

## 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

**Note this Policy will not be relevant for most services.**

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

Do you have any feedback or comments about this policy? Please include below.

Educator's Name	Educator's Signature

## Week 37, 20 to 24 November 2023 – 4.1.2 Continuity of Staff