

# Critical reflection evidence

While we all engage with critical reflection within our roles on a regular basis, often there is a lack of evidence around this. The following system can help build evidence into existing practices.



## Start with an individual prompt

Provide educators with a prompt to reflect on an issue that is of current interest to the service. This can be based on feedback, QIP goals, observed behaviours, incidents etc.



## Have educators share their ideas

This could be at a staff meeting, through individual discussion, team meetings, gathering documents etc., depending on your context. This way reflection moves from individual to team.



## Gather information from educators and collate

Once information from each educator is gathered together, whether at a meeting or through shared discussions, this can help see patterns of information, service needs and individual needs.



## Create plans based on the reflections

When this information is gathered and needs are seen, plans can be made that support the service's continuous improvement. This could be QIP goals, self-assessment input, professional development plans etc.



## Demonstrate how reflections impact service

Through the systems used to document this there will be evidence of critical reflection guiding practice for individuals and the team. You may be able to use existing formats such as meeting minutes.

# Critical reflection evidence

Example:

Reflection prompt:

Educator's response:

*Educator records individual thoughts based on the reflection prompt and what this means to them and their practices.*

Educator's suggestion of what this looks like in practice or ways to better support this:

*This supports self-assessment for the service and connects educators to compliance knowledge as they think of ways to better demonstrate compliance.*

Discussed with Leadership or shared with team:

Method: e.g. staff meeting Date:                      Evidence: e.g. meeting minutes

Plans based on reflection:

*Management/leadership to record what needs to happen once all plans are collated - this may be documented in meeting minutes etc. Depends on how the information was shared.*

Future changes/reflection ideas/service needs/individual needs:

*Future plans such as QIP goals, professional development plans, future reflection prompts can be linked back to this original reflection as part of continuous improvement cycle, or documented on the same template to show how this links to future service decisions.*