

Comment Writing in the *Validation Report*

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Towards the end of the Validation Visit your service will have an opportunity to review and discuss the *Validation Report*. Services may use this time to write comments in the *Validation Report* which allows them to provide additional information to support their practices.

During the final *Validation Report* discussion with the Validator, your service may wish to ask the Validator questions, discuss further examples of your service practices and show additional evidence if applicable. In doing so, the Validator may change the validation of an Indicator if it is demonstrated by your service that the practice is 'occurring'.

Principle 1.2

	Occurring	Not Occurring
Staff work actively with children to develop problem-solving skills and support children to resolve conflict	<input type="checkbox"/>	<input type="checkbox"/>
Staff acknowledge children's efforts to solve problems and behave positively	<input type="checkbox"/>	<input type="checkbox"/>
Staff encourage children to empathise, help and behave positively	<input type="checkbox"/>	<input type="checkbox"/>
Staff encourage children to cooperate, help and behave positively	<input type="checkbox"/>	<input type="checkbox"/>
Staff encourage children to empathise, help and to support other children who are experiencing difficulties	<input type="checkbox"/>	<input type="checkbox"/>
Staff discuss with children ways of dealing with conflict eg encourage role-play	<input type="checkbox"/>	<input type="checkbox"/>
Staff systematically reflect on their own attitudes and behaviours and how these may affect children and their families and relate their practices accordingly	<input type="checkbox"/>	<input type="checkbox"/>
Staff discuss guidance strategies for individual children with family members	<input type="checkbox"/>	<input type="checkbox"/>

Principle 1.2
Validator Comment

Centre Comment

In some cases the validation of a particular Indicator may remain unchanged and this is where your service could write a comment to support their practices. This is particularly important for any *Unsatisfactory* Indicators.

Unsatisfactory Indicators can be easily identified by a watermark 'U' in the Not Occurring column. These are the Indicators you should be focussing on as a priority.

Remember Principles that have been rated as *Unsatisfactory* in both the data contained in the *Validation Report* and the Moderator Ratings, shall be deemed to be *Unsatisfactory* overall.

By writing clear and detailed comments especially for the *Unsatisfactory* Indicators, you will assist the Moderator to develop a clear picture of your service's practices. This will assist the Moderator in determining a rating for each Principle. The tips provided below (see box) will also help to ensure that comments reflecting what is happening at your Service are considered at Step 4: Moderation.

Services may not feel that they have not had enough time to write the necessary comments in the *Validation Report* or feel they need to add further detail after the Validation Visit has occurred. NCAC recognises this and the Validator will leave a *Validation Evaluation Form* with the service.

A service has up to seven working days after the Validation Visit to return the *Validation Evaluation Form* to NCAC. Please use this opportunity to discuss the Validation Visit and to review the *Validation Report* with all staff. Services are able to attach two double sided A4 pages of comments to the *Validation Evaluation Form*.

A copy of the completed *Validation Report* can be requested from NCAC in writing with a cheque payment attached.

Remember during the Validation Visit, and when completing the *Validation Evaluation Form*, NCAC's Child Care Advisers are able to assist you in prioritising and clarifying Indicators. A Child Care Adviser can be contacted on 1300 136 554.

Tips for writing comments in the *Validation Report*

- Specify by number the particular Indicator that the comment relates to (for example, 1.1.3)
- Re-read the Indicator to ensure that you understand what is required.
- Accurately describe what practices were happening at your service during the Validation Visit.
- Provide specific examples of practices that describe how you meet the Indicator(s). For example, quote excerpts from policies and procedures; make reference to programs or minutes of meetings