

# Room Leader and Educators

## Catch Up Week 10b

Tuesday to Friday  
17 to 21 April 2023

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 6-10. 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.

Each week we explored an element and covered:

- The law and Regulations
- What you needed to achieve meeting
- What you needed to achieve exceeding for the three themes:
  - Embedded practice
  - Critical reflection
  - Families and community

### **Week 6 Element 1.2.3 - Child directed learning**

*The core of this Standard's exceeding themes is "educators consistently and respectfully support children to make choices and decisions throughout the day, and incorporate children's ideas and views into the program to promote and extend learning. All educators regularly reflect, individually and with each other, on how they ensure the agency of every child at the service."*

### **Week 7 Element 1.3.1 - Assessment and planning cycle**

*The core of this element's exceeding theme is "educators can explain how their approach to assessment and planning links to the service philosophy and learning framework, and how this extends each child's learning and development, including in relation to the unique community context of the service. All educators engage in robust discussion about the assessment and planning cycle, and consider whether alternate assessment and planning processes will improve learning outcomes."*

**Week 8 Element 1.3.2 - Critical reflection** *The core of this element's exceeding theme is "educators regularly engage in planned and spontaneous critical reflection on children's learning and development, as individuals and in groups, and make identified changes to the design and implementation of the program. Critical reflection includes social justice and equity considerations, theoretical and philosophical influence, and how well all educators include the views and input of children, families and the community."*

### **Week 9 Element 1.3.3- Information for families**

*The core of this element's exceeding theme is "educators consistently engage meaningfully with children's families in culturally sensitive ways that meet each family's needs to inform them about the educational program and their child's participation, learning and development, and regularly reflect, individually and with each other, on whether families can understand and easily access the information."*

### **Week 10 Element 6.1.1 - Engagement with the service**

*The core of this element's exceeding theme is "educators consistently support families to make meaningful contributions to service decisions, and engage in robust discussion about the best way of engaging with each family, including their communication preferences, given their unique family context."*

### **Week 10b 17 to 21 April 2023– Catch-up week**

Copyright Centre Support Pty Ltd 2023 The service who has purchased this product is the only service that can use this document. No part of this document can be copied, distributed, passed on or given to a friend outside the service who has not purchased the Centre Support Product. If this occurs Centre Support will take legal action against you personally and the person who has received it.

## **Week 6 Element 1.2.3 - Child directed learning**

How do you make sure you are supporting children's choices and decisions in promoting and extending learning?

## **Week 7 Element 1.3.1 - Assessment and planning cycle**

How do you engage in discussions about the assessment and planning cycle, and what steps you take to improve learning outcomes through assessment and planning processes?

## **Week 8 Element 1.3.2 - Critical reflection**

How do social justice and equity considerations influence your critical reflection process?

## **Week 9 Element 1.3.3- Information for families**

How do you engage with families in a culturally sensitive manner that meets each family's needs to inform them about the educational program?

## **Week 10 Element 6.1.1 - Engagement with the service**

How do you consistently support families to make meaningful contributions to service decisions?

## **Week 10b 17 to 21 April 2023– Catch-up week**

Copyright Centre Support Pty Ltd 2023 The service who has purchased this product is the only service that can use this document. No part of this document can be copied, distributed, passed on or given to a friend outside the service who has not purchased the Centre Support Product. If this occurs Centre Support will take legal action against you personally and the person who has received it.

## Emergency Service Contact Policy

- ring 000 to request police, fire or ambulance in an emergency (translators are available)
- stay calm, stay on the line, provide address or location and be as specific as possible
- follow instructions provided
- display the emergency number near telephones
- teach children and visitors the emergency number is 000 and how to use it.

## Lock Up Policy

At the end of each day the Nominated Supervisor or Person in Charge (Responsible Person) will:

- check all resting areas to ensure no children are present
- check indoors and outdoors to ensure no child is still on the premises
- check all children have been signed out
- turn off lights, A/C, shut blinds, turn on alarm and lock premises.

If a child has not been signed out, the Responsible Person will:

- check with educators if child was collected, and if not
- immediately search the premises, and if child not located
- contact parents, and if child not with them
- immediately contact the Police to advise a child is missing then
- notify the Regulatory Authority of Serious Incident (within 24 hours).

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

### Week 10b 17 to 21 April 2023– Catch-up week

Copyright Centre Support Pty Ltd 2023 The service who has purchased this product is the only service that can use this document. No part of this document can be copied, distributed, passed on or given to a friend outside the service who has not purchased the Centre Support Product. If this occurs Centre Support will take legal action against you personally and the person who has received it.



## 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	

## Classroom Safety Educators

	ED1	ED2	ED3	ED4	ED5
<b>Facilities</b>					
Do you make sure (cleaning) chemicals and medications are properly labelled and stored securely?					
Do you make sure electrical cords are placed so they don't obstruct movement or present a safety hazard?					
Do you make sure electrical appliances are secure and stable on shelving?					
Do you make sure electrical appliances and cords are clear of any water sources?					
<b>Hygiene</b>					
Do you use dedicated cleaning material (eg paper towels) for cleaning spills on the floor?					
Do you keep floors clear of substances or resources that may cause falls and slips eg red toy on red mat in walkway?					
Do you make sure the room is always clear of garbage and litter and empty bins before they're overflowing?					
Do you regularly wash your hands to prevent cross contamination / illness?					
<b>Practices</b>					
Do you close drawers and cupboards immediately after use?					
Do you prepare and consume hot food and drinks away from classrooms/children?					
Do you put cleaning materials away after each use?					
Do you unplug electrical appliances when not in use and store them appropriately?					
Do you involve children in setting safety rules?					
Do you make sure room rules discourage running indoors?					
Do you ensure children and adults aren't exposed to dangerous fumes or mist by spraying cleaning products (eg aerosols) onto cloth before wiping rather than directly onto surface?					
Do you immediately remove broken equipment, toys and furniture and ensure it's inaccessible to children?					
Do you remove any mats curling at the edges?					
Do you always tell the Group Leader/Nominated Supervisor when things are broken?					

### Week 10b 17 to 21 April 2023– Catch-up week

Copyright Centre Support Pty Ltd 2023 The service who has purchased this product is the only service that can use this document. No part of this document can be copied, distributed, passed on or given to a friend outside the service who has not purchased the Centre Support Product. If this occurs Centre Support will take legal action against you personally and the person who has received it.

**Actions required after completing the checklist?**

**Week 10b 17 to 21 April 2023– Catch-up week**

Copyright Centre Support Pty Ltd 2023 The service who has purchased this product is the only service that can use this document. No part of this document can be copied, distributed, passed on or given to a friend outside the service who has not purchased the Centre Support Product. If this occurs Centre Support will take legal action against you personally and the person who has received it.