

# ABCC and Early Years ABCC

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## Policy and Procedure Document

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**The Springfield Anglican College**

**2023**

Document Approval and Version Control			
Version:	3.0	Approved by:	Tania Brewer
Last amended:	October 2022	Date Approved:	
Contact Officer:	Amie Harris	Next Review Due:	October 2023

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**Please note:**

All policy and procedure documents for The Springfield Anglican College can be located via NEXUS: <https://nexus.tsac.qld.edu.au/> and printed copies are located in the ABCC office

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# 1. Education Programme and Practice

## 1.1 EDUCATION, CURRICULUM AND LEARNING POLICY

The Springfield Anglican College ABCC and TSAC Early Years ABCC as part of FSAC Ltd adopts as its fundamental philosophy the Board approved Mission statement.

### NQS

QA1	1.1.1	Approved learning framework - Curriculum decision-making contributes to each child's learning and development outcomes in relation to their identity, connection with community, wellbeing, confidence as learners and effectiveness as communicators.
	1.1.2	Child-centred Each child's current knowledge, strengths, ideas, culture, abilities and interests are the foundation of the program.
	1.1.3	Program learning opportunities - All aspects of the program, including routines, are organised in ways that maximise opportunities for each child's learning.
	1.2.1	Intentional teaching -Educators are deliberate, purposeful, and thoughtful in their decisions and actions.
	1.2.2	Responsive teaching and scaffolding -Educators respond to children's ideas and play and extend children's learning through open-ended questions, interactions and feedback.
	1.2.3	Child Directed learning - Each child's agency is promoted, enabling them to make choices and decisions that influence events and their world.
	1.3.1	Assessment and planning cycle - Each child's learning and development is assessed or evaluated as part of an ongoing cycle of observation, analysing learning, documentation, planning, implementation and reflection.
	1.3.2	Critical reflection - Critical reflection on children's learning and development, both as individuals and in groups, drives program planning and implementation.
	1.3.3	Information for families - Families are informed about the program and their child's progress.
QA3	3.2.1	Inclusive environment - Outdoor and indoor spaces are organised and adapted to support every child's participation and to engage every child in quality experiences in both built and natural environments.
QA6	6.2.2	Access and participation - Effective partnerships support children's access, inclusion and participation in the program.
QA7	7.2.2	Educational leadership - The educational leader is supported and leads the development and implementation

		of the educational program and assessment and planning cycle.
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### **National Regulations**

Regs	73	Educational programs
	74	Information about the educational program to be kept available
	75	Information about educational program to be given to parents
	76	Documenting of child assessments or evaluations for delivery of educational program
	118	Educational Leader

### **MTOP**

LO1 – LO5	All Learning Outcomes under the My Time Our Place Framework will be addressed through our Policy and practices.
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### **Aim**

To create a positive, inclusive learning environment which encourages children to engage in activities and experiences based on their interests and everyday lives and achieve the Learning Outcomes of an approved learning framework.

### **Related Policies**

- Workplace Health & Safety Policy
- Space and Facilities Requirements
- Roles and Expectations of Educators
- Diversity Inclusion & Social Justice Policy
- Relationships with Children including Respect for Children & Interactions with Children

### **Our Vision**

- Inspire THEIR MINDS ■ Expand THEIR HORIZONS
- Empower THEIR FUTURE

### **College Motto**

- Faith ■ Honour ■ Service

## **College Mission Statement**

You want what is best for your child, and so do we.

We believe in their limitless potential and will lead them on a journey of growth and discovery.

Every day we support their dreams, champion their enterprise and celebrate their success.

Our students are compassionate and confident people, ready to shape the future.

It's not something that happens tomorrow. It's something we can invent today.

## **Educational Philosophy**

The ABCC & EY ABCC (After and Before College Care) service operates to provide a safe and happy environment for children of The Springfield Anglican College before and after school hours and during vacation periods. As part of The Springfield Anglican College and Tiny Tartan community, our educators are committed to ensuring that the rights and interests of each child are the foundation of our daily practice and interactions. Our program inspires to provide an engaging, stimulating, and caring play-based learning environment based on My Time Our Place, within a framework of Christian values.

ABCC incorporates The College attitude of respected without discrimination or bias towards all children, their families, and staff. We acknowledge and value individual backgrounds, culture, and customs of everyone in our school community. Our service strives to build and maintain relationships with families that are positive, based on trust, respect, and two-way communication. Our practice and meaningful engagement with our families and diverse community demonstrates our commitment to inclusiveness.

ABCC respectfully acknowledges Australia's Aboriginal and Torres Strait Islander cultures and value that embedding the unique history, language, and culture in practice plays. We are committed to reconciliation and the part that we play in promoting equality and recognition across cultures.

Our engaging and caring environment supports each child's individual needs, while promoting safety, supporting wellbeing, and encouraging a strong sense of belonging. Children are encouraged to contribute to the program and are supported to develop positive and enriching relationships with others.

Children are encouraged to follow their interests, investigate, and experiment as they learn and develop new skills. Through play and purposeful interactions, we aim encourage curiosity about the world and an enthusiasm for learning. Our program and environments are guided by current research and theories to ensure our practices remain current and informed.

As educators, we critically reflect on our practice, are committed to continuous improvement, and support each other through a process of self-evaluation to improve our professional practices. All educators are skilled and knowledgeable and work alongside the College staff to ensure the best possible outcomes for all children.

### **Educational Leader**

The role of the Educational Leader is to affirm and extend educators' teaching practices, support the development of curriculum based on an approved learning framework and ensure children progress towards and achieve the outcomes of that framework. To lead the delivery of the program and to ensure its delivery is of the highest quality, FSAC Ltd as Board to The Springfield Anglican College will appoint an Educational Leader for The Springfield Anglican College ABCC & TSAC Early Years ABCC. Educational Leader will be a suitably qualified and experienced educator who will lead the development of the program and ensure the establishment of clear goals and expectations for teaching and learning. The Nominated Supervisor / Educational leader will oversee the development and implementation of the educational program for the service.

### **Our service is committed to the Early Years Learning Framework (EYLF).**

*"While educators may plan or assess with a focus on a particular outcome or component of learning, they see children's learning as integrated and interconnected. They recognise the connections between children, families and communities and the importance of reciprocal relationships and partnerships for learning. They see learning as a social activity and value collaborative learning and community participation."* Early Years Learning Framework p 14

### **EYLF Learning Outcomes**

The Learning Outcomes recognise the importance of literacy, numeracy and social and emotional development.

1. Children have a strong sense of identity
2. Children are connected with and contribute to their world
3. Children have a strong sense of wellbeing
4. Children are confident and involved learners
5. Children are effective communicators

Educators will:

- Plan a program based on children's interests, culture, language, ideas, play and everyday lives i.e., connections between children, families, and communities
- Work in partnerships with families to achieve Learning Outcomes, and encourage families to contribute to the Curriculum by sharing information about their child or completing activities with children
- Build connections between the service, schools, and the local community
- Include children in decision making, including decisions about indoor and outdoor spaces, programming, routines and documenting their achievements, and give them appropriate levels of responsibility
- Make use of spontaneous 'teachable moments' to scaffold children's learning

- Engage in sustained shared conversations with children to extend their thinking
- Support children's learning by participating in child led play
- Provide a balance between child led, child initiated, and educator supported learning by creating learning environments and activities that stimulate children's imagination, creativity and curiosity and encourage children to investigate, experiment, explore, solve problems, create and construct
- Use strategies like demonstrating, dramatic play, role play, open questioning, speculating, explaining, shared thinking and problem solving to promote and extend children's learning
- Use resources (e.g., man- made and natural loose parts) and implement activities (e.g., dramatic play, visual arts, role play, games) to promote learning across all Learning Outcomes
- Create outdoor learning spaces which invite open-ended interactions, spontaneity, risk-taking, exploration, discovery and connection with nature
- Create both indoor and outdoor spaces that stimulate children's imagination, creativity and curiosity and encourage children to investigate, experiment and solve problems
- Regularly provide opportunities for children to learn individually and as part of a group
- Keep a written record of evaluations of children's wellbeing, learning and development. Educators may make observations and evaluations of an individual or groups of children and are not required to keep a record of each individual child.
- Educators will use a variety of methods to gather evidence of children's engagement of the program and the outcomes from the program e.g., photos, program evaluation sheets and items of work
- Plan the curriculum with each child and the learning outcomes in mind, and remember that learning is not always predictable and linear
- Celebrate the achievements and learning of each child
- With parents' consent, liaise with external agencies and professionals to support children with additional needs
- Regularly evaluate their practices and reflect on how well the Curriculum is helping each child progress towards and achieve the Learning Outcomes



- Display the curriculum and encourage families to contribute, make suggestions or ask questions about children's learning at any time
- Provide the following information to parents whenever requested:
  - the content and operation of the educational program
  - information about the child's participation in the program
  - assessments of the child's developmental needs, interests, experiences and progress against the Learning Outcomes.

## Evaluation

The National Framework 'My Time, Our Place' Framework for School Age Care in Australia conveys the highest expectation for all children's learning, it communicates these expectations through the following five Learning Outcomes:

MTOP Learning Outcomes	
1. Children have a strong sense of identity.	<ul style="list-style-type: none"> <li>• Building a sense of security and trust</li> <li>• Acting with increasing independence and perseverance</li> <li>• Building a confident self-identity</li> </ul>
2. Children are connected with and contribute to their world.	<ul style="list-style-type: none"> <li>• Building positive relationship with others</li> <li>• Showing increasing respect for diversity</li> <li>• Showing increasing respect for environments</li> </ul>
3. Children have a strong sense of wellbeing.	<ul style="list-style-type: none"> <li>• Building a sense of autonomy</li> <li>• Exploring ways to be healthy and safe</li> <li>• Exploring ways to promote physical wellbeing</li> </ul>
4. Children are confident and involved learners.	<ul style="list-style-type: none"> <li>• Building positive dispositions towards learning</li> <li>• Showing confidence and involvement in learning</li> <li>• Using technologies for learning and communication</li> </ul>
5. Children are effective communicators.	<ul style="list-style-type: none"> <li>• Exploring and expanding language</li> <li>• Exploring literacy and numeracy in personally meaningful ways</li> <li>• Exploring numeracy in personally meaningful ways</li> </ul>

The decision-making processes we use to achieve these outcomes include:

- **planning** and organising for learning
- **interacting** and co-constructing learning
- **monitoring** and documenting learning

- **assessing** to inform ongoing decisions about learning, and sharing information with families and other partners
- **reflecting** on learning and practice.

Some of the things we consider when we're planning, interacting, monitoring, assessing, and reflecting include:

- **responsiveness** to children
- building inclusive **partnerships**
- creating inclusive learning **environments**
- developing learning **contexts** — play, real-life engagements, and routines and transitions
- promoting children's **learning** and development.

### Sources

**Education and Care Services National Law and Regulations**  
**National Quality Standard**  
**My Time Our Place**

### Review

The policy will be reviewed annually by:

- Management, Employees, Families, Interested Parties

<b>Subject Description:</b> <b>Education Program and Practice</b>	<b>Policy/Procedure:</b> <b>Statement of Principles No: 1.1</b>
<b>Date for Review: October 2023</b>	

## 1.2 EDUCATOR & MANAGEMENT POLICY

### NQS

	4.1.2	Continuity of staff - Every effort is made for children to experience continuity of educators at the service.
	4.2.1	Professional collaboration - Management, educators and staff work with mutual respect and collaboratively, and challenge and learn from each other, recognising each other's strengths and skills.
	4.2.2	Professional standards - Professional standards guide practice, interactions and relationships.

QA7	7.1.1	Service philosophy and purpose - A statement of philosophy guides all aspects of the service's operations.
	7.1.2	Management systems - Systems are in place to manage risk and enable the effective management and operation of a quality service.
	7.2.3	Development of professionals - Educators, co-ordinators and staff members' performance is regularly evaluated, and individual plans are in place to support learning and development.

### National Regulations

Regs	168	Education and care service must have policies and procedures
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### Aim

Our Service aims to ensure that positive working relationships are formed between all educators and management. Educators and management will at all times conduct themselves in an ethical manner and strive to make all interactions positive and compliant with the Service's philosophy.

### Related Policies

- Illness, Injury and Trauma Policy
- Workplace Health and Safety Policy
- Privacy Policy
- Staffing Arrangements – Policy 4

### Code of Conduct

The Approved Provider, Nominated Supervisor, educators, staff members, volunteers and students will uphold the ethical **Code of Conduct for Anglican Schools and Education and Care Services as outlined in the FSAC policy principles**, and promote positive interactions within the Service and the local community.

1. Commitment to our Service philosophy and values, including the promotion of a meaningful connection to the NQF and best practice in early childhood education in partnership with our families

2. Effective, open and respectful two-way communication and feedback between employees, children, families and management
3. Honesty and integrity in all interactions between children, families, employees and managers
4. Consistency and reliability in all exchanges with children, families, employees and managers
5. Commitment to a workplace which values and promotes the safety, health and wellbeing of employees, volunteers, children and families.
6. Commitment to an Equal Opportunity workplace and culture which values the knowledge, experience and professionalism of all employees, team members and managers, and the diverse heritage of our families and children.

**The Approved Provider, Nominated Supervisor, educators, staff members and volunteers will:**

- ensure their work is carried out efficiently, economically and effectively. They will act in a professional and respectful manner at all times while at work, giving their full attention to the Service responsibilities and adhering to all Service policies, procedures, laws and regulations.
- act honestly and exercise diligence in all Service operations.
- consider all relevant facts and make decisions or take actions fairly, ethically, consistently and with appropriate transparency. If they are uncertain about the appropriateness of a decision or action they will consider:
  - whether the decision or conduct is lawful
  - whether the decision or conduct is consistent with our policies and objectives
  - whether there will be an actual, potential or perceived conflict of interest involving obligations that could influence the business relationship or conflict with business duties
- comply with our Privacy and Confidentiality Policy when dealing with confidential information and records
- report (suspected) breaches of the code of conduct to a manager, preferably in writing.
- include children and families in the decision-making process.
- implement activities and experiences that are age appropriate, culturally sensitive and inclusive
- refrain from developing close personal relationships with children outside work
- refrain from using abusive, derogatory or offensive language

- comply with all service policies, including those which ensure our activities and environment are safe for children and protect children from harm, abuse and neglect.

### **Management Responsibilities**

In our service the Approved Provider and the Nominated Supervisor are responsible for:

- supporting the Nominated Supervisor, Certified Supervisor, Educational Leader, Room Leaders and educators in their role.
- keeping all service families up to date with relevant issues.
- recruiting and selecting educators and other staff members.
- ensuring educators and staff members have the correct qualifications.
- ensuring educator ratio and qualification requirements are met.
- ensuring all educators and staff understand their responsibilities under the education and care law and regulations, the National Quality Standard, the Early Years Learning Framework.
- developing the service policies and ensuring all educators follow our policies and procedures.
- ensuring all educators, staff, visitors and volunteers are aware of and comply with our Code of Conduct
- investigating and managing grievances from educators, staff members, families or volunteers (including incidents of workplace bullying) in accordance with our Grievance Guidelines.
- implementing effective communication and consultation procedures with educators and staff members about workplace issues.
- promoting the diverse skills and achievements of educators and staff (e.g., at educator meetings, through regular feedback, by sharing information with families and the community through notices and newsletters.)
- providing or organising appropriate information, instruction, training or supervision to educators and staff
- maintaining the financial viability of the Service.

### **Visitors**

The Approved Provider and Nominated Supervisor will ensure the safety, health, and wellbeing of all children by:

- ensuring visitors are only allowed entry to the service if they can be adequately identified. Tradespeople, business representatives and early intervention specialists or professionals, or support workers provided by early childhood agencies, must carry appropriate identification. Family members and family friends who, for example,

attend service events or assist with learning activities may be identified by the parents of children at the service.

- requiring all visitors to sign in and out of the service for work health and safety and child protection reasons
- ensuring visitors, including long term visitors, are never left alone with any children being educated and cared for. Visitors will be supervised by educators or staff members at all times
- ensuring visitors have or obtain a child protection clearance if required by the child protection law before being allowed entry to the service <http://www.bluecard.qld.gov.au/>
- ensuring specialists or professionals engaged to support a child are only allowed to visit and engage with the child if written authorisation has first been obtained from the child's parents. Authorisation may form part of an education or support plan.

### **Communication Procedures**

To allow effective communication and consultation to take place with educators/staff the Approved Provider / Nominated Supervisor will use various methods of communication including:

- direct conversations.
- phone communication including SMS messaging if appropriate.
- meetings.
- other forms of written communication eg letters, notices, emails.
- educator appraisals and reviews.

### **Educator Meetings**

The service will hold regular team meetings at a time convenient for all educators. This will take place during the school day, between sessions so all educators can attend and educator to childcare ratios are not jeopardised. Team meetings will be conducted at least monthly, and staff will also receive communications via email, communication books and daily meetings.

### **Professional Development and Performance Management**

We employ caring, loyal and capable educators who bring a high skill level, appropriate qualifications and a wide and varying amount of experiences to help implement our program and philosophy. To maintain our commitment to quality education and care, we will implement a performance appraisal process.

### **Performance Management/Appraisal**

The Approved Provider will complete a performance appraisal for all educators and staff every 12 months. In addition, the Nominated Supervisor will complete a performance appraisal for new educators and staff after they have completed 6 months at the service.

## **Training**

The Approved Provider will ensure that funds are set aside for training and development needs in the annual budget. Training will be provided on an equitable basis to all educators and staff and will include training about:

- identifying, assessing, and minimising risks
- our policies, procedures, code of conduct, philosophy
- compulsory training required by industry standards or legislation
- pedagogy, the approved learning framework, the NQS, National Law and Regulations
- child protection and reporting obligations

Training may be delivered through:

- mentoring by appropriate educators/staff
- in-house workshops run by an external trainer
- external workshops, seminars etc.
- formal TAFE, college or University courses
- on-the-job training (e.g., through changes in role or through exchange of information between educators/staff)
- educator and management exchanges between services
- provision of appropriate resources (books, movies, documentaries etc).

## **Work, Health and Safety Issues**

### **Bullying, Discrimination and Harassment**

**Discrimination** occurs when someone is treated less favourably than others because they have a particular characteristic or belong to a particular group of people, such as age, race or gender. **Harassment** involves unwelcome behaviour that intimidates, offends or humiliates a person because of a particular personal characteristic such as race, age, gender, disability, religion or sexuality. It is possible for a person to be bullied, harassed and discriminated against at the same time.

Various anti-discrimination, equal employment opportunity, workplace relations, and human rights laws make it illegal to discriminate or harass a person in the workplace. Work Health and Safety laws include protections against discriminatory conduct for workers raising health and safety concerns.

**Bullying** is repeated and unreasonable behaviour towards a worker or a group of workers. Our service will not tolerate bullying in any form because it may have a detrimental effect on the psychological, emotional and/or physical wellbeing, health and safety of our educators and staff. Amendments to the Fair Work Act 2009 make it illegal to bully a person in the workplace from 1 January 2014.

Unreasonable behaviour includes actions that victimise, humiliate, intimidate or threaten and may be intentional or unintentional. It can occur directly and by using information technology such as email, texting and social media. While one incident of unreasonable behaviour is not considered to be workplace bullying, it may escalate, and it will not be ignored. Examples include:

- abusive, insulting or offensive language or comments.
- unjustified criticism or complaints.
- continuously and deliberately excluding someone from workplace activities.
- withholding information that is vital for effective work performance.
- setting unreasonable timelines or constantly changing deadlines.
- setting tasks that are unreasonably below or beyond a person's skill level.
- denying access to information, supervision, consultation or resources that adversely affects a worker.
- spreading misinformation or malicious rumours.
- changing work arrangements, such as rosters and leave, to deliberately inconvenience a particular worker or workers.
- excessive scrutiny at work.

Reasonable actions taken by the Approved Provider or Nominated Supervisor to direct or control the way work is carried out is not bullying behaviour. Examples of reasonable behaviour include:

- setting reasonable performance goals, standards and deadlines.
- rostering and allocating working hours where the requirements are reasonable.
- transferring a worker for operational reasons.
- deciding not to select a worker for promotion where a reasonable process is followed and documented.
- informing a worker about unsatisfactory work performance when undertaken in accordance with any workplace policies or agreements such as performance management guidelines.
- informing a worker about inappropriate behaviour in an objective and confidential way.
- implementing organisational changes or restructuring.
- termination of employment.

The Approved Provider or Nominated Supervisor will:

- ensure all educators, staff, visitors and volunteers are aware of and comply with our Code of Conduct.



- investigate and manage incidents of workplace bullying, harassment and discrimination in accordance with our Grievance Guidelines.
- consult with educators, staff and volunteers during staff meetings when:
  - identifying the risk of workplace bullying, harassment and discrimination.
  - making decisions about procedures to monitor and address workplace bullying, harassment and discrimination.
  - making decisions about information and training on workplace bullying, harassment and discrimination.
  - proposing changes to the way work is performed or rosters managed as this may give rise to the risk of workplace bullying, harassment and discrimination.
- provide appropriate information, instruction, training or supervision to educators, staff, visitors and volunteers to minimise the risks to their health and safety from workplace bullying, harassment and discrimination.
- contact the Police if there are incidents of workplace bullying, harassment and discrimination that involve physical assault or the threat of physical assault, or a visitor engages in bullying behaviour, harassment and discrimination and refuses to leave the Service.

Educators, staff, visitors, and volunteers will:

- consider whether something they do or don't do will adversely affect the health and safety of others
- comply with any reasonable instruction, policy and procedure given by the Approved Provider or Nominated Supervisor in relation to workplace bullying, harassment, and discrimination.
- report all incidents of workplace bullying, harassment and discrimination using our Grievance Guidelines.
- talk to the Approved Provider or Nominated Supervisor if they have any questions about workplace bullying, harassment, and discrimination.

### **Identifying Workplace Bullying, Harassment and Discrimination**

The Approved Provider or Nominated Supervisor will minimise the risk of workplace bullying, harassment and discrimination occurring by:

#### **1. Identifying the risk of workplace bullying, harassment, and discrimination**

- talking to educators, staff, and volunteers (or conduct an anonymous survey) to find out if bullying is occurring or if there are unreasonable

behaviours or situations likely to increase the risk of bullying, harassment and discrimination.

- monitoring patterns of absenteeism, sick leave, staff turnover, grievances, injury reports, workers compensation claims and other such records to establish any regular patterns or sudden unexplained changes.
- watching for any changes in workplace relationships between educators, staff, volunteers, visitors and/or managers
- seeking feedback on the professionalism of workplace behaviours in exit interviews and from supervisors and where relevant families.

