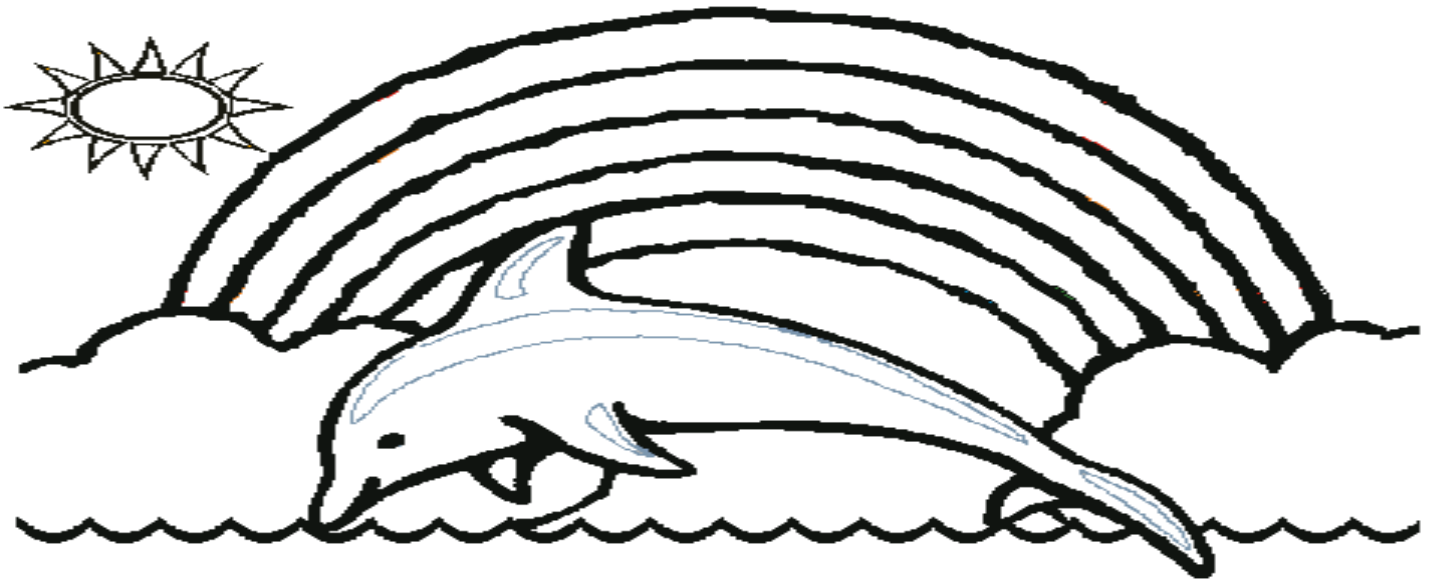


BERKELEY VALE PRE-SCHOOL KINDERGARTEN INC



POLICY BOOK

This book includes the policies of Berkeley Vale Pre-school Kindergarten Inc. and help ensure you have a successful transition and experience at pre-school. Our policies are reviewed annually and if you would like any further clarification please feel free to speak with a member of our team.

Contents

ADMINISTRATION	4
MANAGEMENT COMMITTEE	4
COMPLIANCE OF REGULATION	5
RESPONSIBLE PERSON	5
ARRIVAL AND DEPARTURE OF CHILDREN	6
ACCEPTANCE & REFUSAL OF AUTHORISATION	7
PRIORITY OF ACCESS.....	7
ENROLMENT & ORIENTATION.....	8
FEES.....	9
LATE PAYMENT.....	9
REGISTRATION FEE	10
REDUCED FEES	10
CHILD CARE BENEFIT	10
MULTIPLE BIRTH/SIBLINGS.....	10
OCCASIONAL CARE	11
TERMINATION OF PLACEMENT	11
OBTAINING INFORMATION ABOUT A CHILD	12
COMMUNICATION WITH FAMILIES & INVOLVEMENT	12
COMPLAINTS.....	13
HEALTH AND SAFETY	14
SAFE ENVIRONMENT	14
WATER SAFETY	15
STORAGE OF DANGEROUS SUBSTANCES AND EQUIPMENT	15
CHILD HEALTH.....	16
HEALTH AND HYGIENE	17
INFECTIOUS DISEASES.....	18
MEDICATION.....	20
MEDICAL CONDITIONS.....	21
MEDICAL CONDITIONS – ASTHMA MANAGEMENT	22
MEDICAL CONDITIONS – ANAPHYLAXIS MANAGEMENT.....	23
MEDICAL CONDITIONS – DIABETES MANAGEMENT	24
MEDICAL CONDITIONS – EPILEPSY MANAGEMENT	25
DENTAL HEALTH.....	26
REST AND SLEEP TIME	27
HEALTHY FOOD	28
SAFE FOOD HANDLING.....	32
SUN PROTECTION	33
HAT	34
TOILETING	35
NAPPY CHANGE.....	36
FIRST AID.....	38
INCIDENTS, INJURY, TRAUMA & ILLNESS	39
DEATH OF A CHILD.....	41
EMERGENCY EVACUATION.....	42

LOCKDOWN PROCEDURES.....	42
EXCURSIONS.....	43
ROAD SAFETY	44
OPERATIONS	45
INCLUSIVE EDUCATION	45
CHILD PROTECTION.....	46
POSITIVE INTERACTIONS WITH CHILDREN	47
CURRICULUM FOR CHILDREN	48
PHYSICAL ACTIVITY	49
CONFIDENTIALITY OF RECORDS	50
CONFIDENTIALITY POLICY	51
PROFESSIONAL DEVELOPMENT	51
CLOTHING AND BEDDING.....	52
CAMERAS AND VIDEOS	52
SMALL SCREEN RECREATION POLICY	53
LAPTOP COMPUTER AND iPADS	53
SOCIAL MEDIA	54
TOYS.....	54
CULTURAL DIVERSITY	55
VISITORS, VOLUNTEERS AND STUDENTS	57
ENVIRONMENTAL SUSTAINABILITY	58
AFTER HOURS SPECIAL EVENTS.....	59
STAFF CODE OF CONDUCT.....	60
STAFF PERFORMING PRIVATE BABY SITTING FOR PARENTS.....	60
TENDERS FOR WORK CARRIED OUT AT PRE-SCHOOL	61

ADMINISTRATION

MANAGEMENT COMMITTEE

AIM

Berkeley Vale Pre-school Kindergarten Inc. is a community based service that is managed by a committee of volunteer members.

IMPLEMENTATION

- The Management Committee consists of various association members elected at each Annual General Meeting, and meet monthly to conduct the pre-school's administrative business.
- Elected committee members will be given an Information Pack which will include a copy of their relevant Roles and Responsibilities, committee information from CCSA, Budget, Service Agreement, Berkeley Vale Pre-school Kindergarten Inc. Model Rules and Centre Code of Conduct.
- Upon acceptance of a Management Committee position, elected committee members will be required to sign and abide by our services Code of Conduct.
- Reports by the President, Nominated Supervisor, Treasurer and Fundraising representative will keep members up-to-date on the running of the centre.
- All centre policies and policy changes need to be approved by the Management Committee.
- Committee meetings will endeavour to run no longer than 2 hours. However, if the members are in agreement the meeting may be extended. Any unfinished business will be carried over to the next meeting. If the nature of the business is such that it cannot be carried over, an extraordinary meeting will be convened.
- The Management Committee will keep a current record of Association Members.
- Upon accepting a position as Committee member / Office Bearer, the nominated person is to be aware of procedures for dealing with confidential items.

*Referenced: Berkeley Vale Pre-school Kindergarten Inc.
Education and Care Services National Regulations 2011.
Community Connections Solutions Australia, Manual.
National Quality Standard 7.*

COMPLIANCE OF REGULATION

AIM

Management Committee must ensure the Nominated Supervisor and staff, are complying with the Education and Care Services National Regulations.

IMPLEMENTATION

- Changes to the regulations are reviewed by Management Committee, Nominated Supervisor and Team.
- Changes to the regulations are to be discussed at team meetings.
- A copy of the regulations are kept in an accessible place for staff and families.
- Staff will be familiar with the regulations that apply to them as professionals.
- Pre-school policies and procedures will be in line with current regulations.

*Referenced: Education and Care Services National Regulation 2011.
National Quality Standard 7.*

RESPONSIBLE PERSON

AIM

Berkeley Vale Pre-school will ensure that an authorised responsible person is physically present at our service for the full duration of operating hours in accordance with the Education and Care Services National Law Act 2010 and Regulations 2011.

IMPLEMENTATION

- A responsible person (that being the Nominated Supervisor or Certified Supervisor) will be on premises at all times.
- Details of Nominated Supervisor and Certified Supervisors will be clearly displayed for all educators, staff and families.
- The Nominated Supervisor and Certified Supervisors will have a clear understanding of their role as the responsible person.
- A "Responsible Person Record" will be maintained by way of our daily sign-in sheets.
- Educators are aware that in the absence of the Nominated Supervisor, one of our Certified Supervisors must sign in as the duly "responsible person".

*Referenced: Education and Care Services National Law Act 2010.
Education and Care Services National Regulation 2011.
National Quality Standard: 4.2
Community Child Care Co-operative*

ARRIVAL AND DEPARTURE OF CHILDREN

AIM:

To provide children at the preschool with appropriate supervision and an Educational Program during the operating hours of 9am to 3pm.

IMPLEMENTATION:

- The pre-school will be opened at 9.00am when children and parents may enter. In order to gain the full benefit of the program we would encourage children to be in attendance for the full day. Please inform the pre-school if your child will be attending outside these hours.
- On arrival parents/guardians are required to accompany your child into the centre. Children/siblings must not be left unattended in the playground or room at any time for their own safety.
- Parents/guardians settle your child at an activity OR bring their children to an educator, before leaving the premises.
- On arrival and departure parents/guardians are required to sign your child in and out on the attendance register (noting the time of arrival or departure).
- Staff must be notified if someone other than the parent/guardian will be collecting your child. This person will be checked against the EMERGENCY CONTACT form.
- If the person collecting your child is not already an authorised adult, nominated on the emergency contact form, staff must be given details which relate to the person's full name and their relationship to your child. This must be provided in written form and presented to a staff member. This person must ensure that their full name is entered on the arrival/departure form, before leaving the premises.
- In emergency circumstances where written permission cannot be obtained by the parent, staff will ensure they have obtained specific details relating to a description of the person, name and address. In addition, unknown authorised adults will be asked to present photographic identification (such as a driver's license) on collection of your child.
- Staff will sign off (on the sign in sheet) at the end of each day to ensure no child remains on premises after the close of the day.
- As we are only licensed for the hours of 9.00am-3.00pm, parents are required to collect your child promptly by 3.00pm. If children have not been collected at this time, parents will be liable to pay a late fee of \$10 for up to the first 10 minutes (per child) and an additional \$1 for each minute after that, if the centre has not been notified of the parent's inability to collect your child on time. Parents will be issued with one verbal warning, along with a copy of the written policy, before the late fee is issued. Parents must note the exact time of collection when signing out.
- Staff should be notified in advance, if possible, if your child is to be absent on their pre-school day for any reason.
- The Pre-school operates on a four term year and observes the same holidays as NSW Public Schools.
- Under no circumstances should siblings be left in vehicles whilst dropping off your child.

*Referenced: Education and Care Services National Regulations 2011: 99, 158, 168 (2) (f).
National Quality Standard 2:3;2.*

ACCEPTANCE & REFUSAL OF AUTHORISATION

AIM

To ensure that Berkeley Vale Pre-school Kindergarten Inc. has the parent/guardian authorisation for the collection of children, administering of medication, excursions and access to personal records.

IMPLEMENTATION

- Only authorised adults are to collect your child. An authorised adult is, anyone registered on your child's emergency contact form or anyone with parental written consent. This must be given to the Nominated Supervisor by the parent/guardian.
- Please notify staff if someone other than authorised parent/guardian will be collecting your child.
- Please ensure that the full name of the person to collect your child is entered in the attendance register.
- **WRITTEN AUTHORISATION IS REQUIRED FOR ANY PERSON OTHER THAN THOSE STATED ON THE ENROLMENT FORM TO COLLECT YOUR CHILD. MINIMUM AGE OF AN AUTHORISED PERSON IS 16 YEARS. THIS INCLUDES FAMILY MEMBERS.**
- Unknown authorised adults will be asked to present identification on collection of your child and will only be released if authority is given by the parent/guardian. Unfamiliar people will be questioned at all times by staff.
- Non-custodial parents will have no access to child/ren (custody papers must have been issued and a copy kept on file). Custodial parent and police will be contacted in the event a non-custodial parent attempts to leave with a child.

