



BURDEKIN CHRISTIAN COLLEGE

A ministry of Burdekin Community Church

2-12 Melbourne St Ayr QLD 4807

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Email: burdekincc@bigpond.com Website: www.burdekinchristiancollege.com.au

BURDEKIN CHRISTIAN COLLEGE EARLY LEARNING CHILD CARE POLICY

Policies, Information and Procedures

This Policy document was reviewed in March 2009 and approved by the Board on 29 March. Upon recommendations by the College's Professional Support Coordinator some sections were reviewed in September 2009 and approved by the Board on 14 September, 2009.

Acknowledgement is given to staff and parents of the Centre for their review of the Policy and suggestions. Their attendance at meetings is greatly appreciated.

The purpose of this Policy is to guide the decisions of the College Board, staff and parents in relation to issues which arise in the course of providing a quality child care service, to provide clear instructions on how to achieve consistent outcomes each time issues arise, to provide advice to new management, staff and parents on the Centre's current Policy in regard to issues and to provide a starting position for future review of Policy.

Copies of the Policy are available at the Centre. The Policy is available on the College's web page.

An abridged version of the Policy is found in the form of the Centre's Prospectus. This Prospectus is given to all parents who enquire about the Centre. .

The next review of the Policy will be at the beginning of 2011 to be submitted to the Board on 14 March 2011.

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Section 1

P R E A M B L E

1:1. Vision, Beliefs and Values.

Vision.

To provide education from a Christian World View.

Beliefs.

The beliefs provide a framework for a Christian World View.

1. There is one True and Living God, who is Eternal, who has revealed Himself as one being in three persons – Father, Son and Holy Spirit and who is the Creator and Preserver of things visible and invisible.
2. Man was created by God by a specific and immediate act and in His image and likeness, morally upright and perfect, but fell by voluntary transgression. Consequently, all men are separated from original righteousness, being deprived and without spiritual help.
3. God's answer to man's sinful state is in the death of His Son, the Lord Jesus Christ, upon the cross. His suffering and shed blood have made full atonement for the sins of the whole world, both original and actual, and that there is no other ground for salvation.
4. At the pre-millennial, the imminent and personal return of the Lord Jesus Christ, his people will be gathered unto Himself. Having this glorious hope and earnest expectation, we purify ourselves, even as He is pure, so that we may be ready to meet Him when He comes

Values.

These values arise from our relationship with God, with each other and the environment.

1. Family and Community. People, relationships and love matter more than structures, power and control.
2. Intimacy with God. Intimacy with God is a constant state of mind and an activity of prayer.
3. Sustainability. Maximization of the Centre's physical and human resources in a way that is ecologically, socially and economically sustainable.
4. The Wisdom of the Bible. Scripture is our reference to re-align our values.

Source: Governance Policy. Burdekin Christian College 2011.

Evaluated at Board Meeting on 14 February 2011

Reviewed: 14 March 2011

Date for next review: 12 March 2012.

1.2 DIGNITY AND RIGHTS OF THE CHILD

Introduction.

The United Nations Declaration of the Rights of the Child says that mankind owes the child the best it has to give, without any exception or discrimination whatsoever. It also says that children should be brought up to maturity in a spirit of understanding, tolerance, friendship, peace and universal brotherhood.

The role of Burdekin Christian College Early Learning Child Care Centre is to help each child grow in this spirit.

Policy.

The Centre upholds the dignity and rights of each child to learn and grow in an environment which offers opportunities that reflect the holistic way children learn and grow in the wider world of family, groups, community and society, experiencing responsive and reciprocal relationships with people, places and things.

These rights include:-

- Dignity and respect for each individual child.
- Opportunities for the child to develop personality, talents, self-reliance, intellectual, social and physical abilities to his or her fullest potential.
- Affirmation of the child's own culture, religion and language.
- Equitable opportunities for full and active participation.
- Opportunities for play as a vehicle for learning and for recreation.
- Opportunities for rest and leisure.
- Protection from physical and mental abuse and injury.

Source: United Nations Declaration of the Rights of the Child. 1959.

Reviewed: 14 March 2011

Date of next review: 12 March 2012.

3. Priority for Allocating Places

Introduction

The Centre has waiting lists when parents are applying for a limited number of vacant places. Guidelines need to be established for allocating places that are equitable and fair. These guidelines need to be told to parents when they are seeking enrolment of their child.

Policy.

- Workforce participants where a single parent or both parents are employed, seeking employment or studying/training for future employment.
- Children with disability or parent with a disability.
- Children who are deemed to be at risk.
- Parents who are at home with more than one child below school age and who need relief care.

Listed in order the priority of access categories are:-

Priorities.

Priority 1 – a child at risk of serious abuse or neglect.

Priority 2 – a child of a parent (or both parents if you have a partner) who satisfies the Government's work, training, study test under Section 14 of the Family Assistant Act.

Priority 3 – any other child

Within these main categories priority should also be given to the following children:

- children in Aboriginal and Torres Strait Islander families
- children in families which includes a disabled person.
- children in families with low income
- children in families from culturally and linguistically diverse backgrounds
- children in socially isolated families
- children in single families.

If the Centre determines that a priority 3 children needs to vacate a place to make room for a child with a higher priority the Centre informs the parent on enrolling the child of this policy and gives the parents 14 days notice of the need for the child to vacate.

Sources: **Department of Education, Employment and Workplace Relations. Office of Early Childhood Education and Child Care. Priority of Access Guidelines for Child Care Guidance. CCMC Instruction Sheet 10.**

www.deewr.gov.au/EarlyChildhood/Programs/ChildCareforServices/Operations/Pages/Priorityforallocationplacesinchildrenguidelines.aspx

Reviewed: 14 March 2011

Date of next review: 12 March 2012.

1.4 Goals.

Burdekin Christian College Early Learning Child Care Centre aims to:

- Ensure that each child develops a positive image of self-worth.
- Provide a caring, happy and enriching environment where children are encouraged to play, interact, investigate and learn.
- Provide a wide range of developmentally appropriate activities and experiences that will promote cognitive, social and emotional development, creativity, physical dexterity and confidences as well as empathy for others.
- Foster relationships with children and their families that lead to strong friendships and respect.
- Facilitate inclusive practices in regards to each child's culture, gender and abilities.
- Approach behaviour management in a positive, caring and consistent manner which promotes Christian values, morals and good manners.
- Promote problem solving skills and strategies across intellectual and social domains.

Source: Burdekin Christian College. Board Minutes. 29 March 2009.

Reviewed: 14 March 2011

Date of next review: 12 March 2012

1.5 Philosophy and Aims

Introduction.

Our Centre's philosophy is a statement of beliefs concerning children, families, staff, programming and the environment. It is the reasoning behind our practices in the Centre and our interactions with staff, children, parents, the environment and programming. These arise from the Christian Worldview of the

Centre. In following these beliefs The Centre strives to achieve a high quality of Child Care and an environment that promotes children's learning. Our aims are a way of putting our philosophy into practice.

Children	
We believe	So we
Children are unique individuals with their own interests, strengths and variety of abilities.	Observe and plan for each child across all developmental areas within the daily program.
Children should be provided with quality care regardless of their gender, culture, socio-economic background, religion or ableness.	Be flexible in catering for individual routines. Recognise each child's background and support it within the environment across all curriculum areas.
Children should at all times be made to feel good about themselves and their family and be able to express themselves.	Support each child's learning and development through the inclusion of resource people and outside agencies that work with them. Show affection and develop a trusting relationship with each child. Give children meaningful praise for efforts, success and positive behaviour.
Families	
We believe	So we
God has given parents the responsibility for the raising of their children and therefore are the best source of information about their lives.	Make parents feel welcome and encourage them to become involved.
Families need to feel secure in knowing that their children are in caring, safe hands.	Provide feedback to parents, both verbal and written, about their child's day. Greet each family, individually, with friendliness and enthusiasm.
Individual families have their own parenting and child rearing practices, which need to be recognised and respected.	Invite parents to spend time at the Centre with their child or call anytime through the day to see how they are going. Respect each family's structure, culture, beliefs, customs and language and accommodate these in the Centre if possible. Record relevant issues and share them with staff.
Staff	
We believe	So we
Each staff member has valuable skills, knowledge and ideas to contribute to the Centre as well as their own needs, values and attitudes.	Support each other, be understanding and offer praise and encouragement.
When staff work as a team and feel good about themselves, they become motivated as well as being positive and supportive towards children and families.	Offer the opportunity to be involved in programming at whatever level suits Actively work towards developing trusting, friendly relations with each other.
Professional development of staff will provide motivation and updated information on relevant Child Care Issues.	Equally share in routine tasks within the Centre. Encourage staff to attend inservices and have access to other services and resources related to their needs and interests.

Encourage staff to become familiar with the Centre's procedures they are not primarily responsible for.

Environment	
We believe our Centre's environment should	So We
Be physically safe and secure to allow children to be comfortable and relaxed.	Keep the environment uncluttered and set up attractively to encourage children to interact within it.
Encourage social interaction.	Provide a range of activities and experiences to cater for children Provide formal and informal opportunities for small group interactions. Interact with children during the playtime at their level and encourage them to interact with each other.
Have a high standard of hygiene to discourage the spread of infectious diseases.	Follow a strict hygiene and cleaning routine. Actively involve children in hygiene procedures.

Programming.	
We believe	So We
The program should be developmental appropriate in both experiences provided and expectations placed on children.	Ensure all staff are aware of what is appropriate for each age group. Provide experiences to challenge children and allow them time and space to practise and master skills.
The program should be consistent yet flexible.	Have a set routine to provide consistency and allow children to predict what will happen next. Be flexible in relation to time, taking into account children's needs and interests as well as unexpected occurrences.
The program is always open to new suggestions and ideas.	Encourage parent input through comment sheets and meetings. Source new ideas from inservice training, visits to other Centres, resource book and other people.

Source: Burdekin Christian College Board Minutes. March 2009.

Reviewed: 14 March 2011

Evaluated at Parent's Meeting 10 March 2010

Evaluated at Staff Meeting on 10 March 2010

Date of next review: 12 March 2012

1:6 Communication

Introduction.

Communication is the means by which information is passed from person or group to another. Effective communication is a basis for success and is an integral principle in the management of an Early Learning Child Care Centre.

Communication may be verbal, written or visual and at an informal and formal level.

Ingredients for successful communication include an open and frank relationship based on trust, clear simple language, receptive listening, commitment, common goals and an understanding of the roles and responsibilities of all those involved.

There needs to be everyday or regular communication between the Centre and parents. As well there needs to be regular communication between the Centre and the school, government departments and other community agencies.

Communication of the Policies of the Centre to the parents is vital. This also includes subsequent amendments.

Policy

All participants in the Centre are to follow the process of communication set down in the Policies and Procedures adopted by the Centre. This process includes newsletters, noticeboards,, meetings, prospectuses and daily information exchange.

The College Board will ensure that all parties have the opportunity to communicate their ideas, feelings and concerns in an atmosphere of consultation and consideration.

Source: Child Care Regulations 2003. Reprint 3. November 2008. Part 4. Division 4. 106A.

Merise Beckley. Building as partnership with your child care service. A NCAC Fact Sheet for Families. 2008.

Evaluated at staff meeting on 2 March 2011.

Reviewed: 14 March 2011

Date of next review: 12 March 2012

1.7 Information.

Introduction

Parents, staff and members of the College Board need written information in respect to all aspects of Burdekin Christian College Early Learning Child Care Centre in order to understand the distinctiveness of the Centre. This written information about the Centre needs to be provided at the initial interview by the manager and whenever Policies change.

The day to day contact is the staff of the Centre. Staff need to understand their responsibilities and have a working knowledge of the Policies of the Centre. Additional clarification of Policies should be given when requested or during follow up contact with the manager.

Staff must be aware of the Child Care Act 2002, the Child Care Regulations 2003 and other sources relevant to their work performance.

Parents and care providers must provide to the Centre any changes in personal information as soon as it changes. The Centre gives the opportunity also for this to be provided when re-enrolling for the following year.

It cannot be stressed enough this written information needs to be supplemented and enriched by day to day contact with the staff of the Centre and parents. This is valuable up to date information about the child whose best interests are being served by such exchange of information. It needs to be given at the discretion of the parent but it can be a valuable aid in quality care. This is particularly so where special needs are involved.

Policy.

- Parents, staff and members of the College Board will be provided with access to the Centre's Policy Document so that participants can fully understand their responsibilities and the responsibilities of others.

- Means of access includes the College web site and hard copies in the Centre and the College's office.

A summary of the Policy will be found on the wall of the rooms in the Centre.

A Prospectus will be provided at an initial interview. The Prospectus identifies some key Policies. Other information will be provided.

Parents and staff will provide the Centre with written personal information as needed for the effective operation of the Centre.

Source: Child Care Regulations. 2003. Reprint 3. November 2008. Part 4. Division 4. 106A.

Reviewed: 14 March 2011

Date of next review: 12 March 2012

1.8 Participation.

Introduction

Parents, care providers, staff and Board Members need to be active participants in the development of quality long day care. Strong participation provides a strong support base.

Opportunity needs to be given to parents to participate in meetings and associated discussions so that their responses can be considered in Policy development and the day to day operation of the Centre.

Opportunity needs to be given to staff to participate in staff meetings and associated discussions so that their responses can be considered not only in Policy development and the day to day operation of the Centre but in providing feedback in the application of Policies.

Opportunity needs to be given at Board Meetings for a report of the Centre to be tabled at each meeting and to respond to Policy before Policy is approved.

Such opportunities for participation are designed to increase the satisfaction and confidence of all stakeholders of the Centre by enhancing understanding, trust and co-operation. It helps establish roles and responsibilities of stakeholders.

Policy.

All stakeholders are provided with an opportunity to be a participant in the development and application of Policy and therefore contribute to the goals, philosophy and aims of the Centre.

Board Members receive a report of the Centre at each Board Meeting and review the policy of the Centre annually.

Staff of the Centre meet normally fortnightly when the Centre closes for the day to consider policy development and the day to day operation of the Centre.

Provision is provided for parents to normally parent meetings to consider Policy development and the day to day operation of the College.

Source: Edgeworth Child Care Centre Inc 2008. Parent Participation Policy.

Reviewed: 14 March 2011

Date of next review: 12 March 2012

1.9 Confidentiality.

Confidentiality is the process by which the right to privacy is protected. This is an integral principle of the Centre.

The practice of confidentiality relates to staff and the day to day operation of the Centre.

Staff are not to provide verbal information to any unauthorised person as signed in their initial contract of employment.

In the day to day operation of the Centre the practice of confidentiality relates to the accessibility, retention and destruction of written records.

Records are securely maintained as individual records and when disposed of must be shredded.

Policy.

Confidentiality is a standard procedure when implementing Policy.

All details of a personal nature are treated as strictly confidential.

Written information concerning the child and the child's family can only be accessed by the parent, staff of the Centre and the Chairman of the Board, Officers of the Office of Early Childcare Education and Care, Child Protection Investigation Unit and DEEWR

Parents can also view records in relation to excursions and copies of qualifications of staff.

All verbal communication by stakeholders must recognise the principle of confidentiality.

All staff contracts include confidentiality. Violation of this brings instant dismissal.

All records must be shredded after the mandatory period of retention.

Source: Child Care Act 2002. Reprint 1 February 2010. Part 4. Division 2. Section 87.

Reviewed Parent's Meeting 9 March 2011

Reviewed 14 March 2011

Date of next review: 12 March 2012

Introduction.

Burdekin Christian College Early Learning Child Centre is committed to provide a high standard of care to children and quality education.

As part of this commitment the College Board has endorsed the Early Childhood Australia's Code of Ethics as the framework for reflecting about the ethical responsibilities of early childhood professionals.

It then in particular has identified the following ethical standards required by staff in all their responsibilities as an employee of the College.

Staff are expected to maintain the highest standard of conduct in serving the Burdekin Community.

Policy.

Christian Lifestyle.

The Vision, Beliefs and Values of the College inform the lifestyle values which staff are required to respect and demonstrate.

Respect for Government Legislation and the Centre's Policy.

Uphold and implement State and Government Guidelines and the Centre's Policies.

Act in the interest of the child and the Centre and resolve personal issues that conflict with the Centre's responsibilities.

Respect for Persons

Be honest, fair and considerate.

Treat others with dignity and not harassing or lawfully discriminating against them.

Act impartially and without favour.

Be tolerant of other's worldview.

Maintain confidentiality and privacy.

Integrity.

Act in an honest, trustworthy, reasonable and lawful way in dealing with others.

Avoid behaviour that would damage the public perception of the Centre.

Ensure resolving any perceived or actual conflict of interest when they arise.

Diligence

Perform all responsibilities with proper diligence, care and attention.

Strive to achieve high standards of performance and professionalism.

Implement all Policies relevant to position.

Avoid behaviour that impedes the diligence of others.

Participate in professional development activities relevant to position.

Economy and Efficiency.

Ensure value for money is obtained when purchasing goods and services.

Complete request forms for all purchases.

Maintain assets and other items correctly.

Communities

Learn about the communities of the Centre and enact curriculum programs which are responsive to these contexts and community priorities.

Connect with people, services and agencies within the communities that support children and their families.

Source: Early Childhood Australia Inc. The Australian Early Childhood Code of Ethics. 12 September 2006.

Reviewed: 14 March 2011

Date of next review: 12 March 2012.

Section 2

MANAGEMENT

AND

ADMINISTRATION

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- 2.2 Certificate of Incorporation.
- 2.3 Licence for Long Day Care.

- 2.4 Certificate of Insurance.
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- 2.8 Administration Processes
- 2.9 Job Description Director
- 2.10 Job Description Group Leader
- 2.11 Job Description Assistant
- 2.12 Supervision and support of staff.
- 2.13 Employment and Conditions for Staff.
- 2.14 Procedure for Recruitment, Interviewing and Selection of Staff.
- 2.15 Grievance Prevention and Settlement Procedures.
- 2.16 Sexual Harassment.
- 2.17 Managing the Media
- 2.18 Privacy Policy
- 2.19 Retention of Records
- 2.20 Request for access for records as required by law.

2.1 GOVERNANCE

Introduction

Licensees are legally responsible for the Early Learning Child Care Centre's compliance with the Child Care Act 2002 and the Child Care Regulations.

The licensee for Burdekin Christian College Early Learning Child Care Centre is Burdekin Christian College Inc. The Board of Burdekin Christian College is responsible for operations of the School and the Centre. These operations are found in the Policies and Procedures in the following Handbook.

HANDBOOK BURDEKIN CHRISTIAN COLLEGE INC.

- PART A – The Board

 - This Handbook

 - The Board's Role: General

 - Functions and Duties of the Board

 - Board Meetings

 - Conduct Meetings, Roles of Directors

 - Conflict of Interest

 - Serving Together as Community

 - Agenda

 - Board Accountability

 - Office Bearers

 - Chairman

 - Company Secretary

 - Board Treasurer

 - Board Executive

- PART B - Relationships

 - Board/Principal Relationship

 - Other Staff

- PART C – Vision, Beliefs, Values and Goals

 - Vision

 - Beliefs

 - Values

 - Goals

- PART D – Executive Policies and Limitations

The Principal
Employment
Financial Management
Critical Issues
Operational Plan

Source: Burdekin Christian College Governance Policy. 2009.

Reviewed : 14 March 2011

Date of next review: 12 March 2012

2:2 CERTIFICATE OF INCORPORATION

Address: ?
Floor 2, The Law Building
Cnr George and Ann Streets
Brisbane Q 4000
Postal:
GPO Box 3111
Brisbane Q 4001



Business Names Ph: (07) 3246 1581
Business Names Facsimile: (07) 3220 0076
Associations Ph: (07) 3246 1551
Associations Facsimile: (07) 3239 6894

AYR CHRISTIAN COLLEGE INC
The Secretary
CNR MELBOURNE AND CHIPPENDALE STS
AYR QLD 4807

remove this top section if desired



QUEENSLAND
Associations Incorporation Act 1981
Section 23G

Form 16

Incorporation Number: IA134

Certificate of Incorporation on Change of Name

This is to certify that

AYR CHRISTIAN COLLEGE INC

an association which was on the fifteenth day of July 1983
incorporated under the Associations Incorporation Act 1981
did on the third day of November 1997
change its name to

BURDEKIN CHRISTIAN COLLEGE INC.

