



**CORANGAMITE
SHIRE**

Organisational Policy Manual

Mobile Child Care

Corangamite Shire

December 2017

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Andrew Mason
Chief Executive Officer
Corangamite Shire

Date 8/12/2017

Organisational Policy



CORANGAMITE
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Mobile Child Care – Accident, Injury, Trauma, Illness, Infectious Disease

Introduction

The Corangamite Shire Mobile Child Care Service is committed to providing responsive and appropriate First Aid in the event of accident, injury, trauma, illness or infectious disease while meeting legislative and regulatory obligations.

Purpose

To ensure maximum personal safety and assistance in the event of a child becoming ill, having an accident or experiencing trauma. Every attempt must be made to ensure sound first aid management of the incident to ensure necessary procedures and practices are applied while meeting legislative and regulatory obligations.

Scope

This policy applies to all participants of the service, families, children, educators, licensee and other relevant members of community, such as volunteers and visitors.

References

- Victorian Children's Services Act 1996
- Victorian Children's Services Regulations 2009
- Public Health and Wellbeing Act 2008
- Health (Infectious diseases) Regulations 2001
- Health Records Act 2001
- Occupational Health and Safety Act 2004

Policy Detail

This service is committed to:

- As far as practicable, providing a safe and healthy environment for all children, educators, and any other persons participating in the program.
- Responding to the needs of the child if the child is injured, becomes ill, or is traumatised whilst attending the centre.
- Ensuring safe and appropriate first aid in accordance with legislative requirements.
- Informing parents of the outbreak of any infectious disease/illness or child incident in accordance with legislative requirements.
- Current immunisation should be maintained
- Children who are not immunised will be excluded if there is an outbreak of any disease which the child has not been immunised against.
- A child may need to be removed from the service if it is in his or her best interests. In some cases this may also require the temporary exclusion of contact children due to an infectious disease.
- Parents need to ensure that educators are aware of any specific medical needs or conditions of their child. An ambulance may be called to attend to any person following first aid procedures. All costs associated with this will be the responsibility of the relevant party.

- Matters relating to an event of a child becoming ill, having an accident or experiencing trauma are recorded following legislative requirements.
- Regulatory authorities are notified of any notifiable incident by the service coordinator within the required time frame.

Reference to linked Procedure or Guidelines

- Corangamite Shire Procedures Mobile Child Care – Dealing with Accident, Injury, Trauma, Illness, Infectious Disease
- Corangamite Shire Procedures Mobile Child Care - Dealing with Medication and Medical Conditions

Human Rights Compliance

It is considered that this policy does not impact negatively on any rights identified in the *Charter of Human Rights and Responsibilities Act (2006)*.

Review Date

This Policy will be reviewed in 2020, unless earlier as required by changes to Federal or State government legislation or changes to the circumstances governing Mobile Child Care in Corangamite Shire.

Organisational Policy



CORANGAMITE
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Mobile Child Care – Anaphylaxis Management

Introduction

The Corangamite Shire Mobile Child Care Service is committed to recognising the importance of staff training that includes preventative measures to minimize the risk of an anaphylactic reaction, recognition of the signs and symptoms of anaphylaxis and first aid treatment, including administration of an adrenaline auto-injection device.

Purpose

To minimise the risk of an anaphylactic reaction occurring and/or managing an anaphylactic reaction.

Scope

This Policy applies to children diagnosed as being at risk of anaphylaxis enrolled in the service, their parents/guardians, educators and licensee. It also applies to families of other children attending the service, and other relevant members of the community, such as volunteers and visitors.

References

- Victorian Children's Services Act 1996
- Victorian Children's Services Regulations 2009
- Health Act 2001
- Health Records Act 2001
- Occupational Health and Safety Act 2004
- Australian Society on Immunology and Allergy ASCIA

Policy Detail

- The service is committed to:
 - providing, as far as practicable, an inclusive, safe and healthy environment in which children at risk of anaphylaxis can participate in all aspects of the program and experiences.
 - raising awareness about allergies and anaphylaxis amongst the service community and children in attendance.
 - actively involving the parents/guardians of each child at risk of anaphylaxis in assessing risks, developing risk minimisation strategies and management strategies for their child.
 - ensuring each educator has completed an approved Anaphylaxis Management training
- No child who has been diagnosed as having anaphylaxis is permitted to attend the service without a prescribed adrenaline auto-injection device.
- Young children may not be able to express the symptoms of anaphylaxis

- Parents/guardians of children at risk of anaphylaxis must provide an Anaphylaxis Action Plan signed by the child's Doctor and a complete adrenaline auto-injection device kit while their child is present at the venue.
- A copy of the child's anaphylaxis action plan must be available to all educators
- All educators including relief educators must be trained in anaphylaxis management and the Licensee/Coordinator/Primary Nominee shall ensure that they are aware of their responsibility for the administration of an adrenaline auto-injection
- A Communication plan is developed in consultation with the relevant families and notification of restriction of specific allergens will be provided to families by the Service if required.
- Staff and parents/guardians need to be made aware that it is not possible to achieve a completely allergen-free environment in any Service that is open to the general community.

