

# 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)

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.

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

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
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## 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, Approved Provider, Nominated Supervisor 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 notice board, and our digital communication app- Storypark and Xplor. 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)

## THE APPROVED PROVIDER/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

## CONTINUOUS IMPROVEMENT/REFLECTION

Our *Open Door Policy* will be reviewed on an annual basis in consultation with children, families, staff, educators and management.

## SOURCES

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

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

Early Childhood Australia Code of Ethics. (2016).

[Education and Care Services National Regulations](#). (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).

[Western Australian Education and Care Services National Regulations](#)

## REVIEW

POLICY REVIEWED BY	TRACEY DAVEY	GENERAL MANAGER OF OPERATIONS	NOVEMBER 2023
POLICY REVIEWED	NOVEMBER 2023	NEXT REVIEW DATE	NOVEMBER 2023
MODIFICATIONS	<ul style="list-style-type: none"> <li>• Annual policy maintenance</li> <li>• hyperlinks checked and repaired as required</li> <li>• continuous improvement/reflection section added</li> <li>• link to Western Australian Education and Care Services National Regulations added in 'Sources'</li> </ul>		

POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE
NOVEMBER 2021	<ul style="list-style-type: none"> <li>inclusion of Public Health Orders/Gov't recommendations that may prevent families/visitors from entering ECEC service during pandemic</li> <li>National Regulations added</li> <li>Reference to implementing Child Safe Standards added</li> <li>Sources checked for currency</li> </ul>	NOVEMBER 2022
NOVEMBER 2020	<ul style="list-style-type: none"> <li>Minor edits to policy</li> <li>sources checked and updated</li> </ul>	NOVEMBER 2021
NOVEMBER 2019	Sources checked for currency- small edits revise some wording and additional information	NOVEMBER 2020
NOVEMBER 2018	Grammar, punctuation and spelling edited. Sources/references alphabetised	NOVEMBER 2019
OCTOBER 2017	Updated references to comply with the revised National Quality Standard	AUGUST 2018
AUGUST 2017	Minor changes made to improve operational understanding & delivery	AUGUST 2018
OCTOBER 2016	New format created and policy created	NOVEMBER 2017