

MAKING CONNECTIONS

Maintain a balance between digital and in-person communication

CHECKLIST

Item	Description	Notes
#1. How can the ECC work in partnership with families about the use of apps and digital communications between ECC and home?	<p>Points for discussion and reflection:</p> <ul style="list-style-type: none">• How do the digital communication tools impact the way we relate to each other?• How does the use of apps or digital communications change the way educators and families communicate?• What are the expectations placed on educators and families? (what are they expected to do and/or engage with the app?)• Who might be included and excluded?• What are the benefits of using digital communication tools in our ECC? What are the disadvantages?• What types of interpersonal communication should be prioritised? What types of digital communication should be prioritised?	
#2. What privacy Review the ECC policy on communications to consider alignment with the use of the app.	<p>Actions:</p> <ul style="list-style-type: none">• Review the current uses of apps and digital communications in alignment with relevant centre policies to identify gaps or misalignment.• Engage in policy consultation with families with a focus on the purpose, benefits and challenges of digital and non-digital communications.• Identify opportunities to enhance policy and develop clear procedure (see checklist item 3).	

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#3. Develop a clear procedure to guide digital and in-person communication that aims to enhance interpersonal relationships.	<p>Actions:</p> <ul style="list-style-type: none">• State the purpose of the using the app (Why was it chosen? How will it be used? What are the intended outcomes?)• Who is the intended audience? The ECC should also have a strategy to identify families who do not or choose not to access the app.• How will educators and families communicate via the apps?<ul style="list-style-type: none">○ What information will be shared by the ECC and how? (What, when, how often)○ How will families be expected to engage with communications on the app?• How will the use of the app be balanced with in-person communications?	
#4. How will the ECC monitor if digital communications are effective?	<p>Review family engagement with the app at regular intervals. For example, ECC's could review engagement annually at the mid-year point to get a check on the ways communications are contributing to collaborative relationships with families and communities, as well as where adjustments can be made.</p>	