LOWER PLENTY PRIMARY SCHOOL OSH 

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# OBSERVATIONAL RECORDING POLICY

## PURPOSE

Lower Plenty Primary School OSHC acknowledges the need to document observations of children’s participation in the program to inform future program development and to ensure the needs, interests and abilities of all children are broadly considered.

## SCOPE

This policy applies to children, families, staff, management and visitors of the OSHC Service.

## IMPLEMENTATION

* Lower Plenty Primary School OSHC shall take a sound approach to the documentation of children’s participation and experiences within the program of the service
* Lower Plenty Primary OSHC shall implement a variety of observational recording techniques and strategies to strengthen the program which may include, but will not be limited to:
	+ Individual and group observations
	+ Communication book
	+ Student portfolios
	+ All About Me pages
	+ What Happened Today pages
	+ Evaluation forms
* Lower Plenty Primary School OSHC may from time to time require staff to document long records of observations, particularly in respect to incidents such as behaviour or issues relating to child protection matters
* The records and observations may be made available to families upon request but shall under no circumstances breach confidentiality or privacy of another child or family in sharing of such information
* Staff shall receive appropriate assistance to develop their observational recording skills

## FURTHER INFORMATION AND RESOURCES

Quality Area 1

Education and Care Services National Regulations 73 - 76

Education and Care Services Act 2010, section 168, 323

## REVIEW CYCLE AND EVALUATION

This policy was last updated on 20th January, 2022 and is scheduled for review in January 2024.