



Room Leader

Aspect	Room Leader's Management Role	Room Leader's Leadership Role
Daily Safety Checks	Ensure daily visual checks are completed for all indoor and outdoor areas, identifying and reporting hazards immediately.	Model proactive safety awareness by leading daily checks, demonstrating attention to detail and responsibility.
Scheduled Cleaning Procedures	Implement and monitor cleaning schedules, including routine sanitisation of high-touch areas, toys, and equipment.	Lead by example in following hygiene practices, encouraging staff to maintain high standards, and involving children in safe tidying practices.
Reporting and Documenting Issues	Document maintenance needs and report issues to maintenance staff, following up to ensure timely repairs and upkeep.	Encourage team members to communicate concerns or potential hazards and foster a culture of safety and responsibility in reporting issues.
Involving Families and Community	Coordinate family participation in events like clean-up days and communicate any maintenance needs or contributions from families and local experts.	Actively build relationships with families, inviting them to contribute their skills or resources to support a clean, safe environment.
Training and Information Sharing	Ensure that all team members, including new staff and volunteers, understand maintenance procedures, safety checks, and emergency cleaning practices.	Lead training sessions on upkeep and hygiene protocols, ensuring that all team members feel confident and accountable for maintaining safe spaces.
Risk Assessment for New Equipment	Conduct risk assessments for any new tools or equipment before use, ensuring appropriate safety measures are in place.	Guide staff in understanding the importance of risk assessment, modelling how to assess equipment and teaching safe practices to children.
Encouraging Child Involvement	Organise age-appropriate activities where children can help with simple tasks like tidying or gardening, fostering responsibility.	Inspire children to respect and care for their environment by leading clean-up routines and discussing the importance of upkeep in fun, engaging ways.
Communication of Environmental Changes	Share any changes to room layouts, equipment, or safety measures with staff, ensuring they understand and follow new protocols.	Facilitate open discussions on changes, encouraging feedback and team involvement to create a unified, safe environment for children.

Week 35, 4 to 8 November 2024 – 3.1.2 Upkeep

3.1.2

Upkeep

Premises, furniture and equipment are safe, clean and well maintained.



Week 35
4.11.2024

Section 9. Management vs Leadership

(Nominated Supervisor, Educational Leader, Room Leaders).

Educational Leader

Aspect	Educational Leader's Management Role	Educational Leader's Leadership Role
Developing Safety and Hygiene Policies	Collaborate with management to develop and review policies for safety, cleaning, and maintenance, ensuring they align with regulatory standards and best practices.	Lead the team in understanding the importance of these policies, promoting a culture of safety and hygiene across all learning environments.
Supporting Daily Safety Checks	Provide guidance on the daily safety check protocols, ensuring educators understand their role in identifying and reporting hazards in both indoor and outdoor areas.	Inspire educators to prioritise safety by discussing the value of thorough checks and modelling consistent, proactive approaches to safety in the environment.
Monitoring Implementation of Cleaning Protocols	Oversee the implementation of cleaning routines and support room leaders in adjusting schedules as needed based on usage or specific hygiene concerns.	Encourage team members to view hygiene as part of the learning environment's quality, fostering pride in maintaining cleanliness and a healthy space for all.
Engaging Families and Community	Coordinate efforts to involve families and community members in environmental upkeep, such as safety committees, maintenance feedback, or community clean-up events.	Promote partnerships with families by encouraging open dialogue about maintenance and hygiene, showing families how their contributions support a safe setting.
Facilitating Training and Development	Organise professional development sessions on safety, hygiene, and regulatory requirements, ensuring staff are informed about best practices and current standards.	Lead reflective sessions on the impact of a safe, clean environment on children's well-being, helping educators connect upkeep practices to learning outcomes.
Guiding Risk Assessments for New Equipment	Ensure that risk assessments for new equipment are completed, aligning with safety standards, and that staff understand how to conduct thorough risk evaluations.	Mentor educators on incorporating risk assessments into daily practice, demonstrating how safety in new equipment enhances children's exploratory learning.
Embedding Upkeep in Curriculum Planning	Integrate upkeep responsibilities into curriculum planning, encouraging staff to consider how environment maintenance supports educational outcomes.	Inspire educators to see upkeep as an extension of teaching, encouraging children to engage in safe, responsible interactions with their environment.
Reflective Practice on Upkeep and Environment	Encourage regular reflection on the state of learning environments, discussing upkeep's role in creating spaces that are conducive to health, learning, and play.	Lead critical reflection sessions on environment quality, prompting staff to consider families' perspectives and children's comfort and safety within the space.

Week 35, 4 to 8 November 2024 – 3.1.2 Upkeep

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3.1.2

Upkeep

Premises, furniture and equipment are safe, clean and well maintained.



Week 35
4.11.2024

Section 9. Management vs Leadership
(Nominated Supervisor, Educational Leader, Room Leaders).

Nominated Supervisor

Aspect	Nominated Supervisor's Management Role	Nominated Supervisor's Leadership Role
Overseeing Compliance with Regulations	Ensure that safety, hygiene, and maintenance practices meet all regulatory requirements, including regular checks to confirm compliance with standards.	Lead the service by setting high standards for safety and cleanliness, demonstrating a commitment to exceeding basic regulatory compliance to inspire staff.
Establishing Comprehensive Cleaning and Maintenance Schedules	Develop and enforce detailed schedules for regular cleaning, sanitisation, and maintenance to ensure consistency across all areas of the service.	Model the importance of routine and organisation, encouraging staff to view upkeep as integral to creating a high-quality learning environment for children.
Allocating Resources for Maintenance Needs	Ensure adequate funding and resources are allocated for repairs, cleaning supplies, and professional maintenance services as needed.	Lead by example in advocating for the physical environment's upkeep, showing staff and families that safety and hygiene are top priorities within the service.
Communicating Changes and Updates	Provide clear communication to all staff about any updates or changes to maintenance schedules, equipment, or space usage to maintain a unified approach.	Engage with the team in open discussions about changes, fostering a transparent environment where all staff feel informed and involved in maintaining standards.
Conducting and Supporting Risk Assessments	Ensure thorough risk assessments are conducted for new equipment or changes to the environment, aligning with current safety guidelines and best practices.	Guide staff in understanding the importance of risk assessments and help them see how these practices protect children and enhance the learning environment.
Engaging Families and Community in Upkeep Initiatives	Organise and promote initiatives like family volunteer days or community projects to support the service's upkeep and foster a sense of shared responsibility.	Build strong relationships with families and community partners, encouraging them to take an active role in maintaining a safe and welcoming environment for children.
Facilitating Staff Training and Professional Development	Coordinate training sessions on hygiene and safety protocols, ensuring all staff understand their roles in maintaining a safe and clean space.	Lead staff in continuous improvement by promoting a culture of learning, encouraging critical reflection on upkeep practices and their impact on children's welfare.
Encouraging Reflective Practice and Feedback	Implement systems for staff to provide feedback on maintenance practices, creating an environment where continual improvement is encouraged and valued.	Inspire a reflective approach to upkeep by guiding staff to consider how a clean, safe environment impacts children's comfort, learning, and families' confidence.

Week 35, 4 to 8 November 2024 – 3.1.2 Upkeep

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