

# SUMMARY OF BRIAR HILL POLICIES

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As part of the process of enrolling a child at Briar Hill Preschool, you are required to acknowledge that you have read and accepted the Policies which govern the management and operation of the Preschool.

This document summarises some of the key policy points, and describes a subset of parents' and staff responsibilities. However, reading this document is not a substitute for reading the full policy documents. This document is provided for informational purposes only. Neither Briar Hill Preschool, nor the Briar Hill Preschool Committee of Management are liable for any errors or omissions.

## GENERAL GUIDELINES

**Parents/guardians are responsible for:**

- reading, understanding and complying with all policies
- ensuring all details on their child's enrolment form and medication record are completed prior to commencement at the service, and are kept up-to-date throughout the year including any changes or addition to the authority for collecting children from the service
- signing the attendance record as their child arrives at and departs from the service
- supervising children in their care, including siblings, while attending or assisting at the service
- supervising their own child before signing them into the program and after they have signed them out of the program
- ensuring that doors, gates and barriers, including playground gates, are closed after entry or exit to the service, and that only children in their care exit with them
- providing healthy, nutritious food for snacks/meals, including fruits and vegetables where applicable
- ensuring that children avoid bringing food to the service that contains specified allergens. The exact list of allergens will differ from year to year.
- keeping their child/ren at home if they are unwell or have an excludable infectious disease and complying with the recommended minimum exclusion periods
- informing the service of an infectious disease or illness that has been identified while the child has not attended the service, and that may impact the health and wellbeing of other children
- providing a named, SunSmart approved sunhat for their child's use at the service and applying sunscreen to their child before the commencement of each session from the beginning of September until the end of April
- paying each term's fees, by the due date, or notifying the Approved Provider if they are having difficulties
- collecting their children on time, or paying a late-collection fee as required by the service's Fees Policy.

## ACCEPTANCE AND REFUSAL OF AUTHORISATIONS POLICY

This policy outlines procedures to be followed when:

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

Under the National Law and Regulations, early childhood services are required to obtain written authorisation from parents/guardians, and/or authorised nominees in some circumstances, to ensure

that the health, safety, wellbeing and best interests of the child are met. These circumstances include but are not limited to:

- self-administration of medication
- children leaving the service premises
- children being taken on excursions.

**Parents/guardians are responsible for:**

- reading and complying with the policies and procedures of the service
- completing and signing the authorised nominee section of their child's enrolment form (refer to *Enrolment and Orientation Policy*) before their child commences at the service
- signing and dating permission forms for excursions
- signing the attendance record as their child arrives at and departs from the service
- providing written authorisation where children require medication to be administered by educators/staff, and signing and dating it for inclusion in the child's medication record.

## **ADMINISTRATION OF FIRST AID POLICY**

This policy provides guidelines for the administration of first aid at Briar Hill Preschool.

**Parents/guardians are responsible for:**

- providing written consent (via the enrolment record) for service staff to administer first aid and call an ambulance, if required
- being contactable, either directly or through emergency contacts listed on the child's enrolment record, in the event of an incident requiring the administration of first aid.

**Kinder personnel are responsible for:**

- ensuring that every reasonable precaution is taken to protect children at the service from harm and hazards that are likely to cause injury.
- ensuring that at least one educator with current approved first aid qualifications is in attendance and immediately available at all times that children are being educated and cared for by the service.
- advising families that a list of first aid and other health products used by the service is available for their information, and that first aid kits can be inspected on request.
- implementing appropriate first aid procedures when necessary.

## **ADMINISTRATION OF MEDICATION POLICY**

This policy will clearly define the:

- procedures to be followed when a child requires medication while attending Briar Hill Preschool
- responsibilities of educators, parents/guardians and the Approved Provider to ensure the safe administration of medication at Briar Hill Preschool.

**Parents/guardians are responsible for:**

- ensuring that any medication to be administered is recorded in the medication record kept at the service premises
- providing a current medical management plan when their child requires long-term treatment of a condition that includes medication, or their child has been prescribed medication to be used for a diagnosed condition in an emergency
- ensuring that prescribed medications to be administered at the service are provided in their original container with the label intact, bearing the child's name, dosage, instructions and the expiry date

- ensuring that prescribed medications to be administered at the service are within their expiry date
- physically handing the medication to a staff member and informing them of the appropriate storage and administration instructions for the medication provided
- clearly labelling non-prescription medications and over-the-counter products (for example sun block and nappy cream) with the child's name. The instructions and use-by dates must also be visible
- ensuring that no medication or over-the-counter products are left in their child's bag or locker
- taking all medication home at the end of each session/day
- informing the service if any medication has been administered to the child before bringing them to the service, and if the administration of that medication is relevant to or may affect the care provided to the child at the service
- ensuring that their child's enrolment details are up to date, and providing current details of persons who have lawful authority to request or permit the administration of medication.

