## QUALITY IMPROVEMENT PLAN

**SITE:** Clarendon Kindy  
**DATE:** April 2013

**Note:**  
- *DECD Improvement Outcomes* are documented against the 5 improvement processes  
- *EECRS Board improvement suggestions* from our Assessment Report 2012, are documented against the identified issue

<table>
<thead>
<tr>
<th>Where do we want to be? (Strategic Directions)</th>
<th>Where are we now? (Evidence of current state)</th>
<th>How will we get there? (Strategic Actions)</th>
<th>How will we know? (Success Measures)</th>
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<tr>
<td><strong>PRIORITY AREA: QA1 Educational Program and Practice</strong></td>
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| 1.1.1 How can we improve our numeracy outcomes for children through a play-based, Inquiry focussed learning program. | • Review using RRR Involvement Scales.  
• Develop Literacy & Numeracy Site Policy | • High RRR Involvement Measures – at least at/over 3.5  
• Improved outcomes results in higher child attendance | Scale term 1 and 4. |

| **PRIORITY AREA: QA2 Children's health & Safety** |
| 2.1.3 Effective hygiene practices are promoted and implemented |
| **Identified issue** Staff to stand in bathroom and supervise effective washing of hands with soap. |
| 2.3.1 Children are adequately supervised at all times. |
| **Identified issue**  
  • L-shaped yard hard to supervise. See Yard Supervision Policy. Changed Policy to include:  
    “Should any children be identified at any time by the Director/staff as “at risk”, then the Director and Governing Council may modify the supervision policy to provide for the care of all children. This may be that all children and staff will have inside and outside times all together.” |
| 2.3.2 Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury. |
| **Identified issue**  
  “The service needs to develop ways to ensure that all children have sunscreen on before going outside, particularly on days with a high UV rating”  
  • Notice in Foyer re parents applying sunscreen before kindy (if not sunscreen available to families)  
  • Change Sun Safe Policy to include sunscreen on any days over UV3 rating. |
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## PRIORITY AREA: QA3 Physical Environment

### 3.1.2
Premises, furniture and equipment are safe, clean and well maintained.

**Identified issue**
Risk Assessments are required for:
- The slippery rocks in winter
- Placement of play equipment in safe fall zone
- Revise Yard Supervision Policy (as per element 2.3.1)

## PRIORITY AREA: QA7 Leadership and Service Management

### 7.2.1
A statement of philosophy is developed and guides all aspects of the service’s operations.

**Identified issue**
To review and improve Our Centre Philosophy to more appropriately reflect our Professional Views and Beliefs

### 7.3.3
The Regulatory Authority is notified of any relevant changes to the operation of the service, of serious incidents and any complaints which allege a breach of legislation.

**Identified issue**
“The service is required to discuss with the Approved Provider the processes necessary to ensure that all complaints regarding health, safety and welfare of a child are reported to the Regulatory Authority, regardless of whether they have reported the incident in IRMS or the Parent Complaint Unit” Follow up with DECD > DECD to change policy

### 7.3.4
Processes are in place to ensure that all grievances and complaints are addressed, investigated fairly and documented in a timely manner.

**Identified issue**
“It is recommended that the site review their Parent Concerns and Complaints – Procedure, with a particular focus on the section on Anonymous Complaints. Anonymous complaints do not necessarily have an impact on a respondent being afforded natural justice. It is important to note that knowing the identity of the complainant may not affect how the complaint can be investigated. The investigation should be contingent on the detail and nature of the allegation made.”

- Site to amend policy