

Network publications offer advice on a wide range of topics, many relating directly to the quality assurance principles. You may find the following resources helpful when tackling the quality areas:

### Quality area 1 - Respect for Children

Resources that are essential reference for all principles in this quality area:

- A Code of Professional Practice for Staff in OOSH Centres tackles all of the points in this quality area
- Quality in OOSH includes self-evaluation tables for services to monitor Staff/ Child interactions relevant to each point in this quality area

#### 1.1 Staff foster self esteem and confidence in children

- Play Rights & Responsibilities includes strategies for co-operative play which assists this
- Trouble Free Transitions includes information on welcoming children (section C) and children's developmental transitions (section I)

#### 1.2 Staff respect the diversity of children's backgrounds and abilities and accommodate the individual needs of each child



- Policies in Practice includes a Food and Nutrition Policy (section D-2) that addresses family and multi-cultural values, values and ideals

#### 1.3 Children are treated equitably

- Policies in Practice includes a Gender Equity Policy (section E-3) and a Cultural Relevance/ Anti-bias Policy (section E-4)
- Harmony in OOSH has information on creating harmonious environments in OOSH centres

### Quality area 2 - Staff Interactions and Relationships with Children

Resources that are essential reference for all principles in this quality area:

- A Code of Professional Practice for Staff in OOSH Centres tackles all of the points in this quality area
- Quality in OOSH includes self-evaluation tables for services to monitor Staff/ Child interactions relevant to each point in this quality area
- Policies in Practice (section C)

#### 2.1 Staff communicate effectively with each other and display professionalism, teamwork and mutual respect

- Quality in OOSH includes self-evaluation tables for services to monitor Staff/ Staff interactions
- VC Resource and Training Kit has information on Staff Communication (section D-3)
- Policies in Practice includes a Staff Professionalism Policy (section C-4)

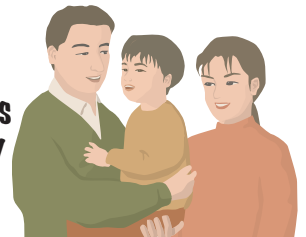
#### 2.2 Staff create a responsive and inclusive atmosphere and relate to children in a warm and friendly manner

- A Code of Professional Practice for Staff in OOSH Centres has information on staff/ child relationships

#### 2.3 Staff guide children's behaviour in a positive way

- Policies in Practice includes a Child Management Policy (section D-17) that addresses the guidance of children's behaviour.
- Accentuate the Positive details a whole centre approach to children's behaviour
- VC Resource and Training Kit has information on Encouraging Positive Behaviour (section E-18)

### Quality Area 3 - Partnerships with Families and Community Links



#### 3.1 The service is responsive to the interests of families and encourages participation in the operation of the service

- Trouble Free Transitions includes information on welcoming new families (Section B)
- Factsheets #14 Parent Involvement and #12 Parent Handbooks available from the OOSH Development desk
- VC Resource and Training Kit has a Parents are Important page (section F-4) listing ways to get parents involved

#### 3.2 The service actively seeks to build links in the community

- Quality in OOSH includes self-evaluation tables for services to monitor Staff/ Community interactions

- How to on OOSH Book 2: Keeping Going discusses ways to create good communication between the centre and the community
- Factsheet #15 Publicity is available from the OOSH Development desk
- VC Resource and Training Kit has information on *Community Involvement* (section F-2)

### 3.3 The service is responsive to diverse community needs

- Under 8's in OOSH has information on acknowledging diversity (page 12)
- Harmony in OOSH has information on diversity, including useful resources and international festivals

### Quality Area 4 - Programming and Evaluation Resources that are essential reference for all principles in this quality area:

- Quality in OOSH includes self-evaluation tables for services to monitor programs, quality and content
- How to on OOSH Book 2: Keeping Going has a wide range of programming ideas, multicultural activities and information on appropriate programming
- Policies in Practice has a whole section (E) dedicated to programming and includes a *Gender Equity Policy* (section E-3) and a *Cultural Relevance/Anti-bias Policy* (section E-4)
- Factsheet #13 Programming is available from the OOSH Development desk

### 4.1 Programs reflect a clear statement of service philosophy and a related set of service goals

- Policies in Practice has information on developing a philosophy for your service (part 1, page 17)
- Creative Planning for OOSH Services (p.3) discusses planning, goals and objectives in relation to programming
- Play Rights & Responsibilities discusses philosophies behind OOSH and play

### 4.2 Programming caters for the needs, interests and abilities of all children

- An Australian Kaleidoscope is a book of multicultural activities for School-aged children
- Under 8's in OOSH offers guidance when programming for 5-8 year old children and Awesome Activities for Older OOSH Children tackles programming for the opposite age group
- Play Rights & Responsibilities discusses including children with special needs

### 4.3 Staff work collaboratively with children to plan and implement experiences

- Policies in Practice includes a *Written Programming Policy* (section E-2) that addresses this

