

Policy Statement

Activity Centres Inc. believes that through observations of each child, Staff are able to identify an understanding of each child's interests, strengths, abilities and challenges. Staff will ensure that all documented observations are objective, respectful and only used as a tool to support the development and wellbeing of each child.

Considerations

- ✓ Education and Care Services National Law 2010
- ✓ Education and Care Services National Regulations 2018
- ✓ Education and Care Services National Quality Standards 2018
- ✓ My Time Our Place
- ✓ Privacy Act 1988 (amended March 2014)
- ✓ The Advocate for Children and Young People Act 2014
- ✓ Activity Centres Inc. Policies and Procedures

Procedures

- Staff will be provided on the job training on how to complete an observation. This will be overseen by the Educational Leader and Coordinator of the Service.
- Staff will be informed of the importance of observations at their Orientation.
- When observing children, it is important that Staff use a range of different observation methods from evaluations, learning stories to photographs and children's work samples. Using a variety of different observation methods can assist Staff in observing a child's interest, skills, abilities, and needs.
- Observations can be used as part of reflective practices to extend on the programmed experiences.
- Observations are used in our Cycle of Planning.
- Observations are recorded in our Cycle of Planning Book or electronically.
- The Cycle of Planning Book is used for evaluation, reflections, conversations, observations, interests, milestones not being met, follow ups, profiles of children and programming.
- Observation forms are available so Staff can document on paper.
- Observations will be used to program activities to support each child and assist them to work towards meeting their developmental milestones.
- Observations will only be documented if Staff believe that it is in the best interest of the child or if the safety and wellbeing of the child is being compromised or to document each child's participation and interests in the program.
- Observations that have been developed due to concerns about the child's safety and wellbeing will be used when reporting to the Department of Family and Community Services. (see ACI Child Protection Policy)
- Observations will only be shared with relevant authorised persons if to do so supports the child's development or their right to care and protection. (see ACI Information Exchange Policy)
- Observations will state the facts only and not the personal opinions of Staff and shall be documented without prejudice or bias.
- All documentation will be kept confidential and stored as per Activity Centres Inc. Policies and procedures.

Checklist for Educators

- ☑ Inform the Educational Leader of any current fads or interests the children may have.
- ☑ Ensure that any unusual play or conversations are documented.
- ☑ When documenting only state the facts of the matter (not your personal opinion or the opinions of others)
- ☑ Document each child's involvement in the program through regular observations and evaluations.

_____ end of policy _____

Policy is only endorsed if initialled by 2 members of the Management Committee

Endorsed by the Management Committee on the 27th March 2019
Observation Policy is to be reviewed by the 27th March 2022