Dated this third day of November 1997

Delegate of Director-General



CERTIFICATE

Evidence of incorporation below.

Licence for a Centre Based Child Care Service

Section 11 *Child Care Act 2002*

Licence Number: **23545**

Licensee: **BURDEKIN CHRISTIAN COLLEGE INC.**

Licensee Address: **2 - 12 MELBOURNE STREET
AYR 4807**

Nominee(s): **LESLIE VINCENT HENAWAY
2-12 MELBOURNE STREET AYR 4807
DENESE MAY HENAWAY
2-12 MELBOURNE STREET AYR 4807**

Name of Service: **BURDEKIN CHRISTIAN COLLEGE EARLY LEARNING CHILD CARE CENTRE**

Address of Service: **2-12 MELBOURNE STREET
AYR 4807**

Licence Date: **29 January 2010 to 28 January 2013**

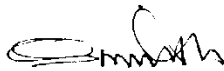
Licence Conditions:

1. The licensed capacity for the service is 31 children.
2. Child care may only be provided for children from 15 months to school age including school children
3. The service may operate for more than 20 hours per week.
4. The following are rest periods for the service:
- 12.30 pm to 14.00 pm on Monday to Friday

*** End of Conditions ***

Signed: _____

Name: CATHERINE SMITH



Manager
North Queensland

Toward 

 **Queensland
Government**

Evidence of current licence below **2:3 LICENCE**

Evidence of current insurance below.

2:4 CERTIFICATE OF INSURANCE

2:2 CERTIFICATE OF INSURANCE



PO Box 336 Mitcham, Vic 3132
9 Station Street Mitcham, Vic 3132
Phone: 03) 9837 2244 Fax 03) 9872 4026
Freecall 1800 646 777
Email: reception@aogaustralia.com.au
ABN 65 004 617 467

STATEMENT OF ACCOUNT AS AT 19/03/2008

To: Burdekin Christian College Inc
2-12 Melbourne Street
Cnr Chippendale Street
Ayr QLD 4807

Our Reference: BURDEKINSQ

Thank you for placing your insurances with AOG Insurance Division. Listed below are the policies and endorsements that are currently due for payment. Please pay the amount shown on this statement on or before the due date in order to maintain continuity of cover. If you have any queries about the enclosed account, please call our office for assistance.

Page 1 of 1

Invoice Date	Invoice		Class of Insurance	Due Date	Premium	Status	Balance
19/03/2008	84161	RWL	I.S.R.- AOG	31/03/2008	\$5,315.57	CURRENT	
	PN: 01.025.18772ISR		- As per underwriters listed on schedule				
19/03/2008	84181	RWL	Public Liability	31/03/2008	\$833.10	CURRENT	
	PN: 01.025.18772PL		- As per underwriters listed on schedule				
19/03/2008	84203	RWL	Voluntary Worker	31/03/2008	\$132.00	CURRENT	
	PN: 02 PO 009388		- As per underwriters listed on the schedule				
19/03/2008	84228	RWL	Prof. Indemnity	31/03/2008	\$181.50	CURRENT	
	PN: 05 MIS 7051003		- As per underwriters listed on schedule				
19/03/2008	84229	RWL	D&O	31/03/2008	\$158.40	CURRENT	
	PN: 9326280		- As per underwriters listed on schedule				

N/B = New Policy
LAP = Lapse Advice

RWL = Renewal
CLN = Cancellation

TRW = Transfer Renewal
MCN = Mid-term Cancellation

END = Endorsement

PAYMENT OF THIS ACCOUNT IS NOW DUE. IF YOU HAVE ANY
QUERIES REGARDING THIS ACCOUNT, PLEASE CONTACT OUR OFFICE
TO ARRANGE COVER.

Discipline and Wisdom for Tomorrow's Leaders
Burdekin Christian College Inc, IA134

2.5 STRATEGIC PLAN

STRATEGIC PLAN

2011-2015

VISION

To provide education from a Christian World View.

BELIEFS

The beliefs provide a framework for a Christian World View.

1. There is a one true and living God who is eternal, who has revealed Himself as One Being in three persons- Father, Son and Holy Spirit and who is the creator and preserver of things visible and invisible.
2. Man was created by God by a specific and immediate act and in His image and likeness, morally upright and perfect, but fell by voluntary transgression. Consequently all men are separated from original righteousness, being depraved and without spiritual life.
3. God's answer to man's sinful state is the death of His Son, the Lord Jesus Christ upon the cross. His suffering and shed blood have made full atonement for the sins of the whole world, both original and actual, and there is no other ground for salvation.
4. At the pre-millennial, imminent and personal return of our Lord Jesus Christ his people will be gathered unto himself. Having this glorious hope and earnest expectation, we purify ourselves, even as He is pure, so that we may be ready to meet with Him when He comes.

VALUES

These values arise from our relationship with God, with each other and with the environment.

1. Family and Community: People, relationships and love matter more than structures, power and control.
2. Intimacy with God: activity of Intimacy with God is a constant state of mind and an prayer.
3. Sustainability: Maximization of the College's physical and human resources in a way that is ecologically, socially and economically sustainable.
4. The Wisdom of the Bible. Scripture is our reference to re-align our values.

STRATEGIC PRIORITIES

2011-2015

Partnerships	Resources and Assets	Support Of Students	Learning and Teaching
Goals	Goals	Goals	Goals
Establish a positive relationship between staff of the Centre and the parent body.	Implement a program of capital development of new facilities, extension of existing facilities and purchasing of new resources.	Implement a support for student program in the Centre.	Implement quality teaching and learning strategies that lead to an improvement in the standard of education of the ELCCC.
Strategies	Strategies	Strategies	Strategies
Increase parental involvement by identifying the number of areas of involvement and increasing the number of parents.	Budget for capital expenditure in budget. Budget for new resources.	Develop a Pastoral Care Program in the Centre. Implement a student policy where students feel important, safe and secure.	Include teaching strategies and learning activities as part of staff appraisal. Establish longitudinal student profiles.
Implement a parent satisfaction survey.			
Managing Our Performance	Managing Our Performance	Managing Our Performance	Managing Our Performance
Principal reports to College Board of the amount of parental involvement and the results of the parent satisfaction survey.	Principal includes progress of capital expenditure in monthly report to Board.	College Board approves a Pastoral Care Policy. Principal reports to College Board strategies that are implemented on students feeling important, safe and secure.	Student profiles are to be designed to compare student performances from one year to the next. End of the year parent meetings are to include students profiles as part of the reporting.

6. OPERATIONAL PLAN

Quality Area	Objective	Strategies	Time Frame	Person Responsible
Governance	To assess the provision of education in the College	To participate in the 3 yearly validation process of the ELCCC.	Term 1 2012	Board
Ethos	To improve student's behaviour and self discipline.	To monitor the use of time out strategies.	Term 2 2011	Teaching staff.
		To review the communication methods to parents.	Term 2 2011	Manager/Director
Partnerships	To be more responsive to parent's concerns.	To implement a policy that identifies procedures to be responsive to parent's concerns.	Term 2 2011	Manager/Director
Partnerships	To improve partnerships between parents and staff.	To implement a policy to identify opportunities for developing partnerships between parents and staff.	Term 1 2011	Manager/Director
Support for Students	To provide student support more effectively.	To monitor the roll of teaching assistants.	Term 3 2011	Manager
Ethos	To increase student and staff morale.	To monitor the atmosphere of the Centre.	2011	Manager
Resources and Assets	To construct new facilities and purchase new resources.	To construct a new play structure for toddlers.	Term 3 2011	Manager
Learning and Teaching	To be more effective in meeting the learning needs of students.	To assess the use of teaching techniques.	Term 3 2011	Manager
		To assess the use of classroom management techniques.	Term 3 2011	Manager
Curriculum	To review the planning and assessment of student's learning.	To have an external reviewer	Term 3 2011	External Reviewer

Evaluated at Board Meeting on 14 March 2011

Reviewed: 14 March 2011

Date of next review: 12 March 2012

2:7 GOVERNANCE AND STAFF

BURDEKIN CHRISTIAN COLLEGE EARLY LEARNING CHILD CARE CENTRE BOARD MEMBERS

Pastor Les Henaway

Chairman

Mrs Denese Henaway	Secretary/Treasurer
Pastor Peter Holmes	Member
Mr Robert Harper	Member
Mr Brian Ey	Member
Mr Brett Jensen	Member
Mr Allan Mullaly	Ex-officio

**BURDEKIN CHRISTIAN COLLEGE EARLY LEARNING CHILD CARE CENTRE
STAFF:**

Mr Allan Mullaly	Manager.
Mrs Jayne Clark	Director.
Mrs Toni Smallman	Group Leader
Mrs Gessi Wilson	Assistant
Miss Natasha Patterson	Assistant
Mrs Jill Sutcliffe	Assistant

Evaluated at Board Meeting on 14 March 2011

Reviewed: 14 March 2011

Date of next review: 12 March 2012

2:8 ADMINISTRATION PROCESSES

AIM:

To facilitate decision making and communication processes based on principles of good practice.

POLICY:

Decisions concerning the operation of Burdekin Christian College Early Learning Child Care Centre are based on who determines the decisions, and how the decisions are communicated.

PRACTICES:

Decisions of Policy.

The College Board, as the Governing Body, is the Body who approves Policy.

The Principal of the College, as Manager of the Centre, makes recommendations to the College Board concerning Policy.

The Principal seeks input to the Policy through parent surveys and consultation of staff.

Decisions of Implementation of Policy.

The implementation of Policy is the responsibility of the Principal in consultation with the Director.

An induction program is held at the beginning of each year. A brief overview of Policies is shared with staff.

Staff meetings are held fortnightly. Staff have the opportunity to put input into Policy. Staff have the opportunity to bring suggestions on administrative matters.

Parent meetings are held monthly. Parents have the opportunity to put input into Policy. Parents have the opportunity to bring suggestions about any aspects of the Centre.

Parents are informed of Policy and administrative matters through the weekly ELCCC Newsletter.

Source: Stronger Family Learning Exchange Bulletin. No 6. Spring/Summer 2004.

Reviewed: 14 March 2011

Date of next review: 12 March 2012

9. JOB DESCRIPTION DIRECTOR

- 1. POSITION TITLE:** DIRECTOR
- 2. SECTION:** EARLY LEARNING CHILD CARE CENTRE
- 3. MAIN PURPOSE OF THE JOB:** To co-ordinate and manage the College's Early Learning Day Care Centre
- 4. POSITION IN THE COLLEGE:**
 - (A) DIRECTLY RESPONSIBLE TO:** Principal
 - (B) DIRECTLY RESPONSIBLE FOR:** Staff of Early Learning Child Care Centre
- 5. KEY RESPONSIBILITIES:**

Consistent with the Biblical Christian World View.

 - 1) Liaise with the Principal re bookings. (All enrolments should be made with the office);
 - 2) Liaise with Office which will provide all booking information;
 - 3) Ensure that current medical forms and student information forms are up to date and are located for easy emergency access;
 - 4) Prepare and complete an attendance roll for each day;
 - 5) Record each child's attendance upon arrival at ELCCC;
 - 6) Implement correct procedures in the event of accidents;
 - 7) Ensure accident reports are completed correctly and the appropriate persons informed;
 - 8) Ensure proper hygiene standards are maintained, especially in any kitchen and toilet areas used;
 - 9) Organise appropriate activities for the children in care;
 - 10) Supervise, assist with and join in activities with the children;
 - 11) Manage the requirements of children with special needs;
 - 12) Implement appropriate behaviour management procedures;
 - 13) Ensure that an appropriate number of staff are supervising the children at all times;
 - 14) Ensure each child is signed out correctly upon departure, to an authorized adult;
 - 15) Ensure that all necessary equipment and other items used are packed away at the end of each session;
 - 16) Ensure all utensils, dishes etc. are washed and stored away correctly;
 - 17) Complete child attendance forms for the Principal;

- 18) Attend staff meetings when necessary;
- 19) Implement all necessary Workplace Health and Safety measures;
- 20) Attend in-service training/conferences when required; and
- 21) Plan and supervise the work of all Group Leaders and Teaching Assistants.

Sources: **Child Care Regulations. 2003. Reprint November 3 2008. Part 5. Division 3. Section 112.**
 Burdekin Christian College Work Place Agreement. 2008-2012.
 Burdekin Christian College. Job Descriptions. 2011

Evaluated at Board Meeting on 14 March 2011.

Reviewed: 14 March 2011

Date of next review: 12 March 2012

1. **POSITION TITLE:** GROUP LEADER
2. **SECTION:** EARLY LEARNING CHILD CARE CENTRE
3. **MAIN PURPOSE OF THE JOB:** To assist the Director in providing care to children.
4. **POSITION IN THE COLLEGE:**
 - (A) **DIRECTLY RESPONSIBLE TO:** Director Early Learning Child Care Centre
 - (B) **DIRECTLY RESPONSIBLE FOR:** The care of children
5. **KEY RESPONSIBILITIES:**

Consistent with the Biblical Christian World View of the College.

 - 1) Ensure proper hygiene standards are maintained, especially in any kitchen and toilet areas that are used;
 - 2) Supervise, assist with and join in (where necessary) activities with the children;
 - 3) Implement appropriate behaviour management procedures;
 - 4) Liaise with the Director with all telephone enquiries or enrolments concerning the centre;
 - 5) Implement correct procedures in the event of accidents;
 - 6) Ensure all children participate in the ELCCC program in a timely manner;
 - 7) Ensure all indoor and outdoor rules are followed by children in your care at all times;
 - 8) Ensure that an appropriate number of adults are supervising the children at all times;
 - 9) Manage the requirements of children with special needs;
 - 10) Prepare appropriate activities for the children in care;
 - 11) Record all children's attendance and departure by regularly referring to the roll;
 - 12) Respect all children for their individual needs and requirements. Eg, food allergies/behaviour and cultural needs;
 - 13) Uphold and respect the Centre and Management in all professional aspects;
 - 14) Ensure each child is signed out correctly upon departure to an authorized adult;
 - 15) Ensure that all necessary equipment and other items used are packed away at the end of each session;
 - 16) Ensure all utensils, dishes etc. are washed and stored correctly;
 - 17) Complete and return all necessary forms to the Director each day;
 - 18) Attend staff meetings when necessary;

- 19) Implement all necessary Workplace Health and Safety measures;
- 20) Attend in-service training/conferences when required;
- 21) Assist the Director in any planning of activities and offer ideas when possible ;
- 22) Any cleaning duties as deemed by the Principal from the list of cleaning responsibilities; and
- 23) Any other duties as deemed by the Principal from time to time.

6. QUALIFICATIONS:

The Group Leader should hold:

- 1) Current First Aid Certificate;
- 2) Diploma in Child Care and Education; and
- 3) Suitability Card to work with children.

**Sources: Child Care Regulations 2003. Reprinted 3 November 2008. Part 5. Division 3. Page 113.
Burdekin Christian College Australian Workplace Agreement. 2008-2012.
Burdekin Christian College. Job Descriptions. 2011**

Evaluated at Board Meeting on 14 March 2011.

Reviewed: 14 March 2011

Date of next review: 12 March 2012

11. JOB DESCRIPTION ASSISTANT

1. **POSITION TITLE:** EARLY LEARNING CHILD CARE ASSISTANT
2. **SECTION:** EARLY LEARNING CHILD CARE CENTRE
3. **MAIN PURPOSE OF THE JOB:** To assist providing care to Early Child Care Centre students.
4. **POSITION IN THE COLLEGE:**
 - (A) **DIRECTLY RESPONSIBLE TO:** Director
 - (B) **DIRECTLY RESPONSIBLE FOR:** The care of Early Learning Child Care Centre students.
5. **KEY RESPONSIBILITIES:**

Consistent with the Biblical Christian World View of the College.

 - 1) Ensure proper hygiene standards are maintained, especially in any kitchen and toilet areas that are used;
 - 2) Supervise, assist with and join in (where necessary) activities with the children;
 - 3) Implement appropriate behaviour management procedures;
 - 4) Implement correct procedures in the event of accidents;
 - 5) Ensure all children participate in the ELCCC program in a timely manner;
 - 6) Ensure all indoor and outdoor rules are followed by children in your care at all times;
 - 7) Manage the requirements of children with special needs;
 - 8) Prepare appropriate activities for the children in care;
 - 9) Record all children's attendance and departure by regularly referring to the roll;
 - 10) Uphold and respect the Center and Management in all professional aspects;
 - 11) Ensure each child is signed out correctly upon departure to an authorized adult;
 - 12) Ensure that all necessary equipment and other items used are packed away at the end of each session;
 - 13) Ensure all utensils, dishes etc. are washed and stored correctly;
 - 14) Attend staff meetings when necessary;
 - 15) Implement all necessary Workplace Health and Safety measures;
 - 16) Attend in-service training/conference when required; and
 - 17) Assist the Director or Group Leader in any planning of activities and offer ideas when possible.
 - 18) Any cleaning duties as deemed by the Principal from the list of cleaning responsibilities.

19) Any other duties as deemed by the Principal from time to time.

Sources: **Child Care Regulations. 2003. Reprinted 3 November 2008. Part 5. Division 3. 112.**
Burdekin Christian College. Australian Workplace Agreement. 2008-2012.
Burdekin Christian College. Job Descriptions, 2011.

Evaluated at Board Meeting on 14 March 2011

Reviewed: 14 March 2011

Date of next review: 12 March 2012

12. SUPERVISION AND SUPPORT OF STAFF

Introduction.

Staff supervision is the responsibility of the Principal/Manager. The Principal/Manager may at times delegate the duties of supervision to the Director who reports directly to the Principal.

Policy.

The Principal/Manager determines the responsibilities of each staff member.

This is stated in the job description of the staff member.

The Principal/Manager regularly visits the Centre to observe the staff member.

The Principal/Manager meets and discusses informally with the staff member his observations.

Formal appraisalment of each staff member is conducted in term three. The format of the appraisalment is negotiated with each staff member.

The results of the appraisalment are discussed with the staff member at the end of term three.

The Principal/Manager reports to the College Board monthly on the staff of the Centre.

**Sources: Burdekin Christian College Australian Workplace Agreement. 2008-2012
Performance Review.**

Reviewed: 14 March 2011

Date of next review: 12 March 2012

2.13 EMPLOYMENT CONDITIONS FOR STAFF.

Introduction.

Employment Conditions for staff are found in the Burdekin Christian College Australian Workplace Agreement 2008-2012.

Policy.

The scope of the Agreement is found in the Table of contents.

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Source: Burdekin Christian College Australian Workplace Agreement. 2008-2012.

Reviewed: 14 March 2011

Date of next review: 12 March 2012

14. **PROCEDURE FOR RECRUITMENT, INTERVIEWING AND SELECTION OF STAFF**

Introduction.

The Principal/Manager is responsible for the recruitment, interviewing and selection of staff.

Policy.

When a vacancy occurs the Principal/Manager advertises for the vacancy through a number of sources.

Respondents to the advertisement are sent an application form.

The Principal/Manager considers each applicant and a short list is selected.

Referees are contacted.

Each applicant on the short list is interviewed. Each applicant is rated on the selection criteria.

The applicant that receives the highest rating is offered the position.

If the position is accepted a contract is offered to the successful candidate.

Once the contract is signed all other applicants are informed that the position has been filled.

Within 14 days of employment the relevant Government Department is notified.

Source: Burdekin Christian College. Staff Policy. 2011.

Evaluated at Board Meeting on 14 March 2011

Reviewed: 14 March 2011

Date of next review: 12 March 2012

15. GRIEVANCE PREVENTION AND SETTLEMENT PROCEDURES

Introduction.

A grievance is any matter related to work or the work environment that is causing concern or distress to any individual or group of individuals. Grievances may arise from any act, situation, discussion or omission that may be considered unfair, discriminatory or unjust.

Policy.

1. Procedures for Resolving Disputes

- 2.1.** This clause applies to all disputes between the employee and the College arising out of the employment relationship. It applies to a single employee or to any number of employees.

2.2. Subject to the *Workplace Relations Act 1966*, any such dispute should be dealt with by following the procedure and sequence outlined below.

