Partnership with families  
15th November to 19th November 2021

Dear Families,

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

* looking at the collaborative processes our educators and staff engage to ensure the best outcomes for children
* reviewing our Acceptance and Refusal of Authorisations Policy and Code of Conduct (in Educator and Management Policy.) Summaries follow:

**Acceptance and Refusal of Authorisations Policy**

*Authorisations must be provided in writing prior to:*

* administering medication, medical treatment, and ambulance transportation
* excursions including regular outings
* transporting child including regular transportation
* photographing children, including posting photographs on any service social media accounts
* people other than parents (authorised nominees) collecting children
* disclosing child’s personal information where this not legally required/families wouldn’t expect it

*Verbal authorisations allowed if:*

* there is a medical emergency (authorisations are not required for asthma and anaphylaxis emergencies)
* parents/authorised nominees unable to collect a child before service closes and authorise alternate person to collect child who we can identify.

**Code of Conduct (Educator and Management Policy)**

*Ethical conduct principles:*

* Commitment to our philosophy and values
* Effective, open and respectful two-way communication
* Honesty and integrity
* Consistency and reliability
* Safe and healthy workplace for employees, volunteers, children and families
* Equal Opportunity workplace and culture

*Managers, employees and volunteers will:*

* carry work out efficiently, economically and effectively
* act honestly and with diligence
* make decisions or take actions fairly, ethically, consistently
* comply with our Privacy and Confidentiality Policy
* report (suspected) breaches of the Code
* include children and families in decision making processes
* implement age appropriate, culturally sensitive and inclusive activities/experiences
* comply with all service policies and procedures

*Managers, employees and volunteers will not:*

* engage in unethical or unprofessional conduct
* bully, harass, discriminate against, victimise, humiliate, intimidate or threatens others
* use abusive, derogatory or offensive language
* seek/accept a bribe or gifts/cash above specified value
* use service property without authorisation
* approach other employees or visitors on matters that don’t concern them
* drink alcohol or use illicit substances on premises or work under their influence
* smoke on the premises including in the car park
* favour any child or develop close personal relationships with children outside work

*Families, visitors and children will:*

* respect the rights, dignity and worth of every person at Service
* respect the decisions of educators/staff
* co-operate and follow classroom rules
* raise any concerns with educators or Nominated Supervisor

*Families and visitors will not:*

* drink alcohol or use illicit substances on the premises or enter premises under their influence
* smoke on the premises including in the car park
* have physical contact with children that are not their own unless a staff member is present
* bully, harass or discriminate against any child or adult at Service.

There are copies of the policies near the sign in/out sheet. Please take a moment to read them. We value your feedback.

Nominated Supervisor