Building Embedded Compliance into Forms

Invest time and energy into the creation of forms and documents to build embedded compliance, support educator's knowledge and skills, and create systems that save time in the long run.

Consider the primary purpose of the document

Think about what your primary purpose is for the form and what you are implementing it for. For example a form to allow educators to request resources for their room.

Do some research to explore other opportunities

Explore what other aspects of compliance could be aligned with the primary purpose of the document e.g. types of resources, use of resources, storage of resources.

Consider the capacity of educators

When creating the document consider whether it is easy to follow for all educators or needs some explanation built in. Consider whether the form requires additional training or explanation.

Create the document and share with staff

Complete the document and share it with the team, ensuring that they are aware of the use. You may require a policy or procedure depending on the type of document.

Example:

Resource request	Number required	Suitable for multiple ages	Open-ended or interest based	Storage requirements	Additional systems needed
Item, supplier, page number	Consider small group, individual, sharing, abilities	Consider whether different ages and abilities can use the resources	Does the resource align with the programming approach?	Does the resource require additional storage requirements e.g. extra space	How often does the item need to be washed, need power, 2 person lift, increased supervision etc.