

## Working Together

### Category: Early Years

#### Risk Management and Legal Implications

Failure to manage risk may impact on the delivery of Service objectives and the outcomes achieved by Service users. Education and Children’s Services aim to mitigate the implications by ongoing management and review of risk in all elements of work activity.

The production of this document is one way in which we aim to reduce our exposure to risk. By providing staff with information on good practice, making reference to other guidance that is available across the Council and providing clarity on how we should do things, we can ensure that the management of risk is intrinsic to what we do.

#### **Version Control:**

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## Working Together

The delivery of ELCC is underpinned by the central elements and values of Getting it Right for Every Child which is the national approach to improving the wellbeing of children and young people. Through policy, guidance and delivery of service at both national and local level, the GIRFEC approach:

- Puts the best interests of children at the heart of decision making
- Takes a holistic approach to the wellbeing of a child.
- Works with children, young people and families on ways to improve wellbeing
- Advocates preventative work and early intervention to support children, young people and families
- Believes professionals must work together in the best interest of the child.

“Getting it right for every child (GIRFEC) recognises that children and young people will have different experiences in their lives, but that every child and young child has the right to expect appropriate support from adults to allow them to grow and develop and reach their full potential’.

The Scottish Government’s ambition is ..... to get everyone in Scotland to work together to achieve our national outcomes which include that all children grow up loved, safe and respected so that they realise their full potential.”  
(Realising the Ambition – Being Me)

### Why is teamwork important in nursery?

Strong teamwork is at the heart of successful work with young children. When teams work together effectively, increased self-esteem, job satisfaction, commitment and staff morale are evident, and these contribute to better quality childcare and education. A fully integrated team can provide a good structure for the nursery and help to foster a sense of ownership and achievement. The benefits of working together as a team, sharing each other’s strengths and expertise will greatly influence the quality of provision on offer to the children and families.

### What makes an effective team?

A team is a group of people co-operating with each other to work towards achieving an agreed set of aims while simultaneously considering the personal interests and needs of individuals. An effective team is a group of individuals who have a special understanding about and commitment to the roles and responsibilities involved in early year’s provision.

- Staff understand it is not the manager’s sole responsibility to run the setting efficiently
- The manager understands that they are more a supporter than a supervisor or superior
- Effective teams share in the leadership and management of the nursery
- Staff voluntarily take an active role in all areas of nursery
- Staff do not wait for or passively follow instructions and directions
- Each staff member will have identified and worked together to pursue a common philosophy, ideals and values



- Each staff member will have a commitment to working through issues, to share responsibility and to honest and open communications

### **Who makes up the 'Nursery Team'?**

Teams are made up of individuals with different points of view and unity comes from working together to reach a shared understanding. The team should include all members of staff who contribute regularly to the nursery's overall provision – senior early years management, teachers, early years officers, pupil support assistants, clerical and janitorial staff. The wider team will include parents, students, visiting teachers, Educational Home Visitors, Educational Psychologists, Family Workers, Health Visitors and other health professionals. The contribution of all these adults enriches the children's experience.

### **Building Effective Teams**

There are three main keys to creating and building successful teams:

#### **Good communication**

- Shared vision
- A regular programme of team meetings, allowing both formal and informal discussion
- Agenda/minutes
- Weekly diary dates
- Create an 'Ideas & Queries' sheet to promote discussion and encourage staff members to offer suggestions and opinions?

#### **Valuing people**

- Seek everyone's views and give credit to all contributions
- Everyone's opinion should be valued
- Display staff photographs
- Involve the wider team around the nursery in supporting the school's approaches to self-evaluation

#### **Maximising involvement**

- Encourage staff to make use of personal skills and expertise
- Encourage staff members to take turns chairing staff meetings
- Empower staff members to take the lead in areas

#### **Working together**

Team building needs nurturing regularly. New staff members need to be brought sensitively into an established team. Most people enjoy the companionship and support of teamwork but also want recognition for their individual contribution. We are aiming to create an environment where individuals can feel a sense of personal achievement and are offered a degree of challenge and responsibility. To remain motivated, individuals need to feel that their achievements are recognised and that they are making a valuable contribution within the team.