

CHECKLIST:

How to create an inclusive environment

Use this handy checklist to embed inclusion at your education and care service.

✓ EXPERIENCES

- We offer a balance of individual and group experiences (art and craft, books, blocks, cubby house/quiet space, games, stories, songs, etc.) that are reflective of children's cultural backgrounds and needs
- Experiences are inviting and are reset during the day
- We give children the opportunity to continue with an activity they're deeply engaged in
- We regularly modify and extend experiences to support children's interests and participation

✓ ROUTINES AND VISUALS

- Strong routines and rhythms help the day flow
- We support children's needs/expectations using a visual routine about the day

✓ TRANSITIONS

- We give prior warnings before transitions (*tip: have you considered the use of visuals or timers?*)

✓ MODELLING

- We regularly model social/play skills, communication skills and strategies to support children to regulate their emotions



✓ CONNECTION VS CORRECTION

- We connect with children regularly to support belonging and encourage positive behaviours (*tip: ways to connect might include positive praise, a thumbs up, a reassuring smile, joining in play, etc.*)



✓ CONSISTENCY

- We have access to a consistent educator/s within our learning space to support our program delivery and strong relationships
- Our routines, visuals and programming expectations are clear and consistent



✓ POSITIONING

- We use the 'one up, two down' concept to stay connected with children in a busy environment
- Educators are aware of their expectations for positioning
- We are positioned to support children's emotional regulation and social interactions, and to modify or extend on these



✓ TEAMWORK

- When it comes to our expectations, goals and our daily program, we're all on the same page
- We have regular team check-ins to update one another, share constructive feedback and offer support



✓ SUPPORT

- We access free mentoring and program support through the Victorian Inclusion Agency to support every child, including those presenting with challenging or trauma-related behaviours, children from culturally and linguistically diverse backgrounds, Aboriginal and Torres Strait Islander children, and children with a disability or developmental delay



- We have a Strategic Inclusion Plan to ensure all children can meaningfully participate and feel that they belong



- We have considered accessing Innovative Solutions funding to address barriers to inclusion at our service (*hint: you might like to use this funding on bi-cultural support, translation, professional development or coaching around challenging behaviours, trauma or educator wellbeing, etc.*)



- We have developed a Reconciliation Action Plan through the free Narragunawali program to support Aboriginal and Torres Strait Islander families to feel welcome and ensure all children learn about the histories and cultures of Australia's First Nations peoples



- We support our team's wellbeing and mental health by accessing free support from organisations like Be You



Need help with the above?

Call **1800 177 017** for free mentoring and program support from our expert Inclusion Professionals.