

## Minutes of the Scheme meeting held on Monday 18<sup>th</sup> February 2019 at Clarence Family Day Care Scheme offices, Alma Street Bellerive

**Present:** Kim Abbott, Angelica Sunnucks, Mel Swards, Tina Sansom-Karppa, Linda Spencer, Nita Kitto, Kylee Mitsakis, Maureen Taylor, Maree Woods-Trezise, Jackie Devereaux-McLean, Debbie Morey, Jorja Clifford, Jackie Mianowski, Janet Davey, Angela Free, Angela Stanley-Gasparin, Tracey Mason, Robyn Horner, Katrina Stewart, Lucy Johnson

**Apologies:** Sally Lovell, Jandi Speakman, Karen Masters, Gabrielle Haley, Nancy Tung, Belinda Leaman

**General business:** Angela introduced Lucy to the educators present at the meeting.

- **Re-registration guide** – Robyn has reviewed the re-registration guide and has made changes to reflect the revised NQF. Previously coordination unit staff had a separate guide, but the two have now been combined. There is a section requiring educators to list the areas of their home that are to be registered and space to note any questions or comments educators may have about the requirements. Mel asked if the guide will be available on line and Angela indicated that it eventually would be.
- **Educator immunisations** – Angela advised that if any educators would like to have the whooping cough vaccination, it will be available at a cost of \$45.00 through Clarence City Council. Anyone interested is to let Angela know. There was discussion about influenza vaccinations. Mel asked could there be a form for parents to complete to inform educators whether the child in care has been vaccinated against meningococcal. This isn't a required vaccination so parents don't necessarily inform their educators, and the development of a form will be followed up.
- **QIP** - the educator newsletter will include snippets about the scheme's QIP. Robyn is working on this and would like any ideas and suggestions about what we do well and areas that can be improved. February's newsletter contained information about how we communicate with families.
- **ECU spot visits** – we are expecting our spot visit very soon. Two assessors (most likely Lisette and Jasmine) will visit 10 educators, staying 45 – 60 minutes with each educator. They will look at the physical environment and at the last 12 months of statutory records. It is important that your daily/weekly routine is on display and that the office also has a copy. Non- registered areas of your home are to be inaccessible. Tina asked what happens if the assessors found something that wasn't right. A risk management plan can be done immediately in some situations, and there will be time to address any issues in consultation with the coordination unit and the educator concerned. The assessors will also come to the office to look at our educator files to ensure that everything is in place. Mel asked whether educator reminders are still sent out, and they are currently sent out every 2 months.
- **Medical conditions** – a new medical conditions risk minimisation and communication plan form was recently sent out to educators. There has been some feed back and after listening to the concerns expressed by some parents and educators, clarification about the requirements around the Education and Care Services National Law has been sought from the ECU. Once we have this, we may be able to revise the form. The plans need to be updated by the parents/guardians every 12 months, or earlier if there have been changes to the condition and/or medication.
- **Risk minimisations plans for the physical environment** – a question was asked about children playing with loose parts and whether a specific risk management plan needs to be completed. The risk assessment for the physical environment form can be used if the educator feels that it is necessary.
- **Soft toys in cots** – at a previous meeting the issue of soft toys in cots was raised. Red Nose has released a policy statement recommending that babies under 7 months should not have soft toys in their sleeping environment because they may cover the nose and mouth and interfere with breathing. The full article can be found on the red nose website.
- **Electrical cords** – do they go across the floor, what are they attached to, can a child pull something down on top of him/herself, can a child trip over? Please check where your electrical cords are.
- **Toys and equipment** – there have been quite a lot of toys donated recently. Some have been put into the toy library and some are available for educators. Howrah playgroup has closed and we have access to their resources. If educators have any requests for toys please talk to Robyn. Ruth Mitchell has announced her retirement and has equipment for sale. Please contact the office for details.

- **New families starting care** – educators are asked to ensure that all the paperwork for new families is completed before the care commences. It is essential that CRNs and dates of birth are included. There are problems with Centrelink and parents are waiting up to 6 weeks to have their enrolments, percentages and hours confirmed. Parents will need to pay full fee until care is confirmed and it may not be backdated. Centrelink isn't forwarding information to Harmony regularly, they are giving parents incorrect information and blocking phone numbers. We are not able to contact Centrelink and it is unlikely that the ongoing issues will be resolved any time soon.
- **Playsessions** – is currently only operating 2 mornings a week. Another day (probably Monday) can be organised if there is enough interest. Please talk to Robyn.
- **Meeting focus** – there were several suggestions for these including Harmony/computer training, speak up stay chatty, working with boys about respect, Cancer council staff coming to play sessions. These will all be investigated.
- **Educators' own children** – if an educator's own children are home and are not to be included in the educator's numbers then they must be in another area of the house, and, if age-appropriate, cared for by another person. Angela reminded educators to be mindful of the rules, of where educators' own children are and of the impression that a larger number of children may make on other people.
- **Scheme philosophy** – the NQF requires services to review their philosophy annually. Discussion about our scheme's philosophy included removing the numbers and have dot points, move point 10 to the top or at least further up the list, including more about sustainable practices, and including something about mental wellbeing. Several philosophies from other services were discussed.

#### **Other business:**

- **Children left in the car at the educator's home** – on occasions parents may leave older children in the car while they collect children from care. Although this is not ideal, in some cases older children can be very disruptive in the care environment. Angela suggested that if these situations arise educators talk to parents about them, courteously, but firmly. Kim said that recently she has had older children coming in filming on their ipads and that this was not acceptable.
- **Clarence Plains Family and Child Centre** – the centre has a wonderful outdoor space and Maree asked could we look at organising a group excursion there. Katrina will research this.
- **Staff photo board** – is still a work in progress.
- **Bravehearts activity book** – Janet had a keep safe activity book produced by Bravehearts and asked whether protective behaviours could be included in a mandatory reporting session or be a separate workshop for educators. This will be followed up.
- **Administration levy** - Angela was asked would the administration levy go up in July, and by how much. Angela said that she hadn't looked closely at the figures yet, but that it would increase slightly. Kim suggested that the levy be charged by the day rather than by the hour. She also suggested an enrolment fee for new families.

**Meeting closed:** 8.50pm

**Next meeting:** Wednesday 10<sup>th</sup> April