Referenced: Education and Care Services National Regulation 2011: 168

PRIORITY OF ACCESS

AIM

To meet the Department of Education and Communities Priority of Access Guidelines.

STRATEGIES

1. Priority of access will be given to:
 - Children who are at least 4 years old on or before the 31 July in that preschool year and not yet in compulsory schooling.
 - Children who are at least 3 years old on or before 31 July and from a disadvantaged background (ie from a family holding a low income Health Care Card and/or is Aboriginal)
 - Children with English as a second language (ESL).
 - Children with disabilities.
 - Children who are at risk of significant harm (from a child protection perspective)
2. In all other circumstances, priority of access will be given to children in order on the waiting list, and in each instance a position will not be offered until the child has reached their 3rd birthday. This is on the condition a position is available.

*Referenced: Berkeley Vale Pre-school Kindergarten Inc.
Education and Care Services National Regulation 2011.
Early Childhood Education and Care Grants Program.*

ENROLMENT & ORIENTATION

AIM

To ensure that each parent is familiar with the correct enrolment procedures and operations of the pre-school.

IMPLEMENTATION

- An appointment/orientation session will be held for families enrolling their child into pre-school, at which time a tour of the pre-school will be given.
- An enrolment form must be filled out and returned by the parent/guardian prior to the child commencing pre-school.
- Immunisation documents must be provided on enrolment. A copy of one or more of the following documents will be accepted:
 - Immunisation History Statement which can be obtained at one of the following:
 - > Medicare or Centrelink Office
 - > Contacting 1800 653 809
 - > www.medicareaustralia.gov.au/online
 - An ACIR Immunisation Exemption – Medical Contraindication Form certified by an immunisation provider.
 - An ACIR Immunisation Exemption – Conscientious Objection Form certified by an immunisation provider and a parent/guardian.

Berkeley Vale Pre-school is unable to accept your child without this information.

- A Birth Certificate must be presented at enrolment. (A copy will be kept for our records).
- Operational aspects of the pre-school will be explained in detail at this time and an information and policy booklet provided to each parent.
- At the time of enrolment each family will be required to pay:
 - A registration fee (see registration fee policy).
 - A holding fee equivalent to 2 weeks fees which will be held against any subsequent fees/arrears that may accrue during the school year. These monies will be credited toward the fees payable for the last 2 weeks of attendance.
- Enrolment of a child will not be accepted if there are outstanding fees for another member of the immediate family.
- Upon enrolment your child will be placed in either the Rainbow or Dolphin room, up to a maximum of 3 days. Any changes to enrolment and room placement are at the discretion of the Nominated Supervisor.
- It is a parent's responsibility to inform the pre-school of changes in their contact details as soon as practical.

*Referenced: Education and Care Services National Regulations 2011: 177
National Quality Standards: 6.1.1. & 7.3.5.
NSW Department of Education and Communities
NSW Department of Health*

FEES

AIM

All running costs of the pre-school (wages included) are met in full by fees paid by the parents. To ensure smooth running of the pre-school, it is necessary for the fees to be collected in a regular and consistent manner.

IMPLEMENTATION

- The daily fee rate is determined by the Management Committee and will be reviewed annually.
- Payments can be made by direct transfer through internet banking or cash/cheque.
- Payments will commence on the first day of attendance and are payable two weeks in advance. The first payment upon commencement at the Pre-School will therefore cover four (4) weeks. Payments can be made weekly, fortnightly, monthly or by the term in advance.
- Direct transfer via Internet banking payments to: BSB: 082868
Account Number: 591791050. *Please place your child's name as the reference.*
- Cash and cheque payments are to be made directly to the Administration Officer or Nominated Supervisor in the office.
- All cheques should be made payable to: *Berkeley Vale Pre-School Kindergarten Inc.*
- Receipts will be issued via email, placed in your communication pocket or issued directly.
- The Pre-School follows school terms and is closed on public holidays and school holidays. Parents are not required to pay fees for these days. Any days not attended when the centre is open must be paid for.
- Fees will not be refunded, and "make-up" days are not available if your child is away for any reason during the term.

LATE PAYMENT

Fees must not fall behind.

WEEK 1

If a payment fails to remain 2 weeks in advance, a letter will be forwarded from the Nominated Supervisor as a reminder of the fees policy.

WEEK 2

If the fees remain in arrears, parents/guardians will be telephoned and notification given that if fees are not paid by the following fee due date their child's place at the centre will be withdrawn.

NON PAYMENT

If fees are still in arrears after 7(seven) days of the child being withdrawn from pre-school, the matter will be referred to a debt recovery agency. All costs associated with debt recovery will be incurred by the parent/guardian.

Referenced: Berkeley Vale Pre-school Kindergarten Inc

REGISTRATION FEE

- A Registration Fee of \$30.00 is to be paid by each family (per year), before a child can be enrolled at the pre-school.
- Registration details are to be completed by a family member, who will be a member of the association.
- The registration fee is not refundable if a child's position is cancelled.

Referenced: Berkeley Vale Pre-school Kindergarten Inc

REDUCED FEES

- Department of Education and Communities set guidelines for reduced fees.
- Families who have a current Low Income Health Care Card / Concession Card and Aboriginal children are eligible for reduced fees.
- Proof of eligibility must be produced at the time of applying and upon request. Full fees are payable until such proof is produced.

*Referenced: Berkeley Vale Pre-school Kindergarten Inc
Early Childhood Education and Care Grants Program.*

CHILD CARE BENEFIT

- Colleen Templeton, our Nominated Supervisor is the “*Registered Carer*” for the Child Care Benefit. To claim Child Care Benefit for “*Registered Care*”, you must complete a paper claim form to be submitted at Medicare / Family Assistance offices. Contact your local Medicare / Family Assistance Office or www.human.services.gov.au for eligibility criteria and more information.

*Referenced: Berkeley Vale Pre-school Kindergarten Inc
Australian Government Department of Human Services*

MULTIPLE BIRTH/SIBLINGS

- The first enrolled child is charged full fees. The second/subsequent enrolled child will be given a 10% reduction of the full fee.
These discounts do not apply when a family is paying the subsidised rate.

Referenced: Berkeley Vale Pre-school Kindergarten Inc

OCCASIONAL CARE

AIM

To meet a community need, by providing care on an occasional basis.

IMPLEMENTATION

- Occasional Care will be subject to a position being available without exceeding licensed numbers.
- Occasional Care will be available to families who already attend the service on a permanent basis.
- Occasional Care is available at a full day rate only, being the current full fee or the reduced subsidy rate for families who have proven their eligibility.
- Occasional days may be booked up to two (2) weeks in advance (no more) and must be paid for, *before* the child attends the service.
- Occasional Care days are in addition to a child's enrolled days.

*Referenced: Education and Care Services National Regulations 2011.
Berkeley Vale Pre-school Kindergarten Inc.*

TERMINATION OF PLACEMENT

AIM

To ensure that the Committee and Parents are given sufficient notice of pending termination.

IMPLEMENTATION

- The Nominated Supervisor may cancel a child's place at the Centre if:
 - The child is absent from the service for more than two weeks without notification to the Nominated Supervisor, except where fees have already been paid.
 - Fees remain unpaid for the period of two (2) weeks without prior arrangement with the Nominated Supervisor.
 - The child is left regularly at the Centre after the agreed times as stated on the enrolment form, without contacting staff prior to the agreed time.
- The Management Committee may terminate a placement, in the case of continual inappropriate behaviour on the part of the parents or children, after all attempts to rectify the situation have failed.
- The parents of a child enrolled at the service must give two (2) weeks' notice in writing of intention to withdraw a child. Two week's fees will be payable if the required notice is not given.

Referenced: Berkeley Vale Pre-school Kindergarten Inc

OBTAINING INFORMATION ABOUT A CHILD

AIM

To ensure information from the Management Committee, Nominated Supervisor and Educators are provided to parents about the health, welfare and conduct of their child.

IMPLEMENTATION

- Educators will communicate daily with parents about their child's day. Both verbally and via our "Reflections Of Our Day" page.
- Pre-school has an accident/injury book, which parents are required to sign, informing them of accidents and injuries their child sustained whilst at pre-school.
- A child's illness will be reported to the parent immediately.
- If there is an area of concern relating to the conduct of a child, a parent/educator meeting may be required.

*Referenced: Berkeley Vale Pre-school Kindergarten Inc
Education and Care Services National Regulation 2011.*

COMMUNICATION WITH FAMILIES & INVOLVEMENT

AIM

To encourage parent/guardians to become involved in the pre-school day to day operation and developmental curriculum to reinforce the valuable role parent/guardians play.

IMPLEMENTATION

- Parent/guardians are the child's primary caregivers and their roles, beliefs and customs will be respected.
- Open and friendly communication will be encouraged between educators, the Management Committee, parents and guardians.
- All parent/guardians are required to join the Association upon enrolment.
- Regular newsletters will be made available to each parent/guardian. All parent/guardians will have the opportunity to join the Management Committee, attend meetings or read the minutes.
- All parent/guardians will have the opportunity to join the Fundraising Committee to engage in fundraising and social events for the pre-school.
- Parent/guardians are welcome to spend time at the pre-school. A Parent Roster will be provided and a copy placed on each room notice board and family pockets giving parent/guardians the opportunity to participate in daily activities.

*Referenced: Berkeley Vale Pre-school Kindergarten Inc
Education and Care Services National Regulation 2011.
National Quality Standards 6.*

COMPLAINTS

AIM

To ensure any complaint is listened to and resolved in a fair and timely manner.

IMPLEMENTATION

- If a parent has a complaint about a staff member, the equipment or the program, it must be taken to the Nominated Supervisor in the first instance. If the complaint is about the Nominated Supervisor then the parent should direct it to the Management Committee. If the complaint is about the Management Committee then the parent should direct it to the Department of Education and Communities.
- The staff/committee member who is managing the complaint should give the family an indication of when they can expect a resolution and keep the family informed of the progress of their complaint.
- Confidentiality will be maintained at all times. The privacy of families is paramount.
- Families can be assured that by raising concerns, their child will not be victimised.
- All complaints will be recorded in the 'Complaints Register'. A separate page will be used for each complaint. The register will be kept in a confidential/secure filing cabinet.
- If a complaint of a serious nature about the conduct of the service is received, the Management Committee are obliged to give written notice to the NSW Early Childhood Education and Care Directorate within 24 hours of the complaint being made. The complaint will be recorded using ACECQA's Notification of Complaints and Incidents Form NL01.

NSW Early Childhood Education and Care Directorate
Locked Bag 5107
PARRAMATTA NSW 2124

*Referenced: Education and Care Services National Regulation 2011: 168, 173, 176.
National Quality Standard: 7.3.*

HEALTH AND SAFETY

SAFE ENVIRONMENT

AIM

Berkeley Vale Pre-school Kindergarten Inc. is committed to providing and maintaining work environments and systems of work that are safe and without undue risks to health. The Management Committee has a duty of care to protect the health and safety of all people who come to the premises. We are committed to the principles of Work Health and Safety for the comfort, safety and health of children, families, staff, volunteers and visitors.

We comply with legislation covering this duty of care, including those outlined in the Education and Care Services National Law Act 2010, the Work Health and Safety Act 2011 and Work Health and Safety Regulation 2011.

IMPLEMENTATION

- Identify and reduce the risk of all types of work activities that may produce personal injury or illness, damage to property or the environment, fire or security breaches.
- Identify, quantify and control the safe levels of any chemical and physical agents in the work environment capable of causing ill health.
- Provide information, instruction, training and supervision to increase personal understanding of work place hazards, including safe working practices and emergency preparedness.
- Involve individuals in work health and safety matters and consult with them on ways to recognise, evaluate and control workplace hazards.
- Ensure all people at the pre-school comply with appropriate standards and rules to protect their own and other's health and safety at the pre-school.
- Ensure all injuries/accidents and illnesses are reported promptly.
- Provide adequate systems and resources for health care and health promotion.
- Protect children and their families from any potential adverse health effects.
- Set both short and long term goals in work health and safety management and regularly audit and review performance against these goals.

*Referenced: Berkeley Vale Pre-school Kindergarten Inc.
Education and Care Services National Regulation 2011.
Education and Care Services National Law Act 2010.
Work Health and Safety Act 2011.
National Quality Standard 2.*

WATER SAFETY

AIM

To ensure the safety and protection of children when accessing water at pre-school.

