

Fact Sheet

Strategic Inclusion Plan (SIP) Yearly Review



The service, with support from the Inclusion Agency (IA), will undertake a yearly review of the SIP at least once in a 12-month period under Inclusion Support Program (ISP). The yearly review provides services with the opportunity to reflect on the progress and changes the service has made through implementing their SIP, and update their SIP to reflect their current planning for inclusion.

This process involves the following **three steps**:

Step 1 - SIP evaluation

This is an opportunity for services to look at the 'big picture' of how inclusion of all children is occurring within their service.

It is important to engage all educators in this reflective process, but it is not intended for the SIP evaluation to be a time consuming or complex process. For instance, services may choose to evaluate their SIP at a team meeting or ask educators to provide their thoughts in writing in response to a couple of key reflective questions. The IA will be able to provide further guidance to support the service with the SIP evaluation.

Reflective questions to help with the SIP evaluation

What is the most significant change in the care environment in relation to inclusion of all children, including children with additional needs?

What changes in practice, approach or through communications have you noticed in relation to:

- *Attitude and approach to inclusion by educators, children and families*
- *Your engagement with the local community and who is attending your service*
- *How you have worked together as a team, and with families and children; and*
- *The environment and program offered to children.*

What is the impact of these changes for the service, educators, children, families and/or the community? Was there an unexpected changes or impacts?

What changes would you like to try next? Why?

Fact Sheet

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Step 2: Updating the SIP

The reflections undertaken by educators when evaluating the SIP will assist in updating the SIP to ensure it is based on the current service context and plans for inclusion.

Updating the SIP involves considering and recording what has been implemented and achieved over the last 12 months and reviewing the current plans the service has to build their capacity and capability to include all children within the local community.

Updating the SIP as part of the Yearly Review involves the following:

A. The service develops a new **Service Profile**.

This involves creating a new Service Profile (or copying and updating the responses to the two questions) to reflect the service's current capacity and commitment to inclusion, and their community outreach strategy.

B. The service reviews each **Care Environment** in the SIP.

- This involves ensuring the Inclusion Profile provides current information; and
- Updating inclusion planning for the care environment, which may include:
 - Adding Progress Notes to each Action item for the strategies that are already in place.
 - Identifying current Barriers to inclusion. This may mean ending some Barriers and identifying any new Barriers. Please note the start date of a current Barrier should not be changed.
 - Identifying current Strategies and Actions to address the Barriers. This may mean finalising some Actions items, as well as identifying new Strategies and developing new Actions.

For further information on updating the Care Environment, please see Scenarios 1 and 2 on page 3 of this document.

It is important to consider:

- The Yearly Review of the SIP occurs once every 12-month period. This process is separate to the process of applying for IDF funding. A service will also update the Care Environment section of the SIP at the time they are applying for IDF support.
- As part of the Yearly Review of the SIP, a service can begin their inclusion planning for other care environments not already created in the SIP.

When to updating each Care Environment

The updates needed in the SIP for each Care Environment will vary based on when the Care Environment was last reviewed and updated by the service.

Scenario 1 - The SIP was not recently reviewed (within the last three months). The service will need to update the Care Environment in relation to:

- **A new Inclusion Profile** is created to reflect the current ages of children attending the care environment, and confidence level of educators in relation to inclusive practice.
- **Reviewing current Barriers, Strategies and Actions:**
 - Actions will have **Progress Notes** added. Progress Notes should outline what has been done to implement the Actions and any outcomes achieved as a result. The status of Actions may be adjusted to reflect if they are in progress or are complete.
 - **Barriers** may be ended, if the Barrier to inclusion no longer exists.
- **Creating new plans for inclusion**
 - New Barriers to inclusion can be identified and added.
 - New Strategies to address Barriers can be added.
 - New Actions are added to Strategies to provide the detail about how Strategies will be implemented.

Scenario 2 - The SIP was recently reviewed (within the last three months).

The service does not need to update the Care Environment.

However, it is a good opportunity to revisit the SIP and ensure all Barriers, Strategies and Actions are recorded, and to add Progress Notes in relation to the work that the educators have already undertaken.

Fact Sheet

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Step 3: The IP comments on the service's evaluation and updating of the SIP

The Inclusion Professional (IP) completes the Review Findings section of the SIP Yearly Review in the IS Portal. This provides the opportunity for the IP to acknowledge the progress of the service in relation to implementing their SIP over the last 12 months. IPs can also comment on the service's plans for the next 12 months, and how these plans were developed to increase educators' capacity and confidence to embed inclusive practices in their service and include all children. The IP can refer to the Task Card – How to review a SIP in the IS Portal for IPs, for further information.