**QUEEN’S UNIVERSITY BELFAST**

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Childcare Services

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**Management of Daily Routines**

1. Management of Daily Routines

Childcare Services is committed to the delivery of carefully managed daily routines which foster the development of the whole child. The daily routines extend to both indoor and outdoor environments and activities and are offered in accordance with legislative requirements as detailed in the Minimum Standards.

1. On a daily basis all staff are responsible for:

* Ensuring the safety and security of the children in their care.
* Ensuring there are a minimum of two staff members with the children at all times.
* Adhering to shift start and finish times and respecting the allocated times for lunch and tea breaks ensuring a prompt return to duties following breaks.
* Carrying out daily risk assessments.
* Recording child observations.

1. On a daily basis the Childcare Supervisor is responsible for:

* Ensuring the monthly and weekly plans are displayed and the room is structured and activities are set up as per plans.
* Ensuring the daily routines are displayed and opportunities for child observations are maximised.
* Overseeing the completion of child observations.
* Managing the daily room register, ensuring all children are marked in and out as appropriate.
* Overseeing the staff shift start times, break and lunch times.