

Minutes of the Scheme meeting held on Monday 7th October 2019 at Clarence Family Day Care Scheme offices, 19 Alma Street Bellerive

Present: Karen Cross, Nita Kitto, Agnes Matthew, Kim Abbott, Angelica Sunnucks, Tina Sansom-Karppa, Jackie Devereaux-McLean, Gabrielle Haley, Jayne Wiggins, Nikki McKeown, Jodie Murray, Sally Lovell, Nicole Riley, Belinda Leaman, Jackie Mianowski, Janet Davey, Jandi Speakman, Tammy Cranfield, Linda Spencer, Karen Masters, Nancy Tung, Ang Bell, Kylee Mitsakis, Rachel Cutcliffe, Angela Free, Robyn Horner, Katrina Stewart, Angela Stanley-Gasparin

Apologies: Dee Francis, Maureen Taylor, Debbie Morey

Focus: Preparing for Assessment and Rating

- The QIP has been forwarded to the ECU along with the list of educators, their work times and days and the ages of children in their care and whether they go on routine outings or do school pick-ups.
- The 4 week period is between October 14th and November 11th and the scheme will be given 5 working days' notice of the actual date of the visit. The authorised officer will give notice of the educators to be visited either on the day of the visit or up to 5 days beforehand. Approximately 5 educators will be visited.
- Rumour suggests that there is a focus on compliance so be prepared and have all the paperwork together.
- Ensure children's information is up to date. Management plans and action plans for medical conditions should be no more than 12 months old. Medication is to be stored appropriately.
- Immunisation certificates should be current. If not, ask the parents to go on to their myGov account and send you a copy.
- Routine outings forms are to be current. Some people keep these all together rather than in individual children's files and this is fine.
- Think about the children you will have in care on the day and what you can have for them to do while you are with the authorised officer. Borrow from the toy library, put some special things away now and get them out on the day.
- Think about whether you would like a staff member present and who you would prefer. Would you like that person to bring a 'special activity' bag?
- **Health and hygiene practices** – be very conscious of these. Have a good supply of paper towel, and if you use hand towels to minimise cross-contamination make sure they don't touch when they are hanging up
 - Check the condition of your change mat and replace it if it is cracked or split
 - Make sure you clean the tables before children eat. Use warm soapy water as well as disinfectant
 - Make sure the children either use a plate or their lunch boxes and don't eat food directly from the table. High chair trays are ok.
 - Make sure water is available and drink bottles are safely stored.
 - Be aware of flies hanging around food and drinks
 - Floors and benches are to be clean and uncluttered
- Think about what children can reach and/or climb onto and how you can minimise this
- Need to use sunhats and sunscreen? Download the Sunsmart app to check the UV readings
- Animals must have their own space and be directly supervised when with the children. Just because your cat has never scratched anyone or the dog never bitten doesn't mean they won't when provoked or anxious. Be aware of hygiene for the animals and for the children. If you do have animals, talk about the benefits of being around them for children.
- **Safety** – look around your environment.
 - Is there something against the fence that children can climb on?
 - Is there something hanging from the fence that could be a danger for children?

- Does your climbing equipment and/or swings have soft fall?
- Is there something under the window (like a toy box) that can be climbed/sat on?
- What information do you have available for parents? eg. dental health, the everyday learning series books,
- Where is the scheme's policy folder? Belonging, Being & Becoming? Do they look as though you refer to them? Policy amendments are now available to be put in your folder. If you don't have the updates please contact Robyn
- Use your portacot as per instructions on age, weight and height of the children using them. Make sure it complies with Australian Standards. Don't put in extra mattresses or bedding. If a child can climb out then don't use it for that child.

Inspired EC's top 3 tips for surviving A & R are:

1. Be confident in what you do and why you do it. Your philosophy should underpin everything you do and you should be able to talk about how your practice connects to your philosophy
2. Talk yourself up – offer more information that you are asked for. Volunteer examples of documentation, explain how the rhythm/routine of your day works, share stories of community connections
3. Ask for clarification. If you don't understand what the assessor is asking you, ask her to re-phrase it. If she suggests that you shouldn't be doing something or should be doing it a certain way, ask her to show you where it says that. There can be a lot of personal preference, philosophies, child care practices and even unconscious bias within the child care profession.

If your stress levels rise, so will the children's. Keep talking to them, and if they need your attention, give it to them – relationships with children is a key standard in the NQF.

And don't forget to breathe!!