- (a) In the event of an employee having a grievance the employee shall, after prayer, attempt to resolve the matter with the relevant staff member, who shall respond to the matter as soon as reasonably practicable under the circumstances.
- (b) If no resolution of the grievance or dispute is reached as a result of sub-clause (a) above, the employee should initiate a discussion between the employees with the relevant staff member who has a Position of Added Responsibility. This step should be completed within five (5) College days of the employee's notification of their desire for a discussion. All Parties may have representatives or witnesses at this meeting and any meeting in the steps outlined below including representatives from the employee's organization or party of choice.
- (c) If no resolution of the dispute is reached under sub-clause (b) above, the employee should advise the Principal,
 - (i) that a dispute exists;
 - (ii) the exact nature and/or details of the dispute;
 - (iii) a brief outline of the steps taken thus far to attempt to resolve the issue and,
 - (iv) of a formal request that the matter be addressed by the College Principal and/or, if he wishes, his agent.

The Principal or his delegate will hold formal discussions with the employee. As a part of the Principal's (or his delegate's) investigation of this matter, the exact nature and details of the dispute will be agreed in writing. This process should be completed, and a decision communicated within seven (7) College days after the request by the employee.
- (d) If the employee is still dissatisfied, the employee should, within three (3) working days of the decision being received, request a second meeting with the Principal, to attempt to resolve the dispute. This meeting with the Principal or his delegate must be held within three (3) working days of receipt of that request. The College Principal will fully inform the Board Chairman of the unresolved dispute, and will continue to do so until the dispute is resolved. The Board Chairman will also keep the Board fully informed about the progress of the dispute.
- (e) If the dispute is still unresolved after discussions listed in sub-clause (d) hereof, either the employee or the College may elect to use an Alternative Dispute Resolution Provider, agreed to by both parties in an attempt to resolve the matter.
- (f) If an Alternate Dispute Resolution Provider is used to resolve a dispute on a matter, the parties to the dispute must genuinely attempt to resolve the dispute using that process.
- (g) If, after the actions are carried out as indicated in sub-clause (e) and (f), the Parties are still in dispute, then the matter will be referred to the Australian Industrial Relations Commission for final determination.

3. Procedural Processes Relating to the Resolution Process

3.1. The following protocols must be observed by all Parties during the course of the events described above.

3.2. Wherever possible the matters should be kept confidential to the persons concerned.

3.3. Every attempt to resolve the matter should be made at the earliest possible stage of this process. Should the employee not proceed to the next step of the process within fourteen (14) days of the previous step being completed, the dispute shall be deemed to be lapsed.

- 3.4.** Whilst all of the above procedure is being followed, and until the dispute is resolved, an employee who is party to the dispute must:
- (a) continue to work in accordance with his or her contract of employment, unless the employee has a reasonable concern about an imminent risk to his or her health, or safety; and
 - (b) comply with any reasonable direction given by the College to perform other available work.

- 3.5.** In directing an employee under clause 3.3.4 (b) the College must have regard to:
- (a) relevant occupational health and safety provisions that apply to the employee or that other work; and
 - (b) whether that work is appropriate for the employee to perform.

3.6. Once the matter is resolved, the details of the agreed outcome will be recorded and a copy given to each party.

Source: Burdekin Christian College Australian Workplace Agreement. 2008-2012.

Reviewed: 14 March 2011

Date of next review: 12 March 2012

16. SEXUAL HARRASSMENT

Introduction.

The purpose of this Policy is to outline the commitment of Burdekin Christian College Early Learning Child Care Centre to providing an environment that is free from and any type of harassment to its staff.

Policy.

1. Purpose

This Policy outlines the Policy Principles and Grievance Procedures regarding Sexual Harassment and aims to assist in establishing safe working and learning environments for all employees, students and voluntary workers of the College.

This Policy covers general aspects of sexual harassment, outlines the roles and responsibilities of all employees of the College and provides procedures for resolving complaints of sexual harassment made by employees, students or other service users.

However, it should be recognised that there is difficulty in providing procedures which will exactly fit every case. Each situation will need to be assessed on its merits and decisions made which are appropriate in each instance.

2. Scope

This Policy applies to all staff, students, volunteer workers, and contractors of the College.

3. Introduction

- a. At Burdekin Christian College, sexual harassment is considered an unacceptable form of behaviour and will not be tolerated under any circumstances. The College is committed to providing all employees and students with a working and learning environment free from sexual harassment. All employees and students are required to honour this commitment.
- b. Sexual harassment erodes individual's rights and dignity, debilitates morale and interferes with the effectiveness of the work and learning environment.
- c. The effects of sexual harassment are compounded when it also denigrates a person's cultural or ethnic background, their gender or any impairment they may have.
- d. The Queensland *Anti-Discrimination Act, 1991* and the Federal *Sex Discrimination Act, 1984* make sexual harassment unlawful.
- e. Any unwelcome behaviour of a sexual nature, which may not be covered by the legal definitions of the above Acts, will still be considered sexual harassment and treated as such by the College.
- f. This Policy is directed at preventing sexual harassment as well as providing an internal means of complaint, protection and redress for those who experience it.

4. Definitions

- a. Sexual harassment is any unwelcome and uninvited comment, attention, contact or behaviour of a sexual nature, that an individual or witness finds humiliating, offensive or intimidating. It can be verbal, physical, written or visual.
- b. Sexual harassment has nothing to do with mutual attraction or consenting friendships.
- c. Sexual harassment may consist of some or all of the following behaviours:
 - i. unwelcome comments about a person's sex life;
 - ii. unnecessary familiarity such as deliberately brushing against a person;
 - iii. sexual proposition or continual request or invitations;
 - iv. physical contact such as touching, fondling or grabbing;
 - v. suggestive comments about a person's appearance or body;
 - vi. offensive telephone calls; and
 - vii. indecent exposure.
4. Some sexual harassment could be considered to be harm to a student or sexual assault, abuse and/or stalking which are criminal offences. In these cases then the processes found in Policy 4.15 'Suspected Harm to a Child or Inappropriate Behaviour Towards a Child', should be followed.
5. In the context of a school, the following may also constitute sexual harassment:
 1. persistent unwelcome social invitations or telephone calls;
 2. being followed home from school/work;
 3. offensive hand or body gestures;

4. physical and verbal intimidation such as ogling, leering, deliberately invading another's personal space or blocking access to or exit from an area;
 5. referring to another person in a derogatory sexual manner; and
 6. other offensive communications, including telecommunications, e.g. through fax machines, computers, posters, graffiti etc.
6. Employees also refer to prospective employees, current employees, contract workers, partners, commission agents, voluntary helpers, student teachers or other members of the College community.
 7. Child sexual abuse is a criminal offence.

5. Rights of the Individual

1. **Although these guidelines are primarily about the rights of people complaining about sexual harassment, it must be emphasised that anyone accused of sexually harassing another has the same rights as anyone under the law.**
2. Persons against whom the complaint has been made have the right to:
 - a. be informed of the complaint made against them in fact and particulars;
 - b. make a response;
 - c. be treated fairly;
 - d. have the matter handled confidentially;
 - e. have the matter heard by an impartial party; and
- f. advice and representation from their union or any other party.
3. Sexual harassment is a serious matter. In the interests of all concerned, complaints must be handled with sensitivity, discretion and thoroughness.
4. Once a complaint has been made, complainants, Sexual Harassment Referral Officers, other College staff and union representatives involved should maintain confidentiality.
5. The *Sex Discrimination Act, 1984* and the *Anti-Discrimination Act, 1991* make it unlawful to treat unfavourably or threaten to disadvantage a person who has made a complaint or intends to make a complaint in good faith. The Victimisation Provisions also give protection to persons who give information to the Anti-Discrimination Commission or intend to be a witness.

6. Responsibilities

1. PRINCIPAL

- a. The Principal is responsible for dealing with complaints of sexual harassment within the Centre.
- b. An important responsibility is to make complainants aware of the options, both formal and informal, available to them.

2. THE PRINCIPAL'S ROLE IS:

- a. to be identifiable and accessible;
 - b. provide information to staff, students and parents about their role as the Sexual Harassment Referral Officer;
 - c. provide initial and ongoing support to students or staff who approach them with a complaint or query;
 - d. ascertain the outcome a complainant wants and give information on options available to resolve the complaint; and
- e. ensure confidentiality at all times.

7. Complaints - Resolution

- a. There are several options available in dealing with incidents of sexual harassment. They vary according to the situation, the people involved, legal requirements and the wishes of the person experiencing the sexual harassment.
- b. The procedures which follow vary also according to whether adults or students are involved. They range from personal resolution and other informal options, to written complaints and other formal procedures, which may result in disciplinary actions.
- c. These guidelines deal with sexual harassment in the following contexts:
 - i. sexual harassment of an employee(s) by another employee(s), thus:

ii. sexual harassment of a student(s)
by an employee, thus:

iii. sexual harassment of an employee by a student, thus:

iv. harassment of a student by another student; thus:

Source: Burdekin Christian College Sexual Harassment Policy. 2009.

Reviewed: 14 March 2011

Date of next review: 12 March 2012

17. MANAGING THE MEDIA

Introduction.

The consideration of confidentiality, duty of care, legal obligations and the good reputation of the Centre are paramount when dealing with the media.

Policy.

All media inquiries should be referred to the Principal/Manager.

“Off the cuff” comments are to be avoided.

If approached by the media the following advice should be adhered to

Find out the details of the inquiry.

Ask for a copy of the item if you are asked to respond to an article.

Ask about any deadlines.

Obtain the contact details of the journalist and the media organisation.

Respond to inquiries in a polite, courteous manner, portraying the Centre in a positive light.

Insist on a reasonable time to respond in a considered manner.

The media has a role to communicate news to the public and a useful partnership can be formed to advance the ELCCC especially in the area of the benefits to children and their families.

Permission for use of photographs, video, sound recordings or any other reproductions or adaptations of the likeness of children will be sought from the parent or guardian. A media agreement must be signed on enrolment.

Source: Burdekin Christian College Media Agreement. 2011.

Evaluated at Board Meeting on 14 March 2011

Reviewed: 14 March 2011

Date of next review: 12 March 2012

2.18 PRIVACY POLICY

Introduction.

Burdekin Christian College Early Learning Child Care Centre is committed to protecting personal information.

Information, such as family and child/children age, contact details, medical details, is collected from families and Care Providers. This information provided is mostly personal and may also include sensitive information. Confidentiality of personal information is vitally important. The Centre is committed to ensuring that all information entrusted to us is protected against misuse, loss and unauthorised access.

Policy.

All data collected will be recorded in an accurate manner, kept complete and up to date.

Consent is required from families before information is disclosed to other agencies eg other child care services, any relevant organisations and government departments.

Personal information is collected primarily to provide services in childcare.

Families can access and correct information on files upon request.

All staff are made aware of the confidentiality of sensitive and personal information and abide by the Privacy Act 1988.

All information including verbal history that is obtained and maintained by the service will be kept strictly confidential.

Only information relevant to the service will be recorded in files.

Reasonable steps are taken to protect personal information from misuse, loss and from unauthorised access. This includes files being kept in locked cabinets and in a secure folder on the computer network.

To access personal information a request in writing must be made by the person requesting access to verify their right to receive personal information. Proof of identity will be required.

Once the written request is received, details of personal information will be released as required by law and our privacy Policy. In the event of access being denied a reason will be given.

Source: Privacy Act 1988.

Reviewed: 14 March 2011

Date of next review: 12 March 2012

RETENTION OF RECORDS

Introduction.

The Policy on retention of records is according to the Child Care Regulations.

Policy.

Retention of Records.

General Records will be kept for three (3) years from the day the record is made relating to:

- Facilities and equipment used in the operation of the Scheme.
- Attendance records of children.
- Details of specific excursions.

Personal Records

Personal records will be kept for at least three (3) years after the individual has left the Scheme relating to:

- Personal Details given in application and agreement forms.
- All parents permission for emergency, medical, hospital and ambulance service, outings and excursions, and administration of medications and arrangements that are to apply in an emergency or if the care provider is unable to care for the child.
- The nature and circumstance of any injury and particulars of treatment given (retained until the child is 21 years of age).
- In the event of the child's death, the circumstance of death (retained for a period of six (6) years).

Staff Records

- Personal details including qualifications and training.
-
- Contracts of employment, staff appraisals, and applications for leave.

Source: Child Care Regulations. Reprint 3 November 2008. Part 4. Division 3. Sections 100

Reviewed : 14 March 2011

Date of next review: 12 March 2012

20. **REQUEST FOR ACCESS FOR RECORDS AS
REQUIRED BY LAW**

Introduction.

Policies need to be established when handling requests for the Centre's Records by persons outside the Centre's Community.

Policy.

Parent Order or Parent Plan.

Parents are requested to state on application forms if there is an existing parent order or parent plan. Permission for access to personal records will be guided by such orders or plans.

Police Officer.

Police can only access records if they are invited, if they have a warrant and if they suspect an offence has been committed.

Government Financial Officers.

Government financial officers can access financial records according to guidelines given on request of access.

Source: **Child Care Regulations. Reprint. 3 November 2008. Part 4. Division 3. Sections 100-108.**

Reviewed: **14 March 2011**

Date of next review: **12 March 2012**

Section 3

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3:1 ENROLMENT POLICY

Aim:

To fulfill the requirements for the enrolment process.

Policy:

Burdekin Christian College Early Learning Child Care Centre is committed to ensure that every parent or guardian has completed an enrolment form before a child commences attendance.

Practices:

1. Enrolment interviews are to be made in person with the Principal.
2. Children will be accepted in toddlers if they are between the ages of 15 months and three years and vacancies exist.
3. Children will be accepted in kindy and pre-prep if they are aged between 3 and school age and they are toilet trained and vacancies exist.
4. If there are no vacancies, for a child to be on the waiting list, parents must submit a completed application form and pay a non-refundable enrolment fee.
5. The order of priority on the waiting list is a child who turns three and is ready for progressing to kindy/pre prep, a single mum who could be studying, a family with two income earners and a family with one income earner.
6. The Centre must be notified immediately if any personal details change.
7. On receipt of enrolment form and payment of non-refundable enrolment fee all required details are entered on Quick Kids.
8. If any details on the enrolment form changes the Centre must be informed immediately.
9. For continuation into the following year a re-enrolment form must be completed.

Source Burdekin Christian College Enrolment Policy. 2011.

Evaluated at Board Meeting on 14 March 2011

Reviewed: 14 March 2011

Date of next review: 12 March 2012

3:2 WITHDRAWAL FROM EARLY LEARNING CENTRE POLICY

Aim:

To allow parents/guardians to withdraw their child from the Centre.

Policy:

Burdekin Christian College Early Learning Child Care Centre requires that the parents give adequate notice on withdrawal of their child from the Centre.

Practices:

Parents are asked to give four weeks notice of withdrawal prior to last day of attendance.

If four weeks notice is not given the Centre may exercise the right to charge 4 weeks of fees.

All outstanding fees are to be paid up to date by the date of withdrawal.

**SOURCE: BURDEKIN CHRISTIAN COLLEGE ENROLMENT POLICY 2011.
BURDEKIN CHRISTIAN COLLEGE ENROLMENT FORM. 2011.**

Evaluated at Board Meeting on 14 March 2011

Reviewed: 14 March 2011

Date of next review: 12 March 2012

3:3 WELCOMING NEW FAMILIES TO THE CENTRE POLICY

Aim:

To establish a partnership with families; for the individual and group care and education of their children.

Policy:

The Principal will interview new families to establish relationships and obtain/share information about their child/ren and their background. Staff will strive to nurture and maintain warm, trusting and supportive relationships with families.

Practices:**Before the child start**

An inquiry form is completed when a family makes an initial contact. An inquiry form can also be downloaded from the College's Web Page.

A date for an interview with the Principal/Manager is set.

At the interview the Principal/Manager shares with the family information about the Centre that includes the relation with the School, the conditions of the licence of the Centre, the staff and the program. A Prospectus is handed out and the parent is informed that more information is found on the College's web page. The enrolment form is explained and handed to the parent.

Following the interview by the Principal/Manager the child and parents are taken to the Centre to meet the Director. The Director shares with the family the daily procedures and activities of the Centre and shows them around the Centre.

On receipt of the enrolment form and the non-refundable enrolment fee the details of the family is entered on Qik Kids and a receipt is issued.

A file is prepared for the child for planning and record keeping.

A copy of the enrolment form is filed in the Centre.

When the child arrives staff will:

Come up to the family and introduce themselves.

Greet them by name. Bend down to greet the child.

Show the child his/her locker space and explain daily procedures to the family.

Outline the routine of the day if necessary.

Spend time with the family and the child.

During the first week, be available for the Parent and Child at times of separation, supporting and comforting the child if necessary when saying 'goodbye' to parents.

Ensure the child is settling in by assisting in making friends and providing one to one interactions with Staff.

Suggest that the parents telephone the Centre during the day for reassurance that the child has settled.

Discuss the child's day with the parent.

It is suggested that parents say a 'firm' goodbye to children and exit the Centre promptly.

Evaluated at Board Meeting on 14 March 2011

Reviewed: 14 March 2011

Date of next review: 12 March 2012

3:4 HOURS OF OPERATION POLICY

Aim.

To establish hours of operation to meet the demand of the Burdekin Community.

Policy

Burdekin Christian College Early Learning Child Care Centre has been designed to provide quality care and education for children over an unbroken time to gain developmentally appropriate experience.

Practices:

The Centre will be open from 7:00 am to 6:00 pm, Monday to Friday

The Centre will operate for fifty weeks a year.

The Centre will be closed:

For two weeks over Christmas and New Year Week.

On all public holidays in Ayr.

Before and After School Care is offered within the Centre as per licence.

Source: Child Care Act. 2002. Revised 1 February 2010. Part 2. Division 1.
Department of Communities. Licence for a Centre Based Child Care Service.
29 January 2010 to 28 January 2013.

Reviewed: 14 March 2011

Date of next review: 12 March 2012

3:5 DELIVERY AND COLLECTION OF CHILDREN POLICY

Aim:

To ensure the safe arrival and departure, of children.

Policy

Burdekin Christian College Early Learning Child Care Centre has strict guidelines on delivery and collection of all children from the Centre.

Practices:

1. On arrival all parents or responsible persons are required to hand their child into the care of a staff member. On departure, all parents or responsible persons are required to tell a staff member that they are collecting their child.
2. Upon arrival and departure, parents, nominated caregiver or staff member are to record in the Centre's Attendance Book:

time of arrival/departure
phone number for that day (if different from given contact number)
parent or nominated caregivers name and signature
3. A child can only be collected by a person other than a parent if the Early Childhood Centre has been provided with authorisation by a parent/guardian either verbally or in writing.
4. All safety gates must be shut and secure.
5. Siblings are not able to drop off or collect younger brothers or sisters.

Exemption

An exemption may be granted-

If a parent or guardian of a child has advised the Director that the child will be arriving and/or collected, accompanied only by a high- school student or a staff member of Burdekin Christian College. *In the case of a High School student a staff member will sign the child in or out of the Centre.*

Source: Child Care Regulation 2003, Revised 3 November 2008, Division, Sections 42 to 44.

Reviewed: 14 March 2011

Date of next review: 12 March 2012

3:6 LATE COLLECTION OF CHILDREN POLICY

Aim:

To operate within the licensed hours of care.

Policy:

All children must be collected by the closing time at Burdekin Christian College Early Learning Child Care Centre.

Practices:

1. The Centre can not accept responsibility for children after closing time. After this, Staff will endeavour to contact parents/guardians and others who have been authorised to collect the child/ren.
2. If a parent knows in advance that they will be unavoidably detained, they must telephone the Centre directly.
3. If unable to contact parents, Staff will contact other emergency contacts who are authorised to collect the child and the child will be released into their care. Staff will continue to contact parents to let them know who has their child. A note will be left for them after staff have gone.
4. If there is no contact from parents or other authorised persons, the Police Department will be contacted to try to establish the whereabouts of the parents.
5. If all else fails, the Department of Safety, as well as the Police will be called, who will take over the responsibility of the child.
6. A late fee of up to \$25.00 per 15 minutes (or part of) may be charged at the discretion of the Licensee, for children who are left after closing time. This fee will not be part of any Child Care Benefit Claim. Parents will be invoiced separately from the normal monthly invoice.

