

Room Leader and Educators

Catch Up Week 20a

MONDAY TO FRIDAY
1 to 5 July 2024

Services have previously advised they needed some catch up weeks, so we developed a 40 week email cycle with some catch up weeks every 10 weeks. This week we are summarising some of the important information from weeks 11-15. Make sure you understand the concepts below and revisit any weeks and activities where necessary. Completing the activities reinforces the learning, and ensures your curriculum and practices are on track to get exceeding.

Week 11 Element 6.1.1 - Engagement with the service.

Families are supported from enrolment to be involved in the service and contribute to service decisions.

It is vital to support families from enrolment, involving them in decisions about their child's orientation, settling-in, and learning goals, as well as service operations. This helps ease common parental fears such as separation anxiety, safety concerns, and loss of control. Effective communication is key, though educators may struggle with anxiety about speaking to new people. Starting conversations with families involves warm greetings, introductions, open-ended questions, sharing information, addressing concerns, and ending positively. Practicing these conversations builds confidence, ensuring a positive experience for children and parents.

Week 12 - 6.1.2 Parent views are respected - The expertise, culture, values and beliefs of families are respected, and families share in decision-making about their child's learning and wellbeing.

During this week, educators can schedule individual meetings with parents to discuss their expertise, culture, values, and beliefs regarding their child's learning and wellbeing. Educators actively listen, value and incorporate the input provided by parents into the child's educational plan.

Week 13 - 6.1.3 Families are supported - Current information is available to families about the service and relevant community services and resources to support parenting and family wellbeing.

In this week, educators ensure that current information about the centre's services and relevant community services and resources is readily available to families. They create a resource corner or bulletin board where parents can access information on parenting tips, workshops, local support groups, and other services that promote parenting and family wellbeing.

Week 14 - 5.1.1 Positive educator to child interactions - Responsive and meaningful interactions build trusting relationships which engage and support each child to feel secure, confident and included.

During this week, educators focused on fostering positive interactions with children. They learnt how to actively engage in conversations with each child, provide meaningful responses, and show genuine interest in their thoughts and ideas. They use verbal and non-verbal cues to create a safe and secure environment where children feel valued, confident, and included.

Week 15 - 5.1.2 Dignity and rights of the child - The dignity and rights of every child are maintained.

In this week, educators learnt how the importance of treating each child with respect and upholding their rights. They establish clear boundaries and rules that protect the dignity of every child. Educators actively listen to children's opinions, encourage autonomy, and ensure that their voices are heard and valued in decision-making processes.

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Week 11 - Element 6.1.1: Engagement with the Service. How do we involve families in decisions about their child's orientation and settling-in process?

Week 14 - Element 5.1.1: Positive Educator to Child Interactions. How do we ensure our interactions with children are responsive and meaningful?

Week 12 - Element 6.1.2: Parent Views are Respected. How do we gather and incorporate parents' cultural values and beliefs into our educational plans?

Week 15 - Element 5.1.2: Dignity and Rights of the Child. How do we maintain and protect the dignity and rights of each child in our care?

Week 13 - Element 6.1.3: Families are Supported. How do we keep the information about our services and community resources current and accessible for families?

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Family Law and Access Policy

Educators, staff and volunteers must:

- comply with Parenting Orders/Plans that affect a child at the Service (as they are legally enforceable). The Orders/Plans can cover things like who has custody of and access to the child, and who can make decisions about the child's life
- never deliver a child to a non-custodial parent. They will contact the parent the child lives with, and the police if needed, where the non-custodial parent refuses to leave.

Do you have any feedback or comments about this policy? Please include below.

Educator's Name	Educator's Signature	Educator's Name	Educator's Signature



Checklist

Why are you doing the checklist?

The practices identified in the checklist are what the assessor needs to see you do so they can check you're 'meeting the NQS' in relation to Element 2.1.2 Health practices and procedures, 2.2.1 Supervision and Element 3.1.2 Upkeep. If there's something on the checklist that you're not doing, then you need to either adjust your practice to do it, or ask for help and training to do what's on the checklist ie work with your educational leader or room leader who should teach/coach you how to do it.

The checklist keys to use.

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.

