

### 4.3 Professional Discussion Policy /Educational Leader meetings

<b>Policy number:</b> 4.3
<b>Date last reviewed:</b> December 2024
<b>Reviewed by:</b> Child Care Team

This policy relates to	
National Quality Standards Early Childhood Education & Care	6.1.3, 6.2.3, 7.1.1, 7.2.1, 7.2.3

#### Purpose

Professional Discussions provide a forum for educators, parents and interested parties to participate in the direction and planning of the service and engage in practice improvements.

#### Policy

Child Care Services actively encourages participation by the various stakeholders in professional discussion meetings/Educational Leader meetings and service management. Participants include the coordination unit staff, educators, parents, representatives of organisations with interests or expertise in childcare, community representatives including community leaders and elders, resource officers from the Office for Early Childhood Education and Care and others whose expertise may be helpful in the discussion and development of policies and practices.

Parents and educators are particularly encouraged to attend professional discussions or to have input into the operation and policies of the service by discussing their ideas or concerns with a coordinator. Draft changes to policies and procedures are shared with educators and families for input through email, Hub works, SharePoint and QR codes.

Professional discussion are open to all stakeholders and interested persons. The meeting aims to provide opportunity for input into the running of child care services and discussion on the direction of the service. Best practice and positive outcomes for children and families are the guide for discussions. The professional discussions may:

- Discuss, research and gather information relating to service policies, assessing in particular the needs of the community, service resources and relevant legislation;
- Attempt to resolve issues raised through discussion and creative input, and obtain professional advice where required;
- Discuss and make recommendations to the service management regarding policies and procedures;

- Provide an avenue for all concerned persons to inform management of areas of concern and assist in planning;
- Provide opportunity to assess the service in line with the National Quality Standards and Early Years Learning Framework, and plan service improvements;
- Provide opportunity for educators to come together and have professional discussions about how they are running their service;
- Share industry trends and update changes in the industry that may affect the running of services.

Educational Leader Meetings are held monthly, Interagency meetings are held monthly, networking meetings are held quarterly. Items for discussion are prepared in advance with provision for items to be raised at the meeting. Guest speakers are occasionally invited to meetings.

A yearly conference is held and open to parents and community members to attend to join the service educators and staff for professional conversations and development.

#### **Associated Beaucare Policies and Documents**

[Appendix F QIP and Compliance](#)

#### **Relevant Legislation**

QCROSS Management Committees (2002) Options for effective meetings

<http://www.qcross.org.au/about-us>

Family Day Care Australia

[www.fdca.com.au](http://www.fdca.com.au)

National Law

National Regulations

National Quality Standard

Australian Government Department of Education and Training: *Child Care Service Handbook*

<https://www.education.gov.au/child-care-provider-handbook-0>