



**CORANGAMITE
SHIRE**

Family and Children Services Policy Manual

**Corangamite Shire
2019**

Mandatory Policies Reg. 168

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Organisational Policy



Introduction

Corangamite Shire is committed to supporting the health, resilience and wellbeing of families and children across the municipality. Council provides a range of services encompassing Maternal and Child Health, Family Day Care, Kindergartens in seven townships and Mobile Childcare in all corners of our municipality.

The Corangamite Shire Council Plan 2017-2021 and Municipal Public Health and Wellbeing Plan 2017-2021, orientates services and supports to achieve a strong, connected and thriving community. These services are underpinned by organisational and practice values of respect, integrity, innovation, collaboration and leadership; and delivery of services that are accessible for all abilities, culturally secure, agile and relevant to our families.

To that end, the Community Services Department shares key principals that underpin its approach to community. Equity of access, continuous client centred improvements in all we do, cultural security and fair and ethical decision making that delivers value for our ratepayers. Our staff and contractors are expected to uphold the highest of ethics and care in all aspects of service to community. The following policy framework provides practice guidance in our family and children's services portfolio and are mandatory in application.

General Definitions

Act

Where 'Act' is referred to it is taken to be Education and Care Services National Law Act 2010.

Adequate supervision

Entails all children (individuals and groups) in all areas of the service, being in sight and/or hearing of an educator at all times including during toileting, sleep, rest and transition routines. Services are required to comply with the legislative requirements for educator-to-child ratios at all times. Supervision contributes to protecting children from hazards that may emerge in play, including hazards created by the equipment used.

Adequate supervision refers to constant, active and diligent supervision of every child at the service. Adequate supervision requires that educators are always in a position to observe each child, respond to individual needs and immediately intervene if necessary. Variables affecting supervision levels include:

- number, age and abilities of children
- number and positioning of educators
- current activity of each child
- areas in which the children are engaged in an activity (visibility and accessibility)
- developmental profile of each child and of the group of children
- experience, knowledge and skill of each educator
- need for educators to move between areas (effective communication approaches).

Approved Provider

Means a person or organisation who holds a provider approval, which in relation to these policies is Corangamite Shire Council. Provider Approval number PR00001442.

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Duty of care

A common law concept that refers to the responsibilities of organisations to provide people with an adequate level of protection against harm and all reasonable foreseeable risk of injury.

National Authority

Means the Australian Children's Education and Care Quality Authority (ACECQA)

National Quality Framework (NQF)

Is the national education and care services quality framework which means—

- (a) this Law; and
- (b) the national regulations; and
- (c) the National Quality Standard; and
- (d) the prescribed rating system

National Regulations

Regulations made under the Education and Care Services National Law Act 2010

Nominated Supervisor

A person who has been nominated by the Approved Provider of the service under Part 3 of the Act and who has consented to that nomination in writing can be the Nominated Supervisor. All services must have a Nominated Supervisor(s) with responsibility for the service in accordance with the National Regulations (Section 5 and 161).

Person in Day-to-Day Charge

A person who is placed in day-to-day charge of an education and care service by an Approved Provider or a Nominated Supervisor; and who has consented to the placement in writing (Regulation 117A).

Person with Management or Control

In relation to an education and care service, means— if the provider or intended provider of the service is a body corporate, an officer of the body corporate within the meaning of the Corporations Act 2001 of the Commonwealth who is responsible for managing the delivery of the education and care service.

Regulation or Reg

Where either of these terms are referred to it is taken to be Education and Care Services National Regulations 2011.

Regulatory Authority

For the purposes of the definition of Regulatory Authority in section 5 of the Education and Care Services National Law (Victoria), the Secretary of the Department of Education and Early Childhood Development is declared to be the Regulatory Authority for this jurisdiction for the purposes of that Law.

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Regulatory authorities administer the National Quality Framework (NQF) in each state and territory, usually as part of that state or territory's education department or agency.

Responsible Person

Centre-based services must have a Responsible Person present at all times that the service is delivering education and care. The responsible person is the Person in day-to-day Charge at the service and can be one of the following:

- the Approved Provider, if the Approved Provider is an individual

or in any other case:

- a Person with Management or Control of an education and care service operated by the Approved Provider
- the Nominated Supervisor of the Service
- a Person placed in day-to-day Charge of the service.

Serious Incident

Meaning of serious incident

For the purposes of the definition of serious incident in section 5(1) of the Law, each of the following is prescribed as a serious incident—

(a) the death of a child—

(i) while that child is being educated and cared for by an education and care service; or

(ii) following an incident occurring while that child was being educated and cared for by an education and care service;

(b) any incident involving serious injury or trauma to a child occurring while that child is being educated and cared for by an education and care service—

(i) which a reasonable person would consider required urgent medical attention from a registered medical practitioner; or

(ii) for which the child attended, or ought reasonably to have attended, a hospital;

Example. A broken limb.

(c) any incident involving serious illness of a child occurring while that child is being educated and cared for by an education and care service for which the child attended, or ought reasonably to have attended, a hospital;

Example. Severe asthma attack, seizure or anaphylaxis reaction.

(d) any emergency for which emergency services attended;

(e) any circumstance where a child being educated and cared for by an education and care service—

(i) appears to be missing or cannot be accounted for; or

(ii) appears to have been taken or removed from the education and care service premises in a manner that contravenes these Regulations; or

(iii) is mistakenly locked in or locked out of the education and care service premises or any part of the premises.

Organisational Policy



Administration of First Aid – Incident, Injury, Trauma, Illness and Infectious Disease

Introduction

First aid can save lives and prevent minor injuries or illnesses from becoming major ones. The capacity to provide prompt basic first aid is important in the context of an early childhood service.

Legislation that governs the operation of approved Early Childhood Education and Care Services is based on the health, safety and welfare of children, and requires that children are protected from hazards and harm.

Purpose

Staff have a duty of care and obligation to assist children who are involved in an incident, injured, become ill, experience trauma or when a child attending the service shows symptoms of or has been diagnosed with an infectious disease.

Scope

This policy applies to the Approved Provider, Persons with Management or Control, Nominated Supervisor, Persons in day-to-day Charge, staff, contractors, volunteers, students on placement, parents/guardians, children, and others attending the programs and activities of Corangamite Shire Children's Services, including during offsite excursions and activities.

Definitions

The terms defined in this section relate specifically to this policy. For commonly used terms (e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc.) refer to the General Definitions section of this manual.

Acceptable immunisation documentation

Documentation as defined by the Immunisation Enrolment Toolkit for early childhood education and care services as acceptable evidence that a child is fully vaccinated for their age, or is on a recognised catch-up schedule if their child has fallen behind their vaccinations; or has a medical reason not to be vaccinated; or has been assessed as being eligible for a 16 week grace period.

Approved first aid qualification

A list of approved first aid qualifications, anaphylaxis management and emergency asthma management training is published on the [ACECQA](#) website.

Exclusion

Inability to attend or participate in the program at the service.

First aid

The provision of initial care in response to an illness or injury. It generally consists of a series of techniques to preserve life, protect a person (particularly if unconscious), prevent a condition worsening and promote recovery. First aid training should be delivered by approved first aid providers.

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First aid kit

The Compliance Code First aid in the workplace, developed by WorkSafe Victoria, lists the minimum requirements for a first aid kit. First aid in the workplace is available at <https://www.worksafe.vic.gov.au/resources/compliance-code-first-aid-workplace>

Illness

Any sickness and/or associated symptoms that affect the child's normal participation in the program at the service.

Incident, Injury, Trauma and Illness Record

Contains details of any incident, injury, trauma or illness that occurs while the child is being educated and cared for by the service. Any incident, injury, trauma or illness must be recorded as soon as is practicable but not later than 24 hours after the occurrence. Details required include the:

- name and age of the child
- circumstances leading to the incident, injury, trauma or illness (including any symptoms)
- time and date
- details of action taken by the service including any medication administered, first aid provided or medical personnel contacted
- details of any witnesses
- names of any person the service notified or attempted to notify, and the time and date of this
- signature of the person making the entry, and time and date of this.

These details need to be kept for the period of time specified in Regulation 183.

Infectious disease

An infectious disease designated by the Communicable Disease and Prevention Control Unit (refer to Definitions), Victorian Department of Health and Human Services in Schedule 7 of the [Public Health and Wellbeing Regulations 2009](#), the Minimum Period of Exclusion from Primary Schools and Early Childhood Education and Care Services Centres for Infectious Diseases Cases and Contacts.

Medication

Any substance, as defined in the [Therapeutic Goods Act 1989 \(Cth\)](#), that is administered for the treatment of an illness or medical condition.

Medication record

Contains details for each child to whom medication is to be administered by the service. This includes the child's name, signed authorisation to administer medication and a record of the medication administered, including time, date, dosage, manner of administration, name and signature of person administering the medication and of the person checking the medication, if required (Regulation 92).

Minimum exclusion period

The period recommended by the Communicable Disease and Prevention Control Unit (see Definitions) Victorian Department of Health and Human Services for excluding any person from attending a children's service to prevent the spread of infectious diseases as specified in Schedule 7 of the [Public Health and Wellbeing Regulations 2009](#), the Minimum Period of Exclusion from Primary Schools and Early Childhood Education and Care Services Centres for Infectious Diseases Cases and

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Contacts. The exclusion period table, published by the Department of Health and Human Services, can be accessed at <https://www2.health.vic.gov.au/public-health/infectious-diseases/school-exclusion/school-exclusion-table>

Resuscitation flowchart

Outlines the six steps involved in resuscitation: danger, response, airways, breathing, compression and defibrillation.

References

Relevant legislation and standards include but are not limited to:

- [*Family Assistance Legislation Amendment \(Child Care Rebate\) Act 2011*](#)
- [*Health Records Act 2001*](#)
- [*Information Privacy Act 2000 \(Vic\)*](#)
- [*National Quality Standard 2018*](#)
- [*Occupational Health and Safety Act 2004*](#)
- [*Privacy Act 1988 \(Cth\)*](#)
- [*Public Health and Wellbeing Act 2008*](#)
- [*Public Health and Wellbeing Amendment \(No Jab, No Play\) Regulations 2015 \(Vic\)*](#)
- [*Public Health and Wellbeing Regulations 2009*](#)
- [*Child Wellbeing and Safety Act 2005 \(Vic\)* \(Part 2: Principles for Children\)](#)
- [*Education and Care Services National Law Act 2010, Sections 167, 169*](#)
- [*Education and Care Services National Regulations 2011, Regulations 87, 88, 89, 136, 137\(1\)\(e\), 168\(2\)\(a\), 245*](#)

Policy Detail

Corangamite Shire Council is committed to:

- providing a safe and healthy environment for all children, educators, staff and others attending the service
- providing a clear set of guidelines in relation to the administration of first aid at the service
- ensuring that the service has the capacity to deliver current approved first aid, as required

It is the responsibility of all staff to ensure that every reasonable precaution is taken to protect children at the service from harm and hazards that are likely to cause injury (Section 167). Staff must act within their scope of training and legislative requirements.

It is the responsibility of staff to ensure that all reasonable steps are taken to prevent the spread of infectious disease at the service.

At least one educator with current approved first aid qualifications (refer to Definitions) must be in attendance and immediately available at all times that children are being educated and cared for by the service (Regulation 136(1)(a)). This can be the same person who has anaphylaxis management training and emergency asthma management training, also required under the Regulations.

First aid training qualification details are to be recorded on each staff member's record

Where there are 10 or more educators/staff the Approved Provider or Person with Management Control will nominate a first aid officer.

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First aid qualifications, anaphylaxis management training and emergency asthma management training must be current, meet the requirements of the National Act (Section 169(4)) and National Regulations (Regulation 137), and be approved by ACECQA (refer to Sources).

An appropriate number of up-to-date, fully-equipped first aid kits that meet Australian Standards (refer to Definitions) must be kept on premises and taken on excursions.

Safety signs showing the location of first aid kits are to be clearly displayed.

A resuscitation flow chart (refer to Definitions) is to be displayed in a prominent position in the indoor and outdoor environments of the service

An induction process for all new staff, casual and relief staff, which includes providing information on the location of first aid kits and specific first aid requirements must be carried out.

A risk assessment is conducted prior to an excursion to identify risks to health, safety, or wellbeing and specifying how these risks will be managed and minimised (Regulations 100, 101).

An Incident, Injury, Trauma and Illness Record (refer to Definitions) must be completed in accordance with Regulation 87.

Parents are to be notified within 24 hours if their child is involved in an incident, injury, trauma or illness at the service.

The Regulatory Authority must be notified of a Incident, Illness, Injury or Trauma in accordance with Regulations 176

Staff will be offered support and debriefing following a serious incident requiring the administration of first aid.

The prescribed educator-to-child ratios are met at all times (refer to [Interactions with Children Policy](#)).

Parents/guardians must provide the required information for the service's medication record (refer to Definitions) and provide written consent (via the enrolment record) for service staff to administer first aid and call an ambulance, if required.

Parents/guardians should being contactable, either directly or through emergency contacts listed on the child's enrolment record, in the event of an incident requiring the administration of first aid.

Reference to linked Policy, Procedure or Guidelines

[Dealing with Medication and Medical Conditions Policy](#)

[Emergency Management Policy](#)

[Excursions and Incursions Policy](#)

[Child Safe Policy](#)

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[Child Safe Environment Policy](#)
[Interactions with Children Policy](#)

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Authorisations - Acceptance and Refusal

Introduction

Corangamite Shire Council is committed to ensuring the safety and wellbeing of all children attending its' Early Childhood Education and Care Services and meeting its' duty of care obligations under the law.

