



## Orientation for Children Policy

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To be read with -  
Immunisation and Disease Prevention Policy

### NQS

QA2	2.1.2	Health practices and procedures - Effective illness and injury management and hygiene practices are promoted and implemented.
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## National Regulations

Regs	77	Health, hygiene and safe food practices
	85	Incident, injury, trauma and illness policies and procedures
	86	Notification to parents of incident, injury, trauma and illness
	87	Incident, injury, trauma and illness record
	88	Infectious diseases
	90	Medical conditions policy
	162	Health information to be kept in enrolment record

## Aim

Immunisation is a simple, safe and effective way of protecting individuals against harmful diseases before they come into contact with them in the community. Immunisation not only protects individuals, but also others in the community, by reducing the spread of disease.

## Related Policies

Educator and Management Policy

Enrolment Policy

Food Nutrition and Beverage Policy

Health, Hygiene and Safe Food Policy



Incident, Injury, Trauma and Illness Policy  
Immunisation Policy  
Medical Conditions Policy  
Privacy and Confidentiality Policy

## Who is affected by this policy?

Child  
Parents  
Family  
Educators  
Management  
Visitors  
Volunteers

## Implementation

We believe orientation is an important process where educators are able to get important information about the new child's needs and those of the family.

We try to have educators that are from our community so the children are familiar with them, and feel comfortable with them.

The Nominated Supervisor will arrange for the new child to attend the service (together with parents/s) to visit and meet the educators, and familiarise with the environment. The children may participate in the activities if they so desire. A number of young children prefer to just watch, rather than do. Positive interactions at this time (between parents, educators and the child) are important for the children to build positive attitudes to the service environment. Educators are aware that some children respond to new experiences faster than others and will adapt to the situation.

At this time, the daily timetable and program will be discussed, as well as routines and any special requirements for the child that may need to be accommodated. Parents will be asked to provide their insights of the child's strengths, interests and abilities. Parents will also be invited to ring and check on their child at any time if there are any concerns.

Part of this orientation visit is also to explain/collect the required documentation for the child (enrolment form, birth certificate, immunisation record and Medicare number etc). Staff will also explain methods of fee payment and communication (newsletters, pockets, communication box etc), what the child will need and the importance of labelling personal items. Families will be provided with easy to read information about how the service operates and what it can provide and also shown the parent library where they can access the service's policies and other resources.



Parents will be kept informed about how their child is settling in on collection and are welcome to discuss any aspects with the Nominated Supervisor at a convenient time.

Information on the service's child orientation policy will be available in different languages when required.

### **Transition between educators or from school to outside school hours care**

Change is harder for some children than others; however by making this transition as smooth as possible for children and families, we are helping build the child's success.

#### **Implementation**

So as to minimise any distress that a transition may cause:

- Involve enrolled children in the orientation of new children and their families
- Ensure at least one educator is responsible for transitioning children between the service and school. Develop documented procedures to ensure children at the service arrive safely at school and at the service, including a procedure that addresses enrolled children who have not arrived at the service. Ensure information from families about their child's attendance or non-attendance at the service is communicated to educators responsible for transitioning children between school and the service.
- Share information and insights you have gained about a child with new educators.
- Introduce new educators to children and provide the children with some background information about the educators.
- Talk to families about how their child handles change and the strategies they use to help their child cope with change
- Plan to have the child and family visit the service more than once if necessary.
- Talk about the transition in a positive way

## **Sources**

**Education and Care Services National Regulations  
National Quality Standard**

## **Review**

The policy will be reviewed annually.



Review will be conducted by:

- Management
- Employees
- Families
- Interested Parties.

**Reviewed: 1<sup>st</sup> March 2018**

**Date for next review: 1<sup>st</sup> March 2019**