

Early Years Staff Quick Reference Guide

New Beginnings – Watch Us Grow & Tiny Taskforce Integration

1. Safeguarding – Always First

- Observe and interact **safely** at all times.
 - Photos, videos, notes: **max 4 photos / 1 video**; reviewed by manager before parent sharing.
 - Follow **safeguarding procedures** for concerns or incidents.
 - Risk-assess activities, environments, and Tiny Taskforce roles.
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2. Observation Types

Type	Frequency	Purpose	Media
We Are Learning	3-week rota	Longer, in-depth observation of learning, EYFS areas, Watch Us Grow, Tiny Taskforce	Max 4 photos / 1 video
Proud of Us	As occurs	Celebrate achievements, progress, small successes	Photos/videos allowed
Early Achievement Award	Milestone	Recognises mastery of new skills	Photos/videos

Parent Communication: Verbally at handover, in addition to Family App.

3. Planning for Learning

Step 1: What & Why (Intent)

- What should children learn?
- Why now?
- Link to **EYFS areas** and Watch Us Grow values.

Step 2: How (Activity/Experience)

- Adult-led, child-initiated, guided play, or environmental prompts.
- Include Tiny Taskforce roles if relevant.

Step 3: Safety & Accessibility

- Check environment and resources are safe.
- Adapt for inclusion and SEND.

Step 4: Review & Next Steps

- Reflect on success and child engagement.
- Use observations to plan the next step.

4. Teaching for Learning

Intentional, Responsive, Safe Teaching

- Scaffold learning with questions, modelling, and prompts.
- Use play as the main learning context.
- Short focused teaching moments link to observations and next steps.
- Ensure ratios, supervision, and safety in all experiences.

Remember: Observation → Teaching → Observation cycle supports **continuous assessment**.

5. Tiny Taskforce Roles

Role	Watch Us Grow Core Value	EYFS Link	Staff Tips
Line Leader	Sense of Belonging	PSED	Encourage responsibility and self-regulation
Meal Helper	Content & Active	PD, PSED	Scaffold independence and fine motor skills
Tidy-Up Crew	Belonging / Active	PSED, PD	Model cooperation and physical coordination
Eco Warrior / Litter Monitor	Naturally Inquisitive	UW, PSED	Connect to environmental learning
Book Buddy / Storyteller	Confident Communicator / Critical Thinker	Literacy, CL	Promote reading, storytelling, mark-making

Role	Watch Us Grow Core Value	EYFS Link	Staff Tips
Handwashing Hero	Content & Active	PD, PSED	Support health and hygiene routines
Friendship Ambassador	Sense of Belonging	PSED, CL	Scaffold peer relationships and empathy
Science Explorer	Inquisitive / Critical Thinker	UW, Maths	Encourage observation, investigation, problem-solving
Playtime Captain	Content & Active	PD, PSED	Support gross motor development, teamwork, confidence

6. Family App Guidelines

- **We Are Learning:** 3-week rota, manager-reviewed, 4 photos / 1 video max.
- **Proud of Us:** Short achievements, Tiny Taskforce tasks.
- **Early Achievement Award:** Recognise milestones safely.
- **Development Matters links** must be highlighted.
- Share verbally with parents at handover for discussion.

7. Parent Assessment Points & 2-Year Checks

- **May/June & November:** Discuss next steps, development progress.
- **2-Year Checks:** Key Person + parent after 2nd birthday, documented on Family.
- **Settling in reviews:** When the child has been with us around 6-8 week mark.

8. Quick Staff Reminders

- Start with **what you want children to learn** before planning activities.
- Embed **EYFS & Watch Us Grow outcomes** in planning.
- Observe, plan, and teach **intentionally and safely**.
- Use Tiny Taskforce roles to extend learning, responsibility, and engagement.
- Reflect on progress, assessment, and next steps regularly.
- **Always consider safeguarding first** in every action, interaction, and media post.

✓ **Tip:** Keep this guide visible in your classroom — it reminds staff of the cycle: **Observe → Plan → Teach → Observe**, links to **curriculum and EYFS**, and reinforces **safeguarding at every step**.