Under the National Law and Regulations, early childhood services are required to obtain written authorisation from parents/guardians, and/or authorised nominees (refer to Definitions) in some circumstances, to ensure that the health, safety, wellbeing and best interests of the child are met. These circumstances include but are not limited to:

- self-administration of medication (Regulation 96)
- children leaving the service premises (Regulation 99)

Purpose

This policy outlines procedures to be followed when:

- obtaining written authorisation from a parent/guardian or person authorised and named in the enrolment record
- refusing written authorisation from a parent/guardian or person authorised and named in the enrolment record

Scope

This policy applies to the Approved Provider, Persons with Management or Control, Nominated Supervisor, Persons in day-to-day Charge, staff, contractors, volunteers, students on placement, parents/guardians, children and others attending the programs and activities of Corangamite Shire Children's Services, including during offsite excursions and activities.

Definitions

The terms defined in this section relate specifically to this policy. For commonly used terms (e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc.) refer to the General Definitions section of this manual.

Attendance record

Kept by the service to record details of each child attending the service including name, time of arrival and departure, signature of person delivering and collecting the child or of the Nominated Supervisor or educator (Regulation 158(1)).

Authorised nominee

(In relation to this policy) a person who has been given written authority by the parents/guardians of a child to collect that child from the education and care service. These details will be on the child's enrolment form.

Inappropriate person

A person who may pose a risk to the health, safety or wellbeing of any child attending the education and care service, or whose behaviour or state of mind make it inappropriate for him/her to be on the premises e.g. a person under the influence of drugs or alcohol (Act 171(3)).

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Medication record

Contains details for each child to whom medication is to be administered by the service. This includes the child's name, signed authorisation to administer medication and a record of the medication administered, including time, date, dosage, manner of administration, name and signature of person administering the medication and of the person checking the medication, if required (Regulation 92).

References

[Australian Children's Education and Care Quality Authority \(ACECQA\)](#)

Relevant legislation and standards include but are not limited to:

[Children, Youth and Families Act 2005 \(Vic\)](#)

[Child Wellbeing and Safety Act 2005 \(Vic\)](#)

[Child Wellbeing and Safety Act 2005 \(Vic\) \(Part 2: Principles for Children\)](#)

[Education and Care Services National Law Act 2010](#), Section 167

[Education and Care Services National Regulations 2011](#), Regulations 96, 99, 102, 160, 161, 168(2)(m), 170

[Family Law Act 1975 \(Cth\)](#)

[National Quality Standard 2018](#)

Policy Detail

All parents/guardians must complete the authorised nominee section of their child's enrolment form (refer to [Enrolment and Orientation Policy](#)), before the enrolment will be accepted by the service.

The minimum age of an authorised nominee is 16 years, unless there are exceptional circumstances which are negotiated and documented.

Permission forms for excursions are provided to the parent/guardian or authorised nominee prior to any excursion (refer to [Excursions and Incursion Policy](#)).

Attendance records (refer to Definitions) must be maintained to account for all children attending the service.

A written record of all visitors to the service, including time of arrival and departure must be kept.

Where children require medication to be administered by educators/staff, this must be authorised in accordance with the Administration of Medication Policy.

Educators/staff must not administer medication without the authorisation of a parent/guardian or authorised nominee, except in the case of an emergency, including an asthma or anaphylaxis emergency [Dealing with Medication and Medical Conditions Policy](#).

Children can only participate in an excursion when the written authorisation of a parent/guardian or authorised nominee including details required under Regulation 102(4)&(5) (refer to Excursions and Incursion Policy) is completed.

Children can only depart from the service in accordance with the [Delivery and Collection of Children Policy](#) and [Child Safe Environment Policy](#).

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Appropriate procedures must be followed when an inappropriate person (refer to Definitions) attempts to collect the child (see Refusal and acceptance of authorisations procedure)

Follow appropriate procedures for checking the identity of any unknown persons attempting to make an authorisation (see Refusal and acceptance of authorisations procedure)

If a written authorisation does not meet the requirements outlined in service policies and cannot be obtained, the approved provider must be notified.

Volunteers and students, while at the service, are responsible for following this policy and its procedures.

Reference to linked Policy, Procedure or Guidelines

[Administration of First Aid – Incident, Injury, Trauma, Illness and Infectious Disease Policy](#)

[Child Safe Policy](#)

[Child Safe Environment Policy](#)

[Dealing with Medication and Medical Conditions Policy](#)

[Delivery and Collection of Children Policy](#)

[Enrolment and Orientation Policy](#)

[Excursion and Incursion Policy](#)

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Child Safe

Please see Appendices for [Child Safe](#) Policy

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Child Safe Environment to be read in conjunction with Child Safe Policy

Introduction

“Every child has the right to live a full and productive life. It is up to all of us to ensure our children grow up in environments that build confidence, friendship, security and happiness, irrespective of a person’s family circumstances and background” (*Protecting the safety and wellbeing of children and young people*).

The protection of children, one of the most vulnerable groups in society, is a shared community responsibility and involves ensuring that all children are safe, their needs are met and the possibility of child abuse is minimised.

Early childhood educators, in daily contact with children and their families, are well placed to observe when a child appears to be at risk of harm arising from abuse or neglect.

Purpose

This policy provides a clear set of guidelines and procedures for Corangamite Shire Children’s Services to:

- provide a safe environment for all children which ensures their safety, health and wellbeing
- promote the cultural safety of all children
- identify, reduce and remove risks of child abuse
- intervene when a child may be at risk of abuse or neglect
- involve children in child safety including listening to children and incorporating their views about how to provide a safe environment
- make staff aware of their legal and duty of care obligations to report child abuse and neglect.

Scope

This policy applies to the Approved Provider, Persons with Management or Control, Nominated Supervisor, Persons in day-to-day Charge, staff, contractors, volunteers, students on placement, parents/guardians, children and others attending the programs and activities of Corangamite Shire Children’s Services, including during offsite excursions and activities.

Definitions

The terms defined in this section relate specifically to this policy. For commonly used terms (e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc.) refer to the General Definitions section of this manual.

Abuse

see Child abuse definition below.

Child abuse

(In the context of this policy) refers to an act or omission by an adult that endangers or impairs a child’s physical and/or emotional health or development. Child abuse can be a single incident but often takes place over time. Abuse, neglect and maltreatment

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(refer to Definitions) are generic terms used to describe situations in which a child may need protection.

Child FIRST

A Victorian community-based intake and referral service linked with Family Services. Child FIRST ensures that vulnerable children, young people and their families are effectively linked to relevant services, including Child Protection.

Child Safe Standards

All Victorian organisations that provide services or facilities to children are required by law to comply with the Child Safe Standards.

Child protection

The term used to describe the whole-of-community approach to the prevention of harm to children. It includes intentional action for early intervention, for the protection of those considered most vulnerable and for responses to all forms of abuse.

Child Protection Service (also referred to as Child Protection)

The statutory child protection service provided by the Victorian Department of Health and Human Services, to protect children and young people at risk of abuse and neglect. This service also works closely with Family Services (including Child FIRST) to support the assessment and engagement of vulnerable children and families in community-based services.

Contractor

A person or company that undertakes a contract to provide materials or labour to perform a service or do a job. Examples include photographer, tradesperson, people contracted to provide an incursion.

Maltreatment

(In the context of this policy) refers to physical and/or emotional mistreatment, and/or lack of care of the child. Examples include psychological abuse, the witnessing of family violence and any non-accidental injury to a child.

Neglect

see Child abuse definition above.

Volunteer

Parent/guardian, family member or community member who attends the service to assist the service in some capacity.

Young person

In Victoria, under the Children, Youth and Families Act 2005, a child or young person is a person under 18 years of age.

References

Relevant legislation and standards include but are not limited to:

Children, Youth and Families Act 2005 (Vic)

Child Safety and Wellbeing Act 2005 (Vic)



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Charter of Human Rights and Responsibilities Act 2006 (Vic)

Child Safe Standards (Vic)

Crimes Amendment (Protection of Children) Act 2014 (Vic)

Education and Care Services National Law Act 2010 (Vic), including but not limited to Sections 165, 166, 167

Education and Care Services National Regulations 2011 (Vic), including but not limited to Regulations 84, 85, 86, 99, 100, 101, 102, 168(2)(h)

Education Training and Reform Act 2006 (Vic) (As amended in 2014)

Family Law Act 1975 (Cth)

National Quality Standard, Quality Area 2: Children's Health and Safety

Standard 2.3: Each child is protected

Element 2.3.4: Educators, co-ordinators and staff members are aware of their roles and responsibilities to respond to every child at risk of abuse and neglect

Working with Children Act 2005 (Vic)

Working with Children Regulations 2006 (Vic)

Wrongs Act 1958 (Vic)

Protecting the safety and wellbeing of children and young people <https://www.education.vic.gov.au/school/principals/spag/safety/Documents/protectionofchildren.PDF>

Policy Detail

All staff are responsible for:

- fulfilling their legal responsibilities and duty of care to protect children and to keep children safe and to maintain their rights
- keeping up to date and complying with any relevant changes in legislation and practices in relation to this policy
- contributing to an organisational culture of child safety
- identifying the potential for child abuse at Corangamite Children's Services, and developing and implementing effective prevention approaches in consultation with the Approved Provider and Person with Management or Control and the Nominated Supervisor and Person in day to day Charge
- following processes for responding to and reporting suspected child abuse
- undertaking appropriate training on child protection, including recognising the signs and symptoms of child abuse (refer to Definitions), knowing how to respond, and understanding responsibilities and processes for reporting
- supporting the maintenance of Child Safe Standards in Corangamite Shire Children's Services in consultation with the Approved Provider and Person with Management or Control and Nominated Supervisor and Person in day to day Charge at the service
- notifying the Nominated Supervisor, Person in day to day Charge, the Approved Provider or the Person with Management or Control immediately on becoming aware of any concerns, complaints or allegations regarding the safety, health and welfare of a child at any Corangamite Shire Children's Service
- offering support to the child and their family in response to concerns or reports relating to the safety, health and wellbeing of a child at any Corangamite Shire Children's Service
- co-operating with other services and/or professionals (including Child FIRST) in the best interests of children and their families
- informing families of support services available to them (such as Child FIRST), and of the assistance these services can provide



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- conducting activities so that no child is left alone (or is out of sight) with a contractor, visitor, volunteer, student or parent/guardian at the service
- following the Corangamite Shire's processes where the service has been notified of a court order prohibiting an adult from contacting an enrolled child
- maintaining confidentiality at all times (Governance, Management, Confidentiality of Records and Privacy)
- contributing to a review of this policy in consultation with the Approved Provider, Person with Management or Control, Nominated Supervisor and Person in day to day Charge
- educating and empowering children to talk about events and situations that make them feel uncomfortable
- ensuring that children at the service are not subjected to any form of corporal punishment, or any discipline that is unreasonable or excessive in the circumstances
- using appropriate resources and undertaking training to assist with the implementation of this
- abiding by the service's Code of Conduct Policy and Interactions with Children Policy

Parents/guardians are responsible for:

- reading and complying with this policy
- reporting any concerns, including in relation to potential child abuse, to the appropriate child protection authorities or the police if immediate police attention is required
- abiding by the service's Code of Conduct
- Contactors, volunteers and students, while at the service, are responsible for following this policy and its procedures.

Reference to linked Policy, Procedure or Guidelines

[Authorisations – Acceptance and Refusal Policy](#)

[Code of Conduct Policy](#)

Complaints and Grievances Policy

[Delivery and Collection of Children Policy](#)

[Administration of First Aid – Incident, Injury, Trauma, Illness and Infections Disease](#)

[Interactions with Children Policy](#)

[Governance, Management, Confidentiality of Records and Privacy](#)

[Participation of Volunteers and Students on Practicum Placement Policy](#)

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Code of Conduct

Please see Appendices for Employee [Code of Conduct](#)

Complaints and Grievances

Please see Appendices for [Complaints Handling Policy](#) or on Council's website



Organisational Policy

Dealing with Medication and Medical Conditions

Introduction

Maintaining a safe environment for all users, ensuring that educators have necessary skills and expertise, and communicating the shared responsibility between all involved in the operation of the service is paramount to supporting the inclusion of all children in services regardless of their medical conditions or requirement for medication

Purpose

This policy will provide guidelines for Corangamite Shire Early Childhood Education and Care Services to ensure that:

- clear procedures exist to support the health, wellbeing and inclusion of all children enrolled at the service
- service practices support the enrolment of children and families with specific health care requirements

Scope

This policy applies to the Approved Provider, Persons with Management or Control, Nominated Supervisor, Persons in day-to-day Charge, staff, contractors, volunteers, students on placement, parents/guardians, children and others attending the programs and activities of Corangamite Shire Children's Services, including during offsite excursions and activities.

Definitions

The terms defined in this section relate specifically to this policy. For commonly used terms (e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc.) refer to the General Definitions section of this manual.