Source. Swinburne University of Technology. **Late Collection of Children Policy.**

Reviewed: 14 March 2011

Date of next review: 12 March 2012

3:7 AUTHORISED PERSON TO COLLECT CHILD POLICY

Aim:

To release a child to an authorised person.

Policy:

Burdekin Christian College Early Learning Child Care Centre staff will only release a child to his/her parents or legal guardian, or a nominated caregiver authorised in writing by the parent/guardian.

No siblings are to collect or take children from the Centre, unless it is a high school student.

Practices:

1. If there is a current Parent Order, the parents must give the Principal a copy of this Order when submitting the enrolment form. The child will be released to the custodial parent or those authorised to collect the child by the custodial parent only.
2. Only a child's parent/guardian or a nominated caregiver, authorised in writing by the parent/guardian can collect the child.
3. If the authorised person is not known to staff, identification must be presented.
4. If staff are unsure of the identity and authority of the person collecting the child, they will contact parents by phone, before releasing the child.
5. Where the parent has notified the Principal, in writing and an exemption has been granted, the child may be collected by a high school sibling and a staff member must sign the attendance record.
6. In the event that it is a non custodial parent who comes to collect the child, the following procedures should be implemented.

The Principal will be informed immediately to handle the situation. If the Principal is not available the situation will be handled by the Director.

Try to calmly persuade the parent to leave the child at the Centre

Remove all children to another area, under supervision

If the parent becomes aggressive, it is important to protect the safety of all of the children as well as yourself and you may have no choice other than to let the parent take the child.

Alert the relevant authorities and the custodial parent as soon as possible

Supply any pertinent details such as the type, colour and registration number of the vehicle.

Notify the Licensee.

Source: Child Care Regulations. 2003. Revised. 3 November. 2008. Division 5. Section 43.

Reviewed: 14 March 2011

Date of next review: 12 March 2012

3:8 FEES POLICY

Aim:

To fulfil the responsibilities of a community minded Centre to remain financially viable and provide a maximum number of childcare places by facilitating the prompt payment of fees.

Policy:

Fees will be charged at a rate that enables Burdekin Christian College Early Learning Child Care Centre to provide high quality care and a safe environment.

Practices:

The fee for 2009 is \$4.50 per hour or part thereof.

Fees are set at the beginning of each year.

Fees are invoiced at the beginning of a month for the previous month.

Fees are to be paid within 15 days or unless other arrangements have been made.

Fees are paid to the office of the College.

Fees will be payable for Public Holidays if it is a Booked Day.

The Centre closes for two weeks per year and **no** fees are payable during this period.

For holidays at any other time during the year, full fees are charged.

Fees when children are absent.

AS WE ARE OBLIGED TO MAINTAIN A FULL ROSTER OF STAFF, BASED ON CHILDREN'S BOOKED HOURS, A FULL FEE WILL BE CHARGED FOR ABSENCES. CCMS GUIDELINES ARE FOLLOWED WHEN RECORDING ABSENCES.

Source: Child Care Regulations. 2003. Revised 3 November 2008. Schedule. Fees. Burdekin Christian College Fee Policy 2011.

Evaluated at Board Meeting on 11 October 2010

Reviewed: 14 March 2011

Date of next review: 12 March 2012

3:9 INCLUSIVE PRACTICES POLICY

Aim:

To provide an environment that respects and reflects diversity and is inclusive of all cultures.

Policy:

Burdekin Christian College Early Learning Child Care Centre believes that all children are individuals and must be treated with equal respect. The staff endeavours to show a positive attitude towards all cultures and an active acceptance of the fact that Australia is a multicultural society.

Practices:

1. In their interactions with all children, staff communicate positively, and show that differences are valued.
2. Staff constantly provide opportunities for boys and for girls to participate in all activities.
3. Treat both sexes with equal respect.
4. Interact with boys and girls in same style.
5. Encourage friendships with and between both sexes.
6. Staff acknowledge and value all children's individual rates of development (Social, physical, intellectual, creative and emotional), and encourage the children to be sensitive to their peers – regardless of differences.
7. Staff communicate and interact positively with all children, regardless of background and incorporate some experiences that show that such values are valued.
8. Staff attempt to include individual experiences for non-English speaking children.
9. Staff access other services to help aid the integration of all children.

10. Music, dramatic play episodes, languages and meal times will be used to foster this multicultural approach.
11. Staff will consult with families about the specific cultural care needs of each child.
12. Staff will encourage positive attitudes in all children to the different backgrounds of others.
13. In their interactions, staff will consistently demonstrate sensitivity towards the wide variety of backgrounds and family structures.

Source: FAHSCIA. **Through a Child's Eyes. Last modified 23/06/2006.**
"Encouraging Inclusive Behaviour" (Morrison. Putting Children First. Issue `14 2005).
Including Aboriginal Children in Your Service. Putting Children First. Issue 29 June 2009.

Reviewed: 14 March 2011 (following consultation with families and staff)

Date of next review: 12 March 2012

3:10 PROGRAMMING POLICY

Aim:

To provide developmentally appropriate experiences which are based on individual and group observations of children.

Policy:

Vision, Beliefs, Values and Goals of Burdekin Christian College Early Learning Child Care Centre provide the philosophy of programs. As well the Early Years Curriculum Guidelines is considered in providing a program. The program provides developmentally appropriate experiences which are based on individual and group observations of children. Parents are consulted and suggestions are taken into account in regards to their child's participation within the program. Each child's learning is documented and is used in planning programs. The program assists each child to be a successful learner.

Practices:

Overviews for programs are written for each term.

Weekly programs are written and displayed.

A daily program is written and displayed. Sequential individual records are kept.

Parents are informed through the ELCCC'S Weekly Newsletter of significant activities for the week and an indication of the activities for the following week.

Parents' comments on their child's development and interests are sought through an additional information survey on enrolment and re-enrolment and regularly sought and noted through informal conversations.

Planning is resourced through:

- written observation of social, physical, intellectual, creative, and emotional levels of development;
- needs of individual children;
- beliefs and cultural considerations which are congruent with the Centre's Statement of Philosophy;
- parent's suggestions;
- spontaneous interactions with the children and facilitating their learning through play and care routines and group times;
- consultation between the Director, Group Leaders and Assistants.

A cyclical record is designed to include children's interests and dated

There is continuous monitoring and evaluation of the program in relation to the Centre's goals.

The program takes into account special needs and disabilities, an inclusive perspective when planning and is flexible.

Source: Early Childhood Australia Inc. Programming and Evaluation. 8 October 2007
Child Care Act 2002. Revised 11 February 2010. Part 4. Division 3.

Child Care Regulations. 2003. Revised 3 November 2008. Part 2.

Division 1.

Observing and Planning in Early Childhood Settings: using a sociocultural approach. (Fleer and Richardson 2004)

Building Walls of Wombats: constructing knowledge with Young Children (Lubawy and Jarrett, 2003).

“Music Experiences for Toddlers in Day Care Centres

(Suthers. Australian Journal of Early Childhood. Vol 29 No 4, 2004.

Simply Music! Innovative Music Experiences for Children under Five. (Kazimierca).

Supporting Children’s Development. Putting Children First. Issue 29 June 2009

Reviewed: 14 March 2011

Date of next review: 12 March 2012

3.11 SUN PROTECTION POLICY

Aim:

To protect the children, attending the Centre from skin damage, caused by the sun.

Policy:

The Centre will provide sunscreen and adopt a no hat restricted play policy.

Practices:**As a part of general Sun Smart Strategies:**

Outdoor play areas are orientated to take advantage of winter sun, summer shade and shelter from prevailing winds.

Staff ensure that children are appropriately dressed indoors and outdoors and, if necessary, adjust each child's clothing during the day.

The Centre requires all children to wear hats, which protect the face, neck, and ears whenever they are outside.

Children who do not have hats with them will be asked to play in an area protected from the sun or indoors.

Children will be encouraged to use available areas of shade for outdoor play activities.

The Board will ensure there are sufficient number of shelters and trees providing shade in the Centre grounds.

Outdoor activities will be scheduled before 11.00am and after at 3.00pm at all times.

Staff will act as role models by wearing appropriate hats and clothing outdoors, using a 30+ sunscreen for skin protection and seeking shade whenever possible.

SPF 30+ Broad Spectrum water resistant sun screen will be provided for all staff and children's use.

All parents are responsible for applying the SPF 30+ to their child during the summer months. This must be applied twenty minutes before attending the Centre. Sunscreen will then be reapplied every two hours whilst children are in the sun.

Teaching about skin and ways to protect skin from the sun will be incorporated into the curriculum and program activities.

The Sun Smart Policy will be reinforced in a positive way through Parent Newsletters, notice boards and meetings.

Staff and parents will be provided with education material on sun protection.

Staff discuss weather, seasons and appropriate clothing with children.

Staff consult actively and effectively with families on clothing, sun protection and dressing procedures.

Activities are to set up under shade.

Management will review the Sun Smart Policy on an annual basis and revise the Policy as required.

When enrolling their child parents will be:

Informed of the Sun Smart Policy.

Asked to provide a suitable hat for their child's use.

Asked to provide a labeled container of SPF 30+ broad spectrum, water resistant sunscreen for their child's use, where a skin allergy occurs.

Required to give authority to staff to administer sunscreen and be notified that their child will be encouraged to use their self help skills in applying sunscreen to themselves.

Source: www.cancerqld.org.au
Burdekin Christian College Sunsmart Policy. February 2009
Sun Protection in Queensland Early Childhood Services. June 2005
Sunsmart Qld Sunsmart Policy Guidelines. Latest Edition Undated
Sunsmart News Term 2 2009.

Reviewed: 14 March 2011

Date for next review: 12 March 2012

3:12 CLOTHING POLICY

Aim:

To ensure children are appropriately dressed for Centre activities.

Policy:

Staff at Burdekin Christian College Early Learning Child Care Centre endeavour for all children to feel comfortable, to be able to move freely while being protected from various weather conditions while at play. Children should be dressed in loose clothing and comfortable footwear.

Practices:

Staff endeavour to make sure that children are adequately protected from the sun e.g. children wear shady hats; staff expect that sunscreen lotion has been applied before attendance.

Staff endeavour to make sure that children are comfortably dressed for sleep and covered appropriately for the room temperature.

Parents must send a spare set of named clothes including a hat in a child's bag and the Centre keeps a supply of extra clothing for weather changes and 'accidents'.

The Centre provides parents with information about suitable clothing for play activities, water play, both indoors and outdoors.

Children should wear clothing that is not expected to remain clean all day. Children who wear their best clothes find it difficult to participate in messy activities.

Parents need to be aware of the child who is being toilet trained or a child who has difficulty with zips, buttons or belts. Clothing with elastic bands are better for these children.

Staff will do their best to ensure that when a child is changed their clothing is returned to their bag. However, it needs to be remembered as children become independent they will want to take responsibility for their own clothing.

Staff will help children to in skills required to dress themselves.

Source: www.raisingchildren.net.au
Burdekin Christian College Sunsmart Policy. February 2009
Sunsmart Qld Sunsmart Policy Guidelines. Working Towards a Sunsmart Qld.
http://raisingchildren.net.au/articles/dressing_your_toddler.html?highlight=clothinghttp://raisingchildren.net.au/articles/dressing_themselves_an_acquired_skill_html/contet/358

Reviewed: 14 March 2011

Date of next review: 12 March 2012

Aim:

To accommodate children's need to bring comforter toys/objects to the Centre, while minimizing the exposure of children and staff to stresses/issues associated with protecting individual property.

Policy:

At Burdekin Christian College Early Learning Child Care Centre parents should be responsible for the supply and care of their child's personal belongings.

Practices:

1. All belongings should be clearly labeled.
2. On departure, parents or responsible persons should check for any missing belongings.
3. There is a lost property box for mislaid articles.
4. Children should not bring toys unless they are particular objects of comfort.
5. All other toys that a child brings from home may be used for show and share only, and will be placed out of reach of all children until they are collected by the child's parent upon departure from the Centre.

Source: Burdekin Christian College. ELCCC Prospectus. 2011.

Evaluated at Board Meeting on 11 October 2011

Reviewed: 14 March 2011

Date for next review: 12 March 2012

3:14 CHILD MANAGEMENT TECHNIQUES POLICY

Aim:

To allow each child to have positive, happy and active learning experiences at the Centre.

Policy:

Staff will use positive guidance and provide an environment that minimizes the potential for frustration or conflict. Each child will be treated sensitively, respectfully and with dignity.

Practices:

1. The environment will be designed to minimize conflict and frustration by ensuring that there are:
 - Plenty of toys and equipment and sufficient space to allow children to engage in a range of different activities.
 - opportunities for all children to participate in activities.
2. Staff set clear limits and give guidance to children on what is acceptable behaviour:
 - in relation to other children
 - in relation to staff
 - in relation to equipment.
 - in relation to people generally
3. Staff will endeavour to:
 - Explain why types of behaviour are inappropriate.
 - Provide opportunities for children to express their positive and negative feelings.
 - Anticipate difficult or dangerous situations.
 - Model appropriate behaviours.
4. Staff will begin to implement age appropriate version of 'STOP THINK DO'
 - STOP- assist children to define the problem and communicate feelings
 - THINK- assist children to generate solutions and evaluate consequences.
 - .DO- assist children to choose a solution and initiate action.
5. If the anti-social behaviour continues, staff may implement limited 'time away' periods.
 - This should only be used as a last resort and accompanied by appropriate discussions relating to the incident/behaviour.
6. After consultation with the parents and with other professionals, a child who continues to display anti-social behaviour, which endangers other children and who will not respond to the procedures above, may be asked to withdraw from the ELCCC.

Source: Burdekin Christian College. Restoration of Relationships Policy. 2009.
Managing Bullying in Child Care. Putting Children First. Issue 29 June 2009.
Burdekin Christian College Restoration of Relationship Policy. 2011

Evaluated at Board Meeting on 14 February 2011.

Reviewed: 14 March 2011

Date for next review: 12 March 2012

3:15 REST ROUTINES POLICY

Aim:

To provide children with an opportunity rest/sleep each day.

Policy:

Staff are instrumental in ensuring that each child who attends the Centre for a full day has an opportunity to have a quiet time for rest or sleep. Young children are very active learners and need to have an opportunity to rest so that they do not become exhausted or over stimulated.

Practices:

1. Staff view rest time as a positive part of the overall learning environment and set up for its success by creating a calm relaxing environment
2. Staff ensure that careful planning goes into the routines and transitions leading up to rest time so that children are aware of what is happening and what is expected of them.
3. Each child is provided with their own mat or bed on which to lie
4. Each child has his/her own clean bed linen, which is supplied by the child's parent/guardian. Linen must be washed at least once a week.
5. Children are welcome to bring along security items for comfort at rest time; at other times she/he will be encouraged to leave the security item in box/bag if not distressed.
6. Staff encourage children to rest quietly and respect that children have differing needs in relation to how much time is needed and their particular style of relaxing.

Source: Child Care Regulation, 2003. Revised 3 November 2007. Division 6. Section 46.
SIDS & Kids Safe Sleeping in Child Care Kit (SIDS and Kids 2004
SIDS and Kids (www.sidsandkids.org)
Firth, J. Kambouris, M., and O'Grady, O. (2003) Health and Safety in
Family Day Care: Model Practices (2nd Edition)

Reviewed: 14 March 2011

Date for next review: 12 March 2012

3:16 MEALTIMES POLICY

Aim:

To encourage positive social interactions during meal times.

Policy:

Morning tea and lunch are not provided by Burdekin Christian College Early Learning Child Care Centre. Parents are required to pack their children's food and drinks for the day in appropriate packaging so as to keep them fresh and cool. Ensure that all lunch boxes and drink bottles are clearly named. Cold water is available for the children.

Practices:

- 1.** Drinking water is available at all times.
- 2.** Staff promote the development of healthy eating habits in children (see Nutrition Policy below)
- 3.** Hand washing prior to all meals is promoted through instruction and transitions to meal times
- 4.** Meal times are group experiences. When able, staff sit down to eat with children and act as role models for healthy eating habits and social interaction during meal times.
- 5.** Staff will sit and interact positively with children at mealtimes and discuss nutritional aspects of food.

Source: Child Care Regulations. 2003. Revised 3 November 2008. Division 7. Section 56.

Reviewed: 14 March 2011

Date of next review: 12 March 2012

Aim:

To promote healthy eating and physical activity behaviours.

Policy:

Food that the children bring to Burdekin Christian Early Learning Child Care Centre is to be well balanced, varied and nutritious, and be appropriate to the child's age, culture, religious and dietary requirements. Water is available at all times. Regular physical activity in early childhood can immediate on immediate and long term health outcomes.

Practices:

1. Parents are asked to bring all food in a lunch box/s, marked clearly with the child's name.
2. Parents are requested to provide their child's morning tea, lunch and afternoon tea each day. It is the parent's responsibility to provide their child with healthy food choices.
3. Staff will assist parents in this process by providing information and ideas for the provision of healthy choices.
4. To help us in promoting good nutritional values, we ask that the children are **not** sent to the Centre with the following items:

Lollies, lolly pops
Chocolate Bars
Packets of chips, cheezels etc.
Choc coated muesli bars
Fizzy drinks and cordial
Roll-ups
Chewing gum
Nuts of any type (choking)
Popcorn (choking)
Peanuts

If your child presents with these foods they will be removed and returned upon the child's departure from the Centre.

5. Staff will model healthy eating habits by consuming only healthy food and beverages in front of children.
6. Morning tea is to be fruit or other healthy snacks (only if child will not eat fruit)
7. Nutrition Australia is invited to do a Nutrition Audit from time to time.
8. Active play is the best form of physical activity. At the Centre there is both indoors and outdoors active play. Active play helps important social, language and brain development.
9. Parents and staff work together to make physical activity a priority both inside and outside the home.
10. Active play helps children to
 - Improve the health of children's muscles, bones and heart.
 - Develop new movement skills and imagination and learn about their bodies.

Build self confidence and cope with stressful situations.

Enjoy being active.

Improve their communication skills.

Learn how to interact, share, take turns and care about others.

Source: **Nutrition Australia. Meeting Nutrition and Food Hygiene Guidelines for Accreditation of Childcare, Third Edition, 2007.**

Nutrition Australia. Managing Food Allergy and Intolerance in Childcare and OSHC. The Australian Nutrition Foundation. 2009

Australian Government. Department of Health and Aging. Family Book. Staff and Carer Book. Commonwealth of Australia. 2009.

Menu Planning for Childcare Centres. Nutrition Australia. 2008 Edition.

Children's Nutrition Kit. Nutrition Australia. 2006.

Reviewed: **14 March 2011**

Date for next review: 12 March 2012

Aim:

To provide a safe and healthy environment, for all children, staff and families.

Policy:

Burdekin Christian College Early Learning Child Care Centre aims to provide a safe and healthy environment for all children, staff and families.

Practices:

Each child's health and safety is catered for in the following ways:

1. Appropriate storage and administration of medication.
2. Appropriate storage and labeling of all poisons.
3. The Early Learning Centre has appropriate first aid equipment, and staff have knowledge of its use.
4. All staff hold a current First Aid Certificate.
5. Regular emergency drills are held and recorded as there should be procedures/drills in place for all types of emergency ie. Lock down, lock out, man made and natural disasters, which should be practised and evaluated.
6. Parents are notified when a child is sick, or if there is a suspected infectious disease.
7. Suspected cases of child abuse are reported to the Principal/Manager, who will take the required action.
8. All incidents and illness are documented – staff and children.
9. Staff are aware of cultural practices in relation to care giving and hygiene.
10. All toys provided are age/stage/appropriate and are maintained in a safe and hygienic manner.
11. Emergency telephone numbers are clearly displayed near telephone.
12. A safety audit is conducted on a regular basis.
13. Staff regularly check play areas and equipment for safety.
14. Staff attend an induction for the College's Workplace, Health Safety Policy each year.
15. Children are educated about the risks of electricity and they are protected from harm by using covers on all electrical sockets within their reach.

Source: www.deir.qld.gov.au

Burdekin Christian College Workplace, Health and Safety Policy. Revised 2009.
Workplace, Health and Safety Act Qld 1995
Workplace, Health and Safety Regulation Qld 2008
“Electrical Safety in Children's Services” (Tarr. Putting Children First. Issue 18
2006
“Playground Surfaces” (Walsh. Childcare and Children's Health. Vol 1 No 3 1998

Reviewed: 14 March 2011

Date for next review: 12 March 2012

3:19 HYGIENE POLICY

AIM:

To ensure safe hygienic practices are used when cleaning.