## **2. Implementing measures to prevent and respond to workplace bullying, harassment, and discrimination**

- implementing a Code of Conduct.
- providing educators, staff, volunteers, and visitors with information about our bullying, harassment and discrimination policy and relevant procedures.
- implementing grievance procedures which deal with bullying complaints in a confidential, reliable, and timely way (see Grievance Guidelines).
- implementing effective performance management processes.
- clearly defining jobs and seeking regular feedback from educators and staff about their role and responsibilities.
- reviewing and monitoring workloads and staffing levels.
- including educators and staff in decision making which affects their roles and responsibilities.
- consulting with educators and staff as early as possible about any changes that affect their roles and responsibilities.
- promoting and modelling positive leadership styles e.g., communicating effectively and providing constructive feedback both formally and informally.
- organising relevant leadership training for managers and supervisors e.g., on performance management.
- mentoring and supporting new and poor performing leaders, educators, or staff.
- facilitating teamwork and cooperation.
- ensuring supervisors act in a timely manner on any unreasonable behaviour.

### **3. Reviewing measures to prevent and respond to workplace bullying, harassment, and discrimination**

The Approved Provider or Nominated Supervisor will implement a review of the bullying, harassment and discrimination policy and procedures if there is an incident of workplace bullying, when new or additional information about bullying becomes available or at the scheduled review date. Information will be obtained from confidential surveys, exit interviews and records of sick leave and workers compensation claims.

#### **Training about Workplace Bullying, Harassment and Discrimination**

The Approved Provider or Nominated Supervisor will organise face-to-face training, to ensure all educators, staff and volunteers can recognise workplace bullying, harassment, and discrimination. Training will cover:

- our bullying, harassment and discrimination policy and procedures
- measures used to prevent bullying, harassment, and discrimination from occurring
- how to report workplace bullying, harassment and discrimination
- how bullying, harassment and discrimination reports will be responded to
- where to go for more information and assistance.

The Approved Provider or Nominated Supervisor, and other educators and staff who may be involved in resolving workplace bullying, harassment and discrimination will be familiar with conflict resolution skills and undertake training in that area if required.

#### **Work Experience Students and Volunteers**

The Service is happy to support Work Experience Students and Volunteers in their efforts to become Early Childhood Professionals. They will be encouraged to obtain the qualifications necessary to work with children under the National Quality Framework.

#### **Work Experience Students and Volunteers MUST follow all policies and procedures at the service.**

Educators will:

- maintain open communication with Work Experience Students and Volunteers along with their practicum teachers.
- support the needs of all students and volunteers undertaking work experience during their placement.
- pass relevant skills and knowledge onto each student and volunteer.
- ensure all educators are provided with relevant feedback about tasks that the student is required to complete in the service as part of their practicum.
- be aware of student and volunteer expectations.
- have the time and capabilities to support each student and volunteer in their placement.

Work Experience Students and Volunteers will:-

- learn about the children through observation and practical experience.
- develop skills and abilities needed to care for and educate children.
- learn about working as part of a team in the Early Childhood Profession.
- learn strategies employed when working in a team environment.
- learn skills already acquired by qualified educators in the Service.
- become familiar with families and children in the Service.
- keep educators aware of all written work requirements.

**METHOD:**

The Nominated Supervisor or Approved Provider will appoint an educator to be 'Student Supervisor,' arrange a pre-placement visit for the student or volunteer and inform those at the Service when this will occur. Families will also be informed when Work Experience Students and Volunteers are present at the service and about their role and hours they will be spending at the Service.

**Sources**

**Education and Care Services National Regulations 2011**

**National Quality Standard**

**My Time Our Place**

**Work Health and Safety Act 2011**

**Fair Work Act 2009**

**Preventing and Responding to Workplace Bullying: Safe Work**

**Australia Draft Code of Practice**

**Anti-bullying jurisdiction: FairWork Commission**

**Review**

The policy and our code of conduct will be reviewed annually by:

- Management
- Employees
- Families
- Interested Parties

<b>Subject Description:</b> Education Program and Practice	<b>Policy/Procedure:</b> Educational Leader No: 1.2
<b>Date for Review: October 2023</b>	

### 1.3 EXCURSION POLICY

#### Relevant Laws and other Provision

#### Procedures

TSAC ABCC and TSAC Early Years ABCC program will include excursions as part of their program to allow children to experience a range of learning opportunities and experiences. Excursions outside The Springfield Anglican College premises will be for children in Year Three and above.

The laws and other provisions affecting this policy include:

- Duty of Care
- Education and Care Services National Regulations (99, 100, 101, 102 and 168 (2)(ga))
- Quality Area 1, 2.3.1, 2.3.2, 4.1.1 and 6.4.1
- My Time Our Place
- As part of the curriculum the children will participate in scheduled excursions and incursions that will occur within the College grounds or the local community.
- Parents will be informed via the Vacation Care booking form of any excursions outside of The Springfield Anglican College Campus. Excursions outside of the campus are offered for students in Year 3 to Year 6.
- Children enrolled in TSAC Early Years ABCC may undertake some activities that will be, but not limited to: the oval, courts, library, prep playground, music room within The Springfield Anglican College.
- Child: staff ratio must be maintained at all times. Providers of incursions will not be included in ratio. Ratios for External excursions will have a smaller educator to child ratio, depending on risk assessment.
- Staff will follow all legislative guidelines for excursions.
- Risk Assessments are completed by the Nominated Supervisor prior to the excursion. The risk assessment will be reviewed and signed by the College Workplace Health and Safety Officer prior to the excursion taking place.
- Risk Assessment will be made available for all staff prior to activity.
- A First Aid kit, student roll, emergency contact numbers, medical forms containing emergency contact details for parent/guardian for all children, any relevant medical information, medication, and mobile phone must be taken on every excursion.

The approved provider and Nominated Supervisor of TSAC ABCC and TSAC Early Years ABCC will ensure a risk assessment is carried out in

accordance with regulation 101 before an authorisation is sought under regulation 102 for an excursion.

**The risk assessment for an excursion must:**

- Ensure a **SEPARATE Transport Risk Assessment** is conducted before the service transports any child as per Reg 102B, using the ACECQA transport risk assessment template
- Identify and assess risks that the excursion may pose to the safety, health or wellbeing of any child being taken on the excursion
- Specifically, how the identified risks will be managed and minimised
- Consider the route and destination for the excursion
- Any water hazards
- Any risks associated with water-based activities
- The transport method – to and from the proposed destination
- The number of adults and children involved in the excursion
- Given the risks posed, whether any adults with specialised skills are required
- The proposed activities
- The proposed duration
- The items that should be taken

**Transportation of children**

Risk assessments must identify and assess risks that the transportation of a child may pose to the safety, health or wellbeing of the child, and specify how the identified risks will be managed and minimised. As a minimum, a risk assessment must include assessment of the matters set out below. Risks should be evaluated each time children are transported, unless the transportation is 'regular transportation.'

Matters that must be considered in a risk assessment;

- The proposed route and duration of the transportation
- The proposed pick-up location and destination
- The means of transport
- Any requirements for seatbelts or safety restraints under a law of each jurisdiction in which the children are being transported
- Any water hazards
- The number of adults and children involved in the transportation

- Given the risks posed by transportation, the number of educators or other responsible adults that is appropriate to provide supervision and whether any adults with specialised skills are required
- Whether any items should be readily available during transportation (for example, a mobile phone and list of emergency contact numbers for the children being transported)
- The process for entering and exiting the education and care service premises and the pick-up location or destination (as required)
- Procedures for embarking and disembarking the means of transport, including how each child is to be accounted for on embarking and disembarking

Information that must be included in an authorisation:

- The child's name
- The reason the child is to be transported
- If the authorisation is for regular transportation, a description of when the child is to be transported
- If the authorisation is not for regular transportation, the date the child is to be transported
- A description of the proposed pick-up location and destination
- The means of transport
- The period of time during which the child is to be transported
- The anticipated number of children likely to be transported
- The anticipated number of staff members and any other adults who will accompany and supervise the children during the transportation
- Any requirements for seatbelts or safety restraints under a law of each jurisdiction in which the children are being transported
- That a risk assessment has been prepared and is available at the education and care service
- That written policies and procedures for transporting children are available at the education and care service.
- If the transportation is 'regular transportation', the authorisation is only required to be obtained once in a 12-month period.

### **Authorisation for Excursions**

The approved provider and the Nominated Supervisor will ensure that a child enrolled at TSAC Early Years ABCC is not taken outside the Kindergarten premises on an excursion unless written authorisation has been provided. The service will ensure that all authorisations meet the requirements as set out in Reg 102D.

The approved provider and the Nominated Supervisor will ensure that a child enrolled at TSAC ABCC is not taken outside The Springfield Anglican College premises on an excursion unless written authorisation has been provided. The service will ensure that all authorisations meet the requirements as set out in Reg 102D.

The authorisation must be given by a parent or other person named in the child's enrolment record as having authority to authorise the taking of the child outside The Springfield Anglican College by an educator and must include:

- The child's name
- The reason
- The date of the excursion (unless the authorisation is for a regular outing)
- A description of destination
- Method of transport
- Proposed activities
- The period the child will be away from the Kindergarten
- The anticipated number of children
- The anticipated ratio of educators to children attending
- The anticipated number of staff members and / or other adults who will accompany and supervise the excursion
- That a risk assessment has been prepared and is available at the ABCC Office

If the excursion is a regular outing, the authorisation will only be required to be obtained once in a 12-month period.

<b>Subject Description:</b> <b>Education Program and Practice</b>	<b>Policy/Procedure:</b> <b>Excursion Policy and Procedures No: 1.5</b>
<b>Date for Review: October 2023</b>	



#### 1.4 DIVERSITY, INCLUSION AND SOCIAL JUSTICE POLICY

TSAC ABCC and TSAC Early Years ABCC as part of an Anglican School community follows the Ethos teachings of the Anglican Church, and will value the following, 'The Anglican Church in its long history has come to value tolerance as a positive good and a distinguishing feature of a civilised community. Anglican schools should vivify such tolerance and acceptance and the care ethic implicit in this respect for others.' Children entering the service bring with them a rich diverse cultural and social background and experience that will be valued and nurtured.

*The laws and other provisions affecting this policy include:*

- Anti-Discrimination Act 1991
- My Time Our Place
- Queensland Kindergarten Learning Guideline
- National Quality Framework (QA 1-7)

A nation's culture is one that is based on a set of ethics that arises out of its beliefs. A multicultural society therefore is a society consisting of a variety of cultural expressions such as dress, foods, customs, language and religion.

- Staff will seek to show a positive attitude towards other cultures and acceptance of Australia as a multi-cultural society.
- TSAC ABCC and TSAC Early Years ABCC programs will assist children to have a greater acceptance of all peoples through the MTOP vision for child's learning of *Belonging, Being and Becoming*.
- All staff believe that the educational program must support the Child's self-esteem and pride in their family, community, ethnic and linguistic heritage.

If the excursion is a regular outing, the authorisation is only to be obtained once in a 12-month period.

- It is necessary for parents to provide written permission that is received prior to the excursion by The Springfield Anglican College ABCC and TSAC Early Years ABCC
- Educators / child ratios will always be maintained. Each Educator will be responsible for a designated small group of children. Head counts are made at regular intervals and relayed to the person in charge – the Certified Supervisor – using ABCC provided Mobile phones where appropriate.
- An Educator with a recognised current First Aid Certificate will accompany each group during the excursion. All injuries/illnesses will be reported to the Nominated Supervisor who will follow the appropriate procedures as outlined in policy
- Transport for excursions will be provided by FSAC Ltd buses, where possible, or suitably contracted transport providers. FSAC Ltd buses are fitted with seatbelts.

**Incursions:**

Incursions undertaken during the vacation care component of care will be compulsory for all children attending the session.

**OSHC Excursions:**

Excursions undertaken during the vacation care component of care will be compulsory for children eligible to attend. Children will need to participate in an excursion and will not be able to stay at ABCC.

- The cost of excursions can attract CCS.
- The cost of excursions will be set for a maximum fee of \$30.00 plus the daily/ weekly attendance fee.
- This cost will be revised yearly in line with the service budget.
- Year level of children will be taken at 1st January of any year.
- For year 3 and above only- Only one excursion will be organised per week of the vacation care and all other fee activities will be avoided if possible, in the week of the excursion to ensure costs are minimised.
- Costed incursions/craft activities will be scheduled for no more than 2 per week
- Parents/guardians, children, staff and members of our community will be encouraged to provide ideas for excursions and incursions
- Children's evaluations of the excursion will be sought and used for future planning
- Staff will evaluate the overall excursion as this will assist in future planning.

**Parents will:**

- Inform staff of the family and child's cultural and/or language requirements at the time of enrolment.
- Inform staff of the family and child's additional needs at the time of enrolment or whenever identified.
- Be encouraged to contribute to the program and operation of the service by sharing information about their child's needs.
- Be informed via the College ABCC Nexus noticeboard or other appropriate forms of communication about TSAC ABCC and TSAC Early Years ABCCs policies and practices.

**Educators will:**

- Ensure that their interactions with children, promotes gender equality.
- Ensure that their interactions with children, promotes equality regardless of race, culture, or differences.
- Encourage children to develop to their full potential regardless of different abilities or needs
- Ensure that their language and daily practices are inclusive and non-discriminatory.

- Have the opportunity to develop their understanding of inclusion principles and anti-bias through professional development.
- Provide inclusive resources, experiences, and materials.
- Ensure the physical environment reflects an inclusive and anti-bias approach.
- Implement a range of practices to actively counteract bias or prejudice.

<b>Subject Description:</b> <b>Education Program and Practice</b>	<b>Policy/Procedure</b> <b>Diversity, Inclusion and Social Justice Policy No: 1.4</b>
<b>Date for Review: October 2023</b>	

## 2. CHILDREN'S HEALTH AND SAFETY

### 2.1

#### **GENERAL HEALTH AND SAFETY POLICY AND PROCEDURES**

The Springfield Anglican College ABCC and TSAC Early Years ABCC strives, through the following policies and procedures to provide a clean, healthy environment where hygienic procedures are practised at all times to promote and support the health, wellbeing and safety of children, recognising particular needs of children in this respect, and of staff and parents and others coming to the Kindergarten.

*The laws and other provisions affecting this policy include:*

- Duty of Care
- Work Health & Safety Act (2011)
- Get Up & Grow (2009)
- My Time Our Place
- Quality Area 2
- Education and Care Services National Regulations (2011)
- Staying Healthy 5<sup>th</sup> Edition

*The approved provider of The ABCC services will ensure that the Nominated Supervisors, Educators and Volunteers will implement*

- Adequate health and hygiene practices
- Safe practices for handling, preparing, and storing food
- Children will have access to safe drinking water at all times
- Children will be offered food on a regular basis throughout the day (from their own lunch boxes)
- The Admissions and Enrolment procedures (6.2) will include the requirement that parents advise any particular health issues (including medications, special dietary or other requirements).
- The Nominated Supervisor will ensure that all staff are aware of all such specific notified needs.
- The Nominated Supervisor will ensure that staff have had appropriate education or training to enable them to undertake basic support of the health needs of children, including administering medications, allergic reactions, and basic first aid (see further First Aid Procedures under Illness, Injury and Trauma Policy and special dietary requirements)
- The Nominated Supervisor will ensure that there is present at TSAC ABCC and TSAC Early Years ABCC at all times at least one staff member who has the requisite first aid qualifications prescribed under *Education and Care Services National Regulation 2011* (ss. 136) and 'first aid' procedures of Illness, Injury and Trauma Policy (2.7)
- FSAC Ltd. Operational Policy Workplace Health and Safety Policy (see Appendix)
- Environmental Monitoring/Infection Control
- First Aid

<b>Subject Description:</b> <b>Children's Health &amp; Safety</b>	<b>Policy/Procedure:</b> <b>General Health and Safety No: 2.1</b>
<b>Date for Review: October 2023</b>	

## 2.2

### **MEDICAL CONDITIONS POLICY**

*The laws and other provisions affecting this policy include:*

- Duty of Care
- Work Health & Safety Act (2011)
- National Quality Area 2
- Education and Care Services National Regulations 2011 (90 & 91 – chapter 4, Div 3)
- Educators are expected to hold and maintain a current recognised First Aid qualification including Asthma and Anaphylaxis (HLTAID004) and CPR (HLTAID001) qualification as required by Education and Care Services National Regulations (ss.136).

#### **Medical Management Plans**

- Families will notify TSAC ABCC either through the enrolment process or as soon as possible via email, in person, or by phone, when a medical condition is identified or of a change to any medical condition, specific health care need or allergy that requires a medical management plan for the child attending The TSAC ABCC services. A copy of the medical management plan must be given to The TSAC ABCC services prior to a child attending the service.
- The approved provider will ensure that the Nominated Supervisors and Educators will follow the medical management plan in the event of an incident relating to the child's specific health care need, allergy or relevant medical condition.
- The Nominated Supervisor will identify any child with a medical condition, specific health care need or allergy that requires a medical management plan from the enrolment form, during the orientation process or as notified by the family.
- All staff will be notified of any child identified with any medical condition, specific health care need or allergy that requires a medical management plan, from the TSAC ABCC Medical Conditions and Allergy folder. All medical management plans for children attending TSAC are located in Teacher Kiosk.
- Nominated Supervisors will ensure that children requiring a medical management plan will also have a risk minimisation plan created in consultation with the parents of the child.
- It is the responsibility of the parents to ensure that medication is provided to The TSAC ABCC prior to their child's arrival at the service. All medication will be kept at TSAC ABCC for Kindergarten children or in the TSAC medical office for students Prep through to Year 6.
- Should a child arrive at TSAC ABCC without medication, either medication will be supplied immediately, or the child will not be permitted to stay at the service.

- The Nominated Supervisor in consultation with the family will develop a **risk-minimisation plan**:
- To ensure that the risks relating to the child's specific health care need, allergy or relevant medical condition are assessed and minimised; and
- If relevant, to ensure, that practices and procedures in relation to the safe handling, preparation, consumption and service of food are developed and implemented; and
- If relevant, to ensure that practices and procedures to ensure that the parents are notified of any known allergens that pose a risk to a child and strategies for minimising the risk are developed and implemented; and
- To ensure that practices and procedures ensuring that all staff members and volunteers can identify the child, the child's medical management plan and the location of the child's medication are developed and implemented; and
- If relevant, to ensure, that practices and procedures ensuring that the child does not attend the service without medication prescribed by the child's medical practitioner in relation to the child's specific health care need, allergy or relevant medical condition are developed and implemented.

### **Communications Plan**

- The Nominated Supervisor will ensure that relevant staff members and volunteers are informed about the medical conditions policy, and the medical management plan and risk minimisation plan for the child.
- Parents of a child with a medical management plan and risk minimisation plan are asked to communicate any changes to the medical management plan and risk minimisation plan for the child in writing, via either handwritten letter or email. Parents sign and agree to do so on the Risk Minimisation Plan.

*The approved provider of The Springfield Anglican College ABCC and TSAC Early Years ABCC will ensure that a copy of the Medical Conditions Policy will be provided to the parent of a child enrolled at The Springfield Anglican College ABCC and TSAC Early Years ABCC, if the service is aware that the child has a specific health need, allergy or other relevant medical condition. (R.91)*

### **Administering Medication**

- Medication for children may be administered only if a registered medical practitioner prescribes the medication.
- The medication also needs to be provided with instructions from a medical practitioner or pharmacist, and parents' written permission for it to be administered.

- Medication must be in the original container bearing the original label and instructions with the name of the child to whom the medication is to be administered and before the expiry or use by date.
- All families requiring staff at The Springfield Anglican College ABCC and TSAC Early Years ABCC to administer medication to a child should lodge a prescribed medication form and the parent's written permission slip with The Springfield Anglican College ABCC and TSAC Early Years ABCC.
- Regular Medication administration forms will be reviewed and updated each term ensuring all information is current and up to date.
- Short term medication forms will be required to be filled out for once off or limited use medications by the parent or guardian prior to the child attending the session.
- Medication administered by The Springfield Anglican College ABCC and TSAC Early Years ABCC will be prepared by two educators with first aid qualifications, using the information provided. The educator and co-witness educator will both sign off on the medication form and check medication details are correct.
- Parents are able to provide permission for children to self-administer the medication under the supervision of educators.
- Asthma puffers may be carried by students provided they have written permission from the Head of Primary. ABCC will require notification that your child has asthma and is self-medicating.
- Medication may be administered to a child without authorisation in the case of anaphylaxis or asthma emergency. When medication has been administered, the Nominated Supervisor ensures that the child's parent(s), and emergency services, are notified as soon as practicable.

Medication Record - details to be recorded:

Both the regular medication and short-term medication form will include:

- The name of the child and the authorisation to administer medication (including, if applicable, self-medication), signed by a parent or a person named in the child's enrolment record as authorised to consent to administration of medication.
- The name of the medication to be administered
- The time and date, or the circumstances under which, the medication should be administered
- The dosage of the medication to be administered
- The manner in which the medication is to be administered
- If the medication is administered to the child –
- The dosage that was administered; and
- The manner in which the medication was administered; and
- The time and date the medication was administered; and
- The name and signature of the person who administered the medication; and

- The name and signature of another person to check the dosage and administration of the medication and the child to whom medication is to be administered.

In relation to other medical treatment that may be required, all costs incurred in obtaining medical attention will be met by the parent/carer. Parent/carer is able to seek a refund under the College 'Student Accident Insurance Policy' and will need to contact TSAC College Principal for further information.

### **Anaphylaxis/Allergy Management**

While not common, anaphylaxis is life threatening. It is a severe allergic reaction to a substance. While prior exposure to allergens is needed for the development of true anaphylaxis, severe allergic reactions can occur when no documented history exists. We are aware that allergies are very specific to an individual and it is possible to have an allergy to any foreign substance.

Symptoms of anaphylaxis include difficulty breathing, swelling or tightness in the throat, swelling tongue, wheeze or persistent cough, difficulty talking, persistent dizziness or collapse and in young children paleness and floppiness.

Anaphylaxis is often caused by a food allergy. Foods most commonly associated with anaphylaxis include peanuts, seafood, nuts and in children, eggs and cow's milk.

