



Strategic Inclusion Plan Reviews

Overview for Centre Based Day Care and Out of School Hours Care services

Services are required to actively implement their Strategic Inclusion Plan (SIP) over a 12-month period. Throughout this period several reviews are required to be undertaken, at different points in time, by the services Inclusion Professional (IP). Services are supported by their IP to undertake the yearly SIP review process.

Types of Reviews

There are three types of reviews, [Service Profile review](#), [Care Environment Plan review](#) and [SIP Yearly review](#).

Service Profile Review – Completed by IPs

When a **Service Profile** has been completed and submitted by the service on the Inclusion Support Portal (IS Portal) and the date of effect (start date) is reached, a **Service Profile review** will automatically be created for the services Inclusion Professional (IP) to complete.

The IP will review and comment on the Service Profile. The details of this review will be visible to the service, IA and the Inclusion Development Fund Manager (IDFM).

In the situation where a service only has a paper-based SIP, it is the responsibility of the services IP to document this review on their paper-based SIP template, after the date of effect (start date) has been reached.

Care Environment Plan Review – Completed by IPs

Each time a service develops and submits a *Care Environment Inclusion Profile* on the IS Portal, and the date of effect (start date) is reached, a **Care Environment review** will automatically be created for the services IP to complete.

The IP will review and comment on the inclusion planning educators have undertaken and plan to implement in the Care Environment over the next 12 months. This will include identifying how the Care Environment inclusion plan has been developed to increase the educators capacity and confidence to embed inclusive practices in the Care Environment to include all children.

The details of this review will be visible to the service, IA and the Inclusion Development Fund Manager (IDFM).

In the situation where a service only has a paper-based SIP, it is the responsibility of the services IP to document this review on their paper-based SIP template, after the date of effect (start date) has been reached.

Additional Care Environment Plan Reviews

Additional Care Environment reviews are created by the IS Portal, for IPs, when a service chooses the Strategy Category of *Inclusion Development Fund* and this Strategy is linked to either an existing inclusion Barrier or a new inclusion Barrier in the Care Environment Plan. The IS Portal assumes that the service is considering applying to access Inclusion Development Funding (IDF).

SIP Yearly Review Process – Completed by Service and IP

At least once in each 12-month period a service, with support from their IP, is required to undertake a yearly review of their SIP. The yearly review provides educators with the opportunity to reflect on the progress and changes they have made to their inclusion practices, through implementing their inclusion plan, and to update their plan to reflect their current planning for inclusion.

There are three parts to the SIP yearly review process.

- SIP Evaluation
- SIP update
- IP comment

Important considerations

- As part of the SIP Yearly Review process, inclusion planning can occur for Care Environments where planning has not recently/previously occurred.
- The SIP Yearly Review is a separate process to applying/reapplying for IDF funding.

SIP Evaluation

The SIP evaluation is an opportunity for educators to look at the ‘big picture’ of how the inclusion of all children is occurring within the service. It involves considering and recording what has been implemented and achieved over the last 12 months and starting to identify the services inclusion focus for the next 12 months.

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. IPs will be able to provide further guidance to support the service with their SIP evaluation.

Reflective Questions to help evaluate your services SIP

- What have been the most significant changes experienced in each care environment in relation to the inclusion of all children, including children with additional needs?
- What changes in practice have you noticed in relation to:
 - Attitude and approach to inclusion by educators, children and families;
 - The services engagement with the local community and who is attending the service;
 - How have educators worked together as a team, 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?

SIP update

With support of their IP, the Service reflects on their SIP evaluation and updates their SIP to reflect their current planning for inclusion. This will require the service to:

- Develop a new Service Profile, and
- Update inclusion planning in each Care Environment.

Service Profile

The purpose of the Service Profile is to create a service overview that is shared with the service IP to help them to understand the inclusion needs and practices of the service.

The Service Profile includes *Service Details*, *Inclusion Practices* and a *Community Outreach Strategy*.

The service can create a new Service Profile or copy and update their previous profile.

Updating Care Environment inclusion planning

The updates required will vary based on when the service last reviewed and updated the inclusion planning in each Care environment.

It may involve the service creating a new Inclusion Profile, reviewing current Barriers, Strategies and Actions and updating inclusion planning in each relevant Care Environment.

