

**POLICY NO 33: PRIORITY OF ACCESS**

**Key Policy Contact Person:** Manager, Our Village Family Childcare

**POLICY STATEMENT:**

Our Village Family Childcare (OVFC) Educators are offered to families according to location and availability and in accordance with the Australian Government’s managing child care places guidelines (ref: Department of Education: Child Care Provider Handbook 26<sup>th</sup> July 2023) when filling vacancies within the service.

**CRITICAL INFORMATION:**

This policy outlines the criteria for the Coordination Units Staff to follow as per the guidelines of the Department of Education's Child Care Provider Handbook.

There are no requirements for filling vacancies. Providers can set their own rules for deciding who receives a place.

Providers are asked to (but are not legally obliged to) prioritise children who are:

- at risk of serious abuse or neglect
- a child of a sole parent who satisfies, or parents who both satisfy, the activity test through paid employment.

This meets the Australian Government’s aims of helping families who are most in need and supporting the safety and wellbeing of children at risk.

**Contents**

POLICY STATEMENT: ..... 1

PURPOSE: ..... 1

SCOPE/RESPONSIBILITIES: ..... 2

STATEMENT OF DIVERSITY ..... 2

DEFINITIONS: ..... 2

PROCEDURES: ..... 2

REFERENCES: ..... 2

RELATED POLICIES & PROCEDURES/ WORK INSTRUCTIONS: ..... 2

VERSION CONTROL AND LEGISLATION: ..... 2

**PURPOSE:**

To ensure that every effort is made to provide families a choice to select their Educator and that this is done in a manner that is fair, consistent, and equitable for themselves, their children, the Educators and that the placement is consistent with the Australian Government’s Guidelines when managing child are places.

**SCOPE/RESPONSIBILITIES:**

This document applies to all Educators, Families, Coordination Unit Staff of OVFC.

**STATEMENT OF DIVERSITY**

Sunbury and Cobaw Community Health is committed to improving the health of our community and being accessible to all, including people from culturally and linguistically diverse (CALD) communities, those from Aboriginal and Torres Strait Islander background, people with a disability, Lesbian Gay Bisexual Transgender Intersex and Queer (LGBTIQA+) people and other socially vulnerable groups and supporting their communities across the lifespan from birth to older age.

**DEFINITIONS:**

--	--

**PROCEDURES:**

OVFC must work within the restrictions on the number of services, places and Educators registered within our service approval. OVFC is required to update vacancies and fee information via our third-party software Harmony each week.

When a family enrolls their child, OVFC are asked to (but not legally obligated to) prioritise children who are:

- at risk of serious abuse or neglect
- a child of a sole parent who satisfies, or parents who both satisfy, the activity test through paid employment.

This meets the Australian Government’s aims of helping families who are most in need and supporting the safety and wellbeing of children at risk as per the [Department of Education - Child Care Provider Handbook, \(current version 26<sup>th</sup> July 2023\)](#)

**REFERENCES:**

- [Education and Care Services National Regulations, \(updated version July 1, 2023\) – Regulation 168](#)
- [Child Care Provider Handbook \(current version 26<sup>th</sup> July 2023\)](#)

**RELATED POLICIES & PROCEDURES/ WORK INSTRUCTIONS:**

- Enrolment and Orientation – 31
- Code of Conduct – 40
- SCCH Code of Conduct
- SCCH Client Empowerment Policy and Procedure

**VERSION CONTROL AND LEGISLATION:**

For office use only (to be completed by the Quality, Safety & Compliance unit)			
<b>Document Owner:</b>	Chief Operating Officer	<b>Version Number:</b>	2.0
<b>Date Approved:</b>	3 July 2024	<b>Review Date:</b>	3 July 2027
<b>Document Type:</b>	Team	<b>Approved By:</b>	Chief Operating Officer
<b>Legislation:</b>	Education and Care Services National Regulations		