Partnerships with families  
17 to 21 April 2023

Dear Families,

As a part of the continuous improvement required by the National Quality Standard this week we are reviewing weeks six to ten of our professional development activities this year. Several of these focussed on aspects of our educational program, while others covered staff roles and responsibilities, and how we engage with our families. If you’d like to know more, please feel free to discuss with me.

This week we’re also reviewing our Emergency Service Contact Policy and our Lock Up Policy. Summaries follow:

**Emergency Service Contact Policy**

* ring 000 to request police, fire or ambulance in an emergency (translators are available)
* stay calm, stay on the line, provide address or location and be as specific as possible
* follow instructions provided
* display the emergency number near telephones
* teach children and visitors the emergency number is 000 and how to use it.

**Lock Up Policy**

At the end of each day the Nominated Supervisor or Person in Charge (Responsible Person) will:

* check all resting areas to ensure no children are present
* check indoors and outdoors to ensure no child is still on the premises
* check all children have been signed out
* turn off lights, A/C, shut blinds, turn on alarm and lock premises.

If a child has not been signed out, the Responsible Person will:

* check with educators if child was collected, and if not
* immediately search the premises, and if child not located
* contact parents, and if child not with them
* immediately contact the Police to advise a child is missing then
* notify the Regulatory Authority of Serious Incident (within 24 hours).

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