To minimise the risk of exposure of children to foods that might trigger severe allergy or anaphylaxis in susceptible children, educators and staff will:

- ensure children do not share food, utensils, or food containers
- use non-food rewards with children.
- request families to label all drink bottles and lunchboxes etc with their child's name
- consider whether it's necessary to change or restrict the use of food products in craft, science experiments and cooking classes so children with allergies can participate (follow risk minimisation plan for individual children with allergies)
- sensitively seat a child with allergies at a different table if food is being served that he/she is allergic to, so the child does not feel excluded.
- closely supervise all children at mealtimes, ensure food is eaten in specified areas and children are not permitted to 'wander around' the service with food

The Nominated Supervisor will also:

- instruct educators and staff on the need to prevent cross contamination
- consider requesting parents to not send food that contains highly allergenic elements, even if their child does not have an allergy e.g., by placing a sign near the front door reminding families about



this. In the case of a nut allergy this may prevent, for example, parents or other individuals visiting the service from bringing any foods or products containing nuts or nut material such as:

- o peanuts, brazil nuts, cashew nuts, hazelnuts, almonds, pecan nuts
- o any other type of tree or ground nuts, peanut oil, or other nut-based oil or cooking product, peanut or any nut sauce, peanut butter, hazelnut spread, marzipan
- o any other food which contains nuts.
- o cosmetics, massage oils, body lotions, shampoos, and creams such as Arachis oil that contain nut material

In relation to nuts and nut products, commercial food processing practices mean it is not possible to eliminate nuts and nut products entirely from our service e.g., there will be traces of nuts in many products. For this reason, we are a nut aware service rather than a nut free service.

- consider the food allergies of all children. It may not be practical to prohibit all foods triggering food allergies.
- instruct food staff and volunteers about measures necessary to prevent cross contamination between foods during the handling, preparation and serving of food and organise training as required e.g., careful cleaning of food preparation areas and utensils, use of different tools and equipment for allergic children
- ensure food preparation staff consult risk minimisation plans when planning cooking experiences
- provide information about anaphylaxis and organise training for all educators on how to administer adrenaline auto injector devices e.g., EpiPen's
- ensure all permanent educators to undertake anaphylaxis management training
- ensure all educators administer medication in accordance with our "Administration of Medication Policy"
- ensure educators and staff regularly reflect on our documented risk management practices to prevent the triggering of an anaphylactic reaction, and implement improvements if possible

Allergic reactions and anaphylaxis are also commonly caused by:

- o animals, insects, spiders, and reptiles
- o drugs and medications, especially antibiotics and vaccines
- o many homeopathic, naturopathic and vitamin preparations
- o many species of plants, especially those with thorns and stings
- o latex and rubber products
- o Band-Aids, Elastoplast and products containing rubber-based adhesives.

Educators will ensure body lotions, shampoos and creams used on allergic children are approved by their parent.

The service will display an Australasian Society of Clinical Immunology and Allergy (ASICA) Action Plan poster for Anaphylaxis in a key location at the service, in each Kindergarten Kitchen and in the First Aid Room.

Educators will react rapidly if a child displays symptoms of anaphylaxis and will:

- lay child flat or seat them if breathing is difficult (child will not be allowed to walk or stand)
- ensure a first aid trained educator with approved anaphylaxis training administers first aid in line with the child's medical management plan. This may include use of an adrenaline autoinjector device e.g., EpiPen® and CPR if the child stops breathing in line with the steps outlined by ASICA in the Action Plan for Anaphylaxis
- call an ambulance immediately by dialling 000

The Nominated Supervisor will ensure that an emergency auto-injection device kit is stored in a location that is known to all staff, including relief staff, easily accessible to adults (not locked away), inaccessible to children, and away from direct sources of heat.

### **Asthma Management**

Asthma is a chronic lung disease that inflames and narrows the airways. Asthma symptoms include wheezing, cough, chest tightness or shortness of breath. Educators and staff will implement measures to minimise the exposure of susceptible children to the common triggers which can cause an asthma attack. These triggers include:

- dust and pollution
- inhaled allergens, for example mould, pollen, pet hair
- changes in temperature and weather, heating and air conditioning
- emotional changes including laughing and stress
- activity and exercise

To minimise exposure of susceptible children to triggers which may cause asthma, educators and staff will ensure children's exposure to asthma triggers are minimised. This may for example,

- implement wet dusting to ensure dust is not stirred up
- plan different activities so children are not exposed to extremes of temperature
- restrict certain natural elements from inside environments
- supervise children's activity and exercise at all times
- keep children indoors during periods of heavy pollution, smoke haze or after severe storms which may stir up pollen levels etc

The Nominated Supervisor will also:

- consider children's asthma triggers before allowing pets to visit
- ensure indoor temperatures are appropriate and heating and cooling systems are being used appropriately
- assist educators to monitor pollution levels and adverse weather events

- ensure educators and staff regularly reflect on our documented risk management practices to prevent the triggering of an asthma attack, and implement improvements if possible

The service will display a National Asthma Council Australia Action Plan Poster in a key location at the service, including the kitchens in each Kindergarten Class and the First Aid Room.

An asthma attack can become life threatening if not treated properly. If a child is displaying asthma symptoms, educators will:

- ensure a first aid trained educator with approved asthma training immediately attends to the child. If the procedures outlined in the child's medical management plan do not alleviate the asthma symptoms, or the child does not have a medical management plan, the educator will provide appropriate first aid, which may include the steps outlined in the National Asthma Council Australia Action Plan:

1. Sit the child upright - Stay with the child and be calm and reassuring
2. Give 4 separate puffs of a reliever inhaler (blue/grey)
  - Use a spacer if there is one
  - Shake puffer
  - Give 1 puff at a time with 4-6 breaths after each puff
  - Repeat until 4 puffs have been taken
3. Wait 4 minutes - If there is no improvement, give 4 more puffs as above
4. If there is still no improvement call an ambulance on 000
  - Keep giving 4 puffs every 4 minutes until the ambulance arrives

The service will ensure that an Emergency Asthma First Aid Kit is stored in a location that is known to all staff, including relief staff, easily accessible to adults (not locked away), inaccessible to children, and at room temperature in dry areas. An Emergency Asthma First Aid kit should contain:

- Blue or grey reliever puffer
- At least 2 spacer devices that are compatible with the puffer
- At least 2 face masks compatible with the spacer for use by children under 5

Spacers and masks can only be used by one person. That person can re-use the spacer or mask, but it cannot be used by anyone else.

Educators will ensure the child's name is written on the spacer and mask when it is used.

### **Diabetes Management**

Diabetes is a chronic condition where the levels of glucose (sugar) in the blood are too high. Glucose levels are normally regulated by the hormone insulin. The most common form of diabetes in children is Type 1. The body's immune system attacks the insulin producing cells so insulin can no longer be made. People with type 1 diabetes need to have insulin daily and test their blood glucose several times a day, follow a healthy eating plan and participate in regular physical activity.

Type 2 diabetes is often described as a 'lifestyle disease' because it is more common in people who are overweight and don't exercise enough. Type 2 diabetes is managed by regular physical activity and healthy eating. Over time type 2 diabetics may also require insulin. Symptoms of diabetes include frequent urination, excessive thirst, tiredness, weight loss, vision problems and mood changes. People who take medication for diabetes are also at risk of hypoglycaemia (they may have a "hypo") if their blood sugar levels are too low. Things that can cause a "hypo" include:

- a delayed or missed meal, or a meal with too little carbohydrate
- extra strenuous or unplanned physical activity
- too much insulin or medication for diabetes
- vomiting

Symptoms of hypoglycaemia include headache, light-headedness and nausea, mood change, paleness and sweating, and weakness and trembling. If left untreated people may become disorientated, unable to drink, swallow or stand, suffer a lack of coordination, loss of consciousness and seizures.

Educators and staff will implement measures to reduce the risk of children suffering adverse effects from their condition. These may include, for example:

- ensuring medication is administered as outlined in the medical management plan
- ensuring children eat at regular intervals and have appropriate levels of carbohydrate

The Nominated Supervisor will also ensure information about the child's diet including the types and amounts of appropriate foods as outlined in the child's Medical Management Plan is considered when preparing service menus.

If a child is displaying symptoms of a "hypo" a first aid trained educator will:

- immediately administer first aid in accordance with the child's medical management plan. This may include giving the child some quick acting and easily consumed carbohydrate e.g., several jellybeans, 2-3 teaspoons of honey or some fruit juice. Once blood glucose is at regular levels the child may be given some slow acting carbohydrate to stabilise blood sugar e.g., slice of bread, glass of milk, piece of fruit

If a child is displaying severe hypoglycaemia (e.g., they're unconscious, drowsy, or unable to swallow) a first aid trained educator will:

- immediately administer first aid in accordance with the child's medical management plan
- call an ambulance by dialling 000
- administer CPR if the child stops breathing before the ambulance arrives.

We will refer to as1diabetes (as1diabetes.com.au) for more information and resources, including child friendly resources, on diabetes.

<b>Subject Description:</b> <b>Children's Health &amp; Safety</b>	<b>Policy/Procedure:</b> <b>Medical Conditions Policy No: 2.2</b>
<b>Date for Review: October 2023</b>	

## 2.3 EXCLUSION POLICY

In order to ensure the wellbeing of all children and staff, TSAC ABCC requires exclusion of children and staff with infectious diseases to reduce the risk of the spread of diseases to others. Exclusion periods are recommended by the NHRMC based on the time that the person is infectious to others.

*The laws and other provisions affecting this policy include:*

- Education and Care Services National Regulations (85,86,88)
- Staying Healthy 5<sup>th</sup> Ed
- National Quality Area 2

Children and staff with infectious diseases will be excluded from the service in accordance with National Health and Medical Research Guidelines. These guidelines can be found in *Staying Healthy 5<sup>th</sup> Edition*, (pg. 17).

### **Appendix 1**

#### **Table 1.1 Recommended Minimum Exclusion Periods.**

- A medical certificate may be required for a child or adult to be readmitted to the service. Please refer to table 1.1.
- If a child is unwell at home, parents are asked not to send the child to the service, but to make alternative arrangements for their care.
- If a staff member is unwell, they should not report to work. Staff members should contact the Nominated Supervisor for staff absentees at the earliest possible time to advise of their inability to report to work.

- In the case of serious illness or hospitalisation, a child or staff member will require a medical certificate from their medical practitioner or specialist, verifying that they are sufficiently recovered to return to the service.
- Establish a diagnosis by way of a medical opinion
- Read exclusion guidelines as set out in table 1.1
- Act upon the minimum exclusion periods outlined in table 1.1
- Notify families of any common diseases identified by posting notices at the Kindergarten and provide relevant information to families about the disease
- Notify the relevant authorities of an outbreak of a notifiable infectious disease as per regulations.
- An excluded individual may return when the time specified by the exclusion guidelines has expired AND the individual is well enough to undertake normal activities.
- The person's general practitioner or other doctors **DO NOT HAVE THE AUTHORITY TO OVERRIDE EXCLUSION DECISIONS MADE BY THE SERVICE BASED ON NATIONAL HEALTH AND RESEARCH COUNCIL.**
- Exclusion is often a source of confusion because not every disease which is contagious requires exclusion. Please refer to table 1.1

<b>Subject Description:</b> <b>Children's Health and Safety</b>	<b>Policy/Procedure:</b> <b>Exclusion No: 2.3</b>
<b>Date for Review: October 2023</b>	<b>Pages: 27 - 28</b>

## 2.4 IMMUNISATION AND MEDICATION POLICY

*The laws and other provisions affecting this policy include:*

- Education and Care Services National Regulations (85-88, 92-96)
- Staying Healthy 5<sup>th</sup> Ed
- National Quality Area 2

### **Immunisations**

- TSAC ABCC and TSAC Early Years ABCC supports the recommendation of the National Health and Medical Research Council in Australia, that all children should be immunised.

### **Immunised Children**

- Parents are required to provide information regarding the immunisation status of their child upon enrolment. A copy of the Immunisation History Statement (Medicare) is required for each child's file.

### **Schedule of Immunisation**

- It is the responsibility of the parents to regularly amend the child's vaccination status by submitting new vaccination certificates after each immunisation.

All immunisation information for the following diseases must be kept up to date for school records:

- Diphtheria / Tetanus / Whooping Cough (Triple Antigen)
- Haemophilus Influenzae Type B
- Poliomyelitis (Oral Polio Vaccine)
- Measles / Mumps / Rubella
- Hepatitis B
- Boosters as required
- Further information about immunisation can be located on the Immunise Australia Programme website at [www.immunise.health.gov.au](http://www.immunise.health.gov.au) or by contacting the Infoline on 1800 671 811

### **Non-immunised children**

- It is policy of TSAC ABCC and TSAC Early Years ABCC that a non-immunised child is withdrawn from the service in the event of an outbreak of a vaccine preventable disease until the outbreak has cleared.
- Please see **Appendix 2** for the routine schedule of vaccines provided under the National Immunisation Programme (NIP) is as follows. Further information regarding immunisation and vaccination can be found at: [www.immunise.health.gov.au](http://www.immunise.health.gov.au)

### **Medication**

- In the event that a child is required to take prescriptive medication during his/her attendance at the ABCCs Services, instructions from the child's Medical Practitioner or the attached pharmaceutical label must contain the following information: name of the child, name of the medication, dosage to be taken, frequency of dosage, prescribing doctor's name, and date issued. If this information is not on the label, **staff will not** administer the medication.
- Parents are asked to enter the details of medication to be given on the 'Medication Record' located in the Medication file or from the Nominated supervisor. If the medication is an ongoing regular medication, parents will be asked to fill out the 'Medication Record Regular' located in the Medication file or from the Nominated supervisor.
- The medication that is kept will include the following details: the name of the child, the authorisation to administer medication signed by the parent or a person named in the enrolment form as having authority to do so, the name of the medication to be administered, the time and date the medication was last administered, the time or date it should next be administered, the manner in which it is to be administered.
- If the medication is administered to the child – staff will record: the dosage that was administered, the manner in which the medication was administered, the time and date medication was administered, the name and signature of the person who administered the medication and the name and signature of a witness.
- The approved provider will ensure that medication will not be administered to a child at TSAC ABCC and the TSAC Early Years ABCC unless the administration is authorised, and that procedures are carried out in accordance with regulation 95.
- The medication must be brought to the service in a named zip lock bag by an adult and given to a staff member.
- The dosage and time to be given must be entered on the form by the parent. Staff will not administer medication unless the parent indicates specific time/dosage.
- The medication must be given to a staff member on arrival.
- The staff member will place the medication in a storage facility that is inaccessible to all children.

#### **Non-prescribed Medication (including alternative therapies)**

- Non-prescribed medication (i.e., over the counter medications and alternative therapies) will not be given to any child unless prior written permission and instructions from the child's doctor have been received by the Nominated Supervisor.



- A chemist label with the doctor's instructions must be attached to medication.

### **Administering Puffers, Spacers and Nebulisers**

- All asthma medication is to be administered as per the requirements of the Administering Medication policy.
- A letter from the doctor or instructions as per pharmacy label is required.
- Parents must provide an asthma management plan for the child, which has been developed in consultation with the child's doctor, advising staff of the child's triggers, symptoms and appropriate management techniques.
- A spacer must be used with a puffer for all children.
- Nebulisers will not be administered more often than four-hourly. If more frequent use is required, the child should not be attending the service.
- The doctor's letter must be renewed every twelve months if ongoing use is required.
- In the case of the child having an acute asthma attack or showing no improvement after the use of the nebuliser/puffer, the parent will be contacted, or the child will be transported to hospital by ambulance.
- You are required to show the staff member the procedure for using the nebuliser so that both staff member and child feel secure in using the machine.

### **Anaphylaxis**

- Anaphylaxis medication will be administered using the Administering Medication policy, with the following additions.
- Parents will be required to provide a letter from the child's doctor and an Anaphylaxis management plan (including photo of the child) detailing instructions for administering
- "The Anaphylaxis Management Plan must detail the triggers, symptoms and management techniques and this plan will be followed by Staff. EpiPen must be provided (and labeled).
- The Anaphylaxis Management Plan must be up to date in accordance with the Anaphylaxis and Other Medical Issues Management Policy.
- All medication must be given to a staff member on arrival. For the safety of children, under no circumstances will medication be left in the child's bag, on top of lockers or in any other unsecured location.

**Subject Description:**  
**Children's Health and Safety**

**Policy/Procedure:**  
**Immunisation and Medication No: 2.4**

**Date for Review: October 2023**

## 2.5

### Administration of Authorised Medication Policy

#### NQS

QA2	2.1.2	Health practices and procedures - Effective illness and injury management and hygiene practices are promoted and implemented.
	2.2.1	Supervision - At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.

#### National Regulations

Regs	90	Medical conditions policy
	91	Medical conditions policy to be provided to parents
	92	Medication record
	93	Administration of medication
	94	Exception to authorisation requirement - anaphylaxis or asthma emergency
	95	Procedure for administration of medication
	96	Self-administration of medication

#### MTOP

LO3	Children take increasing responsibility for their own health and physical wellbeing.  Educators promote continuity of children's personal health and hygiene by sharing ownership of routines and schedules with children, families and the community
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#### Aim

Our Service and our educators will only administer medication to a child if it is authorised or the child is experiencing an asthma or anaphylaxis emergency. We recognise it is essential to follow strict procedures for the administration of medication to ensure the health, safety and wellbeing of each child using the service.

#### Related Policies

- Illness, Injury and Trauma Policy
- Medical Conditions Policy
- Immunisation and Medication Policy
- Infectious Disease Policy

#### Implementation

Our service and educators will only administer medication to children if it is authorised by parents (or by someone authorised by parents on the enrolment record to make decisions about the administration of medication). If there is a medical emergency, we will also administer medication when authorised verbally by a parent, medical practitioner or an emergency service, however we may administer medication during an asthma or anaphylaxis emergency without first receiving authorisation.

Medication under the Regulations includes medication covered by the Therapeutic Goods Act 1989. Therapeutic goods include those for therapeutic use to:

- prevent, diagnose, cure or alleviate a disease, ailment, defect or injury
- influence, inhibit or modify a physiological process.

This covers products like sunscreen.

The Nominated Supervisor will ensure a copy of this policy is provided to parents when they enrol their child.

The Nominated Supervisor will ensure children's medication is regularly audited to ensure it has not expired and is in the original container with legible labels.

### **Administration of Medication (non-emergency)**

Educators will administer medication to a child if it complies with our policy requirements and:

1. if the medication is authorised in writing by a parent or another authorised person and
  - is the original container
  - has not expired
  - has an original label and instructions that can be clearly read and, if prescribed by a doctor has the child's name
  - is administered in accordance with any instructions on the label or from the doctor.
2. after the child's identity and the dosage of the medication is checked by an educator who is not administering the medication. This educator will witness the administration of the medication.

### **Over the Counter Medication (non-prescription medication)**

Our service does not administer over the counter medication unless it has been prescribed by a medical practitioner. Medication may mask the symptoms of other, more serious illnesses and our educators are not qualified medical professionals.

Anyone delivering a child to the service must not leave medication in the child's bag or locker. Medication must be given directly to an educator on arrival for appropriate storage. Auto injection devices (eg EpiPen's) and asthma puffers will be stored up high in the first aid room, so they are inaccessible to children. All other medication will be stored in accordance with the storage instructions on the medication in a locked labelled container in the first aid cabinet, Green backpack or fridge. Non-refrigerated medication will be kept away from direct sources of heat.

### **Administration of Medication in emergencies other than anaphylaxis or asthma emergencies**

1. Educators will administer medication to a child in an emergency:
  - if a parent or another authorised person verbally authorises the administration of the medication or
  - they receive verbal authorisation from a registered medical practitioner or emergency service if the parent or authorised person cannot be contacted.
2. The child will be positively reassured, calmed and removed to a quiet area under the direct supervision of a suitably experienced and trained educator.
3. The Nominated Supervisor will contact the child's parent, and provide written notice to the parent, as soon as possible.
4. The Nominated Supervisor will ensure the service completes an Incident, Injury, Trauma and Illness Record.

Educators will not administer medication if parents provide verbal authorisation in circumstances that are not emergencies. If educators are unsure whether they should be administering a medication in an emergency after receiving verbal authorisation from a parent or responsible person, educators will obtain authorisation from a registered medical practitioner or emergency service.

### **Administration of Medication during Anaphylaxis or Asthma Emergencies**

1. Educators may administer medication to a child in an anaphylaxis or asthma emergency without authorisation.
2. The child will be positively reassured, calmed and removed to a quiet area under the direct supervision of a suitably experienced and trained educator.
3. The Nominated Supervisor will contact the child's parent and the emergency services as soon as possible.
4. The Nominated Supervisor will advise the child's parent in writing as soon as possible.
5. The Nominated Supervisor will ensure the service completes an Incident, Injury, Trauma and Illness Record.

### **Medication Record**

Educators will complete a Medication Record with the name of the child which:

- contains the authorisation to administer medication
- details the name of the medication, the dose to be administered and how it will be administered, the time and date it was last administered, and the time and date or circumstances when it should be administered next

- if medication is administered to a child (including during an emergency), details the dosage that is administered and how it is administered, the time and date it is administered, the name and signature of the person that administered it, and the name and signature of the person that checked the child's identity and dosage before it was administered and witnessed the administration.

We will use the Medication Record that follows the regulations and the ACECQA guidelines

#### **Sources**

**Education and Care Services National Law and Regulations**  
**National Quality Standard**  
**My Time Our Place**

#### **Review**

The policy will be reviewed annually by:

- Management
- Employees
- Families
- Interested Parties

<b>Subject Description:</b> <b>Children's Health and Wellbeing</b>	<b>Policy/Procedure:</b> <b>Administering Medication No: 2.5</b>
<b>Date for Review: October 2023</b>	

## 2.6 ILLNESS, INJURY AND TRAUMA POLICY

TSAC ABCC and TSAC Early Years ABCC takes a proactive stance to avoid injuries happening and to help minimise any impact of an injury or illness with the staff responding appropriately and as a priority to any injury or illness. Children who become ill or have an injury will be removed, to a quiet place to rest. Parental rights and responsibilities with respect to any injury to and illness of their child are acknowledged and will be taken into account when administering any procedures. When a child is sick, the parent will be contacted regarding their child's illness and will collect their child as soon as possible on notification of illness.

*The laws and other provisions affecting this policy include:*

- Duty of Care
- Work Health & Safety Act (2011)
- Education and Care Services National Regulations 2011(ss.85 -87, 89)
- NQF Quality Area 2

Written permission from the child's parent/carer will be sought through the enrolment process for the Nominated Supervisor or delegate to obtain medical attention, in keeping with the Policies and Procedures of the service.

