# Sample document shared at ECRU Roadshows

Helpful sample documents

During the 2022 Roadshows presented by the Education and Care Regulatory Unit (ECRU), sample documents were shared with attendees to adapt for their own purposes.

The documents are not prescribed by ECRU for use by services and providers but have been shared from other services amongst the sector to assist with development of best practice.

Services are encouraged to review updated legislation to ensure documentation is compliant.

Our thanks go to those education and care services who shared their sample documents to educate our sector and share our best practice, tips and tricks.

[Last updated: October 2022]

Working directly with children record

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Morning Tea | Lunch | Afternoon Tea | Non-contact/Other tasks |  |

| **Educator (E)**  **Staff (S)**  **Student (St)**  **Volunteer (V)** | **Name** | **Commence shift** | **Start** | **End** | **Start** | **End** | **Start** | **End** | **Start** | **End** | **Notes** | **End Shift** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Educator (E) | Mary Jane Smith | 6:30 | 9:00 | 9:15 | 11:30 | 12:00 |  |  |  |  |  | 3:00 |
| Educator (E) | Jenny Jones | 8:00 |  |  | 12:00 | 12:30 | 3:00 | 3:10 | 9:00 | 12:00 | Programming | 4:30 |
| Student (St) | John Roberts | 9:00 |  |  | 12:00 | 1:00 | 3:30 | 3:45 | 1:00 | 1:30 | In Babies room | 5:00 |
| Educator (E) | Susan Lee | 9:15 |  |  | 1:00 | 1:30 | 3:15 | 3:30 | 10:30 | 10:55 | Went to shop | 5:45 |
| Staff (S) | Sally Royal | 8:00 |  |  |  |  |  |  |  |  | Covered in Toddlers | 9:30 |
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