References

Relevant legislation and standards include but are not limited to:
Education and Care Services National Law Act 2010: Section 173
Education and Care Services National Regulations 2011: Regulations 90, 91, 96
Health Records Act 2001 (Vic)
National Quality Standard 2018
Occupational Health and Safety Act 2004 (Vic)
Public Health and Wellbeing Act 2008 (Vic)
Public Health and Wellbeing Regulations 2009 (Vic)

The most current amendments to listed legislation can be found at:

- Victorian Legislation – Victorian Law Today: <http://www.legislation.vic.gov.au/>
- Commonwealth Legislation – ComLaw: <http://www.comlaw.gov.au/>

Policy Detail

In the interest of children's safety and wellbeing, the education and care service will only administer medication if it is in its original container with the dispensing label attached. The label should list the child as the prescribed person, the strength of drug and the frequency it is to be given. This applies to all medications, regardless of whether they are non-prescription medications (such as teething gels, nappy creams, cough medicines) or prescription medications (such as antibiotics)

Organisational Policy

The Approved Provider or Person with Management Control is responsible for:

- ensuring that all staff and volunteers are provided with a copy of this policy and have a clear understanding of the procedures and practices outlined within
- ensuring educators/staff receive regular training in managing the specific health care needs of children at the service including asthma, anaphylaxis, diabetes, epilepsy and other medical conditions. This includes training in the management of specific procedures that are required to be carried out for the child's wellbeing
- ensuring at least one educator/staff member who has current accredited training in emergency management requirements for specific medical conditions is in attendance and immediately available at all times that children are being educated and cared for by the service
- establishing robust induction procedures that include the provision of information regarding the implementation of the practices outlined in this policy
- ensuring families and educators/staff understand and acknowledge each other's responsibilities under these guidelines
- ensuring families provide information on their child's health, medications, allergies, their medical practitioner's name, address and phone number, emergency contact names and phone numbers, and a medical management plan signed by their medical practitioner, following enrolment and prior to the child commencing at the service
- ensuring that a communication and risk minimisation plan is developed for each child with specific medical conditions on enrolment or upon diagnosis, and that the plan is reviewed at least annually
- ensuring appropriate reporting procedures set out in the [Administration of First Aid – Incident, Injury, Trauma and Illness and Infectious Disease Policy](#) are followed in the event that a child is ill, or is involved in a medical emergency or an incident at the service that results in injury or trauma.

The Nominated Supervisor or the Responsible Person Present is responsible for:

- implementing this policy at the service and ensuring that all educators/staff follow the policy and procedures set out within
- informing the Approved Provider of any issues that impact on the implementation of this policy
- identifying specific training needs of educators/staff who work with children diagnosed with a medical condition, and ensuring, in consultation with the Approved Provider, that educators/staff access appropriate training
- ensuring children do not swap or share food, food utensils or food containers
- ensuring food preparation, food service and relief staff are informed of children and staff who have specific medical conditions or food allergies, the type of condition or allergies they have, and the service's procedures for dealing with emergencies involving allergies and anaphylaxis
- ensuring a copy of the child's medical management plan is visible and known to staff in the service. Prior to displaying the medical management plan, the Nominated Supervisor must explain to parents/guardians the need to display the plan for the purpose of the child's safety and obtain their consent (refer to Governance Management Confidentiality of Records and Privacy Policy)
- ensuring educators and other staff follow each child's risk minimisation plan and medical management plan



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- ensuring opportunities for a child to participate in any activity, exercise or excursion that is appropriate and in accordance with their risk minimisation plan
- providing information to the community about resources and support for managing specific medical conditions while respecting the privacy of families enrolled at the service
- maintaining ongoing communication between educators/staff and parents/guardians in accordance with the tactics identified in the communication plan, to ensure current information is shared about specific medical conditions within the service.
- Ensuring medication is authorised in accordance with Regulations 92, 93 and 94 and administered in accordance with directions and regulations 95 and 96.

Educators/staff are responsible for:

- ensuring that children do not swap or share food, food utensils or food containers
- communicating any relevant information provided by parents/guardians regarding their child's medical condition to the Nominated Supervisor to ensure all information held by the service is current
- undertaking relevant training to assist with the management of specific medical conditions of children at the service
- being aware of individual requirements of children with specific medical conditions and following their risk minimisation plan and medical management plan
- monitoring signs and symptoms of specific medical conditions and communicating any concerns to the Nominated Supervisor
- adequately supervising all children, including those with specific medical conditions
- informing the Nominated Supervisor of any issues that impact on the implementation of this policy.
- Ensuring medication is authorised and administered in accordance with directions.

Parents and Guardians are responsible for:

- informing the service of their child's medical conditions, if any, and informing the service of any specific requirements that their child may have in relation to their medical condition
- developing a risk minimisation plan with the Nominated Supervisor and/or other relevant staff members at the service
- providing a medical management plan signed by a medical practitioner, either on enrolment or immediately upon diagnosis of an ongoing medical condition. This medical management plan must include a current photo of the child and must clearly outline procedures to be followed by educators/staff in the event of an incident relating to the child's specific health care needs
- notifying the Nominated Supervisor of any changes to the status of their child's medical condition and providing a new medical management plan in accordance with these changes
- informing the Nominated Supervisor of any issues that impact on the implementation of this policy by the service.
- Completing required authorisations for the administration of medication to their child.

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Reference to linked Policy, Procedure or Guidelines

[Staying Healthy: Preventing infectious diseases in early childhood education and care services \(5th edition, 2013\)](#) National Health and Medical Research Council:
<http://www.nhmrc.gov.au/guidelines/publications/ch55>

[Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011](#), p 62: www.acecqa.gov.au

[Administration of First Aid, Incident, Injury, Trauma, Illness and Infectious Disease Policy](#)

[Governance Management Confidentiality of Records and Privacy Policy](#)

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Delivery and Collection of Children

Introduction

A duty of care exists at all times the child is attending a children's service. In addition, services have a duty of care to a child while he/she is on the service's premises even if he/she hasn't yet been signed into the service or has been signed out of the service, and is legally under the care and supervision of the parent/guardian (refer to Supervision of Children Policy).

A child may only leave a service in the care of a parent/guardian, authorised nominee or a person authorised by one of these parties to collect the child. An authorised person does not include a parent who is prohibited by a court order from having contact with the child.

An exception is made in the event of a medical or other emergency (refer to Incident, Injury, Trauma and Illness Policy and Emergency and Evacuation Policy) and for excursions (refer to Excursions and Service Events Policy).

Purpose

This policy will provide clear guidelines to ensure the safe delivery and collection of children attending Corangamite Shire Early Childhood Education and Care Services.

Scope

This policy applies to the Approved Provider, Persons with Management or Control, Nominated Supervisor, Persons in day-to-day Charge, staff, contractors, volunteers, students on placement, parents/guardians, children and others attending the programs and activities of Corangamite Shire Children's Services, including during offsite excursions and activities.

Definitions

The terms defined in this section relate specifically to this policy. For commonly used terms (e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc.) refer to the General Definitions section of this manual.

Attendance record

Kept by the service to record details of each child attending the service including name, time of arrival and departure, signature of person delivering and collecting the child or of the Nominated Supervisor or educator (Regulation 158(1)).

Authorised nominee

(In relation to this policy) a person who has been given written authority by the parents/guardians of a child to collect that child from the education and care service. Authorised nominees must be a minimum of 16 years. These details will be on the child's enrolment form.

Inappropriate person

A person who may pose a risk to the health, safety or wellbeing of any child attending the education and care service, or whose behaviour or state of mind make it inappropriate for him/her to be on the premises e.g. a person under the influence of drugs or alcohol (Act 171(3)).

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Incident, Injury, Trauma and Illness Record

Contains details of any incident, injury, trauma or illness that occurs while the child is being educated and cared for by the service. Any incident, injury, trauma or illness must be recorded as soon as is practicable but not later than 24 hours after the occurrence. Details required include the:

- name and age of the child
- circumstances leading to the incident, injury, trauma or illness (including any symptoms)
- time and date
- details of action taken by the service including any medication administered, first aid provided or medical personnel contacted
- details of any witnesses
- names of any person the service notified or attempted to notify, and the time and date of this
- signature of the person making the entry, and time and date of this.

These details must be kept for the period of time specified in Regulation 183.

Medication record

Contains details for each child to whom medication is to be administered by the service. This includes the child's name, signed authorisation to administer medication and a record of the medication administered, including time, date, dosage, manner of administration, name and signature of person administering the medication and of the person checking the medication if required (Regulation 92).

Unauthorised person

(In relation to this policy) is any person who has not been listed as an authorised nominee on the child's enrolment form.

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References

Relevant legislation and standards include but are not limited to:
Children, Youth and Families Act 2005 (Vic)
Education and Care Services National Law Act 2010, Sections 167, 170
Education and Care Services National Regulations 2011, Regulations 99, 168(2)(f)
Family Law Act 1975 (Cth)
National Quality Standard 2018

Policy Detail

Corangamite Shire Early Childhood Education and Care Services are committed to:

- ensuring the safe delivery and collection of children being educated and cared for at the service
- meeting its duty of care obligations under the law.

The authorised nominee section of a child's enrolment form must be completed and signed before the child attends the service.

Parents/guardians should ensure educators are aware that their child has arrived at/been collected from the service.

Children are to be collected on time at the end of each session/day.

Please make contact with the service to alert educators if it is likely collection of the child will be late.

Parents/guardians are asked to supervise their own child before signing them into the program and after they have signed them out of the program. Other children in their care, including siblings, must also be supervised while attending or assisting at the service.

The attendance record (refer to Definitions) must meet the requirements of Regulation 158(1). It must be signed and timed accurately by the parent/guardian or authorised nominee on delivery and collection of their child from the service every day.

A child must not leave the service except with a parent/guardian or authorised nominee, or with the written authorisation of one of these or in the case of a medical or other emergency (Regulation 99).

Educators must follow authorisation procedures at all times to ensure the safe collection of children including when an unauthorised or inappropriate person arrives.

In the instance of late collection of children Procedures for the late collection of children should be followed.

Children are to be adequately supervised at all times.

Educator-to-child ratios are maintained at all times children are in attendance at the service (including when children are collected late from the service) according to the requirements of Regulations 123 and 360.

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An up-to-date list of the telephone numbers of the Approved Provider, DET, Child FIRST, DHHS Child Protection Service and the local police station must be accessible in the event that a child is not collected.

Entry/exit doors and gates are to be kept closed during program hours.

The Approved Provider must be notified as soon as is practicable, but no later than 24 hours, if a child has left the service unattended by an adult or with an unauthorised person (refer to Definitions).

DET must be notified in writing within 24 hours, and the parents as soon as is practicable, in the event of a serious incident (refer to Definitions), including when a child has left the service unattended by an adult or with an unauthorised person (Regulations 12, 86, 176).

Volunteers and students, while at the service, are responsible for following this policy and its procedures.

Reference to linked Policy, Procedure or Guidelines

[Interactions with Children Policy](#)

[Dealing with Medication and Medical Conditions Policy](#)

[Authorisations – Acceptance and Refusal Policy](#)

[Administration of First Aid, Incident Injury Trauma, Illness and Infectious Disease Policy](#)

Organisational Policy



Determining responsible person present

Introduction

Corangamite Shire Early Childhood Education and Care Services are committed to:

- meeting its duty of care (refer to Definitions) obligations under the law
- ensuring staffing arrangements contribute to the safety, health, wellbeing, learning and development of all children at the service
- meeting legislative requirements for a Responsible Person (refer to Background and Definitions) to be on the service premises at all times.

Under the Education and Care Services National Law Act 2010, it is an offence to operate an approved centre-based education and care service unless a Responsible Person (refer to Definitions) is physically in attendance at all times the service is educating and caring for children.

An Approved Provider must not operate a service unless there is a Nominated Supervisor appointed for that service. The Nominated Supervisor does not have to be in attendance at the service at all times, but in their absence, a Responsible Person, such as a Person in day-to-day Charge must be present.

Purpose

This policy will provide guidelines to assist in determining the Responsible Person at Corangamite Shire Early Childhood Education and Care Services.

Scope

This policy applies to the Approved Provider, Persons with Management or Control, Nominated Supervisor, Persons in day-to-day Charge, staff, contractors, volunteers, students on placement, parents/guardians, children and others attending the programs and activities of Corangamite Shire Children's Services, including during offsite excursions and activities.

Definitions

The terms defined in this section relate specifically to this policy. For commonly used terms (e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc.) refer to the General Definitions section of this manual.

Person in Day-to-Day Charge

A person who is placed in day-to-day charge of an education and care service by an Approved Provider or a Nominated Supervisor; and who has consented to the placement in writing (Regulation 117A).

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Person with Management or Control

A person has the responsibility, alone or with others, for managing the delivery of the education and care service (Act: Definitions (d) pg 24).

Responsible Person

Centre-based services must have a Responsible Person present at all times that the service is delivering education and care. The responsible person is the Person in day-to-day Charge at the service and can be one of the following:

- the Approved Provider, if the Approved Provider is an individual
- or in any other case:
- a Person with Management or Control (refer to Definitions) of an education and care service operated by the Approved Provider
 - the Nominated Supervisor of the Service
 - a Person placed in day-to-day Charge of the service. (National Law, Section 162)

Nominated Supervisor

A person who has been nominated by the Approved Provider of the service under Part 3 of the Act and who has consented to that nomination in writing can be the Nominated Supervisor. All services must have a Nominated Supervisor(s) with responsibility for the service in accordance with the National Regulations (Section 5 and 161).