**Kinder personnel are responsible for:**

- ensuring that medication is only given to a child where authorisation has been provided, and medication is administered in accordance with legislation and this policy
- ensuring that the parent/guardian of the child and emergency services are notified as soon as is practicable when medication has been administered in an anaphylaxis or asthma emergency
- ensuring that medication is not accessible to children and is stored in a childproof container (including in the refrigerator for medications requiring refrigeration)
- being aware of children who require medication for ongoing conditions or in emergencies, and ensuring that the medical management plans are completed and attached to the child's enrolment form, and displayed for use by those caring for children (being sensitive to privacy requirements)
- documenting situations in which an authorised person has provided verbal authorisation but has refused to confirm the authorisation in writing (these notes are to be kept with the child's enrolment record)
- informing parents/guardians as soon as is practicable if an incident occurs in which the child was administered the incorrect medication or incorrect dose as prescribed in the medication record, staff forgot to administer the medication or the medication was administered at the wrong time. Staff must also ensure that any medication that is accidentally dropped is not administered to a child or returned to the original container, and that parents/guardians are informed if an incident of this nature occurs
- informing parents/guardians that non-prescribed medication (with the exception of sunscreen) will only be administered for a maximum of 48 hours, after which a medical management plan from a doctor will be required for its continued use
- informing parents/guardians that paracetamol is not supplied by Briar Hill Preschool and that the administration of paracetamol will be in line with the administration of all other medication
- administering medication in accordance with "Procedures for the safe administration of medication" (for details refer to Attachment 1 in the full policy document)
- obtaining verbal authorisation for the administration of medication from the child's parents/guardians/authorised person (as recorded in the child's enrolment record), or a registered medical practitioner or medical emergency services when an authorised person cannot reasonably be contacted in an emergency.

## **ANAPHYLAXIS POLICY**

This policy will provide guidelines to:

- minimise the risk of an anaphylactic reaction occurring while children are in the care of Briar Hill Preschool

- ensure that service staff respond appropriately to an anaphylactic reaction by initiating appropriate treatment, including competently administering adrenaline via an auto-injection device
- raise awareness of anaphylaxis and its management amongst all at the service through education and policy implementation.

**Parents/guardians are responsible for:**

- reading and complying with this policy and all procedures
- discuss allergies with children and help them understand why they should avoid food sharing
- ensuring that children avoid bringing food to the service that contains specified allergens. The exact list of allergens will differ from year to year.

**Parents/guardians of a child at risk of anaphylaxis are responsible for:**

- informing staff, either on enrolment or on initial diagnosis, of their child's allergies
- completing all details on the child's enrolment form, including medical information and written authorisations for medical treatment, ambulance transportation and excursions outside the service premises
- assisting staff to develop an anaphylaxis risk minimisation plan (refer to Attachment 3)
- providing staff with an anaphylaxis medical management action plan signed by a registered medical practitioner and with written consent to use medication prescribed in line with this action plan
- providing staff with an unused, in-date and complete adrenaline auto-injector kit
- ensuring that the child's anaphylaxis medical management action plan is specific to the brand of adrenaline auto-injection device prescribed by the child's medical practitioner
- regularly checking the adrenaline auto-injection device's expiry date
- assisting staff by providing information and answering questions regarding their child's allergies
- notifying staff of any changes to their child's allergy status and providing a new anaphylaxis medical management action plan in accordance with these changes
- communicating all relevant information and concerns to staff, particularly in relation to the health of their child
- complying with the service's policy where a child who has been prescribed an adrenaline auto-injection device is not permitted to attend the service or its programs without that device
- complying with the risk minimisation procedures outlined in Attachment 1
- ensuring they are aware of the procedures for first aid treatment for anaphylaxis (refer to Attachment 4).

**Kinder personnel are responsible for:**

- maintaining current approved anaphylaxis management qualifications
- practising the administration of an adrenaline auto-injection device using an auto-injection device trainer and 'anaphylaxis scenarios' on a regular basis, at least annually and preferably quarterly
- ensuring they are aware of the procedures for first aid treatment for anaphylaxis (refer to Attachment 4)
- completing the *Enrolment checklist for children diagnosed as at risk of anaphylaxis* (refer to Attachment 2) with parents/guardians
- knowing which children are diagnosed as at risk of anaphylaxis, their allergies and symptoms, and the location of their adrenaline auto-injector kits and medical management action plans
- identifying and, where possible, minimising exposure to allergens at the service
- following the child's anaphylaxis medical management action plan in the event of an allergic reaction, which may progress to an anaphylactic episode

- following appropriate procedures in the event that a child who has not been diagnosed as at risk of anaphylaxis appears to be having an anaphylactic episode. This includes:
  - calling an ambulance immediately by dialling 000 (refer to *Definitions: AV How to Call Card*)
  - commencing first aid treatment (refer to Attachment 4)
  - contacting the parents/guardians or person authorised in the enrolment record
  - informing the Approved Provider as soon as is practicable

## **ASTHMA POLICY**

This policy will outline the procedures to:

- ensure that all necessary information for the effective management of children with asthma enrolled at Briar Hill Preschool is collected and recorded so that these children receive appropriate attention when required
- respond to the needs of children who have not been diagnosed with asthma and who experience breathing difficulties (suspected asthma attack) at the service.

### **Parents/guardians are responsible for:**

- informing staff, either on enrolment or on initial diagnosis, that their child has asthma
- providing a copy of their child's Asthma Action Plan to the service and ensuring it has been prepared in consultation with, and signed by, a medical practitioner. The Asthma Action Plan should be reviewed and updated at least annually
- working with staff to develop a Risk Minimisation Plan for their child
- providing an adequate supply of appropriate asthma medication and equipment for their child at all times
- notifying staff, in writing, of any changes to the information on the Asthma Action Plan, enrolment form or medication record
- communicating regularly with educators/staff in relation to the ongoing health and wellbeing of their child, and the management of their child's asthma
- encouraging their child to learn about their asthma, and to communicate with service staff if they are unwell or experiencing asthma symptoms.

