

1.1	PHILOSOPHY - PURPOSE AND VALUES
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Applies to: Committee Members, Staff, Volunteers, Students
Specific responsibility:

Version: 1
Date approved: 5.8.14
Next review date: Aug 21

Policy context: This policy relates to	
Standards or other external requirements	
Legislation or other requirements	
Contractual obligations	

POLICY STATEMENT

HECIS is committed to working to an agreed organisational vision and set of values, and to using these to inform our planning and service delivery. The documented statement of the vision and values of HECIS guides the way the organisation approaches its work and provides a clear picture of HECIS's aims and philosophy.

Specifically, we will:

- Develop a statement of organisational vision and values that will guide the plans and activities of the organisation.
- Review and refine the vision and values statement at regular intervals.
- Promote the vision and values statement across the organisation and as part of the organisation's public profile.
- Conduct strategic planning processes at appropriate intervals that are informed by the organisation's vision and values, and by the needs of our clients.

HECIS VISION AND VALUES

HECIS PHILOSOPHY –

The Staff and Management Committee of Hawkesbury Early Childhood Intervention Service believes in:

- The right of children with special needs to be provided with a range of services that meet their needs and promote optimal growth and development.
- The right of children with special needs to gain access to mainstream services as appropriate for the individual child and for their inclusion into such services to be positively supported and professionally facilitated.
- The right of families who have a child with special needs to access services available within their own community.
- The right of children with special needs to be valued as individuals with strengths and abilities who can contribute to their environment in many positive ways.

HECIS: Purpose and Values

- The right of families to be supported in their parenting role and to be encouraged to have input into their child's Individual Education Program and the services provided by HECIS. HECIS Staff facilitate this by open communication, sharing of information, ideas and abilities.
- Engaging in respectful and responsive relationships with client/families and other professionals and agencies.
- Respecting client/families personal beliefs, culture and heritage.
- Being active in their own learning and critically reflect and adjust their practices accordingly.
- Being committed to achieving best practice, quality outcomes, confidentiality and continuous self-improvement/development.

PROCEDURES

Use of the vision and values statement

- All submissions and public documents referring to HECIS's vision, values or purpose must use the relevant wording from this policy.
- The organisational statement of vision and values will be included in:
 - the HECIS Manual
 - The Summary Information Booklet (as part of the information given to clients)
 - The HECIS Website
 - The Management Committee Members Handbook
 - The Staff induction procedures.

DOCUMENTATION

Documents related to this policy	
Related policies	Staff Induction
Forms, record keeping or other organisational documents	HECIS Manual Summary Information Booklet Management Committee Members Handbook

Reviewing and approving this policy		
Frequency	Person responsible	Approval
Annually	HECIS Co-Ordinator	Management Committee

Policy review and version tracking			
Review	Date Approved	Approved by	Next Review Due
1	11.8.15	HECIS Co-Ordinator	Aug 2016
2	28.7.16	HECIS CoOrdinator	Aug 2017
3	2.8.17	HECIS CoOrdinator	Aug 2018
4	31.8.18	HECIS CoOrdinator	Aug 2019
5	20.8.19	HECIS CoOrdinator	Aug 2020
6	15.9.20	HECIS CoOrdinator	Aug 2021

