

# Room Leader and Educators

## Catch Up Week 30b

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MONDAY TO FRIDAY  
2 to 6 October 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 26 – 2.2.1 Supervision.** Reasonable precautions and adequate supervision are essential for child safety in various settings. In an outdoor play area, educators proactively assess and address potential hazards, while actively monitoring children's activities and ensuring compliance with safety rules. During water play activities, educators conduct risk assessments and implement safety measures, closely supervising children to prevent accidents. In cooking experiences, educators identify and mitigate potential risks, closely supervise children to ensure adherence to safety procedures and hygiene practices. In indoor free play scenarios, educators inspect the play area for hazards, maintain visible attendance, monitor interactions, and intervene as needed to prevent accidents or conflicts, ensuring a safe and nurturing environment for children.

**Week 27 - 2.2.2 Incident and Emergency Management.** Educators learnt to prioritise effective communication with families regarding emergency procedures and drills, including details in our welcome package, discussing plans during parent meetings, and featuring them in monthly newsletters. Visual aids like posters and handouts reinforce this information. Training is integrated into staff induction, and mock scenarios are periodically conducted. We ensure inclusive evacuation processes for individuals of all ages and abilities, training educators to use age-appropriate carriers and cribs for children and assisting those with mobility challenges. Regular drills enhance team coordination, while clear, accessible evacuation routes and calm, supportive communication during evacuations prioritize everyone's safety.

**Week 28 - 2.2.3 Child Protection.** - Educators refresh their knowledge to recognise signs of harm, abuse, or neglect by engaging in discussions, workshops, and case studies during team meetings. They receive training on mandatory reporting requirements and establish clear procedures for reporting concerns promptly. Educators have open communication with parents and caregivers about child protection. Familiarity with the child protection policy ensures a standardised approach to handling cases of harm, abuse, or neglect.

**Week 29 - 4.2.1 Professional collaboration.** Regular team meetings help define common goals and ensure alignment among educators. Creating a shared online workspace helps with effective communication, reducing breakdowns. Brainstorming sessions encourage innovative teaching methods. A buddy system boosts morale and engagement, while routine meetings to discuss individual children's progress ensure consistent support. Involving educators in decision-making when implementing changes promotes buy-in, and sharing success stories during staff meetings encourages continuous learning.

**Week 30 – 4.2.2 Professional standards** Ensure legal compliance by conducting regular staff training and implementing a compliance checklist. Maintain educational quality through self-assessment aligned with the National Quality Standard (NQS) and continuous policy review. Address ethical dilemmas by establishing a comprehensive Code of Ethics/Conduct, fostering open communication, and providing ethical training. Tackle inconsistent practices with cultural competence and diversity training, encouraging self-reflection and shared learning among educators. To mitigate negative impacts on children and families, create an inclusive environment and promote parent-community involvement. Lastly, enhance professionalism by reinforcing a Code of Conduct, implementing reporting mechanisms for unprofessional behaviour, and recognising and rewarding professionalism.

Week 30a 25 to 29 September 2023 – Catch-up week

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**Element 2.2.1 Supervision** - How can educators further enhance their ability to identify and address potential risks while maintaining vigilant supervision to ensure children's safety in these diverse learning environments?

**Element 2.2.2 Incident and Emergency Management.** How can educators improve their strategies for engaging families in emergency preparedness?

**Element 2.2.3 Child Protection.** How can educators further strengthen their commitment to child protection to safeguarding children's well-being?

**Element 4.2.1 Professional collaboration.** How can educators enhance collaboration, communication, and professional growth within their educational environment?

**Element 4.2.2 Professional standards.** How can educators create a professional culture to ensure sustained compliance, high-quality education, ethical behaviour, consistency in practice, and positive relationships with children and families?

## Transport Policy

Children will not be transported unless parents authorise this. The Policy outlines what the Authorisation must include.

The Nominated Supervisor or educators will complete a risk assessment before children are transported unless it is 'regular transportation' (circumstances are substantially the same) and a risk assessment has been completed within the last 12 months. Policy outlines what the risk assessment must include.

The Nominated Supervisor will:

- nominate the driver (service operated vehicles), lead educator and person responsible for checking vehicle at end of trip
- update risk assessments and obtain new authorisations if circumstances change
- ensure drivers meet the fitness and licensing requirements outlined in Policy
- ensure child restraints/booster seats in vehicles meet Australian standards

- follow recognised service schedules and organise an annual mechanical inspection, or sight evidence vehicle has had mechanical inspection within the last 12 months

The Nominated Supervisor and staff will:

- ensure and all children are appropriately restrained as required by Australian laws and outlined in Policy
- complete a risk assessment and implement measures to remove or control the risks posed by any car park on the premises.

To ensure children's safety educators will:

- implement the Transport Procedure or Transport Procedure Excursions when transporting children to and from destinations
- closely supervise children when outside the service near roads
- regularly integrate learning about road safety into the curriculum.

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 30b 2 to 6 October 2023 – Catch-up week

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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	

### Sleep Safety

	ED1	ED2	ED3	ED4	ED5
<b>All children</b>					
Can you always see and hear sleeping or resting children?					
Do you always ensure children (including babies) sleep with their face uncovered?					
Do you complete regular checks on all sleeping or resting children, paying particular attention to breathing patterns and skin colour?					
Do you complete more frequent checks on sleeping or resting children that have medical conditions or sleeping issues?					
Do you monitor the temperature of the rest environment to ensure it is too hot or cold?					
Do you ensure there is adequate space between sleeping or resting children?					
<b>Babies and Toddlers</b>					
Have you completed the new risk assessment required for the cot rooms and sleep areas? Download it from ACECQA.					
Do you always place babies and toddlers on their back to sleep?					
Do you always place babies' and toddler's feet close to the bottom of the cot?					
Do you always ensure there are no quilts, doonas, duvets, pillows or cot bumpers in cots?					
Do you always ensure the bed clothing is appropriate for the weather?					
Do you ensure cot mattresses are firm, clean and fit snugly?					
Do you always attend babies and never leave them unattended?					
Do you physically check babies every 10 minutes (best practice)?					
Are the babies' arms free from wraps once startle reflex disappears (around 3 months old)?					
Do you stop wrapping babies if they can roll from back to front to back again?					
Do you ensure no bottles are given to children when they lay to rest (for safety and hygiene reasons)?					
Do you ensure that no electric blankets, hot water bottles or wheat bags are used?					
Do you ensure bibs are removed from babies and toddlers before being placing them in cots/beds?					
Do you ensure that dummies provided have no chain attachments?					
Do you ensure that dummies are not replaced if they fall out while child is sleeping?					
Do you ensure no baby is left to sleep in a bassinet, hammock, pram or stroller?					
Do you move toddlers from cot to bed if they're likely to climb out of cot (around 2-3½ years old)?					
Do you reposition babies onto their back when they roll onto their front or side if they're unable to repeatedly roll from back to front to back (around 5-6 months)?					
Do you only use light bedding and ensure it's tucked in tightly?					

### Week 30b 2 to 6 October 2023 – Catch-up week

If you use sleeping bags instead of linen, do you ensure it's fitted with neck and arm holes but no hood?					
Mattresses are not tilted or elevated					
Plastic packaging is removed from new mattresses					
Waterproof mattress protectors are strong, not torn and fit tight					
Only mattresses supplied with portable cots are used in those cots and no additional padding or mattress is added under or over the mattress					

**Actions required after com**

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