

# Edgeworth Child Care Centre Inc.

## Continuity of Care Policy

### Aim

At Edgeworth Child Care Centre we aim to promote continuity of care and security for the children attending the Service in the absence of primary carers. Staffing arrangements create a safe and predictable environment for children and support warm, respectful relationships. Qualified and experienced educators, staff and coordinators, encourage children's active engagement in the learning program. Positive relationships among educators, coordinators and staff members contribute to an environment where children feel emotionally safe, secure and happy.

### Legislative Requirements

Education and Care Services National Regulation 2011  
Education and Care Services National Law Act 2010  
National Quality Standards 2011

### Who is affected by this policy?

Child  
Staff  
Families

### Implementation

Edgeworth Child Care Centre makes use of casual staff from a variety of sources; including the casual staff pool, past students, and at times agencies.

Prior to commencing any casual work, relief staff will be invited to visit the Service and familiarise themselves with the setting as part of an induction process. All staff including relief staff will also be required to complete relevant Working with Children Check requirements.

Casual staff will be provided with access to Service's policies and procedures, staff handbook, as well as description of their roles and responsibilities whilst at the Service.

The Service will aim to use the same pool of casual staff in the absence of permanent staff and encourages casual staff to become familiar with the Service, staff, children and families, as well as routines. Where possible, relief staff will be employed on the same day of the week to help them develop closer understanding of the children attending that day, and to help the children develop relationships with these casual staff.

New casual staff will be encouraged to display a photo and short introduction of themselves. This will help identify new staff to children and their families. Staff will advise parents and guardians of any changes to staffing patterns via newsletters and where possible before these changes occur.

**The Approved Provider/Nominated Supervisor will ensure that this policy is maintained and implemented at all times.**

## Sources

Education and Care Services National Regulation 2011  
Education and Care Services National Law Act 2010  
National Quality Standards 2011

## Review

The policy will be reviewed annually. Review will be conducted by management, employees, parents and any interested parties.

**Reviewed: 26 October 2016**

**Date for next review: October 2017**