OPEN DOOR POLICY

We value and pride ourselves on our partnership with families. We believe families are children’s first teachers and therefore we embrace parents, guardians and family involvement within our Service. Participation by parents, guardians and other family members, conveys a positive impression to children. Children feel supported and a sense of belonging and well-being is promoted.

We believe in offering an open-door policy welcoming family to visit the Service when it is convenient for them.

NATIONAL QUALITY STANDARD (NQS)

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| QUALITY AREA 7: GOVERNANCE AND LEADERSHIP | | |
| 6.1 | Supportive relationships with families | Respectful relationships with families are developed and maintained and families are supported in their parenting role. |
| 6.1.1 | Engagement with the service | Families are supported from enrolment to be involved in their service and contribute to service decisions. |
| 6.1.2 | Parent views are respected | The expertise, culture, values and beliefs of families are respected and families share in decision-making about their child’s learning and wellbeing. |
| 6.1.3 | Families are supported | Current information is available to families about the service and relevant community services and resources to support parenting and family wellbeing. |
| 6.2 | Collaborative partnerships | Collaborative partnerships enhance children’s inclusion, learning and wellbeing. |
| 6.2.3 | Community and engagement | The service builds relationships and engages with its community. |

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| EDUCATION AND CARE SERVICES NATIONAL REGULATIONS | |
| 84 | Awareness of child protection law |
| 155 | Interaction with children |
| 157 | Access for parents |
| 161 | Authorisations to be kept in enrolment record |
| 181 | Confidentiality of records kept by approved provider |

RELATED POLICIES

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| Child Safe Environment Policy  Code of Conduct  Dealing with Complaints Policy (Family)  Enrolment Policy | Family Communication Policy  Interactions with Children, Family and Staff Policy Orientation of Families Policy |

PURPOSE  
To ensure the best care for children and families, we believe it is important to provide families with the opportunity to visit our facilities and participate in our program at a time that is convenient for them. We acknowledge that families provide a wealth of valuable information and understanding about their child and we foster strong, respectful partnerships between our staff and educators and families. We encourage families to join in on our learning activities and celebrate events and special   
days with us.

SCOPE  
This policy applies to children, families, staff, management and visitors of the Service.

IMPLEMENTATION  
We operate with an open-door policy, where families are welcome to visit our Service anytime during operating hours. There are many opportunities for family involvement, and we communicate these through regular newsletters, our family parent pockets, emails, text messages and our digital communication app- Facebook Page. We recognise that time is valuable to all families, which is why we accommodate many forms of participation and contribution. Our Service is committed to creating and maintaining a child safe environment and embeds the Child Safe Standards.

*“Children thrive when families and educators work together in partnership to support young children’s learning.”*

(Early Years Learning Framework, p.9)

MANAGEMENT AND EDUCATORS WILL ENSURE:

* families are always welcome to spend time in the Service and share special moments with their children provided recommendations from the Public Health Unit or other Government authority suggests families and visitors do not enter Early Childhood Education and Care Services (ECEC) due to an outbreak of an infectious diseases
* families are aware of our open-door policy and are welcome to join in learning activities and celebrate events and special days held at the Service
* families and visitors to our Service are required to abide by our *Code of Conduct*
* families are provided with information about special days and events they may want to participate in. For example:
  + Disco
  + Easter Hat Parade
  + Mother’s Day
  + Father’s Day
  + Open Day
  + Grandparents Day
  + Graduation Ceremonies and events
  + Christmas Celebrations
  + Excursions/Incursions
  + Cultural visits
  + Story Time
  + Cooking Experiences
  + Parent-lead learning experiences
* the Service is flexible and works with the family to accommodate involvement by family members
* a variety of activities within the Service are organised at different times of day and week to include as many parents as possible
* to prioritise children’s safety and provide a child safe environment
* that reasonable steps are taken to ensure any parent, family member or visitor that may pose a risk to the safety of the children and staff of the Service are not permitted entry.

FAMILIES CAN:

* visit the Service at all times. This may include visiting their child who is already enrolled, or as an enquiry prior to enrolment- subject to any Public Health Orders or Government recommendations for families or visitors not entering ECEC (e.g., during an outbreak of an infectious disease)
* participate in our program by sharing their skills with the children. This may include playing an instrument, telling a story, sharing cultural traditions, cooking experiences, workshops etc.
* make an appointment with management to discuss their child. This may include evaluating their child’s program and providing feedback, raising concerns or setting new goals
* donate recyclable material that can be used within our early childhood program
* discuss any changes that have occurred in the child’s life, for example, changes in family circumstances, moving to a new house, death of a family member or friend in order for educators to best support all children through difficult times
* attend any Service events and celebrations that are organised throughout the year
* share feedback, ideas and thoughts about the Service including policies and procedures
* remain informed about what is happening within the Service through discussions, newsletters, social media etc.
* assist our Service provide a child safe environment by notifying management of any change to current court orders or parenting orders

PLEASE NOTE DURING COVID 19 PANDEMIC OUR OPEN DOOR POLICY NO LONGER APPLIES TO COMPLY WITH NSW HEALTH RECCOMENDATIONS

SOURCE  
Australian Children’s Education & Care Quality Authority. (2014)

Australian Government Department of Education, Skills and Employment. (2009). *Belonging, Being & Becoming: The early years learning framework for Australia.*

Early Childhood Australia Code of Ethics. (2016).

[Education and Care Services National Regulations](https://www.legislation.nsw.gov.au/view/html/inforce/current/sl-2011-0653?query=((Repealed%3DN+AND+PrintType%3D%22act.reprint%22+AND+PitValid%3D@pointInTime(20200831000000))+OR+(Repealed%3DN+AND+PrintType%3D%22reprint%22+AND+PitValid%3D@pointInTime(20200831000000))+OR+(Repealed%3DN+AND+(PrintType%3D%22epi.reprint%22+OR+PrintType%3D%22epi.electronic%22)+AND+PitValid%3D@pointInTime(20200831000000)))+AND+Content%3D(%22early%22+AND+%22childhood%22)&dQuery=Document+Types%3D%22%3Cspan+class%3D%27dq-highlight%27%3EActs%3C/span%3E,+%3Cspan+class%3D%27dq-highlight%27%3ERegulations%3C/span%3E,+%3Cspan+class%3D%27dq-highlight%27%3EEPIs%3C/span%3E%22,+Search+In%3D%22%3Cspan+class%3D%27dq-highlight%27%3EAll+Content%3C/span%3E%22,+All+Words%3D%22%3Cspan+class%3D%27dq-highlight%27%3Eearly+childhood%3C/span%3E%22,+Point+In+Time%3D%22%3Cspan+class%3D%27dq-highlight%27%3E31/08/2020%3C/span%3E%22). (2011).

Guide to the Education and Care Services National Regulations. (2017).

Guide to the National Quality Framework. (2017). (Amended 2020).Revised National Quality Standards. (2018).

REVIEW

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| POLICY REVIEWED BY | Alisha De Groot | Director | | 5.05.2022 |
| POLICY REVIEWED | MAY 2022 | NEXT REVIEW DATE | | MAY 2023 |
| MAY 2022 | * inclusion of Public Health Orders/Gov’t recommendations that may prevent families/visitors from entering ECEC service during pandemic * National Regulations added * Reference to implementing Child Safe Standards added * Sources checked for currency | | | |
| POLICY REVIEWED | PREVIOUS MODIFICATIONS | | NEXT REVIEW DATE | |
| MAY 2021 | * New policy developed | | MAY 2022 | |