### 4.4 Programs are evaluated regularly

- Creative Planning for OOSH Services (p.6) discusses program evaluation
- VC Resource and Training Kit has information on *Evaluation* (section E-25)
- Quality in OOSH has information on self-evaluation

### Quality Area 5 - Play and Development

Resources that are essential reference for all principles in this quality area:

- Play is Important deals with play and development
- Play Rights and Responsibilities promotes the provision of a cooperative play environment
- How to on OOSH Book 2: Keeping Going has information children's ages and stages of development

### 5.1 Programs encourage children to initiate and participate in play and recreational experiences

### 5.2 Programs support physical development

- Under 8's in OOSH offers guidance on physical activities appropriate to 5-8 year old children and Awesome Activities for Older OOSH Children has ideas for sports and outdoor games
- An Australian Kaleidoscope has multicultural outdoor games

### 5.3 Programs support the development of life skills

- VC Resource and Training Kit has information on *Excursions* (section E-15) and *Socially Acceptable/Positive Behaviour* (section E-18)
- Nutrition Ready to Go (NRG@OOSH) covers cookery (section 4) and food activities (section 5)

### 5.4 Programs support creative and aesthetic development

- How to on Craft Activities, New Wave Masks, Awesome Activities for Older OOSH Children and How to Festivals all offer ideas for this quality principle

### Quality Area 6 - Health, Nutrition and Wellbeing

#### 6.1 Balanced and healthy eating is part of the service

- Nutrition Ready to Go (NRG@OOSH) has a wide range of information on healthy eating and includes a sample nutrition policy

- Policies in Practice includes a *Food and Nutrition Policy* (section D-2) addresses balanced and healthy eating

- Quality in OOSH includes self-evaluation tables for services to monitor health, hygiene, nutrition and safety relevant to each point in this quality area

### **6.2 Staff implement effective and current food handling and hygiene practices**

- Policies in Practice includes a *Food and Nutrition Policy* (section D-2) addresses food handling and hygiene

- How to on OOSH Book 2: Keeping Going (p.17) includes a cleanliness & safety checklist for centres

- Nutrition Ready to Go (NRG@OOSH) has a chapter on safe food preparation including a checklist for food handling and a sample food handling/ hygiene policy

### **6.3 The service acts to control the spread of infectious diseases**

- Policies in Practice includes an *Illness and Infectious Diseases Policy* (section D-11)

### **6.4 The service plans to meet the individual health requirements of children**

- Policies in Practice includes an *Allergies Policy* (section D-13)

- Nutrition Ready to Go (NRG@OOSH) contains a care plan for children with special dietary needs and information on food allergies/ intolerances

## **Quality Area 7 - Protective care and Safety**

### **7.1 The service has effective policies and procedures on protective care**

- Policies in Practice includes a *Child Protection Policy* (section D-16)

- VC Resource and Training Kit has information on *Child Protection* (section E-20)

### **7.2 The service promotes a safe environment for the children and staff**

- How to on OOSH Book 2: Keeping Going has information on providing a safe environment at the centre.

- VC Resource and Training Kit has information on *Health & Safety in Vacation Care Centres* (section E-21)

### **7.3 The service promotes occupational health and safety**

- Factsheet #9 OH&S is available from the OOSH Development desk

## **Quality Area 8 - Managing for Quality**

### **8.1 Management ensures the service operates within relevant legislation**

- Policies in Practice relates each policy to the relevant legislation effecting OOSH centres.

- Factsheet #8 Management Committees lists roles and responsibilities of management and is available from the OOSH Development desk

### **8.2 Management and staff support each other and communicate effectively**

- Policies in Practice includes a *Communication Policy* (section C-12)

- Staff Matters (chapter 2) discusses the key elements of building and supporting your staff

### **8.3 Management has effective strategies for communicating with families**

- How to on OOSH Book 2: Keeping Going has information on communicating with parents

- The Network information package on Parent Handbooks is available free of charge from the OOSH Development desk

### **8.4 Management has effective recruitment, orientation and induction processes for staff**

- Staff Matters (chapter 1) addresses recruitment step by step and includes sample job descriptions, advertisements and questions to ask at interview

- Policies in Practice includes a *Staff Selection Policy* (section C-1) and a *Staff Orientation Policy* (section C-3)

- Trouble Free Transitions includes information on staff orientation (Part 1-pg 11)

### **8.5 Management provides and facilitates professional development opportunities for staff**

- Staff Matters (chapter 2) addresses the need for staff training and development

- Policies in Practice (section C-5) includes an *Inservice Training and Development Policy*

- Quality in OOSH includes self-evaluation tables for services to monitor staff training and development

### **8.6 Management ensures that grievance and complaints procedures are adhered to**

- Policies in Practice (section C-7) includes a *Grievance Procedures Policy*

