

ARMIDALE OUT OF SCHOOL HOURS CARE

Inclusion Policy

Related documentation Policies:	Code of Conduct, Providing a Child Safe Environment, Child Safe Code of Conduct, Enrolment and Orientation Policy, Interactions with Children Policy, Privacy Policy
Regulations/ Standards:	Education and Care Regulations 90, 93, 96, 102, 157, 159, 160, 161, 162, 177,181 NQS: Areas 1, 5 & 6
Related procedures:	Management of Records
References:	AFDC'S Reconciliation Action Plan, MTOP, Early Childhood Australia Code of Ethics, UN Convention on the Rights of the Child, Narragunnawali, Gowrie NSW , K.U Children's Services.
Date Effective:	April 2025
Date for review	April 2028
Purpose	To guide the implementation of inclusive practices that promote respect and trust and celebrate the diversity of all stakeholders in an environment that recognises their individual strengths, abilities and cultural practices. To provide opportunities for all families and children, including Aboriginal and Torres Strait Islander families, to celebrate their cultural identities.
Responsibility	Directors, Management, Nominated Supervisors, Educators and families

Key information:

Armidale Out of School Hours Care believes that all children have the right to be treated with fairness and equity.

We will use our best endeavours to recognise all children's unique strengths, abilities, and needs and ensure they have equitable opportunities to participate and learn. We will take into account children's diverse social, cultural, and linguistic backgrounds, as well as learning styles, abilities, disabilities, gender, family circumstances, and geographic location in curriculum decision-making processes.

Our Management, Nominated Supervisors and Educators will display positive behaviours, making the environment welcoming to all children and families.

Aboriginal, South Sea Islander and Torres Strait Islander Perspectives:

We are committed to engaging with Aboriginal and Torres Strait Islander people and families, ensuring that their voices are heard. We will use our best endeavours to ensure that Aboriginal and Torres Strait Islander perspectives inform decision-making processes by respecting the experiences and knowledge that Aboriginal and Torres Strait Islander peoples can bring to AFDC.

Responsibilities:

Approved Provider and Management

- To ensure that obligations under the Education and Care Services National Law and Regulation are met
- To implement this *Inclusion Policy*
- To ensure that copies of this Policy are readily accessible to the Nominated Supervisors and Educators
- To take reasonable steps to ensure that management, Nominated Supervisors and educators follow the *Inclusion Policy*
- To seek out ways to connect our Vision and Plans for Reconciliation with the principles, practices and outcomes of the My Time, Our Place Learning Framework
- To invite Aboriginal and Torres Strait Islander parents and community members to be active representatives on the Company's Board of Management
- To form ongoing relationships with our local Aboriginal and Torres Strait Islander community, built on mutual respect, trust and inclusiveness
- To show respect for differences as well as similarities in all people, not just within Armidale Out of School Hours Care (OSHC), but within the wider community
- To genuinely incorporate inclusive perspectives into Armidale OSHC's Philosophy, policies, and procedures
- To notify families at least 14 days before changing this policy if the changes will:
 - Affect the fee charged or the way they are collected,
 - Significantly impact the service's education and care of children, or
 - Significantly impact the family's ability to utilise the service.

Nominated Supervisors

- To lead the development of quality practices across AFDC, including ensuring the implementation of this *Inclusion Policy*
- To seek out ways to connect our Vision and Plans for Reconciliation with the principles, practices and outcomes of the Early Years Learning Framework and My Time, Our Place Framework
- To form ongoing relationships with our local Aboriginal and Torres Strait Islander community, built on mutual respect, trust and inclusiveness
- To show respect for differences as well as similarities in all people, not just within Armidale OSHC, but within the wider community
- To undertake quality practices to their interactions with children
- To respect the rights of each child
- To view all children as competent individuals, recognising their strengths and abilities

- To use non-biased terms when discussing gender and culturally related issues.
- To model behaviours and values of gender equity.
- To genuinely incorporate inclusive perspectives into Armidale OSHC's Philosophy, policies, and procedures

Educators

- To implement this *Inclusion Policy*
- To recognise the importance of the family in the child's life and respect the family's beliefs, attitudes, and values in reference to caring for their child
- To foster open communication with families about their children's cultural, social, and physical needs.
- To encourage families to share ideas about their family culture
- To respect the rights of each child
- To view all children as competent individuals, recognising their strengths and abilities
- To provide experiences that are complementary to children's home and community experiences and are not based on gender role or cultural stereotypes
- To acknowledge that cultural diversity is a positive aspect of our everyday lives and integrate cultural awareness into the activities they program
- To use non-biased terms when discussing gender and culturally related issues.
- To develop respectful relationships with children so they feel empowered and more open and respectful to others
- To build the child's positive sense of self through identifying and responding to each child's strengths and learning styles
- Model behaviours and values of gender equity.

Families

- To provide Armidale OSHC with accurate information about their children's individual needs upon enrolment
- To communicate to Armidale OSHC any changes to family details, including changes to child/ren's health and developmental needs, parenting orders, etc.
- To comply with Armidale OSHC's *Code of Conduct for Families*, including respecting the cultural differences of educators and other families.