Partnerships with families  
20 to 24 November 2023

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. A summary follows:

**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.

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