



Tips for when you hit bumps in the road



A map for working better together

There are times when working together for inclusion may not go smoothly. Pinpointing where things have gone wrong will help you to find a starting point to get back on track.

Working together is not always easy, but it *is* possible, it *is* best practice, and it *is* worth it.



“We don’t seem to be making progress.”

Consider team leadership.

The inclusion team will need someone to lead and keep things on track. Leadership can be shared amongst the team and can change over time. It can depend on who has the time and the resources to lead. Whether leadership involves one person, is shared by a few, or changed every six months, the leadership style should be collaborative; inclusive; and involve shared power.

Ensure everyone knows ‘who is doing what’.

The inclusion team can go in different directions and go off track, if it isn’t clear ‘who is doing what’. After identifying a shared priority it’s important for the inclusion team to take the time to agree on next steps, what needs to be done and who is going to do it. This helps to break down a bigger task into bite-sized, achievable actions that can be allocated to team members. This ensures teamwork is coordinated and that no task is forgotten.

Ideally, the ‘who’ and the ‘what’ are clearly described. Providing detailed information on how, when and where a task is to be undertaken will help.

For example:

- ▶ **WHAT?:** (Strategy) for (child) will be trialled.
- ▶ **WHO?:** Educator A and Educator B will trial (strategy).
- ▶ **HOW?:** (Strategy) will involve the educator...
- ▶ **WHEN? and WHERE?:** (Strategy) will be trialled at lunch time at the child’s group table, every day.

This provides much clearer information than “We will trial it at the service.”

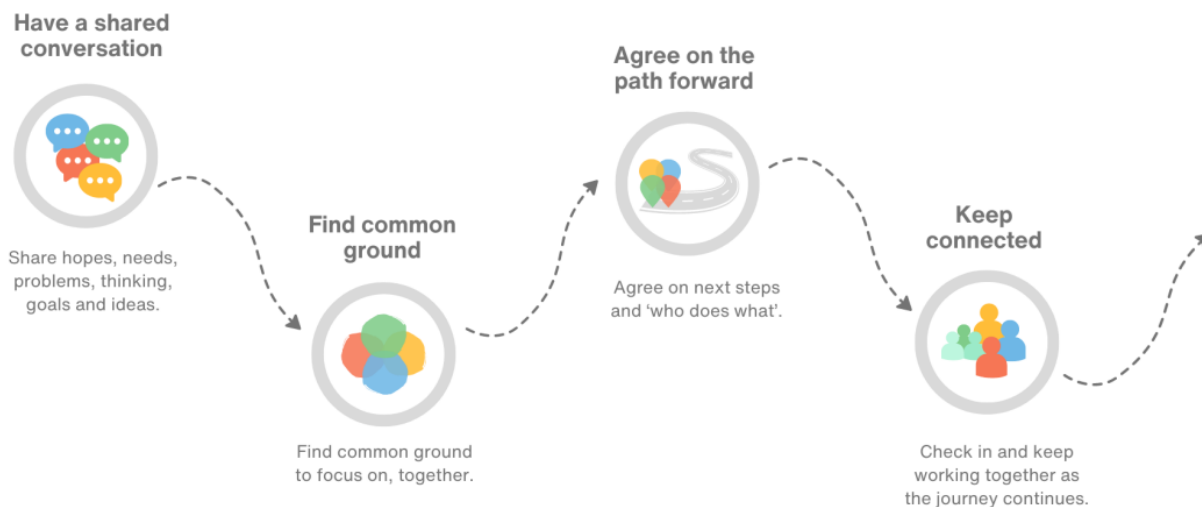
Useful records will keep the inclusion team moving forward.

Documenting decisions, plans and progress can keep the team journey on track. It helps each team member to know what they are doing, identify any challenges and check progress made.

To get the momentum back on track:

- ▶ Agree on the best way to document your work together for meeting agendas, meeting notes, agreed actions, ‘who is doing what’ and progress notes.
- ▶ Use these documents to record and guide your work together.
- ▶ Share copies of any relevant reports (with parent consent and respecting any privacy issues), policies and procedures and support each other to understand the information they provide. Clarify your understanding and how the information will support your work together. Just providing information is not a guarantee it is understood or can be acted upon.

► Continue to use the *Inclusion Together* map...



“I need some more help.”

If the inclusion team needs further help, access these inclusion support organisations and resources:



Family and Carers

- [Family Advocacy](#)
- [Kindred](#)
- [Reimagine Australia](#)
- [Thrivary](#)



Early Childhood Intervention Professionals

- [PRECIS: Professionals and Researchers in Early Childhood Intervention](#)
- [Reimagine Australia](#)
- [Thrivary](#)



Early Childhood Education and Care Services

- [Disability Discrimination ACT \(1992\) resources](#)
- [Inclusion Agencies](#) provides free tailored inclusion support to educators in Commonwealth funded centre-based day care, family day care and out of school hours care services across Australia.
- [Reimagine Australia](#)
- State funded programs provide inclusion support to community-based kindergartens and preschools. The structure and focus of these programs vary from state to state. For example,
 - New South Wales – [Sector Capacity Building Program](#)
 - Queensland – [Kindergarten Inclusion Support Scheme](#)

- Victoria - [Kindergarten Inclusion Support \(KIS\) Contacts](#)

Contact your relevant state or territory education department for information and contact details.

- ▶ [Thrivary](#)

Click [here](#) to find out more about *Inclusion Together* or go to <https://inclusionagency.nswact.org.au/about/inclusion-together>