

# Room Leader and Educators

## Catch Up Week 30a

MONDAY TO FRIDAY  
26 to 30 Sept 2022

Services have previously advised they needed some catch up weeks, so we developed a 40 week email cycle with some catch up weeks every 10 weeks. This week we are summarising some of the important information from weeks 21-25. Make sure you understand the concepts below and revisit any weeks and activities where necessary. Completing the activities reinforces the learning, and ensures your curriculum and practices are on track to get exceeding.

### **Week 21 Element 1.2.2 Responsive teaching and scaffolding**

*The core of this Standard's exceeding themes is "All educators consistently and respectfully respond to each child's ideas and play, for example through open-ended questions and feedback, to extend each child's participation, learning and development. All educators consistently draw on families' or communities' understanding of each child's strengths, ideas, culture and interests to extend their learning and development, and regularly reflect, individually and with each other, on their educational practice."*

We discussed how using open-ended questions and 'teachable moments', extending children's learning, and effectively organising spaces and children's groups supports this element.

### **Week 22 Element 3.1.1 Fit for purpose**

*The core of this element's exceeding theme is "All educators ensure, and can explain, how the physical environment, including furniture, equipment and resources, supports each child's participation, reflects the unique community context and includes the ideas and support of service families and community partners. All educators reflect individually and together, and adjust the environment as needed to enhance learning outcomes and ensure the participation and safety of each child."*

We discussed how buildings, fixtures, fittings and spaces must:

- be flexible, welcoming and accessible
- reflect diversity in the community
- be safe and promote health outcomes
- be environmentally sustainable

- contain safe furniture and equipment that supports learning outcomes.

### **Week 23 Element 3.1.2 Upkeep**

*The core of this element's exceeding theme is "All educators ensure outdoor and indoor spaces, buildings, fixtures and fittings are safe, clean and well-maintained at all times. All educators reflect upon the best ways to include children, families and local community to assist in maintaining a safe and clean environment."*

We reviewed how this element covers effective cleaning and maintenance practices.

### **Week 24 Element 5.2.2 Self-regulation**

*The core of this element's exceeding theme is "All educators engage in robust discussion about effective behaviour guidance strategies, and demonstrate a consistent approach that helps each child regulate their own behaviour, respond appropriately to others and communicate effectively to resolve conflict, taking into account each family's particular context and feedback."*

We discussed this involves supporting each child to respectfully control their behaviour, communicate their needs in positive ways, and effectively manage conflicts. The example practice changes proposed implementing a more child directed program, and a structured behaviour guidance procedure.

### **Week 25 Element 2.2.1 Supervision**

*The core of this element's exceeding theme is "all educators reflect upon their practice and families' concerns to ensure children's safety is always met. They do this by being consistently attuned to children and applying risk assessment. Educators can confidently explain and adjust the environment, program, practice, policies and procedures when required."*

We discussed how educators must always actively supervise children, be alert for potential hazards that may cause accidents or injuries, and remove or minimise the identified risks.

## **Week 30a 26 to 30 September 2022– Catch-up week**

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1. **Element 1.2.2 Responsive teaching and scaffolding**

Reflect on last week's curriculum and what's been happening in the local or global community? What 'teachable moments' have you used to strengthen learning? Which moments could you have used?

2. **Element 3.1.1 Fit for purpose**

Do you think your indoor and outdoor spaces meet the five points under element 3.1.1 on the previous page? If yes, which point(s) if any could you improve? If no, what will you do to help meet the point(s) you're missing?

3. **Element 3.1.2 Upkeep**

How well do employees understand how to identify, report and action cleaning and maintenance needs? For example, whose job is it and what is the process for:

- cleaning up a toileting accident
- removing a thistle from the yard
- removing loose nails on outside equipment
- regularly cleaning the bathroom
- regularly washing cushion covers/dress up clothes
- cleaning mouldy surfaces?

