

WODEN EARLY CHILDHOOD CENTRE

OWNERSHIP OF MATERIALS POLICY

POLICY STATEMENT:

The Management Committee recognises that staff contribute to the Centre in creating resources for the children during centre time. We feel it is important to clarify the ownership of material used by members of staff in fulfilling their duties

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

RATIONALE:

If staff create a resource or document within their employed time using Centre Resources the Centre considers the resulting resource or document as belonging to the Centre.

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 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,
(www.earlychildhoodaustralia.org.au) December 15 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

Procedures and strategies

Woden Early Childhood Centre owns all materials which are produced, collected or obtained by a staff member during working hours or using Woden Early Childhood Centre funds or materials.

Materials covered include (but are not limited to) all program content, journal records, learning stories, documents, data, equipment, resources, reports, software, plans, charts, schedules, video, tape recordings, photocopied material etc.

Staff are to ensure that any material is not used, copied, reproduced, rented/leased, sold or loaned (other than for purposes related to Woden Early Childhood Centre) without the permission of the Management Committee of Woden Early Childhood Centre