

Room Leader and Educators

Catch Up Week 30a

MONDAY TO FRIDAY
25 to 29 September
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 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 - 3.2.2 Resources support play-based learning.

To create an enriching and dynamic learning environment, implement a resource management approach that includes resource rotation to maintain children's interest, provide flexible and versatile materials that encourage creativity, promote repurposing and recycling for sustainability, offer individual exploration kits tailored to each child's interests, involve children in collaborative planning to cater to their preferences, monitor resource availability, design adaptable learning spaces, prioritise diversity and inclusivity, document and reflect on resource effectiveness, and engage in continuous professional development and collaboration with peers to enhance the overall quality of the learning environment and support children's development and learning outcomes.

Week 22 - 3.2.3 Environmentally Responsible. This week, educators have been creating engaging activities to teach children about environmental impacts. Through hands-on experiences like park cleanups and sustainable gardening, children are learning the consequences of human actions. They're also developing practical life skills and exploring the interdependence of living things and their environment through mini-ecosystems. These activities provide valuable education while fostering environmental responsibility and appreciation.

Week 23 - 7.1.1 Service philosophy and purpose - Educators at our centre are guided by the Service Philosophy, which emphasises a child-centred approach to learning. They actively observe and assess each child's interests and strengths, tailoring learning experiences accordingly. For example, if a child shows a

keen interest in animals, the educator incorporates animal-themed materials into their curriculum, making it more personalised and engaging. Our service policies and procedures align with these values, promoting inclusivity and diversity in enrolment while emphasising positive and respectful behaviour management. Additionally, educators prioritize building nurturing relationships with each child through daily interactions, such as morning greetings, fostering a sense of security and trust in line with our philosophy.

Week 24 - 7.1.2 Management Systems. In this week, educators learnt how to prioritise privacy and confidentiality for children and families by securely storing personal information, obtaining written consent, and having staff members sign confidentiality agreements. We handle complaints respectfully, acknowledging them promptly, conducting thorough investigations, and maintaining transparent communication for fair resolutions. We actively contribute to policy reviews through feedback, team participation, and reflective practice, ensuring policies align with a child-centred approach and support children's well-being and development.

Week 25 - 7.1.3 Roles and Responsibilities During this week, educators learnt how to effectively handle various situations. When a parent had concerns about their child not being allowed to bring certain toys, I referred them to our "Personal Belongings Policy," emphasising how it ensures safety and a conducive learning environment. I promptly addressed a safety hazard during outdoor play by reporting and documenting a loose railing, taking immediate steps to ensure child safety. In a situation involving dietary restrictions for a child with allergies during an event, I referred to the National Law, Regulations, and the service's policies, ensuring compliance with guidelines while accommodating the child's specific needs and considering parental input supported by a doctor's medical management plan.

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Element 3.2.2 Resources support play-based learning - "How can we further adapt our resource management practices to better reflect the diverse backgrounds, cultures, and abilities of the children in our learning environment?"

Element 3.2.3 Environmentally Responsible. How can we further enhance our environmental education activities to deepen children's understanding of the interconnectedness of living things and their environment?

Element 7.1.1 Service philosophy and purpose. How can we further strengthen the alignment between our daily practices and the Service Philosophy to enhance the individualized learning experiences and emotional well-being of each child?

Element 7.1.2 Management Systems. How can we continuously enhance our practices to ensure the utmost privacy and confidentiality for children and families?

Element 7.1.3 Roles and Responsibilities. How can I further develop my ability to navigate and apply our centre's policies and regulations effectively, especially in situations involving parental concerns, safety hazards, and dietary restrictions, while ensuring the well-being and safety of the children in our care?

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?					
Toileting Procedures					
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)?					
Cleaning Procedures					
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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