Partnerships with families  
22nd June to 26th June 2020

Dear Families,

As a part of the continuous improvement required by the National Quality Standard, this week we are:

* comparing the way educators use spaces and resources to support children’s participation and learning, and the way educators teach children how to care for the environment, against the Government’s exceeding measures in these areas. If you’d like more information about the practices required to achieve exceeding please let me know
* reviewing our CCTV and Family Law and Access Policies. Summaries follow:

**CCTV Policy**

We may install CCTV cameras to help ensure the safety and security of our children, employees and visitors.

If we install CCTV cameras we will:

* notify employees and families in writing at least 14 days before use
  + when they will start recording
  + whether they will record footage continuously or intermittently
  + the period of surveillance
  + how long the footage will be kept
  + who has access to the footage
  + when and how the footage will be deleted
  + that they may consult with the Nominated Supervisor about the surveillance
* display signs telling people CCTV cameras are in use
* record vision but not sound
* never use it in adult or children’s toilets, bathrooms or change rooms.

During the 14 day notice period we will consult with employees and families.

We will give new employees or families a copy of the CCTV policy before they start.

**Family Law and Access Policy**

Educators, staff and volunteers must:

* comply with Parenting Orders/Plans that affect a child at the Service (as they are legally enforceable). The Orders/Plans can cover things like who has custody of and access to the child, and who can make decisions about the child’s life
* never deliver a child to a non-custodial parent. They will contact the parent the child lives with, and the police if needed, where the non-custodial parent refuses to leave.

There are copies of these policies near the sign in/out sheet. Please take a moment to read them. We value any feedback you may have.

Nominated Supervisor