References

Child Safe Standards
Education and Care Services National Law Act 2010
Education and Care Services National Regulations 2011
National Quality Standard 2018
Working with Children Act 2005 (Vic)
Working with Children Regulations 2006 (Vic)

Policy Detail

The Approved Provider and Persons with Management or Control are responsible for:

- ensuring there is a Responsible Person on the premises at all times the service is delivering education and care programs for children
- nominating sufficient Nominated Supervisors to meet legislative requirements for a Responsible Person at the service at all times, including during periods of leave or illness
- ensuring that a person nominated as a Nominated Supervisor or a Person in day-to-day Charge:
 - is at least 18 years of age
 - is appropriately qualified
 - has adequate knowledge and understanding of the provision of education and care to children
 - has the ability to effectively supervise and manage an education and care service
 - has not been subject to any decision under the National Law, or any other Early Childhood Education and Care Services or education law, to refuse, refuse to renew, suspect, or cancel a licence, approval, registration, certification or other authorisation granted to the person



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- has a history of compliance with the National Law and other relevant laws (Regulations 117C and 117B)
- ensuring that the name and position of the Responsible Person in charge of the service is displayed and easily visible from the main entrance of the service¹ (National Law: Section 172)
- ensuring that the service does not operate without a Nominated Supervisor(s), and that the Nominated Supervisor(s) has given written consent to be in the role
- ensuring that the name of the Nominated Supervisor is displayed prominently at the service
- ensuring that information about the Nominated Supervisor, including name, address, date of birth, evidence of qualifications, approved training, a Working with Children Check or teaching registration, and other documentary evidence of fitness to be a Nominated Supervisor (Staffing Policy) is kept on the staff record (Regulation 146)
- notifying the Regulatory Authority if:
 - there is a change to the name or contact details of the Nominated Supervisor (Section 56, Regulation 35)
 - the Nominated Supervisor is no longer employed or engaged by the service
 - has been removed from the role
 - the Nominated Supervisor withdraws their consent to the nomination
 - if a Nominated Supervisor or person in day-to-day charge has their Working with Children Check or teacher registration suspended or cancelled, or if they are subject to any disciplinary proceedings under the law
 - there is any other matter or incident which affects the ability of the Nominated Supervisor to meet minimum requirements and re-assessing the Nominated Supervisor's suitability for the role
 - ensuring that, when the Nominated Supervisor is absent from the premises, an alternative Responsible Person is on site
 - ensuring that the Nominated Supervisor and Person in day-to-day Charge have a sound understanding of the role of Responsible Person
 - ensuring that the staff record includes the name of the Responsible Person at the centre-based service for each time that children are being educated and cared for by the service (Regulation 150)
 - ensuring that the Nominated Supervisors and Person in day-to-day Charge have successfully completed child protection training (see Child Safe Environment Policy)
 - developing rosters in accordance with the availability of Responsible Persons, hours of operations and the attendance patterns of children.

The Nominated Supervisor is responsible for:

- providing written consent to accept the role of Nominated Supervisor
- ensuring they have a sound understanding of the role of Responsible Person (refer to Definitions)
- ensuring that, in their absence from the service premises, a Responsible Person is present
- ensuring that a Person in day-to-day Charge:
 - is at least 18 years of age



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- has adequate knowledge and understanding of the provision of education and care to children,
- has the ability to effectively supervise and manage an education and care service
- has not been subject to any decision under the National Law, or any other Early Childhood Education and Care Services or education law, to refuse, refuse to renew, suspect, or cancel a licence, approval, registration, certification or other authorisation granted to the person
- has a history of compliance with the National Law and other relevant laws (Regulation 117B)
- ensuring that an educator gives written consent to being a Person in day-to-day Charge
- ensuring that the name and position of the Responsible Person in charge of the service is displayed and easily visible from the main entrance of the service
- supporting the Approved Provider or Person with Management Control to develop rosters in accordance with the availability of Responsible Persons, hours of operations and the attendance patterns of children
- notifying the Approved Provider or Person with Management Control and the Regulatory Authority within 7 days of any changes to their personal situation, including a change in mailing address, circumstances that affect their status as fit and proper, such as the suspension or cancellation of a Working with Children Check or teacher registration, or if they are subject to disciplinary proceedings.

Other service staff are responsible for:

- meeting the qualifications, experience and other requirements if they wish to be nominated as a Person in day-to day charge
- providing written consent to be the Person in day-to-day charge
- ensuring they have a sound understanding of the role of Responsible Person

Parents/guardians are responsible for:

- reading and understanding this policy
- being aware of the Responsible Person at the service on a daily basis.

Reference to linked Policy, Procedure or Guidelines

[Child Safe Environment Policy](#)

[Code of Conduct Policy](#)

[Participation of Volunteers and Students on Practicum Placement Policy](#)

[Governance Management Confidentiality of Records and Privacy Policy](#)



Organisational Policy

Emergency Management

Introduction

Staff have a duty of care to ensure children are safely cared for at all times. There may be instances when it is necessary to leave the approved premises, including fire, bomb scare, gas leak or siege.

According to the Education and Care National Regulations 2011 the meaning of emergency includes: cyclone, flood, fire or bushfire, the presence of dangerous animals and insects, a situation that requires the education and care service premises to be locked-down, a situation that requires the evaluation of the education and care service premises.

Purpose

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

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

Scope

This policy applies to the Approved Provider, Persons with Management or Control, Nominated Supervisor, Persons in day-to-day Charge, staff, contractors, volunteers, students on placement, parents/guardians, children and others attending the programs and activities of Corangamite Shire Children's Services, including during offsite excursions and activities.

Definitions

The terms defined in this section relate specifically to this policy. For commonly used terms (e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc.) refer to the General Definitions section of this manual.

Emergency

According to the Education and Care National Regulations 2011 the meaning of emergency includes: cyclone, flood, fire or bushfire, the presence of dangerous animals and insects, a situation that requires the education and care service premises to be locked-down, a situation that requires the evaluation of the education and care service premises.

References

Corangamite Shire Municipal Emergency Management Plan
Education and Care Services National Regulations 2011
Education and Care Services National Law Act 2010
Occupation Health and Safety Act 2004
Occupational Health and Safety Regulations 2007
Occupational Health and Safety Compliance Codes, First Aid in the Workplace 2008
<http://www.education.vic.gov.au/management/emergency.htm>
Victorian Bushfire Information Line (VBIL) on freecall 1800 240 667. Callers who are deaf, hard of hearing, or have a speech/communication impairment can call textphone/telewriter (TTY) on 1800 122 969.
Country Fire Authority at www.cfa.vic.gov.au
Department of Sustainability and Environment at www.dse.vic.gov.au/fires
National Quality Standards 2018



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Policy Detail

All Corangamite Shire Early Years Services will develop and maintain an Emergency Management Plan specific to each venue and in accordance with the format provided by the relevant authority. This needs to be completed by the nominated date and if required submitted to the Approved Provider Representative and DET.

When preparing the emergency management plan, educators/staff need to ensure that they are familiar with [Council Emergency Plans and Strategies](#) and that they conduct a risk assessment to identify any potential emergencies that are relevant to the service.

Educators/Staff will rehearse the emergency and evacuation procedures every three months in accordance with the Training Schedule in the Emergency Management Plan.

All training and practice will be documented in the Emergency Management Plan.

Requirements for alterations and amendment to the Emergency Management Plan must also be documented in the plan.

In an emergency requiring implementation of the Emergency Management Plan staff will refer to the Emergency Management Plan

The type of emergency will determine which component of the Emergency Management Plan requires implementation. This decision will be made by the most senior person present during the emergency.

All educators/staff (including new and relief staff) parents and carers will be made aware of this policy and the Emergency Management Plan and their role in an emergency.

It is the responsibility of the Person in Day to Day Charge of the Service to ensure that all staff are provided with an opportunity to familiarise themselves with the policy and Emergency Management Plan.

Educators/staff are required to fully understand and comply with emergency procedures and the Emergency Management Plan.

Educators/staff are to ensure that a copy of the emergency and evacuation floor plan and instructions are displayed in a prominent position near each exit and in each children's room.

In the event of an emergency listen to ABC Local Radio, commercial and designated community radio stations or access the [VicEmergency App](#)

Code Red Days

All services to follow Organisational Policy [Code Red Fire Danger Days](#)

Organisational Policy



Enrolment and Orientation

Introduction

The Education and Care Services National Regulations 2011 require approved services to have a policy and procedures in place in relation to enrolment and orientation (Regulation 168(2)(k)).

It is intended that all eligible children will have access to subsidised kindergarten before commencing school. However, a shortage of places in some areas can limit choices for parents/guardians. Where demand is higher than availability, a priority system for access must be determined by the Approved Provider in order to allocate the available places. The criteria used to determine the allocation of places will vary from service to service, but is generally based on a service's philosophy, values and beliefs, and the provisions of the *Equal Opportunity Act 2012*.

The Victorian Government requires funded organisations to ensure that their policies and procedures promote equal opportunity for all children. Criteria for access and inclusion are outlined in The Kindergarten Guide. Services participating in central enrolment schemes are required to comply with the enrolment procedures of that scheme.

Childcare services providing approved care must abide by the *Family Assistance Legislation Amendment (Child Care Rebate) Act 2011*.

Early childhood education and care services regulated under the *Education and Care Services National Law Act 2010* have legislative responsibilities under the *Public Health and Wellbeing Act 2008* to only offer a confirmed place in their programs to children with acceptable immunisation documentation.

Purpose

This policy outlines:

- the criteria for enrolment at Corangamite Shire Early Childhood Education and Care Services
- the process to be followed when enrolling a child at Corangamite Shire Early Childhood Education and Care Services
- the basis on which places within programs will be allocated
- procedures for the orientation of new families and children into Corangamite Shire Early Childhood Education and Care Services
- processes to ensure compliance with legislative and departmental funding requirements in relation to the enrolment of children in early childhood education and care services.

Scope

This policy applies to the Approved Provider, Persons with Management or Control, Nominated Supervisor, Persons in day-to-day Charge, staff, contractors, volunteers, students on placement, parents/guardians, children and others attending the programs and activities of Corangamite Shire Children's Services, including during offsite excursions and activities.



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Definitions

The terms defined in this section relate specifically to this policy. For commonly used terms (e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc.) refer to the General Definitions section of this manual.

References

Relevant legislation and standards include but are not limited to:

A New Tax System (Family Assistance) Act 1999

Charter of Human Rights and Responsibilities Act 2006 (Vic)

Children, Youth and Families Act 2005 (Vic)

Child Wellbeing and Safety Act 2005 (Vic)

Disability Discrimination Act 1992 (Cth)

Education and Care Services National Law Act 2010

Education and Care Services National Regulations 2011, Regulations 160, 161, 162, 168, 177, 183

Equal Opportunity Act 2010 (Vic)

Family Assistance Legislation Amendment (Child Care Rebate) Act 2011

National Quality Standard, Quality Area 6: Collaborative Partnerships with Families and Communities

Standard 6.1: Respectful and supportive relationships with families are developed and maintained

Element 6.1.1: There is an effective enrolment and orientation process for families

Public Health and Wellbeing Act 2008 (Vic)

Public Health and Wellbeing Amendment (No Jab, No Play) Regulations 2015 (Vic)

Sex Discrimination Act 1984 (Cth)

The most current amendments to listed legislation can be found at:

- Victorian Legislation – Victorian Law Today: <http://www.legislation.vic.gov.au/>
- Commonwealth Legislation – Federal Register of Legislation: <https://www.legislation.gov.au/>

Policy Detail

Corangamite Shire Early Childhood Education and Care Services is committed to:

- equitable access for all eligible children
- meeting the needs of the local community
- supporting families to meet the requirements for enrolment through the provision of information
- maintaining confidentiality in relation to all information provided for enrolment
- ensuring all families are welcomed and receive an effective orientation into the service.

The Approved Provider and Persons with Management or Control are responsible for:

- Establishing and applying the criteria for priority of access to programs at Corangamite Shire Early Childhood Education and Care Services, based on funding requirements
- considering any barriers to access that may exist, developing procedures that ensure all eligible families are aware of, and are able to access, an early childhood program



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- providing opportunities (in consultation with the persons in day to day charge and educators) for interested families to attend the service during operational hours to observe the program and become familiar with the service prior to their child commencing in the program
- providing parents/guardians with information about the requirements of the law for enrolment, locating and accessing immunisation services and obtaining acceptable immunisation documentation required for enrolment
- ensuring that acceptable immunisation documentation is provided unless there are circumstances to provide a grace period, prior to enrolment being accepted
- taking reasonable steps to obtain acceptable immunisation documentation from a parent/guardian of a child enrolled under a grace period within the 16 weeks from when the child begins attending (Note: the child can continue to attend the service if acceptable immunisation documentation is not obtained).
- ensuring that the enrolment form complies with the requirements of Regulations 160, 161, 162 and that it effectively meets the management requirements of the service
- ensuring that enrolment records are stored in a safe and secure place, and kept for three years after the last date on which the child was educated and cared for by the service (Regulation 183)
- ensuring that parents/guardians of a child attending the service can enter the service premises at any time that the child is being educated and cared for, except where this may pose a risk to the safety of children or staff, or conflict with any duty of the Approved Provider, Nominated Supervisor or educators under the Law (Regulation 157).

The Nominated Supervisor and Persons in Day to Day Charge are responsible for:

- reviewing enrolment applications to identify children with specific requirements
- responding to parent/guardian enquiries regarding their child's readiness for the program that they are considering enrolling their child in
- discussing the individual child's needs with parents/guardians and developing an orientation program to assist them to settle into the program
- encouraging parents/guardians to:
 - stay with their child as long as required during the settling in period
 - make contact with educators at the service, when required
- assisting parents/guardians to develop and maintain a routine for saying goodbye to their child
- assisting the child to develop a sense of belonging to the service
- sharing information with parents/guardians regarding their child's progress with regard to settling in to the service
- discussing support services for children with parents/guardians, where required
- ensuring that parents/guardians of a child attending the service can enter the service premises at any time that the child is being educated and cared for, except where this may pose a risk to the safety of children or staff, or conflict with any duty of the Approved Provider, Nominated Supervisor or educators under the Law (Regulation 157).

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All educators/staff are responsible for:

- responding to enrolment enquiries on a day-to-day basis and referring people to the person responsible for the enrolment process, as required
- providing parents/guardians with information about the requirements of the law for enrolment, locating and accessing immunisation services and obtaining acceptable immunisation documentation required for enrolment
- developing approaches to assist new families to:
 - feel welcomed into the service
 - become familiar with service policies and procedures
 - share information about their family beliefs, values and culture
 - share their understanding of their child's strengths, interests, abilities and needs
 - discuss the values and expectations they hold in relation to their child's learning
- providing comfort and reassurance to children who are showing signs of distress when separating from family members
- assisting the child to develop a sense of belonging to the service
- complying with the service's [Governance, Management Confidentiality of Records Policy](#) in relation to the collection and management of a child's enrolment information

Parents/guardians are responsible for:

- reading and complying with this Enrolment and Orientation Policy
- completing the enrolment form prior to their child's commencement at the service and providing acceptable immunisation documentation of their child's immunisation status and proof of birth if required
- Providing photo copy of current health care card or pension card if the parent/guardian wishes to claim a kindergarten subsidy for 4 year old kindergarten
- where a child is on an immunisation catch-up schedule, ensuring that the child's immunisations are updated in line with the schedule and providing acceptable immunisation documentation to the service
- ensuring that all other required information is provided to the service e.g court orders and medical plans and any relevant agreements
- updating information by notifying the service of any changes as they occur

Reference to linked Policy, Procedure or Guidelines

[Authorisations, Acceptance and Refusal](#)

[Complaints and Grievances](#)

[Administration of First Aid - Incident, Injury, Trauma, Illness and Infectious Disease Fees](#)

[Governance Management Confidentiality of Records and Privacy](#)

Organisational Policy



Excursions and Incursions

Introduction

Purpose

This policy will provide guidelines for Corangamite Shire Early Childhood Education and Care Services to plan and conduct safe and appropriate excursions and incursions.