IMPLEMENTATION

- Any external sources of water such as water troughs, buckets and wading pools are safely secured away from children except during designated times of supervised water play.
- All hot water taps throughout the pre-school have been set up to deliver water at between 38 ½ and 40 ½ oC to reduce the risk of scalding, as per Kidsafe Australia recommendations.
- A risk assessment will be conducted prior to any excursion taking place, with particular attention focused upon water safety and bodies of water.
- Water for pets at our service is changed regularly under adult supervision.

*Referenced: Berkeley Vale Pre-school Kindergarten Inc
Education and Care Services National Regulation 2011: 168.
National Quality Standard: 2.1.1., 2.3.2., 7.3.5.*

STORAGE OF DANGEROUS SUBSTANCES AND EQUIPMENT

AIM

The storage of dangerous substances and equipment will be inaccessible to children and locked into secure storage facilities.

IMPLEMENTATION

- The centre will have adequate provision of appropriate, secure and child safe storage facilities for:
 - Medications.
 - First Aid equipment.
 - Cleaning and other harmful chemicals all clearly labelled.
 - Harmful instruments and implements.
- Storage facilities will be clearly labelled and utilised at all times other than during the immediate use of the substance.
- All areas where chemicals and solvents are used will be well ventilated.

*Referenced: Berkeley Vale Pre-school Kindergarten Inc
Education and Care Services National Regulation 2011.
National Quality Standard 2.3.2.*

CHILD HEALTH

AIM

To ensure that health and safety precautions for children are maintained at all times.

IMPLEMENTATION

- A non-smoking policy exists at the service at all times.
- Alcohol/harmful substances must not be consumed on the premises at any time.
- Berkeley Vale Pre-school will refrain from accepting Alcohol donations as raffle prizes.
- The pre-school is equipped with First Aid kits which are appropriately stocked and kept in accessible places. The First Aid Kit also contains disposable gloves which allow for special care when handling blood and other bodily fluids.
- Staff must be familiar with and implement current health practices, in accordance with Staying Healthy in Childcare (Fourth Edition, 2006) and Health and Safety in Children's Centres (Second Edition 2003).

*Referenced: Education and Care Services National Regulation 2011.
National Quality Standard 2.*

HEALTH AND HYGIENE

AIM

To minimise the risk of infection and cross infection to children and staff.

IMPLEMENTATION

- To avoid the risk of cross infection of communicable diseases:
 - All bodily fluids will be treated as infectious.
 - Gloves will be worn when attending to children where such body fluids are involved.
 - All open sores or wounds are to be well covered. If educators identify an open sore or wound it will be covered appropriately.
 - Staff will wash their hands frequently throughout the day to avoid cross infection.
 - If a child becomes ill during the day he/she will be separated from other children and closely monitored and supervised until a notified adult collects them. This will avoid cross infection.
 - All parents will be advised by way of signage of any reported cases of illness to prevent cross infection.
- Gloves must be worn when handling animal excreta.eg: removing it from sandpit etc.
- Staff will follow hand washing procedures and encourage children to observe these practices.
- Staff will follow nappy change procedures in accordance with Nappy Change policy.
- Only tissues are to be used by children, no handkerchiefs as these breed infection.
- Children will be encouraged to cover nose/mouth with their elbow when sneezing.
- All children will wash hands :
 - After toileting.
 - Before eating.
 - Before preparing food.
 - After nose blowing or contact with any body fluids eg: vomit.
 - After handling pets.
- Staff will wash toys and equipment with detergent daily/ weekly and also at the end of each term/year as necessary.

*Referenced: Berkeley Vale Pre-school Kindergarten Inc
Staying Healthy in Childcare (Fourth Ed. 2006)
National Quality Standard 2.*

INFECTIOUS DISEASES

Children with infectious diseases will be excluded from the pre-school in accordance with the following guidelines. This policy will always meet or exceed the minimum requirements set by the Public Health Act 1991, including the requirements of Mandatory Reporting of Outbreaks.

Parents should report all infectious diseases to the pre-school.

Exclusion Guidelines are:

CHICKEN POX

Child is excluded for at least 5 days after the first spots appear. Spots must have disappeared/dried before the child is re-admitted to the centre.

MEASLES (Reportable after one case)

Child is excluded for at least 5 days from appearance of rash.

RUBELLA (German Measles)

Child is excluded for at least 4 days after the rash appears or until fully recovered.

MUMPS

Child is excluded for 9 days after the appearance of the swelling or until fully recovered.

INFECTIOUS HEPATITIS (Viral Hepatitis Type A)

Child is excluded for one week from the first signs of jaundice. Doctor's advice for diagnosis, exclusion and return may be required.

HEPATITIS B

No exclusion required, some may be too sick to attend.

WHOOPING COUGH

Exclude the child until well and five days after starting antibiotics.

CROUP

Exclude until child is feeling well.

IMPETIGO

Consult Doctor. Adequately cover sores. Exclusion is at Nominated Supervisor's discretion.

HEAD LICE

Child is excluded until hair is washed with anti - lice lotion or shampoo. Hair must be combed with a fine toothed comb. Children will be excluded when live eggs and runners are found. Dead eggs may still be present when the child is no longer infested. Pre-school sheets, home bed linen and hats are also required to be washed.

GASTROENTERITIS

Child is to be excluded until diarrhoea/vomiting has stopped and child has returned to normal eating patterns.

H.I.V (Human Immunodeficiency Virus)

It is not necessary to keep your child at home (Unless she/he has a secondary infectious disease, such as TB).

INFLUENZA

Child needs to be excluded until they look and feel well.

MENINGITIS

Child with bacterial meningitis is hospitalised and treated with antibiotics. Doctor's authority to return.

MENINGOCOCCAL

Child will be hospitalised. Public Health will arrange for children and staff a course of (Rifampicin) preventative antibiotic, even if your child has been vaccinated.

TB (TUBERCULOSIS) (Reportable)

Child should be seen by Doctor. Active TB – excluded until treatment has been given for 1 month. Public Health Doctor approval to return.

EAR INFECTIONS

Child should be excluded while discharge is coming from ear, as this should be treated as infectious. Children with Middle Ear infections can return as soon as feeling well.

HAND FOOT AND MOUTH DISEASE

Child excluded until blisters are dry.

SLAPCHEEK / PARVOVIRUS / 5TH DISEASE

Consult Doctor. Not infectious once rash appears.

Other infectious diseases such as Ringworm, Scabies, Conjunctivitis, Bronchitis, Brochilitis, Strep throat will involve exclusion at the Nominated Supervisor's discretion. Other illnesses such as temperature (including/exceeding 38°C), diarrhoea, vomiting, and severe colds will involve exclusion of your child until all symptoms are clear.

A Doctor's certificate may be required before a child's attendance is resumed. The Nominated Supervisor retains the right to exclude any child from the pre-school who may pose a health risk to other children.

When there is an outbreak of an infectious disease, families will be notified by signs, and/or information on our whiteboard or newsletters.

*Referenced: Berkeley Vale Pre-school Kindergarten Inc.
Education and Care Services National Regulation 2011.
Staying Healthy in Childcare (Fourth Edition 2006).
Health and Safety in Children's Centres (Second Edition 2003).
National Quality Standard 2. Children's Health & Safety.*

MEDICATION

AIM

To ensure precautions are observed in the administration of medicine to children.

IMPLEMENTATION

- Written permission from the parent/guardian must be given for the administration of prescribed medication. The medication form must be completed and include :
 - Child's Name
 - Name of medication.
 - Dosage to be administered.
 - Frequency and time to be administered.
 - Doctor's instructions.
 - Parent / guardian's signature.
- The completed form must be handed to a staff member, together with the medication. The form will be placed within our confidential Medication Folder, located in the staff room. These medication forms will be filed with the children's enrolment details at the end of each term.
- If a child has commenced a course of antibiotics within 24 hours of care being required, he/she will be excluded from the Centre.
- Medication will not be administered if :
 - It is prescribed for another person.
 - The medicine is not in the original bottle.
 - The expiry date has ceased.
- Staff must ensure that the medication form entries are completed correctly before any medication is administered. Medication will be administered by 2 staff members at all times.
- Staff are to wash hands before and after administering medication.
- Medication will be stored in a locked container within the staff room fridge, or out of children's reach.
- When a child's temperature reaches 38°C the parent will be contacted to collect their child. In the event where the parent is unable to be contacted and/or unable to collect their child within the ½ hour, panadol will be administered in accordance with the child's age as stated on the bottle directions. Verbal permission will be obtained where possible.
- If non - prescribed medication is to be administered a letter from the child's doctor will be required.
- Parents must inform staff if their child has been administered any non-prescribed, herbal or naturopathic medication, panadol etc. before coming to pre-school.

All medication is to be taken home daily.

*Referenced: Education and Care Services National Regulation 2011.
National Quality Standard 2.*

MEDICAL CONDITIONS

AIM

Medical conditions include, yet are not limited to asthma, diabetes, epilepsy or a diagnosis that a child is at risk of anaphylaxis. These conditions can often be life threatening and Berkeley Vale Pre-school is committed to a clear approach to how we manage these medical conditions.

IMPLEMENTATION

- Upon enrolment staff will liaise with families of children with diagnosed medical conditions to ascertain how to minimise risks.
- All staff, including casuals, volunteers and students will be made aware of all children with a diagnosed medical condition.
- All staff are trained in the administration of emergency medication and aware of each child's specific Action Plans. These Action Plans will be reviewed on an annual basis or if changes to treatment have been advised by the child's doctor.
- Berkeley Vale Pre-school will provide an in-date Ventolin, spacer and mouth piece, in-date EPIPEN, and jelly beans will be kept on premises to manage diagnosed medical emergencies.
- Staff will ensure all families are aware of prohibited food, or other items, that may present as a risk for children with a diagnosed medical condition.

MEDICAL CONDITIONS – ASTHMA MANAGEMENT

AIM

To ensure that team members are aware of the needs of children, families and staff who suffer from asthma.

IMPLEMENTATION

- Upon enrolment parents of asthmatic children will be asked to provide an Asthma Plan or complete an Asthma Record Card which will require the parent/guardians signature, and to provide asthma medication clearly labelled with the child's name.
- Asthma Plans/Record Cards will be kept in the staff room near Asthma medication.
- An Asthma First Aid Poster is displayed in the staff room, in proximity to the asthma medication.
- All staff are trained and competent in the recommended procedures involved in treating an asthma attack and managing asthmatic children at the pre-school.
- All staff will attend training on asthma management, when available.
- If educators identify Asthma symptoms such as a persistent cough, wheezing and shortness of breath they will refer to a child's Asthma plan and if appropriate administer ventolin according to Asthma Australia guidelines.
- In the event the child presents with Asthma symptoms, who is not known to be Asthmatic, educators will contact the parent and with their permission administer the centre's ventolin.
- Asthma medication is to include an in-date reliever, inhaler and spacer device, with the child's name clearly visible.
- Provide parent/guardians and staff with up-to-date asthma education materials.
- Review and update this policy annually.

*Referenced: Berkeley Vale Pre-school Kindergarten Inc.
Northern Sydney Central Coast Health.
Education and Care Services National Regulations 2011: 94.*

MEDICAL CONDITIONS – ANAPHYLAXIS MANAGEMENT

RATIONALE

Anaphylaxis is a life threatening allergic reaction that can occur at any age, but is most common in young children. Anaphylaxis may be triggered by foods such as peanuts, tree nuts, eggs, wheat, cow's milk, soy and seafood.

AIM

To ensure Berkeley Vale Pre-school staff and families are well acquainted with and prepared to meet the needs of children, families and staff with anaphylaxis.

IMPLEMENTATION

- Specific information about a severely allergic child must be provided upon enrolment.
- An Action Plan for anaphylaxis, including the child's photograph and EPIPEN will be provided by parent/guardians who have a child with anaphylaxis.
- Berkeley Vale Pre-school's Healthy Food Policy will be followed to assist with preventing allergic or anaphylactic reactions.
- Information will be shared with all families to raise awareness of anaphylaxis via newsletters and posters.
- All staff will receive appropriate training in the administering of an EPIPEN, and related information pertaining to anaphylaxis.
- An in-date EPIPEN Junior will be purchased and kept on premises at all times to cater for a child who has their first anaphylactic reaction whilst at pre-school.
- The management and treatment of a child exhibiting early symptoms of anaphylaxis will result in a dose of Claratyne or Zyrtec being administered as per the child's Action Plan. Parent/guardians will then be contacted immediately to collect their child promptly. An educator will remain with the child at all times.
- Staff will:
 1. Lay the child flat, or sit if breathing is difficult.
 2. Administer the EPIPEN if symptoms become severe.
 3. Phone the Ambulance 000.
 4. Phone family / emergency contact.
 5. Further dose of adrenaline may be given if no response after 5 minutes.
- The time of administration will be written on the child's hand and the EPIPEN will go with the child in the ambulance to hospital.

