

C13. INFORMATION ABOUT AND ACCESS TO CHILDREN

Content:	Illawarra Aboriginal Corporation Policies and Procedures
Version:	1.0
Section:	Childcare
Applies To:	Board, Management and Staff of all IAC Childcare Services
Date:	May 2014 (Review May 2017)

Background and Purpose

The IAC's Childcare policies articulate our aims, goals and philosophies in caring for children in our long day care and preschool services. They explain how the IAC works with its management, staff and other agencies to ensure that our children are afforded the best and most appropriate care and that we meet all of the requirements of NSW Department of Education & Communities.

Principle

The IAC recognises and understands the importance of ensuring the safe arrival and departure of children from our service and of ensuring appropriate access for parents of children during the hours that children are at our services.

The IAC is committed to working with NSW Department of Education & Communities in an open and positive manner to ensure that we uphold the safety of children in our care and provide appropriate access for parents of children attending out services.

Obtaining Child Information

C(E&CS)SPR 2012 Regulation 72

The IAC and the nominated supervisor of our childcare services will ensure that parents of a child attending our service can obtain:

- information about the content and operation of the education program so far as it relates to their child
- information about the child's participation in the program
- a copy of the assessment record for their child
- information about the health, welfare and conduct of the child

Arrival and departure of children

C(E&CS)SPR 2012 Regulation 73

The IAC and the nominated supervisor of our childcare services will ensure that:

- when a child arrives at our service or is collected on our bus run, a member of staff will receive the child
- when a child leaves the premises of our service or exits the bus on our bus run, the person who collects the child is a parent of the child or another person who is authorised in writing by a parent of the child to collect the child
- if it is not possible to comply with the previous paragraph, alternative arrangements to secure the safety and welfare of the child are made before the child is permitted to leave the premises
- at the end of each day all beds and all areas of the premises (whether indoors or outdoors) are thoroughly checked by at least 2 members of the primary contact staff to ensure that no child remains on the premises after the service closes for the day

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Access to children

C(E&CS)SPR 2012 Regulation 74

The IAC and the nominated supervisor of our childcare services will ensure that any parent of a child at the service:

- can contact the child at any time during the hours the child is at the service
- can exchange information about the child with primary contact staff at mutually convenient times on an ongoing basis.

Information and access denied to certain persons

C(E&CS)SPR 2012 Regulation 75

The IAC and the nominated supervisor of our childcare services will ensure that a person who has been forbidden by court order from having contact with a child attending our service:

- must not be given any information concerning the child
- must not be allowed to enter our service while the child is in attendance
- must not be permitted to collect the child from the service or from our bus run

COMPLIANCE

This policy complies with:

- Children and Young Persons (Care and Protection) Act 1998
- Children (Education and Care Services) Supplementary Provisions Regulation 2012
- National Quality Framework

REFERENCES

This policy should be read with:

- C(E&CS)SPR 2012 - Part 6 Operational requirements - Division 2 Information about and access to children (Regulations 72-75)