TSAC ABCC and TSAC Early Years ABCC will also obtain written consent from parent/carers for the use of all health and other personal information that the College has relating to the child for the purpose of enabling staff to:

- Administer care and assistance to the child including by obtaining emergency or other medical assistance or care for the child in accordance with the Injury and Illness Policy and Procedures of the service.
- Report any injury or illness as required by law.
- The Approved Provider through the Nominated Supervisor must ensure that a parent of a child being cared for at TSAC ABCC and TSAC Early Years ABCC is notified as soon as practical; but no later than 24 hours after the occurrence, if the child is involved in an accident, injury, trauma or illness while the child is being educated and cared for by the education and care service.
- Permanent staff TSAC ABCC and TSAC Early Years ABCC will hold a current recognised First Aid qualification and annually undertake CPR updating of their qualification. Educators will also undertake anaphylaxis management and asthma management training as required by Education and Care Services National Regulations (s. 151)
- Appropriate First Aid Kits and manuals are kept in a secure place, accessible to educators only (s. 89)
- First Aid kits are to be replenished as appropriate.
- All staff members are required to wear disposable gloves when administering First Aid, or in any situation where there is body fluid present. These gloves will be disposed of safely, immediately after use.

A child presenting with an injury or illness while at TSAC ABCC and TSAC Early Years ABCC:

- Staff will attend to the child as a priority comforting and calming the child.
- A first aid qualified staff member will administer appropriate first aid and assess the condition of the child.
- No medication will be administered unless it complies with the Administering Medication Policy or Education and Care Services National regulations 2011 (s 94). Exception to authorisation requirement – anaphylaxis or asthma emergency.
- The child will be separated from other children and made as comfortable as possible in a quiet well-ventilated area.
- Parents will be notified to collect their child as soon as is practicable.
- The child will be monitored by staff until the arrival of the parent/carer.
- If the child's condition deteriorates or is such that first aid administered by staff is more than basic first aid is necessary, an ambulance will be called to provide emergency medical attention.
- TSAC ABCC and TSAC Early Years ABCC will provide a staff member to accompany the child in the ambulance ensuring a staff member with first aid remains at the service and that all staff child ratios are maintained.
- All costs incurred in obtaining medical attention will be met by the parent/carer.

All injuries or illnesses will be recorded on an Incident, injury, trauma and illness form as soon as is reasonably possible by the person administering care or first aid.

This record will be presented to the parent & signed by the parent no later than 24 hours after the incident.

These records will be kept at the service and will not be used for any other purpose except in accordance with the Injury Illness and Trauma Policy and the Privacy Policy (2.6)).

Treatment will be recorded on the Incident Report Form, noting:

- child's name and age
- date and time of accident or onset of illness
- details of accident or relevant circumstances surrounding the child becoming ill and any apparent symptoms
- supervising staff present at time of accident
- treatment and/or action taken, and any products or structure involved and outcome of accident (including involvement of Queensland Ambulance Transport Board)
- whether first aid kit or medication was used and details
- reporting member or educator's signature
- witness's signature, if possible
- reporting member of educator's signature
- time, date and name and results of notification or attempts at notification of parent/ guardians of an accident or illness to the child

- signature of staff member completing form and witness's signature, if possible
- signature of parent

In case of accidents, where a parent is required to sign documents relating to medical treatment and cannot be contacted then the Certified Supervisor on duty shall be authorised to sign for the parent.

In the event of a minor injury, the parent will be advised of the injury and of the treatment given upon collection of their child.

In the event of a serious injury a local practitioner/ambulance will be contacted immediately and then the parent or, if necessary, the emergency contact person.

Notice of serious incident, Education and Care Services National Regulations 2011(ss.97), the Nominated Supervisor is under obligation to report to the State Regulatory body within 24 hours of the incident or when the person became aware of the incident.

If children are showing any of the following signs, parents are well advised to keep them at home.

#### **Vomiting**

- If your child is suffering from vomiting, regardless of the cause, they must be kept at home for 24 hours from the completion of the vomiting attack.

#### **Diarrhoea**

- Regardless of the cause, children must be kept away from the service for 24 hours, from the last attack, and have a normal bowel motion before they return.

#### **Conjunctivitis**

- Children must be kept away from the service from the time medical treatment has started and until the discharge has stopped.

#### **Ear Infections**

- If there is a discharge, the child will need to be excluded.

#### **Colds**

If children have any of the following symptoms, they need to be kept away for a minimum of 24 hours or until well enough to cope with a normal school day:

- thick green discharge
- persistent or deep cough
- wheezing
- fever
- listlessness or lack of appetite

Please see the recommendations for exclusion as set out in Staying Healthy 5<sup>th</sup> Edition



[https://www.health.qld.gov.au/\\_data/assets/pdf\\_file/0022/426820/timeout\\_poster.pdf](https://www.health.qld.gov.au/_data/assets/pdf_file/0022/426820/timeout_poster.pdf)

<b>Subject Description:</b> <b>Children's Health &amp; Safety</b>	<b>Policy/Procedure:</b> <b>Illness Injury &amp; Trauma Policy No: 2.6</b>
<b>Date for Review: October 2023</b>	

## 2.7 INFECTIOUS DISEASES POLICY

TSAC ABCC and TSAC Early Years ABCC acknowledges its responsibility regarding infectious diseases. The service will attempt to remove individuals and/or serious risks to the health of children and staff from possible cross-infection whilst respecting the rights of individual privacy.

*The laws and other provisions affecting this policy include:*

- Duty of Care
  - Education and Care Services National Regulation 2011 (88)
  - NQF Quality Area 2
  - National Health and Medical Research Council recommended periods of exclusion
  - Staying Healthy 5<sup>th</sup> Ed.
- 
- TSAC ABCC and TSAC Early Years ABCC will subscribe to reasonably available alert services through the Commonwealth Government Department of Health (see [www.health.gov.au](http://www.health.gov.au) and [www.cda.gov.au](http://www.cda.gov.au) ) and Queensland Health ([www.health.qld.gov.au](http://www.health.qld.gov.au)) to keep up to date information on infectious diseases within the community.
  - A child will be removed from the program and the parents contacted if the child is found to be suffering from an infectious, contagious disease or a recognised exclusion illness/condition.
  - It is the responsibility of the parent to inform TSAC ABCC and TSAC Early Years ABCC of any infectious disease that their child or other immediate family members may be suffering. TSAC ABCC and TSAC Early Years ABCC will then notify The Springfield Anglican College.
  - It is the responsibility of educators to inform the Nominated Supervisor of any infectious disease that they or their immediate family members may be suffering. The Nominated Supervisor will then inform The Springfield Anglican College.
  - The Nominated Supervisor or representative of The Springfield Anglican College is responsible for reporting to the State Health Authority all notifiable diseases and to report this to parents of other children in The Springfield Anglican College, Kindergarten and ABCC service as appropriate, but having regard to the privacy of individuals concerned (7.1)
  - A notice will be posted, and attention drawn to it when there has been a report of an infectious disease at TSAC ABCC and TSAC Early Years ABCC, families may also in some instances be notified via NEXUS.
  - For diseases which are from time to time published as requiring a doctor's certificate clearing the child/educator, the doctor's certificate will be required before the child/educator is re-admitted to TSAC ABCC and TSAC Early Years ABCC.
  - The rights of individual privacy will be respected at all times, and in particular the Privacy Policy (7.1) will be observed by all Educators implementing these procedures relating to infectious diseases.

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<b>Subject Description:</b> <b>Children's Health and Safety</b>	<b>Policy/Procedure:</b> <b>Infectious Diseases Policy No2.7</b>
<b>Date for Review: October 2023</b>	

## 2.8 BREAKING THE CHAIN OF INFECTION POLICY

*(Including Hand  
Hygiene and Cough &  
Sneeze Etiquette  
Policies)*

In order to ensure the wellbeing of all children and staff, TSAC ABCC and TSAC Early Years ABCC tries to limit the spread of disease to keep the children and staff healthy.

*The laws and other provisions affecting this policy include:*

- Education and Care Services National Regulations (77)
- National Quality Area 2
- Staying Healthy 5<sup>th</sup> Ed.

The most important way to break the chain of infection and stop the spread of diseases are:

- Effective hand hygiene
- Exclusion of ill children, educators and other staff
- Immunisation

Other strategies to prevent infection include:

- Cough and sneeze etiquette
- Appropriate use of gloves
- Effective environmental cleaning

### ***Hand Hygiene***

- *Hand hygiene is one very effective way to control the spread of infection. Hand hygiene is a general term that refers to washing hands with soap and water or using an alcohol-based hand rub.*

### **Soap and water**

- The most effective method of hand hygiene is using soap and water. Washing your hands with soap and running water loosens, dilutes and flushes off dirt and germs. Soap alone cannot remove dirt or kill germs—it is the combination of running water, rubbing your hands and the detergent in the soap that helps loosen the dirt, remove the germs and rinse them off your skin.

### **Alcohol-based hand rubs**

- It is important to remember that soap and water are the best option when your hands are visibly dirty. However, alcohol-based hand rubs have been proven to increase hand hygiene in healthcare settings, and it makes sense to have them in education and care services.
- Alcohol-based hand rubs are also known as antiseptic hand rubs, waterless hand cleaners, gels or hand sanitisers. They can be a fast and effective way to remove germs that may have been picked up by touching contaminated surfaces.
- Alcohol-based hand rubs reduce the number of germs on your hands; they do not remove dirt from your hands.
- Alcohol-based hand rubs are useful when performing multiple tasks in which hands can potentially become contaminated; for example, when assisting children with eating, when on excursions, in the

playground, or in other situations where soap and water are not always available.

- It is a good idea to place an alcohol-based hand rub at the entrance to the education and care service. This can help remind parents, carers and children (as well as educators and other staff) to have clean hands when they enter the service. If you have visible dirt, grease or food on your hands, it is preferable to wash your hands with soap and water, rather than use an alcohol-based hand rub. However, even if your hands are visibly dirty, using an alcohol-based hand rub is better than not cleaning your hands at all.
- Alcohol-based hand rubs are safe to use as directed, but children may be at risk if they eat or drink the hand cleaner, inhale it, or splash it into their eyes or mouth. Alcohol-based hand rubs should be kept well out of reach of children and only used with adult supervision.

#### **Antibacterial soap**

- Antibacterial soaps kill some (but not all) bacteria, and do not kill viruses. There is no place for the routine use of antibacterial soap in education and care services.

#### **Hand drying**

- Effective hand drying is just as important as thorough hand washing. Damp hands pick up and transfer up to 1000 times more bacteria than dry hands.
- Drying your hands thoroughly also helps remove any germs that may not have been rinsed off. Using disposable paper towel is the preferred option in education and care services.

#### **How to wash hands with soap and water**

The process of thoroughly washing, rinsing and drying your hands or a child's hands should take around 30 seconds.

There are five steps to washing hands:

1. Wet hands with running water (preferably warm water, for comfort).
2. Apply soap to hands.
3. Lather soap and rub hands thoroughly, including the wrists, the palms, between the fingers, around the thumbs and under the nails. Rub hands together for at least 15 seconds (for about as long as it takes to sing 'Happy birthday' once).
4. Rinse thoroughly under running water.
5. Dry thoroughly.
6. Hands will be dried in the Kindergarten with paper towel. Supervise children when washing their hands and help them get into the habit of hand hygiene. If you wear rings or other jewellery on your hands, move the jewellery around your finger while you lather the soap to ensure that the area underneath the jewellery is clean. Always wet

hands first before applying soap. This helps the soap to lather more and prevents the skin from drying.

### **How to clean hands with alcohol-based hand rub**

Only use an alcohol-based hand rub if your hands are not visibly dirty. The hand rub should contain 60–80% alcohol.

There are three steps to using alcohol-based hand rub:

1. Apply the amount of hand rub recommended by the manufacturer to palms of dry hands.
2. Rub hands together, making sure you cover in between fingers, around thumbs and under nails.
3. Rub until hands are dry.

### **Using gloves**

If there is a chance that you may come in contact with faeces, urine, saliva, vomit or blood, you should wear disposable gloves.

If you are not likely to come in contact with these body fluids, there is no need to wear gloves. If you do come in contact with body fluids but gloves are not available, it is important to thoroughly wash your hands with soap and water as soon as you finish the activity.

### **Disposable gloves**

- Disposable gloves should never be reused or washed for reuse. They must be thrown away as soon as you have finished the activity that requires gloves.
- Always wash your hands before and after wearing disposable gloves. Wear gloves on both hands:
  - When changing nappies - there are billions of germs in faeces and sometimes in urine.
  - When cleaning up faeces, urine, blood, saliva or vomit, including when it is on clothes. However, note that overuse of gloves can cause skin reactions and sensitivity. It is important to remember that the outside of the glove is dirty, and the inside of the glove is clean. Avoid touching the inside of a glove with the outside of another glove and avoid touching bare skin or clean surfaces while wearing contaminated gloves.

### **How to remove disposable gloves**

- Pinch the outside of one glove near the wrist and peel the glove off so it ends up inside out.

- Keep hold of the peeled-off glove in your gloved hand while you take off the other glove - put one or two fingers of your un-gloved hand inside the wrist of the other glove. Peel off the second glove from the inside, and over the first glove, so you end up with the two gloves inside out, one inside the other.
- Put the gloves in a plastic-lined, hands-free lidded rubbish bin, and wash your hands. If a hands-free lidded rubbish bin is not available, put the gloves in a bucket or container lined with a plastic bag, then tie up the bag and take it to the outside garbage bin.

Many germs can be spread through the air by droplets. By covering your mouth and nose when you cough or sneeze, you reduce how far the droplets can travel and stop them from contaminating other surfaces. In the past, people were encouraged to cover their coughs and sneezes with their hands. But if you do not clean your hands immediately, germs stay on your hands and can be transferred to other surfaces.

**Remember: cover your cough and sneeze to stop the spread of germs**

The correct way to prevent the spread of germs that are carried in droplets is by coughing or sneezing into your inner elbow, or by using a tissue to cover your mouth and nose. Put all tissues in the rubbish bin straight away and clean your hands with either soap and water or an alcohol-based rub.

Educators will support all child in learning to use good cough and sneeze etiquette to avoid spreading germs.

<b>Subject Description:</b> <b>Children's Health &amp; Safety</b>	<b>Policy/Procedure:</b> <b>Breaking the Chain of Infection No: 2.8</b>
<b>Date for Review: October 2023</b>	

## 2.9 HYGIENE POLICY

For the ongoing and general health and wellbeing of the children, TSAC ABCC and TSAC Early Years ABCC strives to ensure for its children and staff a standard of general hygiene which complies, as a minimum, with legal requirements and, as far as reasonably possible, with the standards expected in the wider community.

*The laws and other provisions affecting this policy include:*

- Duty of Care
- Work Health and Safety Act (2011)
- NQF Quality Area 2
- Education and Care Services National Regulations 2011 (77)
- Staying Healthy 5<sup>th</sup> Ed.

### **Use of Gloves:**

- When having contact with bodily fluids (e.g., blood, mucus, vomit, urine, faeces etc), educators will wear disposable gloves. See also Food Handling.
- Used gloves are to be carefully disposed of, immediately after use, in such a way that they would reasonably be expected to be secure from children or other educators.

Educators are responsible to advise the Nominated Supervisor (or Certified Supervisor) to ensure that there is an adequate store of disposable gloves available at all times.

Covered waste disposal bins are conveniently placed at TSAC ABCC and TSAC Early Years ABCC and emptied daily.

All recycled items used at TSAC ABCC and TSAC Early Years ABCC, which are suspected of coming from a non-hygienic environment, will not be used.

Cupboards containing foodstuffs are to be kept in a hygienic state, with food in sealed and dated containers. Cupboards containing resources are kept in a hygienic state so as to protect against vermin.

For the ongoing and general health and well-being of the children, TSAC ABCC and TSAC Early Years ABCC strives to ensure for its children and educators a standard of general hygiene which complies, as a minimum, with legal requirements and, as far as reasonably possible, with the standards expected in the wider community.

### **Washing Hands** (National Quality Standard 2)

Educators will wash their hands, and ensure that children wash their hands, thoroughly with soap and water:

- before handling, preparing, and eating food
- prior to and after giving First Aid (sanitising gel before gloving is appropriate)



- after going to the toilet, handling of animals or other activities which could lead to the spread of infection
- after contact with cleaning of body fluids (blood, mucus, vomit, urine, faeces etc)
- Before participating in activities such as playdough and sand play, and again after finishing the activity, before moving on to another area.
- hand washing will be portrayed as a positive experience for children with Educators modelling appropriate practices
- Educators will use a variety of resources (e.g., charts, videos, songs & chants) to assist children in developing good hand washing practices.

<b>Subject Description:</b> <b>Children's Health &amp; Safety</b>	<b>Policy/Procedure:</b> <b>Hygiene Policy No: 2.9</b>
<b>Date for Review: October 2023</b>	

## 2.10 SUN SAFE POLICY

*The laws and other provisions affecting this policy include:*

- Qld Cancer Council – Early Childhood settings SunSmart Policy Guidelines
- NQF Quality Areas 1,2,3,4,6 & 7
- Duty of Care
- Work Health and Safety Act (2011)
- Education and Care Services National Regulations 2011 (114)

Sun safety will be conducted at TSAC ABCC and TSAC Early Years ABCC throughout the whole year. Staff will ensure children attending our service are protected from the harmful effects of the sun at all times. The Nominated Supervisor and staff will:

- Encourage the use of sun protective clothing, hats and SPF 50 + broad-spectrum sunscreen for children and Educators when outside, please note that The Springfield Anglican College uniform fulfils this.
- All Educators will remind children and staff to wear a hat and that sunscreen is applied whenever they are outside. This will include undercover areas. TSAC uniform bucket hat fulfils this requirement.
- Parents will be requested to apply sunscreen to their children at home before attending the service.
- For families that have forgotten, sunscreen will be provided via the health and hygiene station at both sign in areas.
- Ensure this requirement is met throughout the year and include time during times of overcast weather.
- Educators to ensure that sunscreen is to be reapplied every two hours or earlier during times of increased physical activity.
- Sunscreen will be applied at least 20 minutes prior to sun exposure.
- Where possible, staff will plan daily outdoor activities outside of peak UV times, and always offer activities that are available in well shaded areas. The Nominated Supervisor will utilise the SunSmart Widget to get up to date information regarding UV levels. TSAC ABCC and TSAC Early Years ABCC maximises the use of available shade for outdoor activities and plan activities which reduce time spent in the sun between 10am to 2pm, ensuring children have plenty of opportunity to play in shaded areas.
- Multiple sun protection methods are required whenever the UV Index level is forecast to reach 3 or above. (In Queensland, the UV index level is 3 or above all year round).

Parents will provide a Hat as part of the College Uniform.

TSAC ABCC and TSAC Early Years ABCC will supply a generic brand of sunscreen for use during the day.

If the generic brand is unsuitable for children then parents will be asked to provide named SPF 50+ broad spectrum, water resistant sunscreen for their child. This is to be kept out of reach of children and used when appropriate.

Incorporate education programs that focus on sun safe messages.

Ensure all Educators to act as positive role models for children in all aspects of Sun Safety Behaviour.

Seek support for the Sun Safe message through messages, parent meetings.

Review the Sun Safety Policy annually with Educators, parents, children and management.

- Queensland Cancer Council website

<b>Subject Description:</b> <b>Children's Health and Safety</b>	<b>Policy/Procedure:</b> <b>Sun Safety Policy No: 2.10</b>
<b>Date for Review: October 2023</b>	

## 2.11 EMERGENCY / LOCKDOWN AND EVACUATION POLICY

### NQS

QA2	2.2.1	Supervision - At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
	2.2.2	Incident and emergency management - Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.
QA6	6.2.3	Community engagement - The service builds relationships and engages with its local community.

### National Regulations

Regs	168(2)(e)	Policies and procedures in relation to emergency and evacuation
	97	Emergency and evacuation procedures
	98	Telephone or other communication equipment

### EYLF

LO3	Children become strong in their social and emotional wellbeing.
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### Aim

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

### Related Policies

- Incident, Injury and Trauma and Illness Policy
- Administering Medication Policy
- Death of a Child Policy
- Medical Conditions Policy

Emergencies can include but not limited to, cyclone, flood, fire or bushfire, presence of dangerous animals and insects, any situation requiring the Kindergarten premises to be locked down or situation requiring the evacuation of the services.

A risk assessment must be carried out by FSAC Ltd the Approved Provider to identify potential emergencies.

1. Emergency evacuation procedures will be clearly displayed near the entrance of each room at the Kindergarten.
2. A copy of the emergency and evacuation floor plan and instruction are displayed in a prominent position near each exit at the facilities used by the Kindergarten.

3. Emergency contact numbers are clearly displayed near the phone and exit signs are clearly visible.
4. Educators are to ensure that all exits are kept clear and unlocked to enable a quick departure.

The Springfield Anglican College (TSAC ABCC) Workplace Health and Safety Representative will be responsible to ensure that:

1. There is an alarm siren for sounding warnings of an emergency, which is kept in good working order and tested regularly.
2. The College campus has appropriate fire extinguishers that are properly working and maintained, and that staff have basic training in the use of the fire blankets and fire extinguishers kept at the service; and
3. The Springfield Anglican College on behalf of TSAC ABCC calls upon the advice of the Queensland Fire Service (or another appropriate Authority) to provide up-to-date information.
4. Staff members conduct regular fire drills at least once per term and evaluations are recorded accordingly.
5. Emergency evacuation procedures will be clearly displayed near the entrance of each room at the kindergarten.
6. Staff members are to ensure that all exits are kept clear and unlocked to enable a quick departure.

**In the event of an evacuation: TSAC ABCC and TSAC Early Years**

**ABCC** will follow the procedures for the evacuation of children as described in The Springfield Anglican College – Primary Campus Emergency/Lockdown Plan

**In the event of a lockdown: TSAC ABCC and TSAC Early Years ABCC**

will follow the procedures for the lockdown of children as described in The Springfield Anglican College – Primary Campus Emergency/Lockdown Plan

**In the event of an emergency/lockdown during ABCC time:**

If lock down is necessary Before 8:00am or After 4:00pm

1. Identify emergency and report to The ABCC Nominated Supervisor or Responsible Person in charge.

**All False Alarms are to be reported immediately to the ABCC Nominated Supervisor.**

2. Nominated Supervisor or Responsible Person will switch on alarm. If emergency is identified by Early Years, please call ABCC building to raise alarm.

Red – Evacuation

Blue – Lockdown

3. In an emergency, or when carrying out an evacuation drill, the appropriate electronic alarm will be operated. Switches to

activate the electronic alarms are located on the wall in the ABCC Office.