*Referenced: Education and Care Services National Regulations 2011:94.
NSW Health and DOCS Guidelines for Children's Services 2007.
FACTS Website : www.allergyfacts.org.au
National Quality Standard 2.*

MEDICAL CONDITIONS – DIABETES MANAGEMENT

AIM

Berkeley Vale Pre-school recognises the need to work with a child's family and their doctor to facilitate the effective management of children, families and staff with diabetes to prevent the occurrence of an acute episode of illness or medical emergency.

IMPLEMENTATION

- Upon enrolment, or following initial diagnosis, families will be required to inform our service their child has diabetes.
- Families will provide Berkeley Vale Pre-school with a testing kit and hypo pack, if required, as well as a Diabetic Action Plan.
- Educators and staff will be informed and made aware of the child's Diabetic Action Plan, and become familiar with signs and symptoms as well as procedures to treat a diabetic emergency. e.g:

Signs and Symptoms

Low Blood Sugar

- Pale
- Hungry
- Sweating
- Weak
- Confused
- Aggressive

High Blood Sugar

- Thirsty
- Needs to urinate
- Hot dry skin
- Smell of acetone on breath

Management

Low Blood Sugar

- Give sugar, glucose or sweet drink such as soft drink or cordial.
- Continue giving sugar every 15 minutes until patient recovers.
- Follow up with sandwich or other food.
- If no improvement call 000 for ambulance.
- Contact parent / emergency contact.

High Blood Sugar

- Seek medical attention.
- Give sugar-free liquids if help delayed.

- Staff will call an ambulance and child's parent/guardians if they feel emergency treatment is required.

*Referenced: Education and Care Services National Regulations 2011
National Quality Standard 2
Diabetes Australia*

MEDICAL CONDITIONS – EPILEPSY MANAGEMENT

Epilepsy is a disorder of the brain which takes form in recurring seizures. Seizures can occur in varying degrees and are identified as either “Grand Mal”, “Petit Mal” or “Complex Partial” seizures.

AIM

Berkeley Vale Pre-school is committed to supporting children, families and staff who experience epileptic seizures.

IMPLEMENTATION

- Upon enrolment, or following initial diagnosis, families will be required to inform our service their child has epilepsy.
- Families will provide Berkeley Vale Pre-school an Epileptic Seizure Plan which will detail symptoms and responses to be taken when a seizure occurs.
- In all seizure situations staff will:
 - Remain calm.
 - Stay with the child / person.
 - Direct another staff member to contact the parent/guardian immediately.
 - Protect them from harm.
 - Time the seizure.
 - Maintain privacy and dignity.
 - Reassure until recovered.
 - Roll onto side in recovery position – after jerking stops OR immediately if vomited.
- An ambulance will be called when:
 - A child or staff member experiences a seizure for the first time;
 - The active or jerking movements of a seizure last more than 5 minutes;
 - The child / person has not recovered from a complex partial seizure by 15 minutes, or other seizures quickly follows;
 - The child / person has been injured; or
 - A staff member believes experienced medical attention is required.

*Referenced: Epilepsy Action Australia
Wyong Shire Council Policies and Procedures*

DENTAL HEALTH

AIM

Berkeley Vale Pre-school will promote activities and practices that reduce the incidences of tooth decay, increase healthy gums and encourage healthy nutrition to ensure on-going optimum dental health.

IMPLEMENTATION

- Our Healthy Food policy will ensure that food and drink sent to pre-school is nutritionally balanced.
- After lunch, children are encouraged to finish meals by drinking water to “swish and swallow”.
- Educators will implement Dental Health experiences and activities throughout all curriculum areas, particularly during August, which is Dental Awareness month.
- A Dental Health nurse is scheduled to visit throughout the year, so that children and families are provided with various resources and information promoting Dental Health practices.
- Educators will model positive Dental Health practices whilst eating and drinking in front of children.
- Emergency and referral information is shared with families who are seeking appropriate dental care for their children.

*Referenced: National Quality Standard 2
Staying Healthy in Child Care
Munch and Move Resource Manual*

REST AND SLEEP TIME

The National Quality Standards state that “each child’s comfort is provided for and there are appropriate opportunities to meet each child’s need for sleep, rest and relaxation” (Element 2.1.2).

AIM

We believe that rest time and sleep is an important part of promoting health and wellbeing for some children whilst at our service. Rest and sleep offers growing bodies time to recharge, regenerate and recuperate from a busy day at pre-school so that they have the energy for the rest of the day.

IMPLEMENTATION

- Families will be introduced to our rest and sleep time policy upon enrolment at which time we will discuss what activities occur during the rest period of our day.
- During our rest period children will be allowed to sleep, rest, listen to music or stories, use rest time bags or engage in quiet activities within the classroom.
- Parents are required to provide fitted cot sheet and top sheet which are clearly labeled. Cots sheets can be purchased from the office for \$5.00.
- Educators will allow children to sleep for as long as they need unless parents have stipulated that they are to be woken up after a certain amount of time.
- Educators will endeavour to wake all sleeping children by 2:30 – 2:45pm in preparation for parents arriving, unless it is preferred that parents wake their child.
- Educators will not deprive a child from sleep as we believe children who fall asleep obviously need it for whatever reason.
- Educators will work with families to discuss sleep routines, changes within the family settings or developmental milestones that may be impacting normal sleep patterns.
- Educators will record on sign in / sign out sheets the duration that a child has slept to communicate this information to families.

*Referenced: Berkeley Vale Pre-school Kindergarten Inc.
Education and Care Services National Regulations, 2011, Part 4.2, 81.
National Quality Standards – Children’s Health and Safety 2.1.2
CareforKids.com.au – Child Care Industry News, August 2013.*

HEALTHY FOOD

Your child's pre-school lunchbox is a great way to model and encourage healthy eating which they will take with them into future years. Pre-school's healthy eating guidelines have been designed to establish boundaries to encourage great choices for the lunchbox that reflect the Australian Dietary Guidelines.

AIM

Every family is unique and will have your own style and taste preferences. As a pre-school we want to encourage and support this as we work together to promote the Australian Guide to Healthy Eating.

IMPLEMENTATION

- Parent/guardians must provide nutritious morning tea and lunches for their children. e.g. sandwiches, fresh pieces of fruit, yoghurt and cheese. No lollies, cakes or sweet sticky foods that are likely to contribute to tooth decay, nor foods that are too high in fat or salt. No sweet biscuits, chips, chocolate and chocolate flavoured foods/drinks or packaged bars etc will be allowed.
- Children will be encouraged to eat their sandwiches (including crusts) first at lunch time.
- Any uneaten food will be sent home.
- Plain milk may be sent for lunch.
- At the commencement of each year of enrolment, children are provided with a pre-school water bottle so that children can access water throughout the day.
- Fresh fruit and/or vegetables are to be sent for children's morning tea. Naturally dried fruit will be accepted as a last resort, but must be transferred to an airtight container.
- Please do not send items requiring refrigeration for morning tea.
- Please remember to pack any utensils (eg spoon) your child will need to eat their food, and ensure they are clearly labelled.
- As part of our program, children will learn about the value of eating healthy foods.
- Children will be provided with opportunities to take part in food preparation and cooking activities.
- Food reflecting different cultures will occasionally be prepared.
- All staff, parents and visitors are to wash hands and wear gloves when handling food.
- We follow the Australian Dietary Guidelines and comply with the Food Act 2003, keeping families regularly updated.
- Pre-school provides fridges. It is the parent/guardians responsibility to ensure food items, such as sandwiches with meat fillings, yoghurt and milk are clearly labelled and hygienically sealed and placed into the pre-school fridges (lunch time items only)
- Exclude all nut and egg based products e.g. Peanut Butter, Nutella, Muesli Bars, zucchini slice, quiche, hard boiled eggs and egg sandwiches.
- In order to fulfil our duty of care it may be necessary at times to exclude certain allergy producing foods.
- Parents/guardians are welcome to send a plain cake or cupcakes to celebrate their child's birthday. Parents/guardians are asked to include a list of ingredients used.

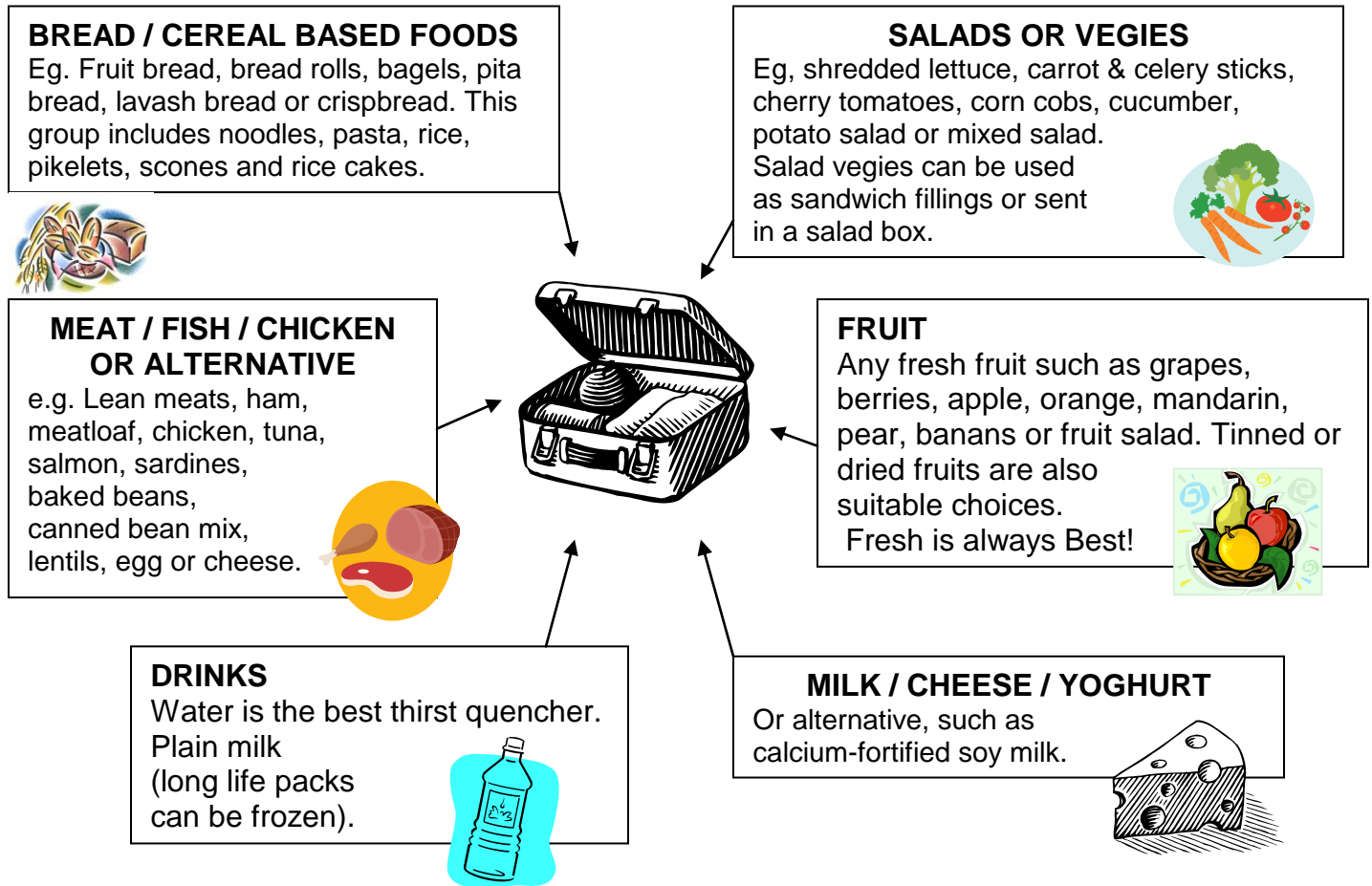
References:

- *CSIRO Wellbeing for kids – Parent library resource*
- *Women's Weekly – Food for kids with allergies*
- *Cut out the crap – for kids*
- *Australian Guide to Healthy Eating*

