Documentation To Support Quality Area 4

Documentation	Yes	No	Comments
Rosters for nominated supervisors, co-ordinators, educators and other staff	Y		
Procedures and supporting documentation to assist relief educators to learn about the service's processes, routines, families and children	Y		Put together all the relevant information into a folder for relief educators.
Staff rosters that demonstrate the service is meeting staffing requirements including that a first-aid-qualified staff member is on duty at all times	Y		
Staff records that demonstrate educators, co-ordinators and family day care educator assistants hold first aid qualifications		Y	
Records of co-ordinator qualifications	Y		Confirm.
Rosters and staffing arrangements that reflect the importance of educator	Y		
Continuity on a day-to-day basis	Y		
Exit data and documentation that provides information about the reasons for educators leaving the service.		N	Gather all resignation letters over the past 3 years to create data.
Evidence recorded in staff meeting minutes or reflective journals that demonstrates that all staff are engaging with their colleagues to reflect on practice, explore new possibilities and record outcomes that have resulted in improved practice so that children and families benefit	Y		
Documented examples of projects or teamwork that recognises and builds on the diverse skills, knowledge and strengths of the team	Y		Check and update.
The service's code of conduct and Early Childhood Australia's Code of Ethics (2016) are accessible to educators and staff members and are displayed and made available to families		N	Add these into the staff room and parent corner.
Handbook or resources for new and existing service staff that includes, the statement of philosophy. position descriptions, professional standards and/or code of conduct	Y		Check and update.