

WELCOME **COMMUNITY EVENTS**



Keeping Children's Records In FDC

- **Child Assessments:** Until the end of 3 years after the child's last attendance
- **Incident, Injury, trauma, and illness Record:** Keep the record until child is 25
- **Medication Record:** Until the end of 3 years after the child's last attendance
- **Child Attendance:** Until the end of 3 years after the child's last attendance
- **Child Enrolment:** Until the end of 3 years after the child's last attendance
- **Death of a child whilst being educated and cared for at service:** Keep the record until 7 years form child's death

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FATHERS DAY – SEPTEMBER 04TH

Father's Day is a holiday of honouring fatherhood and paternal bonds, as well as the influence of fathers in society.

EARLY CHILDHOOD EDUCATORS' DAY SEP 7

Early Childhood Educators' Day recognises and celebrates the work of Australia's educators in early learning services for their wonderful contribution to the wellbeing and healthy development of the young children in their care.

It's a chance to say thank you to Australia's early childhood educators! [FIND OUT MORE ABOUT EARLY CHILDHOOD EDUCATOR'S DAY](#)

SAVE THE KOALA MONTH – SEP 1-30

September is 'Save the Koala Month'. Learn about the plight of koalas and help to make a difference. There are likely to be less than 80,000 koalas remaining in Australia today and it could be as low as 43,000. Much of their habitat has already been lost. This makes it vitally important to save what is left. Hold a bake sale, create some Koala inspired art, have a face mask night and chill out like the Koalas do!
[BE A HERO FOR THE KOALAS THIS MONTH](#)

CHILD PROTECTION WEEK SEP – 4-10

Protecting **children** is
EVERYBODY'S
BUSINESS

It is a campaign held annually across Australia to raise awareness of child abuse prevention – as well as the profile of all issues connected with child abuse and neglect.

Toys/Equipment Cleaning Procedure



- Toys should be washed at least once a week in warm water and detergent.
- Rinse well and dry thoroughly.
- Many toys can be washed in the dishwasher using hot water and placed in sunlight to dry.
- Wooden toys should be wiped with a moist cloth and rinsed and dried quickly.
- Do not immerse wooden toys/equipment into water. Never use furniture polish on wooden toys as it may contain chemicals.
- Books should be inspected regularly, and pages wiped with a moist cloth and detergent.
- Ensure books are displayed with pages open to allow them to dry thoroughly.
- **Note: Additional cleaning and sanitising of toys and equipment may be required to reduce the risk of transmission of any infectious disease (e.g., COVID-19).**



When you will be chosen as one of the educators who will be visited by an assessor as part of the ratings process, you may feel comfortable and eager to show the education and care you provide in your home, or you may feel nervous and uncertain. You know that the service's rating is partly based on what happens when the assessor is visiting you and you want to show your service at its best.

That is where this below topic comes in. It clearly explains what you can say to the assessor, what you can show them and what they should be able to see in your practice and in your environment, to ensure that they know you are meeting (or exceeding) every element.