Healthy Food Policy – *Fresh Is Best!! And Cheaper!!*

Green Great Choice ✓✓	Amber OK Choice ✓	Red Please DO NOT pack
<ul style="list-style-type: none"> • Fresh Fruit and Vegetables. • Wholegrain or wholemeal breads (wraps / pita breads) with healthy fillings. • Rice paper wraps. • Sushi. • Yoghurt. • Salads (tuna / pasta / rice salads). • Cold roast meats ie. unprocessed • Water / plain Milk. • Pikelets / fruit or pumpkin scones / hot cross buns / savoury muffins. • BVPS Muesli Bites you will find the recipe on page 27. • Cheese / Crackers / Cheese sticks. • Salsa / Phili Cheese / Hommus / Dips and Crackers / Vegie Sticks. • Baked Beans / Tuna 2 Go. • Weetbix with Margarine / Vegemite. • Fish Balls / Meatballs. • Homemade Pizza • Crackers - Vita Wheat, Sokata, Cruskits, Premium, Sao, Jatz, Ryvita, Water Crackers. • Pretzels / Popcorn. • Potato Sticks. • Rice Wheels / Grainwaves. • Rice Cakes – see exceptions in Red. 	<ul style="list-style-type: none"> • Dried Fruit / Fruit cups with juice. • Sandwiches with white bread (wraps / pita breads) with healthy fillings. • Custards. • Deli Meats. • Cheese and Bacon Rolls / Cheesymite scrolls / Bread Sticks. • Cold Sausages. • Monster Cheese Sticks. 	<ul style="list-style-type: none"> • Sandwiches with Chocolate Spreads / Nutella / Peanut Butter / Sprinkles. • Chocolate / caramel custards • Flavoured Milks. • Sweet Desserts / Jellies. • Muffins / Banana Breads / Cakes / Sweet Biscuits (e.g. milk arrowroots and scotch fingers). • Pre-packaged bars of any variety (eg Muesli Bars, LCM's, Nutrigrain, KTime twists, Milkos). • Fruit sticks / Rollups of any variety. • Chips. • Juice / Poppers / Cordial. • Peanuts / Nuts. • Mamme Noodles. • Savoury Shapes varieties and Chicken in a Biscuit. • Lollies. • Rice Cakes – Salt and Vinegar, Sundried Tomato, Sour Cream and Chives. • Vegie Chips • Corn Chips • Eggs in any form • Soy Crisps

A HEALTHY LUNCHBOX INCLUDES A CHOICE OF THE FOLLOWING FOOD GROUPS AND DRINKS



Referenced: *Education and Care Services National Regulation 2011: 77, 78, 79, 80.*
National Quality Standards: 2.2.1., 2.2.2.
Food Act 2003
Australian Dietary Guidelines
Anaphylaxis Association
Department of Health
Northern Sydney Central Coast Health

BVPS Muesli Bites

Ingredients: ½ cup Apricots (chopped), ½ cup Sultanas or Dates (chopped),
 ½ cup Pepitas (pumpkin seeds), 1 cup Coconut,
 ¾ cup Wholemeal self-raising flour, ¼ cup Honey,
 1 Egg, ¾ cup Milk.

Directions: Preheat oven to 180°C, Line and grease slice tray
 Mix all ingredients together in a bowl
 Pour into tray and pat flat.
 Bake for 20-25 minutes or until golden brown
 Cut once cooled (Makes 25)



Australian Guide to Healthy Eating

Enjoy a wide variety of nutritious foods from these five food groups every day.
Drink plenty of water.



Grain (cereal) foods, mostly wholegrain and/or high cereal fibre varieties



Vegetables and legumes/beans



Lean meats and poultry, fish, eggs, tofu, nuts and seeds and legumes/beans



Milk, yoghurt, cheese and/or alternatives, mostly reduced fat



Fruit



Use small amounts



Only sometimes and in small amounts



SAFE FOOD HANDLING

AIM

To ensure that food safety practices at Berkeley Vale Pre-school reflect Australian Food Safety Standards so that food brought from home and stored whilst at pre-school is then safe for children to consume.

IMPLEMENTATION

- To limit the growth of food poisoning bacteria in food, Berkeley Vale Pre-school will provide fridges within each pre-school room for parents to store food that requires refrigeration. This includes cheese, milk, yoghurt and sandwiches with meat and egg based fillings.
- Educators will conduct daily checks of our fridges to ensure that the temperature remains under 5°C.
- Food will not be reheated at pre-school due to the need for an accurate probe thermometer to measure the temperature of food.
- Educators and children will minimise the spread of food-borne illnesses and cross contamination by engaging in regular hand washing eg. After going to the toilet, playing with animals, before and after eating food.
- Educators will wear gloves when preparing food that children will consume.
- An educator will wear gloves during meal times when assisting children opening food items.
- Educators will use water, detergent, and paper towel to clean down areas where food has been prepared and before or after meal times.

*Referenced: Food Safety Standards and Practices
NSW Food Authority
National Quality Standard 2*

SUN PROTECTION

AIM

To ensure that children and educators are protected from skin damage caused by harmful ultraviolet rays of the sun.

IMPLEMENTATION

- During October to March both children and educators are indoors between the hours of 11.00am and 3pm. From April to September, outdoor play can occur throughout any time of the day. Sunscreen will be applied whenever children are outdoors. This is not required for June and July.
- Children will wear broad brimmed / bucket / legionnaire hats whenever they are outside. Children need their own hat to minimise the risk of head-lice. Children without a sun safe hat will play in the shade, under the verandah or will be provided a spare hat, if available. Parents/guardians will be reminded of the importance of sending their child's hat each day.
- Outdoor activities will be set up in the shade.
- The outdoor playground receives natural shade by a number of large trees. The sandpit, dirt pit and bike track, as well as playground equipment have shade sails erected above these areas to provide additional shade.
- Educators will provide positive role models by wearing broad brimmed / bucket / legionnaire hats. Protective clothing must be worn including sleeved shirts, collars or covered neckline and long style shorts or pants / jeans.
- Parents/guardians will be required to provide a broad brimmed / bucket / legionnaire style hat for their child, and to protect their child's skin by applying 30+ broad spectrum and water-resistant sunscreen each morning.
- Educators will re-apply sunscreen to children at least 20 minutes before outdoor play.
- Parents/Guardians will be informed of our sun protection policy upon enrolment and throughout the pre-school year, parents will be continually required:
 - to provide a broad brimmed / bucket / legionnaire style hat and ensure children are wearing appropriate protective clothing such as shirts or dresses with a higher neck, longer styled sleeves, shorts and skirts. The back and stomach is also to be covered.
 - to practice skin protection behaviour themselves as positive role models for children.
- Parents/guardians will be provided with reading material on sun protection.
- Educators will incorporate sun protection messages, practices and education into our curriculum to help children learn sun safe knowledge and skills.
- Parents/guardians will be required to wear sun protective clothing and correct hats when involved in service activities.
- Children, educators and parents/guardians attending excursions will be required to wear sun safe appropriate clothing, apply 30+ broad spectrum and water resistant sunscreen and wear a broad brimmed hat.
- The sun protection policy will be reviewed every two years, as well as regularly incorporated into staff meeting discussions.

*Referenced: The Cancer Council NSW Northern Sydney Central Coast Health
Education and Care Services National Regulation 2011: 168. National Quality Standard: 2.3.2., 7.3.5.*

HAT

AIM

To ensure that all children and educators wear hats that will protect their face, neck, ears and crown of the head during all outdoor activities

STRATEGIES

- Broad brimmed / bucket style hats with pre-school logo will be available for purchase.
- Educators and children will only be permitted to take part in outdoor activities if they are wearing a broad brimmed / bucket / legionnaire style hat.
- Any child who does not bring a hat will be provided with a spare broad brimmed / bucket / legionnaire style hat. All borrowed hats will be washed by the pre-school after use.
- If there are no hats available, as we have run out, children will be required to play under the verandah doing quiet activities.
- All families will be told, on enrolment, of the need to supply a broad brimmed / bucket / legionnaire style hat.
- Width of Brim sizes...

Hat	Child	Adult
Broadbrimmed	At least 6cm	At least 7.5cm
Bucket Style	At least 5cm	At least 6cm
Legionnaire		

AIM

To request all parents/guardians and visitors to wear appropriate hats when involved in service activities

STRATEGIES

- All invitations to outdoor centre functions will contain a reminder to wear appropriate hats.
- Parent Roster notices will contain a reminder to wear appropriate hats.

This policy will be implemented all year round. Families will be reminded of this policy at regular intervals via newsletters and noticeboards

*Referenced: Berkeley Vale Pre-school Kindergarten Inc.
NSW Cancer Council Guidelines
Northern Sydney Central Coast Health
National Quality Standard 2.*

TOILETING

AIM

Consistent approaches between home and Berkeley Vale Pre-school will allow children to gain confidence in their abilities and development of independence with their toileting skills. This is important so that children learn age appropriate hygiene and toileting practices that will minimise the spread of infectious disease. Regular toileting routines and self-help activities will allow educators to support children's learning, meet individual needs and develop a strong trusting relationship with children.

IMPLEMENTATION

- Berkeley Vale Pre-school provides age appropriate toilet, hand washing and drying facilities. Modifications are made to support the inclusion of children with additional needs.
- Toilet facilities ensure appropriate supervision of children at all times having regard to children's safety, dignity and rights with easy viewing from both Dolphin and Rainbow rooms, as well as from the outdoor environment.
- Upon enrolment, each child's individual toileting needs will be discussed and we ask for spare clothes to be provided in the event of accidents occurring.
- Remind families that toileting accidents are common and due to hygiene reasons there may be occasions where children will be asked to attend pre-school in pull-ups, which will need to be provided by the child's parents / carers.
- Educators will always use gloves when attending to children in the bathrooms and when changing wet or soiled clothing. Any waste will be placed in the toilet. Wet or soiled clothing will be placed in two sealable bags with the child's name clearly written on the bag, and placed in the front pocket of the child's bag. Parents will be informed of any soiled clothing upon collection of their child.
- Bathroom facilities will be regularly cleaned and staff will maintain a cleaning log. Educators will spot check bathrooms throughout the day and external cleaners will thoroughly clean the bathroom each evening.
- Educators will verbally prompt and positively guide children through the toileting process and be mindful of children's privacy whilst maintaining supervision.
- Visual aids will be displayed in the bathroom to assist children with toileting procedures.
- Educators will encourage children to wipe front to back.

*Reference: Education and Care Services National Regulations 2011.
National Quality Standard 2 – Children's Health and Safety
National Quality Standard 3 – Physical environment
Community Child Care Co-operative (NSW) 2013*

NAPPY CHANGE

AIM

Berkeley Vale Pre-school acknowledges there may be occasions when an enrolled child will need to attend pre-school in nappies or pull-ups. We are committed to partner with the child and family to achieve the independent toileting milestone in due course. We will follow best practice guidelines in relation to nappy / pull-up changing to ensure the area is hygienic and it reduces the spread of infectious disease. We aim to make the nappy / pull-up change experience relaxed and supportive of developing trusting and positive relationships.

IMPLEMENTATION

- Berkeley Vale Pre-school will provide appropriate hygienic facilities for nappy changing, that are located in a way that prevents unsupervised access by children;
- Adult hand washing facilities are located within the nappy change area and is also in close proximity for children to access their hand washing facilities;
- Nappy change facilities will be conducive to appropriate supervision which also maintains the rights and dignity of children.
- Soiled nappies / pull-ups are disposed of immediately in an outside bin. Wet nappies / pull-ups are disposed of in a location where children cannot reach.
- Educators will discuss each child's individual needs with families to ensure practices are consistent with home;
- Educators will change children's nappies / pull-ups during normal toileting transition times throughout the day, and will monitor and change accordingly outside these normal toileting occasions.
- Educators will use nappy / pull-up change times to interact with children with a song or rhyme, whilst reinforcing their developing self-help skills and independence.
- Educators will maintain physical contact with the child throughout the nappy / pull-up change experience. At no time will a child be left alone on a nappy change bench.
- Parents / carers must provide their own nappies, pull-ups and wipes. Educators will communicate with parents / carers to ensure that nappies or pull-ups and wipes are well stocked at all times. These supplies will be easily accessible within the nappy change area so there is no need for educators to leave this area.
- Educators will practice effective hygiene by following Staying Healthy in Child Care guidelines as follows:
 - Wash hands
 - Place paper towel on the nappy change mat
 - Put on gloves
 - Remove nappy / pull-up and place in bin
 - Remove any soiled / wet clothing
 - Clean the child's bottom
 - Remove paper towel and put it in the nappy bin
 - Remove gloves by peeling them back from the wrist and turning them inside out as they are removed
 - Put gloves in the nappy bin
 - If the child requires specific cream, place a clean paper towel under the child's bottom and put on clean gloves. Place suitable amount of cream to child's bottom. Place

nappy / pull-up on and then remove paper towel and place in bin. Remove gloves and place in bin.

