**NQS COMPLIANCE CHECKLIST : Name of Service : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**QUALITY AREA 1: EDUCATIONAL PROGRAM AND PRACTICE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| GUIDANCE FOR CHILDREN OF ALL AGES AND ALL SERVICE TYPES | | | | |
| QA STANDARD ELEMENT | AVAILABLE TO SIGHT | LOCATION | NOTES | ü |
| Approved Learning Framework  1.1.1 | Documented program, Planned experiences, Daily report, variety of Observations (running record, jottings, anecdotal language transcript, etc.), Learning stories and Children’s goals | * Classroom wall * Programming folder * Children’s portfolios * Children’s individual files |  |  |
| Child-centred  1.1.2 | Documented program | * Daily reports * Children’s individual file / Enrolment form * Programming folder * Programming wall |  |  |
| Program Learning Opportunities  1.1.3 | Daily routine, Lesson plans, Daily report, Observations, Portfolios, Policies and Written program | * Visibly displayed in the learning environment * Policy folder |  |  |
| Intentional Teaching  1.2.1 | Documented program, Documented reflective practice, Team meeting minutes, Lesson plans and Observations | * Reflective practice folder/programming folder * Individual children’s records and observations * Portfolios * Team meeting folder |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Responsive Teaching and Scaffolding  1.2.2 | Program & critical reflection, Documentation of children’s learning, development, wellbeing and engagement, Projects demonstrating children’s lead, investigation and collaboration with families and community | * Individual children’s portfolio or online documentation * Program displayed on walls * Project book |  |  |
| Child Directed Learning  1.2.3 | Service philosophy, Program and critical reflection, Children’s work, Observations | * Information to be displayed (Foyer area) * Program and critical reflection folder * Programming folder * Children’s work samples displayed * Daily report |  |  |
| Assessment and Planning Cycle  1.3.1 | Observations, Learning story, Family feedback and participation, Lesson plans and evaluations and Reflective practice | * Children’s individual file * Programming folder * Service software program * (E.G: KindyHub, Storypark) * Children’s work is displayed respectfully * Children’s voice displayed in foyer area |  |  |
| Critical Reflection  1.3.2 | Critical reflection documentation, Strategic inclusion plan and how the Service reflects on adaptations made to reduce barriers to participation | * Programming documentation * Program displayed * Family feedback documentation * Leadership and management documentation * Inclusion Support documentation |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Information for Families  1.3.3 | Communication with families (emails, conversations, meetings, parent-teacher meetings, phone calls, communication book), Transition statements for children transitioning to school and Observations | * Individual children’s file * Program reflection * Service audits/surveys * Feedback forms |  |  |
| Additional Guidance For FDC  1.1.1 | Documentation that supports the development of the Program. Reflection of learning outcomes leading to new goals being identified for children that intentionally supports aspects of learning | * Individual children’s observations * Portfolios * Displays / presentations * Program reflection documentation * Critical reflection documentation |  |  |
| Additional Guidance For OSHC  1.1.1 | How activities outside the home are incorporated to provide a range of experiences to support children in achieving the outcomes of the approved learning framework | * Individual children’s observations * Portfolios (option) * Displays on walls |  |  |
| Additional Guidance For OSHC  1.3.1 | Children’s participation in the Program, Program Reflection and Critical Reflection. Children’s individual records – stating goals and development | * Programming folder/documentation * Wall display * Children’s observations and / or portfolio |  |  |
| Additional Guidance For OSHC  1.3.3 | Documented evaluation of children’s wellbeing, learning and development that is shared with families | * Program evaluation * Program * Observations * Portfolios (Option) |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Additional Guidance For OSHC  1.3.3 | Paediatricians, Child welfare workers, EC intervention services, psychologists, or other therapists | * Individual children’s records |  |  |
| Additional Guidance For OSHC  1.3.3 | Opportunities for families and children to conveniently comment or provide feedback about the Program | * Space for feedback directly on the Program * Daily diary * Communication book |  |  |

Completed by : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_