

11.3	WEBSITE
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Applies to: HECIS Co-Ordinator, Office Manager
Specific responsibility: HECIS Co-Ordinator, Office Manager

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

The HECIS website www.hecis.org.au is an important means through which HECIS can provide information to its clients, child care centre staff, other agencies and professionals and the community.

The website provides public information on HECIS, including information about

- HECIS vision and values
- HECIS services referral forms
- Resources on HECIS Playgroup, volunteering/employment opportunities
- Service links to other agencies
- Contact details for HECIS service

PROCEDURES

Hosting and technical maintenance

Hosting is provided by WIX.com. Technical maintenance is accessed by the Office Manager through the hosting IT department.

The Office Manager will have access to the website administration system.

In the event of a problem occurring with the website, staff should contact the Office Manager or, in their absence the HECIS Co-Ordinator.

Managing website content

The Office Manager is responsible for maintaining the website, loading new content material and removing and archiving obsolete content at the direction of the HECIS Co-Ordinator.

The website will always display:

- Contact details and an email link to the service.
- The service referral forms

HECIS: Website

Submitting new website content

Staff wanting to have content loaded onto the website should discuss with the HECIS Co-Ordinator.

All material published on the website must be approved by The HECIS Co-Ordinator

DOCUMENTATION

Documents related to this policy	
Related policies	
Forms, record keeping or other organisational documents	

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

Policy review and version tracking			
Review	Date Approved	Signed	Next Review Due
1	26.8.15	HECIS Co-Ordinator	Aug 2016
2	8.8.16	HECIS CoOrdinator	Aug 2017
3	16.8.17	HECIS CoOrdinator	Aug 2018
4	10.9.18	HECIS CoOrdinator	Aug 2019
5	17.9.19	HECIS CoOrdinator	Aug 2020
6	15.9.20	HECIS CoOrdinator	Aug 2021

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