### **Kinder personnel are responsible for:**

- ensuring that they are aware of the service's *Asthma Policy* and asthma first aid procedure
- ensuring that they can identify children displaying the symptoms of an asthma attack and locate their personal medication, Asthma Action Plans and the asthma first aid kit
- maintaining current approved Emergency Asthma Management (EAM) qualifications
- identifying and, where possible, minimising asthma triggers as outlined in the child's Asthma Action Plan
- administering prescribed asthma medication in accordance with the child's Asthma Action Plan and the *Administration of Medication Policy* of the service
- developing a Risk Minimisation Plan for every child with asthma in consultation with parents/guardians
- consulting with the parents/guardians of children with asthma in relation to the health and safety of their child, and the supervised management of the child's asthma
- communicating any concerns to parents/guardians if a child's asthma is limiting his/her ability to participate fully in all activities
- ensuring that children with asthma are not discriminated against in any way
- ensuring that children with asthma can participate in all activities safely and to their full potential.

## BEHAVIOUR GUIDANCE POLICY

This policy will provide a developmentally appropriate behavioural guidance structure for all staff and others working with the children. The policy defines Normal Challenging Behaviour, and Unacceptable Challenging Behaviour, and procedures for guidance for both.

### **Parents/guardians are responsible for:**

- working with staff to follow the behaviour guidance procedures, if their child displays ongoing unacceptable behaviour.

## BANYULE PRESCHOOL ASSOCIATION CENTRAL ENROLMENT POLICY

The BPSA Central Enrolment Policy is provided for informational purposes. It should be thoroughly reviewed before sending in your 4-year old enrolment forms to the council, as it explains the enrolment process and the criteria applied to provide you with an offer of enrolment.

## CHILD SAFE (FORMERLY PROTECTION) POLICY

This policy should be read in conjunction with the Child Safe Environment Policy. It provides a clear set of guidelines and procedures to ensure:

- service staff are able to identify the indicators of a child who may need protection
- service staff understand and comply with their obligations under the law including mandatory reporting obligations.

### **Certified Supervisors, early childhood teachers, other educators and staff are responsible for:**

- keeping up to date and complying with any relevant changes in legislation and practices in relation to this policy
- undertaking appropriate training and education on child protection, including recognising the signs and symptoms of child abuse (refer to *Definitions*), knowing how to respond, and understanding responsibilities and processes for reporting (refer to Attachment 3 –Reporting responsibilities and guidelines)
- identifying the potential for child abuse at Briar Hill Preschool, and developing and implementing effective prevention strategies in consultation with the Approved Provider and the Nominated Supervisor (refer to Attachment 1 – Child protection risk assessment and Attachment 4 – Child safety review checklist)
- ensuring that where the service has been notified of a court order prohibiting an adult from contacting an enrolled child, such contact does not occur while the child is on the service premises
- identifying and implementing appropriate programs and practices to support the principles of a child safe organisation in consultation with the Approved Provider and Nominated Supervisor at the service (refer to Attachment 2 – Child safe organisations and the *Safeguarding Children* accreditation program (refer to *Sources*))
- co-operating with other services and/or professionals (including Child FIRST) in the best interests of children and their families
- informing families of support services available to them (such as Child FIRST), and of the assistance these services can provide
- ensuring that no child is left alone (or is out of sight) with a contractor, visitor, volunteer, student or parent/guardian at the service
- implementing reporting procedures where there are reasonable grounds (refer to *Definitions*) for believing that a child is at risk of child abuse (refer to *Definitions* and to Attachment 3 – Reporting responsibilities and guidelines).

Early childhood teachers must mandatorily report concerns of child abuse, however any person can report if they have reasonable grounds for doing so.

- notifying the Nominated Supervisor or the Approved Provider immediately on becoming aware of any concerns, complaints or allegations regarding the health, safety and welfare of a child at Briar Hill Preschool
- offering support to the child and their family, and to other educators and staff in response to concerns or reports relating to the health, safety and wellbeing of a child at Briar Hill Preschool
- maintaining confidentiality at all times (refer to *Privacy and Confidentiality Policy*)
- reviewing this policy in consultation with the Approved Provider, Nominated Supervisor, educators, staff, contractors and parents/guardians
- educating and empowering children to talk about events and situations that make them feel uncomfortable
- ensuring that children at the service are not subjected to any form of corporal punishment, or any discipline that is unreasonable or excessive in the circumstances
- implementing and reviewing this policy in consultation with the Approved Provider, Nominated Supervisor, educators, staff, contractors and parents/guardians
- using appropriate resources and undertaking training to assist with the implementation of this policy (refer to *Sources*)
- protecting the rights of children and families, and encouraging their participation in decision-making
- keeping up to date and complying with any changes in legislation and practices in relation to this policy
- abiding by the service's *Code of Conduct Policy*.

**Parents/guardians are responsible for:**

- reading and complying with this policy
- reporting any concerns, including in relation to potential child abuse, to the appropriate child protection authorities or the police if immediate police attention is required
- abiding by the service's *Code of Conduct*

## **CHILD SAFE ENVIRONMENT POLICY**

This policy will provide a clear set of guidelines and procedures to ensure:

- all children attending Briar Hill Preschool are provided with a safe environment
- all reasonable steps are taken by the Approved Provider, educators and staff to ensure the health, safety and wellbeing of children attending the service
- timely and effective intervention for children and young people who may be at risk of abuse or neglect.

**Parents/guardians are responsible for:**

- reporting any concerns, including in relation to potential for child abuse, to the Nominated Supervisor
- abiding by the service's *Code of Conduct*.