Policy:

Burdekin Christian College Early Learning Child Care Centre adopts the policy of Universal Hygiene Procedures; every staff member must follow a consistent set of hygiene procedures when cleaning all surfaces and after spills.

Practices:**Universal Hygiene Procedures to be followed are:**

1. Gloves to be worn when cleaning toilets.
2. Any spills are wiped up with a disposable paper towel.
3. Clean area with water and detergent.
4. If blood or bodily fluids is involved, the surface is to be sprayed with bleach (1:10) mixture and then wiped dry with a disposable paper towel.
5. Wash hands thoroughly after removing and disposing of gloves
6. The 10% bleach mixture must be made up fresh every morning.

Sandpit hygiene procedures are:

1. The sandpit must be covered every night.
2. The sandpit must be raked daily.
3. The sandpit must be disinfected weekly.
4. Sand is usually changed annually or when required.
5. A shovel must be on hand at all times.

Equipment:

1. Equipment needs to be washed in hot soapy water and disinfectant, rinsed well and dried as required.
2. Cloth toys, including cloth books, can be dried by sunlight.

Source: Child Care Regulations. 2003. Revised 3 November. 2008. Division 7. Section 56. NCAC Fact Sheet 17. Supporting Children's Hygiene Skills.2009. National Health and Medical Research Council. Staying Healthy in Child Care 4th edition, 2005

Reviewed: 14 March 2011

Date for next review: 12 March 2012

3:20 HANDWASHING POLICY**Aim:**

To control and to minimise the spread of infection, through hand-washing.

Policy:

Adults and children will wash their hands at the times and in the manner described below in order to control and minimise the spread of infection.

Practices:

Infections can be spread by a person who shows no signs of illness. Hand washing is the most important way of controlling infection. The best way to prevent the transmission of disease is to wash their hands well. Educating staff to wash their hands carefully decreases the amount of diseases and

infections in children. Hand washing is effective because it dilutes and flushes the germs of contaminated matter.

Use this method to make sure your hands and the children's hands are free of germs.

1. Use soap and running water
2. Rub your hands vigorously as you wash them, counting to twenty.
3. Wash your hands all over, including- backs of hands, wrists, between fingers, under fingernails.
4. Rinse your hands well under running water.
5. Turn off tap with a paper towel. Discard the paper towel.
6. Press dry your hands with a new paper towel.

WHEN TO WASH YOUR OWN HANDS:

1. When you arrive at the Centre. This reduces the introduction of germs.
2. Before handling food
3. After going to the toilet
4. After cleaning up faeces or vomit
5. After wiping a nose, either a child's or your own.
6. Before going home. This prevents taking germs home.

When to wash the children's hands:

1. When they arrive at the Centre.
2. Before eating
3. After going to the toilet
4. After playing outside
5. After touching nose secretions
6. Before going home.

WHAT TO DO WHEN THERE IS NO CONVENIENT TAP.

1. Use alcohol based wipes or lotions to wipe children's and your own hands.

Remember

Role model and train the children in your care to wash their hands in this way. You will need to supervise and observe them so that they develop hand washing as a good habit.

Source: National Health and Medical Research Council. Staying Healthy in Child Care 4th Edition 2005
NCAC Fact Sheet 17. Supporting Children's Hygiene Skills.
Child Care Regulations. 2003. Revised 3 November 2007.
Qld Government/Qld Health Germ Buster Kit.

Reviewed: 14 March 2011

Date for next review: 12 March 2012

3:21 BLOOD, BODY FLUIDS AND SUBSTANCES POLICY

Aim:

To protect staff and children from risks of contamination through blood, body fluids and substances.

Policy:

Centre staff will undertake universal hygiene procedures when dealing with blood, body fluids, and substances.

Practices:

1. Ensure use of hygiene and infection control procedures by all staff, children, parents and visitors.
2. Wash hands and skin with warm soapy water after contact with any blood, faeces, urine, vomit or any other body fluids.
3. Clean up spilt blood, faeces, urine, vomit or other body fluids with warm soapy water first and then with bleach solution (1 part bleach and 10 parts water), and regularly wash with warm soapy water floors, nappy change surfaces, play equipment and toys.
4. Cover any cuts on skin, especially the hands, and wear gloves when changing nappies or when likely to have contact with faeces and urine.
5. Dispose of soiled nappies, disposable materials and clean soiled clothes, towels, wash cloths, linen, equipment and toys.
2. Prevent any sharing of combs, brushes, toothbrushes, bottles, dummies, pacifiers, towels, facecloths and handkerchiefs.
7. Avoid kissing children and infants on the mouth, hugging is acceptable.
8. Consult a doctor, advise the Principal/Manager and others appropriately if you think you or others have been exposed to HIV or other blood borne infections. (Remember confidentiality).
9. Be aware that for contact with skin the risk of contracting blood borne diseases including HIV through skin contact is low but is more likely if you have open cuts, abrasions, skin cracking or infections that are uncovered.

Wash off with warm soapy water as soon as possible and cover all open skin with a clean dressing.
10. If blood or body fluids are splashed into the eyes, nose or mouth rinse with cold water for several minutes.
3. For contact with clothes, implements or toys with blood, soak any bloodied clothes, implements, toys or other objects in bleach solutions (1 part bleach to 10 parts water) using cold water.

4. To clean a blood spill on the floor:

Wear gloves and a protective apron or overalls.

Contain spill and soak up with absorbent paper, discard all disposable materials into a sealed plastic bag. Dispose as contaminated waste.

Use cold water to clean up remaining blood.

For small areas, clean spill with detergent and warm water, then wipe with disposable towels soaked in 1% chlorine solution. For larger areas clean with a bleach solution.

Spills which occur in a bathroom or toilet area or in other wet areas which have drainage outlets should be removed by carefully hosing or flushing area with water and detergent.

Dry or ventilate the area, discard all gloves and disposable materials in a sealed plastic bag as contaminated waste, wash hands (as per hand washing procedure).

Wash hands thoroughly with soap and warm water.

5. For needle stick or sharps injuries.

Wash the injured area with soap and running water, encourage the injury to bleed if only minor.

Dry the wound and cover with a clean waterproof dressing.

Seek medical advice about the risk of infection, HIV and hepatitis B treatment and testing.

Fill in forms as required.

14. Be aware that for contact with saliva, tears, biting and related issues.

HIV has been found in saliva in low concentrations but the risk of transmission is considered very low. Universal infection guidelines should be followed.

The risk of HIV infection from biting is considered to be low and required the skin to be broken. If a bite has resulted in the skin being broken, wash with soap and running water, cover with a clean dressing, and advise the family of the injured child to seek medical advice about risks of infection and further management.

Rinse the biting child's mouth with water to prevent cross-infection from the bitten child.

Sources: **Child Care Regulations 2003. Revised. 3 November 2008 Division 7 Section 56. National Health and Medical Research Council. Staying Healthy in Childcare, Fourth Edition, 2005**
NCAC Fact Sheet 17 2009.

Reviewed: 14 March 2011

Date for next review: 12 March 2012

3:22 GLOVES POLICY

Aim:

To promote safe hygiene practices, that minimize health risks to children and staff.

Policy:

Gloves provide a protective barrier against germs that cause infection. Use gloves made of disposable latex. Use vinyl gloves if allergic to latex gloves. Wearing gloves does not replace the need to wash hands. Gloves are a barrier but are not completely non-porous. Gloves reduce contamination but do not eliminate it. If gloves become contaminated remove them.

Practices:

Gloves must be worn in the following instances:

1. When applying cream and sun screen to skin

2. When handling bodily fluids
3. Any First Aid situations
4. When carrying out cleaning duties.

Sources: **Child Care Regulations. 2003. Revised 3 November 2008. Division 7. Section 56.**
National Health and Medical Research Council. Staying Healthy in Childcare,
Fourth Edition, 2005
International Child Resource Institute. 2006. Gloves.

Reviewed: **14 March 2011**

Date for next review: 12 March 2012

3:23 SICK CHILDREN POLICY

Aim:

To care for the sick child and to minimize cross infection.

Policy:

Staff at Burdekin Christian College Early Learning Child Care Centre are constantly aware of any changes in a child's health and well being. A child is considered to be sick when she/he has a fever, is vomiting, has diarrhea, is too sick to join in activities or has something contagious, e.g., conjunctivitis.

Practices:

1. Parents/guardians should disclose whether anyone in the family is ill. If a child's family member is sick, the staff will watch for illness in the child.
2. If a child is sick she/he will be kept under staff supervision and away from other children until the parent or guardian takes charge.

3. If the staff believe the child to be seriously ill, all reasonable steps will be made to contact the parents as soon as possible.
4. In all circumstances, when a child's temperature is 38 degrees C or more the parent will be notified to collect their child.
5. Documentation is made of all known sickness.
6. Staff, encourage and role model appropriate hygiene measures to stop the spread of infection i.e. using tissues and washing hands, covering mouth when coughing etc.

Sources: Child Care Regulations. 2003. Revised 3 November 2008. Part 4. Division 2. Sections 97-99.
Burdekin Christian College First Aid Policy 2011.
International Child Resource Institute 2006. Caring For Sick Children. Childcare and Children's Health. Vol 12 No 2 June 2009

Evaluated at 14 March 2011

Reviewed: 14 September 2011

Date for next review: 12 March 2012

3:24 CHILDREN WITH INFECTIOUS DISEASES POLICY

Aim:

To protect children's health, by minimizing their exposure to communicable diseases.

Policy:

Burdekin Christian College Early Learning Child Care Centre is committed, as far as practicably, to provide a safe and healthy environment for children, staff and any person participating in the program; to respond to the needs of children if they become ill, to provide up-to-date information for families and staff on protection of all children from infectious diseases and where necessary, exclude a child with infectious diseases in line with recommended exclusion period as displayed in the Centre.

Practices:

1. Parents will be contacted and asked to remove their child from the Centre if it is suspected that they have an infectious disease.
2. Children with an infectious disease must stay away from the Centre for at least the minimum time stated by the Health Department Guidelines.
3. Parents should notify staff of the type of infectious illness that their child may be suffering so that they can look for possible symptoms in other children.
4. If a sibling of a child enrolled at the Centre has an infectious disease we also ask that you inform staff.
5. **NON-IMMUNISED CHILDREN WILL BE ASKED TO STAY AWAY FROM THE CENTRE, DURING AN outbreak of a non-immunised disease.**

Sources: NCAC Fact Sheet. *Illness in Child Care. 2008.*
National Health and Medical Research Council. *Staying Healthy in Child Care. 4th edition 2005*
Communicable Diseases. Exclusion Period.

Reviewed: 14 March 2011

Date for next review: 12 March 2012

3:25 ASTHMA POLICY

Aim:

To provide the best asthma care for children attending the Centre.

Policy:

Our policy is to ensure staff are competent and up to date with the requirements of children diagnosed with asthma.

Practices:

1. Provide asthma education for all staff.
2. Ensure all staff are competent in the recommended procedures involved in treating an asthma attack and managing children with asthma in their care.

3. Ensure that parents provide the required information on their child's asthma and its management.
4. Maintain accessible records that identify all children with asthma.
5. Keep children's asthma medication and appropriate spacer device in a safe place, accessible to staff.
6. Be aware of asthma triggers and aim to minimize these.
7. Ensure that children with asthma are treated the same as other children.

Source: Asthma Foundation Advisory Material Asthma Friendly Child Care Services. The Asthma Foundation Victoria. Asthma and the Child in Care Policy. February 2006.
National Health and Medical Research Council. Staying Healthy in Child Care. 4th edition 2005

Reviewed: 14 March 2011

Date for next review: 12 March 2012

3:26 SUPERVISION POLICY

Aim:

To ensure the safety and wellbeing of the children.

Policy:

Burdekin Christian College Early Learning Child Care Centre will endeavour to ensure that all children are fully supervised while in the care of staff and will be aware of variables when relating to supervision. Through practices the Centre will ensure the potential for accidents and injury is reduced within the service as well as excursions.

Practices:

1. All staff will have an orientation that includes information about Workplace, Health and Safety obligations and responsibilities, including the importance of supervision and vigilance.
2. The Director will ensure that sufficient staff are on duty to comply with licensing requirements in regard to qualifications of staff and staff/child ratios.

3. Staff teams will set up their room environments with consideration to the practicalities of supervising all children and areas.
4. Staff will position themselves in the indoor and outdoor environments with consideration for the activities being offered.
5. Children will be within sight or hearing of staff at all times during the day.
6. Staff will focus on active interactions with the children and refrain from congregating together to hold personal conversations. Staff will discuss best points of position of supervision to avoid this clustering.
7. Do regular head count on children.
8. Never leave children unattended on the change table or while eating and drinking.
9. Staff will inform other staff if they are leaving for the bathroom or an area.
10. The family will inform staff when they have arrived or departed for the day.
11. Strangers are to be questioned in a friendly way. The Principal/Manager is to be called when a person on the property is suspected to be a stranger.

Source: Child Care Regulations. 2003. Revised. 3 November 2008. Division 2 Sections 21-25.

Burdekin Christian College Playground Supervision Policy 2011

Evaluated at Board Meeting on 14 March 2011

Reviewed: 14 March 2011

Date for next review: 12 March 2012

3:27 ACCIDENT'S POLICY

Aim:

To ensure all accidents are handled correctly.

Policy:

The staff at Burdekin Christian College Early Learning Child Care Centre are aware of potentially dangerous situations and aim to provide a safe environment. In the case of an accident the following procedures will be followed.

Practices:

1. First Aid will be given immediately.
2. Staff notifies Director who will immediately contact the parent/guardian.
3. If the parent/guardian cannot be contacted or the child's condition deteriorates, an ambulance will be called.
4. The Director will continue to try and locate the parents/guardian.

5. If a child is sent in an ambulance, the Director or another staff member who has a current First Aid Certificate will accompany the child if the parent/guardian hasn't arrived. Staff/children ratios must be maintained.
6. Parents need to ensure that all details on the enrolment form are updated and notify staff of any changes.
7. Parents need to ensure that emergency contact numbers supplied are current.
8. If a child leaves the Centre in an ambulance, or has a need to see a doctor as a result of an incident occurring at the Centre, the Office of Early Childhood Education and Care will be notified.
9. If a child leaves the Centre in an ambulance; or has a need to see a doctor as a result of an incident occurring at the Centre, the College's Workplace Health and Safety Officer will be notified.
10. All serious incidents will be internally investigated in order to minimize any possible risks.

11.

**Source: Burdekin Christian College First Aid Policy 2009.
Child Care Regulations 2003. Revised 3 November 2008. Part 4. Division
2. Sections 97-99.**

Reviewed: 14 March 2011

Date for next review: 12 March 2012

3:28 ADMINISTRATION OF MEDICINE POLICY

Aim:

To ensure the safety of children, in regard to the administration of medication.

Policy:

Burdekin Christian College Early Learning Child Care Centre has strict guidelines on the administration of medication. The Centre will only administer medication that is labeled by a doctor/pharmacist, with the child's name and dosage. This must be accompanied by a Medication Form filled out by the parent/guardian.

Practices:

1. Medication will not be administered unless a medication form has been completed and signed by the parent.
2. Only prescription medication will be administered and it must be clearly labeled with the child's name. (with the exception of ventolin : *see below*)
3. Ventolin may be administered to a child, who has been diagnosed as asthmatic, from a container that is labeled with the child's name, only if the Centre has a copy of the child's Asthma Management Plan which has been signed by a doctor.
4. All medication must be in its original container and the label must include name of medication, instructions, dosage, issue date, and expiry date.
5. Medication will only be given in the written prescribed dosages (ie. Age appropriate dosage).
6. Medication must not be left in a child's bag or locker. It should be given to a staff member to store appropriately.
7. Medication must be administered by the Group Leader and dosage checked by the Assistant. Both must then initial medication form.
8. Paracetamol may only be administered under the following guidelines:

Paracetamol may be administered at the Director's discretion, according to the dosage as prescribed on the label of original package only if the parent/guardian has supplied the medication and filled in the appropriate form.

Source: **Child Care Regulations 2003. Revised 3 November 2008. Part 4. Division 2. Section 97. Health and Safety in Children's Centres. Model Policies and Practices. Second Edition Issuing Medication. 2005.**
National Health and Medical Research Council. Staying Healthy in Child Care. 4th edition 2005.

Reviewed: 14 March 2011

Date for next review: 12 March 2012

3:29 IMMUNISATION POLICY

Aim:

To maximize the health of immunised and non-immunised children attending the Centre.

Policy:

The Centre strongly supports the immunisation program recommended by the National Health and Medical Research Council. It respects the right to choose whether or not to have their child authorize.

Practices:

Immunisation tables are available at the Centre.

At the time of enrolment, parents are requested to submit details of child's immunisation status and show immunization documents.

These are to be updated with re-enrolment forms and at the beginning of each new year in accordance with the current Australian Standard Vaccination Schedule.

If neither a vaccination certificate nor a statutory declaration is provided then the child will be deemed "un-immunised" until proof can be made otherwise.

Parents who choose not to have their child authorize are requested to:

Withdraw their child from the Centre, should there be an outbreak in the near community of an illness for which vaccination is recommended.

To check with Centrelink to obtain information on how this choice may affect their legibility to receive Childcare Benefit.

Source: Qld Health Care For Kids Child Care Centres and Immunisation, 2009
National Health and Medical Research Council, Staying Healthy in Childcare
Fourth Edition 2005
www.immunise.health.gov.au
www.deir.qld.gov.au

Reviewed 14 March 2011

Date for next review: 12 March 2012

3:30 DEATH AND/OR SEVERE ACCIDENTS POLICY**Aim:**

To provide effective, management procedures.

Policy:

Burdekin Christian College Early Learning Child Care Centre endeavours to prevent severe accidents or deaths; should such an event occur, staff would take all reasonable steps to seek medical assistance.

Practices:

1. If a child has a serious accident or dies at the Centre, the Chief Executive of the Office of Early Childhood and Care, the Directors of the College Board and the Workplace, Health and Safety Officer will be notified as soon as possible, not later than the next working day, of the fact and the circumstances of the injury or death.
2. A child must not be enrolled at the Centre unless the child's parent has authorized the Centre to seek emergency medical, hospital and ambulance service.
3. If a child requires immediate medical aid, all reasonable steps will be taken to secure such aid and to notify the parent or other nominated person of the accident or illness.
4. Records are kept:

On the nature and circumstances of any injury to the child while at the Centre.
particulars of treatment given to a child who is injured or becomes ill whilst at the Centre.
if a child dies whilst at the Centre, the circumstances of the death.

Source: Child Care Act, 2002. Revised 1 February 2010. Section 81.

Reviewed: 14 March 2011

Date for next review: 12 March 2012

Aim:

To provide effective, recording procedures, for incidents.

Policy:

To ensure the well being of the child, Burdekin Christian College Early Learning Child Care Centre has strict guidelines in regards to the recording of incidents.

Practices:

1. An incident record is to be completed by the first attending staff member to the incident.
2. The Director of the Centre is then notified.
3. If, as a result of an incident, significant harm has been caused to a child, then the College Principal along with any other relevant authorities will be notified (Government Departments.)
4. Information to be included in an incident report:
 - Child's name in full
 - Date
 - Time
 - Incident – what, where, who was involved
(*names of other children involved will not be disclosed to parent/guardians unless otherwise required by law*).
 - First aid or treatment given
 - Name and signature of staff member attending
 - When the parent is notified
 - Any other comment
5. All incidents are investigated to minimise risk of reoccurrence.
6. All incident observations are documented and confidential. (with the exception of any relevant authorities that may need to be notified)
7. All incident records are to be retained until the child turns twenty-one (21).
8. Names of children who may have caused injury to other children while at the Centre will not be disclosed unless it is mandatory to do so

Source: Burdekin Christian College Workplace, Health and Safety Policy. 2011.

Evaluated at Board Meeting on 14 March 2011

Reviewed: 14 March 2011

Date for next review: 12 March 2012

3:32 EXCURSIONS POLICY

Aim:

To provide safe excursions that will broaden the child's experience of the community.

