

## 3.10 Ethical Observations and Documentation

### Policy Statement

We acknowledge the need to document children's participation and experiences in the program to ensure future program development meets the needs, interests and abilities of all children. We acknowledge that children's participation may be documented in diverse ways, depending on the context of the observation.

This service supports ethical decision making when observing and documenting information about children. The procedures for this are described in 3.10.1.

### Procedures

The service shall draw upon the 'My Time, Our Place': Framework for School Age Care in Australia's guiding practice and will use this Framework as a foundation for observational recording.

The service shall take a collaborative approach to the documenting of children's participation in the program as educators work with children to document their experiences and learning through a variety of methods which may include:

- ❖ Learning stories
- ❖ Programming notes
- ❖ All about Me forms
- ❖ Evaluation forms

Educators may be required to complete observations/documentation regarding specific children's needs, particularly in relation to children with identified additional needs and/or medical concerns.

As part of the Services ongoing planning, reflection and evaluation processes, Educators will be required to document various aspects of children's learning and experiences within the program to ensure the Services' identified outcomes and/or goals are met in line with the NQF.

The service may from time to time, require Educators to document observations, particularly in respect to behavioral incidents or issues relating to child protection matters.

Educators will be guided by Ethical standards for observing and documenting the children's participation and engagement in OSHC (see 3.10.1)

The records and observations, if appropriate, may be made available to Parents/Guardians upon request but shall under no circumstances breach confidentiality or privacy of another child or family in the sharing of such information.

Educators shall receive appropriate training and support to develop their observational recording skills.

**References**

- Education and Care Services National Law Act, 2010 and Regulations 2011
- 'My Time, Our Place' Framework for School Age Care in Australia
- Privacy Act 1988 and Regulations 2013
- NQS Area: 1.1, 1.2; 2.2, 2.3; 3.2, 3.3; 4.2; 5.2; 6.3; 7.1, 7.2, 7.3.
- Policies: 2.1 – Respect for Children, 2.5 – Reporting of Child Abuse, 2.6 – Behaviour Support and Management, 2.10 – Reporting Guidelines and Directions for Handling Disclosure and Suspicions of Harm, 2.11 – Including Children with Special/Additional Needs, 2.13 – Use of Photographic and Video Images of Children, 3.1 – Educational Program Planning, 3.2 – Program and Documentation Evaluation, 8.1 – Role and Expectations of Educators.

Date of Development	Reason for Modification	Date Ratified	Date of Review