

POLICY STATEMENTS

Kath Foley Children's Centre & Kindergarten
will be referred to as 'Centre' or 'Service'
throughout the Policy documents

ACCEPTANCE AND REFUSAL OF AUTHORISATION

Our service aims to provide clear and transparent policies and procedures for authorizations. This helps staff and parents understand exactly what they need to do

ACCIDENT/ INCIDENT /INJURY & ILLNESS POLICY

The service and all educators can effectively respond to and manage accidents, illness, and emergencies which occur at the Service to ensure the safety and wellbeing of children, educators and visitors

ADMINISTRATION OF FIRST AID

Kath Foley Children's Centre defines 'first aid' as the 'initial care of the ill or injured/ where someone has had an accident or is suffering from a sudden illness and needs help until a qualified health professional , such as ambulance officer arrives'. The educators of this Centre have a responsibility to protect the health and safety of each individual at all times. The Centre has a number of policies in place (supervision, medication, illness and hygiene) that ensures the safety of children at all times. The First Aid policy is important not only for children, families and staff, but relates to every person who enters the centre's premises or uses the centre's equipment.

ADMINISTRATION OF MEDICATION

Medication may only be administered to a child in care, by staff under certain conditions and this must be done in a safe and reliable manner.

ANAPHYLAXIS

The Kath Foley Children's Centre is committed to providing, as far as practicable a safe and healthy environment in which children at risk of anaphylaxis can participate equally in all aspects of the children's program and experiences. Staff members will minimize the risk of an anaphylactic reaction occurring while the child is in care and will respond appropriately to an anaphylactic reaction by initiating appropriate treatment, including competently administering an EpiPen. Education and policy implementation will raise the service community's awareness of anaphylaxis and its management.

ARRIVAL & COLLECTION

All children and staff of the Kath Foley Centre are entitled to a safe and secure environment. As per DHS guidelines, a duty of care exists at all times the child is in the care of the children's service. It also exists when the child is given into the care of the service and released from the service into the care of authorised person.

ASTHMA

If a child has ever had an asthma attack, the parents must notify staff and provide the appropriate instruction and medications if necessary. Kath Foley Centre's aim for children with Asthma is to assist them in a calm, reassuring manner whilst delivering or seeking appropriate assistance and treatment.

CHILDREN'S BEHAVIOUR GUIDANCE

The aims of this policy are to help young children:-

- Develop trust and confidence in adults with whom they are closely associated.
- Develop independence and the ability to make choices.
- Learn the guidelines of the Centre.
- Develop respect for other people and their possessions.

We believe that children need adults who have realistic expectation of their behaviour and who communicate and work in partnership with each other to provide consistency. We believe setting limits for behaviour is important for the safety and protection of children, others, and the environment. Staff will approach children's behaviour guidance positively, with knowledge of children's development and using sensitive guidance skills and realistic limits. Staff will encourage children to behave in a manner respecting the rights of other children.

CHILDREN'S PROGRAM

Our centre embraces the Early Years Framework, which aims to extend and enrich children's learning. We value play based learning. We acknowledge families as the first and most influential educators in a child's life.

CHILD PROTECTION POLICY

The Centre takes our responsibility to provide a safe and caring environment for all children seriously. We believe that the safety of children is paramount at all times and aims to protect a child's right to be safe from abuse of any kind.

The Centre also aims to defend the rights of educators to confidentiality if a complaint against them is made and is found to be unsubstantiated. The Centre will ensure that all parties affected by this policy are made aware of their roles and responsibilities regarding child protection.

The Centre aims to educate all parties about their roles in child protection and also about signs of abuse and ensure that all requirements of child protection requirements are being met.

CHILD SAFE ENVIRONMENT

To provide an environment that is safe, appealing, constructive, well maintained and welcoming to all individuals who use it.

CHILD SUPERVISION POLICY

Staff require the skills to be able to assess the potential risks during supervision and be able to implement changes to supervision to avoid accident or injury. Adequate supervision is to ensure the potential for accidents and injury to children is reduced.

CODE OF CONDUCT – Staff, Students and Committee of Management

A code of conduct has been approved to safeguard the interests, ethical behaviour and integrity of all involved. All staff, committee members and students are required to sign and comply with the code of conduct. In complying with the code of conduct, we are safeguarding the interests of families, the integrity and ethical behaviour of staff, and the competence and quality of this service. Compliance also establishes a minimum work standard to ensure the professionalism of all involved with Kath Foley Centre.