Reference to linked Procedure or Guidelines

- Mobile Child Care Anaphylaxis Management Procedure
- Mobile Child Care Medication and Medical Condition Procedure

Human Rights Compliance

It is considered that this policy does not impact negatively on any rights identified in the *Charter of Human Rights and Responsibilities Act (2006)*

Review Date

This policy will be reviewed in 2020, unless earlier as required by changes to Federal or State government legislation or regulations or changes to the circumstances governing Mobile Child Care Corangamite Shire.

Organisational Policy



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Mobile Child Care – Child Protection

Introduction

The Corangamite Shire Mobile Child is committed to ensuring the Service maintains the focus on advocating for children who may not otherwise have voice and that all staff educators and families have an understanding of our obligations to provide for the safety of children, and implement process and practices designed to support this requirement.

Purpose

To ensure educators are aware of the need to protect children from harm and their obligations under the *Children, Youth and Families Act (2005)* and the *Child Wellbeing and Safety Act (2005)*

Scope

This policy applies to all participants of the service, families, children, educators, licensee, and other relevant members of community, such as volunteers and visitors.

Definitions

Duty of care is defined as a legal obligation to take reasonable steps to prevent injuries that are reasonably foreseeable.

Every staff member has a duty to children in their care to take reasonable steps to prevent injuries to them that are reasonably foreseeable. This duty requires you to take positive action.

References

- Children Youth and Families Act 2007
- Child Wellbeing and Safety Act 2007
- Victorian Children's Services Regulations 2009
- Victorian Children's Services Act 1996
- Department of Human Service's Mandatory Reporting Legislation
- Charter of Human Rights and Responsibilities 2007

Policy Detail

A duty of care exists at all times a child is in enrolled with the service.

- Educators will not release a child into the care of a person if they believe that doing so would place the child at risk of harm, even if the person in question has lawful authority to collect the child.
- Educators who form a reasonable belief that a child has been harmed or is at risk of harm, have an obligation to take action to protect the safety and wellbeing of that child.

Reference to linked Procedure or Guidelines

- Mobile Child Care Child Protection Procedures

Human Rights Compliance

It is considered that this policy does not impact negatively on any rights identified in the *Charter of Human Rights and Responsibilities Act (2006)*.

Review Date

This Policy will be reviewed in 2020, unless earlier as required by changes to Federal or State government legislation or changes to the circumstances governing Mobile Child Care in Corangamite Shire.

Organisational Policy



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Mobile Child Care – Code Red Day Policy

Introduction

The Corangamite Shire Mobile Child Service is impacted by Code Red Days

Purpose

To provide clear and consistent information for service delivery on declared Code Red days.

Scope

This policy applies to all participants of the service, families, children, educators, licensee, and other relevant members of community, such as volunteers and visitors.

Definition

Victoria has adopted the national Fire Danger Ratings to recognise the increase in bushfire conditions and level of danger to the community and potential loss of life. The Fire Danger Rating meter (below) has been developed to assist the community to predict the behaviour of a fire under certain conditions. If a day is declared "Code Red", it means that a fire will be uncontrollable, unpredictable and fast moving. There is a very high likelihood that people in the path of the fire will die or be injured, and homes and businesses will be destroyed.



References

- Corangamite Shire Code Red Day Policy
- Victorian Children's Services Regulations 2009
 - 75: Removal of child in emergency
- Victorian Children's Services Act 1996
 - 26(1)(2): Protection of children from hazards
- DEECD www.education.vic.gov.au
- CFA www.cfa.vic.gov.au
- Victorian Occupational Health and Safety Act 2004 Legislation Section 21

Policy Detail

- The Mobile Child Care Service operates within the South West Fire District
- Mobile Child Care will not be provided on declared Code Red days. Refer to the Corangamite Shire Code Red Day Policy.
- The Mobile Child Care Coordinator will ensure that all parents are contacted to inform them of any closures.

- Fees will not be charged for days when services are closed.

Human Rights Compliance

It is considered that this policy does not impact negatively on any rights identified in the *Charter of Human Rights and Responsibilities Act (2006)*

Review Date

This policy will be reviewed in 2020, unless earlier as required by changes to Federal or State government legislation or regulations or changes to the circumstances governing Mobile Child Care in Corangamite Shire.

Organisational Policy



CORANGAMITE
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Mobile Child Care – Dealing with Complaints

Purpose

To ensure that complaints are investigated fairly, in a timely manner, and that outcomes are communicated to all involved.

Scope

This policy applies to all participants of the service, families, children, educators, licensee, and other relevant members of community, such as volunteers and visitors.

Definitions:

- **Informal Complaint:** Any complaint not received in writing.
- **Formal Complaint:** Any complaint received in writing.

References

- Victorian Children's Services Regulations 2009
- Victorian Children's Services Act 1996

Policy Detail

- Parents/guardians will be made aware of the procedure for lodging a complaint and the person(s) they need to contact. Educators will also be aware of this process, and the role they play.
- Contact information must be displayed in accordance with the Victorian Children's Services Regulations 2009.
- Complaints and action taken should be documented appropriately.

Agencies should be notified as appropriate or legislated. Serious incidents must be notified to the Department of Education and Training Quality Assessment & Regulation Division.

