

Assessment and Rating - Sample documents to have available in a centre-based service

The following is a list of documents that an Authorised Officer **may** request to sight during an Assessment and Rating visit. Please note, this list is not prescriptive or exhaustive and should only be used as a guide to assist services to prepare.

- Service specific policies and procedures (R168)
- Prescribed information display (R173)
- Program and planning records (R73-76)
- Educator critical reflection
- Ongoing safety checks, maintenance logs and risk assessments
- Sleep and rest risk assessment(s) and documentation (R 84A-D)
- Excursion risk assessments and authorisations (R100-102)
- Risk assessment and procedures for the safe arrival of children (R 102AA-AAC)
- Risk assessments and authorisations for the transportation of children other than as part of an excursion, including embarking and disembarking (R102B – 102F)
- Safety certificate such as equipment testing
- Documents that confirm equipment meets Australian Standards
- Emergency and evacuation records (R97(3))
- Risk assessment to identify potential emergencies (R97(2))
- Medication record (R92)
- Incident, injury, trauma and illness record (R87)
- Enrolment records including any health management, risk minimisation and communication plans, court orders and immunisation records (R160-162)
- Menus and menu planning (R80)
- Orientation information provided to families
- Communications with families e.g. samples of newsletters, emails, surveys, posts
- Educator records including;
 - approved education and care qualifications (R145-148)
<https://www.acecqa.gov.au/qualifications/qualification-requirements#EduQualsoevidence>
 - evidence of educators actively working towards approved qualifications (R10)
 - approved child protection training for staff in day-to-day charge (162A)
<https://education.nsw.gov.au/early-childhood-education/working-in-early-childhood-education/child-protection-training-requirements>
 - approved first aid training(R136) including CPR renewals certificates
<https://www.acecqa.gov.au/qualifications/requirements/first-aid-qualifications-training>
 - designation in writing for the Educational Leader (R118)
 - consent for person in day-to-day charge (R117A)
 - verified NSW Working with Children Check for all educators
<https://ocg.nsw.gov.au/working-children-check>
- Staff professional development and training records
- Educator induction materials e.g. handbook, checklist, procedure, role description
- Volunteer and Student information e.g. handbook, checklist, procedure

- Staff communication e.g. meeting minutes, posts, memos
- Educator attendance records and rosters, including record of responsible person, record of access to ECT and record of educators working directly with children (R150-152)
- Children's attendance records (R158)
- Strategic Inclusion Plans (SIP), Individual Education Plans (IEP), Behaviour Support Plans
- Self-Assessment/QIP development and cycle of review (R55-56)
- Management information e.g. committee induction package, structure, charts roles
- Prescribed insurance – public liability insurance (R180)

For further information see:

- National Quality Framework in particular the *Guide to the National Quality Framework* – what may be observed, sighted and/or discussed. See <https://www.acecqa.gov.au/nqf/about/guide>
- Education and Care Services National Regulations. See <https://www.acecqa.gov.au/nqf/national-law-regulations/national-regulations>
- Children (Education and Care Services National Law Application) Act 2010. See <https://www.acecqa.gov.au/nqf/national-law-regulations/national-law>
- ACECQA *Information Sheets* <https://www.acecqa.gov.au/resources/supporting-materials#general>