

Self Evaluation Form

Self evaluating and
developing your practice



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Why should we complete a Self Evaluation Form?

Quality improvement is a continuous cycle of self-reflection, identifying areas for improvement, implementing improvement plans and reviewing their impact....
The 3 I's!

Your SEF document is a working document, meaning, it is for you to highlight the great practice that you do at your setting on an ongoing basis as well as identify areas where you know you need to improve and show you how you plan to improve them.

Why is it good practice to complete a SEF? By sharing examples of your day-to day practice ensures that you reflect over your practice, highlight the great practice that goes on in your setting and identify those areas where you know you can improve leading to how you plan to improve them. Anyone coming into your setting i.e. agency managers and inspectors can see exactly how you do what you say you do. A SEF supports you in giving yourself targets for improvement and when any planned improvements will take place.

► Self Evaluation

How often am I expected to complete a Self Evaluation?

For good practise in your setting at least every 6 months



Before an inspection!!

When you feel you have achieved great goals and achievements, or you have new ideas on what you would like to change/achieve..





*“Your best champion
and cheerleader is
yourself. Always be
proud of your
accomplishments,
big or small.”*

Ayanna Howard

**Be proud of yourself!
Don't sell yourself short!**

Filling in the Form together

Here's your opportunity to make notes as we move through the pages of the document, ask questions and share ideas!

Self-Evaluation & Development Plan				
Setting Name		Date		
People Involved:				
Name & role (Childminder)	Name & role	Name & role		
Current Agency Outcome	Good	Inspection Date		
	Outstanding	Good	Requires Improvement	Inadequate
Overall effectiveness		Good		
The quality of education		Good		
Behaviour and attitudes		Good		
Personal development		Good		
Leadership and management		Good		

Summary of recommendations from previous inspections/audits

Recommendations	Complete	Incomplete
English as an additional language course	Complete	
Personal Development Training: SENCO Makaton FGM Safeguarding refresher First aid refresher Food hygiene refresher	Complete Complete Complete Complete Complete Complete	

Recommendations of how to improve your practise..

They are there to support you to and ultimately could be the difference between 'good' and 'outstanding' in future inspections!

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Talking about how you ensure you provide quality education.

Your opportunity to sell yourself and show off all that you do!

The Quality of Education

Strengths and achievements:

- Types of activities - Outdoor play/Garden, Stories/books, Song/Dance/Rhymes, Crafts/painting/'paper plate' crafts/mark making/chalk, dressing up/role play, cooking/baking, Sensory activities. Activities and crafts usually have a loose theme depending on time of year/festivals eg. Easter, Halloween, Christmas
- Places we visit - nature walks, Vets, pet shop, shops.
- I have learned that an important part of my role is to listen, get down to the children's level and make eye contact. Even if they are unable to use words, if they see they are getting a positive response they will feel worthy. Play is one of the most valuable tools for learning along with exposure to a wide range of experiences and interactions. I am dedicated to providing a safe and exciting environment for the children to learn, play, explore and be challenged.
- I aim to provide a range of experiences that children may not get elsewhere (Culture capital). For example, I took a child to the local vets when our 'Theme' for the week was 'People who help us' as I know the family do not have pets and this was a new experience for a specific child and chance to gain new experiences.
- I strive for the children to be happy and enjoy learning through play and age/stage appropriate activities.
- I use children's views to develop activities and experiences - I often ask children what they would like to do and try to develop their ideas into an activity they will enjoy, so that they feel included and listened to
- Children are able to self-select toys and equipment, making their own choices, from the playroom at free play intervals during the day providing a combination of child led and adult led activities
- I aim to extend all activities to be more holistic and cover all areas of development.

Areas which require improvement/Change

Area for development	What needs to be done and when?	Who by?	Potential impact	Review date	Review and evidence
Garden area	Improve the insect hotel to enhance children's imagination and problem-solving skills	Children	The children will have enhanced imagination experiences outside	Spring 2022	We built a bug hotel using logs and enjoyed finding bugs
Playroom	Organise storage boxes into age/stage categories and label with contents	Me and/or children	Children will be able to find what they are looking for by using the words or pictures on the labels which will improve literacy	Spring 2022	Boxes are organised into age/stage categories
Mark Making equipment	Replace worn out Aquadoodle playmat	Me	Wider variety of mark making tools	Spring 2022	During COVID we utilised the resources we already had as we were not able to go to the shops. We used chalk or 'painted' with water on paths and walls.

Page 5 Behaviour and Attitudes

Behaviour and attitudes

Strengths and achievements:

- I pride myself on being a role model to the children I care for - polite and kind, caring and sharing, listening ears, gentle hands, careful feet, table manners, clean and tidy. British values are embedded into everything we do.
- I promote healthy lifestyles including diet and exercise and personal care.
- Children are happy to be here, highly motivated, keen and always smiling laughing and singing. Children respect each other and the setting.