- The nominated contact person, and any others involved in an investigation are required to follow conflict of interest protocol.
- The confidentiality and privacy of any complaint should be respected by all parties.
- Complaints should initially be directed to and addressed by the Mobile Child Care Coordinator.
- If the issue remains unresolved the complainant may request review by the Manager Community Services.
- Any person has the right to direct their complaint to the Department of Education and Training Quality Assessment & Regulation Division. **Informal**

Complaints: will be investigated, outcome documented and parties notified personally or by phone or email.

Formal Complaints: Must be written, will be investigated, documented and all parties notified of the outcome in writing.

Reference to linked Procedure or Guidelines

- Mobile Child Care Dealing with Complaints Procedure
- Corangamite shire Customer Service Charter

Human Rights Compliance

It is considered that this policy does not impact negatively on any rights identified in the *Charter of Human Rights and Responsibilities Act (2006)*.

Review Date

This Policy will be reviewed in 2020, unless earlier as required by changes to Federal or State government legislation or regulations or changes to the circumstances governing Mobile Child Care.

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Mobile Child Care – Dealing with Medication and Medical Conditions

Introduction

The Corangamite Mobile Child Care service is committed to:

- providing appropriate attention to children with medical requirements who have enrolled with the service
- responding to the needs of children who have not been diagnosed with a medical requirement and who have an episode whilst in care
- providing a safe and healthy environment so all children can fully participate
- providing an equitable environment in which all children with a medical requirement can fully participate.

Purpose

To ensure the effective management of medical requirements, medication and the administration of medication.

Scope

This policy applies to all participants of the service, families, children, educators, licensee, and other relevant members of community, such as volunteers and visitors.

The policy covers general medical requirement as well as specific chronic conditions such as asthma, epilepsy and diabetes.

References

- Victorian Children's Services Act 1996
- Victorian Children's Services Regulations 2009
- Health Act 1958
- Public Health and Wellbeing Act 2008
- Health Records Act 2001
- Occupational Health and Safety Act 2004

Policy Detail

- Parents are required to inform educators of any medication their child may require whilst at the session.
- Parents are required to provide any medication their child may require. This medication must be in its original, labelled container, with dosage required with the child's name on it. It must be current and not past its expiry date.
- Educators are required to document all medication administered and ensure parents sign all entries.
- Follow Medication and Medical Conditions Procedure - Medication storage and admiration.
 - In an emergency, oral authorisation from the parent is acceptable, but must be followed up with written authorisation within 7 days. Written documentation of

when this verbal authorisation is given should be taken, together with any verbal agreement given to provide a written one. The child's symptoms should be documented. If the parent does not provide the written documentation, records need to be kept of the efforts taken to seek this authorisation.

Reference to linked Procedure or Guidelines

- Corangamite Shire Procedures Mobile Child Care - Medication and Medical Conditions

Human Rights Compliance

It is considered that this policy does not impact negatively on any rights identified in the *Charter of Human Rights and Responsibilities Act (2006)*.

Review Date

This Policy will be reviewed in 2020, unless earlier as required by changes to Federal or State government legislation or changes to the circumstances governing Mobile Child Care in Corangamite Shire.

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Mobile Child Care – Delivery and Collection of Children

Purpose

To ensure that the delivery and collection of children to and from the Mobile Child Care service complies with Victorian Children’s Services Regulations 2009.

To ensure staff are provided with accurate and current lawful authority information for each child. Court orders provide staff with accurate information which ensures children are safe, secure and not exposed to risk when in the care of a Children’s Service.

Scope

This policy applies to all participants of the service, families, children, educators, licensee, and other relevant members of community, such as volunteers and visitors.

Definitions

Lawful Authority

Parents

- All parents have powers and responsibilities in relation to their children that can only be changed by a court order. The Children’s Services Regulations 2009 refer to these powers and responsibilities as “lawful authority”. It is not affected by a relationship between the parents, such as whether or not they live together or are married. A court order, such as under the Family Law Act, may take away the authority of a parent to do something, or may give it to another person.

Guardians

- A guardian of a child also has lawful authority. A legal guardian is given lawful authority by a court order. The definition of “guardian” under the Children’s Service Act 1996 also covers situations where a child does not live with his or her parents and there are no court orders. In these cases, the guardian is the person the child lives with who has day-to-day care and control of the child.

Reference

- Victorian Children’s Services Regulations 2009:
 - 31: “Enrolment Record- general”
 - 33: Authorisation to be kept in child enrolment record
 - 35: Confidentiality of child enrolment records
 - 71: “Access to premises”
 - 72: “Collection of children”
 - 73: “Authorisation for removal of child by staff member”

Policy Detail

- The person who brings the child is required to complete the attendance record
- When a child leaves the service, he/she must only be given into the care of:
 - a parent or guardian (unless a court order states otherwise)
 - a person who has lawful authority to collect the child from the service

- a person who is authorised by the parent, guardian
- A child should not be given into the care of a person if the licensee, primary nominee, nominee or staff member has reasonable grounds to believe that doing this would place the child in danger, even if the person in question has lawful authority to collect the child. This may be due to a parent being too ill or affected by drugs or alcohol to safely care for the child, or a young person who is authorised to collect the child seeming not sufficiently mature to safely care for the child.

Written Authorisation.