**Kinder personnel are responsible for:**

- ensuring that they are aware of current child protection legislation, its application and any obligations that they may have under that law
- recognising the signs and symptoms of child abuse, knowing how to respond, and understanding processes for reporting and managing concerns/incidents (refer to Attachment 3 – Incident/concern management and reporting guidelines)
- identifying the potential for child abuse at Briar Hill Preschool, and developing and implementing effective prevention strategies in consultation with the Approved Provider and educators/staff



- ensuring that no child is left alone (or is out of sight) with a contractor, visitor, volunteer, student or parent/guardian at the service
- protecting the rights of children and families, and encouraging their participation in decision-making at the service
- ensuring that all children are adequately supervised at all times
- ensuring learning environments are established that provide sufficient space, and include carefully chosen and well-maintained resources and equipment that will help enhance the quality of children's learning and experiences
- ensuring the physical environment at the service is safe, secure and free from hazards for children
- ensuring all equipment and materials used at the service meet relevant safety standards

## **CODE OF CONDUCT POLICY**

This policy will provide guidelines to:

- establish a standard of behaviour for the Approved Provider (if an individual), Nominated Supervisor, Certified Supervisor, educators and all staff at Briar Hill Preschool that reflects the philosophy, beliefs, objectives and values of the service
- promote desirable and appropriate behaviour
- ensure that all staff interaction at the service with both children and adults is respectful, honest, courteous, sensitive, tactful and considerate.

### **Relationships with parents/guardians and families**

In their relationships with parents/guardians and families, the Approved Provider (if an individual), Nominated Supervisor, Certified Supervisor, educators and all staff will demonstrate their commitment to collaboration by:

- being respectful of, and courteous towards, parents/guardians and families at all times
- considering the perspective of parents/guardians and families when making decisions that impact on the education and care of their child
- communicating with parents/guardians and families in a timely and sensitive manner
- responding to concerns expressed by parents/guardians and families in a timely and appropriate manner
- respecting the cultural context of each child and their family
- working collaboratively with parents/guardians and families
- respecting the privacy of information provided by parents/guardians and families, and keeping this information confidential, as required under the *Privacy and Confidentiality Policy*.

## **COMPLAINTS AND GRIEVANCES POLICY**

This policy will provide guidelines for:

- receiving and dealing with complaints and grievances at Briar Hill Preschool
- procedures to be followed in investigating complaints and grievances.

Complaints or grievances may be received from anyone who comes in contact with Briar Hill Preschool including parents/guardians, volunteers, students, members of the local community and other agencies.



In most cases, dealing with complaints and grievances will be the responsibility of the Approved Provider. The full policy describes the procedure to be followed when complaints or grievances are received.

**Parents/guardians are responsible for:**

- raising a complaint directly with the person involved, in an attempt to resolve the matter without recourse to the complaints and grievances procedures
- communicating (preferably in writing) any concerns relating to the management or operation of the service as soon as is practicable
- raising any unresolved issues or serious concerns directly with the Approved Provider, via the Nominated Supervisor/educator or through the Grievances Subcommittee/investigator
- maintaining complete confidentiality at all times
- co-operating with requests to meet with the Grievances Subcommittee and/or provide relevant information when requested in relation to complaints and grievances.

## **DEALING WITH INFECTIOUS DISEASES POLICY**

This policy will provide clear guidelines and procedures to follow when:

- a child attending Briar Hill Preschool shows symptoms of an infectious disease
- a child at Briar Hill Preschool has been diagnosed with an infectious disease
- managing and minimising the spread of infectious diseases, illnesses and infestations (including head lice)
- managing and minimising infections relating to blood-borne viruses.

Note: This policy includes information on child immunisation.

**Parents/guardians are responsible for:**

- keeping their child/ren at home if they are unwell or have an excludable infectious disease
- keeping their child/ren at home when an infectious disease has been diagnosed at the service and their child is not fully immunised against that infectious disease, until there are no more occurrences of that disease and the exclusion period has ceased
- informing the service if their child has an infectious disease or has been in contact with a person who has an infectious disease
- providing accurate and current information regarding the immunisation status of their child/ren when they enrol, and informing the service of any subsequent changes to this while they are enrolled at the service
- complying with the recommended minimum exclusion periods
- regularly checking their child's hair for head lice or lice eggs, regularly inspecting all household members, and treating any infestations as necessary
- notifying the service if head lice or lice eggs have been found in their child's hair and when treatment was commenced
- complying with the *Hygiene Policy* and the procedures for infection control relating to blood-borne viruses (refer to Attachment 4) when in attendance at the service.

## **DEALING WITH MEDICAL CONDITIONS**

This policy will provide guidelines for Briar Hill Preschool to ensure that:

- clear procedures exist to support the health, wellbeing and inclusion of all children enrolled at the service

- service practices support the enrolment of children and families with specific health care requirements.

**Parents/guardians are responsible for:**

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

## **DELIVERY AND COLLECTION OF CHILDREN**

This policy will provide clear guidelines to ensure the safe delivery and collection of children attending Briar Hill Preschool.

A duty of care exists at all times the child is attending a children's service. In addition, the service has a duty of care to a child while he/she is on the service's premises even if he/she hasn't yet been signed into the service or has been signed out of the service, and is legally under the care and supervision of the parent/guardian. The child may only leave the service in the care of a parent/guardian, authorised nominee or a person authorised by one of these parties to collect the child. **The minimum acceptable age for an authorised nominee at Briar Hill Preschool is 18 years.**

**Parents/guardians are responsible for:**

- completing and signing the authorised nominee section of their child's enrolment form before their child attends the service
- signing and dating permission forms for excursions
- signing the attendance record as their child arrives at and departs from the service
- ensuring educators are aware that their child has arrived at/been collected from the service
- collecting their child on time at the end of each session/day
- alerting educators if they are likely to be late collecting their child
- providing written authorisation where children require medication to be administered by educators/staff, and signing and dating it for inclusion in the child's medication record
- supervising their own child before signing them into the program and after they have signed them out of the program
- supervising other children in their care, including siblings, while attending or assisting at the service
- paying a late-collection fee if required by the service's *Fees Policy*.

