A Strategic Inclusion Plan (SIP) is the Inclusion Support Programs (ISP) inclusion assessment and planning tool that supports educators in Early Childhood Education and Care (ECEC) services to engage in reflective practice and planning to improve and embed inclusive practice, in line with the National Quality Standard (NQS).

Family Day Care (FDC) Educators, in consultation with their Family Day Care (FDC) Coordination Unit (Service), will be supported by an Inclusion Professional to develop a SIP tailored to their individual needs. Developing a SIP is the first step to accessing ongoing support from the Inclusion Support Program (ISP) including, accessing Specialist Equipment through the Inclusion Agency and if required Family Day Care Top Up and Innovative Solutions Support funding through the Inclusion Development Fund Manager (IDFM).

A SIP is considered a ‘living’ document that is implemented and updated on a regular basis. It is reviewed at least once in a 12-month period, with support of an Inclusion Professional. FDC Educators are required to document the progress they have made as they implement their SIP.

When a FDC Educator is seeking support from the Inclusion Support Program, the department anticipates that their SIP will be documented on the Inclusion Support Portal (IS Portal). The IS Portal is the online system for all Early Childhood Education and Care services to engage in inclusion planning and access Inclusion Development Funding streams. FDC services are responsible for supporting their FDC educators to document, update and review their SIP on the Inclusion Support Portal (IS Portal).

As their SIP is being developed, FDC Educators can use the paper-based SIP template to record their inclusion planning. This information is then required to be uploaded to the IS Portal.

A Paper-based SIP can also be used by FDC educators:

* when they are seeking to engage in inclusion planning, Specialist Equipment and Inclusion Development Funding options are not required.
* or when the FDC Coordination Unit does not have the necessary infrastructure to support the Inclusion Support Portal for the following reasons.
	+ Access to the ISPortal has not been granted by the service provider.
	+ The service is experiencing IT issues.
	+ The service is experiencing PRODA access issues.

For guidance and support to develop your Strategic Inclusion Plan please contact your Inclusion Professional. If you are unsure of who your Inclusion Professional is, please contact [your local Inclusion Agency](https://www.education.gov.au/child-care-package/inclusion-support-program). For support using this template also refer to the [*Guide to developing a Paper-Based Strategic Inclusion Plan for FDC Educators*.](https://idfm.org.au/resources/how-to-create-a-paper-based-sip-for-fdc-educators)

### FDC Educator Details

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of FDC Educator**  |  | **Educator ID** (if known)  |  |
| **Contact Number** |  | Email Address  |  |
| **Address** |  |
| **Reason for completing paper-based SIP** | Choose a reason. |

### FDC Coordination Unit Details

|  |  |  |  |
| --- | --- | --- | --- |
| **FDC Provider Name** |  | **CCS Primary approval Id number**  |  |
| **Coordination Unit contact person** |  |
| **Coordination Unit email address** |  |
| **Coordination Unit address** |  |

### Inclusion Agency Details

|  |  |  |  |
| --- | --- | --- | --- |
| Inclusion Agency Name  |  | **Inclusion Agency contact #** |  |
| Name of Inclusion Professional |  | Inclusion Professional contact # |  |
| Inclusion Professional email address |  |

|  |  |
| --- | --- |
| **Name of Educator**  |  |
| **Description of the Care Environment**  |  |

### **Educator Inclusion Practices**

How do you promote learning experiences, interactions and participation to build on children's strengths and encourage involvement?

When responding to this question consider:

* + What do you do on a daily basis to show your commitment to the inclusion of all children?
	+ What is your philosophy and policies in relation to inclusion?
	+ How is this reflected in your practices?
	+ How do you ensure that your program and daily routines cater to all children?
	+ How is the physical environment organised to encourage participation and interaction between peers?
	+ What strategies do you use to encourage participation and interaction between peers?
	+ How does you identify and build on children’s strengths?
	+ What resources do you use or what modifications are made to encourage children’s engagement?
	+ What professional development are you been provided with or have access to, to increase your use of inclusive practices?
	+ What are your strengths in regard to the inclusion of all children?
	+ What would you like to do to build on your strengths in this area?

Maximum 4000 characters

## Community Outreach

## How will you engage with families in the community who do not currently access early childhood education and care services?

When responding to this question consider:

* + How do you currently engage with the local community to encourage families with children with additional needs to access to your service?
	+ How will you target and engage with families not accessing your services? For example, CALD families, Aboriginal families.
	+ How will you highlight the educational benefits for children with additional needs attending your service?
	+ What involvement do you have in the local community? How will you utilise these opportunities to promote access for all children and families?
	+ How will you liaise with other sectors and local agencies/groups (e.g. health, migrant services and the other educational institutions in the local area) to build your knowledge and community links?
	+ How will you seek feedback from the community to identify if you service is catering to the needs of the community and local families?