- The written authorisation must be given by someone who is identified in the child's enrolment record as a person with lawful authority to provide authorisation. This written authority is not required in a medical emergency.
- If a child is not collected immediately at the end of a session, or the Early Childhood Educator does not have the appropriate authorisation to allow a child to go with the person wishing to collect them the individual the Delivery and Collection Procedure and the Refusal and Acceptance of Authorisations Policy will be implemented:

Court Orders

Under Regulation 31 (e) of the Victorian Children's Services Regulations 2009, the proprietor must ensure that any court orders are provided and adhered to according to Delivery and Collection of Children Procedures.

All parents have lawful authority in relation to their children, unless otherwise determined by a court order.

- Senior staff must ensure all educators caring for a child who has a court order are aware of the court order and its requirements.
- Educators must ensure that all requirements of the court order are followed.
- Educators need to ensure that information relating to the court order is current.
- Educators must ensure confidentiality is maintained at all times.
- The service must be informed if these orders change the power of a parent/guardian to:
 - authorise the taking of the child outside the service by a staff member of the service
 - consent to the medical treatment of the child
 - request or permit the administration of medication to the child
 - collect the child and/or
 - give the powers to someone else, then these changes must be provided on the child's enrolment record.

References to linked Procedure or Guidelines

- Refusal and Acceptance of Authorisations Policy
- Mobile Child Care Delivery and Collection of Children Procedure

Human Rights Compliance

It is considered that this policy does not impact negatively on any rights identified in the *Charter of Human Rights and Responsibilities Act (2006)*.

Review Date

This Policy will be reviewed in 2020, unless earlier as required by changes to Federal or State government legislation or regulations or changes to the circumstances governing Mobile Child Care in Corangamite Shire.

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Mobile Child Care – Emergency Management

Introduction

Corangamite Mobile Child Care Service is committed to act in accordance with our Emergency Management Plan to ensure that all parties are safe during times of emergency

Purpose

To ensure all Mobile Child Care staff are contactable, prepared for and confident in the management of emergencies and evacuations should the need arise.

To ensure that the health and wellbeing of children is maintained at all times.

Scope

This policy applies to all participants of the service, families, children, educators, licensee, and other relevant members of community, such as volunteers and visitors.

References

- Mobile Child Care Code Red Day Policy
- Victorian Children's Services Regulations 2009
 - Part 6 Division 2 Safety
 - 76: Emergency Procedures

Policy Detail

- All Corangamite Shire Mobile Child Care Services will maintain an Emergency Management Plan specific to each venue and in accordance with the format provided by the Department of Education and Training.
- Educators will practise the Emergency Management Plan at least once each term, and/or in accordance with the Training Schedule located in the Emergency Management Plan. All training and practice will be documented in the Emergency Management Plan.
- Any requirements for alteration and amendment of the Emergency Management Plan must also be documented in the Plan.
- All mobile child care educators are required to fully understand and comply with Emergency procedures and the Emergency Management Plan.
- Managers and supervisors have an obligation under Section 21 of the Victorian *Occupational Health and Safety Act 2004* to ensure the health, safety and welfare of all employees.

- Managers and supervisors are responsible, within the scope of their authority, for ensuring that:
 - information and resources are provided to staff to ensure Emergency Management Plans can be developed and implemented in accordance with this Policy
 - employees comply with the work requirements in this Policy.

There are some Mobile Child Care venues which do not have adequate cooling and/or ventilation for days of extreme heat. The health and wellbeing of very young children can be compromised in these situations.

- On days of declared Heatwave the Mobile Child Care Service will continue to operate and follow the recommendations in the Corangamite Shire Heatwave Plan. Staff will ensure the welfare of very young children particularly at venues that do not have air conditioning, and may need to contact parents to collect children who may be distressed.
- On days of extreme heat (temperatures over 35 degrees that have not been declared Heatwave), the service will remain open. Staff will ensure the welfare of very young children particularly at venues that do not have air conditioning, and may need to contact parents to collect children who may be distressed.

Reference to linked Procedure or Guidelines

- Emergency Management Plans for each individual mobile child care venue
- Corangamite Shire Heatwave Plan

Human Rights Compliance

It is considered that this policy does not impact negatively on any rights identified in the *Charter of Human Rights and Responsibilities Act (2006)*.

Review Date

This Policy will be reviewed in 2020, unless earlier as required by changes to Federal or State government legislation or regulations or changes to the circumstances governing Mobile Child Care in Corangamite Shire.

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Mobile Child Care – Enrolment

Introduction

The Corangamite Mobile Child Care Service is funded by the Department of Education and Training, to provide care and education to specific rural communities that have limited access to mainstream child care.

Purpose

To ensure a clear and equitable process is in place to enrol children into the service and that this meets with Commonwealth Guidelines and the Victorian Children's Services Regulations 2009.

Scope

This policy applies to educators, and all children enrolled in the service and their parents/guardians.

References

- Victorian Children's Services Regulations, 2009
- *Victorian Children's Services Act 1996*

Policy Detail

- Within its capacity The Mobile Child Care service aims to meet the child care needs of families wherever possible. The Corangamite Shire Mobile Child Care program is available to children aged between six months and six years of age who are not attending school and living in or proximate to the designated communities. If vacancies exist during school holidays, Prep grade children may attend.
- Parents are required to provide specific information which is to be recorded on the Enrolment Form. This information is detailed in the Victorian Children's Services Regulations 2009.
- The service will take enrolments from families who live in the designated communities and immediately surrounding rural areas. Enrolments can be taken from families who live outside these areas on the proviso that a vacancy is available and cannot be filled by a child from the designated area. All enrolments will be reviewed annually and parents from non-designated areas will be informed that their place may need to be relinquished should it be required by a child from a designated area.
- The Enrolment form must be completed prior to a child attending the service.

