

## Table of contents

- Home
- What we offer
- Enrolment and fees
- Reports and plans
- Parenting support
- Policies and guidelines
  - balaklava\_cc\_child\_safe\_environments
  - balaklava\_cc\_water\_safety
  - balaklava\_cc\_sun\_protection\_and\_hot\_weather
  - balaklava\_cc\_philosophy\_statement
  - balaklava\_cc\_nutrition\_food\_beverages\_dietry\_requiremts
  - balaklava\_cc\_medical\_conditions\_procedures
  - balaklava\_cc\_infectious\_disease\_including\_nappy\_and\_toilet
  - balaklava\_cc\_governing\_council\_and\_management
  - balaklava\_cc\_first\_aid\_illness\_tramua\_and\_injury
  - balaklava\_cc\_drop-off\_and\_pick-up\_procedure
  - balaklava\_cc\_excursions
  - balaklava\_cc\_communication\_and\_complaints
  - balaklava\_cc\_bushfire\_management
  - balaklava\_cc\_behaviour\_code\_policies\_and\_procedures

## Home



## Volunteering

If you'd like to volunteer with us, we'd love to hear from you. Check out volunteering in schools, preschools and children's centres

(<https://www.decd.sa.gov.au/supporting-students/parent-engagement-education/volunteers/volunteering-schools-preschools-and-childrens-centres>) and have a chat to us about how you can get involved. You might be able to help out with cooking, gardening, maintenance work or sharing an interest or talent you have.

## Contact us

**Preschool director:** Mrs Milissa Marjanovic

**Phone:** (08) 8362 3163

**Fax:** (08) 8362 7657

**Email:** [dl.4601.leaders@schools.sa.edu.au](mailto:dl.4601.leaders@schools.sa.edu.au)

**Street address:** 7 Cornish Street Stepney SA 5069

**Postal address:** 7 Cornish Street Stepney SA 5069

## What we offer

We offer a number of programs and services to support your child's early years learning (<https://www.decd.sa.gov.au/teaching/curriculum-and-teaching/primary-and-secondary-curriculum/curriculum-taught-south-australia>).

## Preschool program

### Times

Your child can attend preschool for 2 full days per week, plus an extra 10 full days during the year, which is the 15 hours a week your child is entitled to.

Monday	Tuesday	Wednesday	Thursday	Friday
8.20am to 3.00pm	8.20am to 3.00pm	8.20am to 3.00pm	8.20am to 3.00pm	8.20am to 3.00pm

### Fees

The parent contribution is \$360 per year. See our enrolment and fees page (<https://www.preschools.sa.gov.au/balaklava-community-chn-ctr/getting-started/enrolment-and-fees>) for more information.

### What to bring

Your child needs to bring these items each day:

- bag
- broad-brimmed, legionnaire or sun-safe hat (without chin straps)
- change of clothes
- drink bottle containing water
- healthy snack
- packed lunch
- library bag.

Please write your child's name on all their belongings.

### What not to bring

Children should not bring these things:

- food containing nuts (some children have nut allergies that can be dangerous)
- unhealthy food or drink (lollies, chocolate, chips, fizzy drinks)
- toys from home.

## **Additional information**

Please read our drop-off and pick-up procedure (PDF 131KB).

([https://www.preschools.sa.gov.au/sites/default/files/balaklava\\_cc\\_drop-off\\_and\\_pick-up\\_procedure.pdf](https://www.preschools.sa.gov.au/sites/default/files/balaklava_cc_drop-off_and_pick-up_procedure.pdf))

## **Childcare**

Childcare is a play-based learning option for children aged between 6 weeks and 6 years. It is available Monday to Friday from 7.00am to 6.00pm, 50 weeks of the year. Our centre closes for 2 weeks over Christmas and on public holidays.

## **Priority of access**

The priority of access guidelines

(<https://www.dss.gov.au/our-responsibilities/families-and-children/publications-articles/instruction-sheet-10-priority-of-access-guidelines-for-child-care-services>) are used to decide who can get into childcare places. This might mean that some families get more sessions than others.

## **Cost**

You may be eligible for the Australian government's child care subsidy

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

Cost before the subsidy:

- Morning: 7.00am to 12.30pm – \$44.55
- Extended morning: 7.45am to 3.30pm – \$64.80
- Afternoon: 12.30pm to 6.00pm – \$44.55
- Day: 7.45am to 6.00pm – \$83.05

## **What to bring**

Your child needs to bring these items when they come to childcare:

- bag
- broad-brimmed, legionnaire or sun-safe hat (without chin straps)
- change of clothes
- nappies if required
- drink bottle containing water
- milk bottles and formula
- healthy snack
- packed lunch.

## **Additional information**

Contact us (<https://www.preschools.sa.gov.au/balaklava-community-chn-ctr#contact-us>) for more information about our childcare services.

## **Playgroup**

Playgroup is a time for parents, caregivers and children to learn together: playing, talking, singing, reading, looking, laughing, learning and belonging. It is available for children aged 0 to 5 years.

Morning tea is provided thanks to community funding.

## **Times**

Playgroup: Friday 9.45am to 11.45am during South Australian school terms.

Nature's pop-up playgroup: Tuesday 9.30am to 11.30am during term.

## **Cost**

Gold coin donation per family.

## **What to bring**

Please bring a water bottle containing water and a broad-brimmed, legionnaire or sun-safe hat (without chin straps) for both children and adults.

## **Out of school hours care**

Balaklava Community Children's Centre offers transport between the centre and Balaklava Primary and Horizon Christian School for children who need out-of-hours school care (OSHC) at the centre.

## **Times**

- Early morning: 7.00am to 7.45am – \$6.05
- Morning: 7.45am to 8.45am – \$8.10
- Afternoon: 3.00pm to 6.00pm – \$24.30

## **Cost**

This transport costs \$2 per child per trip plus normal childcare fees.

## **Vacation care**

Balaklava Community Children's Centre offers vacation care during South Australian school holidays (<https://www.education.sa.gov.au/teaching/south-australian-state-schools-term-dates>) (except for the 2 week period over Christmas) for children aged 6 weeks to 12 years.

## **Activities**

Some activities we run are:

- cooking
- pyjama day
- crazy hair and face painting
- disco
- wet and wild
- wheels day
- dress up day
- picnic in the park.

## **Additional information**

For information on current vacation care programs and costs please contact (<https://www.preschools.sa.gov.au/tinyeri-childrens-centre#contact-us>) the centre.

## **Disability support**

There is support available for children with disability (<https://www.education.sa.gov.au/supporting-students/children-disability-and-special-needs>). Talk to us for more information.

## Enrolment and fees

### When your child can start preschool

Your child is entitled to access 1 year of preschool.

If your child turns 4 before 1 May, they can start preschool at the beginning of the year. If your child turns 4 on or after 1 May, they can start the next year.

If you want to delay your child's start to preschool or you're not sure about when they should start, please talk to us about your options.

If your child is Aboriginal or under guardianship (in care) they are eligible for 12 hours of preschool after they turn 3. They will then be eligible for 15 hours per week of preschool in the year before they start school.

### Early entry

Your child may be able to come to preschool 1 term earlier, in term 4 the year before starting their preschool year, if they:

- have additional needs or disability
- are learning English as an additional language or dialect
- are at significant risk because of family circumstances.

Early entry is for up to 6 hours per week, if places are available.

Access is decided on a case-by-case basis.

Please contact us if you want more information about early entry.

### Enrolling your child

You can register your interest to enrol your child with us by using the preschool registration of interest form (<https://www.education.sa.gov.au/doc/preschool-registration-interest-form>). This form is also available from us.

Try to register your interest by 30 June, but you can do this any time during the year.

Priority will be given to children living in our catchment area (<https://www.preschools.sa.gov.au/balaklava-community-chn-ctr#location>). If you don't live in our catchment area you should indicate at least 2 other preschool options on your form.

If we can give your child a place with us we'll send you an offer letter in term 3 (<https://www.decd.sa.gov.au/teaching/south-australian-state-schools-term-dates>). You can accept the offer by filling in and sending back the acceptance slip by the due date.

## **Before your child starts**

We will contact you in term 3 for a parent session. This will be a 1-hour session where you can ask questions.

Before they start preschool your child can come to pre-entry transition visits. These will be in term 4 and are a chance for your child to meet our staff and other children. We will provide each family with their enrolment times for the next year at these sessions.

## **Fees**

We ask you to contribute towards the cost of your child attending preschool.

The parent contribution is \$360 per year  
(<https://www.decd.sa.gov.au/teaching/south-australian-state-schools-term-dates>). You can choose to pay the total amount at the beginning of the year or pay 3 instalments of \$120.

We offer other programs that may have additional costs  
(<https://www.preschools.sa.gov.au/balaklava-community-chn-ctr/getting-started/what-we-offer#balaklavaprograms>).

## **When to pay**

We will invoice you by week 2 of term 1 via your child's communication pocket or email.

Payments are due in week 10 of term 1. Discounts apply if fees are paid on time.

Please contact us if you have difficulty paying.

## **How to pay**

Cash or cheque

You can pay cash or cheque at the kindy. Our office provides a payment slip that each family can write their child's details on. Please put this slip and payment in the slot of the main door, which is attached to a locked box.

EFT information

You can pay by direct deposit.

BSB: 015525

Account number: 903176701

Please put your child's full name as the reference.

## Immunisations

When you enrol your child you will be asked to provide evidence of their immunisation status (<https://www.education.sa.gov.au/supporting-students/health-e-safety-and-wellbeing/early-childhood-services-immunisation-requirements>).

## Reports and plans

### National Quality Standard rating

Our services are assessed and rated against 7 quality areas of the National Quality Standard.



**Overall Rating:** Exceeding NQS

### Quality Area Ratings

- |          |  |               |
|----------|--|---------------|
| <b>1</b> | <b>Educational program and practice:</b>           | Exceeding NQS |
| <b>2</b> | <b>Children's health and safety:</b>               | Exceeding NQS |
| <b>3</b> | <b>Physical environment:</b>                       | Exceeding NQS |
| <b>4</b> | <b>Staffing arrangements:</b>                      | Exceeding NQS |
| <b>5</b> | <b>Relationships with children:</b>                | Exceeding NQS |
| <b>6</b> | <b>Partnerships with families and communities:</b> | Exceeding NQS |
| <b>7</b> | <b>Leadership and service management:</b>          | Exceeding NQS |

**Rating for:** Balaklava Community Children's Centre

**Rating issued:** August 2017

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## Quality improvement plan

An assessment of the programs we offer against the National Quality Standard and national regulations. It identifies areas for improvement and includes our philosophy statement.

Quality improvement plan (PDF 5.2MB)

([https://www.preschools.sa.gov.au/sites/default/files/balaklava\\_cc\\_qip.pdf](https://www.preschools.sa.gov.au/sites/default/files/balaklava_cc_qip.pdf))

## Annual report

A report on our progress, achievements, highlights and challenges for the year.

Annual report (PDF) ([http://docs.decd.sa.gov.au/Sites/AnnualReports/6652\\_AnnualReport.pdf](http://docs.decd.sa.gov.au/Sites/AnnualReports/6652_AnnualReport.pdf))

## Parenting support

### Giving your child a strong start in the early years

Research tells us that quality education and care early in life leads to better health, education and job outcomes in adulthood. Children are learning and growing from the time they are born. The greatest influence on a child's future health, development and happiness is in the first 5 years of life.

We're working with families to take a 'learning together' approach about child development in the early years.

## Parenting resources

Several early childhood parenting resources are available to help your child learn and grow right from the start.

Little Big Book Club (<http://www.thelittlebigbookclub.com.au/>) supports parents to read, sing and play with their children from birth, with access to book recommendations, reading packs and resources.

Dad's Read (<http://dadsread.org.au/>) offers advice for fathers to encourage reading together with their child.

Parenting SA (<https://www.education.sa.gov.au/parenting-and-child-care/parenting/parenting-sa>) has free parenting factsheets, videos and upcoming seminars on many parenting topics.

Positive Parenting program  
(<http://www.triplep-parenting.net.au/au-uk/en/find-help/triple-p-parenting-in-south-australia/?itb=bc37e109d92bdc1ea71da6c919d54907>) has free seminars, workshops and one-on-one sessions for parents of children aged 3 to 12 years.

Learning with your child (GreatStart)  
(<https://www.education.sa.gov.au/parenting-and-child-care/parenting/learning-your-child-greatstart>) gives parents everyday learning ideas and activities to help build their child's maths and language skills.

Raising Children Network (<http://raisingchildren.net.au/>) provides up-to-date, evidence-based, scientifically validated information about raising children and caring for yourself as a parent or carer.

## Children's Health and Safety QA 2

# CHILD SAFE ENVIRONMENT Policies and Procedures

Links to Regulations: 81, 82 (1), 83 (1) (2), 84, 98, 103, 110, 115, 161, 162, 168 (2) (f) (h) (i) (j)  
Links to quality areas, standards or elements: 2, 2.3, 3.1, 4.1, 4.2, 5, 6, 7.1, 7.3

### Rationale:

As a play-based learning and care service, we have a responsibility and moral obligation to support the health, safety and wellbeing of all children by taking reasonable care to protect children from foreseeable harm, injury and infection.

Our aim is for your child to experience quality learning and care in an environment that provides for their health, wellbeing and safety. We strive to provide and maintain a child safe environment, both inside, in the outdoor learning environment and as children travel to and from the Centre on school buses.

### Policies and Procedures:

- The Centre has a clear process for ensuring our Policies and Procedures are regularly reviewed by parents, guardians, staff and Governing Council and meet the DECD and NQS requirements. The schedule for *Policy Review Schedule* is available in the *Policy Folder*.
- Clear Policies & Procedures are documented to support our service in providing and maintaining high quality learning and care in consistent and transparent ways. Policies and Procedures, including *Emergency & Evacuation* and *Excursion* procedures, are provided to families through both the Enrolment Pack and Induction process and to employees and volunteers through the Induction process.
- We ensure that our premises, furniture and equipment are safe, clean and in good repair. All employees are vigilant and proactive in addressing or reporting any concerns around the maintenance of the Centre and its resources, and families, volunteers and children are also encouraged to provide feedback to the Director or Responsible Person.
- Our Centre is Smoke-Free to protect the health of children, families, employees, visitors, students and contractors and to provide a clear message to the community that DECD is committed to reducing harm caused by tobacco.
- Risk benefit assessments are conducted when new experiences are offered or a pattern of concern emerges.

### Inclusivity:

As a Centre we are bound by the **United Nations Convention on the Rights of the Child** which entitles all children, regardless of race, colour, sex, religion or nationality, to be protected from sexual abuse, to receive special help if they are abused, to have their opinions heard about matters that affect them, to receive and share information, and to be treated with dignity if disciplined. All children and staff have a right to feel safe and secure, and to be protected from all forms of abuse or neglect.

### The Declaration of the Rights of the Child lays down ten principles (2)

1. The right to equality, without distinction on account of race, religion or national origin.
2. The right to special protection for the child's physical, mental and social development.
3. The right to a name and a nationality.
4. The right to adequate nutrition, housing and medical services.
5. The right to special education and treatment when a child is physically or mentally handicapped.
6. The right to understanding and love by parents and society.
7. The right to recreational activities and free education.

