

**Communication Tree: (Internal) process**

- **Children Enrolment Form** – Approved Provider/MoC – Nominated Supervisor – D2D- Educators (Filed: IT/Paper)
- **Children Management Plans** – AppProvider/MoC-Nominated Supervisor – D2D - Educators
Action: Displayed in Room(C/c) (Filed with Child Enrolment form)
- **Children Referrals and Needs/Reports – Vulnerable Children:**
AppProvider/MoC-Nominated Supervisor-D2D-Educators (Filed: IT/Paper with Child Enrolment Form)
- **New/Temporary/Part time Staff** to be **orientated and stepped through** Communication Tree and refer to Volunteer Students New staff and relief Staff – Policy Procedures -Orientation Q4
Process: staff meeting and/or one-to-one verbal communication on Children attending with **Specific Needs or Management Plans**. **Action:** ensure appropriate Policies and Plans are adhered to and affirmation that directions and information is understood by Volunteer Students New staff and relief Staff
- **Educators** – Daily children’s activities, their social and developmental skills, achievement can be directly relayed to Parents/Guardians
- **Educators** – if Educators have any concerns, they are to direct concerns directly to AppProvider/MoC or Nominated Supervisor who direct then on to AppProvider
- **Observations** – re: Vulnerable Children: Educators to hand Observations to Nominated Supervisor-AppProvider/MoC and with review to arrange time to discuss observation with Educator/s Nominated Supervisor and or AppProvider/MoC. *Outcome and Actions:* documented.

***Note:**

Observations by Educators re: Vulnerable Children – outcomes and actions will be directed through AppProvider and/or Nominated Supervisor.

Educators are NOT to speak with Parents/Guardians regarding issues or observation re: Vulnerable Children without first communicating with AppProvider/MoC.

Parents/Guardian will be informed/met with by AppProvider and/or Nominated Supervisor with Educator present as to observations and/or directions/actions to be considered.

Approved Provider/MoC - Therese McKenney
Nominated Supervisor - Sharmeen Naeem
Day to Day Person - Duyen Ngo

Educators Sharmeen - Naeem Nominated Supervisor – Dip ECEC
Duyen (Lead) Day 2 Day - Dip ECEC
Melissa Prout – Educator (Casual) - Dip ECEC

AppProvider = Approved Provider
MoC = Management of Control (Person of Control)
D2D = Day to Day person in Charge