- Dress child
- Wash and dry their hands
- Return the child to the play area
- Clean the nappy change mat and area with detergent and warm water.
- Place nappy change mat in direct sunlight after being cleaned.
- Educators will record whether the nappy / pull-up was soiled or wet on the register to share with family at the end of the day.

*Reference: Education and Care Services National Regulations 2011.
National Quality Standard 2 – Children’s Health and Safety
Community Child Care Co-operative (NSW) 2013*

FIRST AID

AIM

Our service is committed to ensure children are provided with a safe and healthy environment. Educators will possess up to date first aid qualifications so that they are confident to administer first aid treatment in accordance with recommended practices and guidelines.

IMPLEMENTATION

- Berkeley Vale Pre-school will pay for all educators to maintain up-to-date Senior First Aid qualifications. This will ensure that there is always at least one educator with first aid qualifications on premises.
- All educators must undertake current approved anaphylaxis and asthma management training.
- Staff induction includes familiarisation with our First Aid Policy.
- First aid signs relating to asthma and anaphylaxis are displayed within pre-school rooms and staff rooms.
- Educators will complete daily outdoor and indoor safety checklists to identify potential risks and hazards to minimise injury.
- Emergency response procedures with Berkeley Vale Pre-school's location, closest cross street, and contact details will be located in the office, Dolphin Room and staff room in the event that Emergency Services are required.
- Enrolment forms will require parental / guardian consent for educators to administer first aid treatment with approved products.
- Educators and Nominated Supervisor will complete and sign off on a First Aid Treatment form to record when any first aid is administered.
- Educators are responsible to ensure that parents / guardians are informed of any First Aid treatment given to their child by signing off on the First Aid Treatment form. A copy of this form will be made available to parents / guardians if required.
- A suitably equipped First Aid kit will be easily accessible within each room, during outdoor play and a master First Aid kit located in the laundry. Each First Aid kit will include a checklist so that educators can regularly monitor supplies and update stock as required
- A First Aid kit will be carried on all external excursions and within the pre-school evacuation bag.
- A Notification of Serious Incident form will be reported to the Department of Education and Communities, within 24 hours, when a child has sustained an injury or illness that required Dental or Medical attention.

*Referenced: Education and Care Services National Regulations 2011.
Work Health and Safety Act and Regulation 2011.
Community Child Care Co-operative*

INCIDENTS, INJURY, TRAUMA & ILLNESS

AIM

To ensure correct First Aid treatment is administered safely and promptly.

IMPLEMENTATION

All educators in the pre-school hold a current Senior First Aid Certificate and are familiar with the appropriate procedures in accident and emergency situations. At all times educators, in co-operation with the Nominated or Certified Supervisor, are responsible for assessing the situation where an accident has taken place and he / she is to administer appropriate First Aid.

Each child's enrolment form will have written authorisation for the service to seek Emergency Medical, Dental, Hospital and Ambulance service.

Minor Injuries

Educators must ensure the child is comfortable when administering first aid.

Parents/guardians are to be notified of the injury and the accident is to be recorded in the Accident Book. A copy of the record of measures taken can be given to the parent/guardian on collection of the child, if required.

Injury Requiring Medical Attention

Medical attention may be necessary for some injuries, although the situation may not be ' life threatening '.

In the case of such an accident appropriate first aid will be applied and the staff will:

- Phone parent/guardian or emergency contact. If the parent, guardian or emergency contact is not available, educators will phone nominated Doctor for advice, or any local Doctor if nominated Doctor is unavailable.
- Call for local paramedics / ambulance to transport the child to medical attention. An educator is to travel with the child if parent/guardian is unavailable.
- Send the child and an educator by taxi fitted with appropriate child restraint to medical practitioner / hospital.
- All accidents/incidents that require a child to be seen by a Doctor or Dentist need to be reported to NSW Early Childhood Education and Care Directorate immediately using ACECQA's Notification of Serious Incident form SI01.

Head Injury

No head injury should be disregarded or treated lightly. Every individual who has had even a mild head injury must be observed thoroughly to detect any complications.

If the individual appears not to be injured educators will constantly watch for any abnormal signs, including :

- Variation in pulse rate.
- Vomiting.
- Bleeding from nose, ear or into the whites of the eyes.
- Restless behaviour or convulsions.

In all cases the casualty suffering a head injury must be managed as though unconscious. Educators must follow the appropriate management for dealing with the injury as he/she assesses the injury/injuries.

Major Injuries

These are severe injuries which require urgent hospital treatment, i.e. severe burns, loss of consciousness, impaired respiration, snake or spider bites, generalised allergic reaction to a bee sting or continuous convulsions.

In the case of a major injury, the staff, with the Nominated or Certified Supervisor, will assess the injury, apply appropriate first aid and depending on the severity :

- Staff will immediately phone 000 and arrange transportation to hospital by ambulance (a staff member is to travel with the child, if parent/guardian is unavailable).
- Contact the parent/guardian as soon as possible.
- Contact the Director General and the Approved Provider (Executive Management Committee).

Payment for medical expenses and ambulance will be made by parents/guardians.

ALL ACCIDENTS TO CHILDREN AND STAFF ARE TO BE RECORDED IN THE ACCIDENT FILE AND REPORTED TO THE NOMINATED SUPERVISOR.

*Referenced: Berkeley Vale Pre-school Kindergarten Inc
Education and Care Services National Regulation 2011: 12, 85, 86, 87, 88, 89, 103, 136 – 137, 176, 245.
Linked to National Quality Standards: QA1, QA6, 2.1, 2.3.*

DEATH OF A CHILD

AIM

To ensure procedures are observed and implemented when dealing with the death of a child whilst at pre-school.

IMPLEMENTATION

- Emergency CPR should be performed in accordance with first aid requirements.
- A person should telephone 000 and ask for an intensive care ambulance. A chart displaying information that will be required by the Ambulance officers will be placed near all phones. This will include:
 - Name of Pre-school.
 - Location.
 - Nearest cross street.
 - Nature of emergency/accident.
 - Child's age.
 - First Aid currently being performed.
 - Pre-school's phone number.
- The Nominated Supervisor (or delegated educator) will contact the child's parents/guardians as soon as possible to inform them of the emergency.
- Written documentation of the incident must be completed as soon as possible. The Pre-school's accident form covers all information needed. This form should be forwarded to Department of Education and Communities and the police.
- All other children in the centre at the time of the tragedy should be removed from the scene and kept calm. This group should be kept under strict control and supervision at all times.
- Department of Education and Communities should be asked for assistance to provide counseling for children, staff or parents after the tragedy.
- The Nominated Supervisor (or delegated educator) will then contact:
 - a) The Police.
 - b) Department of Education and Communities.
 - c) The Director General.
 - d) The Licensee.

*Referenced: Berkeley Vale Pre-school Kindergarten Inc
Education and Care Services National Regulation 2011.*

EMERGENCY EVACUATION

AIM

To ensure written emergency plans are developed and kept up to date.

IMPLEMENTATION

- Emergency Evacuation plans will be posted in each room throughout the pre-school and each main exit of the building.
- Emergency Evacuation drills will take place each term at which time a full evacuation will occur. Record of each drill will be written up, evaluated and kept on premises for 2 years.
- Fire fighting equipment (extinguishers and blanket) will be checked regularly each year.
- Staff will be familiar with correct usage of extinguishers and blanket.
- Smoke detectors will be maintained.
- Emergency exits labelled.
- An effective emergency communication plan is to be in place. In the event that our pre-school telephone line is not operational, our mobile phone is found in our evacuation bag. A sign within the office detailing our location and contact numbers in case of an Emergency Evacuation must be visible to all families.

LOCKDOWN PROCEDURES

- Emergency Lockdown drills are to be practiced in term 2 and 4. A record of each drill will be written up, evaluated and kept on premises for 2 years.
- A signal horn (air horn) will be sounded once to alert lockdown procedure.
- Air horns will be located within each room on top of fridges.
- In the event of a Lockdown all staff, children and visitors will be directed to the staffroom. Dolphin room children inside the gate and Rainbow room children in hallway. Staff member is to situate themselves in front of the kettle whilst children are in the area. Locker list will be located in the staff room.
- Depending on the circumstances the Nominated Supervisor plus one other staff member are to handle the situation outside only if safe to do so.
- Police are to be notified if necessary.
- Phone is to be kept in staffroom at all times

Referenced: Education and Care Services National Regulation 2011:97.

EXCURSIONS

AIM

To ensure that all excursions are conducted safely, so that children are provided with the opportunity to explore and learn beyond the pre-school environment.

IMPLEMENTATION

- A written risk assessment will be undertaken prior to conducting an excursion. Educators will utilise the Children's Services Central Risk Assessment Tool to identify and limit hazards and risks.
- Detailed information will be provided to families regarding excursions including destination, dates, times, mode of transport, adult to child ratios, the number of adults in attendance, proposed time of excursion, educator's First Aid qualifications and cost if applicable.
- Excursions are at all times conducted within the guidelines set down by Department of Education and Communities, which outline adult/child ratios and safety procedures to be observed.
- Written authorisation will be obtained from the parents/guardians before children attend an excursion.
- A mobile phone will accompany staff on all excursions for emergency contact.
- When an excursion is conducted (such as the KNX program), adult/child ratios to be maintained are 1 adult for each 5 children aged 3-6 years.
- When an excursion is conducted whereby children use public transport , the adult/child ratios to be maintained are 1 adult to 4 children aged 3-6 years.
- When an excursion is conducted near a waterway, adult/child ratios to be maintained are 1 adult to 2 children aged 3-6 years.

*Referenced: Education and Care Services National Regulation 2011: 101, 102.
National Quality Standards: 2.3.2., 7.3.5.
Work Health and Safety Regulation 2011.*

ROAD SAFETY

AIM

To promote the aspects of Road Safety to the children and families in our service.

IMPLEMENTATION

PASSENGERS

- Information is shared with families through newsletters.
- Incidental discussion is used to reinforce how to be a “good” passenger and seatbelt wearing.
- Role play situations are used to reinforce seatbelt wearing and related issues to the children.

PEDESTRIANS

- Information is shared with families through newsletters.
- The “hold my hand” gate sign is displayed on the gates at the exit points.
- Transition times are used to practice holding hands with an adult through role play.
- Resources are used and activities are planned to reinforce these issues.
- Incidental discussion is used to reinforce holding hands and related concepts.

SAFE PLAY

- Information is shared with families through newsletters.
- Rules are established for riding bikes including helmet wearing, keeping feet on pedals, following direction of arrows and riding bikes in a sensible manner.

*Referenced: Kids and Traffic. Early Childhood Road Safety Education Program.
Macquarie University Early Childhood*

OPERATIONS

INCLUSIVE EDUCATION

AIM

This policy has been developed to ensure that children with and without additional needs, from culturally and linguistically diverse, and socio-economically disadvantaged backgrounds participate and learn together within the pre-school environment. It is an accepted basic principle in Australian society that all individuals have the right to be provided with opportunities to reach their full potential. The concept of inclusion recognises that all individuals have the right to access services provided within the community.

IMPLEMENTATION

- Educators value that when children are exposed to similarities and differences of people in the real world, children learn to appreciate diversity. Mutual respect and understanding develops when children of differing abilities and cultures play and learn together.
- Educators will ensure that the program continues to be carefully planned, well-resourced and accountable so that children gain the maximum benefit from their inclusion.
- Each child will be recognised as an individual with unique capabilities and potential.
- Children will see themselves reflected in the world around them by displayed pictures, toys, books and role models.
- Adult-child ratios will be sufficient to create a well-planned environment and individual programs for all the children.
- Educators will consult with recognised agencies to support the inclusion of children within our service. e.g. Yarran, Early Intervention, DET Early Intervention, Central Coast Multicultural Children's Resource Centre & Samaritans Early Intervention.
- Educators will have access to training to be kept up to date with best practice.
- Upon enrolment, parents are encouraged to share information in relation to their child's developmental needs and cultural backgrounds.

*Referenced: Berkeley Vale Pre-school Kindergarten Inc.
Education and Care Services National Regulation 2011.
National Quality Standards 6.3.3.
Inclusive Education:
www.pbs.org/parents/education/learning-disabilities/inclusiveeducation*

CHILD PROTECTION

AIM

Berkeley Vale Pre-school, including educators, staff, management and volunteers are responsible for protecting young children to ensure their safety, welfare and wellbeing. These individuals hold Mandatory reporting responsibilities to Department of Education and Communities if they suspect a child is at significant risk of harm, during the course of their work. This is in accordance with the Education and Care Services National Law Act 2010 and Child Protection (Prohibited Employment) Act 1998.