8. The right to be among the first to receive relief in all circumstances.
9. The right to protection against all forms of neglect, cruelty and exploitation.
10. The right to be brought up in a spirit of understanding, tolerance, friendship among peoples, and universal brotherhood.

### **Child Protection Policy and Procedures:**

The **BCCC Director is the identified contact person for child protection concerns**. When the Director is absent, the Deputy Director acts as their delegate, however any Educator at the Centre will be able to assist you with any confidential enquiry.

- The Children's Protection Act 1993 (Part 4, section 11), makes it a legal requirement that all DECD employees, Childcare staff, students and volunteers are mandated notifiers, and that they report all suspected cases of abuse and neglect.
- Educators have a responsibility to protect and keep the children safe while in their care and ensure that effective abuse prevention programs are implemented in education settings.
- The DECD policy Child Protection in Schools, Early Childhood Education and Care Services forms the basis from which our site procedures are formulated and is reflected in our Quality Improvement Plan and learning curriculum.
- Educators are required to understand the current child protection laws, their obligations as mandated notifiers and are required to complete the training, *'Responding to Abuse and Neglect Education and Care'*.
- Educators with responsibility for programming will be trained in the DECD Child Protection Curriculum: *Keeping Safe, Early Years Band: Ages 3-5years or 0-3years*. This will be incorporated in our learning and care programme.
- Educators are aware of the indicators of abuse, neglect and family violence, and combined with their knowledge of age appropriate behaviours are vigilant in maintaining children's wellbeing & safety.
- Educators understand that the key message about indicators is to identify patterns and clusters of behaviours and consult with the Director as the identified contact person for child protection, or in their absence, the Deputy Director and/or other Educators as appropriate.
- If notification is deemed necessary, Educators follow guidelines and procedures as set out in the *'Responding to Abuse & Neglect'* Education and Care Training, including notifying the Child Abuse Report Line Service (CARLS) by phoning 13 14 78 or <https://my.families.sa.gov.au/IDMProv/landing.html> and completing a printed copy of the DECD *Mandatory Notification Record*
- This information will remain strictly confidential within the staff team.

### **Supervision of Children Policy and Procedures:**

*To be employed at our Centre, Educators:*

- abide by the *Early Childhood Australia Code of Ethics* and The SA Public Sector *Code of Ethics*
- undergo and maintain current Department for Communities and Social Inclusion- Child related employment screening
- hold and maintain a current HLTAID004 – Provide an emergency first aid response in and education and care setting certificate
- Educators with current approved qualifications will be on duty at all times and immediately available in an emergency. One Educator may hold one or more of the above qualifications
- are mandated notifiers and trained in *'Responding to abuse and neglect.'* We are committed as a profession to be responsive in areas of child protection, wellbeing and safety

- understand they will be allocated as Primary Caregivers to individual children on a daily basis. The intent is for children to form strong attachments to their primary caregivers and for those Educators to serve as the first port of call for other Educators, parents and guardians when enquiring after the child's routines, health or wellbeing
- have *Duty of Care* for every child in their care. This is made clear through the *Sign in/out* sheet in the Childcare Service and the *Roll Book* and *Bus Rolls* in the Preschool Service
- are vigilant in their supervision of children, and within reason are aware of the location of each of their Primary Caregiving children at any given time
- will supervise children closely, including at meal and snack times, during sleep and routine times and during play. Educators are always in attendance both inside and out, to supervise children and to be there to help avert preventable accidents and incidents
- Whilst Educators need to be mobile when in the outdoor learning environment they also need to balance this with communicating with children, supporting and extending their learning and play. Collegiality with colleagues is encouraged to maximise team work and contribute to a friendly environment, however conversations that distract from the primary task of supervision and learning and care of children is discouraged

Staff have ready access to the fixed-line telephone in the office, and an intercom cordless system is available in the Childcare and Preschool rooms and office area. The Centre mobile phone (0417 887 234) is taken on excursions. A facsimile phone (88 621 271) is used as the emergency backup communication device. Personal mobile phones will not be carried or used by Educators unless negotiated with the Director and/or Deputy Director in advance for extenuating circumstances.

Educators understand that health information and authorisations from parents and guardians (e.g. for medical treatment, transportation by ambulance and for excursions) are kept with the child's enrolment form in their personal file and on the Early Years System/SPIKE on the Administration computers.

### **Supporting Resources:**

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- *BCCC Vision, Values and Philosophy Statements*
- *Protective Practices for staff in their interactions with children and young people. Guidelines for staff working or volunteering in education and care settings*, Government of South Australia, Department of Education and Children's Services 2011, South Australia
- *Early Childhood Australia: Code of Ethics*, [www.earlychildhoodaustralia.org.au](http://www.earlychildhoodaustralia.org.au)
- SA Public Sector Code of Ethics Code of Ethics resources are available at: <https://publicsector.sa.gov.au/policies-standards/code-of-ethics/>
- The DECD policy *Child Protection in Schools, Early Childhood Education and Care Services* can be accessed at <http://www.decd.sa.gov.au/speced2/pages/childprotection/legislationPolicies/>.
- *'Responding to Abuse and Neglect Education and Care'* <http://www.decd.sa.gov.au/speced2/pages/childprotection/RespondingToAbuseAndNeglectTraining>
- *Keeping Safe: Child Protection Curriculum Early Years Band: Ages 3-5*, Government of South Australia, Department of Education and Children's Services 2008, South Australia.
- SMART Training DECD Website: Child and Student Wellbeing
- *United Nations Convention on the Rights of the Child* mandate
- <https://rednose.com.au>
- DECD procedure: Safe sleeping for infants and young children
- DECD policy: Smoke free

**Sources:**

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- DECD Behaviour Support Policy for Early Childhood Services; and Managing Children's Behaviour Early Childhood Resource
- DECD Bullying and Harassment at School: Advice for parents and caregivers
- DECD Child Protection: Guidelines for Schools, Preschools and Out of School Hours Care
- Australian Children's Education & Care Quality Authority, February 2018, **National Quality Framework Resource Kit**

**Policy last reviewed:**                      **Term 4 2017**

**Policy review due:**                      **Term 4 2018**

**Approval Signature:**

## WATER SAFETY Policies & Procedures

Links to Regulations: 99, 100-102, 136, 168 (2) (a) (iii) Links to quality areas, standards or elements: 1, 2.3, 3, 4.1, 7.1, 7.3

### Rationale:

Our Centre recognises that water, whilst being a great resource for play and learning can pose a significant hazard to young children, as only a few centimetres of water can result in a child drowning.

### Strategies, Practices and Procedures:

- The Centre staff will provide and supervise water play experiences and ensure the experiences are safe and hygienic for all children involved
- Therefore, at the conclusion of outdoor play or activities involving water by either Childcare or Preschool children, *all* containers of water will be emptied and not left unsupervised
- When cleaning toys, containers of water will not be left unattended or accessible to children
- If excursions are planned involving water play or near water, the DECD *Excursion Risk Management Plan* will be used to strategically plan for safe experiences, and the adequate supervision ratios. A *Consent Form* will be used to notify parents and carers to gain their consent for their child/ren to participate in the excursion.

### Supporting Resources:

- DECD *Preschool Water Safety Procedure & Camps and Excursions for Schools and Preschools*
- Work Health & Safety: Risk Management Policy & Framework; Hazard Management Procedure; Injury Management
- BCCC *Sun Protection & Hot Weather Policy and Procedures*
- DECD *Early Childhood Outdoor Learning Environments Vision and Values*
- *South Australia Work Health and Safety Act 2012*
- Work Health & Safety: Risk Management Policy & Framework; Hazard Management Procedure; Injury Management, Induction Video <http://player.vimeo.com/video/60983250>

### Sources:

- DECD Human Resources and Workforce Development, Work Health & Safety Unit: 8226 1440
- DECD Aboriginal, Student and Family Services: Sports, Swimming and Aquatic website
- DECD Early Childhood Development Strategy and Programs: [DECDECSupport@sa.gov.au](mailto:DECDECSupport@sa.gov.au)

Policy Created Date: Term 3 2018  
Policy Review Date: Term 3 2019

Approval Signatures:

## Children's Health and Safety QA 2

# SUN PROTECTION, including HOT WEATHER and CLOTHING Policies and Procedures

Links to Regulations: 99, 100-102, 110, 114, 136, 168 (2) (a) (ii) Links to quality areas, standards or elements: 1, 2.3, 3, 4.1, 6, 7.1

### **Rationale:**

Australia has the highest incidence of skin cancer in the world with 2 out of 3 people developing some form of skin cancer before they are 70 years old. Sun exposure in the first 10 years of life determines, to a substantial degree, the likelihood of skin cancer developing later in life.

*The sun's ultraviolet (UV) radiation is both the major cause of skin cancer and the best source of vitamin D. In Australia, we need to balance the risk of skin cancer from too much sun exposure with maintaining adequate vitamin D levels. Sensible sun protection does not put people at risk of vitamin D deficiency.*

### **Vitamin D:**

For most people, adequate vitamin D levels are reached through regular daily activity and incidental exposure to the sun. During summer, the majority of people can maintain adequate vitamin D levels from sun exposure during typical day to day activities. You do not need to expose yourself or your children to the sun during peak UV times to get enough vitamin D.

*In June and July in the southern parts of Australia, when UV radiation levels are less intense, it is recommended that people are outdoors in the middle of the day with some skin uncovered on most days of the week..*  
(Cancer Council Australia, 2016)

Our site Policy and Procedures strive to reduce the risk of sun damage for all our community members. Cancer Council SA has approved BCCC as a SunSmart Centre.

The Centre strives to reduce the risk of skin damage and promote skin protection among children, staff and families through the following Policy and Procedures:

- Parents are asked on the enrolment form to give permission for sunscreen to be applied. If a child has an allergy to the sunscreen provided by the Centre, parents and guardians must complete a *Health Care* plan and send their child's own sunscreen, clearly labelled with their name, to the Centre each day they attend.
- Information about the importance of sun protection will be available to parents. Parents are reminded of this policy in the newsletter
- There is ongoing education within the programme to teach children about sun safety
- Parents, guardians, volunteers and children attending Playgroup are expected to wear appropriate hats at all times when outside and abide by the Centre Sun Protection policy
- Positive attitudes towards skin protection
- Lifestyle practices which can help reduce the incidence of skin cancer
- Personal responsibility for and decision making about skin protection
- Awareness of the need for environmental changes in our Centre to reduce the level of sun exposure

**Ultraviolet radiation (UV) is generally at or above a Level 3 from the beginning of August until the end of April, so during this high risk period the following measures will be in place:**

- Parents are requested to apply sunscreen to their child before their arrival at the Centre
- Sunscreen of at least 30+ SPF broad spectrum, water resistant (supplied by the Centre) is applied to each child 20 minutes before going outside. Older children are encouraged to apply their own sunscreen. Staff assist or apply sunscreen to younger children and staff clean their hands in-between applications to each children
- Parents are asked to provide their own sunscreen clearly labelled if their child has sensitive skin. A list of children with an allergy to sunscreen is displayed in Kindy and Childcare

- Babies can be at risk of sunburn even when they are in the shade, so they are covered up with sun protective clothing when under the shade. If infants are kept out of direct sun or well protected from UV radiation by clothing, hats and shade, sunscreen need only be used in very small amounts on their exposed skin
- Children must wear either a legionnaire style / broad brimmed bucket hat when outside. Cords should not be attached to hats as they present a choking hazard. Legionnaire style / bucket hats can be purchased for a minimal cost from the Centre
- Children must wear appropriate clothing (e.g. polo shirt) that covers as much skin as possible, are made from closely woven materials and are loose fitting to keep children cool. Tank tops/singlets are not acceptable. T shirts with collars and longer style sleeves and longer style shorts, skirts and dresses are encouraged
- **A 'no hat, no outside play in the sun' policy will apply when the UV level is 3 and above.** Children with no sun smart hat will be restricted to play under the verandah or similar full shade areas (e.g. the big playground or cubby house.) Spare hats may be borrowed, and will be assigned to a single child for the given day and washed at the end of the day
- Centre sunsmart clothing (if available) will be loaned to children dressed inappropriately
- Please name all your child's belongings.

**Outdoor activities** will be restricted to shaded areas on high risk days (when ultraviolet radiation is at level 6 or above).

#### **Strategies, Practices and Procedures:**

- Use the shade of trees, pergolas, umbrellas and tents
- Sunscreen will be reapplied every 2 hours if outdoors when the UV level is 3 and above.
- Babies will be kept out of direct sunlight as much as possible and always be protected by shade and sun smart clothing
- Skin cancer prevention strategies will be included in the curriculum
- Staff will be encouraged to keep up to date with new information on sun safety
- The Centre's Sun Protection Policy will be provided to staff, students and families on enrolment / induction and as necessary
- Staff will be role models by wearing broad brimmed/ bucket hats, sunscreen and appropriate clothing, as will parents accompanying children on excursions.

Families are asked to ensure children have a hat in their bag at all times.

#### **HOT WEATHER Policy & Procedures:**

Balaklava Community Children's Centre strives to maintain effective cooling systems and will pay particular attention to strategies to reduce the risk of heat stress in young children by maintaining a comfortable temperature indoors at all times, providing an environment where children can learn, and staff can work at or above quality standard.

#### **Strategies, Practices and Procedures:**

- In extremes of weather, educators may decide to limit children's access to part of the learning environment eg the outdoors, if they believe it poses a safety issue for children and/or staff
- All outdoor experiences provided will be set up in shaded areas and conducted at the safest time of the day.
- Staff will encourage children to stay in shaded areas and not in direct sunlight
- Staff will set up a minimum of play equipment in the outdoor learning environment during excessively hot weather. Water play will be set up (in the absence of bees)
- No play will be allowed on the rubber play surfaces in direct sunlight (e.g. mound areas.) or on other equipment/resources which maintain heat eg plastic slides or metal bikes
- Sun Protective clothing, including footwear and hats must be worn
- Drinking water will be accessible and frequently offered to children and staff
- Ice may be placed in water containers
- The Centre will provide refrigerated air conditioning during hot weather periods
- Blinds and curtains may be drawn to reduce heat and sun entering the building
- Staff will share outside duties during excessively hot weather.

In *extenuating unforeseen circumstances* (eg staff are unable to provide a comfortable environment that meets DECD requirements due to blackouts or the breakdown of the cooling systems), where the forecast is 36 degrees Celsius or above, staff may contact families of children who are in Childcare, OSHC or Preschool advising them of the situation and encouraging early collection. Children who cannot be collected will be kept as comfortable as possible.

### **CLOTHING Procedures:**

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Balaklava Community Children's Centre recognises the importance of children being comfortable and appropriately dressed to maximise their participation and enjoyment in the range of play-based experiences offered. Both Childcare and Preschool learning environments encourage children to learn through hands on and interactive play. The Centre therefore encourages parents to dress their children in clothing appropriate for the learning environment, weather and in keeping with our Sun Protection Policy & Procedures.

