

WODEN EARLY CHILDHOOD CENTRE

MEDIA ENQUIRIES/REQUESTS POLICY

POLICY STATEMENT:

The Management Committee's position is that all Media Releases/Announcements, etc are to be:

- a) made by the Director, or
- b) approved by the Director

Media calls/requests are to be channelled to the Director.

If the director agrees to talk to the media and photos or footage of children is required parental permission is sought prior to it being taken.

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

NOTE: Staff contacted by the media must inform the Director.

RATIONALE: Woden Early Childhood Centre believes it is important to clarify with all stakeholders the protocol to follow if approached by the media. The Centre respects the privacy of its families and staff members and seeks permission prior to involvement.

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 1.23

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

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.

LINKING POLICY:

Privacy Policy
Inclusion Policy

Source Documents:

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

Office of the Privacy Commissioner, *Guide to handling personal information security breaches* (www.privacy.gov.au/act/guidelines/index.html) December 17 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: 24.3.10