

# MUD PUDDLES COTTAGE



## POLICIES & PROCEDURES

### **1. Centre Introduction & Administration**

- 1.0 Governance
- 1.1 Philosophy
- 1.2 Vision, Mission & Strategic Goals
- 1.3 Child and Family Orientation
- 1.4 Open Door
- 1.5 Enrolment
- 1.6 Settling your child into Long Day Care
- 1.7 Children's Belongings
- 1.8 Code of Conduct
- 1.8a Code of Ethics – Early Childhood Australia
- 1.9 Family Law and Access
- 1.10 Communication
- 1.11 Fee Payment
- 1.12 Family and Community Involvement
- 1.13 Priority of Access
- 1.14 Determining Educational Leader
- 1.15 Determining Responsible Person
- 1.16 Access to Individual children's records
- 1.17 Equal Opportunity
- 1.18 Management Participation
- 1.19 Privacy, Security and Confidentiality
- 1.20 Access to Children

## **2. Behaviour Management**

- 2.1 Behaviour Management
- 2.2 Biting
- 2.3 Inclusion & Cultural Diversity
- 2.4 Personal Safety Skills
- 2.5 Gender Bias
- 2.6 Anti-Bias

## **3. Development & Education**

- 3.0 Development & Education
- 3.1 Assessment & Ratings under NQF Standards
- 3.2 Retention and Storage of Records
- 3.3 Confidentiality
- 3.4
- 3.5 Educational Program
- 3.6 Assessment and Treatment of Children with Special
- 3.7 Transition to School
- 3.8 Transition & Routine Policy
- 3.9 Continuity of Care
- 3.10 Aboriginal and Torres Strait Islander
- 3.11 Multicultural
- 3.12 Show & Tell
- 3.13 Transition Between Rooms
- 3.14 Road Safety

## 4. **Health, Hygiene & Wellbeing**

- 4.0 Health & Wellbeing of Children
- 4.1 Hand Washing
- 4.2 Wearing Gloves
- 4.3 Kitchen Hygiene & Food Safety
- 4.4 Changing, Disposing & Storage of Soiled Nappies
- 4.5 Toileting
- 4.6 Toy & Resources Cleaning
- 4.7 Centre Cleaning
- 4.8 Food Handling, Storage & Transportation
- 4.9 Food, Beverage, Nutrition & Education
- 4.10 Infant Feeding
- 4.11 Dental & Oral Health and First aid
- 4.12 Infectious Disease, Illness & Exclusion
- 4.12a Notifiable Diseases Procedures
- 4.13 Medication Administration
- 4.13a Medication Administration – Signage
- 4.13b Medication Administration Form
- 4.14 Smoke Free Environment
- 4.15 Vomiting & Diarrhoea
- 4.16 Nose Wiping
- 4.17 Sun Safe Policy
- 4.18 Safe Comfortable Sleep
- 4.19 Children's Clothing
- 4.20 TV, DVD & Media
- 4.21 Birthday
- 4.22 War Toys & Super Hero
- 4.23 Indoor & Outdoor Environments
- 4.24 Child Protection Law
- 4.25 Child , Educator & Staff Immunisation
- 4.25a National Immunisation Program Schedule
- 4.25b Aboriginal and Torres Strait Islander People – **Vaccinations for Our Mob**
- 4.25c NSW Immunisation Schedule
- 4.26 Interactions and Relationships with Children
- 4.27 Cross Infection Monitoring & Minimising
- 4.27a Cross Infection Monitoring Chart
- 4.28 Managing a Child with Acute Fever
- 4.29 Medical Condition
- 4.30 Headlice
- 4.30a Headlice Treatment – NSW Department of Health
- 4.31 Contact Between Children, Pets and Animals
- 4.32 Anaphylaxis
- 4.32a Allergy Intolerance or Cultural Preference Notification
- 4.32b Anaphylaxis Guidelines for Children's Services 2007 DoCS
- 4.32c Anaphylaxis Action Plan
- 4.33 Asthma
- 4.33a Asthma Action Plan
- 4.33b Asthma First Aid Chart