Scope

This policy applies to the Approved Provider, Persons with Management or Control, Nominated Supervisor, Persons in day-to-day Charge, staff, contractors, volunteers, students on placement, parents/guardians, children and others attending the programs and activities of Corangamite Shire Children's Services, including during offsite excursions and activities.

Definitions

The terms defined in this section relate specifically to this policy. For commonly used terms (e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc.) refer to the General Definitions section of this manual.

Excursion

An outing organised by an education and care service

Incursion

A special activity, visitor or entertainment that may be conducted during session time at the centre or venue.

Qualified staff member

A staff member who is a teaching staff member (minimum early childhood teaching degree or equivalent approved by the secretary of the department), or an approved two-year full-time or part-time equivalent post-secondary early childhood qualification or equivalent.

Routine outings

Regular excursions undertaken by educators and children, generally in the local community such as but not limited to: library, shops, parks, activities or nearby schools.

Supervision

In relation to this policy, refers to observing and relating to individual children and groups of children in ways that contribute to protecting children from hazards.

Educator/Staff member

In relation to a children's service, means a person aged eighteen years or more and who is employed, or has been appointed or engaged to be responsible, for the care or education of children at the service. All educators/staff are required to have a minimum Certificate III (or approved equivalent) in children's services and where possible first-aid, including anaphylaxis training.

References

Organisational Policy



Education and Care Services National Regulations 2011
Education and Care Services National Law Act 2010
Child Wellbeing & Safety Act 2005
Disabilities Discrimination Act 1992

Policy Detail

Corangamite Shire Early Childhood Education and Care Services are committed to:

- providing opportunities through the educational program for children to explore and experience the wider environment and broader society
- ensuring that all excursions and incursions are accessible, affordable and contribute to children's learning and development
- ensuring the health, safety and wellbeing of children at all times, including during excursions and incursions
- providing supervision of all children during excursions and incursions
- promoting road safety education and safe active travel for children

The Approved Provider and Persons with Management and Control are responsible for:

- ensuring that staff, volunteers, students and others at the service are provided with a copy of the Excursions and Incursions Policy and comply with its requirements
- ensuring that all parents/guardians have completed, signed and dated their child's enrolment form (refer to Enrolment and Orientation Policy) including details of persons able to authorise an educator to take their child outside the service premises
- ensuring that parents/guardians or persons named in the enrolment record have provided written authorisation within the past 12 months where the service is to take the child on routine outings (refer to Definitions), and that this authorisation is kept in the child's enrolment record
- ensuring that a child does not leave the service premises on an excursion unless prior written authorisation has been provided by the parent/guardian or person named in the child's enrolment record, and that the authorisation includes all details required under Regulation 102(4)
- ensuring that the number of children attending an excursion does not exceed the number for which service approval has been granted on that day
- ensuring that children are supervised (refer to Definitions) at all times
- ensuring that educator-to-child ratios are maintained at all times, including during excursions and incursions (Regulations 123, 355, 357)
- ensuring that parents/guardians, volunteers, students and all adults participating in an excursion are supervised at all times and are not left with sole supervision of individual children or groups of children (refer to Participation of Volunteers and Students Policy)
- ensuring that a benefit risk assessment (D/12/3368) is carried out for an excursion (in accordance with Regulation 101) before authorisation is sought from parents/guardians (Regulation 100)
- ensuring the benefit risk assessment identifies and assesses the risks, specifies how these will be managed and/or minimised, includes all details required by Regulation 101, and the benefit of the excursion for the children
- developing plans to improve children's safety in high risk situations such as excursions near water or near a road
- ensuring that excursions and incursions are based on the educational program and meet the needs and interests of children and families at the service



Organisational Policy

- ensuring that there is a clear purpose and educational value to each excursion or incursions, and that this is communicated to parents/guardians
- events that can be planned ahead of time should be included as an expenditure item in the service's budget and, as a result, will not incur additional charges
- ensuring that proposed excursions/incursions are accessible and inclusive of all children
- ensuring plans are in place to provide an accurate attendance record for children attending an excursion, and for children remaining at the service while an excursion is happening
- ensuring plans are in place to ensure that there is an accurate list of all adults participating in an excursion, including parents/guardians, volunteers and students, with contact details for each individual
- ensuring that each child's personal medication and current medical management plan is taken on excursions
- ensuring a well maintained portable first aid kit is taken on excursions
- ensuring a mobile phone is available to enable contact with parents/guardians and emergency services in the event of an incident, injury, trauma or illness (Regulation 98)
- ensuring emergency contact details for each child and the contact details of their medical practitioner are taken on excursions for notification in the event of an incident, injury, trauma or illness

The Nominated Supervisor and Persons in Day-to-Day Charge are responsible for:

- ensuring educators, staff, parents/guardians, volunteers, students and others at the service are provided with a copy of the Excursions and Incursions Policy and comply with its requirements
- ensuring that a child does not leave the service premises on an excursion unless prior written authorisation has been provided by the parent/guardian or person named in the child's enrolment record, and that the authorisation includes all details required under Regulation 102(4)
- ensuring that children are supervised at all times
- ensuring that educator-to-child ratios are maintained at all times, including during excursions and incursions
- ensuring only educators who are working directly with children are included in educator-to-child ratios
- ensuring that parents/guardians, volunteers, students and all adults participating in an excursion/incursion are supervised at all times and are not left with sole supervision of individual children or groups of children
- ensuring that a benefit and risk assessment is carried out for an excursion/incursion (in accordance with Regulation 101) before authorisation is sought from parents/guardians
- ensuring the risk assessment identifies and assesses the risks, specifies how these will be managed and/or minimised, and includes all details required by Regulation 101
- developing plans to improve children's safety in high risk situations such as excursions near water or near a road
- encouraging parents/guardians to comply with the service's road safety education as part of the curriculum
- where appropriate, taking walking excursions in the local community to promote physical activity, safe active travel and community connectedness



Organisational Policy

- ensuring that excursions and incursions are based on an approved learning framework, the developmental needs, interests and experiences of each child, and take into account the individual differences of each child
- ensuring the purpose and educational value of each excursion or incursions is communicated to children, staff, parents/guardians
- events that can be planned ahead of time should be included as an expenditure item in the service's budget and, as a result, will not incur additional charges
- ensuring that proposed excursions/incursions are accessible and inclusive of all children
- ensuring an accurate attendance record is kept for children attending an excursion, and for children remaining at the service while an excursion is happening
- ensuring that there is an accurate list of all adults participating in an excursion, including parents/guardians, volunteers and students, with contact details for each individual
- ensuring that each child's personal medication and current medical management plan is taken on excursions
- ensuring that a portable first aid kit is taken on excursions
- ensuring a mobile phone, the emergency contact details for each child and the contact details of their medical practitioner are taken on excursions for notification in the event of an incident, injury, trauma or illness
- ensuring SunSmart practices are implemented
- displaying a notice at the service indicating that children are on an excursion, and including the location of the excursion and expected time of return to the service

Other educators are responsible for:

- reading and complying with the requirements of the Excursions and Incursions Policy
- maintaining the required educator-to-child ratios at all times, and adequately supervising (refer to Definitions) children during excursions and incursions
- supervising parents/guardians, volunteers, students and all adults participating in an excursion or incursion, and ensuring that they are not left with sole supervision of individual children or groups of children
- contribute to a benefit and risk assessment for an excursion or incursions
- contribute to the development of excursions and incursions based on approved learning frameworks, the developmental needs, interests and experiences of each child, and the individual differences of each child
- ensuring SunSmart practices are implemented
- contribute to providing road safety education as part of the curriculum
- supporting all children to participate in excursions and incursions
- be aware of each child's personal medication and current medical management plan on excursions

Parents/guardians are responsible for:

- reading and complying with the requirements of this Excursions and Incursions Policy
- completing and signing the authorised nominee section (check definitions in Acceptance and Refusal of Authorisations) of their child's enrolment form before their child commences at the service
- reading the details of the excursion or incursions provided by the service and asking for additional information if required



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- completing, signing and dating excursion/incursions and routine /regular outing
- providing items required by their child for the excursion or incursions e.g. snack/lunch, sunscreen, coat etc.
- understanding that, if they participate in an excursion or incursions as a volunteer, they will be under the immediate direction and supervision of an educator or the Approved Provider at all times
- if participating in an excursion or incursions, informing an educator immediately if a child appears to be missing from the group
- supervising and caring for siblings and other children in their care who are not enrolled in the program
- complying with all service policies and procedures

Reference to linked Policy, Procedure or Guidelines

[Authorisations Acceptance and Refusal](#)

[Administration of First Aid, Incident, Injury, Trauma, Illness and Infectious Disease](#)

[Code of Conduct](#)

[Dealing with Medication and Medical Conditions](#)

[Delivery and Collection of Children](#)

[Emergency Management](#)

[Enrolment and Orientation](#)

[Fees](#)

[Governance, Management Confidentiality of Records and Privacy](#)

[Interactions with Children](#)

[Nutrition and Oral Health](#)

[Participation of Volunteers and Students on Practicum Placement](#)

[Sun Protection](#)

[Water Safety](#)

Organisational Policy



Fees

Introduction

Corangamite Shire Council is committed to:

- providing child care sessions in accordance with the Legislative framework
- providing responsible financial management of the children's services, including establishing fees that will result in a financially viable service
- providing a fair and manageable system for dealing with non-payment and/or inability to pay fees/outstanding debts
- minimising financial barriers for families wishing to access children's services
- maintaining confidentiality in relation to the financial circumstances of parents/guardians
- advising service users about program funding, including government support and fees to be paid by parents/guardians
- providing priority of access guidelines

Purpose

This policy will provide clear guidelines for:

- payment and collection of fees
- the equitable and non-discriminatory application of fees

Scope

This policy applies to the Approved Provider, Persons with Management or Control, Nominated Supervisor, Persons in day-to-day Charge, staff, contractors, volunteers, students on placement, parents/guardians, children and others attending the programs and activities of Corangamite Shire Children's Services, including during offsite excursions and activities.

Definitions

The terms defined in this section relate specifically to this policy. For commonly used terms (e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc.) refer to the General Definitions section of this manual.

Absence

An occasion when a child is not physically present for a session of care that has been agreed under a Complying Written Agreement.

Up to 42 absence days in a financial year will be eligible for subsidised care without the need to provide reasons for the absence.

Approved care

Care given by a service provider that has been approved by the Family Assistance Office to receive Child Care Subsidy payments on behalf of eligible families. Most long day care, family day care, before-and-after school care, vacation care, some occasional care and some in-home care childcare services are approved providers. Details are available at

<https://www.humanservices.gov.au/individuals/services/centrelink/child-care-subsidy>

Organisational Policy



Complying Written Agreement

An arrangement (and agreement between the child care provider and an individual, to provide child care in return for fees) that includes required information.

Child Care Support

In the context of this policy this relates to Child Care Subsidy, Child Care Safety Net as forms of financial assistance, and Child Care Subsidy System – the system that supports the administration of financial assistance.

Fees

A charge for an enrolled place within a program at the Child Care service.

Legislative framework

Key legislation of the family Assistance Law includes:

- A New Tax System (Family Assistance) Act 1999
- A New Tax System (Family Assistance) (Administration) Act 1999
- Family Assistance Legislation (Jobs for Families Child Care Package) Act 2017
- Child Care Subsidy Minister's Rules 2017/2018
- Child Care Subsidy Secretary's Rules 2017

Priority of access

There are no mandatory requirements for filling vacancies, and providers can set their own policies for prioritising who receives a place. However, as vacancies in a service arise, providers are asked to consider prioritising children who are:

- at risk of serious abuse or neglect
- a child of a sole parent who satisfies, or parents who both satisfy, the activity test through paid employment.

This reflects the Australian Government's intention to help families who are most in need, and support the safety and wellbeing of children at risk in accordance with the *Framework for Protecting Australia's Children 2009 -2020*.

References

Relevant legislation and standards include but are not limited to:

Charter of Human Rights and Responsibilities 2006 (Vic)

Child Wellbeing and Safety Act 2005 (Vic)

Disability Discrimination Act 1992 (Cth)

Children's Services Regulations 2009 40(1)(f)

Education and Care National Law Act 2010 168 (2)(n)

Equal Opportunity Act 1995 (Vic)

Child Care Provider Handbook – Legislative framework

National Quality Standard, Quality Area 7: Leadership and Governance, Standard 7.3: Administrative systems enable the effective management of a quality service

Policy Detail

When setting fees Corangamite Shire Council will consider:

- the financial viability of the service
- the level of Government funding provided for the program/service
- the availability of other income sources, such as grants



Organisational Policy

- management of collection of fees
- reasonable expenditure in meeting agreed program quality and standards
- displaying information relating to fees at the child care venues and providing the information to families at enrolment.
- [Council Fees and Charges Policy](#)

A statement of charges will be provided to families upon enrolment and the *Payment of Fees policy - Port Campbell, Glenormiston, The Sisters and Ecklin services, Long day care Skipton, Lismore/Derrinallum*, will be readily available.

