Partnership with families  
28th September to 2nd October 2020

Dear Families,

As a part of the continuous improvement required by the National Quality Standard this week we are reviewing some of our professional development activities from earlier weeks including those relating to:

* our procedures for ensuring the premises and equipment are clean and well-maintained
* our child protection obligations
* measures we take to ensure children are always well supervised.

Please let us know if we can provide any further information on these topics.

We’re also reviewing our Death of an Educator Policy. A summary follows:

Contains procedure to follow if an educator or staff member dies at the service including:

* immediately calling ambulance and following any instructions
* immediately calling police and following advice
* immediately notifying Work Health and Safety Regulator and following instructions
* notifying the Early Childhood regulator of the serious incident within 24 hours of the death
* calling in relief staff if necessary for supervision/ratio purposes
* offering reasonable counselling/support services to children and staff, and family of deceased staff member.

There is a copy of the policy near the sign in/out sheet. Please take a moment to read it. We value any feedback you may have.

Nominated Supervisor