Reference to linked Procedure or Guidelines

- Mobile Child Care Enrolment Procedure

Human Rights Compliance

It is considered that this policy does not impact negatively on any rights identified in the *Charter of Human Rights and Responsibilities Act (2006)*.

Review Date

This Policy will be reviewed in 2020, unless earlier as required by changes to Federal or State government legislation or regulations or changes to the circumstances governing Mobile Child Care in Corangamite Shire.

Organisational Policy



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Mobile Child Care – Excursions and Incursions

Purpose

To ensure that all excursions are well planned in accordance with the Victorian Children Services Regulations 2009

Scope

This policy applies to all participants of the service, families, children, educators, licensee, and other relevant members of community, such as volunteers and visitors.

Policy Detail

Excursions

- Children will only be taken outside the service with the written authorisation of a parent/guardian. An excursion form will be distributed giving details of:
 - the date and time of the excursion
 - proposed destination
 - method of transport
 - emergency contacts
 - staff numbers and seeking volunteers to accompany the children if necessary.
- A Benefit Risk Assessment is to be completed and approved by the Mobile Child Care Coordinator prior to each excursion.
- Provision must be made for personal hygiene
- Access to water and nutrition
- Any changes to session times will be made clear to all parents well ahead of the day of the excursion.
- Prior to excursion the following is required to take:
 - A First Aid Kit
 - access to an operating mobile telephone
 - Details of the current authorised persons to be notified of any accident injury, trauma or illness involving the child
 - current details of the child's doctor's name and phone number
 - Any medication
 - Any medication action plans
 - Emergency Management Plan
- Parents will be notified of the adult/child ratio, which will be based on the nature of the excursion. A ratio of 1:3 will apply if using transport. If the excursion is suitable and at the Mobile Child Care Coordinator's discretion siblings will be welcome to attend, however, they must be included in the adult/child ratio.
- It may be necessary to change session times to accommodate some excursions.

- Some excursions may incur a nominal cost.

Incursions

- A Benefit Risk Assessment is to be completed and approved by the Mobile Child Care Coordinator prior to each incursion.
- At no time within the operating hours of a licensed service, can any service exceed the maximum number of children shown on their licence (their licence capacity).
- Activities where the licensed capacity of the venue may be exceeded may take place:
 - outside the operating hours of the licensed service, as per the licence, and
 - where the children are not enrolled and attending the licensed service e.g. when a younger sibling is present while a parent is at the service assisting with the program.
- If two groups are to be combined for a performance, or for a Christmas or other family function, during the hours for which the venue is licensed, it will be necessary to move the gathering to a local school, public hall, or other public venue as an excursion.
- Prior to any entertainment or activity in a public venue, emergency exits are to be identified to the group and an emergency plan be in place.

References

- Victorian Children's Services Regulations 2009
 - 70: (5)(b) Assessment notices
 - 73: (1) (2) & (3): Authorisation for removal of child by staff member
 - 74: (1) (4) Additional requirements where child removed by staff member
 - 75: Removal of child in emergency
 - 79: Water available
 - 80: Food and beverage requirements
 - 101: Toilet and washing facilities
- *Victorian Children's Services Act 1996*
 - 26(1)(2): Protection of children from hazards

Human Rights Compliance

It is considered that this policy does not impact negatively on any rights identified in the *Charter of Human Rights and Responsibilities Act (2006)*

Review Date

This policy will be reviewed in 2020, unless earlier as required by changes to Federal or State government legislation or regulations or changes to the circumstances governing Mobile Child Care Corangamite Shire.

Organisational Policy



Mobile Child Care – Governance, Management, Confidentiality of Records and Privacy

Purpose

To ensure the effective management of the Mobile Child Care service and that the principles of confidentiality and privacy are applied in all required instances.

Scope

This policy applies to all participants of the service, families, children, educators, licensee, and other relevant members of community, such as volunteers and visitors.

References

- Victorian Children’s Services Regulations 2009
 - 28: Enrolment and other documents
 - 35 (1): Confidentiality of child enrolment records
- Victorian Children’s Services Act 1996
 - 32B: Enrolment and other documents
- Privacy and Data Protection Act 2014/Health Records Act 2001
- Corangamite Shire Privacy Policy

Policy Detail

- The program will operate within:
 - DET Funding Agreement & Licencing Requirements
 - Victorian Children’s Services Regulations 2009 and Victorian Children’s Services Act 1996
 - Corangamite Shire Organisational Policies and Procedures
- The Corangamite Shire’s Mobile Child Care service is committed to protecting an individual’s right to privacy, and as such, will comply with the Privacy and Data Protection Act 2014 and the Health Records Act 2001.
- All staff records, program records, enrolment records and any other records collected, will be kept up to date, and reviewed on a regular basis. Parents will also be consulted regularly to ensure the information they have provided is current and correct.
- Staff records kept on site as required by DET is required to be kept whilst the educator is appointed at the service.
- Individual child records (enrolment forms, individual observations, planning and evaluations) will be kept for the required period outlined in the Council
- Attendance Records, Medication Records and Accident and Illness Records are to be archived for 25 years.

