Partnerships with families  
1st March to 5th March 2021

Dear Families,

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

* ensuring educators encourage families to share their expertise, culture, values and beliefs with the children, either face to face or through photos, objects etc, and to help make decisions about their child’s learning and wellbeing. We understand you know your child best, and we value your input. Please feel free to speak to educators or the Nominated Supervisor
* reviewing our Incident, Injury, Trauma and Illness Policy. A summary follows.

**Incident, Injury, Trauma and Illness Policy**

* Parents must be notified about incidents involving their child as soon as possible (and no later than 24 hours after incident)
* Educators will complete an Incident, Injury, Trauma and Illness Record
* Policy contains first aid procedure and guidelines on contents, storage and regular reviews of first aid kits
* The Nominated Supervisor will notify the Regulator within 24 hours of any ‘Serious Incidents’ which include:
* if a child has a serious injury or illness which needed or should have received urgent medical attention from a doctor or hospital
* if a child is missing, is mistakenly locked in or out of the service, or is collected without authorisation
* if emergency services attended because of likely/severe risk to someone’s health, safety or wellbeing
* if someone complains that a ‘Serious Incident’ has occurred/is occurring or the National Law or Regulations have been breached
* if any children are being cared for in an emergency
* any incidents causing service to close/partly close
* The Nominated Supervisor will notify the Regulator within 7 days:
* of any circumstances that pose a risk to the health, safety and wellbeing of a child
* of any incident, complaint or allegation that a child is or has been physically or sexually abused at the service
* The Nominated Supervisor will notify the WHS Regulator about any ‘notifiable incident under Work Health and Safety legislation as soon as possible.

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