

## Documentation Guide for CBC Services – documents to support your assessment and rating process

Authorised Officers **may** ask to view the following documents (not an exhaustive list) during the Assessment and Rating visit. You may also choose to provide documentation prior to and up to one business day after your Assessment and Rating visit concludes.

Quality Area	Documents to share with the Authorised Officer
1	The educational program and planning for individual and group learning (this may include access to a digital program.)
1	Curriculum overview – see template provided
1	Samples of recent reflections
1	Information collected about children
1	Work samples
1	Observations
1	Program information shared with families
2	Recent completed incident/ injury illness record
2	Risk minimisation plans and any relevant action plans for children with medical conditions (if relevant).
2	Recent completed medication administration record
2	Samples of health information recently shared with families
2	Sleep routines and safe sleep information including risk assessments
2	Current Menu
2	Supervision plans
2	Engagement with external programs and/or training
2	2 x examples of risk assessments (if applicable)
2	Emergency rehearsal documentation for the past 12 months
3	Documented safety and maintenance checks
3	Documented cleaning schedules/procedures
3	Risk assessments of the physical environment
3	Environmental initiatives/ programs
4	Current Roster
4	Attendance records and ages of children present
4	Responsible person/s acceptance of role
4	Designation of educational leader

4	Sample of recent meeting minutes
4	Examples of professional collaboration
5	Individual plans for behaviour guidance
6	Information provided to new families
6	Examples of family feedback and input
6	Newsletters and examples of communication with families
6	Examples of inclusive practice
6	Examples of engagement with families and the community
7	Service's statement of philosophy
7	Enrolment records*
7	Staff records*
7	Prescribed policies under r168
7	Staff handbook
7	Position descriptions*
7	Individual performance reviews/plans and professional development records
7	Example of completed new staff induction records

\*If providing samples, three examples is sufficient.

**Prescribed Policies** under Regulation 168 of the Education and Care Services National Law and National Regulations. Please **do not** send policies to the ECU, the authorised officer may sight a sample of policies during the assessment and rating visit.

Required policy under Regulation 168	Policy name (if different)	Available
<b>Nutrition, food and beverages, dietary requirements</b>		
<b>Sun protection</b>		
<b>Administration of first aid</b>		
<b>Incident, illness, trauma and injury</b>		
<b>Infectious diseases</b>		
<b>Emergency and evacuation</b>		
<b>Child safe environment</b>		
<b>Acceptance and refusal of authorisations</b>		
<b>Water safety</b>		
<b>Sleep and rest</b>		
<b>Delivery/ collection of children</b>		
<b>Medical conditions</b>		
<b>Excursions</b>		

<b>Transportation</b> including procedures complying with Division 7 of Part 4.2 of Chapter 4, if the service transports or arranges transportation of children other than as part of excursions.		
<b>Safe arrival of children</b>		
<b>Code of conduct</b>		
<b>Dealing with complaints</b>		
<b>Payment of fees</b>		
<b>Governance and management</b>		
<b>Enrolment and orientation</b>		
<b>Interactions with children</b>		
<b>The participation of volunteers and students on practicum placement</b>		
<b>Determining the responsible person</b>		

**Curriculum Overview**

<p>How does your service record and share program planning? If your service uses an electronic platform/ social media or other alternative methods for program planning or sharing information with families, how can the authorised officer access this information*?</p>
<p>Please describe your service’s methods of planning and implementing the educational program. Please include a definition of any service-specific terms or acronyms.</p>
<p>How is the educational program shared with educators, children and families?</p>