Human Rights Compliance

It is considered that this policy does not impact negatively on any rights identified in the *Charter of Human Rights and Responsibilities Act (2006)*

Review Date

This policy will be reviewed in 2020, unless earlier as required by changes to Federal or State government legislation or regulations or changes to the circumstances governing Mobile Child Care in Corangamite Shire.

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Mobile Child Care – Interactions with Children

Introduction

This Policy covers the areas of inclusion, equity, curriculum, decision making, supervision, health and hygiene, children's welfare, sustainable practice and relationships with others.

Purpose

To ensure all educators, staff and families understand the importance of, and are supported in, building and maintaining strong and positive relationships that nurture the children's sense of identity, belonging and security.

Scope

This policy applies to all participants of the service, families, children, educators, licensee, and other relevant members of community, such as volunteers and visitors.

Policy Background

This Policy is underpinned by the Corangamite Shire Mobile Child Care Service Philosophy that is a documented approach to valuing the wellbeing of children and families, recognising individual growth and potential, valuing children's identity within family and community, and the importance of everyday experiences and opportunities that create progressive learning.

References

- Children's Services Regulations, 2009
- Children's Services Act 1996

Policy Detail

- The Corangamite Shire Mobile Child care service acknowledges that there are legal and moral factors that support inclusion and therefore recognises children as individuals. In so doing it will provide inclusive environments and programs that promote a culture of inclusion, interaction and learning in a variety of contexts.
- Mobile Child Care sessions will encourage active participation in environments that support learning about healthy lifestyles including nutrition, physical fitness and self regulated behaviour. This will be achieved through enabling children to make informed choices and respect themselves, others and their environment.
- Requirements for children's comfort and welfare in relation to daily routines, such as rest, sleep, dressing and nappy changing/toileting will be seen as opportunities for positive interaction with children. They will enable children to build on their skills regarding self care and good personal hygiene practices.
- A duty to take reasonable care of children exists at all times while a child is in the care of the service. Educators will be responsible for providing adequate supervision so that children are protected from harm and hazards that may arise in daily experiences, play, interactions with others, and daily routines.

- The Corangamite Shire Mobile Child Care Service will play an active educative role in good environmental and waste management practices that will contribute to the protection and enhancement of the environment for future generations.
- Educator and student induction will include specific reference to and discussion of the importance of the content of the Service philosophy and the Mobile Child Care Interaction with Children Procedure.
- Professional Development will regularly focus on understanding child development and relationships.

Reference to linked Procedure or Guidelines

- Mobile Child Care Philosophy
- Mobile Child Care Interaction with Children Procedure:
 - Inclusion
 - Programming
 - Supervision
 - Sustainability
 - Health and Hygiene

Human Rights Compliance

It is considered that this policy does not impact negatively on any rights identified in the *Charter of Human Rights and Responsibilities Act (2006)*.

Review Date

This policy will be reviewed in 2020, unless earlier as required by changes to federal or state government legislation or regulations or changes to the circumstances governing Mobile Child Care in Corangamite Shire.

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**CORANGAMITE
SHIRE**

Mobile Child Care – Nutrition

See Children’s Services Nutrition and Oral Health Policy

Organisational Policy



CORANGAMITE
SHIRE

Mobile Child Care – Payment of Fees

Purpose

To ensure families and specialist children's services have a clear understanding of Shire processes and expectations of prompt and accurate calculation and payment of fees.

Scope

This policy applies to all participants of the service, families, children, educators, and licensee.

Policy Detail

- Fees are payable monthly as invoiced by Corangamite Shire and are based on child attendance/cancellation notification per five hour session.
- Fee reduction is available for eligible families. An individual is eligible for a reduction if they are the holder of any of the following concession cards:
 - Health Care Card
 - Pensioner Concession Card
 - Temporary Protection/Humanitarian Visas, 447, 451, 786 and 785
 - Department of Veteran Affairs' Gold Card
- Fees are set for each five hour session and reviewed annually. Fees will be charged in accordance with the Mobile Child Care Payment of Fees Procedure.
- Parents who may be referred from an external agency are still required to pay their fees for each session. Reimbursed may be sort from the relevant agency if this is applicable.
- Fees will be charged unless the required notification is received by the service.
- Mobile Child Care services can be suspended if accounts are not paid by the due date and an agreed payment plan has not been negotiated.
- If accounts remain outstanding these will be referred to the Council's debt collection agency. Any costs associated with the collection will be added to the outstanding balance.

Reference to linked Procedure or Guidelines

- Mobile Child Care Payment of Fees Procedure

Human Rights Compliance

It is considered that this policy does not impact negatively on any rights identified in the *Charter of Human Rights and Responsibilities Act (2006)*.

Review Date

This Policy will be reviewed in 2020, unless earlier as required by changes to Federal or State government legislation or regulations or changes to the circumstances governing Mobile Child Care in Corangamite Shire.

