Transitions - Nominated Supervisor OSHC

NQS 6.2.1 Transitions

Name of the person conducting the checklist: _____ **Date:** _____

Staffing

Do you organise the roster so families are greeted and farewelled by one or two familiar educators?	○ Yes	○ No	○ NA
Does the roster allow children to develop close relationships with one or two familiar educators?	○ Yes	○ No	○ NA
Do you consider continuity of care when making staff changes?	○ Yes	○ No	○ NA
Do you tell families as soon as possible about short and long term staff absences/changes (preferably before these happen)?	○ Yes	○ No	○ NA
Do you source relief staff from a pool of familiar casuals?	○ Yes	○ No	○ NA
Do you implement a home visit program - especially for new children?	○ Yes	○ No	○ NA

Practices General

Do you share information gained from discussions with families with educators (while respecting families' privacy if required?)	○ Yes	○ No	○ NA
Are there documented procedures to ensure all children safely transition from one activity (including excursions), routine or area to another eg head counts?	○ Yes	○ No	○ NA
Are there documented procedures to follow when transitioning children to a new group?	○ Yes	○ No	○ NA
Is there a documented procedure if a child who should be waiting at school to transition to the Service is not there?	○ Yes	○ No	○ NA
Is there a documented procedure to ensure information from families about children's non-attendance is communicated to educators responsible for transitioning child to or from school?	○ Yes	○ No	○ NA
Do you develop professional relationships with executive staff at local schools?	○ Yes	○ No	○ NA
Do you work with families to support children's attendance at extracurricular activities?	○ Yes	○ No	○ NA

Actions required