What needs to happen if employees gave different or incorrect answers?

4. **Element 5.2.2 Self-regulation**

Is it possible you're taking children's difficult behaviour personally? How might this affect the support you provide? How could you look at the situation differently, and how might this help both you and the child?

5. **Element 2.1.1 Supervision**

What do you think 'active supervision' means? How well do you 'actively' supervise children? Is this view shared by others in your room/group?

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## Social Media Policy

Educators, staff and volunteers will not:

- access their personal social media accounts while educating and caring for children
- use their personal social media accounts to
  - send or accept 'friend requests' from parents or family members that have children at the Service
  - post any photos taken at the service or other information about the service
  - post any material that is offensive, threatening or unlawful
  - post any material that could damage their professional standing
  - post any material that could damage the employment relationship or the employer's/Service's reputation
  - express views on behalf of the employer
  - use the service logo or email without permission
  - disclose confidential, private or sensitive information
  - publicise workplace disputes
- use their personal camera or phones to take photos or video at the service

The Approved Provider/Nominated Supervisor will use our Grievance Guidelines to investigate:

- the posting of offensive, threatening, damaging or unlawful information on a personal social media account
- the defaming, bullying or harassment of a staff member on social media by a service family

## FOR SERVICES WITH A SOCIAL MEDIA ACCOUNT

The Approved Provider or Nominated Supervisor will:

- get authorisation from parents before posting any photos of their child
- get families' consent about the information that will be posted on-line
- ensure personal information is not posted on-line
- implement appropriate measures to ensure the privacy and security of the account.

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

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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	

### Toilet Safety and Hygiene

Facilities	ED1	ED2	ED3	ED4	ED5
Is there a "spill kit" nearby to clean spills of urine, poo, blood, and vomit (with gloves, paper towel, disposable cloths or sponge, detergent, bleach, scraper and pan)?					
Are toileting/nappy change procedures displayed?					
Are hand washing procedures displayed?					
Do handwashing procedures have pictures for children to follow?					
Is the cleaning schedule displayed?					
Is the cleaning schedule signed off by the person who cleans the toilet?					
Does the toilet area look clean and inviting?					
<b>Toileting Procedures</b>					
Are children supervised AT ALL TIMES while using the toilet?					
Do you always wear gloves if helping/cleaning child?					
Do you wash hands before putting gloves on?					
Do you help child to remove clothing if needed?					
Do you help child onto toilet if needed?					
Do you encourage children to wipe from front to back?					
Do you remove any wet/soiled clothing and seal in a bag for washing ?					
Do you clean and dry child if they've soiled or wet their clothing?					
Do you encourage children to flush the toilet themselves?					
Do you help/ supervise children as they wash their hands with single use towel?					
Do you remove gloves and wash hands before touching child's clean clothing?					
Do you wash and dry hands after removing gloves?					
Do you help children go to the toilet at any time they require assistance (while encouraging their independence)?					
Do you encourage children to use the toilet rather than a potty when they're toilet training (for hygiene/ infection control reasons)?					
<b>Cleaning Procedures</b>					
Is the toilet cleaned at least once a day?					
Is the toilet cleaned as soon as it looks/smells dirty or there are spills?					
Is the toilet thoroughly cleaned eg around the base, under the lid, where lid joins to bowl?					
Is the toilet cleaned with detergent and water?					
Is the toilet disinfected following Spill Procedure if there are spills of blood, urine, poo or vomit which are known/suspected to be infectious?					
Are gloves worn to clean the toilet?					
Are these gloves only used to clean the toilet?					

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Are the gloves hung out to dry after use?					
Are different paper towels/sponges used to clean (other areas of) the bathroom?					
Are cleaning products inaccessible to children?					
Are buckets inaccessible to children?					
Do you clean and dry equipment after cleaning?					
Do you wash your hands as soon as you finish cleaning?					

**Actions required after completing the checklist?**

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