

## Minutes of the online Scheme meeting held via Microsoft Teams on October 28<sup>th</sup> 2020

**Present:** Nita, Jess, Agnes, Sally, Jayne, Tina, Maureen, Jandi, Karen, Debbie, Nikki, Janet, Shantell, Linda, Jorja, Jonna, Angelica, Gabrielle, Tammy, Kim, Katrina, Angela, Robyn, Lawrice and Tracey.

**Apologies:** Jackie Mc, Kylee, Jodie

### General business:

- **A & R visit** – we have not yet received any information about the recent A & R visit. The two educators involved felt that their visits went well and Robyn and Angela were questioned for several hours on policies and procedures around maintaining a safe environment in family day care.
- **Red Nose training** – most educators have completed this. Please send in a copy of your certificate so that you can be reimbursed. Educators are not expected to do it annually so it is recommended that you cancel your subscription. Ang will send out instructions on how to do this. It hasn't been decided how often educators should do the training – every 3 years like mandatory reporting unless there are major changes has been suggested. It is compulsory training for all new educators. Some educators present at the meeting thought it was very basic training and didn't cover older children who sleep whilst in care. There was discussion on whether there are other training providers who can deliver a more comprehensive course. We will look into this.
- **Training calendar** – the scheme is planning to put together a prospective training calendar for 2021. If educators have suggestions about what topics they would like, please get in touch.
- **Play sessions** – is underway for 4<sup>th</sup> term. It is operating 2 mornings a week and both sessions are currently full.
- **Transition payments** – have now finished and educators can put up their fees. 4 weeks' notice is required and a copy of the new fee structure needs to be given to the office.
- **Transporting children** – ACECQA has introduced new regulations around the safe transportation of children in care. It applies specifically to children being transported other than as part of an excursion; that is if you take children to and/or from school or pick them up/ drop them off from their home or other designated meeting place, you **must complete a risk assessment for transporting children form as soon as possible – these regulations apply from October 1<sup>st</sup>**. The new forms and the new permission forms will be available online and copies will also be posted out to educators. There is an example provided so that educators have an idea of the information required. Robyn and Lawrice will be available to help with them if needed.  
The excursion risk assessments have also changed but new forms only need to be completed for new excursions and if the current regular outings forms have not been completed within the last 12 months. A new transporting children policy has been drafted and the current excursions policy has been amended. Copies are available and will be posted out to educators. Any feedback is welcome – contact Robyn.
- **First aid** – Tina is organising a first aid course for January. Gary Linnell will be running this and more information will be available soon.
- **World Nursery Rhyme Week** – is from 16<sup>th</sup> – 20<sup>th</sup> November and there are lots of activities and video clips on the website. The link is [www.worldnurseryrhymeweek.com](http://www.worldnurseryrhymeweek.com)
- **Critical incident** - there has recently been a critical incident in our scheme where a child was scalded by hot water from a cup carried by the educator's husband, and was admitted to hospital with burns to his face, The ECU is undertaking a thorough and vigorous investigation and review of our service and this tragic accident. The investigation has been traumatic for all involved. As the nominated supervisor Ang is held responsible and as yet we do not know the results of the investigation. The educator concerned has been deeply distressed by both the accident and the investigation and is no longer registered with the scheme. This accident highlights the importance by educators closely monitoring what is happening in her environment, including members of her family, and the importance of remaining calm and applying prompt and appropriate first aid in all circumstances, regardless of the circumstances.
- **Christmas parties** – a question was asked about holding Christmas parties for the families of children in care in the light of the COVID restrictions around gatherings. Ang will follow this up with the Council's WH&S officer. A decision regarding whether we are able to hold the scheme's Christmas get-together will be made soon.

The meeting closed at 8.00pm