Partnership with families  
23rd August to 27th August 2021

Dear Families,

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

* reviewing our supervision practices as your child’s safety is our number one priority. Our practices and supervision plans consider things like children’s ages and group sizes, the visibility and accessibility of children’s locations, and the risks posed by the environment and activities. We welcome your feedback on these and how we may improve
* reviewing our Staffing ArrangementsPolicy and Tobacco, Drug and Alcohol Policy. Summaries follow:

**Staffing Arrangements Policy**

Policy includes requirements:

* for minimum educator to child ratios
* for adequately supervising children including issues which may affect this
* for always supervising educators under 18 years of age
* ensuring students and volunteers are never left alone with any child
* to have an Educational Leader and Early Childhood Teachers (ECTs)
* to always have a ‘responsible person’ present (ie one of approved provider, nominated supervisor, person in day to day charge) who “hands over” responsibility for the role to another eligible person if they leave the service
* for educator, Educational Leader and ECT qualifications, including first aid and child protection clearances
* for experience and fitness to hold ‘responsible person’ positions
* for fitness and propriety in persons dealing with Child Care Subsidy
* to design and implement rosters to promote continuity of care.

**Tobacco Drug and Alcohol Policy**

* The consumption of alcohol, tobacco and illicit drugs by any person is banned:
* inside or outside the service, including in the car park
* on incursions/excursions, while travelling with a child, at educator/parent meetings, or at any work related social activity where children are present
* In relation to social events at the service involving service families:
* smoking is prohibited
* alcohol may be consumed outside work hours if children are not present. Alcohol may only be brought into the service immediately prior to the event, and only after all children have been collected. Any leftover alcohol will be removed from the premises immediately after the event ends.
* Any alcoholic gifts given to staff will be immediately removed from the premises and alcohol will not be stored on the premises
* No-one will attend the service if affected by alcohol or drugs
* No smoking signs will be displayed at the service.

There is a copy of the policies near the sign in/out sheet. Please take a moment to read them.

We value any feedback you may have.

Nominated Supervisor