

Teamwork, Task Allocation and supervision Policy

Purpose

This policy sets out the expectations, systems, and responsibilities for teamwork, task allocation, supervision, and inclusive practice within the nursery. It aims to ensure a safe, respectful, and collaborative working environment that supports children's wellbeing, staff wellbeing, safeguarding, and high-quality early years practice in line with the EYFS framework.

Scope

This policy applies to: - All permanent staff - Room leaders and senior staff - Agency and temporary staff - Managers and deputies

The policy covers all rooms, including Baby Room, Pre-school and Toddler Room.

Core Principles

- Children's safety, wellbeing, and development are central to all practices.
- Effective teamwork is essential to safeguarding and quality care.
- Tasks and responsibilities must be shared fairly and transparently.
- Professional trust and respectful communication are always expected.
- Staff wellbeing is recognised as a safeguarding responsibility.

Definition of Teamwork

Within this nursery, teamwork means: - Shared responsibility for care, routines, and environments - Fair participation in all daily and weekly tasks - Willingness to rotate between rooms and areas - Respect for colleagues' professional judgement - Raising concerns appropriately and constructively

Completing one's own duties responsibly and on time is considered an essential part of teamwork.

Task Allocation and Rotation

Daily Task Rotation Chart

- A Daily Task Rotation Chart will be used in all rooms.
- Tasks include (but are not limited to):
 - ❖ Nappy changing

- ❖ Cleaning and hygiene duties
- ❖ Indoor and outdoor supervision
- ❖ Meal and snack routines
- ❖ Parent handovers
- Room leaders are responsible for ensuring tasks are allocated fairly.
- Staff must follow the rota unless a change is agreed and recorded.

Fairness and Equity

- Rotation must include permanent and agency staff.
- Adjustments may be made to safeguarding needs or individual child requirements, but these must be documented.

Inclusive Allocation of Roles and Routines

Inclusion for Children

- Staff rotation supports children's development, exploration, and attachment.
- Children must have equal access to all learning environments, including indoor and outdoor spaces.
- Staff should actively encourage children to explore different areas.

Inclusion for Staff

- All staff must have equal opportunities to participate in care routines, learning activities, and responsibilities.
- Division between staff groups (e.g. permanent vs agency) is not acceptable.
- Room leaders must actively promote inclusion and collaboration.

Shift Patterns and Operational Needs

To meet the needs of the setting and ensure consistency of care: Shift patterns may be adjusted to ensure appropriate ratios and smooth routines. - Any changes will be reviewed regularly to balance operational needs and staff wellbeing.

Professional Communication and Conduct

Raising Concerns

- Concerns must be raised factually, respectfully, and through appropriate channels.
- Acceptable channels include:
 - ❖ Supervision meetings

- ❖ Line manager discussions
- ❖ Formal reporting procedures
- Accusations or assumptions without evidence are not acceptable.

Respect and Trust

- Staff are expected to trust colleagues' work unless there is clear evidence to the contrary.
- Repeated questioning of care practices without cause undermines professional relationships and is not acceptable.

Supervision and Monitoring

Supervision Tracker

- Managers and room leaders will use a Supervision Tracker to:
 - ❖ Record observed practice
 - ❖ Note concerns or positive feedback
 - ❖ Agree actions and review dates
- Supervision records provide support, accountability, and evidence for development.

Support and Improvement

- Where concerns are identified, a Constructive Improvement Plan may be implemented.
- The focus will be on support, coaching, and clear expectations.
- Persistent issues may be managed through formal procedures.

Definition of Success

Success will be demonstrated when: - Workloads are shared fairly and transparently - Staff communicate professionally and respectfully - Concerns are raised appropriately and resolved constructively - Staff morale and retention improve children experience calm, consistency, and inclusive care, Parents express confidence in the quality of care shared across the settings and the environment

Progress will be reviewed through supervision records, staff feedback, and manager observations.

Safeguarding and Wellbeing

- Effective teamwork is a safeguarding requirement.
- Burnout, exclusion, and poor communication increase risk to children.



- Managers are responsible for addressing issues promptly to protect children and staff.

Review of Policy

This policy will be reviewed: - Annually - Following significant incidents -In response to staff feedback or inspection outcomes

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>September 2025</i>	Anjana Shah	<i>September 2026</i>