

WODEN EARLY CHILDHOOD CENTRE

DAMAGE TO EMPLOYEES CLOTHING, PERSONAL ITEMS POLICY

POLICY STATEMENT:

In the event of damage or loss to employees personal items e.g. sun glasses, jewellery, mobile phones, Woden Early Childhood Centre is unable to provide reimbursement. It is therefore imperative that employees of the centre ensure valuable personal items are not at risk of being damaged or stolen.

Storage of such items should be within:

- In the staff members locker
- Out of reach of children when items are within the room

This policy supports inclusive practices at Woden Early Childhood Centre. Please refer to the Inclusion Policy.

RATIONALE: It is important that to Woden Early Childhood Centre that all stakeholders have the same information on this matter.

SCOPE: This policy applies to all families with children attending the Centre and all Staff including students and volunteers.

RELEVANT LEGISLATION: ACT centre based Children's Services conditions 2000, N/A.

QUALITY ASSURANCE SYSTEM: Quality Improvement and Accreditation System – Practices Guide PRINCIPLES 7.1, 7.2

LOCATION OF INFORMATION: This information is made available to all families and staff during the orientation process. It is included in the CD Policy given to each family and staff member on orientation as well as being mentioned in the family handbook and staff handbook. Printed copies can be made available on request for those families without computer access.

Source Documents:

Early Childhood Australia, The Code of Ethics 2006, retrieved from www.earlychildhoodaustralia.org.au on 3 December 2008

POLICY REVIEW

This policy is reviewed on a biannual basis both by the centres staff and then by families. Once the Policy has been reviewed and changes are made it goes to the management committee for ratification. Please refer to the Policy development and review policy.

Date endorsed by Committee: 24.3.09

Date to be reviewed: 4.3.10