4. In the event of power failure, staff and students will be alerted by a manual hand bell and verbal instructions.

**A manual bell is located in the following areas:**

- The Jabiru Building - Reception (photocopy room)
- The Rosella Building - Library (Workroom)
- The Kookaburra Building - Teacher Aide room (between and 4G and 4J)
- The Platypus Building - Teacher Aide room (between and 3H and 2A)
- The Kangaroo Building - (in 1H storeroom)
- The Koala Building - Kindergarten (in the Nappy Change/ First Aid room)
- The Bilby Building - ABCC building (in Kitchenette)

5. ABCC Nominated Supervisor or responsible person to contact emergency service (000) or in the case of a false alarm notify Pacific Security Group (1300 859 140).
6. Advise Nominated supervisor or Head of Primary and the Facilities Manager of the emergency.
7. ABCC and EYABCC staff are to be collect the Emergency backpacks (containing rolls, first aid kits and student medical details) and move children quickly and efficiently to the Evacuation Assembly Point in accordance to the evacuation routes as per College's procedure.
8. In the event of an evacuation, if safe to do so, a nominated staff member to remain at the school entrance direct emergency services and to stop parents and visitors from entering the school grounds until it is safe to do so.
9. Check the roll and ensure all ABCC and EYABCC students and staff are accounted for. Record names of any other staff, visitors and students who have assembled.
10. In the absence of the ABCC Nominated Supervisor the Responsible Person will assume duties.
11. Staff, visitors and students will remain at the Emergency Evacuation Point until advised by the Principal, Head of Primary, Facilities Manager or Emergency Personal inform that it is safe to return.

<b>Subject Description:</b> <b>Children's Health and Safety</b>	<b>Policy/Procedure:</b> <b>Emergency/Lockdown and Evacuation Policy No: 2.11</b>
<b>Date for Review: October 2023</b>	

## 2.12 DRILLS

*The laws and other provisions affecting this policy include:*

- Duty of Care
- Work Health & Safety Act 2011
- FSAC Ltd Policy - Workplace Health & Safety Policy
- National Quality Area 2
- Education and Care Services National Regulations 2011(97)

To ensure the safety level for children, educators and visitors attending TSAC ABCC and TSAC Early Years ABCC, the Nominated Supervisor will make certain that the service has regular practice drills for both Emergency Evacuation and Emergency Lockdown procedures.

Emergency evacuation and lockdown procedures must be practiced at least every 3 months, during its period of operation.

The Nominated Supervisor will ensure that records are kept of all emergency and evacuation practice.

As part of this practice process and to ensure that the procedures cover the requirements of the service, Educators will complete a feedback sheet to be filed accordingly.

<b>Subject Description:</b> <b>Children's Health &amp; Safety</b>	<b>Policy/Procedure:</b> <b>Drills No: 2.12</b>
<b>Date for Review: October 2023</b>	

## 2.13 FOOD AND NUTRITION

*The laws and other provisions affecting this policy include:*

- Get Up & Grow –Healthy eating & physical activity for early childhood (2009)
- NQF National Quality Area 2
- Education and Care Services National Regulations (77 & 78)

### **AIMS OF NUTRITION POLICY**

TSAC ABCC and TSAC Early Years ABCC strives to achieve several aims in the area of Food and Nutrition. These are

- To provide a food and nutrition policy that is consistent with Get Up & Grow –Healthy eating & physical activity for early childhood (2009) for children.
- When providing food for the children either during the program and when encouraging families:
  - To provide children with appropriate food to grow and develop naturally
  - To enjoy a wide variety of nutritious food including plenty of wholemeal breads, wholegrain cereals, vegetables, and fruits
  - To include milk, yoghurt, cheese and/or alternatives
  - To limit saturated fats and moderate total fat intake
  - To encourage water as a drink
  - To eat only a moderate amount of sugars and food containing added sugar
  - To choose low salt foods
  - To eat foods containing calcium and iron
  - To provide physical activity in conjunction with appropriate food as it is important for all children
- To identify the strategies needed to deliver nutritional care.
- To care for food by preparing and storing safely.
- To provide information to parents about the nutrition provided to their children while in the care of TSAC ABCC and TSAC Early Years ABCC.
- To encourage children to engage in physical activity.

To achieve these aims, policies have been developed to directly which directly relates to food, nutrition and physical activity. These are:

- Staff promote healthy eating habits
- Staff implement effective and current food safety and hygiene practice
- Staff engage children in physical activity

To address these principles, five key policy areas have been developed. These are:

### **AREA A**

**Healthy Food and Beverages** This addresses what, when and how much



## **AREA B**

**Safe Food Strategies** This addresses how to store, prepare, cook and serve food safely

## **AREA C**

**Social Aspects of Food** This addresses social, cultural and family issues surrounding food

## **AREA D**

**Learning about Food** This addresses the preparation of food and food awareness activities

## **AREA E**

**Monitoring the Nutrition Policy** This addresses the monitoring of the nutritional policies that are in place.

## **AREA F**

**Engaging in physical activity** This addresses the link between nutrition and the need for physical activity.

### **Goals**

- To provide information on nutritious foods to assist parents in deciding appropriate food to supply their child.
- Cooking experiences will increase children's knowledge of healthy food.

### **Strategies**

- Information will be provided to parents that show the nutritious value of providing foods from the five food groups – breads and cereals, dairy foods, meat and meat alternatives, fruit and vegetables.
- Water will be the primary drink and will be available at all times.
- Parents will be advised when their child is not eating well, and a strategy will be developed to monitor their progress.
- Due to students being enrolled who have severe allergies children cannot bring nuts or nut-based products to service. This will also include peanuts and peanut based products.

### **Goals**

- To provide to family's information on how to store, prepare and serve food in a safe hygienic manner and to promote hygienic food practices.

### **Strategies**

- A routine will be followed where children eat at regular and predictable intervals.
- Children will be required to remain seated when eating and drinking.

- Staff and children will wash their hands before eating or drinking or handling food.
- Food will be stored at safe temperatures. Classrooms are temperature controlled and families will be asked to provide freezer blocks in their child's lunch box to ensure food remains cold. The refrigerator will be kept at 4 degrees Celsius or below.
- Parents will be encouraged to use freezer blocks in lunch boxes to keep lunches cool.
- Lunch boxes supplied by parents will be stored in the climate-controlled classroom.
- In cooking activities, staff will carefully supervise the children ensuring safety around hot food, beverages, and appliances at all times.
- Staff will be regularly updated on the special dietary needs of the children. In particular, staff will be advised of food allergies and intolerances to ensure children will not be given inappropriate foods – risk minimisation plans for children with intolerances and allergies will be followed at all times.
- Working areas where food is prepared will be kept in a clean and hygienic manner.

### **Goals**

- To reinforce the values of family, school and community through provision of a caring eating environment that reflects these values.

### **Strategies**

- To select recipes and food related activities from a variety of different cultures.
- To celebrate special occasions with culturally significant and appropriate foods. For example, birthday cakes, Easter foods etc.
- Food will not be used as a form of punishment or reward either by its provision or denial.
- Staff members will participate in the eating of food with the students when appropriate.
- Children will be seated when eating and drinking.
- Emphasis will be placed on promoting an eating environment where children are relaxed and able to enjoy their food with sufficient time for the children to eat and not feel rushed.
- Care will be taken to ensure children with special dietary needs are not excluded from food related activities or singled out by their dietary differences.

### **Goals**

- To teach children about food, nutrition and hygiene

### **Strategies**

- Children participate in the preparation of food to give them practical experience in the preparation of food.
- Children learn about the foods they eat and the importance of eating healthy foods (e.g., Food Pyramid).

- Children will be instructed in the importance of good hygiene when handling food.
- Children may participate in food related activities including but not limited to cooking, food art and food music.

#### **Goals**

- To monitor the performance of TSAC ABCC and TSAC Early Years ABCC with respect to the nutrition policy
- To identify key areas of effectiveness
- To use a consultative process that included staff, parents and students to identify and improve any areas which are not optimum.

#### **Strategies**

- To make available to all parents a copy of the latest Food and Nutrition Policy.
- To seek input from the children to assist in evaluating the cooking.
- To seek input from parents to evaluate both the Nutrition Policy.

#### **Goals**

- To engage children in physical activity through active play.

#### **Strategies**

- To encourage physical activity through play and structured physical activities
- To limit sedentary activity to less than an hour at a time.

<http://www.health.gov.au/internet/main/publishing.nsf/Content/phd-early-childhood-nutrition-resources> - (Last Accessed: 20.05.2020)

<b>Subject Description:</b> <b>Children's Health &amp; Safety</b>	<b>Policy/Procedure :</b> <b>Food and Nutrition 2.13</b>
<b>Date for Review: October 2023</b>	

## **2.15 FOOD HANDLING POLICY**

All food which is handled (including preparing, eating or storing it) at TSAC ABCC and TSAC Early Years ABCC is to be handled using all care to ensure that the food is not contaminated, nor allowed to become contaminated, or unfit to be eaten.

*The laws and other provisions affecting this policy include:*

- Duty of Care
- NQF National Quality Area 2
- Local Authority (e.g., Ipswich City Council) food handling by-laws.
- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011 (77,78)

See also Policy (4.3) regarding general hygiene policies and procedures, including relating to preparation and handling of food.

The Nominated Supervisor will be responsible for ensuring that all food preparation and preparation areas comply with all laws and regulations, including Local Council by-laws (or equivalent) where applicable.

Staff will ensure that their hair does not fall into food.

All food preparation services and utensils will be kept clean and, in particular, will be thoroughly clean before use.

Staff will wash their hands and ensure that children wash their hands, thoroughly with soap and water before handling, preparing and eating of food.

Perishable items will be covered and refrigerated. Non-perishable items will be stored in airtight containers.

Perishable food brought by staff and children from home will be refrigerated as soon as possible or stored in a climate-controlled classroom with suitable freezer packs to ensure freshness.

The refrigerator will be checked and cleaned as necessary.

The microwave and stove will be cleaned after use.

Food that has fallen on the ground or handled by another child will not be eaten by staff, nor be permitted to be eaten by any child.

Food that is not fit to be eaten is to be immediately disposed of, in an appropriate manner, so that it will not be eaten.

## 2.16 CLEANING AND DISINFECTING POLICY

TSAC ABCC and TSAC Early Years ABCC acknowledges the need to provide a hygienic and safe environment, equipment and workplace for educators, children, families and visiting community members. Cleaning and sanitising is an important aspect of this process and will be applied to all cleaning and disinfecting and food preparation practices at the service.

*The laws and other provisions affecting this policy include:*

- Duty of Care
- NQF National Quality Area 2
- Work Health and Safety Act 2011
- Education and Care Services National Law Act 2010 (Revised 2017)
- Education and Care Services National Regulations 2019

See also Policy (4.3) regarding general hygiene policies and procedures, including relating to preparation and handling of food.

The Nominated Supervisor must ensure educators follow an appropriate cleaning and sanitising process that shall be applied in the following 'high risk' areas;

- Food preparation surfaces, utensils and eating equipment
- Bathrooms, toilets and basins;
- First aid waste management; and
- Areas where bodily fluids have been spilt.
- Resources and Equipment that has been used by children
- Regular cleaning of Kiosk Area and Ipad's using Wet Screen Wipes

Educators will be trained in the cleaning and sanitising processes during their induction period. Educators will ensure that premises used for the service and all toys, dress-up clothes, paint shirts and other materials and resources are kept clean and in good working condition. Educators are responsible for checking their designated tasks per shift and signing them off once complete. All cleaning products should be kept out of reach of children at all times and kept in a designated locked cupboard.

### **Cleaning:**

Clean surfaces with approved Multipurpose spray and paper towel. If chucks cloths are used, they should be discarded after each use.

### **Sanitising:**

Applying food grade disinfecting agent to remove residual dirt and germs. Disinfectant should be applied to surfaces after general multipurpose cleaning. Disinfectant should be regular applied to high touch areas such as reception areas and toy shelves. Product directions, cleaning guide and safety data sheets should be followed as directed.

**Use of gloves:**

When Preparing food, cleaning, or otherwise having contact with bodily fluids (e.g., blood, mucus, vomit, urine, faeces, etc.), disposable gloves must be worn. Used gloves are to be carefully and securely disposed of immediately after use.

**Hand Hygiene:**

The best way to prevent the transmission of disease is through effective hand hygiene, which removes both dirt and germs from the hands. This will be performed in the first instance with soap and running water, and/if soap and water is not available a hand sanitiser will be used.

**Hands Must Be Washed:**

- Before handling, preparing and eating of food.
- Prior to and after giving first aid.
- After toileting, handling of animals or other activities which could lead to the spread of infection.
- After coughing, sneezing, or blowing their nose; and
- After contact with/cleaning of body fluids (blood, mucus, vomit, urine, faeces etc.).

**Hand Washing Procedure:**

The process of thoroughly washing, rinsing and drying your hands or a child's hands should take around 30 seconds. There are five steps to washing hands:

- Wet hands with running water (preferably warm water, for comfort).
- Apply soap to hands.
- Lather soap and rub hands thoroughly, including the wrists, the palms, between the fingers, around the thumbs and under the nails.
- Rub hands together for at least 15 seconds (for about as long as it takes to sing 'Happy Birthday' once).
- Rinse thoroughly
- Dry thoroughly

**Sanitizing Hand Rubs:**

Children with visible dirt, grease or food on their hands will be directed to clean their hands with soap and water (when and where possible), rather than use a hand rub. Hand rubs do not replace soap and running water however, they are effective in certain situations, such as when soap and running water are not available.

**To use a Hand Rub:**

- Apply the recommended amount onto dry hands.
- Rub hands together so the hand rub comes in contact with all parts of the hands; and
- Keep rubbing until the cleaner has evaporated and hands are dry.

- Hand rubs will be kept out of reach of children and only used with adult supervision.

<b>Subject Description:</b> <b>Children's Health &amp; Safety</b>	<b>Policy/Procedure:</b> <b>Food Handling Policy No 2.14</b>
<b>Date for Review: October 2023</b>	

## 2.17 ANTI-BULLYING POLICY

TSAC ABCC and TSAC Early Years ABCC as part of The Springfield Anglican College will follow the policy as set out in the Behaviour Management Policy for the management of bullying as defined below:

Bullying is a pattern of behaviour by one person towards another, which is designed to hurt, injure, embarrass, upset, or discomfort that person.

It can be:

- Physical aggression;
- The use of put-down comments or insults;
- Name-calling;
- Damage to the person's property;
- Deliberate exclusion from activities;
- The setting-up of humiliating experiences.

*The laws and other provisions affecting this policy include:*

- Duty of Care
- Work Health & Safety Act (2011)
- NQF Quality Areas 2 and 5
- Child Protection Act 1999 and Child Protection Regulations 2000
- Commissioner for Children and Young People and Child Guardian Act 2000.

Educators will be active in identifying and eliminating bullying behaviour when interacting with children.

All children will be made aware through stories, discussion and education that bullying is unacceptable behaviour.

The program will contain opportunities for children to engage in activities that promote secure, respectful and reciprocal relationships with others.

All children will adhere to The Springfield Anglican College Policy - 'Anti Bullying Policy and Procedures – Children'.

The Nominated Supervisor and Head of Primary will ensure that all educators have access to information on bullying and strategies to use to assist children to deal with any bullying.

The Nominated Supervisor and Head of Primary will ensure that all educators are in-serviced on anti-bullying and become aware of different strategies for combating bullying.

All reports of bullying will be investigated by the Nominated Supervisor; reports of serious bullying will be reported to and investigated by the Head of Primary.

**Subject Description:**  
**Children's Health & Safety**

**Policy/Procedure:**  
**Ant-Bullying Policy No: 2.15**

**Date for Review: October 2023**



## 2.18 CHILD PROTECTION POLICY

### NQS

QA2	2.2.3	Child protection - Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.
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Regs	84	Awareness of child protection law
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### Aim

To ensure all employees take their responsibility to protect children from any type of harm very seriously, understand their reporting obligations and are aware of our risk management strategy which includes practices designed to ensure the safety and wellbeing of children is paramount.

TSAC ABCC and TSAC Early Years ABCC recognises that protecting students from harm and the risk of harm is fundamental to maximising their personal and academic potential. For this reason, the welfare and best interests of the students within our service will always be a primary consideration. It is an expectation of all employees to ensure that their behaviour towards and relationships with students reflect standards and care for students and are not unlawful. The service will respond diligently to a report of suspected or actual harm, or risk of harm to a student.

The Springfield Anglican College, as a member of the Anglican Schools Commission has a comprehensive Child Protection Policy, which covers the actions to be taken if a member of staff or a parent of the service becomes aware or reasonably suspects that harm has been done to a student of the service. The policy can be accessed on the College website.

### Related Documentation

- Incident Injury Trauma and Illness Record
- Child Protection Annual Review
- TSAC Staff Induction Processes
- TSAC Staff Appraisal Processes
- TSAC Staff Recruitment Processes
- TSAC Staff Professional Development Processes
- Position Descriptions
- Staff Records
- Risk Management Plans

## Implementation

Under the *Child Protection Act 1999* abuse and neglect is referred to as "harm" which is any detrimental effect of a **significant nature** on a child's physical, psychological or emotional wellbeing:

- *physical abuse*, for example, beating, shaking, burning, biting, causing bruise or fractures by inappropriate discipline, giving children alcohol, drugs or inappropriate medication
- *emotional or physiological abuse*, for example, constant yelling, insults, swearing, criticism, bullying, not giving children positive support and encouragement
- *neglect* for example, not giving children sufficient food, clothing, enough sleep, hygiene, medical care, leaving children alone or children missing school, and
- *sexual abuse or exploitation*, for example, sexual jokes or touching, exposing children to sexual acts or pornography or having sexual intercourse with a child or young person under 16 years of age (even if the child has consented).

Approved Providers, Nominated Supervisors, and educators 18 years of age and over are mandated reporters under the 'Mason's Law' amendments which commenced on 1 July 2017. **These individuals must report their reasonable suspicion that a child has suffered, is suffering or is at an unacceptable risk of suffering significant harm caused by physical or sexual abuse and there is not a parent willing and able to protect the child from harm.** However, all employees and where relevant volunteers at our service will report a child at risk of any form of significant harm if they have a reasonable belief that a child is, could be or has been harmed based on their:

- firsthand observation of the child or family
- what the child, parent or other person has disclosed
- what can reasonably be inferred based on observation, professional training and/ or experience.

## Child and Youth Risk Management Strategy

The Springfield Anglican College has policies and procedures in place to meet the eight mandatory requirements of the Risk Management Strategy outlined in the Working with Children legislation. The eight requirements include:

1. Aim
2. Code of Conduct
3. Recruitment, Selection and Training Procedures for employees and volunteers which include child protection principles
4. Procedures for handling disclosures and suspicions of harm  
Reporting and Documenting Abuse or Neglect
5. Procedures for Managing Breaches

6. Policies and procedures for compliance with the Blue Card system
7. Risk Management for High-Risk Activities and Special Events
8. Strategies for Communication and Support

Refer to Appendix A: Child Protection Anglican Education and Care Services

<b>Subject Description:</b> <b>Children' Health &amp; Safety</b>	<b>Policy/Procedure:</b> <b>Child Protection Policy No: 2.16</b>
<b>Date for Review: October 2023</b>	

## 2.19 WATER SAFETY

The safety of children attending TSAC ABCC and TSAC Early Years ABCC is important. Water safety is an issue that will be taken seriously by all staff when engaging children in any water activity.

*The laws and other provisions affecting this policy include:*

- Duty of Care
- Standard 2.2
- Element 2.2.1 – At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard
- Education and Care Services National Law Act 2010 (sections 165,167,174)
- Education and Care Services National Regulations (101,168)

Educators will undertake a risk assessment prior to any activity that involves children playing with water, this includes but is not limited to, water play.

All activities involving water play of any nature will require constant supervision by an Educator.

All children will be adequately supervised at all times and protected from harm and hazards. Educators will be conscious of the physical environment and be attuned to the needs of individual children.

Educators will ensure that water-based activities will be emptied once play has ended, for example, water troughs will be emptied before educators and children move indoors at the end of outdoor play. Educators will ensure that the water is used in a sustainable way, for example, used to water the grass or garden if appropriate to do so.

<b>Subject Description:</b> <b>Children's Health &amp; Safety</b>	<b>Policy/Procedure:</b> <b>Water Safety (including safety during any water-based activities) No: 2.17</b>
<b>Date for Review: October 2023</b>	

## 2.20

### Sleep, Rest, Relaxation and Clothing Policy

#### NQS

QA2	2.1.1	Wellbeing and comfort - Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's need for sleep, rest and relaxation.
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#### National Regulations

Regs	81	Sleep and Rest
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#### MTOP

LO3	Children take increasing responsibility for their own health and wellbeing
	<ul style="list-style-type: none"><li>• Children recognise and communicate their bodily needs (for example, thirst, hunger, rest, comfort, physical activity).</li><li>• Educators consider the pace of the day within the context of the community.</li><li>• Educators provide a range of active and restful experiences throughout the day and support children to make appropriate decisions regarding participation.</li></ul>

#### Aim

Our Service aims to meet each child's needs for sleep, rest and relaxation in a safe and caring manner that takes into consideration the preferences and practices of each child's family.

#### Related Policies

- Medical Conditions Policy
- Physical Environment Policy

#### Implementation

Most children benefit from periods of rest which help them grow and ensures their learning and development. Our service implements rest periods which are consistent with the developmental needs of children, including a short period of rest each day for children during the vacation care period.

The Nominated Supervisor will ensure:

- there is a quiet and restful environment for rest that enables educators to see, hear and closely monitor children
- there are comfortable spaces for children to engage in quiet experiences
- educator to child ratios are maintained at all times children are resting
- a copy of this policy is available to parents

The Nominated Supervisor will ensure educators, staff and volunteers:

- accommodate each child's and family's preferences for rest and clothing to the extent they are consistent with our policies and requirements. This includes preferences related to a child's social and cultural heritage.
- monitor the temperature of the rest environment to ensure it is comfortable without becoming too hot or cold
- help children learn about their needs for rest and comfort and where appropriate negotiate the need for sleep and rest with children. Children will be encouraged to communicate their needs where possible and to make appropriate decisions
- provide children who do not require sleep or rest with quiet, activities
- support children who need rest and relaxation outside our designated "rest time"
- group children in a way that minimises overcrowding

### **Safe resting practices for preschool children (3-5yrs)**

Educators, staff and volunteers will:

- place preschool children on their back to rest
- allow preschool children to find their own sleeping position if they move while sleeping or after lying on their back initially
- ensure a preschool child's face is never covered with bed linen while they are sleeping
- use light bedding as the preferred option
- settle children on beds without bottles (for safety and dental hygiene reasons)
- play calm, relaxing music

Refer [www.productsafety.gov.au](http://www.productsafety.gov.au) for more information.

### **Safety Checks: Beds, Environment**

The service will conduct a safety check of the resting environments, equipment.

