

# 7.1.3

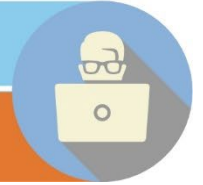
## Roles and responsibilities

Roles and responsibilities are clearly defined, and understood, and support effective decision-making and operation of the service.

Week 25  
12.8.2024

### Section 3. Document Meeting Practice (Room Leaders and Educators)

Room leaders work with educators to document their meeting practices.



### Assess your practice first.

Read the below description and evaluate it in relation to your practices.

**Meeting** – Educators notice unsafe environments. During a routine outdoor play inspection, educator noticed a broken piece of play equipment with sharp edges. Immediately, they cordoned off the area to prevent access, documented the hazard, and reported it to management for repair. This action ensured the safety of the children until the equipment was fixed.

Educators refer to the national law, regs or NQS when unsure about what they should be doing. For example, when unsure about the requirements for documenting children's learning, I referred to Regulation 74 of the National Regulations, which provides clear guidelines on maintaining accurate and up-to-date records of children's development and progress. This ensured compliance and quality in our documentation process.

Educators help families understand their role includes supporting families to access information or resources about parenting and family wellbeing. For example, a family expressed concerns about their child's biting behaviour. I provided them with resources on behaviour guidance and arranged a meeting with our inclusion support specialist. We discussed strategies and support available, ensuring the family felt supported and informed about managing and understanding their child's behaviour.

If you are doing similar practices to the example, use the below questions to help you write your 'meeting' description so you can add it to your QIP.

<b>A MEETING QIP and Self-Assessment Tool (SAT)</b>
<i>Give an example of a time you've referred a parent to a policy/procedure to help explain your actions.</i>
<i>Give an example of a time you noticed something inside or outside that was unsafe and what you did about it.</i>
<i>Give an example of a time you referred to the National Law, Regs or NQS when you weren't sure about what you should be doing?</i>