### **Access to the Preschool**

- The main entrance to the preschool for delivery and collection of children is the side entrance which is situated across from the main car park area.
- The front entrance which faces the main road is locked at all times, but may be accessed if the main entrance is locked.

- To ensure the safety of all children, staff and parents on the premises, the main entrance gate will be locked 10 minutes after the session commences. It will be unlocked a few minutes before the session ends.

Late arrivals or early departures will need to enter via the front entrance and ring the bell to alert staff.

## **DETERMINING RESPONSIBLE PERSON POLICY**

This policy will provide guidelines to assist in determining the Responsible Person at Briar Hill Preschool

Legislation requires that a Responsible Person is physically in attendance at all times the service is educating and caring for children. The name and position of the Responsible Person in charge of the service is displayed at the main entrance of the service.

### **Parents/guardians are responsible for:**

- being aware of the Responsible Person at the service on a daily basis.

## **DIABETES POLICY**

To ensure that enrolled children with type 1 diabetes and their families are supported, while children are being educated and cared for by the service.

### **Parents/guardians of children diagnosed with type 1 diabetes are responsible for:**

- providing the service with a current diabetes management plan prepared specifically for their child by their diabetes medical specialist team
- working with the Approved Provider to develop a risk minimisation plan for their child
- working with the Approved Provider to develop a communication plan
- ensuring that they provide the service with any equipment, medication or treatment, as specified in the child's individual diabetes management plan.

### **The Nominated Supervisor is responsible for:**

- compiling a list of children with diabetes and placing it in a secure but readily accessible location known to all staff. This should include the diabetes management plan for each child
- following the strategies developed for the management of diabetes at the service (refer to Attachment 1 – Strategies for the management of diabetes in children at the service)
- ensuring that all staff, including casual and relief staff, are aware of children diagnosed with diabetes, symptoms of low blood sugar levels, and the location of medication and diabetes management plans
- following the child's diabetes management plan in the event of an incident at the service relating to their diabetes
- following the risk minimisation plan for each enrolled child diagnosed with diabetes
- ensuring that programmed activities and experiences take into consideration the individual needs of all children, including children diagnosed with diabetes
- communicating with parents/guardians regarding the management of their child's diabetes
- ensuring that children diagnosed with diabetes are not discriminated against in any way and are able to participate fully in all programs and activities at the service.

## EMERGENCY AND EVACUATION POLICY

This policy will provide a framework for:

- the development of specific emergency and evacuation procedures, practices and guidelines at Briar Hill Preschool
- raising the awareness of everyone attending Briar Hill Preschool about potential emergency situations and appropriate responses.

### Parents/guardians are responsible for:

- familiarising themselves with the service's emergency and evacuation policy and procedures and the service's *Emergency Management Plan* (attached to the full Policy)
- ensuring they complete the attendance record on delivery and collection of their children
- providing emergency contact details on their child's enrolment form and ensuring that this is kept up to date
- reinforcing the service's emergency and evacuation procedures with their child
- following the directions of staff in the event of an emergency or when rehearsing emergency procedures.

## FEES POLICY 3 YEAR OLD & FEES POLICY 4 YEAR OLD

This policy will provide clear guidelines for:

- the setting, payment and collection of fees
- ensuring the viability of Briar Hill Preschool, by setting appropriate fees and charges
- the equitable and non-discriminatory application of fees across the programs provided by Briar Hill Preschool.

### Parents/guardians are responsible for:

- reading the Briar Hill Preschool Fee information for families (refer to Attachment 1), the Fee Payment Agreement (refer to Attachment 3) and the Statement of Fees and Charges (refer to Attachment 2)
- signing and complying with the Fee Payment Agreement (refer to Attachment 3)
- notifying the Approved Provider if experiencing difficulties with the payment of fees
- providing the required documentation to enable the service to claim the Kindergarten Fee Subsidy for eligible families (refer to Attachment 1 – Fee information for families).

## FOOD SAFETY POLICY

This policy will provide guidelines for:

- effective food safety practices at Briar Hill Preschool that comply with legislative requirements and meet best practice standards
- minimising the risk to children of scalds and burns from hot drinks.

Food safety is very important in early childhood service environments. Young children are often more susceptible to the effects of foodborne illness than other members of the community. Foodborne illness (including gastrointestinal illness) can be caused by bacteria, parasites, viruses, chemicals or foreign objects that are present in food. Food provided by a children's service:

- must be fit for human consumption
- must not be adulterated or contaminated
- must not have deteriorated or perished.

Safe food practices can also assist in reducing the risk of a severe allergic reaction (e.g. anaphylaxis) by preventing cross-contamination of any food given to children with diagnosed food allergies.

**Parents/guardians are responsible for:**

- washing hands prior to participating in food preparation and cooking activities
- ensuring that food preparation surfaces, utensils, lunchboxes and reusable drink bottles are clean
- washing all fruits and vegetables thoroughly
- wearing disposable gloves when handling food
- packing a cold item, such as a frozen water bottle, with perishable foods in a child's lunchbox, or using an insulated lunchbox or cooler
- complying with the requirements of this policy
- providing details of specific nutritional requirements (including allergies) on their child's enrolment form, and discussing these with the Nominated Supervisor prior to the child commencing at the service and whenever these requirements change.

