

Room Leader and Educators

Catch Up Week 30b

MONDAY TO FRIDAY

30 September to

4 October 2024

We know some of you needed a bit of extra time to catch up, so we've put together a 40-week email cycle with some catch-up weeks every 10 weeks. This week, we're summarising some of the important info from Weeks 26-30. Make sure you understand the concepts below, and feel free to revisit any weeks and activities if you need to.

Week 26 – 2.2.1 Supervision

Taking reasonable precautions and providing adequate supervision are crucial for keeping children safe in all settings. In outdoor play areas, we proactively assess and address any potential hazards while keeping a close eye on the children and ensuring they follow safety rules. During water play, we conduct risk assessments and implement safety measures, closely supervising the children to prevent accidents. When we're cooking with the children, we identify and minimise potential risks, supervise them closely, and ensure they follow safety procedures and good hygiene practices. Even during indoor free play, we inspect the play area for hazards, keep visible attendance, monitor interactions, and step in when needed to prevent accidents or conflicts. This way, we create a safe and nurturing environment for all the children.

Week 27 – 2.2.2 Incident and Emergency Management

This week, we focused on prioritising effective communication with families about our emergency procedures and drills. We include details in our welcome package, discuss plans during parent meetings, and feature them in our monthly newsletters. Visual aids like posters and handouts help reinforce this information. Training is part of our staff induction, and we periodically run mock scenarios to stay prepared. We ensure inclusive evacuation processes for individuals of all ages and abilities, training ourselves to use age-appropriate carriers and cribs for the children and assisting those with mobility challenges. Regular drills enhance our team coordination, and having clear, accessible evacuation routes along with calm, supportive communication during evacuations ensures everyone's safety.

Week 28 – 2.2.3 Child Protection

We refreshed our knowledge on recognising signs of harm, abuse, or neglect by engaging in discussions, workshops, and case studies during team meetings. We received training on mandatory reporting requirements and established clear procedures for reporting any concerns promptly. We maintain open communication with parents and caregivers about child protection. Being familiar with our child protection policy ensures we all take a consistent approach when handling cases of harm, abuse, or neglect.

Week 29 – 4.2.1 Professional Collaboration

We talked about the importance of working together as a team. Regular team meetings help us define common goals and ensure we're all aligned. Creating a shared online workspace improves communication and reduces misunderstandings. Brainstorming sessions encourage innovative teaching methods. A buddy system boosts morale and engagement, and routine meetings to discuss each child's progress ensure consistent support. Involving everyone in decision-making when implementing changes promotes buy-in, and sharing success stories during staff meetings encourages continuous learning.

Week 30 – 4.2.2 Professional Standards

We focused on upholding professional standards. To ensure legal compliance, we conduct regular staff training and implement a compliance checklist. We maintain educational quality through self-assessment aligned with the National Quality Standard (NQS) and continuous policy review. To address ethical dilemmas, we've established a comprehensive Code of Ethics/Conduct, foster open communication, and provide ethical training. We tackle inconsistent practices with cultural competence and diversity training, encouraging self-reflection and shared learning among all of us. To mitigate negative impacts on children and families, we create an inclusive environment and promote parent-community involvement. Lastly, we enhance professionalism by reinforcing our Code of Conduct, implementing reporting mechanisms for unprofessional behaviour, and recognising and rewarding professionalism.

Week 30b 30 September to 4 October 2024 – **Catch-up week**

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Element 2.2.1 Supervision - How can we enhance our supervision strategies to balance safety with allowing children the freedom to explore and learn?

Element 4.2.1 Professional collaboration. What opportunities can we create for sharing ideas, resources, and feedback among educators?

Element 2.2.2 Incident and Emergency Management. What creative ways can we use to communicate our emergency procedures to families and make sure they feel confident about our processes?

Element 4.2.2 Professional standards. How can we promote ethical behaviour and consistency in our daily practices?

Element 2.2.3 Child Protection. In what ways can we foster even more open communication with parents and caregivers about child protection?

Transport Policy

Children will not be transported unless parents authorise this. The Policy outlines what the Authorisation must include.

The Nominated Supervisor or educators will complete a risk assessment before children are transported unless it is 'regular transportation' (circumstances are substantially the same) and a risk assessment has been completed within the last 12 months. Policy outlines what the risk assessment must include.

The Nominated Supervisor will:

- nominate the driver (service operated vehicles), lead educator and person responsible for checking vehicle at end of trip
- update risk assessments and obtain new authorisations if circumstances change
- ensure drivers meet the fitness and licensing requirements outlined in Policy
- ensure child restraints/booster seats in vehicles meet Australian standards

- follow recognised service schedules and organise an annual mechanical inspection, or sight evidence vehicle has had mechanical inspection within the last 12 months

The Nominated Supervisor and staff will:

- ensure and all children are appropriately restrained as required by Australian laws and outlined in Policy
- complete a risk assessment and implement measures to remove or control the risks posed by any car park on the premises.

To ensure children's safety educators will:

- implement the Transport Procedure or Transport Procedure Excursions when transporting children to and from destinations
- closely supervise children when outside the service near roads
- regularly integrate learning about road safety into the curriculum.

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	

Sleep Safety

	ED1	ED2	ED3	ED4	ED5
All children					
Can you always see and hear sleeping or resting children?					
Do you always ensure children (including babies) sleep with their face uncovered?					
Do you complete regular checks on all sleeping or resting children, paying particular attention to breathing patterns and skin colour?					
Do you complete more frequent checks on sleeping or resting children that have medical conditions or sleeping issues?					
Do you monitor the temperature of the rest environment to ensure it is too hot or cold?					
Do you ensure there is adequate space between sleeping or resting children?					
Babies and Toddlers					
Have you completed the new risk assessment required for the cot rooms and sleep areas? Download it from ACECQA.					
Do you always place babies and toddlers on their back to sleep?					
Do you always place babies' and toddler's feet close to the bottom of the cot?					
Do you always ensure there are no quilts, doonas, duvets, pillows or cot bumpers in cots?					
Do you always ensure the bed clothing is appropriate for the weather?					
Do you ensure cot mattresses are firm, clean and fit snugly?					
Do you always attend babies and never leave them unattended?					
Do you physically check babies every 10 minutes (best practice)?					
Are the babies' arms free from wraps once startle reflex disappears (around 3 months old)?					
Do you stop wrapping babies if they can roll from back to front to back again?					
Do you ensure no bottles are given to children when they lay to rest (for safety and hygiene reasons)?					
Do you ensure that no electric blankets, hot water bottles or wheat bags are used?					
Do you ensure bibs are removed from babies and toddlers before being placing them in cots/beds?					
Do you ensure that dummies provided have no chain attachments?					
Do you ensure that dummies are not replaced if they fall out while child is sleeping?					
Do you ensure no baby is left to sleep in a bassinet, hammock, pram or stroller?					
Do you move toddlers from cot to bed if they're likely to climb out of cot (around 2-3½ years old)?					
Do you reposition babies onto their back when they roll onto their front or side if they're unable to repeatedly roll from back to front to back (around 5-6 months)?					

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Do you only use light bedding and ensure it's tucked in tightly?					
If you use sleeping bags instead of linen, do you ensure it's fitted with neck and arm holes but no hood?					
Mattresses are not tilted or elevated					
Plastic packaging is removed from new mattresses					
Waterproof mattress protectors are strong, not torn and fit tight					
Only mattresses supplied with portable cots are used in those cots and no additional padding or mattress is added under or over the mattress					

Actions required after completing the checklist