Parents/guardians will be notified within 14 days of any proposed changes to the fees charged or the way in which the fees are collected (Regulation 172(2)).

Direct Debit and CentrePay are available to families using Corangamite Shire Council Children's Services.

Unpaid Fees

Support will be offered to families whose accounts are overdue. We are committed to seeking support for families experiencing financial hardship or when affordability is an issue. Fees that remain unpaid / outstanding may result in services being withdrawn.

Additional Fees/Charges

- Direct cost of bank charges will be applied for one off missed payments
- Council will charge a cost recovery based levy for recurring missed payments

Child Care Subsidy services – Family Fees and Payments

- Booked sessions can be changed with 14 days' notice in writing or by agreement between the family and the service coordinator.
- Fees are set for each session and reviewed annually.
- Parents who may be referred from an external agency are still required to pay their fees for each session. Reimbursement may be sought from the relevant agency if this is applicable.
- Priority of access reflects the Australian Government's intention to help families who are most in need, and support the safety and wellbeing of children at risk in accordance with the *Framework for Protecting Australia's Children 2009 -2020*. as vacancies within the service arise, there is consideration for prioritising children who are:
 - at risk of serious abuse or neglect
 - a child of a sole parent who satisfies, or parents who both satisfy, the activity test through paid employment.
- Fees are payable fortnightly as invoiced by Corangamite Shire Council and are based on child attendance/cancellation notification per session.
- Fees will be charged unless the required notification is received by the service.
- Child care can be suspended if accounts are not paid by the due date and an agreed payment plan has not been able to be negotiated.
- Accounts that remain outstanding will be referred for debt collection without further notice, costs forwarded to families and care cancelled unless agreed payment arrangements are in place.

Organisational Policy



Family Responsibilities

- Complete a Complying Written Agreement (CWA) for booked sessions of care.
- Commit to a payment of fees arrangement with Corangamite Shire Council; complete a Corangamite Shire direct debit form/Centrepay deduction form or commit to an agreed alternate payment method.
- Pay co-contribution of fees for all booked sessions including absent days, e.g. sick days, and family holidays.
- Paying accounts within 14 days after the end of the fortnightly processing period.
- Contacting the Mobile Child Care/Family Day Care Coordinator to discuss payment options in cases of difficulty.
- Providing 14 days' notice for termination of booked sessions of care.

Staff Responsibilities

- Follow Complying Written Agreements when providing care.
- Complete attendance records in accordance with Delivery and Collection of Children Policy and Procedure, and Legislative framework, including records of child attendance and absence.

Corangamite Shire Council Responsibility

- Comply with the Family Assistance Law
- Comply with the National Law and National Regulations, and all applicable Commonwealth and state or territory laws relating to the operation of a child care service
- Ensure the provider, any person with management or control of the provider, any person responsible for the day-to-day operation of the service are fit and proper persons to be involved in the administration of Child Care Subsidy and Additional Child Care Subsidy
- Ensure that background checks are carried out for particular personnel (e.g. administration) - including criminal history and working with children checks where applicable
- Notify the appropriate department of changes relating to the service (referred to as 'Notifiable Events in the Family Assistance Law')
- Submitting weekly session reports for each child each week to the Department of Human Services.
- Produce accounts in accordance with documented booked hours and signed attendance records.
- Issue invoices/statements and action direct debit advice.

Organisational Policy



Direct Debit Insufficient Funds

- Account holder and coordinator will be notified.
- Account holder must make payment directly to Corangamite Shire within 7 days of due date.
- Care will be suspended if payment is not made within 7 days or an agreed payment plan implemented.
- Any fees occurring due to insufficient funds will be added to the account.

Reference to linked Policy, Procedure or Guidelines

[Complaints and Grievance](#)

[Delivery and Collection of Children](#)

[Enrolment and Orientation](#)

[Governance, Management, Confidentiality of Records and Privacy](#)

[Council's Fees and Charges](#)



Organisational Policy

Governance, Management, Confidentiality of Records and Privacy.

Introduction

The Education and Care Services National Regulations 2011 and Victorian Children Services Regulations 2009 (Mobile Child Care only) require that a number of records be kept at each individual Early Years' service. These include staff records, enrolment records for each child and service records.

Accurate record keeping assists in the management of the Early Years services, ensures the safety of children and provides a level of transparency and accountability for services, Regulatory Authorities and families.

Purpose

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

To ensure compliance with all regulatory and legislative requirements relating to record collection, use and retention.

Scope

This policy applies to the Approved Provider, Persons with Management or Control, Nominated Supervisor, Persons in day-to-day Charge, staff, contractors, volunteers, students on placement, parents/guardians, children and others attending the programs and activities

Definitions

The terms defined in this section relate specifically to this policy. For commonly used terms (e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc.) refer to the General Definitions section of this manual.

References

- [Corangamite Shire Information Privacy](#)
- [Corangamite Shire Records Management Policy](#)
- Education and Care Services National Law Act 2010*
- Education and Care Services National Regulations 2011*
- Health Records Act 2002*

Policy Detail

Appropriate governance arrangements will be in place to ensure the effective management of Council managed Early Years services.

The Early Years services will operate within and be informed by:

- Funding Agreements,
- *Education and Care Services National Regulations 2011*
- *Education and Care Services National Law Act 2010*
- *Victorian Children Services Regulations 2009* (Mobile Child Care only)
- The Service Philosophy
- Early Childhood Code of Ethics
- National Quality Standards



Organisational Policy

- Early Years Learning and Development Framework
- Victoria Early Learning and Development Framework.

Council's Early Childhood Education and Care services are committed to protecting each individual's right to privacy, and as such, will comply with Information Privacy Principles contained in the *Information Privacy Act 2000 (Vic)* and the *Health Records Act 2001*.

Staff and educators will ensure that no information in any form, or record is divulged or communicated directly or indirectly to any person other than:

- to the extent necessary for the care, education or medical treatment of staff and/or children
- the parent/guardian or other persons who have lawful authority to access the child's information
- if expressly authorised, permitted or required to by any act or law
- with the written consent of the child's parent/guardian

Staff and educators will ensure that all staff records, program records, enrolment records, attendance records, medication records, accident and illness records and any other records collected contain the legislated and regulatory information, are updated in a timely manner, reviewed on a regular basis and disposed of appropriately.

Records must be findable, maintained, protected and useable for their entire retention period. Records cannot be disposed of other than in accordance with the *Public Records Act 1973* and cannot be disposed of without the knowledge of the Knowledge and Records Services Coordinator.

All Early Childhood Education and Care services will ensure as far as practicable the retention of enrolment records and other documents that relate to the operation of the service. These documents will be retained on site while active and then transferred to Knowledge and Records Services team for final retention. Please see document retention schedule for more information.

All policies and procedures will be available and readily accessible at each Early Years service.

Fourteen days' notice shall be provided to families with children enrolled at the service before making any changes to a policy or procedure that will have:

- a significant impact on any enrolled child
- affect a family's ability to use the service or
- affect the fees charged or the way fees are collected

The following documents need to be maintained and available at the service venue for inspection at all times:

- Service philosophy
- Program and evaluation
- Individual child records

Observable links are required to be seen between:

- A child's needs/skills and the individual record
- The individual child and the written program
- The written program and the program in action
- The program implementation and evaluation

Organisational Policy



<i>Document type</i>	<i>Retention Period</i>
Child assessments	7 years after last attendance
Incident, injury, trauma and illness record	Until child is 25 years of age
Medication record	7 years after last attendance
Child attendance	7 years after last attendance
Child enrolment	7 years after last attendance
Death or serious injury of a child whilst being educated and cared for at service	Permanent (Retain as state archives)
Accident involving a child whilst being educated and cared for at service where minor or no injury occurs	7 years after incident
Records of compliance	7 years after program delivery
Program planning	2 years after program delivery
Meeting minutes of parent group	Permanent (Retain as state archives)
AGM minutes of parent group	Permanent (Retain as state archives)
Summary record of enrolment	25 years after the child's initial placement

*Please note that in some cases the time period that a document must be retained for is longer than which is prescribed under Educational Regulations and Law in accordance with *the Local Government Act*.

Reference to linked Policy, Procedure or Guidelines

[Corangamite Shire Information Privacy](#)

[Corangamite Shire Records Management Policy](#)

Organisational Policy



Interactions with Children

Introduction

The United Nations Convention on the Rights of the Child is founded on respect for the dignity and worth of each individual, regardless of race, colour, gender, language, religion, opinions, wealth, birth status or ability.

Child Safe Standard 7 requires services to have strategies to promote the participation and empowerment of children. When children feel respected and valued, they are much more likely to speak up about issues of safety and wellbeing.

Enabling and promoting the participation of children within a service has multiple benefits in addition to enhancing the safety of children, including demonstrating a commitment to upholding the rights of children, checking that what the service is doing is what children want and building the communication and leadership skills of children.

When children experience nurturing and respectful reciprocal relationships with educators, they develop an understanding of themselves as competent, capable and respected. Relationships are the foundation for the construction of identity, and help shape children's thinking about who they are, how they belong and what influences them ([Early Years Learning Framework](#), p. 20; [Framework for School Age Care](#), p. 19).

'Constructive everyday interactions and shared learning opportunities form the basis of equitable, respectful and reciprocal relationships between educators and children. Educators who are actively engaged in children's learning and share decision-making with them, use their everyday interactions during play, routines and ongoing projects to stimulate children's thinking and to enrich their learning. These relationships provide a solid foundation from which to guide and support children as they develop the self-confidence and skills to manage their own behaviour, make decisions and relate positively and effectively to others.' ([Guide to National Quality Framework](#))

Purpose

This policy will provide guidelines to:

- promote the development of positive and respectful relationships and engagement with each child at Corangamite Shire Early Childhood Education and Care Services
- ensure each child at Corangamite Shire Early Childhood Education and Care Services will be supported to learn and develop in a secure and empowering environment

Scope

This policy applies to the Approved Provider, Persons with Management or Control, Nominated Supervisor, Persons in day-to-day Charge, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of Corangamite Shire Early Childhood Education and Care Services.



Organisational Policy

Definitions

The terms defined in this section relate specifically to this policy. For commonly used terms (e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc.) refer to the General Definitions section of this manual.

Behaviour guidance plan

A plan that documents approaches to assist an educator in guiding a child with diagnosed behavioural difficulties or challenging behaviours to self-manage his/her behaviour. The plan is developed in consultation with the Nominated Supervisor, educators, parents/guardians and families, and other professional support agencies as applicable.

Challenging behaviour

Behaviour that:

- disrupts others or causes disputes between children, but which is part of normal social development
- infringes on the rights of others
- causes harm or risk to the child, other children, adults or living things
- is destructive to the environment and/or equipment
- inhibits the child's learning and relationship with others
- is inappropriate relative to the child's developmental age and background.

Notifiable complaints

The Regulatory Authority is required to be notified of a complaint that alleges:

- a serious incident has occurred or is occurring while a child is being educated and cared for by a service
- the National Law and/or National Regulations have been contravened

Complaints of this nature must be reported by the Approved Provider to the Regulatory Authority within 24 hours of the complaint being made (Section 174(2)(b), Regulation 176(2)(b)). If the Approved Provider is unsure whether the matter is a notifiable complaint, it is good practice to contact DET for confirmation.

Inclusion Support Program

Funded by the Commonwealth Government to assist services to build their capacity and capability to include children with additional needs in mainstream services; providing them with an opportunity to learn and develop alongside their typically developing peers

Mental health

In early childhood, a child's mental health is understood as a child's ability to 'experience, regulate and express emotions; form close and secure interpersonal relationships; and explore the environment and learn – all in the context of family, community and cultural expectations for young children. Infant mental health is synonymous with healthy social and emotional development.

Preschool Field Officer (PSFO) Program

The role of the PSFO Program is to support the access and participation of children with additional needs in preschool

References



Organisational Policy

Charter of Human Rights and Responsibilities Act 2006 (Vic)
Children, Youth and Families Act 2005 (Vic)
Child Wellbeing and Safety Act 2005 (Vic)
Child Wellbeing and Safety Amendment (Child Safe Standards) Act 2015 (Vic)
Disability Discrimination Act 1992 (Cth)
Education and Care Services National Law Act 2010
Education and Care Services National Regulations 2011
Equal Opportunity Act 2010 (Vic)
Guide to the National Quality Framework

Policy Detail

Corangamite Shire Early Childhood Education and Care Services are committed to:

- maintaining the dignity and rights of children
- promoting fairness, respect and equity
- encouraging children to express themselves and their opinions, and to undertake experiences that develop self-reliance and self-esteem
- considering the health, safety and wellbeing of each child, and providing a safe, secure and welcoming environment in which they can develop and learn
- maintaining a duty of care (refer to Definitions) towards all children at the service
- considering the diversity of individual children at the service, including family and cultural values, age, and the physical and intellectual development and abilities of each child
- building collaborative relationships with families to enhance learning and development outcomes for children
- encouraging positive, respectful and warm relationships between children, families and educators/staff at the service

Corangamite Shire Early Childhood Education and Care Services have expectations regarding positive, respectful and appropriate behaviour, and acceptable responses and interactions when working with children and families (refer to [Code of Conduct Policy](#)).

Educators and staff will use positive and respectful approaches to assist children to self-regulate their own behaviour, and to respond appropriately to conflict and the behaviour of others.

Collaborative relationships will be promoted between children/families and educators, staff and other professionals, to improve the quality of children's education and care experiences.

The size and composition of groups will be considered to ensure all children are provided with the best opportunities for quality interactions and relationships with each other and with adults at the service (Regulation 156(2)). Smaller group sizes are considered optimal.