### **Strategies, Practices and Procedures:**

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- Children should attend the Centre with a suitable change of named clothing in their bags, so that staff can ensure children are adequately dressed at all times in the case of accidents, sudden weather changes or learning experiences which soil or wet clothing
- The Centre will also maintain additional supplies of clothing that may be used as a backup and then once washed by families, returned to the Centre
- Staff will ensure children are comfortably dressed for sleep. Hair accessories and bulky clothing will be removed
- Children and staff must wear safe, appropriate footwear. Shoes / slides should be supportive and well fitted. Unfitted thongs and shoes with elevated heels are not acceptable
- Parents will be encouraged to dress children in clothes 'they don't mind getting dirty' in preference to 'good clothes'. Children are more relaxed and engage more deeply in play if they do not need to worry about spoiling their clothing
- Smocks may be provided to protect children's clothing for activities such as painting.
- Children over the age of 2 and those who are toilet trained, including those attending Preschool will keep their bag and belongings in the lockers available for easy access
- Baby's bags and those children who are toilet training will be kept in the Childcare Bathroom on the hooks above the children's sinks.
- Information about the weather, seasons and appropriate clothing will be included in the curriculum to develop children's ability to make their own appropriate clothing choices eg knowing if they are too hot or too cold and remove or seek help to remove or put on their jumper
- Staff are required to wear the Centre uniform as provided. A laundry service is also available.

### **Supporting Resources:**

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- BCCC Water Safety Policy and Procedures
- DECD Early Childhood Outdoor Learning Environments Vision and Values
- DECD Policy-Water Supply for Schools and Preschools  
<http://www.decd.sa.gov.au/assessservices/pages/topiclisting/watersupply>
- DECD Preschool Water Safety Procedure & Camps and Excursions for Schools and Preschools
- Work Health & Safety: Risk Management Policy & Framework; Hazard Management Procedure; Injury Management

**Sources:**

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- The Cancer Council Australia website
- Cancer Council SA-Sunsmart [www.sunsmart.org.au](http://www.sunsmart.org.au)
- DECD Health and Safety Services Unit 8226 1440 -*UV Radiation/Sun Protection Procedures; Heat Stress*
- DECD: Guidelines to developing a *Hot Weather Policy*& *Sample Skin Protection Policy* & Guidelines
- DECD Child and Student Wellbeing – Interagency Health Care
- DECD Aboriginal, Student and Family Services: Sports, Swimming and Aquatic website
- DECD Early Childhood Development Strategy and Programs: [DECDECSupport@sa.gov.au](mailto:DECDECSupport@sa.gov.au)

**BCCC is a SunSmart Centre and is due for reviewal by the Cancer Council of SA in March 2019**

**Policy last reviewed: Term 2 2017**

**Policy review due: Term 2 2018**

**Approval Signature:**

Strong relationships help children feel that they belong, and are supported to build social skills & confidence to interact with others.

Relationships

BCCC Educators are committed to quality learning and care.

Wellbeing

Children thrive when they feel loved, safe and supported by their family, peers & Educators. This gives them security to be who they are & to develop their own identity with confidence.

Children learn through play. By providing children with a range of sensory opportunities, they have fun whilst developing in imagination, independence, and inquisitiveness as happy learners.

Play

Children & their families are the centre of everything we do.

Learning

By providing children with opportunities to communicate about their learning, we support them to develop skills to be confident, competent and enthusiastic learners, an important foundation for life.



## NUTRITION, FOOD & BEVERAGES, DIETARY REQUIREMENTS Policies and Procedures

Links to Regulations: 77-79, 88, 90 (iii) (iv), 100-102, 105, 136, 162, 168 (2) (a)(i) Links to quality areas, standards or elements: 2.2, 4.1, 6, 7.1, 7.3

### Rationale:

- Our Centre regards eating times as positive, pleasant, social experiences for all to enjoy. Good nutrition and healthy eating and drinking habits are encouraged in a safe, hygienic environment. Food will not be used as a form of punishment or reward.
- Food (including cultural food events, raising and caring for chickens, recycling and our Kitchen Garden) will be used as learning experiences, introducing children to a variety of foods, family and multicultural values, with children taking part in activities including food preparation. Family participation will be encouraged.
- In providing positive role models for children, fundraising events will take the Centre's *Nutrition, Food & Beverages, Dietary policy* into consideration and food in play will be kept to a minimum.
- Staff recognise that early childhood is an important time when children establish healthy eating habits for life. These benefit children by maximising growth and development, activity levels and good health. This supports their positive engagement in learning activities. It also minimises the risk of diet related disease in later life.

### Special Dietary Requirements:

Parents must advise the Director or Deputy Director **on enrolment** or when appropriate, if their child has a special diet for medical or non-medical reasons such as an allergy, intolerance, food sensitivity or specific requests based on family or cultural preferences. This information will influence Centre procedures.

Parents need to complete the enrolment form and more detailed forms as required, providing details of any dietary or allergy conditions. Copies of this information will be communicated to staff through the procedures for children with medical conditions.

### Strategies, Practices and Procedures:

**Parents/Caregivers** are to provide all food including snacks, lunch and drinks in named container/s. The food supplied will be consistent with the dietary guidelines for children and adolescents, and should provide at least 50% of their child's daily nutrition requirements. Parents must ensure that they pack ample food for their child for their time in care or Preschool.

- On enrolment, parents are provided with the Centre's *Nutrition, Food & Beverages, Dietary policy, procedures and supporting resources* to assist in providing an age appropriate healthy lunchbox. These resources may include "Food for Health", "Feeding your baby in the first year" and *Start Right Eat Right* resources such as "The Infants Lunchbox", "Introducing Solids – Stages and Texture Progression", the "Lunchbox checklist for 1-5year olds" and "Ideas to Increase Essential Food Groups in the Lunchbox". The *Healthy Food Supply and Nutrition policy* and nutritious food suggestions are displayed in the foyer and in the kitchen areas.
- Parents will also be given nutritional information in an informal way through conversations with educators and at regular intervals (eg through newsletters, parent workshops or information leaflets) on topics such as infant feeding, fussy eaters or introduction to solids.
- Educator supervision can minimise incidents of choking on food, therefore children will be encouraged to **remain seated whilst eating** and congregate in central areas at meal times. Staff will sit and eat with children, where possible, while providing strict supervision during mealtimes to ensure children's safety. Staff will use positive attitudes and behaviours in providing food. Staff will follow the hygiene procedures outlined in the food safety and handling course (eg Bug Busters) and First Aid for Centres & Schools.
- Foods considered a high choking risk, such as raw apple and carrot, whole grapes and cherry tomatoes, popcorn, fat on meat, skin on sausages, and nuts will be prepared appropriately for the age of the child. The guidelines for

prevention of choking apply to all children birth to 4 years old. Please refer to the attached “*Preventing Choking on Food in Children Under 4 years of age*”.

- BCCC policy and procedures are based on the ‘Right Bite’ strategy and lists of foods recommended through “Right Bite” will be provided to families through handouts & displays. Information will describe foods according to the green, amber, red classifications consistent with Right Bite. In addition, information will be provided by newsletter about the intent of Right Bite & the Centre’s educational program for the children as we encourage healthy food choices by the children for their overall health and wellbeing. A maximum of 2 ‘sometimes food’ experiences may be offered per term in line with our Healthy Eating guidelines. These experiences may be for special occasions such as cooking days, celebrations or fundraising events.
- Children will be encouraged to use self-help skills and to learn to choose to eat the **healthier food options** from their lunchboxes first. In a situation where a child brings high fat, sugar or salt rich food staff can talk sensitively to the child about the food and encourage them to eat any healthy options first from their provided snack or lunch and may follow up with families.
- Regular conversation with children as individuals and as a group should embrace opportunities to positively acknowledge healthy food options and talk about the value of such to the health and wellbeing of our bodies. Our learning and care programme includes ongoing education, involving children in informal discussions about health, nutrition and good eating and drinking habits e.g. cooking healthy meals and snacks with the children, raising chickens and using the eggs, eating the fruit from our Centre trees and growing our own vegetable patch. Popcorn, chewing gum, lollies, chocolate, flavoured milk, sugary drinks (fruit boxes, soft drink and cordial), salty snacks (chips etc) are examples of the types of foods and fluids that would be considered as **not** the healthiest options or can be considered choking hazards and therefore parents and caregivers are asked not to include them in their child’s lunchboxes at the Centre.
- Meals and snacks are served on a regular but not a rigid schedule. Allowances are made for individual needs, such as sleep times and arrival and departure times. Children are offered a morning snack and lunch in both Kindy and Childcare. Where appropriate, children will be offered breakfast and an afternoon snack in Childcare. Children who are in care at 5.00pm will be offered a late snack from their lunchbox.
- Daily information on children’s meal & feeding times will be recorded on the daily board in Childcare for children under the age of 2 years as well as in individual ‘Baby Books’ which serve as a Communication Book between educators and families. Information for children over the age of 2 years will be recorded on the sign in sheets at parent/carer request.
- Uneaten foods (if not heated) will be kept in the child’s lunchbox as appropriate, as a record of food eaten throughout the day. Childcare **educators will record /concerns** to the amounts a child has eaten for the day **on the daily board** and share this information with parents. Kindy educators may contact parents or carers directly or send a note home.
- The Centre provides fresh fruit/vegetable platters daily to children booked into Childcare for snack time. The Centre will maintain a supply of food in case of an emergency or **if children require more food** due to an insufficient amount being packed. Families may incur a fee for the consumption of this food.
- We recognise that food shortages impact on some families and want to keep food waste to a minimum. Any food waste will be disposed of thoughtfully, recycling as appropriate to feed the chooks or to make compost for our kitchen garden in bins provided. Play dough, gloop and some sensory based experience (rice, beans, lentils etc) may be offered to children for play, they will be kept to a minimum and reused/recycled after use. This is an embedded strategy in supporting ongoing sustainability.

#### **Personal and routine hygiene practices:**

Personal and routine hygiene practices for both children and educators are an embedded part of our Centre routines. For example, washing hands before meals/meal preparation, wiping hands and face following food consumption, checking refrigerator and freezer temperatures daily, maintaining hygienic kitchen and eating areas through regular washing of utensils, and disinfecting of table tops, chairs, high chairs and benches.

**Children will** wet hands, apply soap and wash hands back and front including their thumbs, before drying with paper towels after outside play, before and after food, after nose wipes, after nappy change/toileting, or touching private body parts and before participating in cooking activities.

**Staff are to wash hands:** After nappy changes and toileting of children, before and after preparing bottles, between handling individual children's food (wipes are used), after nose wipes, after outside play sessions and on arrival at work and prior to departure.

#### **Strategies, Practices and Procedures:**

- Cutting boards and knives are changed regularly when preparing food, and are stored and used out of reach of children.
- Utensils and dirty dishes are washed in hot, soapy water, sanitised and left to air dry.
- The Refrigerators are cleaned weekly and staff will check and record their temperatures daily.
- Foods are heated once and, if not eaten, they are discarded. If concerned about the amount eaten, educators will contact parents or carers directly or send a note home.
- Tables are cleaned before and cleaned and sanitised after meal times and chairs as needed.
- The floor is swept after each meal time and mopped or spot cleaned as necessary.
- Children are encouraged to handle their own food.
- The kitchen area is cleaned thoroughly after each meal time. Staff sign off on the daily cleaning log which outlines the cleaning practices completed.
- Children are discouraged from sharing food and drinks.
- A set of Recycling bins are used for disposing of rubbish, recycling and food scraps for the compost and worm farms after each meal time.

#### **Staff are to:**

- Be free from illness
- Cover all cuts
- Participate in the *Food Handling program Bug Busters* training within 1 month of commencing employment.
- Adhere to the guidelines set by the Department of Health at all times.

#### **Babies, Toddlers and Young Children, including breast feeding and bottle feeding:**

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As a Centre we support all families with their feeding choices. Centre staff recognise the nutritional benefits of breast milk and support mothers to continue breast feeding whilst their child is in care. Please discuss your individual preferences with an educator and how we can best support you and your child during this important time. Several quiet venues are available to breast feeding mothers so please advise staff if you wish to access one.

#### **Strategies, Practices and Procedures:**

- As a Department of Education site all employees throughout the Centre support the DoE Breastfeeding Procedures for DoE Employees.
- Babies and young children's needs, such as milk, prepared formula and boiled water need to be supplied, fresh daily, in sterilised bottles, clearly named and with sterilised accessories.
- Staff will store, thaw and warm breast milk, formula & cows milk in accordance with the "Right Bite *Thawing, Warming, and storage of breast milk and formula procedures*" that are displayed in the kitchen areas.
- Breast milk and formula will be stored in a clean sterile bottle and will be named and kept in the rear of the refrigerator in the allocated storage boxes.
- All milk bottles; including formula made milk, will be heated in warm water and will NOT be heated in the microwave as this has the potential for uneven heating, causing 'hot spots' and it also destroys the immunological properties of breast milk.
- If parents supply water in bottles for educators to add formula this water, this water may be heated in the microwave.
- Bottles may only be heated once. If the infant does not consume all the liquid, it must be discarded. Partially used infant formula, breast milk bottles or warmed cow's milk will be kept warm for up to 2 hours. The amount and time consumed will be recorded.

- When a baby shows signs of readiness for solids, staff will support families by providing up to date information, following current recommendations from *Right Bite*.

#### **Drinking water:**

Drinking water (fresh, clean tap water) and cups are available to the children throughout the day, however the Centre encourages parents to supply a named water bottle. Staff refill these as required. On average, children should drink 4 to 6 cups of water per day.

- Children over the age of 2 years are to drink just water or milk if still required, unless specified for medical reasons in a *Special Dietary Care Plan* or *Modified Dietary Care Plan*.
- It is expected Preschool children will drink water only, unless specified for medical reasons in a *Special Dietary Care Plan* or *Modified Dietary Care Plan*.

#### **Dental Hygiene:**

Staff and Governing Council see Dental Hygiene as a high priority in the area of children's health and wellbeing and will incorporate this within the Centre's curriculum. It is important for children to understand dental hygiene to ensure the growth of healthy teeth and the use of hygiene practices needed throughout life.

#### **Strategies, Practices and Procedures:**

Dental Hygiene will be fostered by

- encouraging healthy eating and drinking practices by incorporating these in Centre policies
- staff act as positive role models
- Dental checks by the School Dental System in the child's eligible Preschool year are encouraged and promoted. Dental enrolment forms are included in the Preschool enrolment packs
- parent education programmes and information sharing
- children are encouraged to drink water after eating
- The rules of hygiene and dental care will be included in the child's program and staff will initiate discussion about these subjects with groups and individual children at appropriate times.

#### **Birthdays and Special Celebrations:**

With respectful consideration of the family's cultural and religious beliefs, our Centre appreciates the significance of a child's birthday. Where appropriate, we acknowledge the event with a Centre based *celebration*. Children have the right to feel special and be appreciated by those around them

At the Centre we:

- *Talk to the child about their special day and any plans they may have. We bring the special celebration to attention of others, sing them Happy Birthday and invite them to share their news with other children*
- *may give the child a birthday badge/sticker to wear for the day*
- *have them blow out candles on a play dough, wooden or plastic cake*
- *take the child's photo and put it in the Communication Book or Folder for families to share*

With approximately 140 children passing through our Centre in one week, we encourage families to **consider non-food based or healthy food options** (eg Fruit Platter) as a way of acknowledging their child's special day. Please discuss any individual arrangements with staff prior to the day to ensure fruit etc is prepared according to safety guidelines.

