

## **CONTINUITY OF CARE POLICY**

**January 2020**

### **Purpose**

We aim to ensure the continuity of education and care of all children attending the service in the absence of their family members and/or primary carers. Our service will strive to ensure that all children feel comfortable and secure whilst being educated and care for at the service.

### **Strategies**

#### **Employment of Regular Educators**

- Our service has permanent/full time and casual educators who know the children and the centre routines. We endeavour to use these staff prior to a casual who is not associated with the centre.
- When our service employs casual educators, or where volunteers and work experience students are present at the service, these persons will be engaged in an induction process that familiarises them with the service environment and any needs of children.
- The service policies and procedures, and description of their roles and responsibilities at the service will be available to the abovementioned persons.
- The service will seek to employ casual educators on a regular day where possible. This will ensure that casual educators are able to familiarise themselves with the children and their families attending the service on that day. Building positive relationships between educators, children and families will encourage effective continuity of care.
- Where possible and without undue delay, the Nominated Supervisor will inform family members via email of any changes to staffing that will be occurring.
- Casual educators are encouraged, and should be encouraged by the service, to display a photo of themselves to help children and their families familiarise themselves.

#### **Learning and Transitions**

- Throughout each day, educators will communicate with educators about the experiences of children throughout the day to help provide continuity of education and care when the service has split shifts. This will include information on the attendance and non-attendance of children at the service and any problems that happened throughout the day.
- Children will be supervised when transitioning to and from the service (excursions) and within the service.
- When children return to the service after an absence, educators will provide support to children.
- Educators will help children transition between rooms and settings.
- To assist children, transition to formal schooling, the service will support children to liaising with local primary schools. Children with additional needs will also be assisted by specialist support services. We will develop plans to assist children transition to formal schooling.
- Individuals who are authorised to deliver and collect children will be encouraged to share information their child each day.
- The service will regularly promote the important of the continuity of education and care for all children and educators.

## **Responsibilities of the Approved Provider**

Ensure that all staff including the Nominated Supervisor follow the policy at all times

## **Responsibilities of the Nominated Supervisor**

To ensure that all staff are following the policy at all times and that you are providing a continuity of care by using the same casuals and having a low staff turnover within the service.

When changing staff rooms in the New Year – putting a staff member that the children changing rooms in the New Year are familiar with can encourage continuity of care.

## **Responsibilities of the Educators**

- Meet each child's needs
- Have one-on-one interactions with children and build strong relationships
- Talk to children to prepare them, giving them advice as to what is happening next and when
- Talk with families to see if all their child's needs are being met
- Ensure that the routine has flexibility to allow requests and suggestions from staff, families and children
- Make use of familiar and favourite items of a child
- Give as much notice as possible to the Nominated Supervisor should you need to take time off so that a usual casual can be organised to cover your position

## **Responsibilities of the Families**

## **Related Statutory Obligations & Considerations**

### **Australian Children's Education and Care Quality Authority (ACECQA)**

<http://www.acecqa.gov.au/>

**Department of Education** - <http://www.dec.nsw.gov.au/what-we-offer/regulation-and-accreditation/early-childhood-education-care>

**Early Years Learning Framework (EYLF)** - [http://files.acecqa.gov.au/files/National-Quality-Framework-Resources-](http://files.acecqa.gov.au/files/National-Quality-Framework-Resources-Kit/belonging_being_and_becoming_the_early_years_learning_framework_for_australia.pdf)

[Kit/belonging\\_being\\_and\\_becoming\\_the\\_early\\_years\\_learning\\_framework\\_for\\_australia.pdf](http://files.acecqa.gov.au/files/National-Quality-Framework-Resources-Kit/belonging_being_and_becoming_the_early_years_learning_framework_for_australia.pdf)

**Education and Care Services National Regulations (Children (Education and Care Services)**

**National Law (NSW)** <http://www.legislation.nsw.gov.au/#/view/regulation/2011/653>

**National Quality Framework (NQF)** - <http://acecqa.gov.au/national-quality-framework/>

**United Nations Convention on the rights of the child** - <https://www.unicef.org.au/>

## **Related Telephone Numbers**

- Early Childhood Directorate – 1800 619 113

## Amendment History

Date	Amendment	Notes of amendment
14.11.18	Policy Created	-
24.1.19	- reviewed	- Full time/permanent updated
20.1.20	- reviewed	-

This policy will be updated to ensure compliance with all relevant legal requirements every year. Appropriate consultation of all stakeholders (including staff and families) will be conducted on a timely basis. In accordance with Regulation 172 of the *Education and Care Services National Regulation*, families of children enrolled will be notified at least 14 days and their input considered prior to any amendment of policies and procedures that have any impact on their children or family.

Date:	20.1.20
Last Amended By:	Natalie Payne
Next Review:	January 2021
Position:	Educational Leader