



The Hutchins School: Children's Services

CS-125: Parent Access and Information Policy

Key Legislation	National Quality Standard for Early Childhood Education and Care and School Age Care: Standard 6.1: <i>Respectful supportive relationships with families are developed and maintained</i> ; and Standard 6.2: <i>Families are supported in their parenting role and their values and beliefs about child rearing are respected.</i> Privacy Act 1988 Personal Information Protection Act 2004 Right to Information Act 2009
Commencement Date	1/1/2011
Last Review Date	19/2/2014

1. Purpose

The purpose of this policy is to inform practice in granting both access and information to parents regarding their child, the services, and the services' operation.

2. Scope

This policy applies to The Hutchins School: Children's Services.

3. Objectives

The objective of this policy is to ensure that the highest possible standards of communication, openness and transparency are upheld at all times, allowing parents to participate in and have a full knowledge of the workings of the centre, particularly as it relates to their own child.

4. Definitions

The Hutchins School: Children's Services A term used to denote The Hutchins School: Outside School Hours Care & Kindergarten (collectively).

OSHC The Hutchins School: Outside School Hours Care

Kindergarten The Hutchins School: Kindergarten (including Pre-Kinder)

5. Policy Information

All information provided to parents, families and stakeholders of The Hutchins School is subject to the *Privacy Act 1988*, the *Personal Information protection Act 2004* and the *Right to Information Act 2009*. Within the limitations of this legislation, The Hutchins School operates in an open, transparent manner. Parents and other stakeholders are granted free access to, and information about, their child, the service, and the service's operation, at all times. In this way, the service provides its



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stakeholders with the resources to make informed choices about the Service, its policies and practices. The Hutchins School will provide a level of service in accordance with these policies at all times.

Parents are welcome to enter the centre unannounced at any time, in order to observe their child, and/or view the centre in operation. Information will be exchanged with any parents regarding their own child, upon request, either through an appointment, or through informal discussion.

Information regarding the operation of the centre is also made available at all times, both through readily displayed documentation (i.e. the Centre's Service and Provider Approvals, and evacuation policies and procedures) and through the centre's policies and procedures, which are available online.

Parent Access and Court Orders

At no time do the staff or management of The Hutchins School have the right to refuse a parent access to their own child, *except where a specific court order exists*. Where a court order is in place, the licensee and all designated representatives of the licensee are required to comply with that order in full.

6. Supporting Procedures / Guidelines

n/a

7. Legislative Documentation and Standards

National Quality Standard for Early Childhood Education and Care and School Aged Care, Canberra, ACT, 2009.

Quality Area 6: Collaborative partnerships with families and communities

- **Standard 6.1: Respectful, supportive relationships with families are developed and maintained**
 - Element 6.1.2: *Families have opportunities to be involved in the service and contribute to service decisions*
 - Element 6.1.3: *Current information about the service is available to families*

- **Standard 6.2: Families are supported in their parenting role, and their values and beliefs about child rearing are respected.**
 - Element 6.2.1: *The expertise of families is recognised and they share in decision making about their child's learning and wellbeing*
 - Element 6.2.2: *Current information is available to families about community services and resources to support parenting and family wellbeing*

Belonging, Being and Becoming: The Early Years Learning Framework, Canberra, ACT, 2009.



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My Time, Our Place: The Framework for School Age Care in Australia.

Education and Care Services National Law Act 2010.

Education and Care Services National Regulations 2011: Regulation 99; 168, 168(2)(h).

8. Referenced External Documentation

n/a

9. Record Keeping

This policy is to be kept for three (3) years until review, unless there is a significant legislative or organisational change requiring earlier review.

The master copy is kept on Sharepoint (Policies) and is read-only in PDF form. All printed copies are uncontrolled.

10. Policy Owner

The Hutchins School Headmaster

11. Policy Review Details

Date

Changes made under review

19/2/2014

Policy placed in new (2013) template. Minor changes made to terms contained within the document to preserve continuity with the NQF and EYLF (e.g. "staff" becomes "educators" and so on). No major changes to procedures.