

Warradale Community Children's Centre acknowledges the traditional custodians of the land we live on today and we pay our respects to the Aboriginal and Torrens Strait Islander People past, present and emerging.



## Priority of Access Policy

### National Quality Standards

Quality Area 2: Children's Health and Safety		
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented
2.2.3	Child protection	Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.

Quality Area 7: Governance and Leadership		
7.3.1	Management System	Systems are in place to manage risk and enable the effective management and operation of a quality service.

### Aim

To provide fair and equitable access to the care and education available at Warradale Community Children's Centre as set out by the Department of Family, Community Services and Indigenous Affairs. **Implementation**

### Directors will:

- Consider each family's category of priority individually.
- Ask parents to indicate an option of work, study respite or other when filling in waiting list forms to assist in the Priority of Access procedure.
- Comply with the Priority of Access order:
  - Priority 1 A child at risk of serious abuse or neglect.

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- Priority 2 a child of a single parent who satisfy, or of parents who both satisfy, the work / training /study test under section 14 of the A New Tax System (Family Assistance) Act 1999.
- Priority 3 any other child.
- Within these main categories, also give priority to the following children:
  - Children in Aboriginal and Torres Strait Islander families.
  - Children in families which include a disabled person.
  - Children in families on low incomes.
  - Children in families from culturally and linguistically diverse backgrounds.
  - Children in socially isolated families.
  - Children of single parents.
  - Siblings already accessing Warradale Community Children's Centre (where availability exists)
    - **Where needed, parents with flexible bookings may be asked to change sessions/days to accommodate Priority 1 families.**

**Families will:**

- Inform the centre and update their details if circumstances change in any way that could affect their child's level of priority rating.

**Evaluation:**

This policy is viewed as working effectively when appropriate guidelines are followed, and fair and equitable access is provided to all families using the service.

**Record of Policy Adoption and Amendment:**

Version	Date	Details	Author	Next Review Date
1.0	September 2019	Policy developed	Trish Cook	September 2019
1.1	3/10/19	Policy sent to staff for review no changes		October 2021
1.2	27/07/2021		Dian F-P Lori Hart	October 2023
1.3	3/8/2023	Policy Reviewed	Stephanie Bilsborow	3/8/2024
1.4	Sept 2024	No changes	Lori Hay	Sept 2025