

# 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**

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## **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?

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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	

## 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?					
Do you make sure blind/curtain cords are inaccessible to children, especially babies in cots?					
Do you ensure children under 3 can't access resources that are potential choking hazards (smaller than a ping pong ball)?					
<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?					
Do you empty water containers after use?					
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 Room Leader/Nominated Supervisor when things are broken eg childproof latches on cupboards?					

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

Do you only carry children when necessary and in a way that protects your back?  
(Place one arm under buttock, support child's back with other arm while child faces  
you and hold as close to your body as possible).

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**Actions required after completing the checklist?**

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