Quality Area 2 Checklist – Children's health & safety		
Health – 2.1- Each child's health & physical activity is supported and promoted		
Element 2.1.1	Element 2.1.2	Element 2.1.3
Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's need for sleep and rest and relaxation.	Effective illness and injury management and hygiene practices are promoted and implemented.	Healthy Eating and Physical activity are promoted and appropriate for each child.
The assessor could see an environment:		
<ul style="list-style-type: none"> ➤ That has sleeping mats/cots or beds available with fresh linen for children. ➤ That has spaces available for children to have quiet times as they need (ex-book corners, outdoor cushions) ➤ Kitchen, bathroom & nappy change area should be tidy & clean. ➤ Play area must be setup to minimise risk of injury & promoting safe physical play (ex: spaces for babies to crawl, roll, sit) ➤ Food must be stored hygienically & appropriately, including any food from home. ➤ Mealtimes has to be setup to be relaxing & enjoyable experiences (ex at a table, on a picnic rug) 		
The assessor could see educators:		The assessor could see children:
<ul style="list-style-type: none"> ➤ Ensuring safe sleep practices for babies by: <ul style="list-style-type: none"> - Placing sleeping babies on their back with their head and face uncovered & with their feet at the foot of the cot. - Tucking bedding in securely & Only putting babies to sleep in a safe cot or on a safe mattress, with safe bedding. ➤ Supporting children learning to use the toilet & Respecting children's need for privacy. ➤ Facilitating relaxed & positive nappy-changing & toileting routines ➤ Using great hygiene practices & following the services' hygiene policy: <ul style="list-style-type: none"> - Washing & drying hands - Using correct food preparation - Following correct nappy change procedures - Cleaning equipment - Teaching children about hygiene (ex-Handwashing, coughing) ➤ Cleaning food spills straight away ➤ Talking to children about health and safety ➤ Talking to families about any health or injury concerns ➤ Responding immediately to children's signs of illness or injury and sharing this with families ➤ Promoting a healthy lifestyle & good nutrition (Ex conversation at mealtimes) & modelling healthy eating ➤ When a child is hungry, provide them food at times other than mealtimes. ➤ Feeding babies individually ➤ Following safe food storage (including breast milk) ➤ Joining active play experiences (planned & spontaneous) ➤ Talking to children about how their bodies work and the importance of physical activity. 		<ul style="list-style-type: none"> ➤ Telling educators when they are tired. ➤ Sleeping or resting as they need throughout the day. ➤ Withdrawing from activities if they need to ➤ Washing their hands before eating, after toileting ➤ Being reminded to cover their nose & mouth when sneezing. ➤ Eating & drinking in a hygienic manner ➤ Eating nutritious food, which they can serve themselves. ➤ Accessing water throughout the day (and regularly being offered water) ➤ Engaged in physical activity throughout the day (Indoor/Outdoor) ➤ Playing outdoors frequently ➤ Developing coordinated movements (ex action songs, dancing, kicking & throwing balls) ➤ Enjoying cooking experiences
		The assessor would not see
		<ul style="list-style-type: none"> ➤ Food used as a reward or punishment. ➤ Children made to eat food they don't like, or more than they want. ➤ Insufficient quantities of food available

➤ Setting up dance & dramatic play experiences

➤ Children inside all day

What will educator say?

Educators could talk to assessors about the way you:

- Find out about each child's changing sleep & rest needs (ex, by talking to parents at enrolment and each day)
- Must be familiar with & implement the service's sleep & rest policy by:
 - always Following the procedures in the policy
 - Being aware of ways to prevent sudden infant Death Syndrome (SIDS)
 - Having appropriate bedding available for the children they care for.
- Evidence that communicate with families about toileting routines & clothing preferences.
- Always follow good hygiene practices, based on current recommendations (including where this info is sourced)
- Clean the kitchen & bathroom each morning & monitor cleanliness throughout the day.
- Maintain the cleanliness of your home.
- Regularly clean & maintain children's toys & equipment.
- Take steps to control the spread of illness.
- Notify families when their child is sick or injured (ex-verbally & in writing when required)
- Notify families of an infectious illness in FDC, & what information is communicated about the illness (ex-symptoms, incubation & exclusion periods)
- Deal with a medical emergency.
- Record illnesses & injuries to children in your care
- Communicate hygiene policies to families & support them to follow your hygiene procedures
- Provide information to families about what their child ate that day
- Support breast feeding by:
 - Allowing breastfeeding mothers to come in & feed their child
 - Providing a comfy chair for breastfeeding
 - Following strict procedures on safe storage & heating of breast milk
- Balance spontaneous & planned physical activity, for all children
- Involve children in planning physical activities
- Provide information to families about the importance of physical activity

What will educator show?

Educators could show assessors.

- Our service's
 - sleep & rest policy,
 - health & Hygiene policy,
 - incident, injury, trauma & illness policy
 - Service's nutrition, food and beverages & dietary requirement policy
 - Service policy dealing with medical condition ex Anaphylaxis.
- Sleeping & Quiet spaces
- The information you provide parents about their child's sleep/rest time & nappy change/toileting patterns each day.
- Evidence that babies who are asleep are checked at regular intervals.
- Records of illnesses and injury
- The service's guidelines on exclusion of sick children
- The service's policy on dealing with infectious diseases, and how you notify families.
- Evidence of your first aid qualification, & those of your assistant
- Training certificates in food handling
- Your first aid kit (including those used on excursions)
- Current immunisation records, including the process for getting this information from parents.
- Written processes for observing, responding to & recording signs of illness or injury, & notifying families when their child is affected.
- Information on immunisation, which is provided to families.
- Written cleaning procedures & schedules (ex-toys & play equipment)
- Written procedures for safe storage & heating of food & drink
- Resources you make available to families on healthy eating.
- Written menus
- The program, which balances energetic play with quiet/passive play times