Partnership with families  
13th September to 17th September 2021

Dear Families,

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

* ensuring the professional development or training we provide to educators and staff meets their needs, is offered in a timely and meaningful way, and promotes high quality practices at our Service. Please feel free to suggest any areas you feel we could include in our professional development program
* reviewing our CCTV Policy and Educator and Management Policy. 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.

**Educator and Management Policy**

Contains:

* Code of Conduct
* Procedures if staff wish to babysit outside work hours
* Management responsibilities
* Procedures for managing visitors
* Communication procedures including procedures for meetings and business communications
* Performance development and performance management guidelines
* Work health and safety issues – bullying, harassment and discrimination, stress management
* Orientation procedures for new or returning staff
* Procedures for managing students and volunteers.

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