Partnerships with families  
10 to 14 July 2023

Dear Families,

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

* reviewing weeks 16 to 20 of our professional development activities this year. These focused on engaging with our community, supporting families, and implementing engaging and high quality teaching practices. Please let us know if you’d like to know more
* reviewing our Work Health and Safety Policy and Tobacco, Drug and Alcohol Policy. Summaries follow:

**Work Health and Safety** **Policy**

* The Approved Provider (AP) and Nominated Supervisor (NS) have a duty of care to ensure the health and safety of all everyone who enters the service. They will identify and eliminate or reduce all hazards and provide relevant training.
* Educators, staff and volunteers have a responsibility to take care of their own health and safety and ensure their conduct does not adversely affect the health and safety of others.
* The AP or NS will consult with educators, staff and volunteers about health and safety issues
* Educators, staff and volunteers are entitled to elect a health and safety representative
* The AP or NS must notify the Work Health and Safety Regulator as soon as they’re aware of a death or serious injury or illness at the service.

**Tobacco Drug and Alcohol Policy**

* The consumption of alcohol, tobacco, vapes and illicit drugs by any person is banned:
* inside or outside the service, including in the car park
* on incursions/excursions, while travelling with a child, at educator/parent meetings, or at any work related social activity where children are present
* In relation to social events at the service involving service families:
* Smoking or vaping is prohibited
* alcohol may be consumed outside work hours if children are not present. Alcohol may only be brought into the service immediately prior to the event, and only after all children have been collected. Any leftover alcohol will be removed from the premises immediately after the event ends
* Any alcoholic gifts given to staff will be immediately removed from the premises and alcohol will not be stored on the premises
* No-one will attend the service if affected by alcohol or drugs
* No smoking signs will be displayed at the service.

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