

# Reflection and Evaluation Policy

*Activity Centres Incorporated is a community based not for profit organisation managed by a parent committee*

## **Policy Statement**

- We believe that reflection and evaluation of the services daily practices and program delivery will enable the staff to continue to improve the quality of the service delivery. Staff will ensure that parents and children have the opportunity to reflect on the program delivery and experiences available to the children. This will ensure that the needs of all children and families are being met.

## **Considerations**

- ✓ The Education and Care Services National Law 2010
- ✓ The Education and Care Services National Regulation 2011
- ✓ The Education and Care Services National Quality Standards 2011
- ✓ My Time Our Place
- ✓ Activity Centres Inc Observation Policy
- ✓ Activity Centres Inc Programming Policy

## **Procedures**

- Reflective practises will be used to form a base of evaluation of the centres practices.
- Reflection should form part of daily conversations amongst staff to ensure the needs and interests of the children and families are being met.
- Reflection and evaluation of program delivery, practices and children/family feedback and observations should be discussed and minuted at team and full staff meetings along with ideas for suggested improvement.
- Staff should ensure that reflection is part of daily conversations with the children to ensure that they are given the opportunity to voice their opinions and concerns along with being able to have their ideas and interests included in the program.
- Staff should strike conversations with the children in relation to current fads and interests so staffs are aware of changes.
- Activity reflections and evaluations are the responsibility of all educators and staff and must be done regularly. These evaluations/reflections should include children's ideas, thoughts and quotes of the experience so that their thoughts are included.
- All reflections and evaluations are to be included in the 'All things' book at each service and is the educational leader's responsibility to ensure the 'All things' book is up to date and that these reflections and evaluations cover each child at the service.
- Some reflective questions will be available, periodically, to ensure staff, children and their families have input into the service.
- Staff personal reflection and evaluation will be undertaken through discussion and our staff appraisal procedures (see appraisal policy).

## **Checklist for Staff**

- ☑ Use evaluation and reflection to ensure children are meeting milestones and that children's ideas and interests are being included in the service.
- ☑ Reflection and evaluation is a daily practice that is discussed, both formally at meetings and informally in general discussions, and documented in written evaluations and reflections.
- ☑ It is all educators' responsibility to ensure that they are evaluating and reflecting regularly.
- ☑ It is the educational leader's responsibility to ensure that the 'All things' book is up to date and that all children are represented.

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Policy is only endorsed if initialled by 2 members of the management committee

**Endorsed by the Management Committee on the 20<sup>th</sup> May 2015**

Policy is to be reviewed by the 20<sup>th</sup> May 2018