

Play Session Policy

Introduction and Purpose

Play Session is a safe environment for children, Educators and staff to promote positive learning experiences and enhance approaches to education, care and learning. Children have access to larger group activities, community visitors and special events. Educators benefit from developing relationships with other Educators and staff. Staff and Educators can use play session as a way to promote professional support and development.

Procedure

Educators and Staff

- Register the Educator's name, and the names of all children and visitors on the attendance sheet, ensuring all persons present on the premises can be accounted for in the event of an emergency.
- Educators assume responsibility for the children whom have a booking with their service and their own children, at all times, unless the relevant regulatory requirements are satisfied (e.g. Educator Assistant parameters).
- Ensure that all children are always supervised including when using the bathroom.
- Ensure that no child is allowed in the kitchen or storeroom area.
- Ensure that no child is allowed in a public area, or in the car park, unless closely supervised during transition.
- Report all hazards to the Play session coordinator, or other member of staff.
- Report all accidents or incidents to the Play session coordinator, or member of staff, and ensure that the appropriate procedure is carried out for dealing with and documenting the incident or accident.
- Assist staff and other Educators to maintain a safe environment.
- Assist children with activities, and encourage participation.
- Join in group time with children, encourage participation and manage children's behaviours.
- Act as a positive role model to children, Educators and staff.
- Educators to provide feedback to the play session Coordinator about the play session provisions and the children's involvement and learning.
- Educators are to provide families with feedback about their child's experience at Play Session.
- Assist other Educators and staff in their roles wherever possible, including setting up, supervision, facilitating activities and packing away.
- Assist other Educators with settling children and care needs wherever appropriate.
- Interact with other Educators and staff to promote networking and peer support.

Play Session Coordinator

- Consider the needs and interests of the children whom attend play session, based on observations and discussions with Educators, and plan suitable activities and experiences.
- Maintain a flexible approach, allowing the children to make decisions concerning toys/equipment they would like added to the learning environment.
- Implement and reference the Early Years Learning Framework when planning children's activities. Maintain records which document and evaluate the children's learning experiences at play session (i.e. program and evaluation).
- Seek evaluative feedback from Educators about experiences presented at play session and use this information for future planning.
- Provide a diverse range of activities that Educators can duplicate easily within their service.

Reference/Source

Belonging, Being and Becoming. The Early Years Framework for Australia.

Education and Care Services National Law 2010

Education and Care Services National Regulations 2011. Part 4.1, 4.2, 4.3, 4.4, 4.5, 4.6 & 4.7.

National Quality Standard for Early Childhood Education and Care and School Age Care. Quality Area 1, 4, 5.