### **Hygiene practices**

The Nominated Supervisor and educators will ensure:

- mattress protective covers are cleaned with soap and water daily and when visibly soiled (using the 3 step cleaning process)
- each child has their own bed linen which is washed every week following their last day at the service

If a child soils mattress educators, staff will:

- wash hands and put on gloves
- clean the child
- remove gloves
- dress the child
- wash child's hands and their hands
- put on gloves
- clean the bed
  - remove the bulk of the soiling or spill with absorbent paper towels
  - place the soiled linen in a plastic-lined, lidded laundry bin
  - clean bed thoroughly with detergent and water
  - disinfect if there was potentially infectious material
  - remove gloves and wash hands
  - provide clean linen for the bed

### **Children's Clothing**

Children should wear The Springfield Anglican College Uniform, this clothing is comfortable, suitable for the weather, allows them to explore and play freely, and minimises the risk of injury. Educators may remove necklace or a piece of jewellery if deemed possible safety risk.

On dress up days and Vacation care, or when children need to be changed in to spare clothes, (other than the TSAC uniform) educators will encourage parents to dress their children in clothes (or provide clothes) that:

- are loose and cool in summer to prevent overheating and warm enough for cold weather including outdoor play in winter
- protect them from the sun during outdoor play in line with our Sun Protection Policy
- do not restrict children's comfort or compromise their safety when sleeping and resting e.g.
- do not compromise their safety during activities – clothes with cords,
- allow easy access for toileting e.g., elasticised trousers, track pants – rather than buttons, zips, belts etc
- can get dirty when children play and engage in activities.
- include appropriate footwear so children can play comfortably and safely. (Closed in shoes as part of our uniform)
- are clearly labelled with the child's name.

Educators, staff and volunteers will:

- ensure children are protected from the sun during outdoor activities in line with the Sun Protection Policy
- monitor children to ensure they are appropriately dressed for all weather, play experiences, rest and sleep routines
- provide clean and appropriate spare clothing to children if needed
- encourage children to use aprons for messy play and art experiences to protect their clothing

### **Amber Teething Necklaces and Bracelets**

Based on Australian Government product safety warnings, we do not allow children to wear amber teething necklaces or bracelets at our service. This is to minimise the risk they may choke on the beads if the necklaces or bracelets break apart.

### **Sources**

**Education and Care Services National Law and Regulations**

**My Time Our Place**

**Work Health and Safety Act 2011**

**Work Health and Safety Regulations 2011**

**Standards Australia: AS/NZS 2172:2010, Cots for household use—Safety requirements**

**Standards Australia AS/NZS 2195:2010, Folding cots—Safety requirements**

**rednose.com.au**

**NHMRC: Staying Healthy Preventing infectious diseases in early childhood education and care services**

**NQF e-bulletin Qld 9.5.16**

<b>Subject Description:</b> <b>Children's Health &amp; Safety</b>	<b>Policy/Procedure:</b> <b>Sleep, Rest, Relaxation and Clothing Policy No: 2.18</b>
<b>Date for Review: October 2023</b>	



### 3. PHYSICAL ENVIRONMENT

#### 3.1 SPACE FACILITIES REQUIREMENTS POLICY

TSAC ABCC and TSAC Early Years ABCC will ensure that facilities used for the program and range of activities provided are in keeping with the Policy and Procedures of the service and is a safe and stimulating environment which is accessible to all children and allows for their physical and psychological comfort.

*The laws and other provisions affecting this policy include:*

- NQF Quality Area 3
- Policy Budgeting and Planning
- Work Health and Safety Act 2011
- National Construction Code Volume One & Two Building Code of Australia (BCA)
- Education and Care Services National Regulations (103 – 111 and 113 – 115)

TSAC ABCC and TSAC Early Years ABCC management –FSAC Ltd, the Approved Provider, will ensure the following facilities are provided:

- The premises and all equipment and furniture used by the service in providing education and care are safe, clean and in good repair.
- Any outdoor space used by children at TSAC Early Years ABCC is enclosed by a fence or barrier that is of a height and design that children preschool age or under cannot go through, over or under.
- A minimum of 3.25 sqm of unencumbered floor space per child.
- Indoor space that allows the ready supervision of all parts from any other part including all functional areas and provides reasonable separation between each group's areas, the area of the kitchen is excluded unless it is primarily used as part of an educational program.
- A minimum outdoor play space of 7 sqm of unencumbered outdoor space per child with adequate useable shade space.
- Rooms that are well ventilated.
- Indoor spaces that are well ventilated, have adequate natural light and maintained at a temperature that ensure the safety and wellbeing of children.
- Adequate, developmentally, and age-appropriate toilet, hand washing, bathing and drying facilities are provided for use by children being educated and cared for at the service.
- Convenient access to the toilet, hand washing, bathing, and drying facilities from the indoor and/ or younger outdoor spaces.
- Laundry facilities and/or
- Hygienic facilities are provided for storing soiled clothing and linen prior to their disposal or laundering and these are inaccessible to children.
- Adequate facilities for the safe handling, preparation, storage and disposal of food and beverages.

- An adequate area or areas are available at the service for the purpose of: conducting the administrative functions, consulting with parents of children and conducting private conversations.
- Space is organised to encourage choice and to facilitate active engagement with the environment.
- Each child has access to furniture, materials and developmentally appropriate equipment suitable for the educational program.
- Specified shaded outdoor play space to be provided to protect children from overexposure to ultraviolet radiation from the sun.
- The premises must be maintained in a way that does not obstruct the view and enables educators to supervise children at all times that they are being educated and cared for by educators but have regard to maintaining the rights and dignity of the children.
- Outdoor space must allow children to explore and experience the natural environment.

National Construction Code Volume One & Two - Building Code of Australia (BCA)

<b>Subject Description:</b> <b>Physical Environment</b>	<b>Policy/Procedure:</b> <b>Space and Requirement Policy No:3.1</b>
<b>Date for Review: October 2023</b>	

### 3.2 WORKPLACE HEALTH AND SAFETY

TSAC ABCC and TSAC Early Years ABCC management FSAC Ltd is committed to ensuring a safe and healthy workplace for all our employees, visitors, and contractors by eliminating or minimising the risk of injury or disease.

*The laws and other provisions affecting this policy include:*

- Duty of Care
- Work Health and Safety Act (2011)
- Quality Areas 2 and 3
- Education and Care Services National Regulations
- FSAC Ltd Policy – Workplace Health and Safety

FSAC Ltd. will make available to TSAC ABCC the necessary resources (i.e., people, facilities, and equipment) to:

- Comply with all relevant workplace health and safety legislation; and
- Ensure the health and safety of employees and others.

FSAC Ltd. will conduct their activities and provide a work environment that:

- Protects the health, safety and welfare of all persons, including staff, contractors and visitors, affected by our workplace activities.
- Actively encourages controlling risk in the workplace by comprehensive risk assessment and risk management practices.
- Strives for continuous improvement in workplace health and safety within the Colleges.

FSAC Ltd. will address risk management as a priority. Workplace Health and Safety is both an individual and shared responsibility of all managers, supervisors, and employees. The following responsibilities are essential to the success of the policy. Together, managers and employees will endeavour to reach consensus through a process of joint consultation.

Managers and supervisors are responsible (within the scope of their authority) for:

- Integrating workplace health and safety into all aspects of the workplace.
- Promoting communication about workplace health and safety as a normal component of all aspects of work.
- Planning developing, implementing, and monitoring a workplace health and safety program.
- Taking effective action to provide and maintain a healthy and safe workplace.

Employees are responsible for:

- Working in a healthy and safe manner.
- Encouraging others to work in a healthy and safe manner.
- Cooperating with, supporting, and promoting workplace health and safety in the workplace.
- Reporting any unsafe conditions or practices that come to their attention.

<b>Subject Description:</b> <b>Physical Environment</b>	<b>Policy/Procedure:</b> <b>Workplace Health &amp; Safety No: 3.2</b>
<b>Date for Review: October 2023</b>	

## 4. STAFFING ARRANGEMENTS

### 4.1 DETERMINING THE RESPONSIBLE PERSON PRESENT AT THE SERVICE

FSAC Ltd Management, the Approved Provider of TSAC ABCC and TSAC Early Years ABCC, has a responsibility to ensure that the person in day-to-day charge of the service is a fit and proper person. In the absence of the Nominated Supervisor, the Approved Provider will place in day-to-day charge of the service a Responsible Person with their written consent. This person must meet the requirements and conditions of the Education and Care Services National Law 2010 and Regulations 2011 with regard to ensuring fitness and propriety.

*The laws and other provisions affecting this policy include:*

- Duty of Care
- National Quality Area 4
- Education and Care Services National Regulations 2011 238A, (24 (k), 34, 35, 46, 47, 133, 146)
- Education and Care Services National Law (s 162 (1) (a) to (c) and 108 (1)(b) and 112 (c))

The approved provider of an education and care service must ensure that one of the following persons is present at all times that the service is educating and caring for children:

- a. The approved provider, if the approved provider is an individual or, in any other case, a person with management or control of an education and care service operated by the approved provider; or
- b. The Nominated Supervisor of the service; or
- c. A responsible person who has been placed in day-to-day charge of the service in accordance with the national regulations.

Any change of the Nominated Supervisor must be notified to the Regulatory Body.

The name of the Responsible Person in Charge who is on duty will be identified for parents and visitors. A sign will be clearly visible in the Kindergarten Foyer for TSAC Early Years ABCC and the ABCC room reception area for TSAC ABCC.

The educator must have sufficient skills to be placed in day-to-day charge of the service.

The educator must have and be over the age of 18 years:

- Adequate knowledge and understanding of the provision of education and care to children
- The ability to effectively supervise and manage the service

- At least 2 years' experience working as an educator in a children's service or a school or in a service regulated under a former education and care service law, and an approved ACECQA qualification.
- An approved diploma level education and care qualification
- An approved early childhood teaching qualification.

All educators working at TSAC ABCC and TSAC Early Years ABCC must obtain a criminal history check either by holding a 'Blue Card' a Working with Children's Check Qld or 'Exemption card' through the Commission for Children and Young People and Child Guardian.

The Nominated Supervisor will be responsible for implementing the educational programs, supervision and safety of the children present at the service, food and beverages provided for children, the administration of medication, excursions, staffing and other matters as prescribed are in accordance with regulations.

<b>Subject Description:</b> <b>Staffing Arrangements</b>	<b>Policy/Procedure:</b> <b>Determining the Responsible Person Present at the Service No: 4.1</b>
<b>Date for Review: October 2023</b>	

## 4.2 ROLE AND EXPECTATIONS OF STAFF POLICY

TSAC ABCC and TSAC Early Years ABCC encourages the building of cohesive, qualified, motivated staff who are provided with adequate training and knowledge to enable them to discharge their critical role as the day-to-day educators of children at our ABCC services. All matters pertaining to the employment at the College is undertaken by the Human Resources Manager and ABCC Director.

*The laws and other provisions affecting this policy include:*

- Duty of Care
- NQF Quality Areas 1-7
- Education and Care Services National Regulations (125, 126, 136-141, 143, 145, 147-149, 151, 152, 155, 156, 168)

The approved provider of TSAC ABCC and TSAC Early Years ABCC will designate in writing a suitably qualified and experienced educator, co-ordinator or other individual to lead the development of the educational programs in the services (Educational Leader).

A person left in charge of TSAC ABCC and TSAC Early Years ABCC will be known as the *Responsible Person in Charge*. A responsible person will be:

- The Approved Provider or a person or a person with management control
- A Nominated Supervisor
- A person in day-to-day charge of the service.

The Approved Provider OR the Nominated Supervisor will appoint a person in day-to-day charge of the service. The person must give written consent. They must meet the minimum requirements to be appointed to the role.

Reporting to the Head of Primary and the Approved provider, the Nominated Supervisor is responsible to the Head of Primary. The Nominated Supervisor contributes to the College vision and goals implementing the educational programs, supervision and safety of the children present at the service, food and beverages provided for children, the administration of medication, excursions, staffing and other matters as prescribed are in accordance with regulations.

Reporting to the Nominated Supervisor, the educators are responsible for the implementation and outcomes of the learning program.

Reporting to the Nominated Supervisor, the Educators are responsible for the efficient and effective operation and environment of TSAC ABCC and TSAC Early Years ABCC.

<b>Subject Description:</b> Staffing Arrangements	<b>Policy/Procedure:</b> Role & Expectation of Staff Policy No: 4.2
<b>Date for Review: October 2023</b>	

### 4.3 EMPLOYMENT OF EDUCATORS

FSAC Ltd the Approved Provider for TSAC ABCC and TSAC Early Years ABCC assists staff to meet the requirements and expectations of compliance with the National Quality Standards and the Education and Care Services National Law Act 2010 in such a way as to best fulfil the service's ability to care for children and to follow the law and procedures.

*The laws and other provisions affecting this policy include:*

- Duty of Care
- NQF National Quality Area 4
- Education and Care Services National Regulations (Part 4.4 areas relevant to Centre-based-care)

The need for new educators will be directed to the Human Resource Manager, who undertakes recruitment on behalf of TSAC ABCC and TSAC Early Years ABCC in accordance with FSAC Ltd recruitment requirements:

- All staff will receive a written position description.
- All permanent and part time staff will be employed with a six-month probation period.

The Approved Provider must ensure that the following information is kept in relation to each staff member.

- Nominated Supervisor: (150)
  - Full name, address and date of birth
  - Evidence of any qualification held
  - If applicable, enrolment in a course leading to an approved qualification and
  - That the supervisor is actively working towards the qualification (s.10)
  - Evidence of any approved training (including first aid training) completed by the supervisor.
- Other Staff Members: (147)
  - Full name, address and date of birth
  - Evidence of;
  - Any relevant qualification held by the staff member
  - If applicable, enrolment in a course leading to an approved qualification and that the staff member is actively working towards the qualification (10)
  - Any approved training (including first aid training) completed by the staff member.
- Educational Leader:
  - The staff record must include the name of the person currently designated as the educational leader in accordance with (148).
- Volunteers and students: (149)
  - The full name, address, and date of birth of each student or volunteer
  - For each day on which the student or volunteer participates, the date and the hours of participation.



The Approved Provider must ensure that the following information is kept in relation to each staff member:

- The name of each educator who works directly with children being educated and cared for by the Kindergarten.
- The hours that each educator works directly with children being educated and cared for by the Kindergarten.
- The name the responsible person at each time that children are being educated and cared for by the Kindergarten and,
- The record of educators working with children may be kept on a daily, weekly or monthly basis or any longer periodic basis determined by the approved provider.

<b>Subject Description: Staffing Arrangements</b>	<b>Policy/Procedure: Employment of Educators 4.3</b>
<b>Date for Review: October 2023</b>	

#### 4.4 DUTY OF CARE

TSAC ABCC as part of FSAC Ltd adopts the Board approved TSAC Operational Policy Duty of Care. TSAC and their staff have a specific Duty of Care to take reasonable steps to protect the safety and welfare of all children who attend our College from both known and reasonably foreseeable risks of harm and/or injury. When organizing activities for children, Educators need to balance the risk involved in the activity with the intended outcomes. The Duty of Care includes providing appropriate and constant levels of student supervision at all times, in all situations, both within the College facilities and while children are on College excursions.

*The laws and other provisions affecting this policy include:*

- TSAC Operational Policy Duty of Care
- National Quality Area 4
- Education and Care Services National Regulations 2011 (168)
- Work Health and Safety Act 2011

'A requirement that a person act toward others and the public with the watchfulness, attention, caution and prudence that a reasonable person in the circumstances would use.

If a person's actions do not meet this standard of care, then the acts are considered negligent, and any damages resulting may be claimed in a lawsuit for negligence.' (Source: Law. Com Dictionary)

'Young children do not have the capacity to appreciate danger and take evasive action; their size and their naivety make them susceptible to injury. These matters are within the knowledge of a "reasonable man".' (Miller Harris Lawyers, 2003)

- The standard of care that is expected of a 'reasonable' Educator demonstrating diligence and skill, having regards to the circumstances
- May be affected by factors such as:
  - The extent to which an activity is inherently dangerous – that is, the level of risk involved
  - The age of the child – generally, as the age of a child increases, the required standard of care decreases (Herd 2001)
  - The intellectual capacity of the child in care
  - The caregiver's knowledge or previous experience of a child's behavior

- **Do's**

- Be aware of your Duty of Care at all times for the safety and welfare of children in your care
  - Take all reasonable steps to minimise harm and/or injury to children
  - Report any concerns you have about systems and/or practices to your immediate supervisor
  - Look beyond the immediate task and “see’ the larger picture in terms of potential risks
  - Discuss the Duty of Care with colleagues and keep your “antennae” up to potential risks at all times
- **Don’ts**
    - Proceed with any activity if you are not confident that harm and/or injury has been assessed and control measures are in place
    - Assume that because a volunteer or a teacher aide is assisting you in supervising the children, that your responsibility is reduced
    - Assume that the person using the facilities before you have left them in a safe state
    - Assume that children and young people perceive the risks that an adult does or abide by rules or behave in a reasonable manner up to potential risks at all times.
  - We all have an obligation of care and are legally accountable. It is the responsibility of the Educator to report any concerns regarding incidents immediately to the Nominated Supervisor. Failure to do so can leave the assistant in a negligent position.
  - The Nominated Supervisor, the Head of Primary and the Human Resource Manager will ensure that all TSAC ABCC and TSAC Early Years ABCC staff receives Professional Development on Duty of Care.
  - Colleges Operation -Duty of Care Policy (See Appendix)

<b>Subject Description: Staffing Arrangements</b>	<b>Policy/Procedure: Duty of Care No: 4.4</b>
<b>Date for Review: October 2023</b>	

#### 4.5 STAFFING RATIOS

TSAC ABCC and TSAC Early Years ABCC will comply at all times with the Education and Care Services National Regulations as it pertains to staffing ratios.

*The laws and other provisions affecting this policy include:*

- Duty of Care
- National Quality Area 4
- Education and Care Services National Regulations 2011(122, 123, 132)

TSAC ABCC staff child ratio will be 1 staff member to 15 children at all times, and TSAC Early Years ABCC staff child ratio will be 1 staff member to 11 children at all times. In each group at least half of the staff members required will have a recognised have a Diploma of Children's Services or equivalent, with the remaining having a minimum of Certificate III in Children's Services or equivalent.

All ratios will be maintained unless a risk assessment suggests a different staff ratio to minimise the risk.

All staff are allowed a lunch break of 30 minutes a day if working over 5 hours off the floor, relieved by other suitably qualified staff.

Staff may be allowed a further 15-minute tea break, which will be relieved by other suitably qualified staff.

The Nominated Supervisor or delegate will ensure that breaks are conducted at appropriate times to allow adequate supervision of children when risks are minimised, i.e., rest time, quiet activities, and story time.

<b>Subject Description:</b> <b>Staffing Arrangements</b>	<b>Policy/Procedure:</b> <b>Staffing Ratios No: 4.5</b>
<b>Date for Review: October 2023</b>	

#### 4.6 PARTICIPATION OF VOLUNTEERS AND STUDENTS ON PRACTICUM PLACEMENTS

Volunteers and students are a valued and integral part of the staffing of the service and are managed in a consistent and professional manner, in accordance with the other policies of the TSAC ABCC and TSAC Early Years ABCC which apply to employed staff, modified only as necessary to reflect the voluntary nature of the role.

*The laws and other provisions affecting this policy include:*

- See appropriate laws and other provisions relating to each staff policy
- NQF Quality Area 2, 4, 6
- Working with Children (Risk Management and Screening) Act 2000
- Education and Care Services National Regulations 2011 (149)

#### **The Springfield Anglican College ABCC and TSAC Early Years ABCC:**

- All students undertaking practicum with the service will be under the conditions as set down by the College and relevant University.
- All students must hold a current and valid Working with Children Positive Notice and Blue Card in accordance with the Working with Children (Risk Management and Screening) Act 2000.
- All students must comply with the relevant Education and Care Services National Regulations 2011 whilst they are attending the service.
- All volunteers without a child attending the service unit must hold a current and valid Working with Children Positive Notice and Blue Card in accordance with the Working with Children (Risk Management and Screening) Act 2000.
- A copy of the student or volunteers Blue Card will be maintained on file by the service.
- No volunteers will be left alone with children in their care.
- An induction process will occur for all volunteers, conducted by the Human Resources Department.
- A staff record must include the full name, address, and date of birth of each student or volunteer participating in the service.
- A record of each day on which the student or volunteer participates in the Kindergarten, the date, and the hours of participation.

<b>Subject Description:</b> <b>Staffing Arrangements</b>	<b>Policy/Procedure:</b> <b>Volunteers &amp; Student Policy No: 4.6</b>
<b>Date for Review: October 2023</b>	

#### 4.7

### CODE OF CONDUCT

#### ***Our Commitment:***

***Creating environments for children and young people to thrive***

TSAC ABCC and TSAC Early Years ABCC as part of the FSAC Ltd adopts as its expectations for staff behaviour in performing their duties the Board approved Code of Conduct.

*The laws and other provisions affecting this policy include:*

- Anti-Discrimination Act 1991
- Working with Children (Risk Management and Screening) Act 2000
- Education (Accreditation of Non-State Schools) Act 2017
- Education (General Provisions) Act 2006
- Education (Queensland College of Teachers) Act 2005
- Work Health and Safety Act (2011)
- FSAC Ltd Policy, Procedures and Guidelines for the Prevention and Elimination of Workplace Bullying and Harassment
- NQF Quality Area -4.

**The Code of Conduct for Anglican Schools and Education and Care Services** clarifies and affirms the standards of behaviour that are expected of employees of FSAC Ltd in the performance of their duties.

In the light of advice arising from recent industrial case law and best employment practices, the Code aims to help all employees understand and fulfil their legal and professional responsibilities in achieving a safe and supportive workplace environment.

The Code of Conduct for Anglican Schools and Education and Care Services is also designed to meet FSAC Ltd's legal obligation to provide a Code of Conduct for all employees under the Student Protection Risk Management Strategy as detailed in the ***Commission for children and Young People & Child Guardian Act 2005*** and to comply with the relevant provisions of the Education (Accreditation of Non-State Schools) Act 2017.

The Code of Conduct for Anglican Schools and Education and Care Services applies to all FSAC Ltd employees contracted on a temporary, casual, fixed term, or continuing basis and all Volunteers. Students should refer to the **Student Code of Conduct**.

The requirements of the Code apply at all times whilst a contract of employment with FSAC Ltd exists.

Employees should note that the Code of Conduct for Anglican Schools and Education and Care Services and the Child Protection in Anglican Education and Care Services Policy and Procedures are also to apply while escorting students on campus, excursions, and tours within or outside Australia.

FSAC Ltd unequivocally commits to fostering the dignity, self-esteem and integrity of every person. To meet this commitment the Code of Conduct has been developed in consultation with relevant parties. The provision of a safe and supportive environment is essential to ensure that all employees and the children and young people entrusted to our care are affirmed in their dignity and worth as a person.

