



### Assess your practice first.

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

#### Meeting – Actions when finding something

**broken/damaged:** When educators find something broken or damaged, they take immediate action by either removing or blocking access to the item to prevent harm. For example, if tiles, cubby houses, or sandpits are damaged, they close off the area and report it for prompt repair. Regular safety checks allow early identification of potential hazards like loose electrical cords or broken locks, ensuring swift action and maintaining a safe environment for children and staff.

**Scheduled cleaning procedures:** Scheduled cleaning includes daily routines and immediate responses to spills or visible dirt. For instance, cots and stretchers are sanitised after each use, toys are washed weekly, and kitchens and bathrooms are cleaned daily. In case of a spill, educators follow a spill-response procedure, ensuring surfaces are sanitised immediately to prevent slips and maintain hygiene, which aligns with health authority standards for cleanliness and safety.

#### Safety protocols for new equipment:

Before introducing a potentially dangerous tool, educators complete a thorough risk assessment, identifying hazards, setting safety protocols, and ensuring children are taught correct usage. For instance, if scissors are introduced, children are shown proper handling techniques, and supervision is maintained. This process helps in fostering responsibility and confidence among children while prioritising safety with tools or equipment.

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.

#### A MEETING QIP and Self-Assessment Tool (SAT)

*Please give an example of the actions you took (or would take) when you found something broken/damaged in the building or grounds.*

*Please give an example of a scheduled cleaning procedure you regularly implement (that is, discuss what's involved), and what you do when there's been a spill or an area is visibly dirty.*

*Please give an example where you involve children in cleaning or maintaining the service as part of the educational program.*

#### Week 35, 4 to 8 November 2024 – 3.1.2 Upkeep