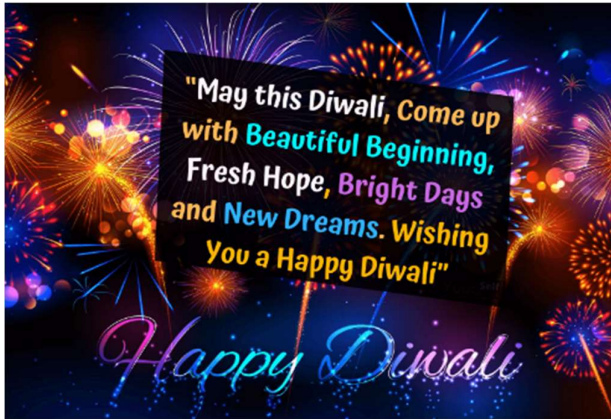


WELCOME **COMMUNITY EVENTS**



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

Around the country

International Day of Older Persons -----	1
World Animal Day -----	4
World Space Week -----	4-10
World Smile Day -----	7
World Food Day -----	16
National Nutrition Week -----	16-23
Aussie Backyard Bird Count -----	17-23
Loud Shirt Day -----	21
Children’s Week -----	22-30
World Teachers Day -----	28
Day for Daniel -----	28
Grandparents Day -----	30



HALLOWEEN – MONDAY 31ST OCTOBER

Halloween or Hallowe'en, less commonly known as Allhalloween, All Hallows' Eve, or All Saints' Eve, is a celebration observed in many countries on 31 October, the eve of the Western Christian feast of All Hallows' Day.

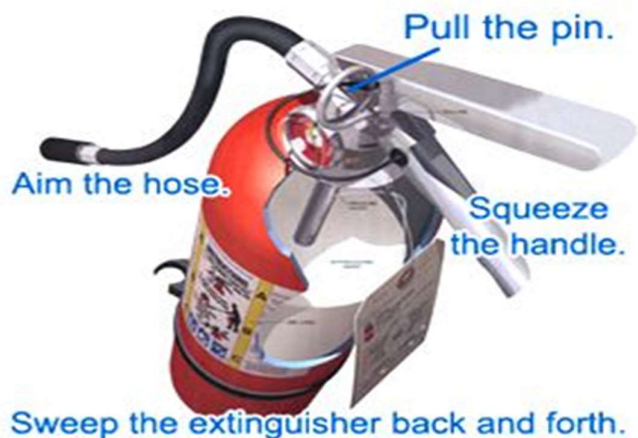


INTERNATIONAL DAY OF OLDER PERSONS – OCTOBER 1

International Day of Older Persons aims to help eliminate ageism and age discrimination. The 2022 theme is: The Resilience and Contributions of Older Women. This theme serves as a hallmark and reminder of the significant role older women play in traversing global challenges and contributing to their solutions with resilience and fortitude. [Celebrate the matriarchs of your family](#)

CHILDREN’S WEEK – OCTOBER 22 - 30

Children's Week celebrates the right of children to enjoy childhood. It is also a time for children to demonstrate their talents, skills and abilities. The Children’s Week Council of Australia strongly advocates for and promotes the United Nations Convention on the Rights of a Child. All Children have the right to a standard of living that supports their wellbeing and healthy development. [Find out how you can get involved](#)



To operate an extinguisher: *(Check your own extinguisher's label for detailed instructions.)*

Pull
Aim
Squeeze
Sweep



FIRE CLASSIFICATIONS

LOOK FOR THE FOLLOWING SYMBOLS TO TELL YOU WHAT TYPES OF FIRES AN EXTINGUISHER IS MEANT TO PUT OUT:

LETTER SYMBOL	PICTURE SYMBOL	DESCRIPTION
A		USE ON WOOD, PAPER, TEXTILES AND RUBBISH
B		USE ON FLAMMABLE LIQUIDS
C		USE ON ELECTRICAL EQUIPMENT
D		USE ON COMBUSTIBLE METALS
K		USE ON COMBUSTIBLE COOKING MEDIA