#### **Supporting Resources:**

- Special Dietary Care Plan and Modified Dietary Care Plan  
<https://www.education.sa.gov.au/supporting-students/health-e-safety-and-wellbeing/health-care-plans>
- Dietary Preferences form
- Preventing Choking on Food in Children Under 4 years of age
- Right Bite: Fluids for 1-5 year olds
- Thawing storing and warming breast milk and formula
- Lunchbox checklist for 1-5 year olds
- The Infant's Lunchbox
- Ideas to Increase Essential Food Groups in the Lunchbox
- Choosing Healthier Food Snacks
- Right Bite Ready Reckoner and Food Supply Checklist

- *Right Bite The easy Guide to Healthy Food & Drink Supply for South Australian Schools & Preschools* & links to other resources as suggested

#### **Sources:**

- Right Bite Policy-*Right Bite Easy Guide to Healthy Food & Drink Supply for South Australian Schools & Preschools* and *Healthy Food & Drink Supply Strategy for South Australian Schools & Preschools*
- Eat Well SA- *Schools & Preschools: Healthy Eating Guidelines*
- DoE publishing, (Revised Edition 2006), **Health Support Planning in education and children's services**, Department of Education
- **DoE Breastfeeding Procedures**, 2011, reviewed 2016
- Injuries and injury prevention, <http://www.kidsafe.com.au/>
- NHRMC Publications, 2005, **Staying Healthy in Childcare, Preventing Infectious Diseases in Childcare 5<sup>th</sup> edition**, Australian Government, National Health and Medical Research Council
- DoE publishing, (Revised Edition 2008), **Anaphylaxis in education and children's services**
- Australian Children's Education & Care Quality Authority, February 2018, **National Quality Framework Resource Kit**

**Policy last reviewed:** Term 3 2018

**Policy review due:** Term 3 2019

**Approval Signature:**

## Children's Health and Safety QA 2

# Dealing with Medical Conditions Policies and Procedures

Links to Regulations: 90-96, 136, 162, 168 (2) (a) (d) (k), 176, 17, 181, 183 Links to quality areas, standards or elements: 2.1 4.1, 7.1, 7.3

### Rationale:

- As a play-based learning and care service, we have a responsibility and moral obligation to support the health, protection, safety and wellbeing of all children. By taking reasonable care we protect children from foreseeable harm, injury and infection.
- Our aim is for your child to experience quality education and care in an environment that provides for their health, wellbeing and safety. We strive to provide and maintain a child safe environment, both inside and in the outdoor learning environment.
- By working closely with you, the child's parents or guardians, we aim to promote your child's wellbeing, resulting in a happy, healthy time at the Centre.
- Children who are unwell should not attend the Centre until they have recovered and can participate in the learning and care program offered.

**NO MEDICATION** (including prescription, over the counter and homeopathic medications including alternative therapies, vitamins, minerals and supplements) will be administered by staff without a doctor's or pharmacist's authorisation. However, there are 4 exceptions to this...

### .. the 4 exceptions within this policy outlined below:

1. For the **short term** (maximum 2 weeks) management of a health issue (eg nappy rash or teething) **over the counter and homeopathic medications** will be administered by staff:
  - with **written authorisation from the parent or guardian, outlining how and when** it is to be administered.
  - if these **instructions match the directions on the medication packaging**.
  - once parents or guardians have completed the *Medication Log* (please see staff) in the childcare and/or kindy room/s
2. For **continued or ongoing** arrangements (more than 2 weeks), staff will administer medication:
  - when a *Medication Authority* signed by an authorised medical person (doctor or pharmacist) is provided
  - AND it includes the associated care instructions to administer the medication
3. In the case of an anaphylaxis or asthma emergency, medication may be administered to a child without an authorisation
4. In the case of an emergency, authorisation can be given verbally by
  - a parent or a person named in the child's enrolment record as authorised to consent to administration of medication
  - a registered medical practitioner or an emergency service if a parent or a person named in the child's enrolment record cannot be reasonably contacted

### To be employed at our Centre Staff must undergo and maintain current:

- Provide an emergency first aid response in an education and care setting (HLTAID004)
- approved emergency *Asthma and Anaphylaxis* management training. Staff with current approved qualifications will be on duty at all times and immediately available in an emergency. One staff member may hold one or more of the above qualifications, and more than one staff member may be on duty at any given time
- 'Responding to abuse and neglect' training. As mandated notifiers we are committed as a profession to be responsive in areas of child protection, wellbeing and safety
- Criminal History Screenings every 3 years.

**Please note:**

- As a Department for Education and Child Development Service, we are unable to administer paracetamol as a first aid response. If a child requires paracetamol as part of regular treatment (e.g. pain management for bone degeneration) the paracetamol needs to be accompanied by a detailed written authority from an authorised medical person.
- Some creams (e.g. nappy creams), contain chemicals such as cortisone and may not be recommended for long term use without medical supervision.
- **Medication Authority** forms are available from the Centre or at [https://www.decd.sa.gov.au/.../files/net691/f/medication\\_authority.doc](https://www.decd.sa.gov.au/.../files/net691/f/medication_authority.doc)

## **MEDICATION PLANS:**

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Children known to suffer from asthma, diabetes, eczema, febrile convulsions, or have a diagnosis that the child is at risk of anaphylaxis or any other known allergy or medical condition, must have a current medical management plan.

This may take the form of an *Asthma Care Plan*, *Diabetes Plan*, *Allergy Care Plan (including Anaphylaxis)* and/or *Medication Plan*, completed by an authorised medical person and a parent or caregiver.

Centre staff will also develop a risk minimisation plan in consultation with the child's parents or caregivers on enrolment or preceding the child's first attendance. This may take the form of a risk assessment including a *First Aid* response plan, or other process as deemed appropriate. Medical management plans will be kept in the child's personal file and medication must be stored at the Centre when the child is in attendance. Medication log records are kept securely with confidentiality maintained.

A list showing children with **known medical conditions** will be displayed at the combined eating area first aid kit, in the *Medication Cupboard*, in the excursion backpacks and in the child's relevant learning space at the Centre to provide all staff with current and relevant information. Relevant information will be shared with staff as new families are inducted at the Centre or preceding the child's first attendance.

Parents of a child at risk of anaphylaxis will be informed that a notice stating this must, as a necessity, be displayed at the service.

All medical management plans need to be updated at least annually or as the child's health needs change and must include details such as:

- Name and age
- Signs and symptoms
- Triggers and situations in which it may occur
- Correct dosage and times of administration
- Date the plan was documented
- First aid response/procedure

If children are receiving medication at home (e.g. an eczema cream) but not at the Centre, parents or caregivers are strongly encouraged to advise the Centre of the nature of the medication and its purpose, and of any possible side effects it may have for the child.

## **ADMINISTRATION OF MEDICATION:**

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Medication must be administered from its original container before the expiry or use-by date and handed to a staff member, who will store it in the kitchen refrigerator/locked kitchen cupboard. Prescribed medications must be administered from a container that bears the original label with the name of the child to whom it is prescribed.

All medications and *Medication Plans* will be checked by a second staff member before medication is given to a child by qualified staff, in accordance with any instructions attached to the medication or provided by the authorised medical person. Staff will record the time and dosage of medication on the *Medication Log* in Childcare or Preschool, and sign the entry.

Children over Preschool age e.g. OSHC children that require medication, will still require written authorisation provided by a parent or guardian to self-administer. They will be supervised by a qualified staff member. The usual Centre procedures are still required ie *Medication Authority*, and the *Centre Medication Log* will need to be completed. Parents will receive a copy of the *Medication Log* for their own records when they pick up their child.

Staff may self-administer medication as appropriate. Staff may keep non-prescribed personal medications in their locked drawer in the staff room. Staff with medical concerns will need to keep medication and a current *Medication Plan* in the locked kitchen (Medication) cupboard, with a copy of the *Medication Plan* also housed in their confidential personnel file.

### **MEDICATION LOG:**

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**Staff:** A confidential personal *Staff Medication Log* will be maintained by staff, informing relevant staff of any self-administered medication in case of medical emergencies.

**Children:** Parents must complete the *Medication Log* in either the Childcare and/or Preschool room and staff will check that the correct details have been recorded (date, name, medication name, dosage, method, time of administration and signature). **These instructions must match the directions on the packaging** and/or correspond to the doctor or pharmacist's authorisation or Medication Plan, or the medication cannot be given.

If an incorrect or late dosage of medication is given, or a dosage of medication is missed, staff will inform parents or guardians immediately and record this information on the *Medication Log*. Appropriate authorities may be contacted for advice as necessary. If a child refuses medication, parents will be contacted for advice.

### **Supporting Resources:**

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- <https://myintranet.learnlink.sa.edu.au/child-and-student-support/health-support-planning/common-health-conditions> - Asthma Care Plan, Diabetes Plan, Allergy Care Plan (including Anaphylaxis) and/or Medication Plan, and/or First Aid Plan.
- Medication Authority forms  
[https://www.decd.sa.gov.au/.../files/net691/f/medication\\_authority.doc](https://www.decd.sa.gov.au/.../files/net691/f/medication_authority.doc)
- South Australia Work Health and Safety Act 2012
- Work Health & Safety: Risk Management Policy & Framework; Hazard Management Procedure; Injury Management, Induction Video <http://player.vimeo.com/video/60983250>
- BCCC Medication Log
- BCCC current list showing children with known medical conditions- confidential and accessible to staff
- Enrolment Forms contain Immunisation Records, Health and Additional Needs information as well as current family contact details
- BCCC Incident, Injury, Trauma, Illness Record

### **Sources:**

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- DECD: Health Resources for DECD- Health Support Planning
- Health Support Planning in Education & Children's Services
- Guidelines for Education & Children's Services
- First Aid Training HLTAID004- Provide an emergency first aid response in an education and care setting
- 'Responding to abuse and neglect' training
- Australian Children's Education & Care Quality Authority, October 2011, **National Quality Framework Resource Kit**
- Australian Government National Health and Medical Research Council: *Staying Healthy in Childcare- Preventing Infectious Diseases in Childcare*
- SA Health Communicable Disease Control Branch (1300 232 272)

**Policy last reviewed:** Term 4 2017

**Policy review due:** Term 4 2018

**Approval Signature:**

## Children's Health and Safety QA 2 DEALING WITH INFECTIOUS DISEASES Policies and Procedures

Links to Regulations: 88, 109, 112, 136, 168 (2) (c), 176, 181, 183 Links to quality areas, standards or elements: 2, 4, 6, 7.1, 7.3

### Rationale:

By working closely with you, the child's parents and guardians, we aim to promote your child's wellbeing, resulting in a happy, healthy time at the Centre. Children who are unwell should not attend the Centre until they have recovered and can fully participate in the learning and care program offered.

If Educators are concerned about your child's wellbeing, they will contact you or an emergency contact person named in the child's enrolment record to discuss a plan of action.

Exclusion of sick children and staff will be based on information from the guidelines 'Staying Healthy in Childcare', a recommended reference or through information obtained from the SA Health Communicable Disease Control Branch (1300 232 272).

Procedures we have in place to support the minimisation of infections include:

- Kitchen Cleaning Procedure
- Pest Control
- Disinfecting Procedure
- Laundry Routine
- Bathroom Cleaning Procedure
- Meal/Food/Bottle Preparation
- Handwashing and hand sanitising

### High Fever:

NB: Normal Temperature Range for a child is up to but not including 38°C

If a child has an elevated temperature of above 37.5°C, staff will take appropriate action to reduce it naturally i.e. through the removal of clothing (short of the child feeling cold) and offering sips of water to remain hydrated (even if the child has been vomiting). The child will continue to be closely monitored, and the temperature retaken after 10 minutes. If the temperature remains above 37.5°C and the child has other symptoms, parents or guardians will be notified.

If the child's temperature is at 38°C even if the child has no other symptoms, parents or guardians will be notified and are required to make arrangements for the collection of their child as soon as possible. The parent or guardian will need to take the child to a doctor or other appropriate professional and review why the temperature is raised and inform the Centre when possible.

### Communication is vital:

Parents are obligated to contact the Centre if their child has a contagious infection or disease. When illnesses are reported to the Centre, staff will **display an illness notice** in each service: in Childcare on the noticeboard above the Sign In Book and in Preschool, on the door and on the whiteboard under the verandah. When required illness information sheets will also be put in every Family's **'pocket'**. **Pocket and/or notification sent out via FlexiBuzz.** This **form details information details information such as** symptoms, treatment and whether medical attention or exclusion from the Centre is necessary.

The Centre will inform the SA Health **- Communicable Disease Control Branch** **of the Local Public Health Department** of the following conditions:

- Diarrhea (several cases)
- Haemophilus influenzae type B (Hib)
- Hepatitis A
- Hepatitis B
- Measles
- Meningococcal infection
- Parvovirus B19 (2 or more cases)
- Pertussis
- Roseola (2 or more cases)
- Scarlet fever
- TB
- Vomiting (several Cases)
- Hand, Foot and Mouth

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BCCC uses recommended guidelines from Staying Healthy in Childcare (not limited to):

Condition	Exclusion from Centre
Conjunctivitis	Exclude until discharge from the eyes has stopped, unless a doctor has diagnosed non-infectious conjunctivitis
Diarrhoea and Vomiting	Exclude children until there has not been a loose bowel motion or vomit for 24 hours and staff for 48 hours
Hand, Foot and Mouth	Exclude until all blisters have dried
Haemophilus influenza type B (HIB)	Exclude until the person has received appropriate antibiotic treatment for at least 4 days
Head lice	Not excluded if effective treatment begins before the next day at childcare education and care service. The child does not need to be sent home immediately if head lice are detected
Hepatitis A	Excluded until a medical certificate of recovery is received and until at least 7 days after the onset of jaundice.
Hepatitis B & C	Not excluded
Impetigo (school sores)	Exclude until appropriate antibiotic treatment has started. Any sores on exposed skin should be covered with a water tight dressing.
Influenza and influenza-like illnesses	Exclude until person is well.
Measles	Exclude for 4 days after the onset of the rash
Meningococcal	Exclude until appropriate antibiotic treatment has been completed.
Pertussis (Whooping Cough)	Exclude until 5 days after starting appropriate antibiotic treatment, for 21 days from the onset of coughing
Rotavirus Infection	Exclude until there has not been a loose bowel motion or vomiting for 24 hours.
Rubella (German Measles)	Exclude until the person has fully recovered or for at least 4 days after the onset of the rash.
Scabies	Exclude until the day after starting appropriate treatment
Varicella (Chicken Pox)	Exclude until all blisters have dried – this is usually at least 5 days after the rash first appeared in non-immunised children, and less in immunised children
Worms	Exclude if loose bowel motions are occurring. Exclusion is not necessary if treatment has occurred.