## **5. Safety, Emergency & Evacuation**

- 5.0 Providing a Child Safe Environment
- 5.1 Fire, Emergency & Evacuation Policy
- 5.2 Supervision
- 5.3 Arrivals and Departures
- 5.4 Late & Non-Collection of Children
- 5.5 Evening Handover & Checking Premises
- 5.6 Water Safety
- 5.7 First Aid Kits
- 5.8 Administration of First Aid
- 5.9 Acceptance & Refusal of Authorisations
- 5.10 Educators Working Directly with Children
  - 5.10a Educators Working Directly with Children Register
- 5.11 Resuscitation Chart
- 5.12 Accident & Illness Prevention
  - 5.13 Equipment
    - 5.12a Non-fixed or Mobile Equipment Checklist
    - 5.12b Non-fixed or Mobile Equipment Information Sheet
    - 5.12c Sandpit information Sheet
    - 5.12d Trampoline Information Sheet

## **6. Staff**

- 6.1 Staff Induction & Orientation
- 6.2 Equal Employment Opportunity, Anti-Discrimination and Harassment
- 6.3 Use of Computer and Email
- 6.4 Staff Appraisal
- 6.5 Staff Meetings
- 6.6 Personal Presentation & Staff Uniform
- 6.7 Professional development & Training
- 6.8 Workplace Surveillance
- 6.9 Cytomegalovirus (CMV) Notification
- 6.10 Positive Staff Interactions
- 6.11 Occupational Infection & Pregnancy
- 6.12 Personal Information & Disclosure
- 6.13 Returning Staff After Extended Leave
- 6.14 Social Media
- 6.15 Professional Communication
- 6.16 Working in Partnership with Families
- 6.17 Staff Roster
- 6.18 Staff Mentoring and Professional Supervision
- 6.19 Visitor, Volunteer & Student Practicum
- 6.20 Recruitment of Educators and Staff
- 6.21 Ethical Conduct
- 6.22 Illicit Drugs, Alcohol & Illegal Substances

## **7. WHS**

- 7.0 Health & Safety Policy Statement
- 7.1 Workplace Health & Safety
- 7.2 Visitors, Parent, Contractors Safety
- 7.2a Visitors, Parent, Contractors Safety Sign
- 7.3 Laundry & Hygiene
- 7.4 Use & Storage of Dangerous Substances and Equipment
- 7.5 Housekeeping & Maintenance
- 7.6 Incident, Injury, Trauma, and Illness
- 7.6a Incident, Injury, Trauma, and Illness form
- 7.7 Pest Control
- 7.8 Excursions
- 7.8a Excursion Risk Management Plan
- 7.8b Excursion Risk Assessment
- 7.9 Lost Child
- 7.10 In Case of Death
- 7.11 Electrical Tagging
- 7.12 Poisonous or Harmful Plants
- 7.13 Sand Pit Cleaning
- 7.13a Sand Pit Fact Sheet (Kidsafe NSW)
- 7.14 Cleaning Procedures
- 7.15 Minimise the Use of Toxic Products
- 7.16 Hazard Identification
- 7.17 Lockdown
- 7.18 Bush Fire

## **8. Dealing with Concerns**

- 8.1 Parent/Guardian Grievance
- 8.2 Conflict Resolution
- 8.3 Staff Respect
- 8.4 Staff Disciplinary Procedure

## **9. Policy Review Information**

- 9.1 Policy Requirements & Review
- 9.2 Policy Review Table

## **10. Policy Statements**

- 10.1 Environmental policy statement
- 10.2 Sustainability policy statement
- 10.3 Objectives & Guiding Principles – Education and Care Service National Law
- 10.3a Objectives & Guiding Principles – Education and Care Service National Law - Sign