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		
Safety – 2.2- Each child is protected		
Element 2.2.1	Element 2.2.2	Element 2.2.3
At all times, reasonable precaution and adequate supervision ensure children are protected from harm and hazard.	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented	Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.
The assessor could see an environment:		
<ul style="list-style-type: none"> ➤ That prevents children from accessing unsafe areas, and hazards (ex-medications, cleaning products) ➤ Where power points & electrical equipment's are secured ➤ That is set up to ensure effective supervision (ex-large play equipment doesn't block sight to other play areas) ➤ That offers quiet, private places for children. ➤ With emergency procedures displayed prominently throughout the premises ➤ With emergency equipment on hand (ex fire extinguishers & fire blankets) 		
The assessor could see educators:		The assessor could see children:
<ul style="list-style-type: none"> ➤ Supervising children during risky play (ex-climbing trees) ➤ Adjusting supervision depending on children's age & abilities (ex-water play) ➤ Doing safety checks (ex-checking play equipment) ➤ Removing hazards immediately ➤ Talking with children about safe use of equipment (ex-climbing equipment) ➤ Closely attending to babies & toddlers while eating, drinking, sitting in a highchair, during nappy change time. ➤ Evidence that practising emergency procedures with children ➤ With ready access to an operating telephone ➤ Listening to and responding to family's comments about events occurring in their children's lives ➤ Vigilant about observing and responding to signs of abuse or neglect. ➤ Nurturing all children in their care 		<ul style="list-style-type: none"> ➤ Playing within sight and /or always hearing of the educator ➤ Always supervised when accessing animals. ➤ Showing awareness of sun safety (ex-applying their own sunscreen & hats) ➤ Displaying an awareness of emergency procedures (ex-Evidence of during evacuation drills)

What will educator say?

Educators could talk to assessors about the way you:

- Ensure supervision is flexible (ex while both indoor & outdoor experiences are offered to children)
- Plan for & undertake excursions outside the home.
- Ensure children are not left alone with visitors to FDC.
- Ensure any firearms on the premises are securely stored and inaccessible to children (with firearm & ammunition kept separately)
- Discuss emergency plans & procedures with children, & families (ex during enrolment)
- Understand the service's emergency procedures, supported by co-ordinators.
- Practice emergency drills with children
- Are trained in the use of emergency equipment, & how this is supported by co-ordinators/the service.
- Understand your obligations under child protection law.
- Understand your child protection responsibilities, particularly the protection needs of individual children in FDC.
- Communicate information on child protection procedures to families.
- Are supported by co-ordinators in relation to child protection issues.
- Have ensured that all members of the home over the age of 18 have a current working with children check

What will educator show?

Educators could show assessors.

- Risk assessments for excursions
- Evidence of planning for supervision in indoor & outdoor areas/ Sun protection policy
- A current list of local community support agencies for children, families & educators in relation to at-risk children.
- Written plans/procedures for daily safety checks
- Records of children attendance & all visitors to FDC
- Written processes for monitoring visitors
- Evidence of information passed to parents regarding excursions (including the destination, mode of transport, ratios)
- The service's policy on water safety, medical conditions Emergency & evacuation policies/procedures
- How families are provided with information to support them during suspected child protection issues.
- A firearms licence if there is one on the premises.
- Where emergency numbers are displayed, near telephones.
- The service's policies & procedures for managing incidents & emergencies.
- Written emergency & evacuation procedures (ex-bushfire plan in bush fire prone areas)
- Written emergency plans that are likely to occur in your FDC (ex-asthma or anaphylaxis reaction)
- Evidence of how emergency & evacuation procedures are communicated to families.
- Evidence that emergency equipment is tested.
- A portable, current record of children's emergency contacts (to be carried in case of emergency/evacuation)
- Information about child protection procedures that is provided by co-ordinators.
- Evidence of child protection training/professional development
- Pest inspection records