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Early Years - General Orientation Procedure

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| Date of Approval |  |
| Unit Manager Signature |  | **Date** |  |
| Director Signature |  | **Date** |  |
| Responsible Officer and Unit | Samantha Waymouth, Coordinator Early Years Services |
| Nominated Review Period | [x]  Annually | [ ]  Every 4 years | [ ]  Other *(please specify)* |
| Last Endorsement Date | New |
| Next Endorsement Date | September 2025 |

Macedon Ranges Shire Council acknowledges the Dja Dja Wurrung, Taungurung and Wurundjeri Woi Wurrung Peoples as the Traditional Owners and Custodians of this land and waterways. Council recognises their living cultures and ongoing connection to Country and pays respect to their Elders past, present and emerging. Council also acknowledges local Aboriginal and/or Torres Strait Islander residents of Macedon Ranges for their ongoing contribution to the diverse culture of our community.

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General Orientation Procedure

The time required for orientation and settling in will vary for each child and their family, therefore it is important to be flexible and individualise orientation for each family.

* Offer families the opportunity to visit the service at different times during the day/session, this allows the child and their family to become familiar with the various routines of the service
* Provide reassurance to the family that they may stay with their child for as long as they choose during orientation and once the child commences
* Provide the family with suggestions for developing and maintaining a routine for saying goodbye to their child
* Reassure the family:
	+ they can leave their child initially for a shorter day, gradually increasing the length of time
	+ they may call and speak to their child’s early childhood teacher or educator(s) at an agreed time
	+ the early childhood teacher/educators will keep them informed on how their child is settling in
	+ they will be informed about any changes or circumstances which may affect them or their child
* Further considerations may include but are not limited to:
	+ send an email during the day to update the family on their child including a photo of the child (if the child has settled in) (refer to the Early Years Policy -eSafety for Children and the Council Policies- ICT Acceptable Use and the Information Security Policy and). Note: For children in out-of-home care, the educator may need to seek permission from Child Protection before taking and distributing photos of the child
	+ asking the family how they have settled in and if they have any questions or concerns.

Gender Impact Assessment

In accordance with the Gender Equality Act 2020, a Gender Impact Assessment was not required in relation to the subject matter of this report.

Related Policies

* Early Years Enrolment and Fees Policy
* Early Years Policy – Orientation and Settling In
* Early Years Policy – Inclusion and Equity
* Early Years Policy - eSafety for Children
* ICT Acceptable Use Policy

Information Security Policy and Procedure