Policy:

As part of providing a balanced and varied program for children, Burdekin Christian College Early Learning Child Care Centre includes excursions, for enjoyment, for education and to broaden the children's experiences of the community.

Practices:

1. Parents are encouraged to be involved in excursions whenever possible.
2. The Director or a Group Leader will be in charge of the excursion.
3. There will be one adult for every four children (1:4) over three (3) years. There will be no excursions for toddlers.
4. Children will not be able to participate in excursions without the written permission of parents.
5. Costs of excursions will be met by the Centre.
6. Parents are to be given written notice of excursions, stating:
 - Date, proposed destination and times of departure and return to the Early Learning Child Care Centre.
 - Names of staff, their blue card and first aid number.
 - Method of transport to be used
 - Type of safety restraints provided in a vehicle to be used in accordance with seat belt laws.
 - Specific adult/child ratio 1:4 required
7. Parents are required to complete an indemnity and medical form.
8. Fees are payable whilst children are on the excursion including anytime before or after the excursion, that the child is in the care of the Early Learning Child Care Centre, regardless of whether the child's parents attend the excursion or not.
9. Children unable to attend the excursions will be supervised and cared for by the Centre staff members who are not going on the excursion.
10. Authorisation on enrolment allows staff to escort children on little trips within the College site. There will be a ratio of 1 adult to 4 children in this instance.

Sources: Child Care Regulations 2003. Revised 3 November, 2008. Part 4, Division 1, Section 95.

Burdekin Christian College Management of Excursion Policy 2009.

Reviewed at Board Meeting on 11 October 2011

Reviewed: 14 March 2011

Date for next review: 12 March 2012

3:33 GROUP SIZES AND STAFF/CHILD RATIOS POLICY

Aim:

To state the group and staff ratios.

Policy:

Burdekin Christian College Early Learning Child Care Centre is a 31 place Long Day Care Centre and group size and ratios are maintained in accordance with regulations of the Child Care Act (2002) and Child Care (Child Care Centre) Regulations (2003).

Practices:

1. The maximum number of children in the Centre unit will not exceed 31, and there will be one (1) staff for every 12 children for Kindy/Pre-Prep, one (1) staff member for every 5 children for toddlers and one (1) staff member for 7 children for mixed groups.
2. A notice about group sizes will be displayed in each of the rooms.
3. There will be two staff members in the room when the number of children exceeds the numbers as above.
4. Names of staff members and positions on duty are found on the entrance door of each room.
5. A notice of the staff roster and staff qualifications will be displayed in each of the rooms

Source: Child Care Regulations. 2003. Revised 3 November 2008. Schedule 1. Groups in Child Care Centres.

Reviewed: 14 March 2011

Date for next review: 12 March 2012

Aim:

To recognize that parent participation is beneficial.

Policy:

Parents are always welcome at Burdekin Christian College Early Learning Child Care Centre, to either participate in the program, or to talk to staff about their child.

Practices:

1. Information from parents about their child is actively sought on a regular basis.
2. Suggestions from parents will be incorporated into the program whenever possible.
3. Parents are encouraged to attend social events at the Centre.
4. Parents' contributions to the Centre through voluntary or material donations are welcome.
- 5. PARENTS ARE ENCOURAGED TO SHARE THEIR SPECIAL SKILLS AND INTERESTS.**
6. An afternoon tea is held once a term to discuss any matters that parents may want to ask. Policies are also discussed at these meetings.

IF YOU FEEL YOUR TIME IS TOO LIMITED AND YOU ALREADY HAVE FAR TOO MUCH ON YOUR PLATE, DO NOT DESPAIR!

YOUR RIGHTS AND RESPONSIBILITIES:

All Policies are available to parents on request. On enrolling your child you will be advised of the Policies and Procedures of the Centre. If you have any concerns, please discuss them promptly with the appropriate staff member. If not resolved discuss the concern with the Director. If still not resolved discuss the concern with the Manager. If it still cannot be resolved it becomes a matter of the College Board. Open lines of communication are important.

Parents are responsible for:

Paying fees on time

Adhering to all Centre Policies and Procedures

Keeping all enrolment details up to date

Maintain their child's attendance records

Notifying the Director of illnesses and absences

Providing input into the program as desired

Signing in/out daily

Keeping immunisations and all pertinent details up to date.

Source: C&K Parental Involvement.

Reviewed: 14 March 2011

Date for next review: 12 March 2012

3:35 CHILDREN WITH SPECIAL NEEDS/DISABILITIES POLICY

Aim:

To provide care and learning, opportunities for children with special needs/disabilities.

Policy:

Burdekin Christian College Early Learning Child Care Centre provides a program that caters for and includes children with special needs.

Practices:

1. Children with special needs are welcomed and accepted into the Centre and are treated with equality and dignity.
2. Other children are actively encouraged to accept and support children with special needs.
3. Resources may be provided and the environment is adapted where appropriate.
4. Resource people are consulted when staff, plan and program for children with special needs.
5. Staff actively seeks professional advice and support in the provision of quality care and education for all children including those with special needs.

Source: **Burdekin Christian College Special Education Programmes and Services to Students with Disabilities Policy, 2011**
South Australian Government Students with Disabilities Policy, 2006

Evaluated at Board Meeting on 14 March 2011

Reviewed: 14 March 2011

Date for next review: 12 March 2012

3:36 INFORMATION DISTRIBUTION AND TRANSLATION

Aim:

To provide and distribute information.

Policy:

There is active exchange of information between staff and parents about their child and the administration of Burdekin Christian College Early Learning Child Care Centre.

Practices:

1. The Centre provides information in the Prospectus for parents.
2. The Early Childhood Centre aims to keep parents informed through:
 - ELCCC Weekly Newsletter.
 - ELCCC Web Page.
 - ELCCC News about special events.
 - Poster displays about up coming events
 - Basic information is displayed on notice boards inside the room
 - Information is displayed where parents sign in/out.
 - More details of daily events for their child are available from staff.
3. Poster displays and pamphlets are available for parent education and community events.
4. Opportunities can be arranged for parents to have confidential discussions with staff about their child's progress.
5. Both formal and informal gatherings are authorize to exchange knowledge about children and the Centre.
6. Parents are entitled to access Policy and Procedures on inclusive practices, parent involvement and grievances process.
7. It is the parent's responsibility to be aware of and to follow the Policies and Procedures relating to:
 - Fees and payment
 - Adhering to all Centre Policies and Procedures
 - Keeping all enrolment details up to date
 - Maintain their child's attendance records
 - Notifying the Director of illnesses and absences
 - Providing input into the program as desired
 - Signing in/out daily
 - Keeping authorized persons up to date.
 - Delivery and collection of children
 - Changes in information recorded about a child
 - Compliance with relevant health and hygiene policies
8. All the above information may be translated into family's home language when necessary. resource people may need to be sought to help with explanations.

Source.

Burdekin Christian College Web Page.
Burdekin Christian College ELCCC Prospectus.
Burdekin Christian College ELCCC Weekly Newsletter.

Reviewed: 14 March 2011

Date for next review: 12 March 2012

3:37 INFORMATION TO PARENTS ABOUT THEIR CHILD'S PROGRESS

Aim:

To provide information to parents about their child's progress.

Policy:

Burdekin Christian College Early Learning Child Care Centre provides both informal and formal, upon request, opportunities for staff and families to exchange knowledge about the children and the Centre.

Practices:

Information will be exchanged by the following methods:

ELCCC Newsletters

2. ELCCC Specials.
3. Staff informal gatherings.
4. Opportunities to meet with parents in private gatherings.
5. Parents will be contacted as soon as possible when staff believe information to be urgent and/or that relates to the child's health and well being.
6. Posters, pamphlets and handouts are available to provide information in areas such as support groups, programming and other child development information.
7. Appointments for private interviews are available upon request.

Source: Burdekin Christian College Assessment Policy, 2011

Evaluated on 14 March 2011

Reviewed: 14 March 2011

Date for next review: 12 March 2012

3:38 RECORD KEEPING POLICY

Aim:

To keep up to date records.

Policy:

Accurate, up to date and clear records, in relation to each child's development, health and safety, will be kept on all children who attend the Burdekin Christian College Early Learning Child Care Centre.

Practices:

Areas of information kept in relation to the child:

1. Information on enrolment:
Refer to Enrolment Policy
Records are to be kept for two (2) years after the child has left the Centre
2. Information on the administration of medication:
Refer to Medication Policy
3. Information on excursions:
Refer to Policy on Excursions
Records are to be kept for two (2) years after the date of the excursion
4. Information on deaths and severe injury at the Centre:
Refer to Policy on Deaths and Severe Accidents
Records on severe accidents are to be kept until the child is twenty-one (21) years old
Records on deaths are to be kept for six (6) years after the date of the incident.
5. Information on incidents:
Refer to Policy on Recording Incidents
Records are to be kept until the child turns twenty-one (21)
6. Information on staff qualifications:
Refer to Policy on Staff Qualifications
Records are to be kept for up to two (2) years after the staff member leaves
7. Information on staff personal details:
Refer to Policy on Staff Records kept in School Office
Records to be kept for up to two (2) years after the staff member leaves
8. Information on fire drills:
Refer to Fire Safety Policy
Records are to be kept for two (2) years after the date of the drill.
9. Information on attendances:

Upon request, parents of a child are entitled to view their child's records as well as records on staff qualifications, equipment used in the Centre, excursions, and fire drills.

All records are kept confidential.

Source; **Child Care Regulations 2003. Revised 3 November 2008. Part 4.
Division 3. 100-106.
Child Care Act Revised. Revised 1 February 2010. Part 4. Division 2.
Sections 87-89.**

Reviewed: **14 March 2011**

Date for next review: **12 March 2012**

3.39 CONFIDENTIALITY POLICY

Aim:

To ensure the staff maintain confidentiality.

Policy:

The staff and management of Burdekin Christian College Early Learning Child Care Centre will not disclose any information about children attending the Centre or their families.

Practices:

1. Staff will not disclose information from child's record on a child's development unless to an appropriate person, with the permission of parents, or in a case of emergency.
2. The licensee will not disclose confidential information about a person to another person who does not have a genuine interest in obtaining it.
3. Parents must give their consent to allow a child to be photographed.

**Source. Burdekin Christian College Early Learning Child Care Centre.
Enrolment Forms. Media Agreement.
Burdekin Christian College Australian Workplace Agreement 2008-2012
Burdekin Christian College Staff Letter of Appointment. 2011**

Evaluated at Board Meeting on 14 March 2011.

Reviewed: 14 March 2011

Date for next review: 12 March 2012

3:40 FIRE SAFETY AND EVACUATION POLICY

Aim:

To ensure the safety of children, staff and volunteers.

Policy:

Burdekin Christian College Early Learning Child Care Centre has a Fire Plan, which is well thought out, prominently displayed, and regularly practised.

Practices:

1. A Fire Plan will be clearly displayed in each room.
2. Staff and children will be given regular instruction on the fire evacuation procedure.
3. A Fire Drill will be held monthly.
4. Fire Officers will be invited to attend the Fire Drill at least once every two years.
5. Staff will be instructed in the use of fire safety equipment at the beginning of each year.
6. Fire equipment will be checked six monthly by a fire safety professional.
7. The procedure to be followed for the Fire Drill will be:

Sound fire whistle

Evacuate according to the Fire Plan

Muster the children to a designated safe place, according to Fire Plan

Check the children present against Centre's attendance book first, then against the Centre's Roll

Identify the whereabouts of all students, volunteers and staff

Inform the Burdekin Christian College Office to contact Fire Brigade

BURDEKIN CHRISTIAN COLLEGE KEY PERSONNEL IN THE EVENT OF FIRE.

Principal

Chief Fire Marshall

Centre's Fire Marshall

Mr Allan Mullaly

Mr Allan Mullaly

Mrs Jayne Clark

Source: Workplace, Health and Safety Policy. 2011.

Evaluated at Board Meeting on 14 March 2011

Reviewed: 14 March 2011

Date for next review: 12 March 2012

Aim:

To ensure the safety and well being of Centre members in the threat of cyclone, severe storm, flood or lock down.

Policy:

In the event of a cyclone, severe storm, flood and lock down Burdekin Christian College will take all reasonable steps for the safety and well being of students.

Practices:

Identify the problem
yard flooding
cyclone "Alert"
damage to building
danger to students.

Director to gain authorisation from the Principal to lock down or close the Centre.

If the Centre is to be closed before opening time (i.e. pre 7.00 am.) a notice will be posted and local radio stations will be informed.

If a problem arises in operational hours and children need to be collected from the Centre.

Parents are contacted to collect their children

Release children to parents or other authorized person, as they arrive

Any remaining children will remain with Director and other staff members.

Staff will then:

Complete all final clean up and security measures

Release non-essential staff to go home

Turn off any non-essential electrical and mechanical appliances

Secure and lock premises prior to vacating to a safe place or shelter

Leave note on the door advising parents of children, the location of the safe shelter.

Source: Burdekin Christian College Management of Emergencies/Disasters/Tragedies Policy, 2011

Evaluated at Board Meeting on 14 March 2011

Reviewed: 14 March 2011

Date for next review: 12 March 2012

3:42 EMERGENCY CARE POLICY

Aim:

To meet the needs of staff and families in the event of an emergency

Policy:

EMERGENCY CARE IS DEFINED IN THE ACT AS CHILDCARE PROVIDED TO A CHILD IN RESPONSE TO UNFORESEEN NEED OR CIRCUMSTANCE, OR IN RESPONSE TO A CIRCUMSTANCE BEYOND THE LICENSEE'S CONTROL.

PART 1

STAFF MEMBER CALLED AWAY

Policy:

IN THE EVENT OF AN EMERGENCY REQUIRING A MEMBER OF STAFF TO LEAVE THE CENTRE, STAFF FROM THE SCHOOL MAY BE CALLED UPON TO ENSURE THE PRESENCE OF AT LEAST 2 STAFF MEMBERS AT ALL TIMES.

Practices:

If the Director and qualified Group Leader is called away in an emergency situation, then another qualified teacher will be called upon to fill this position.

If an assistant needs to attend to an emergency situation then another member of the school's ancillary staff or a teaching assistant will be called upon to fill this position.

PART 2

PROVISION OF EMERGENCY CARE FOR CHILDREN

Policy:

The Centre will strive to meet the needs of families in compliance with licensing requirements.

Practices:

EMERGENCY CARE MAY BE PROVIDED AT ANY TIME, TO A FAMILY FOR AS MANY CONSECUTIVE DAYS AS NECESSARY AS LONG AS THE CENTRE'S LICENSING CAPACITY IS NOT EXCEEDED.

A child or a sibling group may be provided with emergency care for **one day only**, if the licensing capacity of 31 children needs to be exceeded. In this event a notice will be displayed to all parents of children attending on the day emergency care is being provided exceeding licensing capacity.

Written records will be kept relating to any emergency care provided which causes the Centre to exceed the licensing capacity stating:

the child's name
period for which emergency care was provided
brief description of reason.

Source: Child Care Act 2002. Revised 1 February 2010. Part 2, Division 2, Section 27

Reviewed: 14 March 2011

Date for next review: 12 March 2012

Aim:

To maintain all equipment.

Policy:

All equipment at Burdekin Christian College Early Learning Child Care Centre is maintained in a safe, clean and hygienic condition, in good repair and proper working order.

Practices:

.All equipment is cleaned regularly.

Climbing equipment, swings and large pieces of furniture are securely anchored and a safety check is performed regularly

Any equipment which is deemed unsafe is removed or not used, until such time as it has been repaired.

Staff clean tables throughout the day, sweep and mop floors if necessary after meals and remove tripping/slipping hazards.

Staff remind children of safety practices when using equipment.

A full Safety Audit is conducted every 12 months.

The Director conducts a monthly audit and risk assessment forms are completed, if necessary.

All staff have been inducted to complete risk assessment forms.

All actions arising from audits and risk assessment forms are presented to the College Board. They remain on the College Board Agenda until completed.

Sources: **Burdekin Christian College. Workplace, Health and Safety Policy. 2009.**
 Burdekin Christian College Resources Policy. 2009.
 Child Care Regulations. 2003. Revised 3 November 2008. Part 3. Division 4.
 Sections 81, 82.

Aim:

To ensure that dangerous goods are correctly labeled and stored.

Policy:

Burdekin Christian College Early Learning Child Care Centre has a duty of care to provide all persons with a safe and healthy environment.

It defines a dangerous product as any chemical, substance or material that can cause potential harm, injury or illness to persons or damage to the Centre's environment.

The Centre categorised dangerous products into the following groups:-

- Hazardous chemicals and substances
- Dangerous goods
- Poisons
- Drugs (including chemicals)
- Miscellaneous dangerous products.

The Centre ensures that there are emergency procedures and practices for accidental spills, contamination and corresponding first aid plans for all dangerous goods handled and stored in the Centre.

The practices related to the Dangerous Products Policy are laminated, clearly labeled and displayed in the Centre for all persons to read.

Practices:

All hazardous chemicals and substances, dangerous goods, poisons, drugs (Including medications) and miscellaneous products are marked and kept out of reach of children in a child-resistant cupboard.

All poisonous, irritant and harmful trees, plants and shrubs including those overhanging from neighbouring properties are removed from the Centre and its outdoor playing areas.

For every dangerous product used in the Centre, a material safety data sheet is available and products are used and stored in accordance with the sheets.

Children are not exposed to the fumes and sprays of dangerous products.

Smoking is not permitted in the Centre.

Hot drinks are not consumed in areas accessible to children.

Simple warning signs and procedures for safe storage of dangerous products are displayed.

Minimise the use of toxic products without compromising hygiene.

Conduct and record regular audits of chemicals and medications to ensure they are stored correctly and have not passed their expiry date.

Dispose of unwanted and out of date poisons and medicines.

The First Aid Action Plan for dangerous products is found on the Material Safety Data Sheets.

Source:

Burdekin Christian College Workplace, Health and Safety Policy 2009.

Child Care Regulations. 2003. Revised 3 November. 2008. Part 2. Division 7. Section 60.

Qld Government Material Safety Data Sheets. 4 November 2008.

NCAC Sonya Tansey Safety in Children's Services 2006.

www.kidsafe.com.au

www.tga.gov.au/ndpsc/gldap.htm

www.tga.gov.au/ndpsc.index.htm

www.childsafetyaustralia.com.au/community/poisons/poisons.htm

Reviewed: 14 March 2011

Date for next review: 12 March 2012

Aim:

To support the protection of children

Policy:

Burdekin Christian College Early Learning Child Care Centre will always act in the best interests of the children in our care. Procedures have been set in place for dealing with suspected abuse or harm of children both within the Centre and external to the Centre.

The Childcare Act defines harm as “any detrimental effect of a significant nature, upon a child or young person’s physical, psychological or emotional wellbeing.”

Practices: if suspected abuse occurs whilst the child is in care.

Under Queensland Law it is mandatory to report all allegations of non accidental harm that has occurred to a child whilst in the care of a Child Care Service.

In the event that a child has been harmed or an allegation has been made that a child has been harmed whilst in care of the Centre the College Principal will be immediately informed.

The Principal will then notify the OECEC using Childcare Form 25 and initiate the Reporting of Harm Flow Chart which outlines the following processes.

The OECEC will notify Police

Licensee will convene a planning meeting with relevant management personnel.

Licensee will manage the risks in compliance with The Childcare Act 2002, the Child Protection Act 1999 and the Commission for Children and Young People and Child Guardian 2000. The OECEC will monitor process.

Licensee will manage any employment issues with accused staff member or person. At the very least, the staff member will be stood down pending the result of investigation.

Licensee may be required to hold further meetings to support authorized officers’ investigation.

Licensee convenes an Outcomes Meeting to establish the outcome of allegation and the response of the Service to satisfy the relevant sections of the Act.

Licensee reports outcome to the OECEC using Childcare Form 26.

Practices: if suspected abuse is occurring external to the Centre:

The Centre strongly supports child protection. Staff are responsible for the wellbeing and welfare of the children in their care, and are in the unique position to identify and support abused children.

The basic principles of responding to suspected child abuse.

Believe what the child tells you and/or what you see.

Be careful not to ask leading questions.

Always take action in the short term to ensure the immediate safety of the child.

Record your concerns and observations.