## **GOVERNANCE AND MANAGEMENT OF THE SERVICE POLICY**

This policy outlines the duties, roles and responsibilities of the Committee of Management of Briar Hill Preschool. It also describes the governance model, legal liabilities, confidentiality, conflicts of interest and ethical practice.

The governance of an organisation is concerned with the systems and processes that ensure the overall direction, effectiveness, supervision and accountability of a service. Members of the Committee of Management are responsible for setting the directions for the service and ensuring that its goals and objectives are met in line with its constitution, and all legal and regulatory requirements governing the operation of the business are met.

## **HYGIENE POLICY**

This policy will provide guidelines for procedures to be implemented at Briar Hill Preschool to ensure:

- effective and up-to-date control of the spread of infection
- the provision of an environment that is safe, clean and hygienic.

**Parents/guardians are responsible for:**

- keeping their child/ren home if they are unwell or have an infectious disease that requires their exclusion from the education and care service
- informing the service if their child has an infectious disease
- supporting this policy by complying with the hygiene practices when attending the service or when assisting with a service program or activity
- encouraging their child/ren to develop and follow effective hygiene practices at all times, including handwashing on arrival at the service.

## **INCIDENT, INJURY, TRAUMA AND ILLNESS POLICY**

This policy will define the:

- procedures to be followed if a person is ill, or is involved in a medical emergency or an incident at the service that results in injury or trauma
- responsibilities of staff, parents/guardians and the Approved Provider when a person is ill, or is involved in a medical emergency or an incident at the service that results in injury or trauma

- practices to be followed to reduce the risk of an incident occurring at the service.

**Parents/guardians are responsible for:**

- providing authorisation in their child's enrolment record for the service to seek emergency medical treatment by a medical practitioner, hospital or ambulance service (Regulation 161(1))
- payment of all costs incurred when an ambulance service is called to attend to their child at the service
- notifying the service, upon enrolment or diagnosis, of any medical conditions and/or needs, and any management procedure to be followed with respect to that condition or need (Regulation 162)
- ensuring that they provide the service with a current medical management plan, if applicable (Regulation 162(d))
- collecting their child as soon as possible when notified of an incident, injury or medical emergency involving their child
- informing the service of an infectious disease or illness that has been identified while the child has not attended the service, and that may impact on the health and wellbeing of other children, staff and parents/guardians attending the service
- being contactable, either directly or through emergency contacts listed on the child's enrolment form, in the event of an incident requiring medical attention
- signing the *Incident, Injury, Trauma and Illness Record*, thereby acknowledging that they have been made aware of the incident
- notifying the service by telephone when their child will be absent from their regular program
- notifying staff/educators if there is a change in the condition of their child's health, or if there have been any recent accidents or incidents that may impact on the child's care e.g. any bruising or head injuries.

## **INTERACTIONS WITH CHILDREN POLICY**

This policy will provide guidelines to ensure:

- the development of positive and respectful relationships with each child at Briar Hill Preschool
- each child at Briar Hill Preschool is supported to learn and develop in a secure and empowering environment.

**Parents/guardians are responsible for:**

- engaging in open communication with educators about their child
- informing educators/staff of events or incidents that may impact on their child's behaviour at the service (e.g. moving house, relationship issues, a new sibling)
- informing educators/staff of any concerns regarding their child's behaviour or the impact of other children's behaviour
- working collaboratively with educators/staff and other professionals/support agencies to develop or review an individual behaviour guidance plan for their child, where appropriate.

## **NUTRITION AND ACTIVE PLAY POLICY**

Briar Hill Preschool acknowledges the importance of healthy eating and physical activity, and its contribution to good health and overall wellbeing.

This policy will provide guidelines to:

- promote a healthy lifestyle to children at the service, including eating nutritious food and participating in physical activity
- provide opportunities for active play

- encourage children to make healthy lifestyle choices consistent with national and state guidelines and recommendations
- ensure that the dietary and cultural needs of children and families are taken into consideration when planning menus for service events and activities.

**Parents/guardians are responsible for:**

- providing details of specific nutritional/dietary requirements, including the need to accommodate cultural or religious practices or food allergies, on their child's enrolment form, and discussing these with the Nominated Supervisor prior to the child's commencement at the service, and if requirements change over time (refer to *Anaphylaxis Policy*, *Asthma Policy* and *Diabetes Policy*)
- communicating regularly with educators/staff regarding children's specific nutritional requirements and dietary needs, including food preferences
- encouraging their child/ren to drink an adequate amount of water
- providing healthy, nutritious food for snacks/meals, including fruits and vegetables where applicable
- providing healthy, nutritious food, including fruits or vegetables for sharing at morning or afternoon tea, where applicable
- providing nutritious food and drinks for celebrations, fundraising activities and service events, consistent with service policy
- encouraging children to exercise by engaging in active play, and walking or riding a bike to the service where appropriate
- discussing appropriate road traffic safety and car safety practices, and role-modelling this behaviour.

## **OCCUPATIONAL HEALTH AND SAFETY POLICY**

This policy will provide guidelines and procedures to ensure that:

- all people who attend the premises of Briar Hill Preschool, including employees, children, parents/guardians, students, volunteers, contractors and visitors, are provided with a safe and healthy environment
- all reasonable steps are taken by the Approved Provider, as the employer of staff, to ensure the health, safety and wellbeing of employees at the service.

