

	Policy Service Delivery	
	Enrolment, Orientation and Transition into SDN Services	SD-OP-2.07

Rationale

Enrolment, Orientation and Transition into and between SDN Services Policy lays the foundation for the relationship between SDN and children and their families. It is an important time to exchange the information that families and SDN need to support the transition into SDN and to make sure everyone's responsibilities are clear.

Scope

This policy, and its associated documents, applies to the entirety of SDN Children's Services and the entirety of its wholly owned subsidiaries.

This policy applies to all SDN services.

Key Terms

Enrolment

Confirmation of acceptance into an SDN service.

Orientation

The introductory stage for a new child and family commencing at a service.

Policy

Enrolment, orientation and transition into and between SDN services will be planned and implemented in consultation with families, ensuring that their individual needs are met and that they begin to familiarise themselves with the service.

Enrolment, orientation and transition into and between SDN services will be in line with the *SDN's Pathways Approach*.

Appropriate and tailored individual support will be provided to enable a successful enrolment and orientation process.

Relevant information will be exchanged and required documentation, including authorisations, will be completed during the enrolment and orientation process.

Minor/legislative amendment or modification history August 2023	Details: Page 2: Proof of identify requirements added Page 3: CECC Enquiry to first day work instruction reference added
---	---

Approved by Senior Leadership Team	Approval Date Nov 2022	Review Date Nov 2026	Page 1 of 3
--	----------------------------------	--------------------------------	-----------------------

Enrolment Record

A fully completed *Enrolment Record* will be required for all children enrolling in a service. Families will be asked to update their details and emergency contact information at least annually.

The *Enrolment Record* will include information and documentation required by the *Education and Care Services National Law* and *Education, Care Services National Regulations and Family Assistance Law*. This will also include the child's immunisation details (please refer to the *Immunisation of Children in SDN Children's Education and Care Centres Policy*).

For Children's Therapies, all mandatory fields according to the Transitions In & Out Work Instructions are filled out to ensure compliance to the NDIS Practice Standards and Quality Indicators. Assessments are completed for each child transitioning into Children's Therapies to ensure any risks identified are planned for and coordinated with the family.

Proof of Identity

Families must provide a birth certificate as documentation as evidence of their child's identify, date of birth and any known birth parents. However, if no birth certificate is available, this can be shown through a secondary document. Examples of secondary documents are:

- passport
- blue book
- hospital birth card
- baptism, christening, name giving or similar record.

If none of these documents are available, a statutory declaration should be obtained from the parents stating the date of birth of the child and the reason why such a document is not available.

Related SDN Documents

Policies

- GI-HLP-1.09: Privacy and Protection of Information
- SD-HLP-2.01: Priority of Access to SDN Services
- SD-OP-2.08: Acceptance and Refusal of Authorisations
- SD-OP-2.09: Arrival, Departure and Late Collection of Children
- SD-OP-2.14: Children with Medical Conditions and Illness
- SD-OP-2.15: Child Incident, Injury, Trauma and Illness
- SD-OP-2.25: Immunisation of Children in SDN Children's Education and Care Centres
- LGL-HLP-8.03: Records Management

ENROLMENT, ORIENTATION AND TRANSITION INTO SDN SERVICES POLICY			
Approved by Senior Leadership Team	Approval Date Nov 2022	Review Date Nov 2026	Page 2 of 3

Procedures

- SD-PRO-2.07-01: Enrolment, Orientation and Transition into SDN Services
- SD- PRO-2.08-01: Acceptance and Refusal of Authorisations
- SD- PRO-2.09-01: Arrival, Departure and Late Collection of Children
- SD-PRO-2.14-01: Children with Medical Conditions and Illness
- SD-PRO-2.14-02: Administration of Medication to children
- SD-PRO-2.15-01: Child Incident, Injury, Trauma and Illness

Relevant Legislation/Regulations

- Education and Care Services National Law Act 2010, section 175
- Education and Care Services National Regulations, regulations 90, 91, 160 to 162, 168(2)(k)
- Schedule 1: National Quality Standard, elements 2.1.1, 2.1.4, 2.3.4 and 7.3.5
- Disability Inclusion Act 2014 (NSW)
- NDIS Practice Standards and Quality Indicators

Other References/Related Documents

- Department of Education - <http://education.gov.au/>
- http://www.health.nsw.gov.au/immunisation/pages/childcare_qa.aspx
- Medical Management Plan
- Anaphylaxis Management Plan
- CECC Enquiry to first day work instruction

ENROLMENT, ORIENTATION AND TRANSITION INTO SDN SERVICES POLICY			
Approved by Senior Leadership Team	Approval Date Nov 2022	Review Date Nov 2026	Page 3 of 3