Educational programs will be delivered in accordance with an approved learning framework, based on the developmental needs, interests and experiences of each child, and take into account the individual differences of each child.

Organisational Policy



Educators will develop and implement an educational program that contributes to the development of children to have a strong sense of wellbeing and identity, and to be connected, confident, involved and effective learners and communicators (Regulation 73).

Education and care will be provided to children in a way that:

- encourages children to express themselves and their opinions
- allows children to undertake experiences that develop self-reliance, self-esteem and self-regulation
- maintains the dignity and the rights of each child at all times
- offers positive guidance and encouragement towards acceptable behaviour
- has regard to the cultural and family values, age, and the physical and intellectual development and abilities of each child being educated and cared for (Regulation 155)

Services will provide children with opportunities to interact and develop positive relationships with each other, and with the staff and volunteers at the service (Regulation 156(1)).

Clear documentation will be recorded of the assessment and evaluation of each child's:

- developmental needs, interests, experiences and program participation
- progress against the outcomes of the educational program (Regulation 74)

Educators/staff will be supported to access resources and gain appropriate training, knowledge and skills for the implementation of this policy, including promoting social, emotional and mental health and wellbeing.

The learning environment at the service will be safe, secure and free from hazards for children and promote the active participation of every child.

Behaviour guidance plans will be developed for a child if educators are concerned that the child's behaviour may put the child themselves, other children, educators/staff and/or others at risk. Professional consultation will be sought if a suitable and mutually agreeable behaviour guidance plan cannot be developed.

Links with and referral pathways will be developed to services and/or professionals to support children and their families.

Additional resources will be sourced, if required, to implement a behaviour guidance plan and educators/staff at the service will be provided with appropriate training to guide the actions and responses of a child/children with challenging behaviour.

The availability of extra assistance, financial support or training will be investigated, by contacting the regional Preschool Field Officer (refer to Definitions), specialist Early Childhood Education and Care Services officers from DET or other agencies working with the child.

It is an offence to subject a child to any form of corporal punishment, or any discipline that is unreasonable or excessive in the circumstances (National Law: Section 166).

Children must be adequately supervised (refer to Definitions) and educator-to-child ratios must be maintained at all times.

Organisational Policy



Where the service has been notified of a court order prohibiting an adult from contacting an enrolled child, every effort will be made to ensure contact will not occur while the child is on the service premises.

Confidentiality will be maintained at all times (refer to [Governance Management Confidentiality of Records and Privacy Policy](#)).

Reference to linked Policy, Procedure or Guidelines

[Child Safe Environment](#)

[Code of Conduct](#)

[Complaints and Grievances](#)

[Governance, Management, Confidentiality of Records and Privacy](#)



Organisational Policy

Nutrition and Oral Health

Introduction

Healthy eating and oral health behaviours are formed early in life and provide the foundation for positive outcomes in adulthood.

Purpose

This policy will provide clear guidelines to:

- ensure that all children attending Council services have safe access to nutritionally appropriate food and beverages, and that oral health is promoted
- promote healthy lifestyles by encouraging healthy food choices, drinking water and maintaining oral health
- create a supportive culture for children, families, educators and others to make healthy choices

Scope

This policy applies to the Approved Provider, Persons with Management or Control, Nominated Supervisor, Persons in day-to-day Charge, staff, contractors, volunteers, students on placement, parents/guardians, children and others attending the programs and activities of Corangamite Shire Children's Services, including during offsite excursions and activities.

Definitions

The terms defined in this section relate specifically to this policy. For commonly used terms (e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc.) refer to the General Definitions section of this manual.

Everyday food and drink

Is food sourced from the five core food groups: Vegetables and legumes; fruit; grains; Lean meat, fish, poultry, eggs, nuts, seeds, legumes, beans; Milk, yoghurt, cheese & alternatives. Water is the drink of choice.

Healthy eating

A term used to describe the eating patterns that provide all the recommended nutrients for good health, growth and wellbeing now and in the future. Eating a wide variety of foods from the five core food groups each day. It also refers to preparing, serving and eating in a way that considers the importance of food and eating as a social and cultural activity.

Nutrition

Getting an adequate amount of energy and nutrients in your overall diet

Oral health

Includes the ability to speak, smile, smell, taste, touch, chew, swallow and convey a range of emotions through facial expressions with confidence and without pain, discomfort and disease

Sometimes food and drink

Foods high in fat, sugar and salt or a combination of these. These typically have very little nutritional value and are often processed and packaged.

Organisational Policy



CORANGAMITE
SHIRE

References

- Dental Health Services Victoria
Department of Education and Training, 2020, *Victorian Early Years Learning and Development Framework*
National Health and Medical Research Council, 2013, *Australian Dietary Guidelines*
Australian Children's Education & Care Quality Authority, 2018, *Guide to the National Quality Standards*
Australian Government Department of Health and Ageing, 2012, *Get Up and Grow, Healthy Eating and Physical Activity for Early Childhood*⁽⁵⁾
DEEWR, 2009 *Belonging, Being and Becoming: The Early Years Learning Framework for Australia*
Education and Care National Law Act 2010
Education and Care National Regulations 2011:
Part 4.1- EDUCATIONAL PROGRAM AND PRACTICE 73 Educational Program-Regulations 73
PART 4.2—CHILDREN'S HEALTH AND SAFETY 97 Division 1—Health, safety and wellbeing of children — Regulations 77, 78, 79, 80, PART 4.7—LEADERSHIP AND SERVICE MANAGEMENT Division 2—Policies and procedures — Regulation 168 (2) (a) (i)
National Health and Medical Research Council, 2012, *Infant Feeding Guidelines*

Policy Detail

Safe food practices will be implemented in relation to the storage and handling of food including: temperature control of perishable foods, safe heating and reheating practices, and protection from contamination.

Water will be reinforced as the preferred drink for children. Children must have access to safe drinking water (preferably tap) at all times. Only water and plain milk are provided or encouraged by the service. Water will be available at all times and children will be encouraged to drink it regularly.

Healthy food and drink options will be offered on a regular basis during care.

It is recognised that individual children may require special consideration in food requirements due to: food allergy and intolerance, specific cultural requirements, disabilities and medical conditions. Educators will be inclusive and supportive in the application of special consideration.

A positive, relaxed and social environment is promoted during mealtimes including encouraging children to be independent, providing adequate time to eat and socialising amongst children and educators.

Educators, parents, volunteers, students and visitors attending the service will role model healthy lifestyle choices in regards to nutrition, water consumption and oral health maintenance.

A culture of healthy eating and good oral health will be embedded within the children's programs.



Organisational Policy

Educators will reinforce foods in line with the Australian Dietary Guidelines as the preferred foods to be consumed whilst attending the services.

Education will be provided to families that will educate and encourage packing of healthy options in preference to commercial snack food such as muesli and fruit bars, chips, lollies and sweetened drinks such as juices, cordials, flavoured milk and soft drinks.

Cooking and food experiences provided in the service will focus on healthy food options.

Children are encouraged to taste a wide range of foods with different colours, textures, aromas and tastes.

Any food which is provided within the service should be culturally appropriate, varied, and meet the children's developmental needs.

Education and support will be provided to families to overcome barriers to meeting healthy food recommendations for their child, so healthy food options are available in the home and at the service.

Educators will provide families with information on healthy eating and oral health for children at enrolment and through newsletters and notice board displays, social media, and activities during the year. This will include information on oral hygiene and how and where to access the local public dental service.

Services that are breastfeeding friendly sites will provide a comfortable space for mothers to feed their infants.

Food and drink will not be used as an incentive, bribe or punishment.

Educators will work with local health professionals, services and other organisations to support educators and staff to deliver and promote healthy eating and oral health initiatives.

Educators will be supported to implement healthy eating and oral health initiatives in services by provision of resources and opportunities for professional development and encouraging healthy food options for staff events.

Any sponsorship, advertising and fundraising involving food and drinks is will be consistent with the [Drink Well, Eat Well, Clean Well](#) messages.

Reference to linked Policy, Procedure or Guidelines

[Child Safe Environment](#)

[Interactions with Children](#)

[Water Safety](#)

Organisational Policy



Participation of Volunteers and Students on Practicum Placement.

Please see Appendices for [Council Volunteers Policy](#)

Please see Appendices for [Work Experience Policy](#)



Organisational Policy

Sleep and Relaxation

Introduction

Children have different sleep, rest and relaxation needs. Children of the same age can have different sleep patterns, which nominated supervisors and educators need to consider within the service. As per Standard 2.1 (element 2.1.2) of the National Quality Standard, each child's comfort must be provided for and there must be appropriate opportunities to meet each child's sleep, rest and relaxation needs.

The Early Years Learning Framework (EYLF) and the Victorian Early Years Learning and Development Framework (VEYLDF) include a focus on social, emotional, spiritual and physical wellbeing and health. Development Outcome 3 in both framework documents refers to a child's ability to take increasing responsibility for their own wellbeing. One of the indicators for this capacity is that children "recognise and communicate their bodily needs (for example thirst, hunger, rest, comfort, physical activity)". The EYLF suggests that to promote this, educators should:

- consider the pace of the day within the context of the community
- provide a range of active and restful experiences throughout the day, and support children to make appropriate decisions regarding participation

Employers have a responsibility under the Occupational Health and Safety Act to provide a safe and healthy working environment. This duty extends to others present in the workplace, including children and volunteers. Providing a safe environment for children at the service includes complying with current Australian/New Zealand standards in relation to equipment, such as cots and mattresses.

Purpose

This policy will provide clear guidelines for the implementation of safe relaxation and sleep practices that meet the individual needs of children attending Corangamite Shire Early Childhood Education and Care Services

Scope

This policy applies to the Approved Provider, Persons with Management or Control, Nominated Supervisor, Persons in day-to-day Charge, staff, contractors, volunteers, students on placement, parents/guardians, children and others attending the programs and activities of Corangamite Shire Children's Services, including during offsite excursions and activities.

Definitions

The terms defined in this section relate specifically to this policy. For commonly used terms e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc. refer to the General Definitions section of this manual.

References

Relevant legislation and standards include but are not limited to:
Australian/New Zealand Standard – Cots for household use – Safety Requirements (AS/NZS 2172:2010)
Australian/New Zealand Standard – Cots for day nursery, hospital and institutional use – Safety Requirements (AS/NZS 2130:1998)
Education and Care Services National Law Act 2010
Education and Care Services National Regulations 2011

Organisational Policy



National Quality Standard, Quality Area 2: Children's Health and Safety
Occupational Health and Safety Act 2004

Policy Detail

Corangamite Shire Early Childhood Education and Care Services is committed to:

- providing a positive and nurturing environment for all children attending the service
- recognising that children have different requirements for relaxation and sleep, and being responsive to those needs to ensure that children feel safe and secure at the service
- consulting with parents/guardians about their child's individual relaxation and sleep requirements/practices, and ensuring practices at the service are responsive to the values and cultural beliefs of each family
- its duty of care to all children at Corangamite Shire Early Childhood Education and Care Services, and ensuring that adequate supervision is maintained while children are sleeping, resting or relaxing
- complying with all legislative requirements, standards and current best practice and guidelines, including recommendations by [Red Nose](#)

The Approved Provider and Persons with Management and Control are responsible for:

- taking reasonable steps to ensure the sleep/rest needs of children at the service are met, with regard to the age of children, developmental stages and individual needs (Regulation 81(1))
- regularly reviewing practices to ensure compliance with the recommendations of [Red Nose](#) in relation to safe sleeping practices for children
- providing information and training to ensure staff are kept informed of changing practices in relation to safe sleep practices for children
- advise parents/guardians on how to access a copy of the Relaxation and Sleep Policy prior to their child commencing at the service.
- ensuring parents/guardians are consulted about appropriate relaxation and sleep practices for their child
- protecting children from hazards and harm (Act S167)
- ensuring cots provided at the service comply with the most current Australian/New Zealand Standards
- ensuring that hammocks, prams and strollers are not used for children to sleep in
- consulting with staff in relation to meeting Australia/New Zealand Safety Standards or guidelines when purchasing new equipment for the service
- ensuring compliance with [WorkSafe Victoria's Early Childhood Education and Care Services – occupational health and safety compliance kit](#) , including in relation to staff lifting children into and out of cots
- ensuring adequate supervision of children at the service at all times, including during relaxation and sleep
- ensuring that rooms used for sleep and relaxation are well ventilated
- ensuring that there is adequate space to store bedding in a hygienic manner

The Nominated Supervisor and Person in Day to Day Charge is responsible for:

- taking reasonable steps to ensure the sleep/rest needs of children at the service are met with regard to the age of children, developmental stages and individual needs (Regulation 81(2))



Organisational Policy

- ensuring the educational program provides opportunities for each child to sleep, rest or engage in appropriate quiet play activities, as required
- protecting children from hazards and harm (Section 167)
- removing any hazards identified in the child's resting or sleeping environment and informing the Approved Provider or Persons with Management and Control as soon as is practicable if required
- ensuring all staff and educators comply with the recommendations of Red Nose in relation to safe sleeping practices for children
- educating families about evidence-based safe sleeping practices
- ensuring parents/guardians are consulted about appropriate relaxation and sleep practices for their child
- assessing whether there are exceptional circumstances for alternative practices where family beliefs conflict with current recommended evidence-based guidelines for safe sleeping practices, seek written support from a professional and develop a benefit and risk management plan
- the physical environment, including room temperature, lighting, airflow and noise levels
- implementing the documented sleep regime and benefit and risk management plans where in exceptional circumstances family beliefs conflict with current recommended evidence-based guidelines for safe sleeping practices
- minimising distress or discomfort for the children in their care
- ensuring that resting and sleeping practices are not used as a behaviour guidance tactic providing a range of opportunities for relaxation throughout the day
- complying with [WorkSafe Victoria's Early Childhood Education and Care Services – occupational health and safety compliance kit](#) , including in relation to lifting children into and out of cots
- providing input in relation to OHS issues when new equipment is purchased for the service
- conducting regular safety checks of equipment used for sleeping/resting, such as cots and mattresses
- ensuring that any hanging cords, mobiles, curtains and blinds are inaccessible to children who are resting or sleeping
- providing adequate supervision of all children
- supervising and monitoring children displaying symptoms of illness closely, especially when resting or sleeping
- responding to children displaying symptoms of illness
- ensuring that artificial heating, such as heat bags and hot-water bottles are not used to provide warmth
- ensuring that each child has individual bed linen, and procedures are implemented for the cleaning and storage of cots, mattresses and linen
- documenting and communicating children's rest and sleep times to co-workers during shift changes
- providing information to families about the service's relaxation and sleep practices
- developing communication plans to inform parents/guardians about their child's rest and sleep patterns, including times and length of sleep at the service
- encouraging children's independence, and assisting children with dressing as needed
- after the child's sleep rest and relaxation time children will be provided with the time they need to transition back into the learning environment

Organisational Policy



- support children's agency with daily routines such as rest and sleep as opportunities for children to build on their skills regarding self-care.