*Maximum 4000 characters*

## Inclusion Profile

## The Inclusion Profile provides contextual information about the Family Day Care Educator and the children attending their service.

|  |  |
| --- | --- |
| Date of effect (date this profile was created)  | Click here to enter a date. |
| What is the total number of children in this care environment per standard week? |  |
| Age of the youngest child in the care environment? | Years | Choose an age | Months | Choose an age |
| Age of the oldest child in the care environment? | Years | Choose an age | Months | Choose an age |
| On average, how confident are you including children with additional needs?  | Select a response |

The number of Barriers identified, and Strategies and Actions developed will differ depending on the context and dynamics of your FDC service, including your current capacity and capability.

A **Barrier** is something that is impacting the services ability to include children with additional needs alongside their typically developing peers.

A **Strategy** identifies what the service is going to do to address the **Barrier** to inclusion. For every inclusionBarrier identified there must be at least one Strategy. Multiple Strategies may be needed to address each Barrier.

**Actions** are the steps that the service plans to take to implement each **Strategy**. Multiple Actions may be needed for each Strategy.

**Progress Notes** are a record of the achievement’s you have experienced and the progress you have made towards addressing the inclusion Barrier, through implementing the **Actions** developed for each **Strategy.**

The Barriers, Strategies and Action section of this template provides educators with an opportunity to document 4 Barriers, a Strategy for each Barrier and two Actions for each Strategy. Additional Barriers, Strategies and Action can be added to this template or removed as required.

## Inclusion Barrier

*Choose a Barrier or create a Custom Barrier*

|  |  |
| --- | --- |
| **Date this barrier was identified:** | Click here to choose a date. |
| **Barrier category**  | Click here to select a barrier category |
| **Barrier** | Click here to choose a barrier |
| **Custom barrier** |  |
| **Date this Barrier ended** | Click here to choose a date. |
| **Reason the Barrier ended**  |  |

## Strategy

*Choose a Strategy or create a Custom Strategy*

|  |  |
| --- | --- |
| **Strategy**  | Click here to choose a strategy |
| **Custom strategy** |  |

## Action 1 Maximum 2000 characters for each text box

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| --- | --- | --- | --- |
| **Action Start date** | Click here to choose a date. | **Status of this Action**  |  Click here to choose a status. |
| **What is the action to address this strategy?** | **How and when will you implement this action?** | **What resource will be used to implement this action?** |
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## Progress Notes Maximum 2000 characters per Progress Note

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| **Date** | **Notes**  | **Progress status** |
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## Action 2 Maximum 2000 characters for each text box

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| **Action Start date** | Click here to choose a date. | **Status of this Action**  |  Click here to choose a status. |
| **What is the action to address this strategy?** | **How and when will you implement this action?** | **What resource will be used to implement this action?** |
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**Inclusion Barrier**

*Choose a Barrier or create a Custom Barrier*

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| **Barrier** | Click here to choose a barrier |
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| **Date this Barrier ended** | Click here to choose a date. |
| **Reason the Barrier ended**  |  |

## Strategy

*Choose a Strategy or create a Custom Strategy*

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| **Strategy**  | Click here to choose a strategy |
| **Custom strategy** |  |

## Action 1 Maximum 2000 characters for each text box

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| **Reason the Barrier ended**  |  |

## Strategy

*Choose a Strategy or create a Custom Strategy*

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| **Strategy**  | Click here to choose a strategy |
| **Custom strategy** |  |

## Action 1 Maximum 2000 characters for each text box

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## Strategy

*Choose a Strategy or create a Custom Strategy*

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| **Strategy**  | Click here to choose a strategy |
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## Inclusion Professional Care Environment Review

The Care Environment review is completed by the service’s Inclusion Professional after the FDC Educators SIP has been uploaded to the IS Portal by the FDC

Coordination Unit.

Where a paper-based SIP is unable to be uploaded to the IS Portal and the FDC Educators is not requiring access to Specialist Equipment and/or Inclusion

Development Funding options, the services Inclusion Professional will complete the Service Profile review below.

|  |
| --- |
|  |

**Name of Inclusion Professional:**

**Date review completed:**

**Inclusion Professional Annual Review**

As part of the SIP Yearly review process, the FDC Educators Inclusion Professional (IP) will acknowledge the progress of the FDC Educator in relation to

implementing their SIP over the last 12 months, comment on their plans for the next 12 months, and how these plans were developed to increase

their capacity and confidence to embed inclusive practices in their service and include all children.

Where a paper-based SIP is unable to be uploaded to the IS Portal and the FDC Educator is not requiring access to Specialist Equipment and/or Inclusion

Development Funding options, the services Inclusion Professional will complete the Annual Review below.

|  |
| --- |
|  |

**Name of Inclusion Professional:**

**Date review completed:**