WAC Childcare Lead – Snapshot of Responsibilities

Name: _____
Setting: _____

1. Safeguarding & Welfare Requirements

- Ensure all staff understand and follow safeguarding policies.
- Act as Designated Safeguarding Lead (or support the DSL).
- Maintain accurate records of concerns, disclosures, and actions.
- Conduct regular safeguarding training and updates for team.
- Carry out headcounts, ensure registers of attendance are rigorous.

2. Health and Safety

- Carry out local daily risk assessments of indoor/outdoor areas that reflect your venue.
- Ensure your snack/meal offer is safe, healthy, nutritious and children are supervised at all times.
- Ensure first aid kits are stocked and first aiders are on duty.
- Report and log accidents, incidents, and near misses via the SRS.
- Promote a safe environment in line with Ofsted safety standards.

3. Understanding Behaviour, Inclusion and SEND

- Promote a positive, supportive approach to understanding behaviour.
- Support the emotional well-being and self-regulation of children.
- Ensure inclusive practice for children with SEND.
- Work with parents and professionals where additional support is needed.



4. Timetables, Activity and Learning

- Deliver age-appropriate, purposeful activities for school-aged children.
- Does the provision support the needs and interests of the EYFS children.
- Promote children's interests, creativity, and independence.
- Ensure a balance of active, quiet, indoor, and outdoor opportunities.
- Encourage child-led play while providing enriching experiences

5. Staff Training, Development and Supervision

- Ensure staff:child ratios are met at all times.
- Supervise staff performance and offer coaching/mentoring.
- Deliver pockets of on-site training, refreshing of responsibilities.
- Lead regular team briefings and updates.
- Set an example and inspire your team.

6. Parent Partnership

- Maintain open, professional communication with families.
- Share updates on children's well-being and activities.
- Encourage feedback and respond to concerns promptly.
- Uphold confidentiality and GDPR practices.

7. Ofsted Inspection Preparation

- Ensure all documentation is up to date and accessible (e.g. attendance, policies, risk assessments).
- Lead on demonstrating compliance with relevant legislation and Ofsted expectations.
- Be confident in explaining setting's policies, safeguarding procedures, and curriculum delivery.
- Promote continuous improvement and self-evaluation practices.