Organisational Policy



CORANGAMITE
SHIRE

Mobile Child Care – Refusal and Acceptance of Authorisations

Introduction

The Corangamite Shire Mobile Child Care Service recognises that care arrangements for children in contemporary Australia can vary significantly from family to family. It is imperative that educators are informed and remain up to date about legal access to a child and information about the child.

Purpose

To ensure the acceptance and refusal of family authorisations complies with regulations and is clearly understood by educators and families to ensure the safety of children.

Scope

This policy applies to all participants of the service, families, children, educators, and licensee.

Definitions

Authorisation: An authorisation is the provision of written authority or official instruction. This can relate to access to information, delivery and collection of children, authorisation for removal from the premises and the authorisation of medication. Authorisation must state all information required under the Victorian Children's Services Regulations 2009.

Authorised person: People who are authorised include: the parent of the child, an authorised nominee named in the child's enrolment record or a person authorised by the child's parent or the authorised nominee named in the child's enrolment record.

References

- Victorian Children's Services Regulations, 2009
 - 31(e): Child enrolment records
 - 33: Authorisation to be kept in child enrolment record
 - 35: Confidentiality of child enrolment records
 - 71: Access to the premises
 - 72: Collection of child
 - 73: Authorisation for the removal of a child by a staff member

Policy Detail

- In relation to the authorisation of medication, please see the Dealing with Medication and Medical Conditions Policy.
- Parents are asked to complete an enrolment form which details each person who is authorised to collect a child/ren, including the person's full name, residential address, telephone number and relationship to the child.
- Court orders may prevent a parent or other persons from collecting or having access to a child. Parents and guardians are responsible for providing copies of these documents and keeping staff up to date with any reviews of the situation. Refer to the Delivery and Collection of Children Policy.

Authorisations can be accepted when:

- staff act within the parameters of the Children's Services Regulations 2009
- authorisation is signed by a known parent or a known authorised nominee
- phone contact is made by a known parent or authorised nominee; this must be documented by staff and then counter signed by a known parent or authorised nominee as soon as practical
- phone contact is made by an unknown parent or authorised nominee, and staff act reasonably to confirm the caller's identity before accepting the authorisation
- unknown parents or authorised nominees provide confirmation of their identity. It is best practice to use photo ID to authenticate a person's identity. In instances where this cannot be done, educators must act reasonably, asking for other forms of verification.

In all cases, actions of educators must be documented.

Authorisation of minors

Educators must take into account parent's wishes and the responsibility of the minor and undertake and document a risk assessment before deciding to accept authorisations for persons under eighteen years of age wishing to collect a child. **Authorisations must be refused when:**

- Educators are reasonably concerned that by accepting an authorisation the safety of the child is compromised or at risk of harm.

This includes when

- an authorised person is obviously under the influence of illicit drugs or alcohol
- is assessed by educators to be physically or mentally incapable of ensuring the welfare and safety of the child
- the person is not authorised or listed as an accepted nominee in the child's enrolment record
- the person is unknown to educators and cannot authenticate their identity.

Educators have a duty of care to the child in their care to ensure their safety.

If an authorisation is refused on any grounds, educators need to contact another authorised person.

If an unauthorised person presents to collect a child, an authorised person should be immediately informed and authorisation for that person to collect the child obtained if appropriate.

Human Rights Compliance

It is considered that this policy does not impact negatively on any rights identified in the *Charter of Human Rights and Responsibilities Act (2006)*

Review Date

This policy will be reviewed in 2020, unless earlier as required by changes to Federal or State government legislation or regulations or changes to the circumstances governing Mobile Child Care in Corangamite Shire.

Organisational Policy



CORANGAMITE
SHIRE

Mobile Child Care - Staffing

Introduction

The Corangamite Shire Mobile Child Care Service is committed provision and support of high quality early childhood education and care. Educators employed within the service will have completed minimum training requirements, hold recognised qualifications, and comply with child staff ratios requirements in relation to the Victorian Children's Services Regulations 2009.

All staff are required to comply with Council Criminal History Check and Working with Children Check Assessment requirements.

Scope

This Policy applies to all mobile child care educators employed in the service.

References

- Victorian Children's Services Regulations 2009
 - 38(b): Matters to be recorded in staff record
 - 41: Information to be available at children's service
 - 50: Minimum staff requirements
 - 55(3): Child/staff ratios-limited hour's services
 - 57: Qualified staff members
 - 60: Minimum training
 - 62: Secretary may declare qualifications or training
 - 63: Staff members to have first aid and anaphylaxis management training
 - 65: Adrenaline auto-injection device and CPR training
 - 70: Assessment notice
 - 118: Transitional provision with respect to minimum training
 - 122: Transitional provision for first aid training
 - Corangamite Shire Police Check and Working with Children Check Policy
- *Victorian Children's Services Act 1996*
 - 22: Secretary to consider whether persons are fit and proper persons
 - 24: Secretary may require certain testing
 - 25: Matters to be taken into account
 - 25A: Determination of fit and proper person
 - 27: Inadequate supervision of children
- Council Code of Conduct

Policy Detail

- The Corangamite Shire will ensure that it employs qualified educators in the positions of Mobile Child Care Coordinator and Early Childhood Educator and that these qualifications meet the requirements of the Victorian Children's Services Regulations 2009, as approved by the Secretary Department of Education and Early Childhood Development. Any assessment of equivalence is to be done by the Australian Early Childhood Association.

