

## CEEC FC POL COMMUNITY ENGAGEMENT POLICY

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Policy Domain	FAMILIES AND COMMUNITIES
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Applicable to	CATHOLIC EARLY EDCARE
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Policy Sponsor	FAMILIES AND COMMUNITIES
Related policy documents	Archdiocese Of Brisbane Health And Safety Policy Centacare First Aid Procedure CEEC HS POL Incident And Investigation Policy CEEC HS PRO Incident And Investigation Procedure CEEC CH POL Medical Condition Policy
Related legislation	Education And Care National Law Act 2010 Education And Care Services National Regulations 2011 Guide To Education And Care National Law And The Education And Care Services National Regulations 2011 Guide To The National Quality Framework

### PURPOSE

Catholic Early EdCare, a Directorate of Centacare under the Corporation of Trustees of the Roman Catholic Archdiocese of Brisbane is committed to the development of respectful and collaborative relationships with communities and the benefits of community engagement for all parties.

### SCOPE

This policy applies to staff as defined in the Education and Care Services National Law.

### 1. POLICY STATEMENT

- 1.1 Catholic Early EdCare encourages Services to actively engage with community organisations in accordance with Quality Area 6 of the National Quality Standard (Collaborative partnerships with families and communities).
- 1.2 Catholic Early EdCare actively participates and encourages community engagement and believes the role of community engagement is twofold. Community engagement initiates and guides good long term relationships with local residents, families, Parents/Carers, and other

- stakeholders and provides the opportunity to listen and respond to their concerns. Secondly, it raises awareness of Catholic Early EdCare and Centacare within communities.
- 1.3 Catholic Early EdCare acknowledges the importance of individuals i.e. staff/educators in contributing to the public's perception of Catholic Early EdCare and Centacare.
  - 1.4 All staff are encouraged to actively participate where appropriate in school and Parish life by attending relevant events during operating hours with children in the care of Catholic Early EdCare and also personally outside of employment hours as this is in accordance with the Mission and Values of Catholic Early EdCare.
  - 1.5 All community engagement activities participated in by a Catholic Early EdCare Service will be based upon the following principles -
    - Alignment with Catholic Early EdCare's strategic plan
    - Appropriate association for Catholic Early EdCare as a community service provider
    - Effective time and cost management
    - Allocated within budgets
    - Catholic Early EdCare Appropriate authorisation to proceed has been provided
  - 1.6 Catholic Early EdCare recognise that the Early Years Learning Framework (EYLF) and the National Quality Standard (NQS) both emphasise the importance of community engagement. Learning Outcome 2 of the EYLF focuses on children's connectedness with others and with the wider world. Standard 6.2.3 of the NQS requires child care services to develop links with relevant community and support agencies and more generally, to build relationships and engage with the local community.
  - 1.7 Engagement with community organisations can offer many benefits to a Catholic Early EdCare Service including but not limited to –
    - Partnerships with families and community groups contribute to building a strong and inclusive community within a Catholic Early EdCare Service
    - Supports the development of children in the care of Catholic Early EdCare
    - Engagement with the local community
    - Foster a sense of community
    - Assist with the community recognising Centacare as a valued community member
    - Creates a positive identity for Centacare in the community
    - Assist children to feel connected to their communities and can enhance their learning and wellbeing
    - The promotion of diversity and the benefits of a multicultural society
    - Provides access to resources within the community
    - Builds partnerships and creates opportunities
    - Fostering community spirit and local identity
  - 1.8 Catholic Early EdCare Services may choose to incorporate a range of activities that promote community engagement however at all times Services must ensure compliance with the CEEC

PP POL Excursions and Incursions Policy and the related procedure when engaging with the community.

- 1.9 Services should consider developing a community engagement plan as this can contribute to positive working relationships and through continual review, improve strategies to enhance community engagement and connections.
- 1.10 Services, as part of continuous improvement, should consider what strategies are needed to improve the educational program in the approved service and this should include considering how the program can be linked to the community by working with other community services.
- 1.11 Services that are required to develop a curriculum, which will need to consider the following from the Guide to National Quality Framework –
- Education program and practice Standard 1.1 An approved learning framework informs the development of a curriculum that enhances each child’s learning and development
  - Element 1.1.1 - Curriculum decision making contributes to each child’s learning and development outcomes in relation to their identity, connection with community, wellbeing, and confidence as learners and effectiveness as communicators.
- 1.12 Services are to operate in accordance with Part 4.6 - Collaborative partnerships with families and communities of the National Quality Standard, specifically Quality Area 6 –

- Standard 6.1 – Respectful relationships with families are developed and maintained and families are supported in their parenting role.
- Element 6.1.3 - Current information is available to families about relevant community services and resources to support parenting and family wellbeing.
- Standard 6.2 – Collaborative partnerships enhance children’s inclusion, learning and wellbeing
- Element 6.2.3 - The service builds relationships and engages with their local community.