COMPLAINTS

Complaints are an indication of concern about the expected level of service and the actual service provide. All complaints whether written or verbal, should be treated seriously as they allow the Kath Foley Centre to review actions with an aim of continuous quality improvement. As a result of investigation, feedback will be provided to the complainant and staff involved and should be used to improve practice.

CONFIDENTIALITY

Kath Foley Centre staff, volunteers, students and committee of management members must respect individual and organisational privacy and maintain confidentiality within the organisation at all times. Although this should not be a barrier to effectively work with families.

DENTAL POLICY

Staff are aware of the importance of having a dental care routine and the importance of establishing good dental care practice at an early age. Hygiene is an important consideration to be taken into account when dental care is being incorporated into the program with so many young children up to the age of 6 require adults to assist in toothbrushing. Given the number of children in the rooms, time prohibits staff from giving the 1:1 time and supervision required for effective toothbrushing. Also the risk of cross contamination and the hygiene factor of storing and cleaning makes toothbrushing and ineffective procedure at the Centre. Kath Foley Centre will encourage children to practice correct dental hygiene by following this policy.

DETERMINING RESPONSIBLE PERSON

The Education and Care Services National Law determines that a responsible person must be in day to day charge and contactable at all times that an Approved Service operates.

EMERGENCY MANAGEMENT & EVACUATION

In the event that the service needs to be evacuated, we aim to conduct this in a rehearsed, timely, calm and safe manner to secure the safety of each person using the service. The safety and wellbeing of each child, educator and person using the service is paramount above any other consideration in the time of an emergency or evacuation. Any other procedures will be carried out only if it is safe to do so. An evacuation may be necessary in the event of a fire, chemical spill, bomb scare, earthquake, siege, flood etc.

ENROLMENT OF CHILDREN

The Kath Foley Centre aims to ensure equal access by children to provide a happy and successful orientation for new families. Enrolment and orientation must include familiarisation with this service and a settling in period, which is tailored to meet the needs of parent, staff and the child

ENVIRONMENTAL SUSTAINABILITY

Kath Foley aims to help children learn about and implement sustainability practices and foster respect and care for the living and non living environment. Children develop positive attitudes and values about sustainable practices by engaging in learning experiences, joining in discussions that explore solutions to environmental issues, and watching adults model sustainable practices. Children learn to live interdependently with the environment.

EXCURSIONS

For the children at Kath Foley Centre to have opportunities to go on safe, enjoyable excursions in order to experience the wider community. The service acknowledges the value of relevant excursions in allowing children to gain insight of the society in which they live. Our service will actively seek to minimise any risks associated with excursions and respond appropriately to any emergency whilst on an excursion. Educators will educate children and families regarding safe road (or other transport) and play practises.

FOOD HANDLING

Food distributed to children is prepared and supplied by parents. Storage and distribution of food follow strict rules and regulations relating to hygiene. SEE HYGIENE POLICY.

GOVERNANCE

Our service will meet its legal and financial obligations by implementing appropriate governance practices that support our aim to provide high quality child care that meets the objectives and principles of the National Quality Framework, the National Quality Standard and the Early Years Learning Framework.

GRIEVANCES

In order to promote good working relationships and systematic processes to overcome problems, if a dispute arises in the workplace, appropriate grievance procedures should be followed. However good communication can usually prevent disputes. It is important that employee and employer rights are maintained.

HYGIENE

To provide a healthy and safe environment for the mental, physical and emotional well-being of all children and staff. To promote the health of children and staff, the staff of Kath Foley Centre must ensure they maintain a high level of hygiene at all times.

IMMUNISATION

Parents of newly enrolled children are requested to provide evidence on their enrolment form that their child is appropriately immunised in accordance with their age and in line with current National immunisation schedule.. The children attending Kath Foley Centre have the right to an environment free of preventable diseases. It is the responsibility/requirement of the parent to advise Director of immunisation update and to provide evidence when requested.

INCLUSIVE PRACTICE

Kath Foley Centre will include all children regardless of income, gender, culture, race, religious beliefs and irrespective of any physical, social, emotional or cognitive disability and in line with the Children's Services regulation. It is the responsibility of the committee of management and staff to provide a program that fosters inclusive practices focusing on children and families.