- \*-Diarrhoea (several cases)
- \*-Haemophilus influenzae type B (Hib)
- \*-Hepatitis A
- \*-Hepatitis B
- \*-Measles
- \*-Meningococcal infection
- \*-Parvovirus B19 (2 or more cases)
- \*-Pertussis
- \*-Roseola (2 or more cases)
- \*-Scarlet fever
- \*-TB
- \*-Vomiting (several cases)
- \*-Hand, Foot and Mouth

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**Table 1.1** Recommended minimum exclusion periods

Condition	Exclusion of case	Exclusion of contacts*
<i>Campylobacter</i> infection	Exclude until there has not been a loose bowel motion for 24 hours <sup>b</sup>	Not excluded
Candidiasis (thrush)	Not excluded	Not excluded
Cytomegalovirus (CMV) infection	Not excluded	Not excluded
Conjunctivitis	Exclude until discharge from the eyes has stopped, unless a doctor has diagnosed non-infectious conjunctivitis	Not excluded
<i>Cryptosporidium</i>	Exclude until there has not been a loose bowel motion for 24 hours <sup>b</sup>	Not excluded
Diarrhoea (no organism identified)	Exclude until there has not been a loose bowel motion for 24 hours <sup>b</sup>	Not excluded
Fungal infections of the skin or nails (e.g. ringworm, tinea)	Exclude until the day after starting appropriate antifungal treatment	Not excluded
Giardiasis	Exclude until there has not been a loose bowel motion for 24 hours <sup>b</sup>	Not excluded
Glandular fever (mononucleosis, Epstein–Barr virus [EBV] infection)	Not excluded	Not excluded
Hand, foot and mouth disease	Exclude until all blisters have dried	Not excluded
<i>Haemophilus influenzae</i> type b (Hib)	Exclude until the person has received appropriate antibiotic treatment for at least 4 days	Not excluded Contact a public health unit for specialist advice
Head lice (pediculosis)	Not excluded if effective treatment begins before the next day at the education and care service The child does not need to be sent home immediately if head lice are detected	Not excluded
Hepatitis A	Exclude until a medical certificate of recovery is received and until at least 7 days after the onset of jaundice	Not excluded Contact a public health unit for specialist advice about vaccinating or treating children in the same room or group
Hepatitis B	Not excluded	Not excluded
Hepatitis C	Not excluded	Not excluded
Herpes simplex (cold sores, fever blisters)	Not excluded if the person can maintain hygiene practices to minimise the risk of transmission If the person cannot comply with these practices (e.g. because they are too young), they should be excluded until the sores are dry Sores should be covered with a dressing, where possible	Not excluded
Human immunodeficiency virus (HIV)	Not excluded If the person is severely immune compromised, they will be vulnerable to other people's illnesses	Not excluded
Human parvovirus B19 (fifth disease, erythema infectiosum, slapped cheek syndrome)	Not excluded	Not excluded

If IRMS access is not immediately available, then:

- in the event of an injury an ED155 can be completed, noting that this is an interim record only and that the online report must still be entered on IRMS
- in the event of a critical incident contact School Care on 8463 6564 or [DECD.SchoolCare@sa.gov.au](mailto:DECD.SchoolCare@sa.gov.au)

### **Immunisation:**

- For the safety of each child, other children, parents, staff and the community at large ~~the Centre encourages parents~~ are required to keep children's immunisations up to date.
- Educators at the Centre are encouraged to have all childhood immunisations. It is recommended that Primary Caregiving educators for children less than 2 years of age should be immunised with Hepatitis A vaccine.
- Staff and children's immunisation records will be kept in their personal files and parents/staff will be encouraged to update this information regularly.
- When a vaccine preventable disease is present or suspected at the Centre, unimmunised children will be excluded for as long as the disease is present. When a medical certificate or written statement from the parent or Director is provided to the Family Assistance office, the CCB may still be claimed for this period. This absence does not count towards the allowable absences per financial year.
- Children for whom the Centre does not have a complete immunisation record may be treated as unimmunised and therefore are not permitted to access the Centre without written authorisation from a GP.
- Children who do not receive their 4yr old immunisations, may find that they no longer receive CCB to assist with childcare fees as this is a government requirement. Our service strongly encourages all children to attend both the 4 year old developmental Screening with Child and Families Services (CAFHs) nurse and the 4 year old Health Check with their General Practitioner.

### **Handling Bodily Fluids Procedure:**

Universal Precautions are followed to prevent cross infection of blood borne diseases:

- all cuts/breaks in the skin need to be covered as body fluids can carry viruses
  - ~~▪ it is not safe to handle someone else's blood, however it is safe to handle your own, therefore or illness, the Responsible Person (delegated) will notify the Regulatory Authority (RACSA) within 24 hours; contact the Child Protection Office and lodge a report on the Department for Education and Child Development's Incident Response Management System within 12 hours~~
  - another person who has a cut/blood spill or when handling other body fluids (urine, faeces, vomit)
  - depending on the size of the spill, use paper towel/kitty litter to clean up blood or body fluids with gloves still on
  - remember to use fresh gloves for each situation
  - place contaminated material, including gloves in a plastic bag, place in a second bag, seal and dispose of in the general waste bin (wheelie bin)
  - wash hands with soap and running water after all first aid treatment and changing of soiled underwear/clothing. Children and staff routinely wash their hands after toileting, before and after preparing or eating food, after blowing their nose and when they return from outside play. Staff are required to wash their hands on arrival at work and prior to departure and before and after a meal break
  - Soiled surfaces must be cleaned first with detergent and warm water. Ideally disinfectant should be in contact with the surface for at least half an hour
- \* Please refer to the cleaning procedures for more details.

Staff will treat children who have had a toilet accident with respect and compassion. Staff understand that toileting progress may regress but under no circumstances will children be punished or treated unfairly for toilet accidents. For children who have several toilet accidents in a short period of time, staff will use their discretion to determine when it is appropriate for the child to be changed into a nappy or pull up or contact the family.

#### **Nappy Changing Procedures:**

- The Centre recognises that both routines and play experiences can be used as learning experiences for all children, and nappy changing and toileting is a great opportunity for not only developing a wide range of skills, but also developing healthy relationships.
- ~~n~~Nappy changing and toileting is to be a safe and positive experience, with strict procedures to ensure the health and safety of all staff and children.
- ~~c~~Children's nappies will be checked approximately every 2 hours and changed according to the individual child's needs throughout the day.
- ~~P~~Parents are to supply enough disposable nappies or pull-ups for their child's session in care/Kindy. 7 are recommended for a full day in Childcare. If there are insufficient nappies/pull-ups provided, staff will use the Centres' supply and the nappy fee will be charged to the parents or guardians account.
- ~~p~~Parents are to supply nappy rash cream (including a written authorisation) and several clean changes of clothing for children who are toilet training.
- ~~l~~ocked door to the stairs ensure children have no unsupervised access to the Nappy Change areas in either Preschool or Childcare.

Educators check to make sure that the supplies needed are ready, including:

- sheet of paper
- pre-moistened towelettes
- disposable gloves
- a fresh nappy
- clothes
- rubbish bin lined with a plastic bag
- nappy cream (where appropriate written authorisation has been received)

Encourage a walking child to walk to the change area. Steps are available in Childcare so that the child can reach the change mat.

- follow the manual handling procedures to lift and carry children
- never leave a child unsupervised or unattended when on the change bench
- wear gloves when changing nappies
- place paper on the part of the change table where the child's bottom will be in contact
- put the child's bottom on the paper
- remove the child's nappy and any soiled clothes
- clean the child's bottom with a pre-moistened disposable towelette before applying/reapplying any nappy cream if provided by parent. Dispose of towelette in the bin provided
- the nappy bin will be sealed and the liner and contents emptied frequently into the garbage bin in the utility area
- remove gloves by peeling them back from your wrists. Do not let your skin touch the outer contaminated surface of the glove. Dispose of gloves in the bin provided
- put a new nappy or pull up on child, then redress them and assist them to walk down the stairs
- wash the child's hands
- take the child away from the bathroom and assist them to rejoin play
- place rinsed soiled clothes in a plastic bag

- clean the change table by spraying with disinfectant and wiping with a paper towel. Mattresses and covers used on the nappy change table need to be smooth as germs can survive in cracks, holes, creases, pleats, folds and seams
- Educators wash their hands
- Record time, state of nappy and staff initials on nappy chart in childcare.

NS	Soiled
NW	Wet
ND	Dry
⊗	Diarrhoea
C	Cream applied
LB	Loose Bowel

#### **TOILETING Procedures: Childcare**

- help the child use the toilet and use correct toileting terminology
- if the child has soiled clothing, assist them to change their clothes
- remove excess faeces (if necessary and easily achieved) in the toilet. ~~Rinse soiled clothing in the laundry trough and disinfect trough~~
- place rinsed soiled clothes in a plastic bag for parents to take home at the end of the day
- supervise or assist the child to wash their hands
- if a potty-chair is used, empty the contents into the toilet and disinfect the chair in the laundry trough
- wash your hands
- record time, movement and staff initials on nappy chart as per the above symbols  
~~TS~~ — Soiled

#### **TOILETING Procedures: Preschool**

- offer the child help as required i.e. to either change their nappy or pull up or ~~to~~ assist the child in the use of the toilet. Follow the above *Nappy Change Procedures* as required.
- use correct toileting terminology e.g. have you flushed the toilet, have you wiped your bottom, have you washed your hands?
- if the child has soiled clothing, assist them to change as required
- assist the child or place rinsed/soiled clothes in a plastic bag and place or assist child to place it into their Kindy bag
- supervise or assist the child to wash their hands and re-join the other children and Educators
- if a potty-chair is used, empty the contents into the toilet and disinfect the chair. Do not wash it in a sink used for washing hands
- if the Nappy Change Table was used, disinfect and dispose of towelettes in a plastic bag with the soiled Nappy/Pull Up. Dispose of bag in the outside wheelie bin
- wash your hands
- record time, movement and staff initials on Soiled Clothes Chart.

Staff will ensure that the bathroom is cleaned and disinfected a minimum of 3 times a day or as required to reduce the spread of germs. The Bathroom Cleaning Record must be signed off and includes the disinfecting of toilet bowl, hand basins, dispensers, door handles and bins.

#### **Supporting Resources:**

- DECD [www.decd.sa.edu.au](http://www.decd.sa.edu.au)
- Work Health & Safety: Risk Management Policy & Framework; Hazard Management Procedure
- BCCC current list showing children with known medical conditions- confidential and accessible to staff
- Enrolment Forms contain Immunisation Records, Health and Additional Needs information as well as current family contact details

- BCCC Incident, Injury, Trauma, Illness Record Incident
- BCCC Child Safe Environments Policy and Procedures
- POISON INFO. CENTRE 131 126
- Wash, Wipe, Cover...Don't Infect another! [www.health.sa.gov.au/infectioncontrol](http://www.health.sa.gov.au/infectioncontrol)

#### **Sources:**

- DECD: Health Resources for DECD
- First Aid Training ~~Senior First Aid or Apply First Aid~~ (HLTAID004: Provide an emergency first aid response in an education and care setting) (FA301G)
- Australian Children's Education & Care Quality Authority, ~~October 2011~~ February 2018, National Quality Framework Resource Kit
- Australian Government National Health and Medical Research Council: Staying Healthy in Childcare- Preventing Infectious Diseases in Childcare
- SA Health Communicable Disease Control Branch (1300 232 272)

**Policy last reviewed:** Term ~~44~~ 2017 ~~5~~

**Policy review due:** Term ~~44~~ 2018 ~~6~~

**Approval Signature:**

**Leadership and service management QA 7**  
**GOVERNANCE & MANAGEMENT, including PRIVACY & CONFIDENTIALITY**  
**Policies & Procedures**

*Links to Regulations: 155 (e), 168 (2) (l) Links to quality areas, standards or elements: 6, 7*

**Rationale:**

The Governing Council recognises the importance of good governance and the importance of supporting the staff to achieve the goals of the Centre.

As an Integrated Children's Service, BCCC has an active Governing Council which works closely with the Director, Deputy Director and staff to ensure the safe, legal and effective operation of the Centre by:

- maintaining open communication with staff and families via reports, minutes of meetings and newsletters
- the ongoing cyclic review and approval process of policies and procedures at Governing Council meetings
- ensuring the Centre operates within financial constraints via budgeting, finance meetings, reports and audits
- maintaining a safe and well equipped Centre using Work, Health & Safety systems
- ensuring the Centre operates within legal guidelines by reviewing awards and acts and keeping informed of DECD policies, procedures and guidelines
- being aware of employer obligations by reading relevant correspondence and passing the information at Governing Council meetings

The Privacy of individuals is respected at our Centre:

- all records and information about individual children, families, staff and management are kept secure
- records and information are only accessed by or disclosed to those people who need the information to fulfil their responsibilities at the Balaklava Community Children's Centre or have a legal right to know.

Whilst the Centre operates with one Governing Council it is bound by two Constitutions:

- Childcare: Balaklava Community Children's Centre Incorporated
- Preschool: Department of Education & Children's Services

Employees, work experience students, volunteers and Governing Council members sign a *Confidentiality Agreement* which is retained by the Centre and based on clear written guidelines provided on Induction and includes:

1. What information is to be kept confidential
2. What confidential information they may have access to in order to fulfil their responsibilities and how this information may be accessed
3. Who has a legal right to know what information

Confidential conversations between staff and parents or between Director/Deputy Director and staff members will be conducted in a quiet area away from other children and adults.

- Confidential information may be exchanged in the normal course of work with other staff members and may be given to Governing Council when necessary for the proper operation of the Balaklava Community Children's Centre or the wellbeing of users and staff
- All discussions at meetings (including Governing Council and Staff Meetings) will be treated as confidential.

Confidential including Personnel, children, finance, administration files, forms and information will be stored securely in the Administration filing cabinet. Information about staff members will only be accessed by the Director/ Deputy Director/Administrator with the individual staff member involved.

- Staff will protect the privacy and confidentiality of other staff members by not relating information about another staff member to anyone either within or outside of the service.

No member of staff may give evidence or information on matters relating to children and/or their families to anyone other than custodial parents or guardians or to persons specified by the parent or our Approved Provider (DECD).

- Exceptions may apply regarding information about children when subpoenaed to appear before a court of law. In cases where it is unclear whether parents or guardians or anyone else has the right to information, the matter must be referred to the Responsible Person/Director, Deputy Director or the individual staff member concerned
- Advice should be clarified as needed with DECD Legislation and Legal Services Unit 8226 1555.
- Permission from parents will be sought where personal information is requested by other agencies or schools, including the supply of reports during transition
- Students and people on work experience and volunteers will not make staff, children or families in the Balaklava Community Children's Centre an object for discussion outside of the service (eg college, school or home), nor will these students or volunteers at any time use family names in recording or tutorial information.

