Partnerships with families  
28th March to 1st April 2022

Dear Families,

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

* reviewing the responsibilities and expectations attached to each role at the Service. If you’re not sure who to approach with a particular question or issue, my door is always open! Please feel free to speak with me
* reviewing our Staffing Arrangements Policy. A summary follows:

**Staffing Arrangements Policy**

Policy includes requirements:

* for adequately supervising children and the issues which affect adequate supervision
* for always supervising educators under 18 years of age
* ensuring students and volunteers are never left alone with any child
* that a ‘Responsible Person’ is always present (ie approved provider, nominated supervisor or person in day to day charge) and they have suitable skills, experience and fitness
* that Responsible Persons implement a hand over procedure when they leave and another Responsible Person takes over
* for educators and Educational Leader - including minimum ratios and qualifications
* for first aid qualifications and child protection clearances
* for fitness and propriety in persons dealing with Child Care Subsidy
* to design and implement rosters which promote continuity of care.

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