



## Assess your practice first.

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

### Exceeding – Critical reflections. Communication of design and maintenance changes:

When changes occur in space design or maintenance, these are communicated via staff meetings, emails, and posted updates. This includes adjustments following safety reviews or new equipment placements. Educators are encouraged to ask questions to ensure full understanding of new protocols. All staff, including volunteers, receive documented changes and are involved in discussions, ensuring cohesive implementation and safe adaptation of changes.

If you are doing similar practices to the example, use the below question to help you write your '**exceeding practice for critical reflection**' description so you can add it to your QIP or SAT (NSW only).

For **Exceeding** the QIP and Self-Assessment Tool (SAT)

**Critical Reflection** - Please discuss how any changes to the design, use or maintenance of indoor/outdoor spaces made by managers or other educators/staff are communicated to all employees and volunteers so everyone understands what they are, why things have changed and how to implement the changes properly.

**If you and your educators need to learn how to achieve exceeding – critical reflection, proceed here and do below.**

The following section outlines the steps to ensure you are exceeding in Critical Reflection. If you have already successfully completed the previous section demonstrating how you are exceeding in Critical Reflection, you do not need to complete this section.

### Look at the words in detail to identify what is exceeding.

Please discuss how any changes to the design, use or maintenance of indoor/outdoor spaces made by managers or other educators/staff are communicated to all employees and volunteers so everyone understands what they are, why things have changed and how to implement the changes properly.

Let's break down the above statement into two parts and provide simple descriptions to help you:

**Part 1:** Discuss how changes to the design, use, or maintenance of indoor/outdoor spaces are communicated.

This part of the question is asking about the process of sharing information regarding any alterations or adjustments made to how indoor or outdoor spaces are designed, used, or maintained. It's important to explain how these changes are communicated to everyone involved in the early childhood education setting.

**Part 2:** Explain why the changes are made, and how to ensure proper implementation.

This part is asking for an explanation of the reasons behind these changes and how to ensure that they are correctly put into practice. It's about providing a clear understanding of why the changes are necessary and how to execute them effectively, involving all employees and volunteers.

It is important to ensure that we make it **very clear how these above concepts have created change in your service.**

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

Please discuss how any changes to the design, use or maintenance of indoor/outdoor spaces made by managers or other educators/staff are communicated to all employees and volunteers so everyone understands what they are, why things have changed and how to implement the changes properly.

### **Staff Meetings for Major Changes**

When significant changes occur, such as new equipment or room layouts, managers introduce these in staff meetings, explaining the reasons for the adjustments and how they improve safety or learning outcomes. This ensures everyone understands the purpose and intended impact.

### **Clear, Written Communication**

Managers provide detailed instructions through emails or printed notices about any adjustments in the environment. These written communications are especially useful for volunteers or part-time staff who may miss meetings but still need to understand the changes.

### **Update and Display Visual Guides**

For changes in room layout or safety procedures, managers update visual guides or diagrams (e.g., showing fire exits, new storage locations) and post them in accessible areas. This visual support helps staff and volunteers quickly learn and remember the new setup.

### **Change Logs and Documentation**

Any modifications are logged in a central file accessible to all employees. This record explains the changes, when they occurred, and the safety or operational reasons behind them, providing a quick reference point for staff.

### **Onboarding and Orientation for New Staff**

Managers include recent updates in the orientation for new employees and volunteers, ensuring they start with a clear understanding of the current design and safety procedures. This step helps integrate new team members into the service's evolving practices.

### **Hands-On Training Sessions**

For significant changes, like the installation of new equipment, managers organise hands-on training sessions to walk staff through correct setup, usage, and maintenance. This practice ensures everyone knows how to use new items safely and understands why they were added.

### **Feedback and Q&A Opportunities**

After implementing changes, managers hold feedback sessions where educators and volunteers can ask questions, clarify their responsibilities, or offer suggestions. This helps everyone feel confident and aligned with the updates.

### **Regular Reminders in Staff Newsletters**

Monthly or weekly newsletters include reminders of recent changes and why they were made. This helps reinforce new practices and keeps everyone updated on adjustments to ensure consistency in implementing the changes.

Discuss how changes to the design, use, or maintenance of indoor/outdoor spaces are communicated.

*(Remember reading these descriptions becomes a part of the reflection).*

... Explain why the changes are made, and how to ensure proper implementation.. *(Describe the changes you made after the reflection).*

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