



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 families 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 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, approved provider, nominated supervisor student, volunteers and visitors of the Service.

IMPLEMENTATION

We operate with an open-door policy, where families are welcome to visit our Service during most 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 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 they, their families and their educators work together in partnership to support their learning, development and wellbeing.”

(Early Years Learning Framework (EYLF), V2.0, 2023, p.9)

THE APPROVED PROVIDER/ NOMINATED SUPERVISOR/ MANAGEMENT AND EDUCATORS WILL ENSURE:

- educators, staff, students and volunteers have knowledge of and adhere to this policy
- families are aware of this *Open Door Policy*
- families are always welcome to spend time in the Service and share special moments with their children [provided there are no recommendations from the Public Health Unit or other Government authority suggesting families and visitors do not enter ECEC services]
- 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 *Family Code of Conduct*
- families are provided with information about special days and events they may want to participate in. For example:
 - Easter Hat Parade
 - Mother’s Day
 - Father’s Day
 - Open Day
 - Grandparents Day
 - Graduation Ceremonies and events
 - Christmas Celebrations
 - Excursions/Community Engagements
 - 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 the 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.

CURRENTLY ENROLLED FAMILIES CAN:

- visit the Service at all times.
- Will understand that during sleep times, it may not be possible to go into their child's room as it can disturb other sleeping children.
- 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 their child's educator or 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 materials 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 to 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.

RELATED RESOURCES

<i>Family code of conduct</i>

SOURCE

Australian Children's Education & Care Quality Authority. (2014)
Australia Children's Education & Care Quality Authority. (2023). [Guide to the National Quality Framework](#).
Australian Government Department of Education. [Belonging, Being and Becoming: The Early Years Learning Framework for Australia.V2.0, 2022](#)
Early Childhood Australia Code of Ethics. (2016).
Education and Care Services National Law Act 2010. (Amended 2023).
[Education and Care Services National Regulations](#). (Amended 2023).

Revised National Quality Standards. (2018).

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

REVIEW

POLICY REVIEWED BY	Megan Hipkiss	Centre Support	April 2024
POLICY REVIEWED	NOVEMBER 2023	NEXT REVIEW DATE	NOVEMBER 2024
VERSION NUMBER	V9.11.23		
MODIFICATIONS	<ul style="list-style-type: none"> • annual policy maintenance • updated content to reflect EYLF 2.0, 2023 • hyperlinks checked and repaired as required 		
POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE	
NOVEMBER 2022	<ul style="list-style-type: none"> • Annual policy maintenance • hyperlinks checked and repaired as required • continuous improvement/reflection section added • link to Western Australian Education and Care Services National Regulations added in 'Sources' 	NOVEMBER 2023	
NOVEMBER 2021	<ul style="list-style-type: none"> • 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 	NOVEMBER 2022	
NOVEMBER 2020	<ul style="list-style-type: none"> • Minor edits to policy • sources checked and updated 	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	