Parents/guardians are responsible for:

- discussing their child's relaxation and sleep preferences prior to commencing at the service, and when these change
- providing information on the child's enrolment form if the child requires special items while resting or sleeping e.g. a comforter or soft toy
- completing a Risk Minimisation and Communication Plan and providing supporting documentation if their baby/child is not to be placed on their back during sleep due to a diagnosed medical condition (refer to Medical Conditions and Administration of Medication).

Reference to linked Policy, Procedure or Guidelines

[Administration of First Aid Incident, Injury, Trauma, Illness and Infectious Disease](#)
[Child Safe Environment](#)
[Interactions with Children](#)

Organisational Policy



Sun Protection

Introduction

Too much of the sun's UV radiation can cause sunburn, skin and eye damage and skin cancer. Infants and toddlers up to four years of age are particularly vulnerable to UV damage due to lower levels of melanin and a thinner stratum corneum (the outermost layer of skin). UV damage accumulated during childhood and adolescence is associated with an increased risk of skin cancer later in life.

Purpose

This SunSmart policy provides guidelines to:

- ensure all children, educators and staff are protected from over-exposure to UV radiation; ensure the outdoor environment provides shade for children, educators and staff;
- ensure children are encouraged and supported to develop independent sun protection skills;
- support duty of care and regulatory requirements; and
- support appropriate OHS approaches to minimise UV risk and associated harms for educators, staff and visitors

Scope

This policy applies to the Approved Provider, Persons with Management or Control, Nominated Supervisor, Persons in day-to-day Charge, staff, contractors, volunteers, students on placement, parents/guardians, children and others attending the programs and activities of Corangamite Shire Children's Services, including during offsite excursions and activities.

Definitions

The terms defined in this section relate specifically to this policy. For commonly used terms (e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc.) refer to the General Definitions section of this manual.

SunSmart Program

SunSmart's mission is to reduce skin cancer incidence, morbidity and mortality through a targeted prevention and early detection program.

UV index

The World Health Organization's [Global Solar UV Index](#) measures UV levels on a scale from 0 (Low) to 11+ (Extreme). Sun protection is recommended when UV levels are 3 (Moderate) or higher. The UV level is affected by a number of factors including the time of day, time of year, cloud cover, altitude, how close you are to the equator, scattering and reflection.

References

- Education and Care Services National Regulations 2011
- Education and Care Services National Law Act 2010
- The Occupational Health and Safety Act 2004
- Child Wellbeing and Safety Act 2005 (Part 2: Principles for Children
- National Quality Standards 2018
- [Belonging, Being and Becoming – The Early Years Learning Framework](#) (July 2009)



Organisational Policy

- Victorian Early Years Learning and Development Framework (VEYLDF) (May 2016)
- DET Building Quality Standards Handbook (BQSH): Section 8.5.5 Shade Areas
- [Get Up & Grow: Healthy eating and physical activity for early childhood](#) (Section 2) 2009
- Victorian Institute of Teaching (VIT) [The Victorian Teaching Profession Code of Conduct](#) - Principle 3.2
- [Australian Professional Standards for Teachers \(APST\)](#) – Standard 4.4 and 7.2
- ARPANSA [Radiation Protection Standard for Occupational Exposure to Ultraviolet Radiation](#) (2006)
- Safe Work Australia: [Guidance Note – Sun protection for outdoor workers](#) (2016)
- AS/NZS 1067.1:2016, Eye and face protection - Sunglasses and fashion spectacles
- AS/NZS 4399:2017, Sun protective clothing - Evaluation and classification
- AS/NZS 2604:2012 Sunscreen products - Evaluation and classification
- Australian Government Therapeutics Goods Administration (TGA) – Australian regulatory guidelines for sunscreens: [4. Labelling and advertising – directions for use of the product](#)
- AS/NZS 4685.0:2017, Playground equipment and surfacing - Development, installation, inspection, maintenance and operation.6.2.1 *General considerations*, 6.3.9 *Shade and sun protection*, *Appendix A Shade and sun protection*

Policy Detail

The sun protection measures listed are used for all outdoor activities during the daily local sun protection times. The sun protection times are a forecast from the Bureau of Meteorology for the time of day UV levels are forecast to reach 3 or higher. At these levels, sun protection is recommended for all skin types. In Victoria, UV levels regularly reach 3 or higher from mid-August to the end of April.

Infants

SunSmart practices consider the special needs of infants. All babies under 12 months are kept out of direct sun when UV levels are 3 or higher. Physical protection such as shade, clothing and broad-brimmed hats are the best sun protection measures. If babies are kept out of the sun or well protected from UV radiation by clothing, hats and shade, then sunscreen need only be used occasionally on very small areas of a baby's skin. The widespread use of sunscreen on babies under 6 months old is not recommended.

Each Early Years' Service will maintain their membership with the SunSmart Early Childhood program.

When enrolling their child, families are:

- informed of the service's SunSmart policy;
- asked to provide a suitable sun protective hat, covering clothing and sunscreen for their child;
- required to give permission for educators to apply sunscreen to their child; and
- encouraged to use SunSmart measures themselves when at the service

This policy will be reinforced in positive ways through education about sun protection in hand outs, newsletters, meetings and notice boards. Sun protection is to be incorporated into the learning and development program. The SunSmart policy is to be reinforced by educators and through children's activities and displays.

Staff are encouraged to access the daily local sun protection times at sunsmart.com.au or on the free SunSmart app to assist with the implementation of this policy.

Organisational Policy



SPF30 (or higher) broad-spectrum, water-resistant sunscreen is to be supplied by the service and/or families.

Shade consideration will be an integral part of planning of outdoor environment.

During the identified sun protection times (mid-August and April 30th):

- The time of day, availability of shade and expected UV rating is to be considered when planning outdoor activities and outdoor excursions
- Sunscreen is to be applied in accordance with the manufacturer's directions (apply at least 20 minutes before going outdoors and reapply every two hours, or more frequently if sweating or swimming). To promote independent skills children will be encouraged to apply sunscreen under supervision of staff.
- Sunscreen is to be stored in a cool place, out of the sun and the expiry date is monitored.
- Staff will act as role models by wearing covering clothing and appropriate hats outside, using a SPF 30 or higher water resistant sunscreen, and if practical sunglasses
- Children will be encouraged to use available areas of shade for outdoor play activity
- Families and children will be encouraged to provide and wear loose fitting clothing that covers as much skin as possible. Clothing made from cool, densely woven fabric is recommended. Tops with elbow length sleeves, and if possible, collars and knee length or longer style shorts and skirts are best. If a child is wearing clothing that exposes their shoulders they will be asked to choose a t-shirt/ shirt to wear over the top before going outdoors
- Families and children will be encouraged to provide and wear a hat at all times when playing outside. The hat should shade the face, neck and ears. Broad brimmed, bucket or legionnaires hats are required (Baseball caps and visors do not offer enough protection and are therefore not recommended)
- Children not wearing hats or covering clothing will be directed to play in an area protected from the sun

Reference to linked Policy, Procedure or Guidelines

[Child Safe Environment](#)
[Interactions with Children](#)



Organisational Policy

Water Safety

Introduction

Water safety relates to access to water in the building, the playground or on excursions, and also to the availability of drinking water for children. The supervision and safety of children with and around water is of paramount importance.

Drowning is a leading cause of death for children in Victoria, with infants and toddlers the group most at risk. Non-fatal drowning incidents can result in permanent brain damage and disability. Knowledge of potential hazards associated with water will assist educators to provide a safe, stimulating environment for preschool children.

Drowning hazards include large bodies of water such as swimming pools, rivers, creeks, dams and ponds. Smaller bodies of water, including nappy buckets, water containers, pet water bowls and poor drainage which allows water to collect can also present drowning hazards for young children. Children can drown in as little as a few centimetres of water.

Learning spaces and environments should offer an array of possibilities and connect children with natural materials. Water is one experience that offers children sensory-rich, open-ended experiences that engage children's curiosity and imagination. Children may encounter these resources in the service environment and/or when on excursions. These experiences, especially those conducted with and near water, will be adequately supervised ensuring the safety of children and adults.

It is imperative that educators provide adequate supervision of children in and around water, and are alert to potential risks in the learning environment.

Purpose

This policy will outline the procedures that apply to managing water safety, including drinking water and water-based activities.

Scope

This policy applies to the Approved Provider, Persons with Management or Control, Nominated Supervisor, Persons in day-to-day Charge, staff, contractors, volunteers, students on placement, parents/guardians, children and others attending the programs and activities of Corangamite Shire Children's Services, including during offsite excursions and activities.

Definitions

The terms defined in this section relate specifically to this policy. For commonly used terms (e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc.) refer to the General Definitions section of this manual.

Approved first aid qualification

A list of approved first aid qualifications, anaphylaxis management and emergency asthma management training is published on the ACECQA website

Hazard

A source or situation with a potential for harm in terms of human injury or ill health, damage to property, damage to the environment or a combination of these.



Organisational Policy

Notifiable incident

An incident involving workplace health and safety that is required by law to be reported to WorkSafe Victoria. Notification is required for incidents that result in death or serious injury/illness, or dangerous occurrences. For a complete list of incidents that must be reported to WorkSafe Victoria, refer to the Guide to Incident Notification on the WorkSafe Victoria website: www.worksafe.vic.gov.au

Water hazard

(In relation to this policy) can lead to drowning or non-fatal drowning incidences. Drowning hazards include large bodies of water such as swimming pools, rivers, creeks, dams and ponds. Smaller bodies of water, including nappy buckets, water containers, pet water bowls and poor drainage which allows water to collect can also present drowning hazards for young children.

References

Relevant legislation and standards include but are not limited to:
Child Wellbeing and Safety Act 2005 (Vic) (Part 2: Principles for Children)
Education and Care Services National Law Act 2010, Section 167
Education and Care Services National Regulations 2011, Regulations 101(2), 168(2)(a)(iii)
National Quality Standard,

Policy Detail

Corangamite Shire Early Childhood Education and Care Services are committed to:

- providing opportunities for children to explore their natural environment including through water play
- ensuring that the risks associated with drowning or non-fatal drowning experiences are minimised
- ensuring that curriculum planning incorporates water safety awareness and education
- providing information to educators, staff, parents/guardians, volunteers and others at the service about water safety
- providing access to safe drinking water

Children must be able to access to safe drinking water at all times

Children must be adequately supervised (refer to Definitions) at all times when near water hazards

Supervision approaches will be adjusted to suit the activities being

Educator-to-child ratios are maintained at all times

A benefit risk assessment in relation to any water hazards on or near the premises that may be accessible to children. This needs to be considered also in excursion benefit risk assessments where there is the possibility of water hazards or water based activities

Regular safety checks of the service premises must be conducted. Particular notice is to be paid to the outdoor learning environment at the beginning and end of each session for puddles or filled containers that could pose a potential risk to children after heavy rain.

Organisational Policy



Any water hazards that are not able to be adequately supervised at all times are to be isolated from children by a child-resistant barrier or fence (particularly large bodies of water including swimming pools, rivers, ponds etc.)

Serious incidents must be reported within 24 hours and notifiable incidents to WorkSafe Victoria

Water safety awareness will be embedded in the curriculum and current information to parents about water safety.

Gates and other barriers restricting access to water hazards are to be closed at all times and that fences are kept clear at all times

Containers of water not for children's use (including nappy buckets and cleaning buckets) are sealed with child-proof lids or are to be inaccessible.

Wading/paddling pools, water play containers and portable water courses are to be emptied immediately after each use and stored in a manner that prevents the collection of water when not in use.

Volunteers and students, while at the service, are responsible for following this policy and its procedures.

Reference to linked Policy, Procedure or Guidelines

[Administration of First Aid, Incident, Injury Trauma and Illness and Infectious Disease](#)
[Child Safe Environment](#)
[Emergency Management](#)
[Excursions and Incursion](#)
[Nutrition and Oral Health](#)
[Interactions with Children](#)
[Sun Protection](#)

Organisational Policy



Review Date

The policies in this manual are due for review 2022.

It is considered that the Policies in this manual do not impact negatively on any rights identified in the *Charter of Human Rights and Responsibilities Act 2006*.

A handwritten signature in blue ink that reads "David Rae".

.....
David Rae
Acting Chief Executive Officer
Corangamite Shire

Date ..10/7/2019.....

Organisational Policy



Appendices

[Child Safe Policy](#)

[Complaints Handling Policy](#)

[Council Volunteers Policy](#) - Hyperlink not available to the public, please contact a council officer for a copy.

[Staff Code of Conduct](#) - Hyperlink not available to the public, please contact a council officer for a copy.

[Work Experience Policy](#) - Hyperlink not available to the public, please contact a council officer for a copy.