

## SECTION 2

### General Welfare Requirement: Suitable People

Providers must ensure that adults looking after children, or having unsupervised access to them, are suitable to do so.

# GUIDANCE FOR STAFF

## ADULT INTERACTIONS WITH CHILDREN (LANGUAGE AND COMMUNICATION)

### Overall Aim of Statement:

WW recognise the importance of all aspects of communication in the overall development of children and strive to give each child the opportunity and support to feel confident and comfortable communicators with adults and peers.

### Specific Objectives/ Statements and Procedures:

Staff will be converse with the benefits of open and two-way interactions with children. Training will be made available to all staff through induction, appraisal and via the Training Officer.

All staff will know the importance of eye to eye contact in order to hold a child's attention and let them know they are communicating with them. Staff will get down to a child's level wherever possible to gain eye contact. Makaton and other sign languages will be used where appropriate/necessary. Staff will attend training courses as required Staff will recognise the importance of open communication with children All staff are aware of the importance of communicating with each child during a session and giving them time to speak, listen and respond Staff will give full explanations of what they are doing and why and give children time to understand and process the information Staff will communicate with children whilst doing everyday tasks and encourage the child to have a free and open conversation regarding their own experiences. Staff are encouraged to model correct language and model back to the child in the correct way.

1.3 Keeping safe

2.4 Key person

3.4 The wider context



Staff understand techniques for this through mentoring and staff communication/training. Activity planning sheets are used to highlight key words to be used during a topic or activity. Displays will be provided with letters of the alphabet and corresponding items to strengthen knowledge of initial sounds. Rhyming and prediction opportunities are encouraged through carpet times, stories, singing and dance. Open ended questions will be used to encourage the child to respond with language rather than one word replies.

Staff will demonstrate they are listening to children with eye contact, getting down to the child's level and responding to a child's comments. Staff will ensure children are given time to respond, including extra time for those who experience speech and language difficulties. Staff will deliver questions offering choice to build vocabulary. A mark making table will be offered at every session with a variety of writing mediums. Opportunities both indoors and outdoors will be provided within general and role play eg café, menus, orders; shopping lists etc. Children are encouraged to 'write' their name on their creations. All staff are aware of child development stages with regard to writing. Children are encouraged to recognise their written name by registration cards. Through topic work and special occasions children are encouraged to 'write' messages in cards, etc.

Children are encouraged to engage in free communication with adults and their peers throughout the session and at carpet and showing times.

Staff are encouraged to interact with children at all times - knowing when to step back so as not to interrupt/unwittingly direct play when inappropriate to children's child initiated learning and development.

Children and families with communication and language difficulties will be supported as per our SEN policy.

Children and families with English as an Additional Language (EAL) - advice will be sought from outside agencies and in full open communication with the parents/carers/families.

References to other relevant policies:

Guidance for Staff re Observation, Planning and Evaluation Cycle, Promoting Positive Behaviour, Special Educational Needs, Induction/Training and Development

Policy Monitoring and Evaluation Information:

This policy will be monitored and evaluated as per our rolling programme at staff meetings. It will be reviewed annually by a named staff member in conjunction with the staff team, unless new legislation or an incident occurs which requires an immediate review of the policy.

Policy updated January 2017

Policy no: 20b Adult interactions