INTERACTION / RELATIONSHIPS WITH CHILDREN

We believe children benefit from positive peer relationships; Developing responsive, warm, trusting and respectful relationships with children promotes their wellbeing, self esteem and sense of security. Having supportive relationships with educators enables children to develop confidence, work through differences, learn new things, take calculated risks and important to future development. Interactions with children convey to children that they are valued, competent and capable individuals. Taking a positive approach to guiding children's behaviour is ultimately aimed at empowering children. Educators develop guidance strategies that

demonstrate respect and understanding of individual children when they strive to recognise and understand why each child may behave in a certain way or in a particular circumstance or at a specific time of the day

LATE COLLECTION OF CHILDREN

To ensure that the service operates within regulations, all children must be collected at designated times.

MAINTENANCE OF BUILDING, GROUNDS AND EQUIPMENT POLICY

The building, all equipment and furnishings are to be maintained so that they are safe, clean and in good repair. Kath Foley Centre shall maintain all equipment, surfaces and vegetation in the indoor/outdoor grounds to prevent/minimise any risks. Routine building and ground maintenance checks will be performed with prompt attention to any problems noticed. Kath Foley Centre has a responsibility to protect the health and safety of each individual at all times; children, families, staff, any person who enters this Centre's premises or uses the equipment. It is a responsibility also to promote safety in all areas including awareness of national O.H. & S. standards.

NAPPY CHANGE

The service accepts enrolments of children who have not yet been toilet trained. Toileting occurs at any time of the day and is specific to individual needs. Educators will communicate with parents to develop consistency with their child's toileting habits. Educators must be aware of and consider any special requirements related to culture, religion or privacy needs. Children who are in nappies will have this detail recorded. This is located near the nappy change bench in both the nursery and 2-3 room bathroom for parents to check.

NUTRITION POLICY

At Kath Foley we do not provide meals and snacks. The Centre requests families to provide meals for their own child that are nutritious. We believe that children need nutritious, appetising food, a relaxed and comfortable environment and plenty of time to eat. Social interaction is an important part of meal times. Staff will encourage children to develop an awareness of multicultural foods, healthy foods and eating habits.

A cake that is not chocolate, has no cream, and that has been purchased from a retail outlet may be provided to celebrate a birthday or special event.

Parents are asked not to include chips, chocolate, cordial, soft drinks, rollups or lollies (or items that look like lollies) in lunch boxes. Nuts or any item with nuts listed as an ingredient are also excluded. Any of the previous items will be sent home.

O.H. & S. – OCCUPATIONAL HEALTH & SAFETY

Kath Foley Centre is committed to ensuring the highest level of health, safety and welfare in accordance with relevance legislation and safety standards.

PAYMENT

Kath Foley Centre aims to provide an appropriate fee structure. Fees generated directly affect the service viability. Fees to be paid in advance and payment by cheque or internet is preferred. A late fee will be charged for any child left at the Centre after 6.00pm. and for parents who do not meet the work/study criteria for childcare benefit who are left after 4.00pm. Failure to pay fees by the due date will incur a \$25.00 fee. When cancelling a booking two weeks notice is required

POTENTIALLY DANGEROUS PRODUCTS

Management and staff are responsible for ensuring that any dangerous products, plants, or equipment are inaccessible to children, including cleaning products, pest control treatments and devices, medications, sharp utensils, soiled nappies, clothing or linen, spiders or vermin, power points, power boards or electrical appliances, any item that may be potentially dangerous or hazardous to children.

PHOTOGRAPHY POLICY

To ensure the privacy of children and families is respected when any individual who is not staff member or educator is taking photographs within the service

POLICY AND PROCEDURES

As a part of our commitment to the National Quality Framework (NQF), our service reviews our policies and procedures regularly, to ensure excellence and compliance. Our review processes also provides an important opportunity for families to offer their valuable input into the practices at the service and how best to meet the needs of each child being educated and cared for.

