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INDIVIDUAL PROCEDURES INCLUDED: OTHER DOCUMENTS/ LEGISLATION TO BE REFERENCED:	<ul style="list-style-type: none"> • Health and Wellbeing Policy • Health and Safety Procedures • Delivery and Collection of Children Policy

Purpose

St Nicholas is committed to the delivery of services consistent with the principles and standards detailed in the resource Integrity in the Service of the Church and ensuring that these services support the health and well-being of children in our care.

Children in the care of St Nicholas and their families need to feel confident in the care provided and aware of the internal processes of St Nicholas for the care of their children.

Policy

All families and their children will be provided with an orientation prior to commencement to ensure awareness of internal processes that support the health and well-being of their children.

Definitions

For the purpose of this policy:

- “Orientation” means a structured program presenting core information relating to the health and well-being of the child and internal processes and systems administered by St Nicholas staff that include:
 - Immunisation
 - Infection control
 - Delivery and collection of children
 - Contact details
 - Child illnesses
 - Excursions
 - Nutrition and dietary requirements
 - Clothing and sun protection
 - Introduction to room/service Educators and explanation of daily routine
 - ELYF/MTOP and educational program

Scope

The policy relates to all staff and families with children in the care of St Nicholas.

Policy Context

This policy should be read in conjunction with the Service Handbook and Enrolment Package.

Relationships to Standards

Std 1: Education Program and Practice

Std 4: Staffing Arrangements

Std 6: Collaborative Partnerships with Families and Communities

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Responsibilities

The Centre Director/Nominated Supervisor is responsible for conducting routine checks to ensure staff compliance with the policy.

The Area Service manager is responsible for the review of the program and implementation of improvement actions to ensure an effective program.

All employees and volunteers are responsible for the support of the program.

All families are responsible for attendance at orientations and meeting compliance with the requirements of St Nicholas.

Legislative/Professional Guidelines

Education and Care Services National Regulation (amended 2018)

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