**THIS IS AN EXAMPLE. COMPLETE YOUR QIP TEMPLATE LIKE THIS USING YOUR OWN STRENGTHS AND IMPROVEMENTS.**

**This example uses Exceeding Indicators. You can use same technique using Meeting Indicators for a Meeting rating if you wish.**

Week 35 6 November to 10 November 2023 - QIP Suggestions - complete and copy this into your QIP

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| **Element 3.1.2** | **Upkeep**Premises, furniture and equipment are safe, clean and well maintained |
| **Strengths** | **MEETING -** When something is found broken or damaged in the building or on the grounds, our immediate response is crucial. We ensure that the issue is reported promptly to our maintenance team or external professionals if needed. We isolate the affected area to prevent any potential harm or accidents. Our priority is to address the problem swiftly to maintain a safe environment for both children and staff. We understand that timely repairs contribute to the overall safety, cleanliness, and good maintenance of our premises, furniture, and equipment.Daily safety checks are an integral part of our routine before children arrive. These checks involve a comprehensive inspection of all play areas, equipment, and facilities. Our dedicated staff members assess each area for any signs of wear and tear, damage, or potential hazards. If any issues are identified, they are addressed immediately to ensure the safety and well-being of children. By conducting these checks daily, we proactively maintain a safe, clean, and well-maintained environment. This approach not only safeguards children but also creates a positive and inviting atmosphere for learning and play.Involving children in cleaning and maintenance activities is a valuable part of our educational program. For instance, we organise interactive cleaning sessions where children actively participate in tidying up their play areas and classrooms. These activities are designed to be fun and engaging, allowing children to learn about cleanliness and responsibility while fostering a sense of teamwork and pride in their environment. Through these hands-on experiences, children develop valuable life skills and a strong understanding of the importance of maintaining a clean and well-kept service.**EXCEEDING****Embedded practice -** Our educators ensure outdoor/indoor spaces are always safe, clean and well-maintained. In 2021, we endured the worst mouse plague in the region’s history. Mice ate our resources and craft material, and made nests everywhere. We bought plastic containers for storage, fitted them with wheels and placed them on shelves. We lifted the lockers off the floor and re-mounted them on the wall. As a result, we can now move all furniture to ensure optimum cleaning.**Critical Reflection -**Educators communicate any changes they make to the design, use or maintenance of indoor/outdoor spaces so everyone understands what they are, why things have changed and how to implement the changes properly. As a result of children’s interest in nature we built a frog bog and added 20 logs to the playground to attract insects that aid learning. Monday meetings explain the changes and we encourage our educators to use the changes for planned activities.**Families and community –** We encourage families to support the maintenance, hygiene, and safety of our physical environment. All families diligently followed the Covid and health requirements. Some of the children have parents who are doctors and they gave advice and shared knowledge about Covid and the requirements. Families with relevant skills assist with landscaping, cleaning, building and displays. **Above can be used for NSW’s SAT in the 5 separate boxes for each individual element.** |

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| **Element 3.1.2** | **Upkeep**Premises, furniture and equipment are safe, clean and well maintained |

Improvement plan (identified through assessment against NQS indicators)

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| **Standard/element** | **Issue identified during self-assessment** | **What outcome or goal do we seek?** | **Priority (L/M/H)** | **How will we get this outcome? (Steps)** | **Success measure** | **By when?** | **Progress notes** |
| 3.1.2Week 35Date: 6/11/23 | Loose and unstable shelves in the storage area. | To ensure that all furniture and equipment are secure and safe for children and staff. |  | Conduct a thorough inspection of all shelves and furniture.Identify and mark the loose or unstable ones.Secure loose shelves by tightening screws or bolts.Remove or replace any furniture or equipment beyond repair. | All shelves and furniture in the storage area are stable and secure. |  |  |
| 3.1.2Week 35Date: 6/11/23**Exceeding Embedded** | Outdoor play area has uneven flooring and damaged equipment. | To create a safe and well-maintained outdoor play environment for children. |  | Conduct a thorough safety inspection of the outdoor play area.Identify and mark areas with uneven flooring and damaged equipment.Schedule repairs for damaged equipment and consider resurfacing uneven flooring.Ensure regular cleaning of the play area to maintain cleanliness and hygiene. | *Educators contribute to ensuring outdoor/indoor spaces are* ***always*** *safe, clean and well-maintained in the following ways* Procedures:* Cleaning Procedure Cots and Stretchers
* Cleaning Procedure Toys
* Cleaning Procedure

Schedules* Cleaning – Bathroom Schedule and Procedure
* Cleaning – Daily Schedule and Procedure
* Cleaning – Food Service Schedule and Procedure
* Cleaning – Kitchen Schedule and Procedure
* Cleaning – Office Schedule and Procedure
* Cleaning – Schedule Weekly, Monthly, Yearly
* Cleaning – Toys Schedule
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| 3.1.2Week 35Date: 6/11/23**Exceeding Critical reflection** | Lack of effective communication regarding changes to the design, use, or maintenance of spaces. | To ensure that all changes are clearly communicated, understood, and implemented correctly. |  | Establish a clear communication protocol for changes.Designate a responsible person to disseminate information.Create documentation explaining the changes, reasons behind them, and implementation instructions.Hold regular meetings or training sessions to convey the information.Encourage open communication channels for questions and clarifications. | *Any changes to the design, use, or maintenance of indoor/outdoor spaces made by managers or other educators/staff are communicated to all employees and volunteers so everyone understands what they are, why things have changed, and how to implement the changes properly. For example:** changes resulting from critical reflection involving all staff
* documenting changes
* changes discussed/confirmed at staff meetings/via email
* inviting staff to discuss any questions/concerns with NS.
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| 3.1.2Week 35Date: 6/11/23**Exceeding Families and community** | Limited involvement of families or the local community in supporting environmental maintenance, hygiene, and safety. | To actively engage families and the community in maintaining a clean, safe, and healthy environment for our children. |  | Establish clear communication channels with families and the local community.Organise regular informational sessions or workshops on environmental maintenance and safety.Encourage participation in collaborative projects, such as garden upkeep or safety campaigns.Seek feedback and suggestions from families and community members.Recognise and appreciate contributions through awards or acknowledgments. | *We encourage families (or the local community) to support the maintenance, hygiene, or safety of our physical environment. For example, we:** use families or local community members with relevant skills/businesses (landscapers, cleaners, carpenters, builders, consultants, risk assessors)
* ensure families are represented on committees that review/monitor maintenance, hygiene, or safety issues
* include family involvement/feedback in relevant policy/procedure reviews
* conduct regular parent surveys about maintenance, hygiene, or safety.
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**Summary of Exceeding Themes Standard 3.1 Design**

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| **Exceeding themes** |  |
| 1. Practice is embedded in service operations | In the strength example for element 3.1.2 we have identified the following exceeding theme indicators:* *Educators contribute to ensuring outdoor/indoor spaces are* ***always*** *safe, clean and well-maintained.*
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| 2. Practice is informed by critical reflection | In the strength example for element 3.1.2 we have identified the following exceeding theme indicators: * *Any changes to the design, use, or maintenance of indoor/outdoor spaces made by managers or other educators/staff are communicated to all employees and volunteers so everyone understands what they are, why things have changed, and how to implement the changes properly.*
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| 3. Practice is shaped by meaningful engagement with families, and/or community | In the strength example for element 3.1.2 we have identified the following exceeding theme indicators:* *We encourage families (or the local community) to support the maintenance, hygiene, or safety of our physical environment.*
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