



School No: 2068 Established 1878

3.4 Observational Recording



Help for non-English speakers

If you need help to understand the information in this policy please contact 03 5996 1744.

Cranbourne 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.

Procedures

- Cranbourne Primary School OSHC shall take a sound approach to the documentation of children's participation and experiences within the program of the service
- Cranbourne 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
- Cranbourne 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

Relevant Laws and Regulations

Quality Area 1

Education and Care Services National Regulations 73 - 76 Education and Care Services Act 2010, section 168, 323

Relevant Policies

Program Development and Conduct Program Evaluation

Review Information

Policy last reviewed	Sep 2022
Approved by	School Council
Next scheduled review date	Sep 2025