

DOCUMENT ID	OP-SN-PO-13
DOCUMENT OWNER	St Nicholas Executive Director
APPROVAL DATE	2015
APPROVED BY	CEO
LAST REVIEW DATE	August 2022
NEXT REVIEW DATE	August 2024
INDIVIDUAL PROCEDURES INCLUDED:	
OTHER DOCUMENTS/ LEGISLATION TO BE REFERENCED:	<ul style="list-style-type: none"> <li>• Inclusion Policy</li> <li>• Orientation Policy</li> <li>• Delivery and Collection of Children Policy</li> <li>• Curriculum Development Procedures</li> </ul>

### Purpose

The Diocese of Maitland-Newcastle (the Diocese) 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 wellbeing of children in our care.

The purpose of this policy is to state how St Nicholas will meet the needs of all children at the service during the transition process.

### Policy

St Nicholas will support transitions by:

- building on the commonality between environments and supporting learning and development in ways that connect with a child and his/her family

- creating continuity that involves building on children’s prior and current experiences to help them feel secure, confident and connected with people, places, events, routines and understandings
- understanding that all children are different and respecting each child’s reactions to transitions
- developing a range of practices and guidelines that actively support transitions from home to care, transition routines, room to room transitions, transition between childcare centres, transition from childcare to kindergarten and child care to school transitions
- promoting inclusive practices when dealing with families during transitions
- Encouraging all persons to communicate respectfully to families, children and educators about transitions.

## Definitions

For the purpose of this policy:

- transition means any change experienced by a child associated with progression within the care environment e.g., moving rooms, enrolment, new teachers etc
- communications mean the verbal and written process used to provide information regarding the transition and issues being managed
- practices and guidelines mean defined procedures for the management of transitions.

## Scope

The policy relates to all transitions within the operations of St Nicholas and includes all children, families and educators.

## Policy Context

This policy should be read in conjunction with the Health and Well Being Policy and Inclusion Policy.

## Relationships to Standards

Std 1: Education Program and Practice

Std 6: Collaborative Partnerships with Families and Communities

St Nicholas	Name of policy: Transition Policy	Page 2
Issue Date: 2015	Review Date: August 2022	Document Owner: SN Executive Director

## Responsibilities

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

The Area Service Manager is responsible for the review and implementation of actions to ensure transitions are being implemented in a planned and well managed manner (including communications).

All employees (paid or unpaid) are responsible for the application of the policy and communications with families and children.

All families are responsible for supporting the transition processes within St Nicholas.

## Legislative/Professional Guidelines

National Childcare Accreditation Council: Policy resources. [www.ncac.gov.au](http://www.ncac.gov.au)

Early Childhood Australia (ECA) Code of Ethics 2005

Education and Care Services National Law Act 2010

St Nicholas	Name of policy: Transition Policy	Page 3
Issue Date: 2015	Review Date: August 2022	Document Owner: SN Executive Director