**Parents/guardians are responsible for:**

- co-operating with reasonable OHS rules implemented by the service
- not acting recklessly and/or placing the health and safety of other adults or children at the service at risk.

## **PARTICIPATION OF VOLUNTEERS AND STUDENTS**

This policy will provide guidelines for the engagement and participation of volunteers and students at Briar Hill Preschool, while ensuring that children's health, safety and wellbeing is protected at all times.

**Parents/guardians are responsible for:**

- complying with the requirements of the *Education and Care Services National Regulations 2011* and with all service policies and procedures, including the *Code of Conduct Policy*, while attending the service
- following the directions of staff at the service at all times to ensure that the health, safety and wellbeing of children is protected.

When helping on duty parents can:

- Spend time with your child and other children, talk and engage in play with them



- Work alongside children, assisting them rather than doing
- Write children's names on their work if needed
- Hang up paintings
- Encourage children to complete puzzles and games
- Play a role in home corner
- Encourage sharing, kindness and good manners

#### Jobs that you can assist us with

- Wash paint brushes and paint/glue pots
- Wash any dishes that are in the kitchen sink
- Clean tables
- Tues (am) and Wed (pm) sweep the floor
- Mon, Tues, Thurs and Fri lift chairs up onto tables at end of session
- Sweep around sandpits outside

#### Please follow our Kindergarten regulations

- Alert staff to any children that may require First Aid
- Alert staff to any children that may need assistance with toileting
- Staff have full responsibility of guiding children's behaviour
- Keep private matters that you may see or hear while on duty confidential
- Follow the directions of staff at all times to ensure the health, safety and wellbeing of children is protected

## **PRIVACY AND CONFIDENTIALITY POLICY**

This policy will provide guidelines:

- for the collection, storage, use, disclosure and disposal of personal information, including photos, videos and health information at Briar Hill Preschool
- to ensure compliance with privacy legislation.

#### **Parents/guardians are responsible for:**

- providing accurate information when requested
- maintaining the privacy of any personal or health information provided to them about other individuals, such as contact details
- completing all permission forms and returning them to the service in a timely manner
- being sensitive and respectful to other parent/guardians who do not want their child to be photographed or videoed
- being sensitive and respectful of the privacy of other children and families in photographs/videos when using and disposing of these photographs/videos.

## **STAFFING POLICY**

This policy will provide guidelines for engaging staff at Briar Hill Preschool, including:

- employing sufficient numbers of educators to meet legislative, policy and service standards
- employing educators with qualifications and experience that meet legislative, policy and service standards

- providing appropriate supervision to staff and other adults at the service
- complying with legislation relating to Working with Children Checks and criminal history record checks.

Research has demonstrated that the employment of appropriately-qualified staff in early childhood services is a key contributor to the delivery of quality programs and better learning outcomes for children. The Australian Government has acknowledged this by legislating minimum qualification requirements for all educators working in early childhood education and care services.

In addition, current legislation requires at least one educator who holds current approved first aid qualifications, anaphylaxis management training and emergency asthma management training to be in attendance and immediately available at all times that children are being educated and cared for by the service.

It is essential that all educators and other adults engaged to work directly with children are provided with opportunities to learn and develop new skills in relation to supporting the learning and development of young children. Such opportunities can arise when more qualified and experienced educators offer guidance and feedback to other educators. Opportunities for professional development are also crucial for all educators to ensure that their work practice remains current and relevant to the practices and principles of the national *Early Years Learning Framework* (EYLF) and the *Victorian Early Years Learning and Development Framework* (VEYLDF).

Staff are required to actively supervise children at all times when children are in attendance at the service. To facilitate this, services are required to comply with legislated educator-to-child ratios at all times, and these ratios are based on the ages and number of children at the service.

To ensure that children are protected from harm while participating in service programs, all educators and staff are required by law to have and maintain a Working with Children (WWC) Check or a criminal history record check.

## SUN PROTECTION POLICY

This policy will provide:

- guidelines to ensure children, educators, volunteers and others participating in Briar Hill Preschool programs and activities maintain a healthy balance of ultraviolet (UV) radiation exposure
- information for parents/guardians, educators, volunteers and children attending Briar Hill Preschool regarding a healthy balance of UV radiation exposure.

**This policy will apply from the beginning of September until the end of April each year.** During this period, a combination of sun protection measures are to be used for all outdoor activities.

### Parents/guardians are responsible for:

- providing a named, SunSmart approved sunhat for their child's use at the service
- applying sunscreen to their child before the commencement of each session during the times specified in the *Scope* of this policy
- providing written authority for staff to apply sunscreen to their child. Parents/guardians of children with naturally very dark skin may decide not to provide this authority to ensure their child receives adequate levels of vitamin D. This should also be discussed with educators at the service
- providing, at their own expense, an alternative sunscreen to be left at the service if their child has a particular sensitivity to the sunscreen provided by the service
- wearing a sunhat, clothing for sun protection and sunglasses (optional) when outside at the service, applying sunscreen and seeking shade during the times specified in the *Scope* of this policy.

## **WATER SAFETY POLICY**

This policy will outline the procedures that apply to managing water safety, including safety during any water-based activities at Briar Hill Preschool.

### **Parents/guardians are responsible for:**

- supervising children in their care, including siblings, while attending or assisting at the service
- ensuring that doors, gates and barriers, including playground gates, are closed after entry or exit to prevent access to water hazards
- informing themselves about water safety
- ensuring their children understand the risks associated with water
- recognising when resuscitation is required and obtaining assistance
- considering undertaking approved first aid qualifications, as resuscitation skills save lives.