#### **Supporting Resources:**

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- Australian Children's Education & Care Quality Authority, October 2011, National Quality Framework Resource Kit
- Balaklava Community Children's Centre inc. Constitution

#### **Sources:**

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- DECD Enrolment Policy and Procedures, including *Proof of Age; Children subject to Family Law & Intervention Orders*
- DECD Early Years System

**Policy Created Date:** Term 4 2013

**Policy last reviewed:** Term 3 2017

**Policy Review Date:** Term 3 2018

**Approval Signatures:**

## INCIDENT, INJURY, TRAUMA, ILLNESS and ADMINISTRATION OF FIRST AID Policies & Procedures

Links to Regulations: 84-87, 89, 94, 98-99, 100-102, 136, 162, 168 (2) (b) (d) (e) (g), 176, 178, 181, 183  
Links to quality areas, standards or elements: 2.1, 4.1, 7.1, 7.3

### Rationale:

If a child is injured, becomes ill eg experiences an asthma attack or suffers a trauma whilst at the Centre, staff will give Basic First Aid, follow individual *Medication/Health Care Plans* and notify parents or Carers as soon as practical. On enrolment parents and Carers are requested to provide details of their family doctor and are encouraged to maintain current contact information as it is vital in an emergency.

An 'Incident, Injury, Trauma, Illness Record' will be completed and provided to parents or Carers for their information. Parents and Carers are asked to return the record to the Centre once signed, and request a copy for their personal records as required.

### First Aid Procedure:

1. Staff member 1 will administer first aid.
2. Where appropriate, staff member 2 will distract and/or remove other children from the scene. Staff will reassure the child, whilst showing respect for their privacy.
3. If available, staff member 3 will (or any other adult if available) assist staff member 1.
4. Staff will decide jointly (including parents & Carers where possible) about further emergency procedures or seek expert medical advice eg by phoning 000; Poisons Information Service 131 126.

The child will be kept as comfortable as possible and if determined necessary, away from other children to reduce cross infection until they can be collected.

NB: To be employed at our Centre, staff must hold and maintain a current *Provide emergency first aid in an education and care setting HLTAID004* Certificate and maintain a current CPR certificate, which includes approved emergency Asthma and Anaphylaxis management. Staff with current approved qualifications will be on duty at all times and immediately available in an emergency. One staff member may hold one or more of the above qualifications.

### In the event an ambulance is required:

If the casualty is a child, he/she will be accompanied in the Ambulance by a qualified staff member, unless stated otherwise by the Ambulance staff. If the casualty is an adult then this will be at the discretion of the staff and patient.

- The adult/child's file will be taken with them to the hospital as this contains medical information.
- The remaining staff member will contact the parents or emergency contacts and direct them to meet at the hospital. Staff must only provide brief factual details of why the child has been taken to the hospital. e.g. "Your child has been taken to hospital by ambulance as they were having trouble breathing."

NB: The Centre will not be liable for any costs incurred in obtaining medical treatment. Governing Council encourage families to maintain their own Ambulance cover.

The Centre maintains ample **first aid kits** that are replenished and checked regularly. Cold packs are kept in the freezers for treatment of e.g. bruises, sprains or stings.

- In the event of **minor incidents** e.g. grazes, bites and small cuts an 'Incident, Injury, Trauma and Illness Record' form must be completed and signed by the first aider, Director/Deputy Director, and parents. These will be retained at the Centre and a copy provided to parents or Carers as needed. Forms will be completed as soon as practicable, but not later than 24 hours after the event.
- **Serious accidents** including injury, or trauma to, or illness requiring medical attention, for example fractures, lacerations requiring stitches, loss of consciousness or concussion or the inappropriate administration of medication, the attendance of emergency services, the death of a child, a missing child or one who is unaccounted for, a child who is taken or removed from the Centre inappropriately or mistakenly locked in or out of the premises, an

incident requiring the Centre to close or reduce the number of children attending or in a circumstance that posed a significant risk to children's health, safety or wellbeing require both the completion of a Notification to the Regulatory Authority (within 24 hours) and the Department for Education and Child Development's *Incident Response Management System* as outlined in the section: **DEALING WITH INFECTIOUS DISEASES – EXCLUSION**. Data entry will be completed as soon as practicable, but not later than 12 hours after the event.

**Details to be included:**

- Full name
  - Description of the event (including circumstances leading up to the incident, injury or trauma or surrounding the onset of illness, including any apparent symptoms).
  - Injury and treatment administered, (including any medication or first aid & any medical personnel contacted).
  - Details of any persons who witnessed the incident, injury or trauma
  - Who was notified or attempted to be notified, including times & dates
  - Who attended
  - Signatures/names of staff accompanied by the date and time
  - Location of the accident/incident
  - Further treatment required
- In the event that a serious incident occurs, the Centre can support families by organising professional counselling as requested.

**Supporting Resources:**

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- Medication Authority forms
- South Australia Work Health and Safety Act 2012
- Work Health & Safety: Risk Management Policy & Framework; Hazard Management Procedure; Injury Management, Induction Video <http://player.vimeo.com/video/60983250>
- BCCC Medication Log
- BCCC current list showing children with known medical conditions- confidential and accessible to staff
- Enrolment Forms contain Immunisation Records, Health and Additional Needs information as well as current family contact details
- BCCC Incident, Injury, Trauma, Illness Record Incident
- BCCC Child Safe Environments Policy and Procedures
- POISON INFO. CENTRE 131 126
- DECD Child Protection Curriculum: Keeping Safe
- DECD: Incident and Response Management System or ED155
- Regulatory Authority
- Gawler 2 Portfolio Office
- School Care on 8463 6564 or [DECDSchoolCare@sa.gov.au](mailto:DECDSchoolCare@sa.gov.au)

**Sources:**

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- DECD: Health Resources for DECD- Health Support Planning
- Health Support Planning in Education & Children's Services
- Guidelines for Education & Children's Services
- Provide first aid response in an education and care setting HLTAID004
- 'Responding to abuse and neglect' training
- DCSI - Criminal History Screening
- Australian Children's Education & Care Quality Authority, October 2018, National Quality Framework Resource Kit
- Australian Government National Health and Medical Research Council: Staying Healthy in Childcare- Preventing Infectious Diseases in Childcare
- SA Health Communicable Disease Control Branch (1 300 232 272)

**Policy last reviewed: Term 1 2018**

**Policy review due: Term 1 2019**

**Approval Signature:**

# Delivery & collection

## When delivering children to BCCC

- Please inform staff on arrival, if your child has had any medication (e.g. Paracetamol) before attending the Centre or if they have been unwell overnight.
- On arrival, **Childcare children** are to be handed personally to a staff member and parents or guardians fill in the *Sign in/out sheet*.
- Please ensure your **Preschool children** are greeted by an Educator on their arrival.
- Educators greet **Bus children** on arrival at the Scotland Street entrance.
- The Out of School Hours Care children are tracked through the use of the Childcare Sign in/out sheet, and through the daily Bus Transfer sheets. Educators sign Childcare OSHC Bus and Preschool children in once they have arrived at the Centre.
- Childcare Educators check the Sign/in/out book in Childcare against the number of children in their care at meal times (approx. 9:30am, 11:30am, 2:30pm & 4:30pm) at the end of each session (8:45am, 12:45pm, 3:30pm, 5:45pm), after coming inside and after 3:30pm pick up.
- The Preschool Roll is marked just after the commencement of the session and again after lunch. An educator will sign the Roll at the end of the day. The time children arrive after the 8:25am start will be recorded against their name.
- If you need to collect your child early, please notify staff as this will also be entered on the Preschool Roll.
- Centre gates have child safety catches above 1300mm high and are self-closing. Parents are requested to ensure gates and doors are closed behind them.
- Doors giving direct access to the street have handles positioned above 1300mm from the floor.

## When collecting children from BCCC

Balaklava Community Children's Centre has a Duty of Care to ensure:

1. Only authorised people are able to collect the child and all precautions will be taken to ensure this happens.

- Names and contact numbers of all persons authorised to collect children must be included on the Enrolment Form.
  - Parents must notify the Centre if a person not listed on the Enrolment Form is to collect their child, giving a verbal description. Proof of identity of this person will be required by staff, eg. driver's licence or other acceptable photo identification.
  - Please notify staff when you have arrived to collect your child and please sign the Sign in/out book as you leave.
2. At the time of enrolment (or when any other facet of family situation changes and the Centre becomes aware of such), the Centre must ask parents/guardians if Family Court Orders or Intervention Orders are in place and if they are to provide the Centre with copies.
- A copy of the Court Order must be kept in the child's file and sighted by the Director and/or Deputy Director Services
  - Unless otherwise provided by a Court Order, the current *Family Law Act 1975* states that each parent has equal responsibility for their child, meaning that each parent is entitled to fully participate in their child's Preschool or Childcare activities and have equal rights to access all documentation relating to the child, including reports and newsletters.
  - DECD Legislation and Legal Services Unit 8226 1555 are available to clarify circumstances and support enrolments.
3. The Centre must be notified if there is a restriction of access in place.
- If a restriction applies any concerns will be discussed as they arise.
  - All reasonable precautions will be taken to ensure only the residential parent can collect the child.
  - A description and photo of the non-residential parent must be supplied to the Centre for identification purposes.

If an unauthorised parent or person arrives at the Centre to collect a child, staff will inform them that:

- their access to the child is prohibited or restricted by an Order of a Court or tribunal or that a legal document is in place
  - the issue of authorisation is clear within our policies and procedures and where they do not meet this criteria circumstances cannot be renegotiated by staff
  - where necessary, that he/she need to leave or the police will be called
4. Parents/guardians may visit the Centre at any reasonable time whilst their child is present. However they are requested to give due consideration to the time of day in relation to the child's program i.e. rest time would be inconvenient and could disturb other children.
  5. Parents/guardian may bring other relatives to visit at convenient times that have been organised through the Director or Deputy Director.
  6. In the event of a threat/ potential threat to staff/children
    1. The police will be called immediately either by phone or activating the duress alarm
    2. The residential parent will be contacted immediately

NB: No unauthorised or inappropriate person will remain on site while children are present, unless the person is under the direct supervision of an Educator. (Refer South Australia Education and Early Childhood Services (Registration & Standards) Act 2011, Part 6, *Operating an Education and Care Service*, 170 & 171).

### **Late Collection**

1. If the parent/guardian has not contacted the Centre, and the child has not been collected from Preschool or Childcare within 10 minutes of the end of the Preschool session / booked Childcare session, staff will attempt to telephone the parent/guardian. If no contact is made with the parent/guardian, the emergency contacts listed on the child's enrolment form will be telephoned to arrange for the child's immediate collection. Meanwhile the child will be cared for in Childcare and the Centre's Late Fee charged (refer to Fee Policy). Educators will continue to attempt

to make contact with the parent/guardian and emergency contacts listed. At all times the National Quality Standards (NQS) staffing ratio will be adhered to and details of this late collection will be recorded.

2. If no contacts can be contacted and the child has not been collected 30 minutes after the negotiated collection time, the Director / Deputy Director will be notified. Local Police and Crisis Care (between 4pm – 9am) or the Child Abuse report line (between 9am – 4pm) will be contacted and asked to take responsibility for the child.
3. If the child is collected by Crisis Care outside business hours and still no contact made with the parent/guardian and emergency contacts, staff will post a notice on the Centre's entrance doors with a short explanation of circumstances and relevant telephone contact numbers before leaving the Centre.

NB: The Centre's Late Fee will be charged from the end of the booked session until the time of collection (please refer to page 10)

## EXCURSIONS Policies and Procedures

Links to Regulations: 98, 99, 100-102, 136, 168 (2) (g), 181, 183, 320, 323, 326-27 Links to quality areas, standards or elements: 1, 2.3, 4.1, 6, 7.1, 7.3

### Rationale:

In supporting children to develop community awareness, cultural diversity and an understanding of our world the Centre values the provision of a wide range of experiences, including those in the outdoor learning environment. Activities outside of the Centre may be organised. Parents and carers will be invited to attend excursions with their children where appropriate.

On walks, staff are aware of road safety rules and maintaining appropriate behaviour among the children to ensure their safety. Educators will use these experiences as a means to educate children about road safety rules and their implementation.

### Strategies, Practices and Procedures:

- Information about these excursions will be provided to parents prior to the event.
- For excursions or activities that require payment, transport or the crossing of main roads, specific written consent will be required from parents or carers.
- If the excursion is a regular outing, the Parent Authorisation is only required to be obtained once in a 12 month period (e.g. transition visits: walking to Balaklava Primary School, to the supermarket or around the block for fitness).
- If parents do not consent for their child to participate in the excursion a modified program may be offered at the Centre.

A *Risk Benefit Assessment* form will be completed by staff and where appropriate with children, prior to the excursion and will:

- Identify and consider the risks that the excursion may pose to those involved and how the risks will be managed and minimised.
- Include details of the excursion including route, destination, any water hazards or risks associated with water-based activities, transport, staff: child ratio, activities to be undertaken, duration and items to be taken on the excursion.
- Following the Excursion- review and reflect on the above details to plan any future improvements needed.

For an excursion that is a regular part of the program (e.g. walk around the block, walk to the supermarket or to Balaklava Primary School) only 1 Risk Benefit Assessment form will be completed annually.

For all excursions outside the Centre, a Risk Benefit Assessment will be undertaken and child/staff ratio determined whilst maintaining or exceeding the child/staff ratios stated in the NQS.

### Details on the consent form will include:

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>▪ The child's name</li> <li>▪ The reason for the excursion</li> <li>▪ General description of activity, the destination and activities to be undertaken</li> <li>▪ Water hazards that may be present</li> <li>▪ Date and time of activity</li> <li>▪ Expected time of departure and return – where applicable</li> </ul> | <ul style="list-style-type: none"> <li>▪ Cost per child (if applicable)</li> <li>▪ Transport details including the proposed route</li> <li>▪ Ratio of educators to children</li> <li>▪ Name of staff members plus any other adults who will accompany and supervise children</li> <li>▪ Parent's signature</li> <li>▪ Risk Benefit Assessment has been prepared and is available at the Centre</li> </ul> |
|--|---|

### For all off-site excursions staff ensure the backpack includes:

- medications and copies of *Medication/Health Care Plans* for individual children and staff
- the Centre's asthma kit along with other Basic First Aid items
- the mobile phone
- List of children present
- Parent, Guardian and Centre contact details
- Nappies, wipes, tissues

### **Supporting Resources:**

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- South Australia Work Health and Safety Act 2012
- Work Health & Safety: Risk Management Policy & Framework; Hazard Management Procedure; Injury Management, Induction Video <http://player.vimeo.com/video/60983250>
- Risk Assessments/Management Plan and post excursion reviews
- Parent information sheets, consent forms and post excursion feedback from children and families
- DECD [www.chess.sa.edu.au](http://www.chess.sa.edu.au) *Asthma Care Plan, Diabetes Plan, Allergy Care Plan (including Anaphylaxis) and/or Medication Plan, and/or First Aid Plan.*
- BCCC Medication Log
- BCCC current list showing children with known medical conditions- confidential and accessible to staff
- Enrolment Forms contain *Immunisation Records, Health and Additional Needs* information as well as current family contact details
- BCCC Incident, Injury, Trauma, Illness Record

### **Sources:**

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- DECD: *Camps and Excursions- Guidelines for Schools and Preschools*
- Provide an emergency first aid response in an education and care setting (HLTAID004)
- Emergency Asthma and Anaphylaxis management training
- Australian Children's Education & Care Quality Authority, February 2018, National Quality Framework Resource Kit
- Australian Government National Health and Medical Research Council: *Staying Healthy in Childcare- Preventing Infectious Diseases in Childcare*
- Early Childhood Australia Code of Ethics
- DECD Code of Ethics
- Balaklava Primary and Horizon Christian Schools Bushfire Action Plans
- DECD: School Transport Policy & local Bus Committee and its guidelines
- Work Health & Safety: Risk Management Policy & Framework; Hazard Management Procedure; Injury Management
- BCCC Sun Protection & Hot Weather Policy and Procedures
- DECD Human Resources and Workforce Development, Work Health & Safety Unit: 8226 1440
- DECD Aboriginal, Student and Family Services: Sports, Swimming and Aquatic website
- DECD Early Childhood Development Strategy and Programs: [DECDECSupport@sa.gov.au](mailto:DECDECSupport@sa.gov.au)

**Policy last reviewed:** Term 3 2018

**Policy review due:** Term 3 2019

**Approval Signature:**

## Leadership and Service Management QA 7

# COMMUNICATION, including DEALING WITH COMPLAINTS

## Policies and Procedures

*Links to Regulations: 98, 155 (e), 157, 168 (2) (k) (l) (o) Links to quality areas, standards or elements: 6, 7.3*

### **Rationale:**

**Open two way communication** is the basis for strong mutually respectful partnerships between families and educators. It helps ensure the best possible learning and care for all children and supports BCCC in the delivery of a high quality service.