IMPLEMENTATION

As staff are Mandatory Reporters, if a member of the team suspects a child is at significant risk of harm they will refer to the Mandatory Reporter Guide located on the Keep Them Safe website. www.KeepThemSafe.nsw.gov.au. Following the advice from this website, the individual will carry out the instructions as per recommendations. At this point it is expected that the Nominated or Certified Supervisor is informed of the outcome.

Keep Them Safe is a new Child Protection intra-agency initiative designed to promote the well-being of all children. The MRG (Mandatory Reporting Guide) online tool helps guide individuals' actions. If the outcome from the Mandatory Reporting Guide is to lodge an "Immediate Report" or we believe there is a high risk of significant harm and/or imminent risk of significant concerns for the safety of a child, an immediate telephone report MUST be made to the Child Protection Helpline on 133 627. Educators will continue their relationship and conversations with families and where appropriate may also encourage families to contact the Family Referral Service on 1300 006480 to offer more targeted support.

Pre-school staff will maintain a Child Protection register that will be used to record any events or situations in relation to child protection concerns. Any Risk of Significant Harm forms faxed will also be filed in the Child Protection register. All staff will treat these records with the strictest confidence. Public Child Protection Hotline is: 132 111

ALLEGATION OF ABUSE IN CARE AGAINST A STAFF MEMBER, VOLUNTEER OR STUDENT

To protect children and staff we will aim to have two adults present when children are toileting and during rest time. Adults will not be left alone with children, and children may need to be woken to meet this requirement.

In accordance with the OMBUDSMAN ACT 1974 (Amendment) we will advise the NSW State Ombudsman of any allegation of Child Abuse made against a staff member and will follow the directives and advice given by the Department of Education and Communities. If Police are informed, A Notification of Serious Incident form will be submitted to Department of Education and Communities within 24 hours. If the matter is not referred to Police, we will submit a Notification of Complaints and Incidents to the Department of Education and Communities within 7 days.

*Referenced: Education and Care Services National Law Act 2010.
Child Protection (prohibited Employment) Act 1998.
Education and Care Services National Regulation 2011.
National Quality Standards 2.3.4.
NSW Mandatory Reporter Guide, 2010.*

POSITIVE INTERACTIONS WITH CHILDREN

AIM

We believe a consistent approach to interacting with children and positively guiding their behaviour requires a clear process that is based on best practice. A positive atmosphere is promoted through genuine interactions with children. Guiding young children's behaviour is about assisting them to learn why we behave and interact in certain ways. Children typically respond to positive and sensitive guidance that promotes fairness, acceptance and respect for the individual and those around them.

IMPLEMENTATION

- Educators will use their knowledge of children and often be able to intervene and redirect children before behaviour escalates.
- Educators model positive interactions when they display care, respect and empathy for children, fellow team members and families.
- Educators will respond sensitively to children's comments and questions, and show a genuine interest in what children are doing.
- Educators will use a variety of strategies, such as sign language, visual cues and resources to support all children's learning with an emphasis on inclusion for children with additional needs.
- Educators will provide planned and spontaneous experiences that assist children in developing and practicing the skills needed to participate in group discussions and shared decision making with their peers and educators.
- Educators will develop secure attachments with children to promote a sense of belonging through warm and nurturing relationships.
- Educators will positively praise and reinforce desired behaviours so that children are aware of expectations and limitations.
- Educators will engage children in discussions as together they establish behaviour limits and the consequences for their actions and devise lists of responsibilities.
- Educators will listen to and support children when they experience excessive emotions or difficult situations by using positive language, gestures, facial expressions and tone of voice to re-direct or discuss the child's behaviour.
- Educators will be patient, gentle, calm and reassuring even when a child is strongly expressing distress, frustration or anger.
- Educators will communicate with a child's family when ongoing inappropriate behaviour is occurring and a referral to a specialist agency may be recommended.
- Educators acknowledge that there may be occasions where an individual behaviour guidance plan is required for children with a specific behavioural need and we will work with families and other professionals in this regard.

- Educators will not isolate a child for any reason other than illness, accident or with parental consent.
- The following consistent practices will be followed:
 - Educators will **REAFFIRM** to children what they need to do and mention the natural consequences of their actions.
 - Educators will **REDIRECT** children to the preferred behaviour and let them know the consequences of their actions or inaction.
 - Educators will **REMIND** the child to make a choice.
 - Educators will **REPOSITION** the child to a different experience or place, and discuss the consequences of their actions and give the child the choice of returning with appropriate behaviour.

*Reference: Berkeley Vale Pre-school Kindergarten Inc.
 Educational and Care Services National Regulation 2011: 155, 168
 National Quality Standards: 5.1 and 5.2, 7.3.5
 Challenge Busters, 2010
 Community Child Care Co-operative, 2012
 Guiding Children’s Behaviour, Dept. of Health and Aging, 2010*

CURRICULUM FOR CHILDREN

AIM

To ensure that each child is systematically observed, assessed and planned for according to individual needs and interests.

IMPLEMENTATION

- Program planning will be completed daily by educators who will involve parents/guardians and children in their decision making.
- Programming will cover all areas of children’s development such as social, physical, emotional, cognitive, language and creative potential.
- Programs must meet the individual needs of all children to cater for their appropriate developmental stages.
- The pre-school program provides a balance of indoor and outdoor experiences.
- Programs will be displayed for parents/guardians to view and a reflection will provide insight to significant events during the week.
- Parental/guardian Goals will be incorporated into our program and curriculum planning.
- Our pre-school program supports children’s development and transition to school. Educators incorporate the Early Years Learning Framework outcomes into daily curriculum plans.

*Referenced: Berkeley Vale Pre-school Kindergarten Inc.
 Education and Care Services National Regulation 2011.
 National Quality Standard 1.*

PHYSICAL ACTIVITY

AIM

Berkeley Vale Pre-school is committed to engaging young children in physical activity, which promotes good habits that form a foundation for later years. We aim to promote children's active participation in a range of safe physical learning experiences, which reflects cultural and family values.

IMPLEMENTATION

- Educators provide opportunities for children to be active through a balance of planned and spontaneous physical activity in the indoor and outdoor environments. This is based on the understanding that pre-school aged children should be physically active everyday for at least 3 hours, spread throughout the day.
- Educators provide physically active experiences that are play based and developmentally appropriate whilst catering for a range of abilities and interests in a well supervised environment.
- Parents are encouraged to share areas of expertise to our physical activity program eg. Gymnastics, Zumba, dance, or soccer skills coaching.
- Educators plan experiences that specifically focus on fundamental movement skills including jumping, running, galloping, catching, throwing, balancing, hopping, bending and twisting.
- Educators act as positive role models to demonstrate appropriate physical activity and children will be encouraged to drink water before, during and after physical activity.
- Educators acknowledge that pre-schoolers should not be sedentary, or kept inactive, for more than one hour at a time, with the exception of sleeping.

*Reference: Get Up and Grow – Australian Govt. Dept. of Health and Aging
Munch and Move, NSW Dept. of Health, Central Coast
National Physical Activity Recommendations for Children 0 – 5 years*

CONFIDENTIALITY OF RECORDS

AIM

These procedures will guide the practices of the Management Committee, educators, families and associated professionals of Berkeley Vale Pre-school Kindergarten Inc. to ensure records are confidential.

IMPLEMENTATION

- The Management Committee of Berkeley Vale Pre-school Kindergarten Inc. must ensure that records relating to a child remain confidential and are made available only to the following persons:
 - Executive members of Management Committee,
 - the Nominated Supervisor of the service,
 - a member of staff or contractor of the service authorised to access the records by the licensee or the Nominated Supervisor of the service,
 - the Director –General,
 - a person otherwise authorised by law to inspect the records,
 - a parent of the child,
 - any person authorised in writing to inspect the records by a parent of the child.
- Developmental profiles will record all areas of a child’s development including social, emotional, cognitive, physical and language domains throughout the year.
- All records relating to children will be treated as confidential and will be made available only to each child’s parents/guardians. Parents/guardians must respect the privacy of other children/families and must not access another child’s portfolio or Independent Education Plan.
- Confidential records including enrolment forms, immunisation records, court orders and children’s developmental records are kept in a locked filing cabinet within the office/staff room. Emergency contact details are located within the office and are only accessible to staff.
- Records are retained by the pre-school in accordance with the National Regulations as follow:
 - Records relating to incidents, illness, injury or trauma suffered by child; for 25 years.
 - Records relating to death of child whilst at the service; for 7 years.
 - All developmental records, enrolment forms retained; for 3 years.
 - Records relating to Approved Provider (Management Committee) retained: for 3 years.
 - Records relating to the Nominated Supervisor or other staff; for 3 years.Records are shredded at the completion of the above time frames.

*Referenced: Education and Care Services National Regulation 2011: 181
National Quality Standard: 7.3.5.*

CONFIDENTIALITY POLICY

AIM

To protect the privacy of all children, families, educators, organisations and individuals involved with Berkeley Vale Pre-school Kindergarten Inc.

IMPLEMENTATION

- Educators and the Management Committee acknowledge that all confidential information requires the strictest of confidence. Discussions regarding children and/or families relating to sensitive matters will be for those on a need to know basis.
- Berkeley Vale Pre-school Kindergarten Inc. is committed to ensure information provided remains protected from misuse, or unauthorised access.
- Any observations, discussions and events which take place at pre-school remain confidential.

*Referenced: Education and Care Services National Regulation 2011: 181
National Quality Standard: 7.3.5.*

PROFESSIONAL DEVELOPMENT

AIM

Team development and training is an essential component of a quality children's service. In-service training provides regular opportunities for educators to improve their knowledge and skills and keep abreast of new developments in the early childhood field.

IMPLEMENTATION

- Berkeley Vale Pre-school encourages educators to attend in-services and budgets have been developed to cover the cost of such training.
- Team members are involved in, and take responsibility for establishing goals and objectives for the service and their own professional development. All educators are required to do a Child Protection / Protective Behaviours workshop, and the pre-school pays for educators to attain their First Aid Certificates.
- The pre-school acknowledges that training needs to be meaningful and that all team members have their own needs and strengths. Hence, through professional development, we hope to increase job satisfaction.
- The pre-school subscribes to:
 - The Australian Journal of Early Childhood – AECA
 - Rattler – Community Child Care Co-operative
 - IEU - Early Childhood Services Magazine
 - A.E.C.A – Resource Book Series

*Referenced: Berkeley Vale Pre-school Kindergarten Inc.
Education and Care Services National Regulation 2011.
National Quality Standard 7.*

CLOTHING AND BEDDING

AIM

To ensure that children's clothing and bedding needs are met.

IMPLEMENTATION

- Sufficient clothes must be provided by the parent/guardian to meet the child's needs during the day. All belongings must be marked and no responsibility will be taken for lost items.
- Unclaimed items will be donated to charity at the end of each term.
- Bed sheets borrowed for an emergency situation will be laundered by the pre-school.
- Parents/guardians are to provide a fitted cot size sheet to fit a bed measuring 140cm X 55cm, (a small rug in the cooler months) Sheets can be purchased from the office. Sheets are to be taken home at the end of each week and returned in clean condition.
- Beds provided will be raised off the floor and of a breathable material to ensure they are asthma friendly.
- Beds will be cleaned after use by a child and disinfected at the end of each Term.

Referenced: Education and Care Services National Regulation 2011.

CAMERAS AND VIDEOS

AIM

To protect the identity and respect the privacy of families attending the pre-school.

IMPLEMENTATION

- Upon enrolment parents/guardians will be asked to provide authorisation for their child to be photographed by educators.
- All photos taken will be for the use by the educators to document children's learning and special occasions.
- Any material to be used by the press will be subject to written approval from parents/guardians concerned.
- Cameras and videos are allowed to be used only with the consent of the Nominated or Certified Supervisor.
- We reserve the right to request families to refrain from taking still and video photography at the pre-school, at the discretion of the Nominated Supervisor. This restriction may be imposed in order to protect children at risk in circumstances such as children in foster care, families in witness protection and those involved in custody issues.

Referenced: Education and Care Services National Regulation 2011.

SMALL SCREEN RECREATION POLICY

AIM

It is recommended that children 2 to 5 years of age should have limited exposure to watching television, DVD's, computers and other electronic games to one hour per day (National Physical Activity Recommendations for Children Birth to 5 years).

