

**Assess your practice first.**

Read the below description and evaluate it in relation to your practices.

**Meeting** - Recently, I assisted a family from a refugee background by connecting them with a local migrant support group. The family was struggling with integration and needed assistance with language and employment. I provided them with contact details and information about the group, which offers language classes and job placement services specifically tailored for refugees.

A parent approached me last month feeling overwhelmed by balancing work and child care. I introduced them to a comprehensive online parenting course and a local support group that meets weekly to discuss challenges and strategies for managing stress and promoting family wellbeing. This helped the parent feel supported and better equipped to manage their daily challenges.

To ensure families understand service operations and local support services, I use plain language and avoid acronyms during our discussions. I also utilise multiple communication channels such as newsletters and our Facebook group to share information. During face-to-face interactions, I encourage questions and use bilingual staff to assist non-English speaking families, ensuring clarity and understanding.

If you are doing similar practices to the example, use the below questions to help you write your 'meeting' description so you can add it to your QIP.

**A MEETING QIP and Self-Assessment Tool (SAT)**

*Please give an example of a time you discussed with a family a community contact with whom they could speak about a certain issue.*

*Please give an example of a time recently where you helped a parent access resources to support parenting or family wellbeing.*

*Please explain how you make sure families understand the information you give them about service operations or local support services.*



**Orientation for Children Policy**

The following is a summary of the Policy:

- Orientation procedures help maintain continuity of care during transitions (eg home to Service)
- Orientation visits enable educators to establish relationships with children and their families and understand their needs, interests and abilities.
- During orientation visits we will advise families what they need to provide, how we will communicate, and where to access information.
- We will also advise parents of techniques to help their child settle in as soon as possible, and invite them to ring if they have any concerns.
- We will plan ahead with families to ensure transitions between rooms or to school are positive experiences for children and families. Policy includes steps in transition process.

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

Educator's Name	Educator's Signature