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

Environment Safety Check

	ED1	ED2	ED3	ED4	ED5
Outdoor					
Environment is clean and tidy. You'd be happy to leave your child here. No garden debris or other rubbish lying around					
Equipment over a metre high is secured to ground					
Fence secures outdoor play areas on all sides from roads, water hazards, driveways and intruders. Fences at correct height with childproof self-locking gates and locks as required					
Garages and sheds locked					
Garbage is in lidded secure bins which are in clean and safe condition. Does not attract vermin					
Hygienic environment protects against infectious diseases and vermin, bacteria, mildew, lead, asbestos and other dust allergens					
Paths, stairs, steps are not slippery					
Pesticides , herbicides, petroleum, kerosene and solvents are stored safely					
Poisonous/prickly/allergy inducing plants are identified, removed, inaccessible to children					
Sandpit has no sharps, animal excrement or dangerous objects					
Smoke free environment in all areas					
Supervision and visibility - children are visible and supervised at all times. There is a supervision plan for areas that are difficult to see/supervise					
Under Service access (including buildings on stilts and footings) is locked or access blocked					
Water troughs or wading pools are empty and inverted if not being used					
Window fly screens are securely fitted and maintained					
Wooden pieces of equipment are free from splinters, loose nails etc					
Indoor					
Access into, within and out of Service for all children and adults, including those with a disability is safe and there are no hazards eg for wheelchairs or those with impaired sight, hearing or mobility. Appropriate security, toilet and washing facilities					
Barriers are age appropriate, child proof, self-locking barriers to balconies, stairways, kitchen, bathroom, laundry, garage, other levels in the Service, front and back garden					
Blind/curtain cords are inaccessible to children, especially babies in cots					
Choking hazards eg small toy parts, beads, nuts, blind and curtain cords, plastic bags, sandwich bags and balloons are removed or inaccessible					
Decorations and children's artwork aren't near ceiling fans, air conditioners or heaters, and are not displayed with tacks, pins, and staples					
Electrical cords don't obstruct movement or present a safety hazard					

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Electrical outlets have safety plugs/protectors					
Entry Doors are locked at all times with bells on doors					
Fire equipment eg blanket, extinguisher, smoke detectors are in correct place and work					
First aid kit is in correct place and fully stocked.					
Floors, stairs, mats and rugs are not slippery					
Hazardous substances are stored in locked cupboards eg chemicals, medicines, razors, knives and electrical equipment. Cleaner's cupboard is locked					
Heaters, coolers, fireplaces, stoves, microwaves and office equipment are inaccessible to children. Heaters and fans have guards. Heaters are away from children's cots. Heaters using combustible materials are ducted outside. There is adequate ventilation while gas heaters used					
Hot water supply is regulated to keep it below the temperature where a child can be scalded (Any new hot water installations in early childhood services are required to ensure water delivered from the tap does not exceed 45°C)					
Hygienic environment protects against infectious diseases and vermin, bacteria, mildew, lead, asbestos and other dust allergens					
Machinery, tools and equipment etc are stored securely and are inaccessible to children					
Noise is at reasonable levels and not excessive					
Personal items like bags, sharp instruments, toiletries and medicines (eg in handbags) kept secure and are inaccessible to children					
Pets and animals are vaccinated, wormed, don't have fleas, are clean and healthy. Pet accessories like pet food, litter boxes, pet toys kept away from children. Dogs excluded from children's play areas					
Room Rules promote safety eg no running indoors					
Room set ups reduce risk of accidents and collisions eg clear paths around activities					
Safety glass is installed according to Australian Standards on all glass doors and windows accessible to children, and safety decals on both sliding doors and plate glass doors at child and adult eye level					
Smoke free environment in all areas					
Stairways, ramps, corridors, hallway, external balcony enclosed to prevent a child falling					
Supervision of children so that children are visible and supervised at all times including in high risk areas like high chairs, change tables, nappy change and toilet areas. There's at least two educators on premises at all times with vision of each other and the children (for child protection) including when changing nappies or washing children					
Toys meet safety standards, age appropriate, regularly cleaned, unbroken and non-toxic					

Actions required after completing the checklist?

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