FSAC Ltd believes that children and young people should develop skills in building positive relationships based on those modelled by our employees.

FSAC Ltd fully endorses the view that a large part of what children and young people learn comes from their observation of others. Hence, in the crucial area of learning how to develop positive interpersonal relationships and social skills, children and young people require suitable role models. This Code of Conduct establishes the basis on which all employees can be such role models for children and young people.

In addition, it is expected that all FSAC Ltd employees adhere to principles and practices of student protection as a fundamental responsibility.

Embracing the Anglican Churches' Vision of establishing and developing Faith community, the FSAC Colleges, at the organisation and individual level are collaboratively engaged in the educational ministry of the Churches.

<b>Subject Description:</b> <b>Staffing Arrangements</b>	<b>Policy/Procedure:</b> <b>Code of Conduct No: 4.7</b>
<b>Date for Review: October 2023</b>	

**4.8  
STAFF  
PROFESSIONAL  
DEVELOPMENT**

*The laws and other provisions affecting this policy include:*

- Duty of Care
- National Quality Area 4
- Education and Care Services National Regulations
- Policy 4.2 Roles and Expectations of Educators

All staff will undertake sessions of professional development as suggested or identified from:

- The College staff review process.
- Educators may identify their own opportunities.
- The Nominated Supervisor with the Head of Primary will regularly provide information on suitable professional development opportunities available to all staff.
- The Nominated Supervisor and the Head of Primary must ensure that Educators are aware of the existence and application of the current child protection law and any obligations that Educators might have under the law.

<b>Subject Description: Staffing Arrangements</b>	<b>Policy/Procedure: Staff Professional Development No: 4.8</b>
<b>Date for Review: October 2023</b>	



#### 4.9 EDUCATORS GRIEVANCE POLICY

*The laws and other provisions affecting this policy include:*

- Duty of Care
- NQF National Quality Area 2
- Work Health and Safety Act (2011)
- Education and Care Services National Regulations 2011 (168)

TSAC ABCC and TSAC Early Years ABCC as part of the FSAC Ltd adopts the Board approved Grievance Policy as it pertains to staff.

- **TSAC ABCC and TSAC Early Years ABCC**
- All staff will receive a copy of the Grievance Policy as part of their induction/orientation package.
- All staff will complete a sign off letter to indicate that they have read and understood their obligation under this policy, and this will be placed on their staff file.
- All complaints or concerns will first be addressed and discussed with the Nominated Supervisor.
- Matters remaining unresolved will be forwarded to the Head of Primary who will investigate the issue and inform all parties concerned of the outcome of the investigation. The FSAC Operational Policy Grievance Management Procedures will be followed for the resolution of all grievances.
- All persons involved will be informed of the outcome of that meeting.

FSAC Operational Policy Grievance Management Procedures

<b>Subject Description:</b> Staffing Arrangements	<b>Policy/Procedure:</b> Educators Grievance Policy No: 4.9
<b>Date for Review: October 2023</b>	

#### **4.10 DRESS STANDARD POLICY**

The College is proud of its high standard of presentation for staff and the professional image. It is therefore a condition of employment that all staff will follow the TSAC Dress Standard Procedure.

*The laws and other provisions affecting this policy include:*

- Duty of Care
- TSAC Dress Standard Procedure 9.38 V1.1

All staff will maintain a professional appearance at work and during attendance at College functions. Personal grooming and other personal aspects of each staff member's appearance will set a high standard regardless of employees' roles. The particular attire worn by staff will be consistent with the physical requirements of each staff member's duties, to facilitate comfortable and safe working conditions. It is also recognised that staff of the College have diverse personal and cultural characteristics, which may play a role in the way that they choose to present themselves. All candidates seeking employment with the College will be expected to reflect and uphold the organisational image and values.

Educators will be responsible to ensure that their attire is well presented at all times.

Jewellery should be kept to a minimum and be tasteful. No body piercing other than pierced ears are allowed and as long nails are both dangerous and inappropriate around children they need to be kept at a short length.

To help parents identify staff members, educators are to wear name badges at all times. If at some time you lose your badge, please tell the Nominated Supervisor so that a replacement can be ordered. (This replacement will be at your expense).

<b>Subject Description: Staffing Arrangements</b>	<b>Policy/Procedure: Uniform Policy No: 4.10</b>
<b>Date for Review: October 2023</b>	

## 5. RELATIONSHIPS WITH CHILDREN

### 5.1 RESPECT FOR CHILDREN POLICY

The children and their wellbeing, health, and safety are the focus of TSAC ABCC and TSAC Early Years ABCC. Children are to be treated by staff at all times as unique and valued individuals and with respect and dignity.

The laws and other provisions affecting this policy include:

- Duty of Care
- NQF National Quality Area 5
- Education and Care Services National Regulations 2011 (155, 156)

The children are to be considered and, as far as reasonably possible, actively involved in the ongoing development of:

- The program (Policy 1.1) and evaluating of the program (1.1)
- Policies and Procedures will guide the staff at TSAC ABCC to:
  - foster self-esteem and confidence in children;
  - respect the diversity of children's backgrounds and abilities and accommodate the individual needs of each child; and
  - treat all children equitably.
- All policies and procedures will be reviewed annually.
- TSAC ABCC has a range of activities that actively counteract bias or prejudice.
- Staff avoids making comparisons between children

<b>Subject Description:</b> Relationships With Children	<b>Policy/Procedure:</b> Respect for Children Policy No: 5.1
<b>Date for Review:</b> October 2023	

## **5.2 INTERACTIONS WITH CHILDREN**

*The laws and other provisions affecting this policy include:*

- Duty of Care
- NQF National Quality Areas 1,2,4,5 & 6
- Education and Care Services National Regulations (155, 156)

Educators will ensure that all children are encouraged to express themselves and their opinions by providing a variety of opportunities through their interactions with the children.

Educators will ensure children have opportunities to become self-reliant and to develop self-esteem by providing experiences that allow children to make decisions and take responsibility for those decisions through encouragement and modelling.

Educators are to ensure that the dignity and rights of each child being educated and cared for by the service are maintained at all times.

Educators will ensure that each child is given positive guidance and encouragement toward acceptable behaviour.

Educators are to ensure that children at TSAC ABCC and TSAC Early Years ABCC are not required to undertake activities that are inappropriate, having regard to each child's family and cultural values.

Educators are to ensure that children at TSAC ABCC and TSAC Early Years ABCC are engaged in activities that are age, physically and developmentally appropriate.

Educators are to ensure that a child is not separated from other children for any reason other than illness or accident.

The Approved Provider and Nominated Supervisor will ensure all children will be given the opportunities to interact and develop positive relationships with each other and with staff members of the service.

<b>Subject Description:</b> <b>Relationships with Children</b>	<b>Policy/Procedure:</b> <b>Interactions with Children No: 5.2</b>
<b>Date for Review: October 2023</b>	

### 5.3 DELIVERY AND COLLECTION OF CHILDREN POLICY

#### NQS

QA2	2.2.1	Supervision - At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
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#### National Regulations

Regs	99	Children leaving the education and care service premises
	158	Children's attendance record to be kept by approved provider

#### Aim

To ensure the safety and wellbeing of children at all times.

#### Related Policies

- Child protection Policy
- Enrolment Policy
- Illness, injury and Trauma Policy

#### Implementation

The Nominated Supervisor, educators, staff and volunteers will adhere to the following procedure at all times to ensure the safety of children.

Children and families will not be allowed to enter our services prior to the advertised operating hours of the service as we are not licensed to accept children before this time.

TSAC ABCC and TSAC EY ABCC's responsibility for the child begins when she/he is signed into the Xplor attendance register (roll) and ends when the child is signed out of the Xplor attendance register (roll) in keeping with the Policies and Procedures set out below. For the safety and protection of children and in keeping with Duty of Care considerations, TSAC ABCC and TSAC EY ABCC have procedures regarding the arrival and departure of children and particularly the persons who may collect children from the service.

#### Arrival and departure of service:

- All individual children will be signed in to TSAC ABCC and TSAC EY ABCC for Before School Care, during term time and Vacation Care electronically by Xplor or marked on the paper roll.
- During Term time before school care, all children must be signed in by their parent or person who delivers the child to our service or by an Educator if parent needs assistance.
- During Vacation care, all children must be signed in by their parent or person who delivers the child to our service or by an Educator if parent needs assistance.
- All children must be signed out of After School care or Vacation Care by

the parent/guardian or other adult person the parent/guardian has nominated on the enrolment form, or subsequently in writing as being authorised to do so.

- As from when the child has been duly signed in by the authorised person, the service takes responsibility for the child until the authorised person collecting duly signs out the child
- At the conclusion of before school care and the commencement of after school care Educators at TSAC ABCC and TSAC EY ABCC will sign children into the service by an Educator or responsible person.
- If the parent or other person forgets to sign the child in they will be signed in by the Nominated Supervisor or an educator.
- An educator will greet and receive each child to ensure the child is cared for at all times.
- A locker or safe space will be made available to children to place their belongings.
- Parents without a prior booking may call the service before attending to ensure a space is available.
- All children must be signed out by their parent or person who collects the child from our service. If the parent or other person authorised to collect the child forgets to sign the child out, they will be signed out by the Nominated Supervisor or an educator.
- Children can only be collected by a parent, an authorised nominee named on their enrolment record, or a person authorised by a parent or authorised nominee to collect the child. Authorisations from parents or authorised nominees must be made in writing, unless parents or authorised nominees are unable to collect the child before the service closes (e.g., in an emergency). In this case educators may accept verbal authorisation for an alternate person who can be adequately identified to collect the child and if at such time technology allows, an email will be requested so that the service has the request in writing.
- Children may leave the premises if a parent or authorised nominee provides written authorisation for the child to leave the premises, including authorisation to go on an excursion (please refer Excursion Policy).
- No child will be released into the care of an unauthorised person. If the person becomes aggressive or violent and will not leave the premises the Nominated Supervisor or educator will:
  - ensure the safety of all children and adults at the service, and implement lockdown procedures if required
  - ring the police on 000.
- Nominated Supervisors will ensure that the authorised nominee pick-up list for each child is kept up to date.

- No child will be released into the care of anyone not known to educators. Parents must give prior notice where:

- the person collecting the child is someone other than those mentioned on the enrolment form (e.g., in an emergency) or
- there is a variation in the persons picking up the child, including where the child is collected by an authorised nominee who is unknown to educators.

If educators do not know the person by appearance, the person must be able to produce some photo identification. If staff cannot verify the person's identity, they will be unable to release the child into that person's care

- If a parent appears to be intoxicated, or under the influence of drugs, and staff feel that the person is unfit to collect their child, they will:
  - discuss their concerns with the parent, if possible, without the child being present
  - suggest they contact another parent or authorised nominee to collect the child
  - inform the police of the circumstances, the person's name and vehicle registration number if the parent insists on taking the child. Educators cannot prevent an incapacitated parent from collecting a child, but must consider their obligations under the relevant child protection laws
- If an authorised nominee, or person authorised by a parent or authorised nominee, appears to be intoxicated, or under the influence of drugs, and staff feel that the person is unfit to take responsibility for the child, they will not let the child leave with the person. They will contact the parent and advise that another person needs to collect the child
- If a child has not been collected by a parent or nominated person by 3:05pm (Tiny Tartan Kindergarten) or 3:30pm (The Springfield Anglican College), the child will be signed into the care of TSAC ABCC or TSAC EY ABCC Before and After School Care service. Please note a fee will apply.
- If a child has not been collected from the Early Years Before and After School Care by the time, we are due to close the service, the Nominated Supervisor or Responsible Person in Charge of the EY ABCC will:
  - (again) attempt to contact the parents or other authorised nominees
  - leave a voicemail or SMS message on the parent's phone if they do not answer advising he or she will wait up to 30 minutes before ringing the police or Child Protection Hotline
  - wait for 30 minutes and, if the parents or authorised nominee has not arrived, ring the police or Child Protection Hotline for guidance on the appropriate action to take.

- At the end of each day educators will check all lockers and the premises including outdoors and indoors to ensure that no child remains on the premises after the service closes.
- Children may leave the premises in the event of an emergency, including medical emergencies.
- Details of absences during the day will be recorded.

### **Review**

The policy will be reviewed annually by:

- Management
- Employees
- Families
- Interested Parties

### **Sources**

**Education and Care Services National Regulations 2011**

**Early Years Learning Framework**

**National Quality Standard**

**Work Health and Safety Act 2011**

**Work Health and Safety Regulation 2011**

<b>Subject Description:</b> <b>Staffing Arrangements</b>	<b>Policy/Procedure:</b> <b>Arrangement for the Delivery and Collection of Children No: 5.3</b>
<b>Date for Review: October 2023</b>	

<b>Subject Description:</b> <b>Relationships with Children</b>	<b>Policy/Procedure:</b> <b>Behaviour Management Policy No: 5.4</b>
<b>Date for Review: October 2023</b>	



#### **5.4 BEHAVIOUR MANAGEMENT POLICY**

The Springfield Anglican College, in accordance with FSAC Ltd Board Policy 8.1 - Behaviour Management Procedure, is committed to providing an environment that protects and nurtures individual children. It is the expectation of FSAC Ltd Board that the values and beliefs of the Christian gospel are reflected in the processes that monitor student behaviour and protect against instances of bullying and harassment.

*The laws and other provisions affecting this policy include:*

- Duty of Care
- Anti-Discrimination Act 1991
- Working with Children (Risk Management and Screening) Act 2000
- Education (Accreditation of Non-State Schools) Act 2017
- Education (General Provisions) Act 2006
- FSAC Ltd Behaviour Management Policy
- NQF National Quality Areas 2 & 5

SPECIAL NOTE: The Behaviour Management Policy should be read in concert with Policy No. 2 Student Protection in Anglican Schools Policy and Procedures which deals with matters of harm, sexual abuse or inappropriate behaviour. The Student Protection Policy and Procedures must be kept at the forefront when considering and implementing the contents of this policy and associated procedures. In the event that reasonable suspicions that harm exists, and/or sexual abuse has occurred or is likely to occur, the Student Protection Policy and Procedures must be followed.

Staff will deal with behaviour management issues using FSAC Ltd Policy 8.1 - Behaviour Management Procedure

## 6. COLLABORATIVE PARTNERSHIPS WITH FAMILIES AND COMMUNITIES

### 6.1 ACCESS POLICY

TSAC Early Years ABCC has Service Approval to operate as an education and care service for all children aged from 3 years up to but not including school age children. TSAC ABCC has Service Approval to operate as an education and care service for all children over preschool age including school age children. The programs are designed to include children from various backgrounds. Christian beliefs and values are central to our ethos. We welcome children of all families who accept this ethos, regardless of religious or ethnic origin.

*The laws and other provisions affecting this policy include:*

- NQF National Quality Area 6
- Education and Care Services National Regulations 2011 (73,75,76,80,86,99,102,111,157,168,171,173)
- Education and Care Services National Law 2010 (sections 172,175)

The program and staff will encourage equal, cultural diversity and will attempt to understand individual children's backgrounds and provide opportunities that are sensitive to their needs.

TSAC ABCC and TSAC Early Years ABCC staff and Educators will work to understand individual children's backgrounds and provide opportunities that are sensitive to their needs.

To enable children to participate in the range of activities at the ABCC services, the Nominated Supervisor will consult with parents/carers regularly and invite suggestions for TSAC ABCC and TSAC Early Years ABCC.

<b>Subject Description:</b> <b>Collaborative Partnerships with Families and Communities</b>	<b>Policy/Procedure:</b> <b>Access Policy No: 6.1</b>
<b>Date for Review: October 2023</b>	

## 6.2

### ADMISSION AND ENROLMENT POLICY

#### NQS

QA2	2.1.2	Health practices and procedures - Effective illness and injury management and hygiene practices are promoted and implemented.
QA6	6.1.1	Engagement with the service - Families are supported from enrolment to be involved in the service and contribute to service decisions.

#### National Regulations

Regs	77	Health, hygiene and safe food practices
	78	Food and beverages
	79	Service providing food and beverages
	80	Weekly menu
	88	Infectious diseases
	90	Medical conditions policy
	92	Medication record
	93	Administration of medication
	96	Self-administration of medication
	97	Emergency and evacuation procedures
	99	Children leaving the education and care service premises
	100	Risk assessment must be conducted before excursion
	101	Conduct of risk assessment for excursion
	102	Authorisation for excursions
	157	Access for parents
	160	Child enrolment records to be kept by approved provider and family day care educator
	161	Authorisations to be kept in enrolment record
	162	Health information to be kept in enrolment record
	168	Education and care service must have policies and procedures
	173	Prescribed information is to be displayed
	177	Prescribed enrolment and other documents to be kept by approved provider
	181	Confidentiality of records kept by approved provider
	183	Storage of records and other documents

#### MTOP

LO1	Children feel safe, secure, and supported
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## **Aim**

To ensure that each child's enrolment is completed as per our legal requirements. Additionally, we aim to ensure that each child and family receives an enrolment and orientation process that meets their needs, allowing the family and child to feel safe and secure in the level of care that we provide.

## **TSAC ABCC and TSAC Early Years ABCC**

- Enrolment forms will be prepared and regularly updated by Nominated Supervisor in conjunction with the Head of Primary, to seek all information in accordance with these policies and procedures. Enrolment procedures at The Springfield Anglican College are completed in a digital format and on paper forms.

The following process will be followed when enrolling children in the TSAC ABCC and TSAC Early Years ABCC program:

- To enable us to process your enrolment form, please complete and return the signed form to the ABCC office, via email or complete the online form through the link provided.
  - Upon receipt of your enrolment form, Parents are invited to attend an interview with an ABCC representative. As part of the interview process, we will answer any questions and check forms have all required information. A tour of the facilities will be provided if required.
  - To ensure the College is able to offer your child a progressive and engaging, cultural, physical and spiritual education, we encourage families to discuss any individual family and child needs.
  - Upon welcoming you to our ABCC services, the account holder will receive information on how to set up an account with our enrolment management system. ABCC currently uses Xplor, and account can be used to sign children in and out, set up Childcare subsidy and track bookings.
  - Fees and charges for our services will be provided annually and as required if additional fees for activities are required.
- 
- The Nominated Supervisor or delegate will explain all enrolment procedures to parents as required.

Strictly for the purpose of enabling the TSAC ABCC and TSAC Early Years ABCC to fulfil its Duty of Care responsibilities to the child and comply with these policies and procedures, the following information in relation to children is requested from all parents/carers, and records are kept in a secure and accessible place:

- Personal details (name, address and date of birth)
- Relevant medical details including immunization details

- Relevant parental/guardianship and residential details (if any)
  - Primary language spoken at home
  - Copies of relevant court orders
  - Details of people authorised to collect children from the program
  - Name, home address and phone numbers of parent/carer
  - Name, home address and phone numbers of persons who may be contacted in an emergency
  - Name, address and phone number of the child's doctor
  - Authorisation to seek emergency medical, hospital and ambulance services
  - Any special medical, physical, emotional, dietary, religious, cultural or other needs or considerations relating to the child
  - Medication records if required.
- All information obtained through the enrolment procedures will be kept in strictest confidence and used only for the purposes for which it is obtained.

<b>Subject Description:</b> <b>Collaborative Partnerships with Families and Communities</b>	<b>Policy/Procedure:</b> <b>Enrolment Policy No: 6.2</b>
<b>Date for Review: October 2023</b>	

### 6.3 COMMUNICATION WITH PARENTS

TSAC ABCC and TSAC Early Years ABCC encourages communication with and participation by parents/carers because it enhances the service we provide. Parents are welcome to attend the service or talk to the Nominated Supervisor and staff during operation. We encourage parents to provide feedback in a way that will assist us to provide a better service.

*The laws and other provisions affecting this policy include:*

- Education and Care Services Act 2013
  - National Quality Area 6
  - Education and Care Services National Regulations 2011 (157, 168)
- 
- For new families, the first point of contact will be the Nominated Supervisor (or delegate) who will explain the College and ABCC program; identify the child's needs with the parent/carers and the child and answer any questions the family may have regarding any part of the College and its programs that relate to the ABCC services.
  - A Parent Handbook will be provided, based on the policies and procedures, to all parents/carers prior to commencing at the ABCC's service or upon request.
  - Parents/carers will have free access to meet with the Nominated Supervisor, Assistant Director or Lead educators of TSAC ABCC and TSAC Early Years ABCC by appointment, to discuss any issues or concern with respect to their child and/or the service. (See also Grievance Handling Policy)
  - Before entering the premises, all persons need to be identified and approved by the Nominated Supervisor or delegate. An approved person is a person who has been given permission by the parent/carer, staff or College.
  - On departure from the premises, parents/carers/visitors are welcome to provide feedback on their visit whether in discussion or in writing.
  - The Nominated Supervisor will treat all enquiries and concerns and the persons making them, seriously and with respect and will endeavour wherever possible to answer questions and provide required information or direct those persons to another member of College staff who can assist.
  - Any deficiencies in the ABCC services which are identified through this process and can be rectified will be taken into account by modifying or enhancing these Policies and Procedures, or the program, as appropriate.

- Information for parents about changed Policies and Procedures will be communicated through:
  - The College website
  - NEXUS
  - Notice boards
  - Verbal communication
  - Any changes to policies in particular those under Education and Care Services National Regulations 2011 (168) and families will receive at least 14 days prior to the changes taking affect a formal letter detailing the changes.

<b>Subject Description:</b> <b>Collaborative Partnerships with Families and Communities</b>	<b>Policy/Procedure:</b> <b>Communication with Parents Policy No: 6.3</b>
<b>Date for Review: October 2023</b>	

#### 6.4 COMMUNICATION AND COMMUNITY

TSAC ABCC and TSAC Early Years ABCC is part of its local community and seeks to act as a responsible neighbour and community member, both in the interests of its community and of enhancing the experience of children as members of the community.

*The laws and other provisions affecting this policy include:*

- NQF National Quality Area 6
- My Time Our Place
- The Nominated Supervisor is responsible to ensure that the service holds current contacts and information on the relevant community resources, and that staff are made aware of them through regular staff meetings and other means of communication.
- The Parent Handbook makes it clear that families have access to information on relevant community resources for the children, and the Nominated Supervisor ensures that they are indeed available on request by parents/carers.
- Information will be regularly shared through NEXUS
- Members of the community will have free access to meet with the Nominated Supervisor by appointment, (provided that parents and children of the services are the greater priority), to discuss any issues or concerns with respect to the ABCC services. (See also Grievance Handling Policy)
- The Nominated Supervisor will treat all enquiries and concerns with respect and confidentiality and will endeavour wherever possible to answer questions and provide required information.
- Any deficiencies in the service which are identified through this process and can be rectified will be taken into account by modified or enhancing these Policies and Procedures, or the program, as appropriate.

