 2.1, 2.2)</p> <p>The presentation should include information and an activity or case study relating to dilemmas a practitioner could be faced with in relation to the rights and choices of children and health and safety requirements. (LO2 A.C. 2.3)</p>
Evidence you must produce for this task	PowerPoint presentation

Criteria covered by this task:

To achieve the criteria you must show that you are able to:	Unit	Assessment Criteria
Identify the physical care routines which may be carried out	7	2.1
Describe how to plan and carry out physical care routines suitable to the age, stage and needs of the child	7	2.2
Explain potential dilemmas between the rights and choices of children and health and safety requirements	7	2.3

Task 3	Prepare a frequently asked questions section for inclusion in the training, analysing the importance of health and well-being for babies and children. This should include methods of promoting healthy lifestyles for babies and children. (LO3 A.C.3.1, 3.2)	
Evidence you must produce for this task	Produce FAQs	
Criteria covered by this task:		
To achieve the criteria you must show that you are able to:	Unit	Assessment Criteria
Analyse the importance of health and well-being for babies and children	7	3.1
Describe ways of promoting healthy lifestyles for babies and children	7	3.2

Task 4	<p>Prepare an article for the setting's newsletter explaining a practitioners' role and responsibilities in keeping children safe and secure. (LO4 A.C.4.1, 4.2)</p> <p>The article should also include approaches used to monitor and maintain health and safety and how people in the setting are informed of risks and hazards and encouraged to work safely at all times. (LO4 A.C.4.3, 4.4)</p>
Evidence you must produce for this task	Article for newsletter

Criteria covered by this task:		
To achieve the criteria you must show that you are able to:	Unit	Assessment Criteria
Analyse the role of practitioners in keeping children safe and secure	7	4.1
Identify own responsibilities in relation to health and safety	7	4.2
Explain how health and safety is monitored and maintained	7	4.3
Describe how people in own work setting are made aware of risks and hazards and encouraged to work safely	7	4.4

Task 5	<p>Following on from the presentation in task 2, evidence for the training materials should be in the form of responses to case studies or material from the media identifying accidents and emergencies which may arise in an early years setting. (LO5 A.C 5.1)</p> <p>You should prepare a flowchart showing how to respond to accidents and emergency situations and the procedures for recording and reporting accidents and emergencies. You should explain each section of the flow chart.</p> <p>This should include a section explaining how injuries can be avoided in the early years setting. (LO5 A.C 5.2, 5.3, 5.4)</p>
Evidence you must produce for this task	Flow chart

Criteria covered by this task:		
To achieve the criteria you must show that you are able to:	Unit	Assessment Criteria
Identify accidents and emergency situations which may occur in an early years setting	7	5.1
Explain how to respond to accidents and emergency situations	7	5.2
Explain how to avoid injuries in early years settings	7	5.3
Describe the procedures for recording and reporting accidents and other emergencies in own setting	7	5.4

Task 6	<p>Compile a booklet for staff starting with an overview of legislation, regulations and guidance that apply to infection prevention and control in early years settings and leading on to the importance of infection prevention and control. (LO6 A.C. 6.1, 6.4)</p> <p>The booklet should include what childhood infections are and how infection is spread in the setting. Current media evidence should be used to demonstrate the impact of poor infection prevention and control. (LO6 A.C. 6.2, 6.3)</p> <p>Finally, there should be an explanation of immunisation programmes and the role they play in infection control for children. (LO6 A.C. 6.5)</p>
Evidence you must produce for this task	Booklet

Criteria covered by this task:

To achieve the criteria you must show that you are able to:	Unit	Assessment Criteria
Explain how to prevent the spread of infection in early years settings	7	6.1
Identify childhood infections	7	6.2
Describe how infection may be spread in early years settings	7	6.3
Describe legislation, regulations and guidance that apply to infection prevention and control in early years settings	7	6.4
Explain the immunization programme for children and its role in infection control	7	6.5

Task 7	<p>Produce case studies to be used during training detailing key issues and approaches used to assess health and safety risks in early years settings, explaining the risk assessment and management process for infection and safety risks.</p> <p>Exemplar risk assessment forms could be prepared for staff to complete using a range of scenarios. (LO7 A.C 7.1, 7.2, 7.3)</p>
Evidence you must produce for this task	<p>Case studies</p> <p>Risk assessment forms</p>

Criteria covered by this task:		
To achieve the criteria you must show that you are able to:	Unit	Assessment Criteria
Explain the risk assessment process	7	7.1
Describe how to carry out a risk assessment and risk management in line with policies and procedures	7	7.2
Explain how to assess infection and safety risks	7	7.3

Task 8	<p>Prepare a short interactive training session to deliver to staff, which explains the systems and structures in place to support the maintenance of records and reports. The session should include the importance of maintaining accurate and coherent records and reports, using exemplars for staff to complete.</p> <p>You may decide to reflect on your own experiences from practice but in doing so should ensure data protection and confidentiality of information used. (LO8 A.C 8.1, 8.2, 8.3)</p>
Evidence you must produce for this task	Interactive Training session

Criteria covered by this task:		
To achieve the criteria you must show that you are able to:	Unit	Assessment Criteria
Explain the importance of maintaining accurate and coherent records and reports	7	8.1
Explain how to maintain records and reports	7	8.2
Explain the importance of maintaining the confidentiality of records	7	8.3

Sources of information

Textbooks

Lindon, J-*Safeguarding and Child Protection: 0-8 Years: Linking Theory and Practice* (Hodder Education, 2012) ISBN 9781444145489

Parker, L- *The Early Years Health and Safety Handbook* (Routledge) ISBN 9780415675321

Rushforth, C- *Safeguarding and Child Protection in the Early Years (Early Childhood*

Essentials) (Practical Pre-School Books 2012) ISBN 9781907241277

Tovey H-*Playing Outdoors: Spaces and Places, Risks and Challenge (Debating Play)* (Open University Press 2007) ISBN 9780335216413

Websites

www.4children.org.uk - 4 Children work with children, young people and their families to ensure access to locally based, joined up support from birth to 19.

www.barnardos.org.uk - Barnardo's works to transform the lives of vulnerable children and young people

www.kids.org.uk - KIDS provides opportunities and support to disabled children, young people and their families

www.ncb.org.uk - The National Children's Bureau works closely with national and local government to improve public policy and government legislation affecting children and young people.

www.nspcc.org.uk - The NSPCC's vision is to end cruelty to children in the UK.NSPCC

www.hse.gov.uk - The Health and Safety Executive is the national independent watchdog for work-related health, safety and illness.

www.playengland.org.uk/resources/managing-risk-in-playprovision-implementationguide.aspx - Play England - Managing Risk in Play Provision

www.playengland.org.uk/charter - Play England Charter for Children's Play