



Engaging Families with Service Educators

NQS Element 6.1.1 Engagement with the service

Name Educator 1	
Name Educator 2	
Name Educator 3	
Name Educator 4	
Name Educator 5	

E = Embedded I do that **ALL** the time

K = I know I need to do that, but I don't do it all the time

T = Please teach me how to do it or improve my understanding of why I need to do it.

	ED1	ED2	ED3	ED4	ED5
Pre-enrolment and Orientation					
During pre-enrolment visits or orientations, do you talk with new families about routines, and families' values and expectations for their child's care and learning?					
Do you reflect on ways you can meet families' expectations and promote continuity of care between home and the Service?					
Do you make sure you fully understand any specific medical/behaviour/nutrition/physical activity/learning needs children may have and any related services they access and regularly involve families in decision making processes around these needs?					
Do you share information with families about strategies you will use and they can use to help their child happily settle at the Service as soon as possible? eg 'Robyn Dolby style' handover conversations, immediately engaging child in interest, hugging and soothing child etc					
Do you consider the individual needs of each child and family when helping children settle-in at the Service?					
Do you give families honest information about how their child is settling – in?					
Communication					
Are you always polite, respectful and professional when communicating with families, children and other staff?					
Do you know parents' names and do you always use them in conversation and other communications?					
Do you regularly encourage families to help build curriculum by sharing their culture, jobs, interests etc?					
Do you regularly share information with families about their child's participation in the Curriculum, and their achievements and needs?					
Do you respond to families' questions, concerns and requests quickly and professionally?					
Do you show families relevant policies and procedures where relevant and encourage them to participate in updates and reviews?					
Do you always act on (or pass on) comments, suggestions or information from families which could improve practice or be useful for the Service's Quality Improvement Plan?					

Actions required

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