

Documentation To Support Quality Area 2

| Documentation | Yes | No | Comments |
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| Policies and procedures relating to health and hygiene. | Y | | |
| Written procedures and schedules for maintaining a regular regime of washing children's toys and equipment | Y | | Go through the checklists to ensure they are being done and up to date. |
| Evidence that families are provided with information and support that helps them to follow the service's hygiene procedures | Y | | |
| Current nappy-changing and toileting procedures displayed in the toilet and nappy-changing areas | Y | | |
| Information about correct hand-washing procedures displayed in relevant areas of the service, such as bathrooms, nappy change areas and food preparation areas | Y | | Add pictures of hand washing procedures for children. |
| Visual aids and hand-washing signs displayed where children wash their hands. | | N | |
| How the planned program incorporates physical activity that meets each child's capabilities and extends their development, including how it balances quiet/passive play times with more energetic outdoor play | Y | | |
| Evidence that information about the importance of physical activity to children's health and development is communicated to families | | N | This needs to be added for parents in the monthly newsletter. |
| Written procedures for conducting daily safety checks and identifying and undertaking the maintenance of buildings and equipment | Y | | |
| Completed daily safety checks of buildings, equipment and the general environment | Y | | |
| Records of pest/vermin inspections and/or eradication | Y | | Need to confirm they are documented |

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| In relation to excursions - the service's policy and procedures on excursions | Y | | |
| Evidence of planning for excursions that include a written risk assessment undertaken prior to conducting an excursion and provided to families | Y | | |
| Documented evidence of detailed information provided to families regarding excursions, including the destination, mode of transport, educator-to-child ratio and number of adults in attendance | Y | | |
| Documented authorization for children to be taken outside the service's premises or to alternative areas within the premises | Y | | Confirm that all children have authorization and update if necessary, |
| He service's medical conditions policy | Y | | |
| The service's policy on dealing with water safety, including safety during water-based activities | Y | | This should also be displayed in outdoor area near water table |
| Enrolment records that include authorisations and health information | Y | | |
| The service's policy and procedures on sun protection and evidence that information about the service's approach to sun protection is shared with families | Y | | Yes. Also add the information to the child's enrolment pack. Add information in monthly newsletter. |
| Evidence that information about the service's approach to safe sleep is documented and shared with families | Y | | |
| Procedures for managing incidents and emergencies and providing a child safe environment | Y | | |
| Records of emergency drills, and evaluations of these | Y | | |
| A current, portable record of children's emergency contacts that can be | Y | | Confirm if it needs to be updated, |
| Carried by educators in case of emergencies and/or evacuations | Y | | |

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| Written emergency and evacuation procedures that include instructions for what must be done in the event of an emergency and an emergency | Y | | |
| Evacuation floor plans | Y | | |
| Written plans to manage an emergency that may be likely to affect individuals at the service (for example, the management of an asthma attack, anaphylactic reaction or epileptic fit) | Y | | |
| Written communication with families about the service's emergency | Y | | |
| Procedures and plans to manage incidents | Y | | |
| Evidence that emergency equipment is tested as recommended by recognised authorities | Y | | Fire extinguishes - check when they were last tested. |
| Current information about child protection procedures and expectations is provided to service staff | Y | | Give a copy once again for all Educators. |
| Nominated supervisors, educators, co-ordinators and family day care educator assistants have attended training or professional development on child protection | Y | | |
| Information is provided to families about the service's practices in relation to child protection | Y | | |
| Nominated supervisors, educators and co-ordinators work collaboratively with other authorities and/or professionals to support children who have specific protection needs | Y | | |
| Educators' families have been provided with information and/or training to support their understanding and response to suspected child protection issues | Y | | |
| A current list of local community resources in relation to children at risk of abuse and/or neglect. | | N | This needs to be added to the Parent Info shelf. |