



# Service Events Procedure

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## **Policy**

The Service Event Procedure falls under the Governance and Management of Service Policy. Hawthorn Early Years will maintain appropriate systems and ensure processes are in place to guarantee the good management of the Service, the accountability of its stakeholders, compliance with all legislative requirements and that the actions of both children and adults are, at all times, respectful, honest, courteous, sensitive, tactful and considerate.

## **Application of Procedure**

This policy applies to the Approved Provider, the Board of Hawthorn Early Years, all subcommittees of the Board of Management, employees, students, volunteers, families, children and others attending the programs and activities of Hawthorn Early Years.

## **Hawthorn Early Years is committed to:**

Providing opportunities for children and families to participate in events that broaden their appreciation of cultural and social diversity and foster a sense of community whilst ensuring the safety and wellbeing of all involved.

## **Hawthorn Early Years will:**

### **Pre planning**

Service events must:

Be based on an approved learning framework, the developmental needs of children or interests of children and families.

Be inclusive of children and families regardless of their abilities, additional needs or medical conditions

Consider the financial ability of families before deciding on a service event that would require an additional charge. Events that can be planned ahead of time should be included as an expenditure item in the Service's budget and, as a result, will not incur additional charges.

Ensure the demands of facilitating out of hours events do not impact negatively on the ability to be able to function effectively as an education and care service and create undue pressure on employees work/life balance.



## Child Safety

Where the Service engages the services of external contractors (E.g. entertainers, wild action, petting zoo etc.) they will be required to provide working with children checks for any event where children are in attendance.

## Planning

**Communicate with parents/guardians to exchange the following information:**

- The purpose and educational value of the Service event.
- The dates of all Service events ahead of time through newsletters and updates posted on Educa.
- Use posters and flyers to communicate events.
- Request parent's assistance for planning and carrying out events.
- Conduct regular surveys to evaluate the needs of families in regard to events.

## Implementation

When events take place during operational hours ensure that the number of children attending the event does not exceed the number for which service approval has been granted on that day.

### Parents/guardians will:

Supervise and care for siblings and other children in their care who are not enrolled in the program for events during operation hours.

Supervise and care for all children in their care during out of hours events.

Comply with all service policies and procedures while participating in Service events.

Provide items required by their child for the Service event e.g. snack/lunch, sunscreen, coat etc.

### See also:

1. Governance and Management of Service Policy
2. Interactions with Children Policy
3. Supervision of Children Procedure

## Definitions

**Service event:** A special activity, event, visitor or entertainment organised by the education and care service that may be conducted as part of a regular session at the service premises or as a social event outside of the Services normal operating hours.