The following two scenarios provide an example of the update requirements.

Scenario 1: Inclusion planning in a Care environment has not been reviewed within the last three months

- **A new Inclusion Profile** is created to provide an overview of the total number and ages of children attending, the number of educators in the Care Environment and their level of confidence including children with additional needs.
- **Barriers, Strategies and Actions are reviewed**
 - **Progress Notes** need to be added to each Action outlining the steps educators have taken to implement them and the outcomes achieved as a result.
 - **Barriers** may be finalised when they no longer exist or no longer apply to this Care Environment. Note: When finalising a Barrier, final Progress Notes must first be added to each Action linked to the Strategies associated with the Barrier.
- **Creating new plans for inclusion**
 - **New Barriers** to inclusion can be identified and added.
 - **New Strategies** are added to address each new Barrier. Additional Strategies can also be added to existing Barriers.
 - **Actions** are added to each new Strategy. Additional Actions can also be added to existing Strategies.

Scenario 2: Inclusion planning in a Care environment has been reviewed within the last three months

The Care Environment inclusion plan does not need to be updated however, it is a good opportunity for educators to revisit the Care Environment plan and ensure that all Barriers, Strategies and Actions recorded reflect their current needs, Progress Notes related to the work that they have already undertaken have been added to relevant Actions and the Service Profile is current.

Inclusion Professional Comment

The IP completes the *Review Findings* section of the SIP Yearly Review in the IS Portal.

In the situation where the service only has a paper-based SIP, it is the responsibility of the IP supporting the service to document this review on their paper-based SIP template.

This provides an opportunity for the IP to acknowledge the progress the service has made in relation to implementing their SIP over the last 12 months. IPs will 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.

Supporting Resources

- Developing and Managing a Strategic Inclusion Plan in the Inclusion Support Portal - Guide for CBDC and OSHC Services.
- A Comparison: SIP Yearly Review and IDF Renewal Application – Fact Sheet

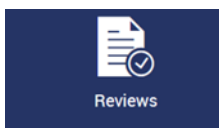
Locating SIP Reviews on the IS Portal

Reviews can be viewed at both a Service and individual Care Environment level.

All Service Review

Service representatives, approved in the role of **Inclusion Support ECEC User**, can view a list of **all Service Reviews**.

- Click the **Reviews** tile located on the services IS Portal home page.



- To view the details of a completed review, **Click the Actions button** and then **View review**.

Review Type	Status	Due date	Start date	End date	Actions
Yearly Review	Scheduled	13/07/2023	13/07/2023	13/07/2023	Actions
Care Environment	Complete	30/12/2022	16/12/2022	13/01/2023	Actions
Care Environment	Complete	21/10/2022	07/10/2022	07/10/2022	Actions
Service Profile	Complete	21/10/2022	07/10/2022	07/10/2022	Actions

Individual Care Environment Reviews

Service representatives, approved in the roles of **Inclusion Support ECEC User** and **Inclusion Support ECEC User – SIP Only**, can view a list Care Environment Reviews.

- Choose the **Environment review** page in the left hand menu. A list reviews will be displayed.
- The findings of a Completed review can be quickly viewed by **clicking** the associated **triangle**.
- Full details of each review can be accessed by **clicking** the **Actions button** and then **View review**.

The screenshot shows the 'Environment reviews' page. On the left is a sidebar with 'Environment reviews' highlighted. The main content area has a table with columns: Status, Due_date, Start_date, End_date, and Actions. The table contains two rows: 'Scheduled' (Due: 26/09/2023, Start: 12/09/2023, End: 26/09/2023) and 'Complete' (Due: 07/07/2017, Start: 23/06/2017, End: 13/11/2017). A red box highlights the 'Complete' row's 'Actions' dropdown, which is open to show a 'View Review' button. Another red box highlights the 'Review details' section below the table, which contains a 'Findings' field with placeholder text.

Service representatives, approved in the roles of **Inclusion Support ECEC User**, will also have access to a **Go to All reviews page** button. By choosing this option, the reviews page will open displaying a list of all reviews.

This screenshot is similar to the previous one but highlights a different feature. A red box highlights a 'Go to All Reviews Page' button located below the table. The table and sidebar are the same as in the previous screenshot.