

Understanding Documentation

6 step for simplifying documentation in Early Childhood



Know the rules

Once you know the requirements you can work within these in a way that you are confident meets the criteria.



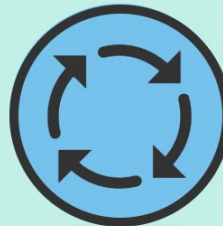
Build relationships

Spend some time focusing on building relationships with the children so the documentation reflects your deep knowledge of each child.



Make it meaningful

Make sure you are writing for a purpose other than ticking a box. Connect with what you are writing.



Planning cycle

Make sure you have a clear reference to the planning cycle. Show links between activities.



Collaborate

Work with others in your service to make sure you understand the requirements and plan meaningful, challenging experiences.



Child Focused

Don't forget the reason for everything should be the children. If it doesn't benefit them and support their development, why do it?