- 1.13 Directors/Coordinators are encouraged to display in Services –
- Information about the range of agencies under Centacare including family and relationship services, community services, disability services etc.
  - Promotional materials for community groups that share missions and values consistent with Centacare
  - Parish and School newsletters
  - School and Parish activities/events

## 2. PLANNING A COMMUNITY ENGAGEMENT ACTIVITY

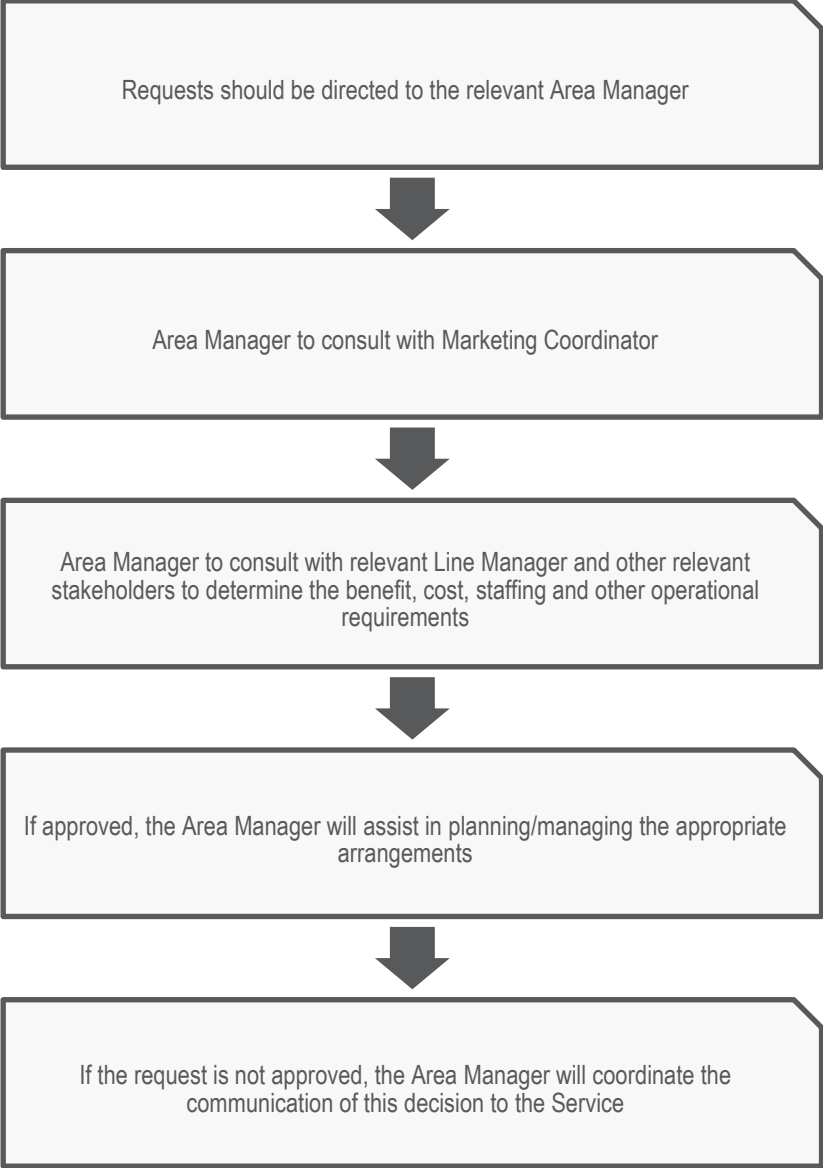
- 2.1 In some circumstances such as a large community event covering several Centacare services, the relevant Area Manager may recommend several Services work together to cooperatively promote Catholic Early EdCare and provide the best possible advice and service to community members.

2.2 When planning community engagement activities, Services and the relevant Area Manager may consider contacting Centacare Resource Development to seek assistance and advice.

2.3 When planning a community engagement activity, Services should –

- Inform the Area Manager of the proposed activity
- Identify appropriate community events or service activities to participate in or promote
- Develop a community engagement plan that includes the objectives, details of the nature of the activity, resources required, date, location, staffing requirements, marketing plan, budget requirements, media needs, risk assessments etc. and impacting Catholic Early EdCare policies and procedures that must be followed.
- The Area Manager to identify other sources of assistance available including other directors/agencies/areas of Catholic Early EdCare to determine the benefit, cost, staffing and other operational requirements.
- Area Manager to request the Catholic Early EdCare calendar is updated as required along with relevant newsletters and other communication channels as needed.

**3. PROCEDURE FOR EXTERNAL ORGANISATIONS REQUESTING CATHOLIC EARLY EDCARE PARTICIPATION IN COMMUNITY EVENTS**



## SUPPORTING DOCUMENTS

N/A

## COMPLIANCE

Breaches of this policy will be dealt with under Centacare's misconduct provisions, as stated in the Employment Guidelines Code of Conduct.

## IMPLEMENTATION

Centacare will place this policy on the Archdiocesan Intranet (AI). Directors and managers are responsible for ensuring that the appropriate communication of policies and supporting documents to staff has occurred. All staff are responsible for understanding and complying with this policy. Contact the Policy Sponsor for further interpretation of this policy.

### 4. RECORD KEEPING

- 4.1 Catholic Early EdCare will maintain all records as required by Archdiocese of Brisbane (AOB) and Centacare policies and procedures relating to record keeping.
- 4.2 All Catholic Early EdCare Services are required to maintain all records in their Service folder on the L:\ drive.
- 4.3 All Catholic Early EdCare Services will adhere to Division 3 – Information and Record Keeping Requirements, Education and Care Services National Regulations; specifically Subdivision 4 – Confidentiality and Storage of Records (181, 182, 183, 184).
- 4.4 Catholic Early EdCare will ensure all privacy provisions are implemented in relation to record keeping in accordance with the AOB privacy statement and AOB privacy policy available on the AI portal this extends to storing records in a secure and confidential manner.
- 4.5 Service records will be maintained (stored and preserved) in conditions suitable to the length of time they need to be kept and made available for use. This applies regardless of the format of the records or the media they are stored on.
- 4.6 Catholic Early EdCare will coordinate the removal, archiving and disposal of records as required.