

Documentation To Support Quality Area 7

Documentation	Yes	No	Comments
The service's statement of philosophy.	Y		Needs to be updated.
Documentation relating to the service's review of its statement of philosophy (such as staff meeting minutes).	N		Create.
Evidence that the service's statement of philosophy is included in the induction process for all staff members and in the enrolment and orientation process for families.	Y		
Records available and kept for the required length of time.	Y		Double check.
Evidence of current public liability insurance (this does not apply if the insurance is provided by a state or territory government)	Y		
A Quality Improvement Plan.	Y		
Child assessments.	Y		
An incident, injury, trauma and illness record.	Y		
A medication record.	Y		
The child attendance record.	Y		
The child enrolment record.	Y		
The record of the death of a child while being educated and cared for by the service.	N		Check.
A record of the service's compliance history.	Y		
A record of the responsible person in day-to-day charge.	Y		
The name of the person designated as the educational leader.	Y		
The nominated supervisor's written consent to the nomination.	Y		
The record of volunteers and students.	Y		
Staff records.	Y		
The names of responsible persons for each time that children are being educated and cared for by the service.	Y		

Service documentation such as the family handbook.	Y		
Easy-to-read information about the service in the languages used at the service and in the local community.	Y		
Evidence that policy changes are explained in detail and communicated to families prior to implementation.	Y		
Examples of summaries of the child's progress towards the learning outcomes when transitioning between different age settings.	Y		
Examples of plans and statements to assist children in making positive transitions from the service to formal schooling.	Y		
Written procedures for releasing children from the service and ensuring that they are released only to authorised nominees.	Y		
Records of children's arrivals and departures, with the signature of the person responsible for verifying the accuracy of the record and the identity of the person collecting the child.	Y		
Evidence that in centre-based services, shifts are planned to maximize continuity of education and care for children.	Y		
The service seeks to build their capacity to respond to each child's specific requirements.	Y		
Professional development that supports responsiveness to each child's specific requirements and inclusive practices	Y		
Service's philosophy, policies and procedures demonstrate a commitment to access, inclusion and participation for every child and their family in the service.	Y		

Meetings and/or communication between the service, families, and other agencies or specialists working with individual children.	Y		
Where required, families are referred and supported to make contact with appropriate support services/agencies.	Y		
With the family's consent and when required, information about the child's experiences and achievements in the service is appropriately shared with other support services/agencies.	Y		
Examples of individual support plans for children that are implemented within the daily program and/or Strategic Inclusion Plans that promote inclusive programs and practices.	Y		
Procedures for families or educators to request referrals for children.	N		Ask Head Office.
Processes for making and accepting referrals from other services/agencies in the local community such as child protection agencies, early childhood intervention services, cultural support agencies, family support agencies, health professionals.	Y		
Images, books and resources that reflect children and adults, from a range of backgrounds, cultures and abilities, as active contributors to and participants in the community.	Y		Need to update images.
The service liaises with other children's services, local businesses, schools, health and family support services and other organisations working with families and children in the local area.	Y		Provide a list of numbers within the community that will be helpful for Parents. Add it the monthly newsletter.
Members of the local community are invited into the service to contribute to the program.	Y		
Planned experiences that involve incursions and/or children visiting parts of their community to extend knowledge gained.	Y		