

# COACHING AND PEDAGOGICAL POLICY PLAN

Twinkel Daycare



**Kinderdagverblijf Twinkel Hoofddorp BV**

**Version 2024**

*Note: this document is automatically translated from the original Dutch version. There could be some slight mistranslations. If you have questions please ask us personally.*

## **Policy and Pedagogical Coaching Plan**

The law stipulates that every childcare location must have a 'pedagogical policy officer' position available for the development of pedagogical policy and for coaching pedagogical staff. Every pedagogical staff member is entitled to coaching. This is stated in the legislative proposal *Innovation and Quality in Childcare* (IKK law). A condition is that this policy officer/coach meets the qualification requirements applicable to both roles. The deployment of the pedagogical policy officer/coach falls under 'the organization of responsible childcare' and must be reported back to the parent committee. At the beginning of the new year, we will evaluate whether adjustments or changes to the coaching plan are necessary.

Twinkel has employed a certified staff member with a diploma as a pedagogical policy officer/coach. At Twinkel, we have chosen to combine the roles of policy officer and coach into one function, so that a full-time position can be created in terms of hours. Shemana Sewpersadsingh fulfills this role and position at Twinkel daycare. She is assigned to this role on Mondays and Fridays and performs her duties at the Twinkel office. She is also regularly present in various groups to maintain a strong connection with what is happening on the work floor and to provide both requested and unsolicited advice in the areas of pedagogy and coaching. For questions and tips about policy and coaching, staff can approach Shemana directly or email: [shemana@twinkel.nl](mailto:shemana@twinkel.nl).

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### **Pedagogical Policy Officer**

The pedagogical policy officer develops the pedagogical policy, other policies, and protocols together with the team. The pedagogical policy may be broader than just the pedagogical policy plan and must be properly communicated to the pedagogical staff (pm-ers). Additionally, the policy officer is responsible for monitoring and implementing pedagogical policy initiatives, ensuring that every staff member works according to the same pedagogical goals and vision. All forms of policy must be up to date and clearly communicated to all pm-ers. The pedagogical policy officer has 50 hours per year to work on this.

Examples of pedagogical policy development and implementation include:

- Revising and evaluating the pedagogical policy plan, other policies, and protocols
  - Developing new elements of the pedagogical policy
  - Creating tools for the teams (presentations/trainings)
  - Keeping up with legislation and regulations in this area
  - Collaborating on the educational continuum
  - Staying informed about the child tracking system (observation forms & 10-minute meetings)
  - Feedback on changes resulting from the Quickscore and risk monitor will be discussed in group meetings
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## **Pedagogical Coach**

Coaching is the process in which the pedagogical coach challenges another person to fully utilize and realize all of their qualities. The coach helps achieve pre-set goals. The core principle is that the best within someone is maximally utilized. One of the key features of coaching is that it must involve an equal relationship. It is about facilitating insight, learning, and development. The willingness, desire, motivation, and attitude of the pedagogical staff member are essential. The staff member initiates their own change. Coaching seeks to find the balance between what can grow and develop while also acknowledging the strengths of the pm-er.

Examples of coaching formats include:

- Individual coaching conversations
- Case discussions – group coaching
- Skills training with practice situations
- Video interaction guidance
- (Collaborative) coaching within the group
- Intervention meetings
- Trainings/presentations on various topics from the pedagogical policy

The designated coaching hours at Twinkel are *172.5 hours*. The number of hours per staff member depends on whether they work full-time or part-time. Additionally, the coach at Twinkel receives *10 hours* of coaching from the coach at *Kinderopvang Het Schaapje* in Haarlem.

Besides co-developing policy, the coach ensures that this policy is also implemented on the work floor by the pedagogical staff. The coach creates an environment where improving pedagogical quality, work practices, and professional development of the staff is the priority. The coach guides and supports everyone working at Twinkel in their day-to-day work. The pedagogical basic goals and interaction skills are central to this. Every pedagogical staff member is entitled to a number of coaching hours per year. How this coaching is structured varies by childcare center. We therefore have a detailed coaching plan in which all hours are allocated and explained. This detailed version is available from Shemana.

Through coaching/group discussions, a new coaching question relevant to the entire team may emerge. If so, we will schedule additional sessions or possibly change the theme. In the newsletters sent to all parents at Twinkel, the coaching plan is explained. This always appears in the final newsletter of the year. The purpose is to ensure the coach receives proper feedback from staff and parents, which can be used to refine the plan for the upcoming year.