<b>Subject Description:</b> <b>Collaborative Partnerships with Families and Communities</b>	<b>Policy/Procedure:</b> <b>Communication and Community Policy No: 6.4</b>
<b>Date for Review: October 2023</b>	



## 6.5 COMPLAINTS POLICY AND PROCEDURES

TSAC ABCC and TSAC Early Years ABCC will adhere to the approved Grievance Management Procedure TSAC v4.2 and Complaints Management in ECS ACSQ Policy 2.0. The Board is committed to providing a fair, safe and productive educational environment at its College, where grievances are dealt with in a transparent and equitable manner. An essential part of developing that environment is ensuring that members of the College communities (staff, students, parents, carers and the public) are encouraged to come forward with their grievances in the knowledge that the College will take appropriate action to resolve those grievances.

*The laws and other provisions affecting this policy include:*

- National Quality Area 6
- Grievance Management Procedure TSAC – v 4.2
- Education and Care Services National Regulations 2011 (157, 168)
- Complaints Management in ECS ACSQ Policy and Procedures

All grievances from children, families or members of the community will be respected and treated in a fair and equitable manner with a strong desire to resolve the grievance through the following procedure:

- All complaints or concerns will first be addressed and discussed with the Nominated Supervisor.
- If after discussing the issue with the Nominated Supervisor the matter is still unresolved then it should be forwarded, in written form, to the Head of Primary, who will contact the person and arrange a meeting.
- All persons involved will be informed of the outcome of that meeting.
- Matters remaining unresolved will be forwarded to the College Principal who will investigate the issue and inform all parties concerned of the outcome of the investigation. The Grievance Management Procedure will be followed for the resolution of all grievances, in partnership with the Complaints Management in ECS ACSQ Policy.
- Both parents and staff should respect each other's roles and concerns.

<b>Subject Description:</b> <b>Collaborative Partnerships with Families and Communities</b>	<b>Policy/Procedure:</b> <b>Complaints Policy and Procedures 6.5</b>
<b>Date for Review: October 2023</b>	

## 7. LEADERSHIP AND SERVICE MANAGEMENT

### 7.1 QUALITY IMPROVEMENT PLAN

*The laws and other provisions affecting this policy include:*

- National Quality Area 7.2
- Education and Care Services National Regulations 2011 (55, 56, 238)
- A Quality Improvement Plan must be prepared for TSAC ABCC and TSAC Early Years ABCC against the National Quality Standard and the Regulations. It will:
  - Identify any areas that the service, staff, children, families and community consider may require improvement.
  - Contain a statement of the philosophy of the service.
  - Be reviewed and revised annually and when directed by the Regulatory authority
  - Be submitted to the Regulatory authority on request.

**Subject Description:**  
**Leadership and Service Management**

**Policy/Procedure:**  
**Quality Improvement Plan No: 7.1**

**Date for Review: October 2023**

## 7.2 PRIVACY POLICY

TSAC ABCC and TSAC Early Years ABCC respects the privacy of all individuals and seeks only the information it needs in order to provide a quality service and protect the children in its care. All information gathered will be handled with confidentiality and sensitivity and in keeping with legal requirements.

*The laws and other provisions affecting this policy include:*

- Duty of Care
  - Privacy Act
  - The Springfield Anglican College Privacy Policy
  - National Quality Area 7
  - Education and Care Services National Regulations 2011 (181-184)
- 
- TSAC ABCC and TSAC Early Years ABCC complies with the Privacy Act and The Springfield Anglican College Privacy Policy and all documents kept at TSAC ABCC will be kept in a secure location.
  - Information relating to any family using TSAC ABCC will not be released except with the prior consent of the individual or as required by Law.
  - TSAC ABCC and TSAC Early Years ABCC staff will sign a Confidentially Agreement prior to employment and will not divulge information unless it pertains to TSAC ABCC and TSAC Early Years ABCC business and this will be placed on their staff file.

<b>Subject Description:</b> <b>Leadership and Service Management</b>	<b>Policy/Procedure:</b> <b>Privacy Policy No: 7.2</b>
<b>Date for Review: October 2023</b>	

### 7.3 INSURING RISK MANAGEMENT

TSAC ABCC and TSAC Early Years ABCC is subject to a number of important legal, regulatory, industry and policy requirements regarding risks. The service is a responsible organisation and seeks to act in a risk aware fashion, including the identification and management of material risks and ensuring compliance as far as reasonably possible with all such requirements, in the interests of providing a better service and avoiding exposure to breaches which could threaten the delivery of some or all parts of the service.

*The laws and other provisions affecting this policy include:*

- Duty of Care
  - National Quality Area 7
  - Education and Care Services National Regulations 2011 (36, 97, 100, 101)
  - Risk Management Policy
- 
- The management of TSAC ABCC and TSAC Early Years ABCC is committed to ensuring a safe and healthy workplace for all our employees, visitors and contractors by eliminating or minimising the risk of injury or disease
  - Management will make available the necessary resources (i.e. people, facilities and equipment) to:
    - Comply with all relevant workplace health and safety legislation; and
    - Ensure the health and safety of employees and others
  - TSAC ABCC and TSAC Early Years ABCC will conduct their activities and provide a work environment that:
    - Protects the health, safety and welfare of all persons, including staff, contractors and visitors, affected by our workplace activities
    - Actively encourages controlling risk in the workplace by comprehensive risk assessment and risk management practices
  - Strives for continuous improvement in workplace health and safety within TSAC ABCC and TSAC Early Years ABCC will address risk management as a priority. Workplace Health and Safety is both an individual and shared responsibility of all staff members.
  - The following responsibilities are essential to the success of the policy. Together all staff members will endeavour to reach consensus through a process of joint consultation.
  - Nominated Supervisor and Certified Supervisors are responsible (within the scope of their authority) for:
    - Integrating workplace health and safety into all aspects of the workplace
    - Promoting communication about workplace health and safety as a normal component of all aspects of work
    - Planning developing, implementing and monitoring a workplace health and safety program

- taking effective action to provide and maintain a healthy and safe workplace
- Educators are responsible for:
  - Working in a healthy and safe manner
  - Encouraging others to work in a healthy and safe manner
  - Cooperating with, supporting and promoting workplace health and safety in the workplace
  - Reporting any unsafe conditions or practices that comes to their attention
- The Head of Primary will, in conjunction with the Workplace Health and Safety Representative develop and maintain a risk management program including a method of ensuring that the service takes appropriate steps to comply with:
  - the policies and procedures of the service.
  - the Service Approval applicable to the ABCC services; and
  - the laws applicable to Early Child Education and Care.
- The Nominated Supervisor, or delegate, acting as Quality Officer is responsible for monitoring changes in the Quality Areas, in the law and other regulatory requirements. To do this, the Nominated Supervisor will proactively and fully inform her/himself, through subscribing to appropriate information services, industry bodies and attending all relevant and appropriate forums for discussing these issues.
- The Nominated Supervisor will monitor staff on an ongoing basis, and through formal annual performance reviews, will ensure, amongst other things, that they understand and apply the policies and procedures of the ABCC Services.
- The Nominated Supervisor will inform staff of all changes and requirements through the staff training program.

<b>Subject Description:</b> <b>Leadership and Service Management</b>	<b>Policy/Procedure:</b> <b>Insuring Risk Management No: 7.3</b>
<b>Date for Review: October 2023</b>	

## 7.4 FEES POLICY

### Relevant Laws and other Provisions

### Procedures

The Springfield Anglican College ABCC and TSAC Early Years ABCC as part of FSAC Ltd will have its fees set by the Board in keeping with the annual budgetary figures that are required for the provision of quality childcare in keeping with the Philosophy of the College.

*The laws and other provisions affecting this policy include:*

- National Quality Area 7
- Education and Care Services National Regulations 2011 (168)

The Springfield Anglican College ABCC program provided during term time between 6:45am and 8:30am for the morning session and 2:45pm and 6:30pm for the afternoon session.

TSAC Early Years ABCC program provided during term time between 6:45am and 8:15am for the morning session and 3:00pm and 6:30pm for the afternoon session.

The fees for all term sessions are set by the College Finance Department and College Council and will be communicated to parents in advance of any changes. Statements are sent out the following week for sessions attended in the previous week via the Xplor system to the account holders email address. Payments can be made to the account details provided on the statement or via calling the ABCC office. All issues with these fees must be made to the ABCC management team: [abcc@tsac.qld.edu.au](mailto:abcc@tsac.qld.edu.au)

The fees for all Vacation Care sessions are set by the College Finance Department and College Council and will be communicated to parents in advance of any changes. Families who make bookings after the cut off date will be required to pay a higher casual fee rate as set out in the annual ABCC fees. During vacation care additional fees may be included to cover the costs of incursions, excursions or some other activities. This additional cost will be communicated to parents via the vacation care booking form prior to the session. At times, there may be a need to cancel a planned additional cost activity. In this case families will not be charged the additional fee.

Our Booking and Cancellation Policy is an individual policy document which can be found in the reception area of ABCC, on the ABCC Nexus page and via email if requested.

Child Care Subsidy entitlements are available for TSAC ABCC and TSAC Early Years ABCC programs. Parents wishing to claim the subsidy must already be approved by the Department of Human Resources as eligible. It is the responsibility of the account holder to provide the Customer Reference Numbers of both the child and parent and follow any directions to approve the required CWA for CCS to be applied. CCS is applied directly from Centrelink and is not added to the account By ABCC or TSAC staff. Issues with entitlements may need to be addressed directly with Centrelink. The account holder is responsible for the account balance regardless of any entitlements and may need to pay the full fees if the CCS is not applied due Centrelink or

Customer issue. ABCC is unable to contact Centrelink and discuss personal account information and has no direct impact on the percentage or hours an account receives.

Full disclosure of current fee schedule will be located in the foyer of TSAC ABCC and TSAC Early Years ABCC and available on the College website:

<https://tsac.qld.edu.au/>

<b>Subject Description:</b> <b>Leadership and Service Management</b>	<b>Policy/Procedure:</b> <b>Fee Policy No: 7.4</b>
<b>Date for Review: October 2023</b>	

## 7.5 QUALITY COMPLIANCE

The Springfield Anglican College ABCC and TSAC Early Years ABCC strives to obtain at least the 'National Quality Standard' rating as compliance with the National Quality Standard and the requirements for Education and Care Services National Regulations 2011 in such a way as to best fulfil its ability to care for children and to carry out the agreed policies and procedures of the Kindergarten.

*The laws and other provisions affecting this policy include:*

- Duty of Care
  - National Quality Area 7
  - Education and Care Services National Regulations 2011 (55-72)
- TSAC ABCC and TSAC Early Years ABCC has developed, and will regularly review and update, written policies for conduct of the service (including at least the matters required by 168 Education and Care Services National Regulations 2011 and to a 'National Quality Standard' compliance level)
- The Nominated Supervisor or her/his nominated delegate, is to act as Quality Officer and is required to:
  - ensure and monitor the implementation of this Quality Compliance Policy;
  - check for, record and act on any non-compliances by the Service or its staff with this Quality Compliance Policy or any Quality Areas; and
  - Monitor changes in the Education and Care Services National Regulations 2011 which may affect or require a change to any of the policies and procedures of the service.
- TSAC ABCC and TSAC Early Years ABCC adopts a statement of service philosophy, as part of its policies and procedures, which reflects 'National Quality Standard' compliance with the Quality Principles as a minimum, but which truthfully reflects the values promoted by the Board, the Approved Provider.
- Educators are an important part of the service and:
  - are consulted as appropriate in the development and modification of all policies and procedures;
  - are provided with an up-to-date Staff Handbook, containing relevant information necessary to enable staff to abide by the service's policies and procedures; and
  - agree to adhere to all values, policies and procedures; through written terms of employment and role statements, including acceptance that material or repeated failure to comply may result in termination of employment.
- The Nominated Supervisor is responsible for conducting regular informal assessments, and formal annual performance reviews, of all staff's adherence to policies and procedures and to take immediate appropriate steps to address non-compliance.



- The statement of Service Philosophy is displayed prominently within the building of TSAC ABCC and TSAC Early Years ABCC, in the Staff Handbook, and in the Parent Handbook/enrolment materials.
- Children and families are an important part of the ABCC services and are:
  - actively invited to participate in decision-making and policy development where appropriate; and
  - kept informed of all policies and procedures and their means of communicating with TSAC ABCC and TSAC Early Years ABCC through the Parent Handbook.

<b>Subject Description: Leadership and Service Management</b>	<b>Policy/Procedure : Quality Compliance No: 7.5</b>
<b>Date for Review: October 2023</b>	

## 7.6

### **PROVIDER APPROVAL/SERVICE APPROVAL**

*The laws and other provisions affecting this policy include:*

- Duty of Care
- National Quality Area 7
- Education and Care Services National Law 2010
- Education and Care Services National Regulations 2011 (15-23 and 24, 25, 27-29, 31-33, 34-36, 39-45)

FSAC Ltd being the Board of The Springfield Anglican College will be the Approved Provider for The Springfield Anglican College ABCC and TSAC Early Years ABCC.

- TSAC ABCC and TSAC Early Years ABCC will be seeking Service Approval. FSAC Ltd will comply with section 11(c) of the Law, the prescribed information for an application by a person other than an individual is the information set out in clause 7 and 8 of Schedule 2.
- The Head of Primary will ensure that the Board are kept updated on all changes to the Law and Regulations as they apply to their duty as an Approved Provider. TSAC ABCC will comply with all requirements as set out in clause 17 of Schedule 2 as they pertain to receiving Service Approval for a centre-based service.
- The Nominated Supervisor with the Head of Primary will ensure that TSAC ABCC and TSAC Early Years ABCC complies with all Regulations pertaining to the operation of an education and care service.

<b>Subject Description:</b> <b>Leadership and Service Management</b>	<b>Policy/Procedure:</b> <b>Provider Approval/Service Approval No: 7.6</b>
<b>Date for Review: October 2023</b>	

ELYF (2009, p7)

Lubawy, J.(2010) More-Observations to Reflection: Working Within The Early Years Learning Framework. Joy and Pete Consulting, Mt Austin NSW.

## **APPENDIX 1.**

**Table 1.1 Recommended Minimum Exclusion Periods**

## APPENDIX 2.

### National Immunisation Program Schedule 1 July 2020 For all non-Indigenous people



Age	Disease	Vaccine Brand
<b>Childhood vaccination (also see influenza vaccine)</b>		
<b>Birth</b>	<ul style="list-style-type: none"> <li>Hepatitis B (usually offered in hospital)<sup>a</sup></li> </ul>	H-B-Vax® II Paediatric or Engerix B® Paediatric
<b>2 months</b> Can be given from 6 weeks of age	<ul style="list-style-type: none"> <li>Diphtheria, tetanus, pertussis (whooping cough), hepatitis B, polio, <i>Haemophilus influenzae</i> type b (Hib)</li> <li>Rotavirus<sup>b</sup></li> <li>Pneumococcal</li> </ul>	Infanrix® hexa  Rotarix® Prevenar 13®
<b>4 months</b>	<ul style="list-style-type: none"> <li>Diphtheria, tetanus, pertussis (whooping cough), hepatitis B, polio, <i>Haemophilus influenzae</i> type b (Hib)</li> <li>Rotavirus<sup>b</sup></li> <li>Pneumococcal</li> </ul>	Infanrix® hexa  Rotarix® Prevenar 13®
<b>6 months</b>	<ul style="list-style-type: none"> <li>Diphtheria, tetanus, pertussis (whooping cough), hepatitis B, polio, <i>Haemophilus influenzae</i> type b (Hib)</li> </ul>	Infanrix® hexa
Additional dose for children with specified medical risk conditions <sup>c</sup>	<ul style="list-style-type: none"> <li>Pneumococcal</li> </ul>	Prevenar 13®
<b>12 months</b>	<ul style="list-style-type: none"> <li>Meningococcal ACWY</li> <li>Measles, mumps, rubella</li> <li>Pneumococcal</li> </ul>	Nimenrix® M-M-R® II or Priorix® Prevenar 13®
<b>18 months</b>	<ul style="list-style-type: none"> <li><i>Haemophilus influenzae</i> type b (Hib)</li> <li>Measles, mumps, rubella, varicella (chickenpox)</li> <li>Diphtheria, tetanus, pertussis (whooping cough)</li> </ul>	ActHIB® Priorix-Tetra® or ProQuad® Infanrix® or Tripacel®
<b>4 years</b>	<ul style="list-style-type: none"> <li>Diphtheria, tetanus, pertussis (whooping cough), polio</li> </ul>	Infanrix® IPV or QuadraceI®
Additional dose for children with specified medical risk conditions <sup>c</sup>	<ul style="list-style-type: none"> <li>Pneumococcal<sup>d</sup></li> </ul>	Pneumovax 23®
<b>Adolescent vaccination (also see influenza vaccine)</b>		
<b>12–13 years</b> (school programs) <sup>e</sup>	<ul style="list-style-type: none"> <li>Human papillomavirus (HPV)<sup>f</sup></li> <li>Diphtheria, tetanus, pertussis (whooping cough)</li> </ul>	Gardasil®9 Boostrix®
<b>14–16 years</b> (school programs) <sup>e</sup>	<ul style="list-style-type: none"> <li>Meningococcal ACWY</li> </ul>	Nimenrix®

# National Immunisation Program Schedule 1 July 2020

## For all Indigenous people



Age	Disease	Vaccine Brand
<b>Indigenous children (also see influenza vaccine)</b>		
<b>Birth</b>	<ul style="list-style-type: none"> <li>Hepatitis B (usually offered in hospital)<sup>a</sup></li> </ul>	H-B-Vax® II Paediatric or Engerix B® Paediatric
<b>2 months</b> Can be given from 6 weeks of age	<ul style="list-style-type: none"> <li>Diphtheria, tetanus, pertussis (whooping cough), hepatitis B, polio, <i>Haemophilus influenzae</i> type b (Hib)</li> <li>Rotavirus<sup>b</sup></li> <li>Pneumococcal</li> <li>Meningococcal B</li> </ul>	Infanrix® hexa  Rotarix® Prevenar 13® Bexsero®
<b>4 months</b>	<ul style="list-style-type: none"> <li>Diphtheria, tetanus, pertussis (whooping cough), hepatitis B, polio, <i>Haemophilus influenzae</i> type b (Hib)</li> <li>Rotavirus<sup>b</sup></li> <li>Pneumococcal</li> <li>Meningococcal B</li> </ul>	Infanrix® hexa  Rotarix® Prevenar 13® Bexsero®
<b>6 months</b>	<ul style="list-style-type: none"> <li>Diphtheria, tetanus, pertussis (whooping cough), hepatitis B, polio, <i>Haemophilus influenzae</i> type b (Hib)</li> </ul>	Infanrix® hexa
Additional dose for children in WA, NT, SA, Qld and children with specified medical risk conditions <sup>c</sup>	<ul style="list-style-type: none"> <li>Pneumococcal</li> </ul>	Prevenar 13®
Additional dose for children with specified medical risk conditions <sup>c</sup>	<ul style="list-style-type: none"> <li>Meningococcal B</li> </ul>	Bexsero®
<b>12 months</b>	<ul style="list-style-type: none"> <li>Meningococcal ACWY</li> <li>Measles, mumps, rubella</li> <li>Pneumococcal</li> <li>Meningococcal B</li> </ul>	Nimenrix® M-M-R® II or Priorix® Prevenar 13® Bexsero®
<b>18 months</b>	<ul style="list-style-type: none"> <li><i>Haemophilus influenzae</i> type b (Hib)</li> <li>Measles, mumps, rubella, varicella (chickenpox)</li> <li>Diphtheria, tetanus, pertussis (whooping cough)</li> </ul>	ActHIB® Priorix-Tetra® or ProQuad® Infanrix® or Tripace!®
Additional vaccine for children in WA, NT, SA, Qld <sup>d</sup>	<ul style="list-style-type: none"> <li>Hepatitis A</li> </ul>	Vaqa® Paediatric
<b>4 years</b>	<ul style="list-style-type: none"> <li>Diphtheria, tetanus, pertussis (whooping cough), polio</li> </ul>	Infanrix® IPV or Quadracel®
Additional dose for children in WA, NT, SA, Qld and children with specified medical risk conditions <sup>c</sup>	<ul style="list-style-type: none"> <li>Pneumococcal<sup>e</sup></li> </ul>	Pneumovax 23®
Additional vaccine for children in WA, NT, SA, Qld <sup>f</sup>	<ul style="list-style-type: none"> <li>Hepatitis A</li> </ul>	Vaqa® Paediatric

## APPENDIX 3.

### Hand Drying

	Before	After
Educators and other staff	<ul style="list-style-type: none"> <li>• Starting work, so germs are not</li> <li>• introduced into the service</li> <li>• Eating or handling food</li> <li>• Giving medication</li> <li>• Putting on gloves</li> <li>• Applying sunscreen or other lotions to one or more children</li> <li>• Going home, so germs are not taken home with you</li> </ul>	<ul style="list-style-type: none"> <li>• Taking off gloves</li> <li>• Changing a nappy</li> <li>• Cleaning the nappy change area</li> <li>• Using the toilet</li> <li>• Helping children use the toilet</li> <li>• Coming in from outside play</li> <li>• Wiping a child's nose or your own nose</li> <li>• Eating or handling food</li> <li>• Handling garbage</li> <li>• Cleaning up faeces, vomit or blood</li> <li>• Applying sunscreen or other lotions to one or more children</li> <li>• Touching animals</li> </ul>
Children	<ul style="list-style-type: none"> <li>• Starting the day at the service; parents can help with this</li> <li>• Eating or handling food</li> <li>• Going home, so germs are not taken home with them</li> </ul>	<ul style="list-style-type: none"> <li>• Eating or handling food</li> <li>• Touching nose secretions</li> <li>• Using the toilet</li> <li>• Having their nappy changed—their hands will become contaminated while they are on the change mat</li> <li>• Coming in from outside play</li> <li>• Touching animals</li> </ul>

## APPENDIX 4.

### Using Gloves

Types of Gloves	When to wear them	How to maintain them	Examples
Disposable Gloves	When there is a chance you may come in contact with body fluids, including faeces, urine, saliva, vomit or blood	No maintenance—use them once and throw them away; do not reuse	Changing nappies Managing cuts and abrasions  Cleaning spills of body fluids
Reusable Gloves	When cleaning the education and care service When preparing bleach solutions for use after cleaning a surface	Clean according to the manufacturer's instructions Store dry between uses Replace when showing signs of wear	General cleaning duties

**FORM**