

# Room Leader and Educators

## Catch Up Week 20b

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MONDAY TO FRIDAY  
10 to 14 July 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 11-15. 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 16 - 5.2.2 Self-regulation**

To support self-regulation, we taught children a range of effective strategies such as deep breathing exercises, counting to 10, or using positive self-talk. These techniques empowered them to manage their behaviour and emotions in challenging situations. Additionally, we fostered an open and supportive atmosphere where children were encouraged to express their feelings and needs, helping them develop effective communication skills and conflict resolution abilities. As educators, we served as positive role models, demonstrating appropriate behaviour and providing guidance and support when conflicts arose.

### **Week 17 2.1.1 Wellbeing and comfort**

We created a calm and nurturing environment that promoted the wellbeing and comfort of each child. We carefully designed the physical space to provide areas that offered a sense of security, including comfortable sleeping areas and cozy corners for relaxation. By establishing consistent routines that prioritised sleep, rest, and relaxation, we ensured that each child's individual needs were met, helping them feel safe, rested, and rejuvenated to fully engage in their learning experiences.

### **Week 18 2.1.2 Health practices and procedures**

We taught children proper hygiene practices, emphasising the importance of regular handwashing, covering their mouth when coughing or sneezing, and maintaining personal cleanliness. We developed and implemented procedures that included clear protocols for responding to health-related incidents and

administering appropriate care to effectively manage illnesses and injuries. Furthermore, we maintained a clean and sanitized environment through regular cleaning and disinfection practices to minimise the spread of germs and ensure a healthy setting for all.

### **Week 19 2.1.3 Healthy lifestyle**

We provided children with comprehensive knowledge about the importance of nutritious eating habits. Through engaging activities and discussions, we taught them about balanced food choices, the benefits of consuming fruits and vegetables, and the significance of drinking water. Additionally, we encouraged physical activity by incorporating fun games, outdoor play, and structured exercises into their daily routines. Recognising the uniqueness of each child, we individualised activities to accommodate their abilities and preferences, fostering a positive and inclusive environment for their overall well-being.

### **Week 20 3.2.1 Inclusive environment**

We were committed to creating an inclusive environment that celebrated and supported the diverse abilities and interests of all children. We carefully arranged indoor and outdoor spaces to ensure accessibility for children with different needs, providing ramps, adjustable furniture, and sensory-friendly areas. We offered a wide range of materials, resources, and learning opportunities that catered to diverse interests and learning styles. Whether it was through art, music, nature exploration, or hands-on experiments, we created meaningful experiences that engaged every child and fostered a sense of belonging. By actively promoting inclusivity and diversity, we cultivated an environment where all children felt valued, respected, and actively participated in their learning journey.

### **Week 20a 3 to 7 July 2023– Catch-up week**

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**Element 5.2.2 Self-regulation** - How can we further enhance our strategies for supporting self-regulation in children, ensuring that they can effectively manage their behaviour, respond appropriately to others, and resolve conflicts?

**Element 2.1.1 Wellbeing and comfort** What additional measures can be implemented to ensure that each child's wellbeing and comfort are consistently met, providing appropriate opportunities for sleep, rest, and relaxation?

**Element 2.1.2 Health practices and procedures**  
In what ways can we strengthen our promotion and implementation of effective illness and injury management, as well as hygiene practices, to ensure the health and safety of every child in our care?

**Element 2.1.3 Healthy lifestyle** How can we continue to improve our efforts in promoting healthy eating and physical activity, considering the unique needs and preferences of each child?

**Element 3.2.1 Inclusive environment**  
What steps can we take to further enhance the organisation and adaptation of our indoor and outdoor spaces, ensuring that they fully support the participation of all children and provide enriching experiences in both built and natural environments?

## Work Health and Safety Policy (Not applicable for Victorian customers)

- The Approved Provider (AP) and Nominated Supervisor (NS) have a duty of care to ensure the health and safety of all everyone who enters the service. They will identify and eliminate or reduce all hazards and provide relevant training.
- Educators, staff and volunteers have a responsibility to take care of their own health and safety and ensure their conduct does not adversely affect the health and safety of others.
- The AP or NS will consult with educators, staff and volunteers about health and safety issues
- Educators, staff and volunteers are entitled to elect a health and safety representative
- The AP or NS must notify the Work Health and Safety Regulator as soon as they're aware of a death or serious injury or illness at the service.

## Tobacco Drug and Alcohol Policy

- The consumption of alcohol, tobacco, vapes and illicit drugs by any person is banned:
  - inside or outside the service, including in the car park
  - on incursions/excursions, while travelling with a child, at educator/parent meetings, or at any work related social activity where children are present
- In relation to social events at the service involving service families:
  - Smoking or vaping is prohibited
  - alcohol may be consumed outside work hours if children are not present. Alcohol may only be brought into the service immediately prior to the event, and only after all children have been collected. Any leftover alcohol will be removed from the premises immediately after the event ends
- Any alcoholic gifts given to staff will be immediately removed from the premises and alcohol will not be stored on the premises
- No-one will attend the service if affected by alcohol or drugs
- No smoking signs will be displayed at the service.

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 20b 10 to 14 July 2023 – Catch-up week

# Checklist

MONDAY TO FRIDAY  
10 to 14 July 2023



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	

Facilities	ED1	ED2	ED3	ED4	ED5
You make sure heating/cooling units are inaccessible to children					
You make sure exit doors are always clear of obstructions/objects					
You make sure exit doors are unlocked when service is open					
You make sure there are no leaves or litter in the environment					
You clean lint from the clothes dryer filter after every use					
Documentation					
You complete Incident, Injury, Trauma and Illness Records for children that have suffered an injury or trauma during emergency					
Daily Practices					
You make sure children's artwork/displays are kept away from heating/cooling units					
You make sure flammable materials like curtains, tablecloths and bedding/cushions are kept away from heaters					
You never overload power points					
You switch off appliances when not in use					
You always store flammable chemicals safely eg not near materials like art paper					
You never leave cooking unattended					
Emergency Practices					
If responsible, you collect and check attendance records (children and staff) to ensure everyone is accounted for					
If responsible, you collect emergency kit					
If responsible, you collect you take charged mobile phone with credit					

### Actions required after completing the checklist?

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