## **BEST PRACTICE POLICIES**

Briar Hill Preschool also maintains a number of policies, which while not mandatory under the National Quality Framework, are considered Best Practice.

### **CURRICULUM DEVELOPMENT POLICY**

This policy will provide guidelines to ensure that the educational program (curriculum) and practice at Briar Hill Preschool is:

- based on an approved learning framework
- underpinned by critical reflection and careful planning
- stimulating, engaging and enhances children's learning and development.

#### **Parents/guardians are responsible for:**

- communicating regularly with the service in relation to their child's learning and development
- providing input to the development of the educational program in collaboration with the Approved Provider, Nominated Supervisor, educators and children.

### **ENVIRONMENTAL SUSTAINABILITY POLICY**

This policy will provide guidelines to assist Briar Hill Preschool to take an active role in caring for the environment, and promoting and contributing to a sustainable future.

#### **Parents/guardians are responsible for:**

- collaborating with the Approved Provider, Nominated Supervisor, educators, staff, children and others at the service to identify environmental sustainability strategies for implementation at the service
- encouraging their children to adopt environmentally sustainable practices at both the service and at home.

### **EPILEPSY POLICY**

This policy will outline the procedures to:

- ensure that educators, staff and parents/guardians are aware of their obligations and required strategies in supporting children with epilepsy to safely and fully participate in the program and activities of Briar Hill Preschool
- ensure that all necessary information for the effective management of children with epilepsy enrolled at Briar Hill Preschool is collected and recorded so that these children receive appropriate attention when required.

#### **Parents/guardians are responsible for:**

- informing staff, either on enrolment or on initial diagnosis, that their child has epilepsy
- providing a copy of their child's Epilepsy Management Plan (including an Emergency Medication Management Plan where relevant) to the service. This plan should be reviewed and updated at least annually
- working with staff to develop a risk minimisation plan for their child
- where emergency medication has been prescribed, providing an adequate supply of emergency medication for their child at all times
- notifying staff, in writing, of any changes to the information on the Epilepsy Management Plan, enrolment form or medication record
- communicating regularly with educators/staff in relation to the ongoing health and wellbeing of their child, and the management of their child's epilepsy
- encouraging their child to learn about their epilepsy, and to communicate with service staff if they are unwell or experiencing symptoms of a potential seizure.

## INCLUSION AND EQUITY POLICY

This policy will provide guidelines to:

- ensure all adults and children at Briar Hill Preschool are treated equitably and with respect, regardless of their background, ethnicity, culture, language, beliefs, gender, age, socioeconomic status, level of ability, additional needs, family structure or lifestyle
- promote inclusive practices and ensure the successful participation of all children at Briar Hill Preschool.

### Parents/guardians are responsible for:

- communicating with the service to ensure awareness of their child's specific needs
- raising any issues or concerns regarding their child's participation in the program
- being involved in, keeping fully informed about, and providing written consent for any individualised intervention or support proposed/provided for their child
- responding to requests from educators for written permission to arrange for an assessment or collect reports on their child.

## INFORMATION AND COMMUNICATION TECHNOLOGY POLICY

This policy will provide guidelines to ensure that all users of information and communication technology (ICT) at Briar Hill Preschool or on behalf of Briar Hill Preschool:

- understand and follow procedures to ensure the safe and appropriate use of ICT at the service, including maintaining secure storage of information
- take responsibility to protect and maintain privacy in accordance with the service's *Privacy and Confidentiality Policy*
- are aware that only those persons authorised by the Approved Provider are permitted to access ICT at the service
- understand what constitutes illegal and inappropriate use of ICT facilities and avoid such activities.

## SUPERVISION OF CHILDREN POLICY

This policy will provide guidelines to ensure:

- the provision of a safe and secure environment for all children at Briar Hill Preschool
- adequate supervision of all enrolled children is maintained at all times.

### Parents/guardians are responsible for:

- ensuring educators are aware that their children have arrived or departed
- ensuring that doors and gates, including playground gates, are closed after entry or exit
- being aware of the movement of other children near gates and doors when entering or exiting the service
- enabling educators to supervise children at all times by making arrangements to speak with them outside program hours
- supervising their own children before signing them into the program and after they have signed them out of the program
- supervising other children in their care, including siblings, while attending or assisting at the service.

## ROAD SAFETY & SAFE TRANSPORT POLICY

This policy is a part of VicRoads Starting Out Safely Program.

BHPS will ensure that children are:

- Adequately supervised at all times on excursions and regular outings

- Kept safe while travelling as pedestrians or passengers in a vehicle
- Informing and encouraging parents/guardians to be proactive road safety role models for their children by adopting and promoting safe road user behaviours.
- Able to participate in road safety education

Road safety education can help to reduce the risk of serious injury and death among young children by assisting them to develop skills, knowledge and behaviour about the safe use of roads. Working collaboratively with families to help children become safe and responsible road users aligns with the learning outcomes of the Early Years Learning Framework (EYLF).

**Parents/Guardians are responsible for:**

- signing and dating permission forms prior to excursions and regular outings
- ensuring that their child travels in a restraint suitable for their age/size when arriving at or departing from the service
- being aware of all location-specific and general road safety requirements including details about where to park to deliver and collect children, observing speed limits in the vicinity of the service, using the 'safety door' (the rear kerbside door), driveway safety and role modelling safe road use
- communicating any issues or concerns relating to their child's safety or wellbeing to the early childhood service

## **AUTHORISATION**

The summary was adopted by the Approved Provider of Briar Hill Preschool on 16<sup>th</sup> July 2017

**REVIEW DATE: OCT/2018**