Do not make decisions alone. Consult with Principal. If there is no short term risk, take time to consult thoroughly in order to make a well informed decision.

Act on your concerns. Don't leave it to someone else or hope it won't happen again.

You may need support for yourself. The tasks and situation will be stressful.

How to respond to suspected child abuse.

Initial response

Record what you have seen/heard

Make sure confidentiality is maintained at this point. Only discuss with appropriate personnel. (Other Centre staff who have direct contact with that child, The Centre Director, the Principal of Burdekin Christian College).

If your suspicions have not been confirmed as significant, continue to monitor the situation closely with others. Document any relevant observations and changes in a child's appearance and/or behaviour.

How to respond when concerns are confirmed as significantly suspicious

Significant concern

Report suspected child abuse to the Principal, who will then contact the OECEC and the Department of Child Safety

Specific details are required from the staff member reporting the child abuse. (These suspicions and confirmations must be well documented, e.g. dates, times of observations, exact wording used by child concerned, and any relevant statements that are made spontaneously.)

Decide after consultation who will inform the parents of the child and how to offer support for the family.

Seek support for yourself.

Source: www.childsafety.qld.gov.au
Burdekin Christian College Child Protection Policy, 2011

Evaluated at Board Meeting on 14 March 2011

Reviewed: 14 March 2011

Date for next review: 12 March 2012

Aim:

To apply the principles of Sustainability.

Policy:

Burdekin Christian College Early Learning Child Care Centre adopts the activities Education for a Sustainability Future Policy of the Centre where appropriate.

Practices:

Staff will adopt the principles of refuse, reduce, reuse, recycle and dispose in regard to resources.

Staff will adopt energy efficiency measures in regard to electricity.

Staff will adopt water wise activities.

The outside area of the Centre will reflect sustainability principles.

Staff and students will engage in sustainability activities in gardening.

Trees will be planted from time to time on National Schools Tree Day.

Source: Burdekin Christian College Educating for a Sustainable Future Policy. 2011.

Evaluated at Board Meeting on 14 March 2011

Reviewed: 14 March 2011

Date for next review: 12 March 2012

3.47 NAPPY CHANGE POLICY.

Aim:

To prevent risks and the spread of diseases that are transmitted by faeces and other body fluids through changing nappies in non-toilet trained children.

Policy:

Preventing the risk and spread of infectious diseases between children and other children by ensuring changing and disposal of nappies is conducted in an efficient way and according to recommended guidelines.

Practices:

Have an area specifically set aside for changing nappies. Do not share the same nappy change mat with a child from another room unless it has been effectively cleaned.

Check to make sure that all the supplies that you need are ready.

Get a walking child to walk to the change room.

Carrying a child away from your body is only necessary if there are faeces on the child and /or their clothing.

Disposable nappies may reduce the risk of infections as disposable nappies do not “leak” as easily as cloth nappies and are able to be disposed of immediately.

Use the following method to stop disease spreading through contact with faeces.

Wash your hands

Place paper on the change table.

Always wear gloves when changing nappies.

Remove the child’s nappy and put it in a “hands-free” lidded bin. Nappies with faeces are tied securely in a nappy sack and put in a “hands free” lidded bin.

Remove any clothes with urine and/or faeces on them.

Clean the child’s bottom.

Remove the paper and put it in a “hands/free” lidded bin.

Remove your gloves now, before you touch the child’s clean clothes. Remove gloves by peeling them back from your wrists, turning them inside out as you go. Do not let your skin touch the outer contaminated surface of the glove. Put the gloves in the bin.

Dress the child. Wash and dry the child’s hands. Now you can hold the child close to you.

Take the child away from the change table.

Clean the change table with detergent and warm water/disinfectant, paying particular attention to the mat, at the completion of each nappy change.

Wash your hands.

At the end of each day, thoroughly wash the change table (mat) with detergent and warm water/disfectant. Use paper towel for cleaning and drying the surface.

If faecal matter spills onto the change table (mat) clean with detergent and warm water, dry with paper towel.

Wash and dry your hands.

Source: National Health and Medical Research Council, **Staying Healthy In Child Care.**
4th Edition 2005.

Reviewed 14 March 2011

Date for next review: 12 March 2012.

Aim:

To respond to the needs of children if they become ill, or are traumatized while they are attending the Centre.

Policy:

The Centre is committed to, as far as possible, to provide a healthy environment, and, if an illness occurs in children, follow established practices in regard to checking for symptoms of illnesses, taking children's temperatures and bringing a temperature down, implementing first aid, keeping records and reporting to parents and doctors.

Practices:**1. Checking for symptoms of illness.**

Because you care for the children in your group every day, you are probably used to the way each of them looks when they are healthy. This will help you notice quickly when one of them is sick.

Symptoms

Be aware of symptoms of illness throughout the day. These are some of the things to look for:

Severe, persistent or prolonged coughing (child goes red or blue in the face, and makes a high-pitched croupy or whooping sound after coughing)

Breathing trouble

Yellowish skin or eyes

Conjunctivitis (tears, eyelid lining is red, irritated eyes, followed by swelling and discharge of pus from the eyes)

Unusual spots or rashes

Patch of infected skin (crusty skin or discharging yellow area of skin)

Feverish appearance

Unusual behaviour (child is cranky or less active than usual, cries more than usual, seems uncomfortable or just seems unwell)

Frequent scratching of the scalp or skin

Grey or very pale faeces

Unusually dark, tea-coloured urine

Sore throat or difficulty in swallowing

Headache, stiff neck

Vomiting

Loss of appetite

Diarrhea (an increase in the frequency, runniness or volume of the faeces)

Mucous discharge from the nose (thick, green or bloody)

2. Taking a child's temperature

Place the thermometer **under the child's arm** for at least three minutes. A reading taken under the arm will always be a little lower than the oral temperature (the temperature taken in the mouth). A normal oral temperature is a little less than 37 degrees celsius.

A normal temperature taken under the arm is a little over 36 degrees celsius.

3. Bringing a temperature down

Bring a temperature down by removing the child's clothing, sponging or bathing the child in luke warm water, and fanning the child. To prevent dehydration, encourage the child to drink often.

1. What to do if a child seems unwell

Tell the Director and the parents

Separate the child from the other children

Take the child's temperature if you think they may have a fever. A child with a high temperature could have a febrile convulsion (a fit). That is why it is important to bring a high temperature down (see below)

Remind a child who is coughing or sneezing to cover their mouth. Ask the child to **wash their hands** afterwards

If you touch a child who might be sick, avoid touching other children until after you have **washed your hands**

Keep moist skin conditions and abrasions covered

Encourage parents to tell you when anyone in the family is ill. If someone in the family is sick, watch for signs of illness in the child.

2. Keeping records

The Director should keep a record of any illness at the Centre. Remember to record illness in both staff and children. It is important to record where the child or adult was for most of the day. A sample record is attached.

Keeping records can be a factor in preventing the spread of infection. Records show you when your approach to infection control is working. They are invaluable in helping you and public health workers identify the cause of any outbreak and how to control it.

3. Reporting to the parent and doctor

It may be useful for the parents and the child's doctor to have written information on the child's illness. A sample report form is attached. A photocopy of this form should be kept in the child's file.

Sample Record of Illness in the Centre

Name	Age	Symptoms	Room or Group	When	
				Date	Time
John Smith	2	Rash on head and neck	Toddlers	16/1/2009	2pm
Amy Johnson	3	Fever, runny nose	Kindy	17/5/2009	1pm
Jason Brown	4	Weeping eye	Pre-prep	17/7/2009	4pm

Sample Report Form for Parent/Doctor

Child Care Centre: _____

Address: _____

Phone: _____

Dear Parent/Doctor

Re: (*child's name*) _____ Date of Birth: ____/____/____

Child has: (comments, including time observed)

Vomiting

Diarrhea

Rash (*description of rash and where rash started*)

Other

There has/has not been recent similar illness in other children in the Centre.

The diagnosis in the other children was:

The child's temperature was _____ at _____ time

The child has eaten _____

The child has drunk _____

The child passed urine _____ at _____ time

Parent contacted by _____ at _____ time

Faeces (poo) sample collected at _____ time

Signed: _____

Date: _____

Sources: Child Care Regulations – 2003 Revised 3 November 2008. Part 3. Division 5. Section 85

Reviewed 14 March 2011

Date to be reviewed: 12 March 2012

49.

50. DENTAL CARE POLICY

Aim:

To support the development of healthy teeth.

Policy:

The Centre encourages a well balanced healthy diet. One way this is achieved is by limiting the amount of sugar that is consumed throughout the time that a child is at the Centre. The Centre provides children and families with a developmentally appropriate Dental Hygiene Program which highlights the importance of correct dental hygiene. It also provides appropriate dental information to parents.

Practices:

1. Children will be encouraged to drink from cups and not bottles to help reduce decay producing sugars from contact with teeth.
2. Children will be given water as the main drink to help prevent early childhood tooth decay.
3. Children will be given nutritious snacks and those low in sugar.
4. Staff will use planned and spontaneous programs to promote correct dental care.
5. The Centre will provide families with information on dental hygiene.
6. Children are provided with appropriate dental care.
7. Staff are to receive training/updated information regarding dental hygiene.
8. A Dental Therapist, if available, will be invited to talk to families and children on dental hygiene and safety.

Sources: **Dental Health Education Unit Food Matters Issue 5 August 2000.**
 Australian Dental Association Federal Council Policy Statement 1.3.8
 10/11 April 1998.
 www.health.qld.gov.au

Date Reviewed: 14 March 2011

Date for next review: 12 March 2012.

51. Safe Sleeping Policy

Aim:

To create a safe sleeping environment for children.

Policy.

Children at the Centre spend a lot of time sleeping. As some sleeping arrangements are not safe, as they increase the risk of SIDS and/or can cause sleeping accidents, the Centre will implement practices

to help create a safe sleeping environment.

Practices.

1. Sleep toddlers on their back, not on tummy or side, if at all possible, as this reduces the risk of SIDS.
 2. Sleep students with face uncovered (no doonas, pillows, lambs wool, bumpers or soft toys).
 3. Provide a safe sleeping environment. (safe cot, safe mattress, safe bedding)
 4. Provide cots meet the Australian Standard for Cots (AS 2172) and have labels that say this.
 5. The mattress should be firm, clean, well fitting and in good condition.
2. Inform parents of SIDS & Kids safe sleeping.

Resources. SIDS and Kids Safe Sleeping Child Care Kit.
www.sidsandkids.org

Date Reviewed: 14 March 2011

Date for next review: 12 March 2012.

52. Exclusion for Outbreak of Disease.

Aim:

To limit the spread infection in the Centre by exclusion of sick children or staff.

Policy.

The spread of certain infectious diseases can be reduced by excluding a person who is known to be infectious, from contact with others who are at risk in catching the disease.

The need for exclusion depends upon the ease with which the infection can be spread, the ability of the infected person to follow hygienic precautions and the severity of the disease.

The Centre is aware that parents may find the College's exclusion policy difficult. It is important that parents are aware of this police on enrolment of their children.

Practices.

Identify when symptoms or a medical diagnosis fit a condition with an exclusion period.

Refer to the Appendix of the Policy (Time Out Infectious Diseases) for the recommended periods of exclusion.

Advise the parents or staff member when they can return to the Centre.

The exclusion time in the appendix is the recommended minimum time.

Resources. National Health and Medical Research Council. Staying Healthy in Child Care. Fourth Edition 2005.

Date Reviewed: 14 March 2011

Date to be reviewed: 12 March 2012

3.52 Microwave Heating Procedure For Reheating Food

Aim:

To limit the possibility of growth of bacteria when re-heating food.

Policy:

Food is an excellent place for bacteria to grow. Although germs, such as bacteria, do not grow in food, it can still be passed from one child to another child in food. Bacteria that are common on our skin and in the environment can cause food poisoning if allowed to grow in large numbers in food.

As parents supply children with food for re-heating from time to time, it is necessary to have practices that limit the possibility of growth of bacteria when re-heating food.

Practices.

Although the legal requirement for reheating food is 60 degrees it is recommended to staff that food should be reheated to 70 degrees for 2 minutes.

Check food temperature with a probe thermometer.

Ensure the food is allowed to cool before it is given to the child to eat.

Remove a small piece of food with a spoon to another plate and test the temperature of the food with your hand.

Throw this piece of food away and wash the spoon.

Resources: National Health and Medical Research Council. Staying Healthy in Child Care. Fourth Edition 2005.

Date Reviewed: 14 March 2011

Date to be reviewed: 12 March 2012

3.53 Head Lice Policy.

Aim:

To inform parents of up to date facts and the recommended treatment and exclusion for children who have head lice and to give ongoing support to families experiencing issues with the control of head lice.

Policy:

The Centre will outline the roles, responsibilities and expectations of the child care community to assist with treating and controlling head lice on a consistent and coordinated way.

Recent Facts.

Anyone can get head lice and given the chance, head lice move from head to head without discrimination.

Head lice are small wingless blood sucking insects. Their colour varies from whitish brown to reddish brown. They only survive on humans. If isolated from humans they die with 24 hours.

You get head lice from direct hair to hair contact with another person. This can happen when playing, cuddling or working closely together. Head lice can only crawl.

Many head lice do not cause an itch so they can be difficult to find.

Head lice are found on hair itself and move to the scalp to feed. Louse eggs (Nits) are laid within 1.5cm of the scalp and are firmly attached to the hair. They hatch in 5-7 days. They resemble dandruff, but cannot be brushed off.

Lead lice do not spread disease.

There is no single treatment that will kill 100% of head lice or eggs.

There is no known way to prevent head lice.

Children with head lice do not have to be excluded as long as head lice management is ongoing.

Children do not catch head lice from the Centre, they catch it from other children.

Practices.

It is the expectation of parents, carers and families attending Burdekin Christian College Early Learning Child Care Centre that:-

- Children's hair will be checked on a weekly basis, at home, using the recommended condition/combing method.
- Children do not attend the Centre with untreated hair.
- Check the hair of all members of the family regularly and treat hair if necessary.
- Parents/carers will notify the Centre if their child is found with live head lice and advise when appropriate treatment was commenced.
- Children with long hair will attend the Centre with hair tied back.
- Only use safe recommended practices to treat had lice.
- Inform parents/carers of your child friends so they have an early opportunity to detect and treat their children's hair, if necessary.
- Maintain a sympathetic attitude and avoid blaming families who are having difficulties with control measures.
- Act responsibly and respectfully when dealing with members of the Centre and broader community around the issue of head lice.
-

Burdekin Christian College Early Learning Child Care Centre will undertake to:-

- Distribute up to date information on the detection, treatment and control of head lice to parents and staff.
- Inform new parents and staff about the Centre's head lice Policy.

- Include information and updates in the Centre's Newsletter.
- Provide informed advice, maintain a sympathetic attitude and avoid blaming families who are experiencing difficulties with control measures.
- Accepting the responsibilities to exclude a child from the Centre rests with the Principal.
- Only exclude a child if they have live insects.
- Accept the advice of parents that appropriate treatment has commenced.
- Encourage children to learn about head lice to help remove any blaming associated with this issue.
- Be aware of the real difficulties some parents may encounter and seek extra support if required.
- Act responsibly and respectfully when dealing with members of the Centre and the broader community around the issue of head lice.

Source: "Help! I don't know what to do about head lice; A guide to dealing with head lice within a Child Care Service. Community Child Care Cooperative Ltd NSW.

http://www.health.qld.gov.au/cchs/conditions_headlice.asp retrieved 9th September 2010

Developed. 9 September 2010.

Section 4

STAFF AND VOLUNTEERS

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- 4:1 Staff Interaction and Teamwork.
- 4:2 Parents and Staff Communication.
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- 4:14 Dress Standards.
- 4:15 Confidentiality.
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- 4:17 Food Handling Requirements.
- 4:18 Staff Orientation.
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4:1 STAFF INTERACTION AND TEAMWORK POLICY

Aim:

To have effective and positive relationships between staff members.

Policy:

Staff at Burdekin Christian College Early Learning Child Care Centre aim to work effectively as a team, and to value and acknowledge each person's contribution to fulfill the goals of the Centre.

Practices:

Staff will treat each other with respect, acknowledging each others differences in skill, values, beliefs attitudes and cultures.

Encourage open and honest communication.

Listen to each other.

Plan and discuss the programming as a team.

Staff will discuss and resolve differences among themselves wherever possible. If not they are to follow the procedure on concerns and grievances.

Staff meetings will be held on a regular basis.

Source: Burdekin Christian College Staff Policy 2011

Evaluated at Board Meeting on 14 March 2011.

Reviewed: 14 March 2011

Date to be reviewed: 12 March 2012

4:2 PARENT AND STAFF COMMUNICATION POLICY

Aim:

To have positive relationships between parents and staff.

Policy:

TO ENCOURAGE EFFECTIVE COMMUNICATION BETWEEN PARENTS AND STAFF, IN ORDER TO SUPPORT AND ENHANCE BOTH PARTIES' INTERACTION WITH THE CHILDREN.

Practices:

BEGIN WITH AN ATTITUDE OF RESPECT FOR PARENTS.

Ask parents questions about how they care for their child, what he/she is like at home, what they love about their child, what help do they need as parents?

Involve parents whenever possible in making decisions about the child's experiences.

Talk with parents. Establish a pattern of conversation and exchange of information at arrival and departure.

Keep in mind that parents are not **JUST** parents; they may be workers, spouses, caregivers too!

Accept individual differences in parents and in their relationships with their child.

Accept that some parents may not be able to give a lot of time to the Centre at a particular point in their lives.

Know your limits of competence. Be ready to refer parents with problems to someone with more knowledge.

**Source: Burdekin Christian College Parent Policy. 2011.
Rachel Lister. Communicating with Parents. 21 February 2007.**

Evaluated at Board Meeting on 14 March 2011

Reviewed: 14 March 2011

Date to be reviewed: 12 March 2012.

4:3 STAFF QUALIFICATIONS POLICY

Aim:

To provide skilled, experienced and qualified staff to work in the Centre.

Policy:

All staff employed at Burdekin Christian College Early Learning Child Care Centre will have or be gaining qualifications and experience appropriate to their role in providing a high quality program, and are skilled in accordance with the Child Care Act 2002 and the Child Care (Child Care Centre) Regulations 2003.

Practices:

The Director shall have successfully completed an Advanced Diploma in Community Services/Children's Services **or** a 3 year qualification in early childhood from a higher education institution (e.g. Bachelor or higher qualification)

If the person does not have that qualification:

That person may be engaged provided they have the qualification of a Group Leader and start the relevant qualifying course within 3 months of being engaged and complete the qualification by the prescribed period.

The Group Leader shall have successfully completed a Diploma in Community Services/ Children's Services **or** a 2 year qualification in early childhood education from a higher education institution.

If the person does not have that qualification:

A person may be engaged as a Group Leader, if they have the qualification for an assistant and they commence a suitable course within 3 months of being engaged and complete the qualification by the prescribed period.

The Childcare Assistants shall have successfully completed the Certificate 111 in Community Services/ Children's Services **or** a one year qualification in early childhood education from a higher education institution.

If the person does not have that qualification:

A person may be engaged if they are 18 years old, and they commence a suitable course within 3 months and complete the qualification within the prescribed period.

A person may also be 17 years old, provided they are studying. (eg trainees may be engaged as assistants)

Staff members must provide to the Centre's Manager every six months a statement of units of units they have completed, units they have not completed and anticipated date of completion.

All employees must have a current Certificate in First Aid.

Source:

Child Care Act 2002. Revised 1 February 2010. Part 3. Division 4. Sections 70-73.

Child Care Regulations 2003. Revised 3 November 2008. Part 5. Divisions 1-3. Sections 107-122.

Reviewed: 14 March 2011

Date to be reviewed: 12 March 2012

4:4 SUITABILITY NOTICES POLICY

Aim:

To minimise any potential risks to the wellbeing of children whilst in care at the Centre.

Policy:

Under the Commission for Children and Young People Act 2000, the Commission is responsible for the processing criminal history checks for certain categories of child-related employment and for issuing Suitability Notices. Burdekin Christian College Early Learning Child Care Centre abides by this legislation.

Practices:

The licensee of a service will endeavour to ensure that all paid and unpaid personnel are suitable persons to work with children, and will adhere to the guidelines as stipulated by the Commission for Children and Young People and Child Guardian.

