LOWER PLENTY PRIMARY SCHOOL OSH 

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# COMMUNICATION WITH COMMUNITY POLICY

## PURPOSE

Lower Plenty Primary School OSHC is part of its local community and seeks to act as a responsible neighbour and community member, both in the interests of its community and of enhancing the experience of children as members of the community.

## SCOPE

This policy applies to children, families, staff, management and visitors of the OSHC Service.

## IMPLEMENTATION

* The Coordinator or representative is responsible to ensure that Lower Plenty Primary OSHC holds current contacts and information on relevant community resources, and that staff are made aware of them through regular staff meetings.
* Families will have access to information on relevant community resources for their children, and the Coordinator or representative ensures that they are available on request by parents / guardians.
* Members of the community will have free access to meet with the Coordinator or representative by appointment (provided that parents and children of Lower Plenty Primary OSHC are the greater priority), to discuss any issues or concerns with respect to Lower Plenty Primary OSHC.
* The Coordinator or representative will treat all enquiries and concerns, and the people making them, seriously and with respect and will endeavour wherever possible to answer any questions and provide required information.
* If the Coordinator or representative is unavailable, the Supervisor in charge will take note of the details in the communication book and the Coordinator or representative will contact them within 24 hours or as soon as practicable

## FURTHER INFORMATION AND RESOURCES

* National Quality Framework Quality Area 6

## REVIEW CYCLE AND EVALUATION

This policy was last updated on 20th January, 2022 and is scheduled for review in January 2025.