

Orientation for Children Educators

NQS 6.1.1 Engagement with the service

6.2.1 Transitions

Name Educator 1	
Name Educator 2	
Name Educator 3	
Name Educator 4	
Name Educator 5	

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.

Child's first visit	ED1	ED2	ED3	ED4	ED5
Do you talk to families about children's routines, fears, strengths, special words, toileting and sleeping practices?					
Are these practices written down and placed in the child's file?					
Do you encourage the child to participate in the activities if they wish?					
Do you discuss the room, routines and educational program with families?					
Do you discuss any special needs/requirements the child may have?					
Do you tell families they can send any special comfort items (eg teddy) to help settle the child into the service?					
Do you tell families they are welcome to discuss any issues with the Nominated Supervisor at a convenient time?					
Do you talk to families about the values and expectations they hold for their child's learning?					
Settling in period					
NB many of the above points also apply during the settling in period					
Do you encourage families to spend as long as they wish with their child?					
Do you help families say goodbye to their child? eg I'm here to look after you and keep you safe till Mum comes back					
Do you invite families to ring and check on their child at any time?					
Do you tell families you will ring them if their child remains distressed for a long time?					
Do you hold and comfort distressed children?					
Do you give families a lot of feedback about the child's day when they collect the child eg routines, learning (fun and exciting), friends, emotional state, child is safe, gets lots of attention, is valued and respected?					
Do you use 'Circle of Security' techniques to build trusting relationships with securely attached children (especially with babies and toddlers)?					

Actions required