PRIVACY POLICY

We believe privacy is important. We will only collect the information we need, and for which we have purpose that is legitimate and related to one of our functions or obligations. The type of information we collect includes (but is not limited) personal information and health information regarding:

- children and parents/guardian before and during the child's attendance at the Centre
- job applicants, staff members, students and volunteers

- contact details of other parties with whom the Centre deals

QUALIFIED STAFF

This policy will provide guidelines for the employment of qualified staff, which meets the requirements of the Children's Services Regulation 2009 and the Department of Education and Early childhood Development (DEECD)

RECRUITMENT & SELECTION

This policy is adopted to ensure this service is staffed at all times in accordance with the Children's Services Act 1996 and Children's Services Regulation 1998. Also to ensure this service is staffed at in accordance with licensing requirements. To pursue current best practice in staff management.

RECORD KEEPING FOR EARLY CHILDHOOD SERVICE

All record keeping within the Centre is in line with our regulatory requirements. To ensure all necessary documents are kept for the appropriate length of time.

REST TIME

All Children in a Long Day Care situation require some quiet time in their day, a rest from the stimulation of social interactions, educational programmes and play. Rest time is thus, an important part of the day, a time to relax and unwind in a quiet peaceful environment. We will ensure all children receive the rest time appropriate to their needs and that rest time is a positive experience for children, which reflects individual, group and cultural needs.

SICK CHILD / INFECTIOUS DISEASE POLICY

The children and staff of the Centre are entitled to a healthy, disease free environment. We recognise that children in long day care settings are particularly at risk of developing communicable diseases because of close contact with other children, lack of exposure to common infections, lack of control over bodily secretions and mouthing behaviour. Prompt collection of a child from the centre ensures that the sick or injured child is able to get medical attention and necessary rest which cannot be adequately provided at the centre. In order to ensure and promote this positive environment this policy has been formulated in regard to sick children. Immunisation is a simple, safe and effective way of protecting individuals against harmful diseases before they come into contact with them in the community. Immunisation not only protects individuals, but also others in the community, by reducing the spread of disease.

SOCIAL MEDIA POLICY

To promote acceptable engagement of social media, a framework for online behaviour and electronic usage, including all forms of online publication and commentary, for example, email

and face book. Electronic facilities to be used responsibly and productively within the Centre's environment and to create awareness and obligations for personal usage for employees, committee of management, families, students and volunteers of Kath Foley Children's Centre and Kindergarten.

SPECIFIC HEALTH CARE NEEDS

The Kath Foley Children's Centre is committed to providing, as far as practicable a safe and healthy environment in which children with a specific health care need, allergy or other relevant medical condition can participate equally in all aspects of the children's program and experiences. Staff will respond and initiate appropriate treatment. For example Diabetes, Asthma, a child at risk of anaphylaxis

STAFF MEETINGS

Staff meetings are a valuable opportunity for staff to come together to receive and share information and to strengthen team bonds. It is important that staff view meetings as a positive part of work routine rather than an added chore.

STUDENTS

Kath Foley Children's Centre & kindergarten recognises the value of having students in our service. To ensure the quality of the service remains at optimum standards, students will be placed in this service at a time suitable to Kath Foley.

SUNCARE/CLOTHING

Kath Foley Centre promotes sun safety awareness among staff, children and parents. This policy is to ensure that all children, while attending Kath Foley Centre are protected from skin damage caused by harmful ultraviolet rays of the sun. It is implemented throughout the year to ensure safety and comfort in all weather. Families are requested to provide an appropriate hat, if it becomes a concern to staff that children are not bringing in or being provide an appropriate hat, the centre will provide one at the cost to the parents.

UNIVERSAL BODY SUBSTANCE PRECAUTIONS INCLUDING BLOOD SPILLAGE

All staff must be careful to avoid exposure of their skin or mucous membranes to blood, secretions and moist body substances from any child. Certain procedures must be followed, and all staff should be aware of these practices and make sure that they are being followed.

WATER SAFETY POLICY

We recognise the sensory benefits gained by children engaged in safe water play activities. The safety and supervision of children is paramount when in or around water. This relates to water play, excursions near water, hot water, drinking water and hygiene practices with water in the centre environment. We will minimise hazards that may occur around water. Children will be supervised at all times during water play experiences. Further, we recognise that water has the capacity to be a heavy material and as such require staff to follow appropriate OH&S guidelines, relating to back care and safety of equipment when moving or securing vessel containing water.

WAITING LISTS

Children's names are placed on the waiting list in order of access if a position is not available.