Managing Children's Behaviour

Providing quality childcare is all about creating a loving home environment where children feel welcomed, respected, and included. Being professional is also about being clear about expectations, giving lots of praise and encouragement, having a well-structured routine and setting fair, consistent boundaries. This is the ideal environment in which children thrive and develop responsibility.

This is a family home and I like to build an atmosphere of caring and sharing. It is important to teach the children to respect and have regard for each other.

My general policy regarding discipline is consistency. I give positive reinforcement whenever possible. However, I will respond to unacceptable behaviour in an appropriate way according to the child's age and level of understanding. When problems arise, I try to distract or redirect the child or children involved and talk things through. However, if inappropriate behaviour persists then I operate a time out policy. Under no circumstances will I smack, shake, or humiliate a child, threaten, or administer physical punishment of any kind even if this is something you would normally do at home. Where physical intervention is taken for the purposes of averting immediate danger or personal injury to any person (including the child) or to manage the child's behaviour if absolutely necessary, this will be recorded as an 'incident'.

HOUSE RULES

- We take off our outside shoes when we go into the house to keep the house clean.
- We do not swear, call each other names, fight or deliberately hurt anyone else.
- We eat and drink at the table or in the highchair to help keep the house clean and to avoid accidents.
- We are kind to each other and the pets.
- We take care of the toys, furniture, and other equipment.

Area for development	What needs to be done and when?	Who by?	Potential impact	Review date	Review and evidence
Celebrating different cultures	Research other cultures and celebrations	Me	The children will experience different celebrations and have more understanding of the world around them	April 2020	I frequently use childcare.co.uk childminder organiser which has ideas and information on group planning and festivals
British Values	Highlight and discuss British values during activities	Me	Embed British values into daily routines by discussing the values and exploring why they are important	Autumn 2022	

Page 6 Improvements to your practise

Page 7 – Personal Development

Things you'd like to achieve

Courses you'd like to complete

Interests you may have to further your skills

Potential advantages to your business and the children!

Personal development					
<p>Strengths and achievements:</p> <ul style="list-style-type: none"> • SENCO - I wanted to attend this training course as I was interested in the subject. I found the course very interesting and informative, and it will enable me to identify any needs that may arise in future. • My Policies and procedures are implemented consistently to ensure that the personal needs of children of all ages are met appropriately, all treated equally, and each child has the support they need in their own areas of development. • As a small business each child benefits from 1:1 time and support as well as social interaction with others 					
Area for development	What needs to be done and when?	Who by?	Potential impact	Review date	Review and evidence
Policies and procedures	Update policies and procedures and share with parents/carers as necessary	Me	By updating policies and procedures I will be up to date with current legislation and my parents/carers will know I am working within the Framework	Yearly or when changes occur	Updated policies are emailed to parents as necessary
Training courses	Log into account and explore opportunities	Me	Enhance knowledge and skills	On-going	

Leadership and Management

Strengths and achievements:

I keep Policies, Risk assessments, Forms and Registers up to date and organised.

Working in partnership

- I have good communication with parents, open and honest discussions in person on a daily basis - email/texts. I send pictures to parents via WhatsApp throughout the day.
- I share advice and information with parents on a range of subjects eg. weaning, potty training or sippy cups.
- I email information for parents to read if they have concerns in a certain area eg. parent was concerned about an area of the child's development, so I emailed a copy of 'What to expect when'.
- I work closely with my local primary and pre-schools, for my mindees. I often try to follow on from themes and activities that children have been focusing on. Eg. Healthy food week, after pick up we came home for a healthy snack and the children cut their own fruit while we discussed what was healthy and what was not.

Area for development	What needs to be done and when?	Who by?	Potential impact	Review date	Review and evidence
Newsletter	Termly newsletter informing parents of topics to be covered, outings, holidays etc	Me	Parents feel informed and up to date	Sept 2022	
Working in partnership with parent/carers	Send out questionnaires about my setting and the children's learning and development	Me	The parent will be more involved in their child's learning and development and I will know where I	Termly	Continue to send questionnaires and updates from home

Final page

— Leadership and Management

Next Steps following on from completing a Self Evaluation Form



- It doesn't just stop there now you've filled it in! This is a work in progress document
- Create an action plan with your next steps to implement them ready to evaluate on your next form
- Follow the dreams you have of further education and seek to get on that course!
- Don't be afraid to ask for support if you are finding things hard.

Thank you for taking the time to access this presentation. We hope it provides you with the relevant information.

If you would like any further support please do not hesitate to contact us via email hello@scachildcare.co.uk or, if your query is urgent, please contact the office on 01728 746970.

Thank you

