

Why an online / correspondence playgroup course

Busy people with limited time go to playgroup. This training course is flexible enough for playgroups to choose who, what, when and where to learn.

It has been developed so you can discuss playgroup issues together and come up with solutions for providing best practice, quality experiences for all children and adults. It builds on a playgroup framework that can be adapted for large or small, city or country, structured or informal playgroups.

The *Playgroup Manual* is a Playgroup Victoria member benefit and only members of Playgroup Victoria are eligible to do this course. Years of playgroup research and experience went into producing the *Playgroup Manual* (third edition), the main text book for this course.

Who does the course

One person needs to take responsibility for each module. Your playgroup session may appoint different people to do each module or one person could volunteer to do all modules. All members are encouraged to participate.

Steps to take:

- ✓ Get the cooperation and go ahead from your playgroup session.
- ✓ Fill in your playgroup session profile.
- ✓ Do the recommended reading.
- ✓ Complete the checklist.
- ✓ Complete the discussion starters and record your playgroup session's responses.
- ✓ Complete one of the assignments with your playgroup.
- ✓ Complete the declaration and sign off your course.
- ✓ Mail completed module post-free to Playgroup Victoria, reply paid 69584, Brunswick 3056.
- ✓ Wait for Playgroup Victoria's response.

Acknowledgement

Once you have done a module, you will be awarded a certificate of completion and given a star to place on the five star poster sent with your 2006 Playgroup Victoria Welcome Pack. The recognition of your star lasts for the current and the following year. To do the next module either download it from www.playgroup.org.au or phone 1800 171 882 and a copy will be sent to you. When you have five stars completed you playgroup will be:

- acknowledged in *Playgroup* magazine
- given an award at Playgroup Victoria's Annual General Meeting
- eligible for incentive prizes and giveaways.

Get help

If you have any questions about this course call Playgroup Victoria on 1800 171 882 and press the option for the Members' hotline to speak to our friendly staff.



1. Module 3 playgroup profile

List the potential dangers at your playgroup.

Indoor play area

Kitchen area

Storage cupboard

Outdoor play area

Given the above information, how can you make your playgroup a safe place?

2. Essential reading

Playgroup Manual (third edition) pages 62–73. [Click here](#) to download, attach for correspondence.

Comment on the following:

How to encourage members to take responsibility for removing, replacing or repairing anything that is potentially dangerous rather than expecting someone else to do it.

What systems does your playgroup have to ensure the following are clean and hygienic?

Food preparation area

Children's eating area

Hand washing area

Bathrooms and toilets

Baby change area

3. Checklist

Complete the checklist on page 74. [Click here](#) to download, attached for correspondence.

Comment on the following:

a) How would you describe safety at your playgroup? Tick more than one if you wish.

- Dangerous
- An accident waiting to happen
- In need of immediate action
- Strong in some aspects, weak in others
- Not too bad overall, several safety issues still need fixing
- Great indoors but needs more work outdoors
- Great outdoors but needs more work indoors
- Safe but need to create more awareness of safe practices
- Very safe but need to consider emergency actions
- Extremely safe for both children and adults

b) Give your playgroup a safety rating between 1% - 100% (100% being top rating).

c) What can be done to improve your safety rating?

d) Estimate a hygiene rating out of 100 for your playgroup for the following.

Kitchen benches and food preparation areas

Storage cleanliness of cups, spoons, bowls, etc.

Toilet areas

Frequency of children/adult hand washing before eating

Regularity of toy washing

Sensitivity to allergies in the group

SunSmart practices

Readiness of appropriate equipment for blood or excretion spills

Carpets and floor area for crawling babies

e) Average rating out of 100 for hygiene.

f) What can be done to improve your hygiene rating?

4. Discussion starters

Discussion starter 1. What if...

Molly, one of the playgroup mothers, collapses and hits her head on the corner of the table. She is unconscious and bleeding from the head. Her four-year-old daughter is frightened by the fall and screaming uncontrollably. Panic sets in among children and parents. There is no phone available and no one knows the whereabouts of a public phone box. There is no record of her doctor, home address or next of kin to contact.

What should be done?

What should be in place to be prepared for an accident?

Discussion starter 2. What if...

Billy is a shy 2½-year-old and hates coming to playgroup because he is often bullied by Tom, an older aggressive child. Toys he is playing with are taken and he is pushed, hit and kicked often. Tom's mother either ignores his behaviour and blames Billy or says "boys will be boys". Billy's mother really enjoys the friendships at playgroup and so does Billy when Tom isn't there. Billy's mother doesn't want to leave the playgroup. How can this situation be resolved?

Discussion starter 3. What if...

There has been a party in the playgroup room the night before and it has been left littered with cigarette butts, bottles, broken balloon pieces, wine glasses with leftovers, a broken glass on the floor and several bowls of leftover chips and nuts. Garbage bins are overflowing, chairs are stacked 8–10 chairs high.

The party organisers intended cleaning up that day but forgot about the playgroup.

How could you handle this situation?

Discussion starter 4. What if...

Several children are playing dress-ups. Each child dresses up complete with hat, clothes and bag. Megan doesn't have a handbag like the others, sees one on the table and takes it. She is delighted with the contents – a mobile phone to play with, a little bottle of lollies (tablets), a small purse with several shiny coins, cigarettes and a cigarette lighter, a used tissue and some makeup. For quite some time Megan plays with the items in the bag. A horrified parent discovers Megan. Both the owner of the bag and Megan's mother have a heated exchange over the incident. Both blame the other.

What safety practices should have been in place to prevent this?

5. Playgroup assignment

Complete **one** of the following assignments with your playgroup

1. Develop a fire evacuation plan and practice a fire drill with the playgroup (page 64 and 66, *Playgroup Manual*).
2. Do a hazard hunt indoors and outdoors to identify and rectify hazards (page 63, *Playgroup Manual*)
3. Purchase a first aid kit and put in place systems to let people know where it is and how to use it. Introduce a system to regularly replace out of use-by-date items.
4. Make sure all family enrolment details are completed and available at playgroup (see page 128, *Playgroup Manual*).
5. Develop a safety policy with your group (see page 62).
6. Become a SunSmart playgroup (see pages 73, *Playgroup Manual* or visit www.playgroup.org.au).

Assignment record

Which assignment did you choose?

1

2

3

4

5

6

Assignment information and results (use extra pages or the back of this page if required).

6. Module 3 declaration

Complete details to receive certificate and award star.

Name of playgroup: _____

Membership number (if known): _____

Venue address: _____

Postcode: _____

Name of person who completed this module: _____

Address: _____

Postcode: _____

Phone number: _____

- | | | |
|--|---------------------------|--------------------------|
| a) All sections of this module have been completed. | <input type="radio"/> Yes | <input type="radio"/> No |
| b) Your playgroup has participated in sections of this module. | <input type="radio"/> Yes | <input type="radio"/> No |
| c) Your playgroup is committed to safety and hygiene. | <input type="radio"/> Yes | <input type="radio"/> No |
| d) While at playgroup members make sure that everyone feels physically and emotionally safe. | <input type="radio"/> Yes | <input type="radio"/> No |
| e) Parents/caregivers know they are responsible for the child/ren they bring. | <input type="radio"/> Yes | <input type="radio"/> No |

Verified by two other members of the playgroup

1. _____	2. _____
Signature	Signature

To send to Playgroup Victoria:

- Fax to 9380 6733
- Mail to Playgroup Victoria, Reply Paid 69584, Brunswick 3056

Playgroup Victoria can use answers provided in this module to promote best practice in playgroups.	<input type="radio"/> Yes	<input type="radio"/> No
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