BCCC strives to keep parents and carers informed using a variety of formal and informal methods including:

#### **Verbal Communication:**

- face to face chats and conversations
- telephone contact- our service maintains telephone landlines and a Centre Mobile phone for phoning out whilst on excursions or bus duty, and communicating by text and photos with families
- interviews, review meetings or negotiated meetings initiated by either families or staff
- family 'get togethers' e.g. Schoolies Graduation Ceremony, End of Year Christmas Party, Christmas Pageant
- induction tours/ meeting

#### **Written Communication**

- family pockets in the foyer are the main way we distribute information, including invoices, Newsletters and excursion notes. Parents and carers are encouraged to check their pocket on each visit to the Centre
- childcare sign-in sheet- may have notes from educators to the parents or guardians
- daily communication boards in Childcare under 2yrs
- baby communication books
- nappy chart
- programming diaries & display boards in Childcare and Preschool rooms
- communication books/folders/reports
- Governing Council meetings and minutes (foyer display)
- written communications, including emails, facsimile, texts, flexibuzz and Facebook posts
- Preschool bus travellers have a bus folder which goes between home and Preschool each visit
- policies and procedures (Folder in the foyer plus information provided in Enrolment Packs)
- newsletters- fortnightly starting the 2nd week of Preschool term
- whiteboard, entry gates or sandwich board under verandah
- illness or anaphylaxis alerts in foyer
- official correspondence eg medication plans, accident and incident reports
- BCCC contact details can be found in enrolment packs, on the business sign outside of the Centre or on our newsletters
- Annual client surveys and other feedback is invited throughout the year.
- Website and Facebook page

- flexibuzz
- curriculum displays
- Educator personal philosophy statements

Parents and carers are encouraged to let us know if they need further information as ongoing feedback supports our service to continually improve.

### **Social Media Communication**

Balaklava Community Children's Centre aims to ensure that our service, children, educators and families are not compromised on any form of social networking or related website. However, we acknowledge that social media can play an important role in maintaining fast, easy and cost effective communication with families and the local community in today's current social climate.

This policy applies to all Balaklava Community Children's Centre Governing Councillors, staff, volunteers and other individuals who work for or provide services on behalf of the Centre. These individuals are collectively referred to as 'staff members' in this policy.

Staff members participating in social media for work purposes are expected to demonstrate high standards of behaviour as when using other media or giving public presentations on behalf of the Balaklava Community Children's Centre.

The Balaklava Community Children's Centre Facebook page is a closely monitored page and will be used as an additional means of communication between the service and the families. The content of the site posted by the administrators may include;

- updates – including dates to remember
- events / information for parents – sharing event information, curriculum news, fundraisers, posters, photos of event highlights and help requests
- projects – updates on progress / achievements
- photos – play spaces, new additions including equipment, toys, etc.
- links to other sites including parenting information, DECD, NQS, FAO and OCOC

The following conditions will be put in place to ensure the privacy, dignity and rights of the service, children, educators and families:

- All users (all people accessing our page) interacting with the Balaklava Community Children's Centre Facebook page, must do so using a Facebook account that clearly identifies them by their real name.
- no names of children may appear on our page
- photos of identifiable children will not be uploaded onto our page
- while using our page, Users are expected to ensure that they:
  - respect the rights and confidentiality of others
  - do not impersonate or falsely represent another person
  - do not bully, intimidate, abuse, harass or threaten others
  - do not make defamatory comments
  - do not use offensive or threatening language or resort to personal abuse towards each other or members of the BCCC Community
  - do not post content that is hateful, threatening, pornographic or incites violence against others

- do not harm the reputation and good standing of Balaklava Community Children's Centre or those within its community
- respect other's rights to privacy by not uploading any films or photographs taken of the children enrolled at BCCC during approved events; with the exception being of film or photographs of your own personal child/ren that do contain any other members of the BCCC community.

- Users who are deemed to be using our page inappropriately, particularly in the above mentioned ways, will be blocked by Administrators
- Administrators will be named on our page and will consist of the service Director and members of staff. These members may be changed and updated as required.
- Our page must not be used for the promotion of personal financial interests, commercial ventures, personal campaigns or to promote other businesses; however our page may be used to thank local businesses for their support of BCCC.

### **Breach of this Policy**

All reports of cyberbullying and other misuses will be investigated fully and may result in a notification to Police or appropriate governing bodies where the Centre is obliged to do so. Users must be aware that in certain circumstances where a crime has been committed, they may be subject to a criminal investigation by Police over which the Centre has no control.

Any concerns or suspicions over the breach of this policy should be brought to the immediate attention of an Administrator of our page and Director either via email, telephone or conversation in person and not be addressed on the site and will be dealt with at the discretion of the Governing Council.

### **Administration of the Facebook site**

Site Administrators and moderators must be Balaklava Community Children's Centre employees or other authorised people. Administrators of the site are;

- Cara Nielsen, Deputy Director
- Lucy Sutton, Playgroup Leader
- Brittany Carberry, Childcare employee
- Emma Kenny, Childcare employee
- Trish Langdon, Preschool employee
- Jackie Lemon, Preschool employee
- Abbi Higgs, Preschool employee

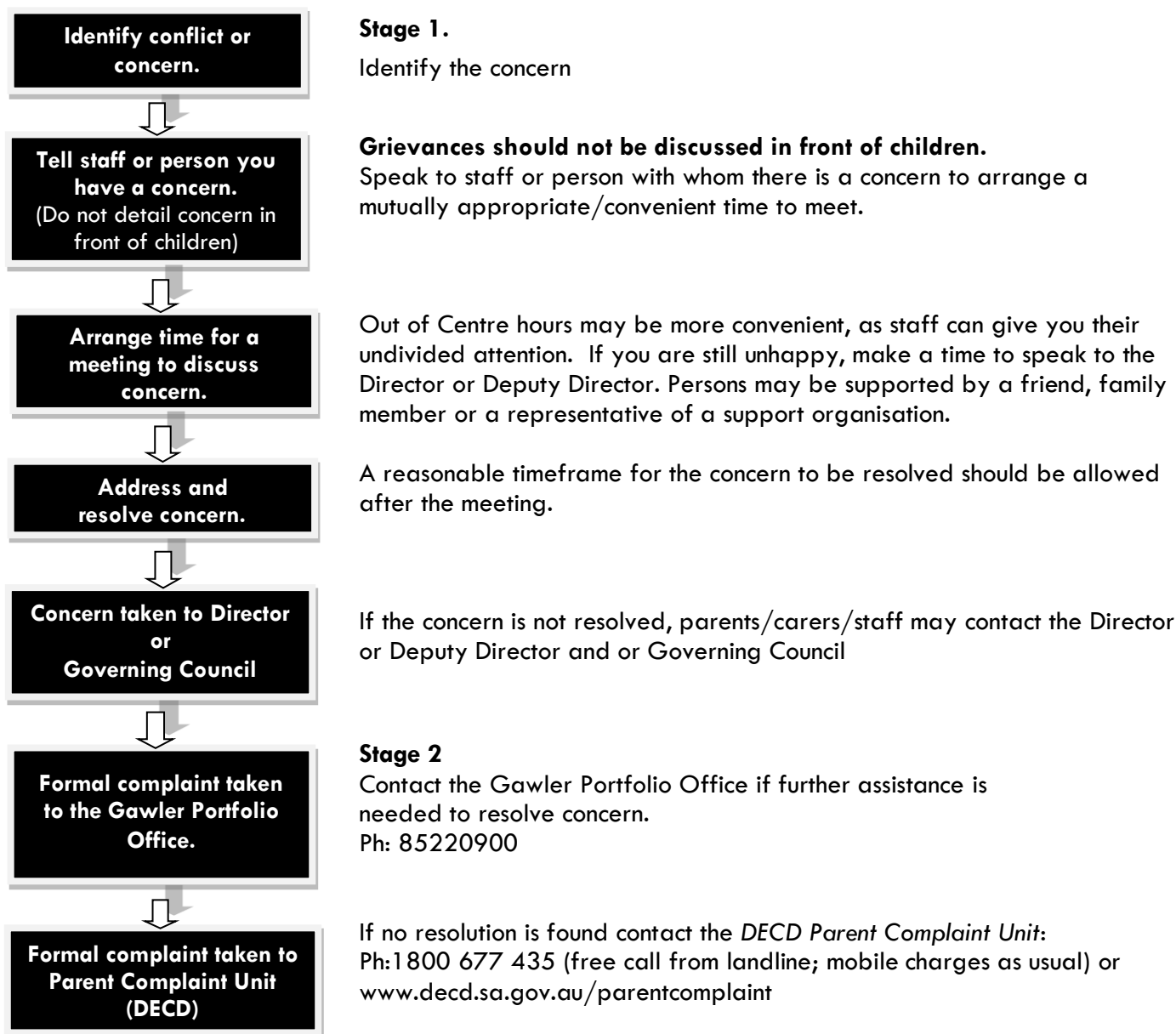
## **DEALING WITH PARENT COMPLAINTS Policy and Procedure:**

The DECD *Parent Complaints Policy and Procedures, including 'Responding to concerns and complaints from parents and caregivers: A guide to DECD preschools and schools'* form the overarching policy framework on which BCCC has developed our site specific Policy and Procedures. The DECD Policy and Procedures can be located at:

<https://www.decd.sa.gov.au/doc/consumer-complaints-management-and-resolution-procedure> , or visit our BCCC website [www.balaklavacc.sa.edu.au](http://www.balaklavacc.sa.edu.au)

Whilst Parents and Guardians may contact the *DECD Parent Complaint Unit* at any stage of the process for support and advice, they are encouraged to discuss any concerns, questions or complaints with staff at BCCC in the first instance. Please let staff know early, as staff would much rather provide parents and guardians with information before their concern becomes a worry or a problem.

## **BCCC PARENT and STAFF COMPLAINT Policy and Procedures:**



*Formal procedures will be documented and kept securely until the complaint or concern is resolved.*

### **Supporting Resources:**

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- South Australia Work Health and Safety Act 2012
- Work Health & Safety: Risk Management Policy & Framework; Hazard Management Procedure; Injury Management, Induction Video <http://player.vimeo.com/video/60983250>
- BCCC communication strategies and relationships shared with families
- BCCC *Parents Concern and Complaints* brochure
- Enrolment Forms contain current family contact details
- *DECD: Parent Complaints Policy*
- *DECD Parent Complaint Unit*: Ph:1800 677 435 or [www.decd.sa.gov.au/parentcomplaint](http://www.decd.sa.gov.au/parentcomplaint)
- *DECD: Parent concerns and complaints policy- Solving concerns in public education schools and preschools*

### **Sources:**

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- DECD Parent Complaints Policy and Procedures:  
<https://www.decd.sa.gov.au/doc/consumer-complaints-management-and-resolution-procedure>
- Australian Children's Education & Care Quality Authority, October 2011, **National Quality Framework Resource Kit**
- Children and Young Persons (Care and Protection) Act 1998
- Education and Care Services National Regulations 2011
- DECD Social media policy,  
<https://www.decd.sa.gov.au/doc/consent-use-media-and-creative-work-procedure>

**Policy last reviewed: Term 3 2017**

**Policy review due: Term 3 2018**

**Approval Signature:**

Bushfire season can be an anxious time for children and families.

Our schools and children's centre in bushfire prone areas have emergency plans to keep everybody as safe as possible in the event of a bushfire.

Please read this information carefully in the best interests of children.

By being prepared, and acting now, you will help our schools and preschools to be bushfire ready and keep our children as safe as possible.

Thank you for your support.

## BEFORE THE BUSHFIRE SEASON

Our schools and children's centre prepare for the bushfire season and develop plans for the threat of a bushfire. We consult with fire authorities and building specialists to be better prepared. Our schools and children's centre in bushfire prone areas must:

- Complete a Bushfire Safety Audit and checklist.
- Prepare buildings and grounds including clearing gutters, and removing vegetation.
- Update their Bushfire Action Plan and inform families of changes.
- Practise bushfire safety drills.
- Ensure power-fail and **analogue telephone** handsets and battery powered radios are in working order.
- Ask parents and carers to update their emergency contact details.

## HOW YOU CAN HELP

We ask parents and carers to:

- Read all bushfire information provided.
- Talk to your children about what will happen if a bushfire occurs when they are at school/children's centre or on a school bus.
- Make sure your emergency contact details are up-to-date with our school/children's centre.
- Download the free app, **Flexibuzz** & locate your specific bus within the Balaklava Primary School –**this includes families of children and students travelling on these buses and are enrolled at other sites.**

## DAYS OF CATASTROPHIC FIRE DANGER RATING

Catastrophic fire danger rating days are days when the weather conditions mean a fire is more likely to start and is more difficult to control.

When a catastrophic fire danger rating is forecast for the following day by the Bureau of Meteorology, all 'low/medium risk' schools and children's centre (such as ours) in the declared Fire Ban District will remain open. **School buses will not operate within the Fire Ban District.**

**Parents and carers will need to make alternative transport arrangements for their children on these days.**

**Please make sure your emergency contact details are updated before the bushfire season starts.**

## APPROACHING BUSHFIRE

**If our school or children's centre is open and a bushfire is approaching, the safety of children is our highest priority.**

The South Australian Police (SAPOL) and the Country Fire Service (CFS) will take charge if a bushfire is approaching. They recommend that in such an event, everybody should remain at their school/children's centre, unless instructed to do otherwise.

Principals and preschool Directors must comply with SAPOL or CFS instructions.

