

# Policies and roll out process

National Policies and Procedures that will apply to all Playcentres are being prepared. The roll out process for these is outlined below.

## The Roll Out Process

1. Initial discussion with the Centre Admins and Centre Support Workers.
2. Do familiarisations with representatives from centres - requesting at least one person from each centre to join in a Zoom that will be advertised via email to the centre and on Facebook.
3. In Term 2 centres will have both the hard copy and online version of the Policies and Procedures. Included in this mailout, will be the date that the Policies and Procedures must be used from.
4. Your Centre Administrator and Centre Support Worker will follow up with you in Term 2 to ensure you have seen them, are aware of them, are starting to use them and can clarify any questions.

*The package of Policies will also include scheduled review dates and how centres can be involved in the review process.*

Policies, Procedures and Resources will be provided in each of these areas:

### Who We Are

Philosophy  
Code of Conduct

### Resolve and Evolve

Review, Research and Evolvement  
Complaint Resolution

### Taking Care of Our People

Positive Guidance  
Child Protection  
Health and Safety  
Employment

### Taking Care of Our Assets

Property  
Brand  
Finance

### Operating Successfully

Being a Playcentre  
Enrolment & Attendance  
Curriculum  
Communications  
Privacy and Information

Playcentre 