

## Policy Statement

We believe that reflection and evaluation of the Service's daily practices and program delivery will enable the Staff to continue to improve the quality of the Service. 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

- ✓ 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
- ✓ Activity Centres Inc Observation Policy
- ✓ Activity Centres Inc Programming Policy

## Procedures

- Reflective practices will be used to form the basis for evaluating the Services practices.
- Reflection should form part of ongoing 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 mini meetings 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 initiate conversations with the children in relation to current fads and interests so Staff are aware of changes.
- Activity reflections and evaluations are the responsibility of all Educators 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 Cycle of Planning Book. Educational Leaders have responsibility to ensure the Cycle of Planning book is up to date and that these reflections and evaluations cover each child at the Service.
- Some reflective questions/surveys 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 Staff Appraisal and Review Policy).

## Checklist for Staff

- ☑ Use evaluation and reflection to ensure that children's ideas, suggestions and interests are being included in the program.
- ☑ 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 Educators responsibility to ensure that they are evaluating and reflecting regularly.
- ☑ It is the Educational Leaders responsibility to ensure that the Cycle of Planning 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 14<sup>th</sup> August 2019**  
Reflection and Evaluation Policy is to be reviewed by August 2022