- Persons appointed to the position of Mobile Child Care Educator are required to hold a Certificate III in Children's Services as a minimum or hold a qualification that the Secretary is satisfied is substantially equivalent or superior to the qualification.
- Persons appointed to the position Mobile Child Care Educator - Qualified and In-Charge are required to hold a Diploma of Children's Services or equivalent that the Secretary is satisfied is equivalent or superior to the qualification.
- The proprietor of a children's service must ensure each educator employed, engaged, appointed or approved by the service has completed First Aid and Anaphylaxis Management training approved by the Secretary, and that this is completed at least every 3 years.
- The proprietor of a children's service must ensure each educator employed, engaged, appointed or approved by the service has completed Adrenaline Auto-Injection Device and CPR training and has undertaken training at least every 12 months.
- Any relief educators employed must meet these same criteria.
- At least two staff members are to be on duty whenever children are being cared for by the service.
- All staff employed must hold a current Working with Children Check Assessment and may also hold a current Police Record Check which shows no criminal history/child related offences.
- The Licensee Representative will consider the results of the Working with Children Assessment Notice and Criminal History Check and/or Victorian Registration of Teaching registration (if applicable) prior to the appointment of all staff.
 - If there is an offence relating to children on the check, the person cannot be employed by the service.
 - If there are findings of guilt/convictions and/or outstanding charges, consideration is to be given to the nature and relevance of the offences; the length of time since they were committed; the age of the applicant at the time of the offence and the applicant's general character since the offence was committed. Every applicant must be given the opportunity to discuss their Criminal History Check and Working with Children Assessment Notice with the Licensee.
- A record of the consideration of every Criminal History Check, Working with Children Assessment Notice or VIT registration for all educators will be kept and maintained by Council Human Resources department and the Mobile Child Care Coordinator. A copy of the record will be kept at each licensed venue.
- Criminal History Check and/or Working with Children Assessment Notice and/or Victorian Registration details will be listed on the Staff Record of each educator. These are:
 - the date the Criminal History Check was considered, the place of issue, the date of issue and the Criminal History Check reference number
 - the date the Working with Children Assessment Notice was considered, the assessment reference number, the date of assessment, the date of its expiry and the date of current verification
 - the date the VIT record was considered and the date the currency was verified.

- Educators are required to carry their Working with Children Check card with them while working at the service.
- The licensee, their nominated representatives and primary nominees, nominated to control or manage a children's service must be assessed by the DET Quality Assessment and Regulation Division to determine whether they are a 'fit and proper person' to manage or exercise control of a children's service.
 - The 'fit and proper' assessment is current for a maximum period of five years.
 - Nominees who hold approved qualifications may be required to be in control of a children's service and may also be assessed as a 'fit and proper person' and would then be deemed as 'approved nominees'.
- Each educator at a children's service must have an on-site staff record. The staff record must include the following:
 - name, address and date of birth
 - a copy of any relevant qualifications or certificates of completed training
 - the date on which the staff member undertook and completed training in the administration of an auto adrenaline injection device and cardiopulmonary resuscitation
 - the date on which the staff member undertook and completed training in first aid and anaphylaxis management
 - the date in which the current assessment notice was read by the licensee or primary nominee and the expiry date of the notice, or the date the Victorian Institute of Teaching register was checked.
- The employment of educators must cover the following child/staff ratios for Limited Hours type 2 services:
 - If the children are aged under three years:
 - 1 staff member for every five children or fraction of that numbers; and
 - 1 qualified staff member for every 15 children or fraction of that number
 - If the children are aged three years or more:
 - 1 staff member for every 15 children or fraction of that number
 - 1 qualified staff member for every 30 children or fraction of that that number.
- Relief educators who hold the required qualifications are to be employed when either the Mobile Child Care Coordinator or Early Childhood Educators are unavailable to carry out their normal duties.
- If such a person is unavailable, a Kindergarten or Primary trained reliever may be employed. A Primary trained reliever may be employed in an emergency situation only, and this cannot exceed a period of five consecutive sessions.
An emergency situation is defined as an unplanned, sudden or unexpected inability to obtain staff.
- If relief staff are unable to be arranged, the Manager Community Services needs to be informed.

- If the service provider cannot find appropriately qualified/trained relief educators, a session or a relevant number of places may need to be cancelled by the Community Services Manager, all relevant families and the venue committee of management must be informed. The service Coordinator or Mobile Child Care Team Leader can make this decision.
- In the event of a staff member having to leave the premises due to an emergency, the Licensee should be informed and a relief educator contacted to take the place of the qualified staff member.
- Educators employed in the provision and support of high quality early childhood education and care will comply with Council Code of Conduct, the Service Philosophy, Early Childhood Australia Code of Ethics and the Charter of Human Rights Act 2009.

Reference to linked Procedure or Guidelines

- Mobile Child Care Staffing Procedure

Human Rights Compliance

It is considered that this policy does not impact negatively on any rights identified in the *Charter of Human Rights and Responsibilities Act (2006)*.

Review Date

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Organisational Policy



**CORANGAMITE
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Mobile Child Care – Sun protection

See Children’s Services Sun Protection Policy