Partnerships with families  
5th December to 9th December 2022

Dear Families,

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

* reviewing the practices we implement to encourage our valued educators and staff to stay with us for as long as possible. We understand this supports quality practices and continuity of care for children.
* reviewing our Death of an EducatorPolicy and our Whistleblower Policy. Summaries follow:

**Death of an Educator Policy**

Contains procedure to follow if an educator or staff member dies at the service including:

* immediately calling ambulance, police and Work Health and Safety Regulator and following instructions/advice
* notifying the Regulatory Authority within 24 hours of death
* calling in relief staff if necessary for supervision/ratio purposes
* offering reasonable counselling/support services to children and staff, and family of deceased staff member.

**Whistleblower Policy**

Companies must have a Whistleblower Policy if they have at least two of the following:

* consolidated revenue for the financial year is $50 million or more
* consolidated gross assets at the end of the financial year of $25 million or more
* 100 or more employees at the end of the financial year.

Policy covers:

* Eligible whistleblowers and the protections available to them
* Disclosable matters – only these matters are protected
* Eligible recipients – who can receive disclosures
* How to make a disclosure
* Process for investigating and reporting a disclosure
* Regular training in whistleblower protections

There are copies 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