Implementation

- Educators are aware of the need to reduce “small screen recreation” time by using timers when children access the computer, and limit TV and DVD watching to special occasions.
- Educators will engage children in small screen experiences which have an educational component such as literacy, numeracy, movement or clearly linked to a child's interest.
- Ensure that an appropriate balance between inactive and active time is provided throughout the routine of our day.
- Children will only watch G rated television programs, DVD's and engages with educational based computer programs and iPad learning applications.

*Reference: Get Up and Grow – Australian Govt. Dept of Health and Aging.
Munch and Move, NSW Dept of Health, Central Coast.
National Physical Activity Recommendations for children 0 to 5 years.*

LAPTOP COMPUTER AND iPADS

AIM

To provide the children with an additional resource to supplement other classroom resources, thus allowing children to learn basic computer skills in a co-operative learning environment.

IMPLEMENTATION

- Educators will undergo basic computer skills training, as well as ongoing in-servicing.
- Educators will select high quality educational software that has been evaluated before use at the pre-school.
- Children will be formally introduced to basic computer and iPad skills (using a mouse and stylus) in a small group situation, and permitted time to experiment with educator guidance.
- Time spent at the computer or iPad will be monitored, and educators will ensure that children are participating in a range of activities.
- A laptop computer and iPad will be available in each room, situated in a position that is accessible to all children.
- The children will be encouraged to work alongside other peers at the laptop computer or iPad to foster social skills.
- All internet access icons/entry points on the children's computer are deleted to prevent access.

Referenced: Berkeley Vale Pre-school Kindergarten Inc

SOCIAL MEDIA

AIM

To ensure Staff, Management Committee and families maintain professional standards when engaging in conversations and interactions using digital media for professional and personal use.

IMPLEMENTATION

The following standards apply to staff and Management Committee's work, as well as family members and their personal use of social media at any time, when it has a clear and close connection with Berkeley Vale Pre-school Kindergarten Inc. Examples of social media include, but are not limited to: Facebook, LinkedIn, MySpace, YouTube, Flickr, Twitter ...

- Always follow relevant Berkeley Vale Pre-school Kindergarten Inc. policies and act within the law when using social media.
- Ensure personal views are yours, and not necessarily the views of Berkeley Vale Pre-school Kindergarten Inc.
- Employers, Management Committee members and parents are asked to refrain from making any comments indirectly or directly in reference to Berkeley Vale Pre-school Kindergarten Inc. via social media about any incident, policy or procedure.
- Ensure confidential information obtained through work is not disclosed.
- Parents and family members will be asked **NOT** to post photographs taken during pre-school special events such as Mother's Day, Father's Day or Christmas celebrations, on any Social Media site due to the sensitive nature of posting photographs of other people's children without written consent.

Referenced: Berkeley Vale Pre-school Kindergarten Inc.

TOYS

AIM

To encourage co-operative play, kindness and fun without violence.

IMPLEMENTATION

- We do not allow war toys such as guns, swords, spears etc, or behaviours such as hitting, fighting, karate, punching, wrestling and kicking.
- Educators will encourage active alternative play for children involved in aggressive play.
- The connection between play with war toys and real aggression will be conveyed to the children.
- Parents/guardians will be informed of the detrimental effects of encouraging combative behaviour.
- Children are not permitted to bring toys to pre-school as conflicts arise when children are reluctant to share personal toys. Toys brought to the centre can also become lost or broken.
- A small, soft comfort toy is permitted for rest time, if your child requires this.

Referenced: Berkeley Vale Pre-school Kindergarten Inc

CULTURAL DIVERSITY

AIM

To ensure all children are accepted irrespective of race, sex, religion, lifestyle or disability. Staff will at all times recognise each child as an individual, and will endeavour to respond to the individuality of each child and their individual community/cultural background, and will treat and respect children and their families equally.

The service will not tolerate language or practices that label, stereotype or demean others, and will recognise the similarities and differences that exist between children and their families. A positive attitude towards all people will be fostered.

IMPLEMENTATION:

- **GENDER**

In relation to gender issues, programs will be inclusive, valuing male and female experiences and interests in the content, method and resourcing of the program.

Staff will:

- Identify different resources, materials and external agencies accessed by the service to support, guide and strengthen the provision of equitable and inclusive experiences.
- Raise awareness of children and adults about equal opportunities.
- Enhance children's perceptions so that they see themselves as making a positive and varied contribution.
- Provide positive experiences within the curriculum which focus on gender role differences and similarities, with consideration of children from families which do not represent traditional family structure.

- **CULTURAL DIVERSITY**

In relation to multicultural issues, programs will recognise and value the cultural diversity of the group and community.

- Recognise and respect the cultural identity and home language of each child including non-verbal and written language.
- Encourage children to learn about other cultures as well as their own, through the provision of appropriate activities in which each child's cultural heritage is respected.
- A program with a cross-cultural perspective acknowledges and supports the linguistic, cultural and religious diversity of the community at large.

Staff will:

- Be aware of the expectations that particular cultures may have of an educational program.
- Educators will show an interest in other cultures and be accepting of the knowledge and skills a child has acquired through membership of a particular cultural group which they may bring with them to a learning situation.
- Educators will use resources from children and families who attend their centre such as folksongs, stories, art and crafts (which are only the beginning of a genuine cross cultural program).

- **ABORIGINAL AND TORRES STRAIT ISLANDERS**

In relation to Aboriginal and Torres Strait Island cultural issues programs will:

- Recognise differences within the group.
- Encourage individual and group esteem.
- Promote development of social skills and attitudes which foster co-operation and participation.

Staff will:

- Recognise and respect the Aboriginal and Torres Strait Island child's unique identity.
- Reinforce and maintain a child's self esteem and cultural identity.
- Recognise non verbal behaviour as an important part of communication for Aboriginal children.
- Recognise, value and respect the traditional beliefs of Aboriginal and Torres Strait Islanders in relation to the provision of appropriate art/craft experiences, stories and songs within the curriculum.
- Acknowledge the traditional landowners at Staff meetings, Committee meetings and Special pre-school events.

*Referenced: Berkeley Vale Preschool Kindergarten Inc.
Australian Early Childhood Association .
National Quality Standard 1. & 6.*

VISITORS, VOLUNTEERS AND STUDENTS

AIM

To ensure that all visitors, volunteers and students to the service are to be supervised at all times and their times of attendance noted.

PROCEDURE

- A Visitor's Register will be provided for all visitors, volunteers and students to note the Date, Time In, Time Out and Purpose of Visit.
- Staff will ask volunteers and students to record their details of attendance on the Volunteer and Student Register, located within the Visitor Register.
- Volunteers or students will be formally inducted to our service before working within pre-school rooms.
- Contractors and their employees carrying out work at our service will also be formally inducted to our pre-school.
- All visitors, volunteers and students will be issued Work Health and Safety Induction leaflet upon arrival.
- All visitors, volunteers and students will not be left unsupervised when in the presence of children.
- There are occasions where health professionals visit our service to engage with children and appropriate working with children check clearances are assured.
- Management Committee members, in their voluntary management role, will be required to sign in and out when undertaking administration duties etc.

*Referenced: Education and Care Services National Regulation 2011: 149, 168, 177.
Education and Care Services National Law Act 2010.
Link to National Quality Standard: 7.3.5.
Community Child Care Co-operative*

ENVIRONMENTAL SUSTAINABILITY

AIM

Berkeley Vale Pre-school is committed to working towards environmental sustainability. Berkeley Vale Pre-school will establish, promote and maintain a culture of sustainability and environmental responsibility.

IMPLEMENTATION

- Children and families will be educated about environmental protection, water conservation, waste disposal and recycling so that they can promote these qualities now and in later life.
- Staff will be encouraged to support these practices so they can be appropriate role models.
- Educators, families and children will maintain vegetable garden beds that will allow children to be actively involved in planting, and the up-keep of this area to support learning.
- Utilise our compost bin to recycle food scraps.
- Educators will turn power lights and air conditioning units off when we are outdoors to conserve power and engage in discussions with children about why we adopt such practices.
- Regularly share information and ideas about sustainable practices with families via newsletters, displays and notice boards.
- Wherever practicable, environmentally friendly products will be used at the service.
- Families will be encouraged to send food in re-usable containers rather than use cling wrap, foil, clip lock bags and plastic cutlery in an attempt to reduce our waste.
- Berkeley Vale Pre-school will provide washable spoons and cups for children who do not bring them to pre-school.

*Referenced: Warringah Council
National Quality Standard – 3.3
Baringa Child Care Centre, 2010*

AFTER HOURS SPECIAL EVENTS

RATIONALE

Events are held during the year at pre-school and occasionally due to the nature of the event, they occur outside of pre-school hours. The physical space of our pre-school environment cannot possibly accommodate every family's younger and older siblings and ensure the safety of all children when attending these events.

AIM

This policy has been created so that parents / families clearly understand who may attend special events so that we can ensure we are providing a safe environment for children.

IMPLEMENTATION

- Younger and older siblings are not permitted to attend any of these events, unless the sibling is a baby in a sling or pram and remains within for the duration of the event.
- A parent or other adult is required to remain on premises to supervise their child / ren during these events.
 - Schoolies afternoon tea
 - This event is specifically held for enrolled children from the previous year who now attend kindergarten and are invited back to pre-school to show off their uniform and visit educators.
 - Father's Day afternoon
 - This event is specifically held for enrolled pre-school children and their dads, granddads, uncle or other significant male in their life. (Mums and nans are invited to their own celebration at Mother's Day).
 - End of year disco
 - If the Management Committee choose to host this event it is held specifically for enrolled pre-school children only.

If additional events are organised, the team and Management Committee will make decisions when the situation arises.

Referenced: Berkeley Vale Pre-school Kindergarten Inc.

STAFF CODE OF CONDUCT

AIM

Berkeley Vale Pre-school strives to deliver the highest standards in accordance with the ECA Code of Ethics (2010), our service philosophy and policies. Staff will conduct themselves in a professional and ethical manner at all times.

IMPLEMENTATION

- Staff will be familiar with legislation and statutory documents, such as Education and Care Services National Law Act 2010 and Education and Care Services National Regulation 2011. Copies of these documents are located in the office and staff room.
- Staff will become familiar with the ECA Code of Ethics and our centre's philosophy. These documents will be visible within each room and will guide our conduct and decision making processes.
- The Nominated and Certified Supervisor will ensure that all staff are made aware of their obligations in accordance with the ECA Code of Ethics and centre philosophy via daily discussions and staff meetings.

*Referenced: Education and Care Services National Law Act 2010.
Education and Care Services National Regulations 2011.
ECA Code of Ethics – Early Childhood Australia.
Community Child Care Co-operative.*

STAFF PERFORMING PRIVATE BABY SITTING FOR PARENTS

AIM

To provide clear guidelines for educators and families who organise private baby sitting outside Berkeley Vale Pre-school's trading hours.

IMPLEMENTATION

- If a member of our team is approached to undertake private baby-sitting, arrangements are not to be made during hours of operation apart from obtaining contact details.
- It must be clearly understood that confidentiality must be maintained by both parties.
- These independent arrangements are of a personal nature and not related to Berkeley Vale Pre-school in any way.
- Issues to be considered:
 - Perceived favouritism toward particular child / children and parents;
 - Confidentiality
 - Reflection of our service if accident or incident occurs.

*Referenced: Guild Insurance
Wyong Shire Council Policy and Procedures*

TENDERS FOR WORK CARRIED OUT AT PRE-SCHOOL

AIM

To provide clear guidance for obtaining quotations for significant work that needs to be carried out at pre-school.

IMPLEMENTATION

The Management Committee will decide that a particular project requires tenders for business.

- Appropriately qualified, licenced contractors, with an ABN, will be invited to provide a written quotation for the work to be conducted.
- A notice will be placed in the pre-school newsletter, sent via e-mail, or a sign on the Community Noticeboard to invite pre-school families who are appropriately qualified to submit a quotation.
- Pre-school families may also choose to refer a recommended tradesperson.
- Contractors will be asked to meet with the Nominated Supervisor, a member of the team or Management Committee, during work hours to discuss the proposed works.
- Quotations will always be obtained in confidence.
- At least two written quotations will be sourced for each project work and be presented to the Management Committee for approval.
- If a member of the Management Committee's family submits a quote for tender, they will not be part of the voting process.
- The successful contractor will be contacted and a commencement date for work to proceed will be determined.

Referenced: Berkeley Vale Pre-school Kindergarten Inc.