

## FDCQA Validation Report extract

The following pages have been extracted from the Family Day Care Quality Assurance System (FDCQA) *Validation Report* (2<sup>nd</sup> edition, 2004). The FDCQA *Validation Report* is for use by NCAC Validators and is based on the standards outlined in the FDCQA *Quality Practices Guide* (2004). For further information about the 6 Quality Areas and 32 Principles of quality practice please refer to the *Quality Practices Guide*.

## Validation Process Verification

	Date:	Time of Validator arrival:	Time of Validator departure:	Validator to initial	Scheme Representative to initial
Day 1:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Day 2:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Day 3:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Day 4:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Day 5:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

During the Validation Visit the Scheme Representative is asked to progressively check through each procedure listed below and to verify completion by placing a cross (X) in the appropriate box. The Validator will set the timeframe for the completion of each procedure.

## Validation Visit Procedure

	Occurred	Did not Occur
1. Validator wore a <i>Validator Identification Card</i> for duration of the Validation Visit	<input type="checkbox"/>	<input type="checkbox"/>
2. Validator met with the Scheme Representative to discuss the timetable for the Validation Visit	<input type="checkbox"/>	<input type="checkbox"/>
3. Validator provided the Scheme Representative with the <i>FDCQA Validation Evaluation Form</i>	<input type="checkbox"/>	<input type="checkbox"/>
4. Validator visited all carers nominated by NCAC or the alternate carers nominated by the scheme	<input type="checkbox"/>	<input type="checkbox"/>
5. The <i>Alternate Carer Nomination Form</i> together with documentation to support the exclusion of the nominated carer(s) has been included with the <i>Validation Report</i> for return to NCAC	<input type="checkbox"/>	<input type="checkbox"/>
6. Validator was provided with access to evidence/documentation to support the validation of Indicators by carers and coordination unit staff	<input type="checkbox"/>	<input type="checkbox"/>
7. Validator had direct access to the carers and coordination unit staff to obtain information	<input type="checkbox"/>	<input type="checkbox"/>
8. All Indicators in the <i>Validation Report</i> have been validated	<input type="checkbox"/>	<input type="checkbox"/>
9. If applicable, Validator wrote a comment for each Indicator validated at an Unsatisfactory standard	<input type="checkbox"/>	<input type="checkbox"/>
10. Validator completed a <i>Service Summary Statement</i>	<input type="checkbox"/>	<input type="checkbox"/>
11. Scheme Representative(s) were provided with the opportunity to read and write comments in the <i>Validation Report</i>	<input type="checkbox"/>	<input type="checkbox"/>
12. Validator met with Scheme Representative(s) to discuss the <i>Validation Report</i>	<input type="checkbox"/>	<input type="checkbox"/>
13. Validator completed details of carers, coordination unit staff, families and school age children	<input type="checkbox"/>	<input type="checkbox"/>
14. Validator collected <i>Validation Surveys</i> from carers, coordination unit staff, families and school age children	<input type="checkbox"/>	<input type="checkbox"/>
15. Validator checked names of carers and coordination unit staff provided to NCAC against names on the <i>Validation Surveys for Staff</i> and <i>Validation Surveys for Carers</i>	<input type="checkbox"/>	<input type="checkbox"/>
16. Service Representative provided Validator with details of the number of families and the number of school age children currently using the service	<input type="checkbox"/>	<input type="checkbox"/>

**Does the scheme require a photocopy of this Validation Report from NCAC?**

YES  NO

If 'yes', please staple a cheque or money order (payable to NCAC) for \$20.00 (includes GST) to this page

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# Scheme Details of Validation Visit

For the week of the Validation Visit

Total No. of Carers in the Scheme:

Total EFT in use:

Coordination Unit Staff:

Position	No. of Staff Full time	No. of Staff Part time
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

For each carer visited during the Validation Visit please indicate:

	Number shown for this carer on <i>Carer Visit Details List</i> provided by NCAC	Number of children present during the Validation Visit	Age range of children present during the Validation Visit
Carer 1	<input type="text"/>	<input type="text"/>	<input type="text"/>
Carer 2	<input type="text"/>	<input type="text"/>	<input type="text"/>
Carer 3	<input type="text"/>	<input type="text"/>	<input type="text"/>
Carer 4	<input type="text"/>	<input type="text"/>	<input type="text"/>
Carer 5	<input type="text"/>	<input type="text"/>	<input type="text"/>
Carer 6	<input type="text"/>	<input type="text"/>	<input type="text"/>
Carer 7	<input type="text"/>	<input type="text"/>	<input type="text"/>
Carer 8	<input type="text"/>	<input type="text"/>	<input type="text"/>
Carer 9	<input type="text"/>	<input type="text"/>	<input type="text"/>

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# Interactions

## Principle 1.1

**Carers and coordination unit staff interact with all children in a warm, friendly and respectful way**

### For all children:

	Carer 1	Carer 2	Carer 3	Carer 4	Carer 5	Carer 6	Carer 7	Carer 8	Carer 9	Coordination Unit Staff	
The atmosphere is generally relaxed and happy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	S 1.1.1
Carers and coordination unit staff communicate with children in ways that convey understanding and respect	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	S 1.1.2
Carers and coordination unit staff consistently respond positively to all children requiring their attention	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	S 1.1.3
Carers respond to their own children and to family day care children in a fair and consistent manner	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	S 1.1.4
Carers and coordination unit staff interact with each child in ways that demonstrate interest in and understanding of what he/she is doing and saying	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	S 1.1.5
Carers assist children to make positive transitions between home and care and to reunite happily with their families	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	S 1.1.6
Children are offered assistance when they are having difficulty communicating with each other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	G 1.1.7
Carers and coordination unit staff know the children well	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	G 1.1.8
Carers and coordination unit staff modify their interactions and expectations of the child according to how each child feels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	G 1.1.9
Carers' and coordination unit staff skills in communicating with children are enhanced through professional development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	G 1.1.10

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## Principle 1.1

Coordination Unit Staff	<input type="checkbox"/>	H 1.1.11
Coordination	<input type="checkbox"/>	H 1.1.12
Carer 9	<input type="checkbox"/>	H 1.1.13
Carer 8	<input type="checkbox"/>	H 1.1.14
Carer 7	<input type="checkbox"/>	
Carer 6	<input type="checkbox"/>	
Carer 5	<input type="checkbox"/>	
Carer 4	<input type="checkbox"/>	
Carer 3	<input type="checkbox"/>	
Carer 2	<input type="checkbox"/>	
Carer 1	<input type="checkbox"/>	

Coordination unit staff develop and maintain current resources and information to assist carers to interact positively with children who have a different language background or who have specific communication needs

Coordination unit staff and carers access other agencies to assist in supporting the individual communication needs of children and their families

Coordination unit staff are competent in various communication techniques to support carers to meet the individual needs of children

Carers are competent in various communication techniques to support the individual needs of the children in their care and their families