If the police have not advised an evacuation, everyone will remain **inside at the site** and emergency procedures will be activated. These will include:

- Moving everybody inside a building that is the nominated safest location on their site where students will be. Then closing all windows and doors, and blocking crevices, cracks and gaps, plugging downpipes and filling roof gutters with water, if there is time.
- Checking that taps are working and filling available containers with water.
- Remaining inside and putting fire drill procedures into action with the children until the main fire-front passes.
- Listening to the local ABC Radio Station for information.

### And if time and possible

- Hosing down walls, garden etc. on the side facing the 'fire-front' and leaving garden sprinklers on.

We hope that we will never have to enact fire drill procedures. However, we are working with our school and children's centre communities to be bushfire ready in the event of a bushfire emergency and trust that parents and carers will add their support.

**Balaklava Primary School, High School, BCCC and Horizon Christian School are NOT high-risk sites or in a recognised bushfire prone area.**

Therefore, closures based on the predicted forecast do not apply to us. This means on days of forecast catastrophic fire danger rating, our sites will **remain open**.

**However.....**

Our sites and school bus runs are located in the Mid North Fire Ban District and therefore if a Catastrophic Day is declared in this district, no buses will operate.

**Please note: The Beaufort bus runs through both the Mid North and Yorke Fire Ban Districts. If a Catastrophic Day is declared in either area the bus will not run. Horizon buses will not run into areas where a catastrophic day has been declared.**

If a bushfire is declared, each school and BCCC will make every endeavour to contact the families of students and children's centre attendees from their site who are on the affected runs.

**ALL BUS FAMILIES travelling on Government buses:** please install the free Flexibuzz app on your phones. Information on how to install this app is available in BPS newsletters, on the BPS website and given out to all bus families. Please contact us if there are any difficulties with this. Messages will also be posted on **BPS Facebook** page as updates come to hand.

**BPS: via Flexibuzz & Facebook & SMS**

**BHS: via SMS & Facebook & BPS Flexibuzz**

**BCCC: via phone calls & BPS Flexibuzz**

**Horizon CS: via SMS & School eNews & BPS Flexibuzz**

BPS will also contact all other education sites who will be responsible for contacting families affected in their site.

### **Parent Responsibility**

Parents are responsible for keeping the school/preschool updated with all current parent contact, and emergency contact, phone numbers and addresses.

Please listen to the local radio, ABC radio or check the CFS website when weather conditions indicate there could be a possible Catastrophic Day.

### **FOR MORE INFORMATION**

D.E. Emergency and Crisis Management Website  
Department for Education

[www.crisis.sa.edu.au](http://www.crisis.sa.edu.au)

SA Country Fire Service (CFS) Website

[www.cfs.org.au](http://www.cfs.org.au)

CFS Bushfire Information Line  
1300 362 361

During days of forecast catastrophic fire danger rating or an actual bushfire, a Parent Information Hotline will be activated.

**Where communication is unavailable and the bushfire threat remains, all students/children will remain in their sites.**

### **BUSHFIRE EMERGENCY CONTACTS**

**BPS: 88621660 / 0408847002 / 0428026285**

**BHS: 88620600 / 0437534970 / 0402848603**

**BCCC: 88621251 / 0404652214 / 0439337063**

**Horizon CS: 88622100 / 0438622100 / 0438623741**

Please note that these numbers may be engaged during an emergency situation and you may not be able to get through immediately.

### **PARENT INFORMATION HOTLINE**

**Ph: 1800 000 279**

# **BUSHFIRE SEASON**

## **ALL BUS TRAVELLERS FOR**

- **BALAKLAVA PRIMARY SCHOOL**
- **BALAKLAVA HIGH SCHOOL**
- **BALAKLAVA COMMUNITY CHILDREN'S CENTRE**
- **HORIZON CHRISTIAN SCHOOL**

## **Important information for Parents and Carers 2019**

## Relationships with children QA 5

# INTERACTIONS WITH CHILDREN, including BEHAVIOUR CODE

### Policies and Procedures

Links to Regulations: 84, 155-156, 168 (2) (h) (i) (j) Links to quality areas, standards or elements: 1, 2, 4.2, 5.1, 5.2, 6, 7.1, 7.3

#### Rationale:

We believe that everyone has the right to feel safe at all times:

**Our Vision:** We are committed to creating a friendly, positive, fun environment, enabling all children the opportunity to be stimulated and expand their knowledge in a caring and supportive manner.

**Our Reconciliation Vision:** Balaklava Community Children's Centre work, play and learn together, creating a future filled with friendship and togetherness; respecting everyone for who they are within a community of equity, inclusion and happiness.

**Our Values:** Staff and Governing Council aim to maintain a caring, inclusive and pleasant learning and care environment for all children and adults by imbedding the Centre's core Values (Respect, Family, Community, Teamwork, Happiness, Support and Honesty) into daily practice, decision-making and interactions with the BCCC community.

**Our Philosophy Statement:** *Children and their families are at the centre of everything we do. BCCC Educators are committed to quality learning and care. Relationships help children feel they belong, giving them the security to be who they are & the confidence to become who they want to be. Wellbeing: We believe children thrive when they feel safe & supported and can become all they hope to be. Play: We believe that by supporting them in play, we help children learn lessons for life. Literacy: By providing children with opportunities to communicate, we help them lay foundations for the lifelong learners they will become.*



- The staff and Governing Council will endeavour to protect children, parent, guardians, students, staff and volunteers from unwelcome and uninvited behaviour. This includes supporting the Education Department anti-bullying policy.
- Children learn best when they experience success and have positive self-esteem.
- We accept that children feel angry, frustrated and upset at times, and need to express these feelings appropriately. This is part of an Educator's role, to work with children and families to support behaviour learning.
- Staff and parents ideally share responsibility, being consistent at all times, creating a safe, secure environment for all children, and modelling appropriate behaviours.
- Whilst on the premises, parents, guardians and visitors will abide by the Centre's Behaviour Code, especially when they discipline their own child. Under no circumstances should a parent or guardian discipline other children. This includes visitors and parents and guardians attending Playgroup. If this occurs, an Educator will talk to the parent or guardian, and inform the Director or Assistant Director as soon as possible.
- All parents and guardians will be notified of this policy on enrolment, or when joining Playgroup and it will be displayed as a reminder at the Centre.

## **INTERACTIONS WITH CHILDREN policy and procedures:**

- Centre Policies and Procedures and Educator practice are guided by the Centre's Vision, Values and Philosophy Statements.
- *Protective Practices for staff in their interactions with children and young people. Guidelines for staff working or volunteering in education and care settings, the Early Childhood Australia and The SA Public Sector Code of Ethics provide a sound foundation to guide educator practice.*

### **Early Childhood Australia Code of Ethics:**

- *is intended for use by all early childhood professionals working with or on behalf of children and families in early childhood setting*
- *states the protection and wellbeing of children is paramount. Therefore speaking out or taking action in the presence of unethical practice is an essential professional responsibility*
- *considers the following values and processes as central : respect, democracy, honesty, integrity, justice, courage, inclusivity, social responsiveness, cultural responsiveness, education.*

### **The SA Public Sector Code of Ethics:**

- *exists to support public sector employees, including people who are employed under the Children's Services Act, Education Act, or the Public Sector Act in their professional activities and personal conduct*
  - *provides a guide that defines standards of behaviour and the values that underpin them. These are prescribed as Professional Conduct Standards*
  - *these values are the foundation of ethical behaviour in the public sector: Democratic values, Service, respect and courtesy, Honesty and integrity, Accountability, Professional conduct standards.*
  - *Professional Conduct Standards are: Courteous Behaviour, Public Comment, Handling Official Information, Criminal Offences, Use of Government/ Public Resources, Conflicts of Interest, Outside Employment, Acceptance of Gifts and Benefits Reporting Unethical Behaviour.*
- No form of corporal punishment or inappropriate language is acceptable to be used by Educators.
  - All reports of harassment and/or bullying will be taken seriously and handled with sensitivity in a confidential manner.

## **BCCC Behaviour Code- Strategies, Practices and Procedures:**

### **To promote acceptable behaviour Educators will:**

- help all children to understand how their behaviour affects others through conversations and explicit teaching and by encouraging them to talk about their behaviour and help if they have hurt someone eg by getting them a tissue, helping them up etc.
- role model respectful play and the use of welcoming language and support children in positive behaviours which is inclusive of all children
- quickly intervene and respond to children when incidents of bullying, violence or harassment are reported or observed. Educators will take appropriate action to eliminate bullying at the Centre
- set clear goals and consistent rules and boundaries that are suitable for the age and developmental stage of children
- initially provide children with guidance in achieving the positive behaviour expected eg. "Please walk inside". Use explicit and intentional language and where appropriate support

children through the use of other forms of communications eg Key Word Signs, photos books, signs or symbols

- help children learn to recognise and express their feelings in an appropriate way, e.g. saying, “Stop I don’t like it” and using the hand signal for “Stop”
- help children solve their problems in a non-threatening way by encouraging and supporting children to offer solutions to conflict in positive ways
- redirect or change the play to make play safer, and give children simple reasons for this
- let children know they have behaved in an acceptable way through positive interactions, language and nonverbal behaviour eg. the use of smiles, handshakes, thumbs up, verbal praise, stamps/stickers and activity rewards directly after the appropriate behaviour is used
- use books/songs/games/puppets and even TV characters to teach children positive self-management and social behaviours
- remind children who engage in superhero or war play of the need to respect and care for other people and their environment. They will generally be redirected to another activity if play is rough or threatening
- deliver a flexible program which stimulates spontaneous free play and provides structured planned experiences to support the holistic development of children
- recognise that biting may be a stage that some children go through and that it may be a reflection that the individual is not yet fully equipped to be social in a group setting. Alternative play options will be considered as a form of proactive intervention:
  - Biting is not something to blame on children, parents or other Educators but needs addressing
  - The child who has bitten, is spoken to age appropriately as soon as possible after the incident. The child is then re-directed to other play
  - Every occurrence including attempted bites will be treated as an accident and recorded in the **staff communication book** in the Childcare room and on an ‘Incident, Injury, Trauma and Illness Record’ in Preschool. Preschool Educators will discuss concerning patterns of behavior as a team.
  - Educators will look closely at the situation of each incident and look for patterns based on past incidents. If a child is biting, in order to resolve conflict or out of frustration, Educators will work with the child in an appropriate manner. The programme will be planned taking into consideration the known triggers to minimise the potential risk of a child biting
  - Educators will make particular efforts to identify and protect potential biting victims
  - The parents of both the child who is biting and the victim will be informed. Confidentiality will be maintained by not naming other children involved
  - Educators will maintain positive relationships with parents and in the case of persistent biting, will work with them to develop a joint strategy to address this behaviour
  - Educators will follow first aid procedures as outlined in the *Incident, Injury, Trauma and Illness Policy and Procedures*
  - When notifying staff of any issues, concerns or complaints parents, guardians and visitors can refer to the grievance procedure outlined in the *Communication, including Dealing with Complaints Policy and Procedures*.
- A child who has been a victim of bullying behaviour will be supported through agreements made with the family- this may be in a face to face meeting, over the phone or through correspondence. In situations where it is needed interagency support will be offered.

**To address inappropriate or ongoing unacceptable behaviour Educators may:**

- Ignore the behaviour if it isn't affecting others.
  - Give reminders and redirect behaviour.
  - Use 'calm down time' / 'time away' / 'time in'. Time away/ in will be carried out by trained Educators (not volunteers or students.) A timer may be used. Children may be asked to sit on the 'calming chair/lounge/ X' for a short period of time in order to keep other children and Educators safe, and to allow the child time to calm down, or children may be asked to sit under the verandah or walk with an Educator for a short time (generally one minute per year of their age).
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- The child will be given specific feedback about their behaviour and what behaviour is expected next time. If a child is finding it difficult to manage their own behaviour eg they experience repeated time away, parents will be informed. Educators will then endeavour to work with the child, family and possibly other staff to promote behaviour learning.
  - Support (including referral for Support Services as required) will be offered and information provided to parents with children who may need additional help with behaviour management. Educators and parents may develop a behaviour plan to assist in providing consistent and clear guidelines between the Centre and home.

ACCEPTABLE BEHAVIOUR	UNACCEPTABLE BEHAVIOUR
<ul style="list-style-type: none"> <li>▪ Respecting and caring for others</li> <li>▪ Sharing and taking turns</li> <li>▪ Being cooperative</li> <li>▪ Participating purposefully in activities</li> <li>▪ Being friendly &amp; using a friendly tone of voice</li> <li>▪ Listening</li> <li>▪ Helping</li> <li>▪ Using appropriate social language and actions (eg. Please stop it, I don't like it!)</li> <li>▪ Valuing other people's property (including something they have made or built)</li> <li>▪ Walking inside the building</li> <li>▪ Inviting others to play</li> </ul>	<ul style="list-style-type: none"> <li>▪ Bullying-name calling, exclusion, physical intimidation, verbal threats including cyber bullying</li> <li>▪ Harassment or abuse- verbal, physical, emotional, sexual or cyber bullying</li> <li>▪ Hitting, pushing, pinching, kicking, hair pulling</li> <li>▪ Biting</li> <li>▪ Swearing</li> <li>▪ Spitting</li> <li>▪ Speaking unkindly or rudely, including saying you are not my friend or threatening to take friendship away</li> <li>▪ Playing inappropriately with sticks</li> <li>▪ Climbing fences</li> <li>▪ Running inside the building</li> <li>▪ Destruction of property (including plants and trees)</li> <li>▪ Violence based on war toys/guns etc. (Please discourage your child from bringing these to the Centre.)</li> <li>▪ Throwing sand</li> </ul>

### **Children's Daily Routines:**

- Daily Routines support children's wellbeing as they know what to expect, how to behave, and supports them to be independent participants and have a sense of agency within and ownership of their learning and care environment.

- Whilst the routines within Preschool and Childcare are predictable daily they may be subject to change at short notice, based on Educator decisions, children's interest and needs or external factors such as weather conditions, they act as a general guideline for the day.

### **Supporting Resources:**

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- *BCCC Vision, Values and Philosophy Statements*
- *Protective Practices for staff in their interactions with children and young people. Guidelines for staff working or volunteering in education and care settings*, Government of South Australia, Department of Education and Children's Services 2011, South Australia
- *Early Childhood Australia: Code of Ethics*, [www.earlychildhoodaustralia.org.au](http://www.earlychildhoodaustralia.org.au)
- SA Public Sector Code of Ethics Code of Ethics resources are available at: <http://www.decd.sa.gov.au/hrstaff/pages/default/CodeOfEthics/>
- Yorke & Mid North Region of the Department for Education and Child Development's agreement on violence and bullying behaviours.

### **Sources:**

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- DECD Behaviour Support Policy for Early Childhood Services
- DECD Behaviour Support: Supporting and Managing Children's Behaviour Early Childhood Resource
- DECD Bullying and Harassment at School: Advice for parents and caregivers
- DECD Child Protection: Guidelines for Schools, Preschools and Out of School Hours Care
- Australian Children's Education & Care Quality Authority, February 2018, **National Quality Framework Resource Kit**

**Policy last reviewed:** Term 3 2018

**Policy review due:** Term 3 2019

**Approval Signature:**