The following people will be required to have Suitability Notices issued by the Commission:

Licensees must hold a current Suitability Notice at all times

All staff must hold a current Suitability Notice.

Other people over 18 years of age, who come in regular contact with children in the child care service, **must** hold a current Suitability Notice **prior** to regular contact with children.

Licensees are required to keep the originals or certified copies of the Suitability Cards and may be required at any time, to show Departmental Officers upon request.

In the event of a Notification of a Suitability Notice being reassessed, the person whose

Suitability Notice is in question will **not** be permitted to remain in contact with the children at the Centre until a Positive Suitability Notice has been reinstated.

Source: Childcare Act 2002; Revised 1 February 2010, Commission for Children and Young people and Child Guardian/ Information Sheet 2003

Reviewed: 14 March 2011

Date to be reviewed: 12 March 2012

Aim:

To facilitate the administration process on all staff records.

Policy:

Records will be kept of the name, addresses and telephone numbers of staff and emergency contacts as well as staff qualifications and Suitability Cards

Practices:

Staff will fill in a staff information form when employed which will include the following information: name, address, home phone, mobile, e-mail address, emergency number, next of kin and phone number, qualifications, present studies and anticipated date of finish, Blue Card number and expiry date, First Aid number and expiry date, Teacher Registration number if applicable.

Staff Personal Information Forms will be kept in the office filing cabinet.

Staff will notify the Principal of any changes in personal details.

Staff will provide employer with any copies of updated qualifications

Staff will provide copies of Suitability Notices.

Staff will provide copies of relevant First Aid Certificates.

**Source. Burdekin Christian College Staff Policy. 2011.
Burdekin Christian College Personal Information Form 2011.**

Evaluated at Board Meeting on 14 March 2011

Reviewed: 14 March 2011

Date to be reviewed: 12 March 2012.

4:6 EMERGENCY PROCEDURES POLICY

Aim:

To ensure all staff have First Aid Qualifications and have completed emergency training procedures.

Policy:

All staff are required to have up-to-date senior First Aid Certificates and be fully aware of the procedures to be taken in the event of an emergency.

Practices:

Staff must obtain their First Aid Certificate every 3 years and complete a refresher cardio pulmonary resuscitation (CPR) every twelve months.

Staff must be familiar with the evacuation plan in case of fire. Evacuation plans can be found in room.

Staff are required to carry out fire drills with the children once a month. The procedure to be followed for the fire drill will be:

Sound fire whistle

Evacuate according to the Fire Plan

Muster the children to a designated safe place, according to Fire Plan (attached)

Check staff and children present against the Centre's staff attendance book, then against the Early Childhood Centre Roll

Identify the whereabouts of all students, volunteers and staff

Inform the Burdekin Christian College Office to contact Fire Brigade

Source: Burdekin Christian College Workplace, Health and Safety Policy 2011.
Burdekin Christian College First Aid Policy 2011
Child Care Regulations 2003. Revised 3 November 2008. Part 5. Division 5.
Section 121.

Evaluated at Board Meeting on 14 march 2011

Reviewed: 14 March 2011

Date to be reviewed: 12 March 2012.

4:7 ADMINISTRATION OF MEDICATION POLICY

Aim:

To ensure staff adhere to strict guidelines for administration of medications.

Policy

To ensure the children's well-being, staff must adhere to strict guidelines on the administration of medication.

Practices:

Medication will not be administered unless a medication form has been completed and signed by the parent.

Only prescription medication will be administered and it must be clearly labeled with child's name. (with the exception of ventolin see below)

Ventolin may be administered to a child who has been diagnosed as asthmatic from a container that is not labeled with the child's name, only if we have a copy of the child's Asthma Management Plan which has been signed by a doctor.

All medication must be in its original container and the label must include name of medication, instructions, dosage, issue date, and expiry date.

Medication will only be given in the written prescribed dosages (i.e. age appropriate dosage).

Medication must not be left in a child's bag or locker. It should be given to a staff member to store appropriately.

Medication must be administered by the Group Leader and dosage checked by the Assistant. Both must then initial medication form.

Paracetamol will be administered under the following guidelines:

Paracetamol may be administered at the Director's discretion, according to the dosage as prescribed on the label of original package, only if the parent/guardian has supplied the medication and had filled out the appropriate medication form.

Source: Child Care Regulations. 2003. Revised 3 November 2008. Part 4. Division 2. Section 97.
Health and Safety in Children's Centres. Model Policies and Practices. Second Edition. Issuing Medication 2005.

Reviewed: 14 March 2011

Date to be reviewed: 12 March 2012

4:8

PROGRAMMING POLICY

Aim:

For the staff to provide developmentally appropriate experiences which are based on individual and group observations of children.

Policy:

The program is guided by the philosophy and goals of Burdekin Christian College Early Learning Child Care Centre, which set out the values and beliefs about the desired outcomes for children in terms of learning and individual development. Parents are consulted and suggestions are taken into account in regards to their child's participation within the program.

Practices:

Programs are written weekly.

Parents' suggestions on their child's development and interests are regularly sought and noted through conversation, open days, the Centre's social gatherings.

Planning is resourced through:

written observation of social, physical, intellectual, creative and emotional levels of development
needs of individual children
beliefs and cultural considerations
parent's suggestions
interacting and playing with the children
consultation between Group Leaders and Assistants

Information about individual children's needs will be documented. An additional information sheet will be given with enrolment and re-enrolments forms to collect a range of information about children this will be a source of planning. A template has been designed to include date of sourcing of information form planning, date when implemented and date when documentation added to the individual's child's file. Another template will be designed to collect ongoing information. This will be dated. Staff will collect data using this information and include in programs.

There is continuous monitoring and evaluation of the program in relation to the Centre's goals.

The program takes into account children who have special needs and disabilities.

The program takes into account an inclusive perspective when programming.

The early Years Learning Framework of Australia and the Queensland Kindergarten Guidelines Draft are referred to when programming.

Above all, the program is flexible

Source: Early Childhood Australia Inc. Programming and Evaluation. 8 October 2007.
Child Care Act. 2002. Revised 1 February 2010. Part 4. Division 3.
Child Care Regulations. 2003. Revised 3 November 2008. Part 2. Division 1.
Observing and Planning in Early Childhood Settings: using a Sociocultural Approach. (Fleer and Richardson, 2004)
Building Walls of Wombats: Constructing Knowledge with Young Children (Lubawy and Jarratt, 2003).
Belonging, Being and Becoming. The Early Years Learning Framework for Australia. Council of Australian Governments. 2009.
Queensland Kindergarten Guidelines. Draft. Queensland Studies Authority. 2010.

Reviewed: 14 March 2011

Date to be reviewed: 12 March 2012.

4:9 AUTHORISED COLLECTION OF CHILDREN POLICY

Aim:

To ensure that staff adhere to the safe arrival and departure procedures for the children.

Policy:

Burdekin Christian College Early Learning Child Care Centre must only release a child to his/her parents or a legal guardian, or a person authorized by the parents. No siblings are to collect or take children from the room unless an exemption has been granted.

Practices:

Only a child's parent/guardian or a nominated caregiver authorised in writing by the parent/guardian can collect the child.

If the authorised person is not known to staff, identification must be presented.

If staff are unsure of the identity and authority of the person collecting the child, they will contact parents by phone before releasing the child.

Where the parent has notified the Director, in writing and an exemption has been granted, the child may be collected by a high school sibling and a staff member must sign the attendance record.

If there is a current custody or access order the parents must give the Director a copy of this order. The child will be released to the custodial parent or those authorised to collect the child by the custodial parent only.

In the event that it is a non custodial parent who comes to collect the child, the following procedures should be implemented.

Notify the Director or Group Leader who will handle the situation.

Try to calmly persuade the parent to leave the child at the Centre

Remove all children to another area, under supervision

If the parent becomes aggressive, it is important to protect the safety of all of the children as well as yourself and you may have no choice other than to let the parent take the child.

Alert the relevant authorities and the custodial parent as soon as possible

Supply any pertinent details such as the type, colour and registration number of the vehicle.

Notify the Licensee.

Source. Child Care Regulations 2003. Revised 3 November 2008. Part 2. Division 5. Sections 42-44.

Reviewed: 14 March 2011

Date to be reviewed: 12 March 2012

4:10 SUN PROTECTION POLICY

Aim:

To ensure staff promote safe sun protection.

Policy:

The staff at Burdekin Christian College Early Learning Child Care Centre are to ensure they are adequately protected from the sun and insects.

Practices:

Staff will practice Sun Smart behaviour by:

wearing the appropriate hats and clothing for all outdoor activities
using SPF 15 or higher, broad-spectrum, water-resistant sunscreen
seeking shade whenever possible
enforcing a “no-hat, play in the shade rule”.
directing children to play in shaded areas where possible

Source: **Burdekin Christian College Sunsmart Policy 2011**
www.cancerqld.org.au/publications.asp

Evaluated at Board Meeting on 14 March 2011

Reviewed: 14 March 2011

Date to be reviewed: 12 March 2012

4:11 SUPERVISION POLICY

Aim:

To ensure that staff supervise the children in a safe and correct manner.

Policy:

Children are supervised by Staff of Burdekin Christian College Early Learning Child Care Centre at all times. Staff are to ensure that the correct number of staff in relation to the number of children are present in accordance with Child Care Regulations 2003.

Practices:

All children whether indoors or outdoors are in direct sight of a staff member at all times.

Staff are aware of the Centre's Policy and Procedures on collecting the child.

Staff are aware of group sizes and appropriate child: staff ratios.

**Source: Child Care Regulations 2003. Revised 3 November 2008. Part 1. Division 2.
Sections 21-25
Burdekin Christian College Playground Supervision Policy 2011**

Evaluated at Board Meeting on 14 March 2011

Reviewed: 14 March 2011

Date to be reviewed: 12 March 2012.

4:12 SICK CHILDREN POLICY

Aim:

The staff will care for the sick child and minimize cross infection.

Policy:

Staff of Burdekin Christian College Early Learning Child Care Centre, are to be constantly aware of any changes in a child's health and well being. A child is considered to be sick when she/he has a fever, is vomiting, has diarrhea, is too sick to join in activities or has something contagious – e.g. conjunctivitis.

Practices:

If a child is sick she/he will be kept under staff supervision and away from other children until the parent or guardian takes charge.

If staff believe the child to be seriously ill, all reasonable steps will be made to contact the parents as soon as possible.

In all circumstances, when a child's temperature is 38° or more the parent will be notified to collect their child.

Documentation is made of all sickness if a child is ill while at the Centre.

Staff encourage and role model, appropriate hygiene measures to stop the spread of infection – i.e. using tissues and washing hands, covering mouth when coughing etc.

Sources: Child Care Regulations. 2003. Revised 3 November 2008. Part 4. Division 2. Sections 97-99.

Burdekin Christian College First Aid Policy. 2011.

International Child Resource Institute 2006. Caring For Sick Children.

Evaluated at Board Meeting on 14 March 2011

Reviewed: 14 March 2011.

Date to be reviewed: 12 March 2012.

4:13 HYGIENE POLICY

Aim:

To ensure that staff follow universal hygiene procedures.

Policy:

Burdekin Christian College Early Learning Child Care Centre adopts the Policy of Universal Hygiene Procedures. Every staff member must follow a consistent set of hygiene procedures when cleaning all surfaces and after spills.

Practices:

Universal Hygiene Procedures to be followed are:

Gloves are worn at all times while cleaning.

Any spills are wiped up with a disposable paper towel.

Clean area with water and detergent and dried with a paper towel

If blood or bodily fluids is involved, the surface is to also be sprayed with bleach (1:10) mixture and then wiped dry with a disposable paper towel.

Wash hands after removing and disposing of gloves,

The bleach solution must be made up fresh every morning.

The hand washing procedures are as follows:

Use soap and running water.

Rub hands vigorously as they are washed.

Wash all surfaces, including back of hands, wrists, between fingers and under fingernails.

Rinse hands well.

Press dry hands with a single use disposable paper towel.

Sand Pit hygiene procedures are:

The sandpit must be covered every night.

Sandpit will be disinfected weekly in term times.

Sand is changed annually

Toys:

Toys need to be regularly washed in hot soapy water and disinfectant, rinsed well and air dried under sunlight as required.

Cloth toys, including cloth books, can be dried by sunlight.

Source: National Health and Medical Research Council. *Staying Healthy in Childcare Fourth Edition, 2005*
Child Care Regulations 2003. Revised 3 November 2007. Division 7. Section 56.
NCAC Fact Sheet 127. Supporting Children's Hygiene Skills 2009

Reviewed: 14 March 2011

Date to be reviewed: 12 March 2012.

4:14 DRESS STANDARDS POLICY

Aim:

To ensure staff are appropriately dressed for work at the Centre.

Policy:

Staff/Volunteers will dress appropriately having regard to comfort, safety, hygiene and freedom of movement, climate and culture and the presentation of a professional image.

Practices:

Shoes must be worn at all times.

Wear a shady hat when working outdoors.

Wear the College uniform as approved by the Principal.

Appropriately dress with regard to:

- comfort
- safety
- hygiene
- freedom of movement
- climate
- culture
- modesty
- the presentation of a professional image

Source: Burdekin Christian College Staff Policy 20011

Evaluated at Board Meeting on 14 march 2011

Reviewed: 14 March 2011

Date to be reviewed: 12 March 2012.

4:15 CONFIDENTIALITY POLICY

Aim:

To ensure the staff maintain confidentiality.

Policy:

The staff and management of Burdekin Christian College Early Learning Child Care Centre will not disclose any information about children attending the Centre or their families.

Practices:

Staff will not disclose information
from child's record

on child's development unless to an appropriate person, with the permission of parents, or in a case of emergency.

The licensee will not disclose confidential information about a person to another person who does not have a genuine interest in obtaining it.

Parents/guardians must give their consent to allow a child to be photographed.

**Source: Burdekin Christian College Australian Workplace Agreement. 2008-2012.
Burdekin Christian College Letter of Appointment. 2011.**

Evaluated at Board Meeting on 14 March 2011

Reviewed: 14 March 2011

Date to be reviewed: 12 March 2012.

4:16 STUDENTS AND VOLUNTEERS POLICY

Burdekin Christian College Early Learning Centre supports the concept of offering work experience in order to assist people in their career paths. This includes school age students who have embarked on a childcare course, work experience students, parent volunteers or adults on structured work placement. All such placements are considered volunteers and as such come under the following policy guidelines:

RATIONALE TO VOLUNTEER WORKERS

Interactions between volunteers and our school enhance the credibility of the Centre.

All volunteers over the age of 18 years must hold a current Suitability Card.

Volunteers are recognised as a valuable resource, providing mutual benefits to all stakeholders.

We encourage volunteers to share their skills and abilities and to compliment our staff in meeting our student's individual needs.

We believe that a volunteer program founded on sound Policies and Procedures will be a valuable addition to the school community.

PROCEDURES FOR WORK EXPERIENCE OR WORK PLACEMENT STUDENTS

The work experience placements are arranged through the school or relevant RTO. The vocation employment placements are arranged through the relevant tertiary institution.

All work experience placements are formalised by signing of a "Work Experience Agreement" form which is provided by the school or RTO.

Work experience students and vocational students may work up to the same hours; and are expected to follow the same supervision procedures as normal full time employees.

The arrangement for a student may be terminated at any time by the Principal, the Director or the RTO, by contacting the other, with confirmation followed in writing.

Parents will be notified through newsletters/notices of the name and period of stay of students.

Students and or Volunteers **are not to be left alone in charge** of a group of children at any time.

Students and/or volunteers should also follow the Centre's Policies.

VOLUNTEER GUIDELINES:

Burdekin Christian College Early Learning Child Care Centre is considered a business in child related employment. Certain guidelines are in place to ensure all volunteers and staff are screened as suitable to work with children.

All regular volunteers are required to undergo a criminal history check and must hold a current Suitability Card for Child Regulated Employment, issued by the Commission for Children and Young People.

A regular volunteer is a person who helps within the Centre:

At least once a week over the course of one month; or

At least once a fortnight over the course of two months; or

At least once a month over the course of six months.

Suitability forms are available from the school office and application must be made prior to commencement of regular volunteer work. A register of volunteers is held at the school office, and all volunteers must register prior to commencement.

CODE OF CONDUCT

One of the foundations of the Centre is mutual respect of all stakeholders. All volunteers are expected to be a positive role model to students.

Always speak to children and staff in a respectful, courteous and positive manner.

Confidentiality is of the utmost importance, any activity within the classroom, discussions between teacher and volunteer or volunteer and child, or any information on the child/staff must not be discussed outside of the classroom with any other person, other than those authorised.

Volunteers are asked to uphold the Mission Statement and Philosophy of the Centre.

The Centre's grounds and buildings are smoke free zones and we ask smokers to observe this rule.

The Centre observes the dignity of the students and at no time endorses inappropriate touching or physical correction. Restraint of a student is sometimes necessary for the child's or another child's protection. If this is required a staff member should carry it out.

Centre staff have been given the responsibility of duty of care of the students in the school and all volunteers should work with their supervising staff member and take their directions from them.

VOLUNTEER CO-ORDINATOR

The College's volunteer co-ordinator is the Principal. He oversees volunteer workers at Burdekin Christian College and Burdekin Christian College Early Learning Child Care Centre.

The Volunteer Co-ordinator:

Organises the Induction Program for Volunteers

Maintains a register of volunteers

Arranges appropriate forms for the suitability card

Arranges and liaises between the Volunteer Supervisor and the Volunteer.

Provides feedback and support to volunteers.

Our Volunteer Co-ordinator wants you to feel comfortable with what you are doing and enjoy your role. Please contact the Co-ordinator if you have any difficulties, or matters needing clarification, during school hours.

VOLUNTEER'S RIGHTS

As a volunteer you have the right to:

Receive recognition and thanks from Burdekin Christian College for your valuable time and assistance.

Receive appropriate information, training and support to undertake your duties effectively and efficiently.

Be safe in your workplace.

Be covered by insurance.

Have choices and to be able to negotiate. You may say no to duties you don't feel comfortable with.

Know whom to turn to with problems and difficulties.

Be consulted on matters that directly and indirectly affect you and your work.

Be treated with consideration and respect by the Volunteer Co-ordinator, other volunteers, our staff and our students.

Be involved in any evaluation of your work.

VOLUNTEER'S RESPONSIBILITIES

As a volunteer you have the responsibility to

Be reliable

Notify the appropriate person if you are not available or running late

Register as a Volunteer on the Burdekin Christian College Volunteer Form,

Sign in and out in the Volunteer Works' Book, which is kept in the Centre's Office.

Wear at all times, whilst performing voluntary duties for the school, a school-issued Visitor's Badge.

Behave in a competent and trustworthy manner

Respect confidentiality

Be dressed modestly and appropriately in accordance with the school standards

Represent the interests of the school with integrity

Reveal any information to the Director and/or the Volunteer Co-ordinator that you consider may be inconsistent with this handbook

Treat all staff, parents and students with consideration and respect, as you wish to be treated

Privately address areas of conflict with the appropriate person

Undertake training and information sharing to help assist in carrying out your activities more effectively

Ask for support when needed

Familiarise yourself with the school's and the Centre's relevant Policies.

Be trusted with confidential information, if it is necessary in order to carry out your tasks

Source: Barrier Reef TAFE Handbook

Reviewed: 14 March 2011

Date to be reviewed: 12 March 2012.

4:17 FOOD HANDLING REQUIREMENTS

Aim:

To ensure that food is handled in a hygienic manner.

Policy:

Food handlers must take all reasonable measures not to handle food or surfaces likely to come into contact in a way that is likely to compromise the safety and suitability of food.

Practices:

Health of food handler

1. A food handler who has a symptom that indicates the handler may be suffering from a food-borne disease, or knows he/she is suffering from a food-borne disease, or as a carrier of a food-borne disease, must if at work:
 - Report to Director
 - Not engage in food handling, if risk of contamination
 - If continuing, take all practical measures to prevent food from being contaminated

Hygiene of food handlers

2. A food handler must, when engaging in any food handling operation:
 - Take all practical measures to ensure his/her body and clothing does not contaminate food or surfaces likely to come in contact with food.
 - Take all practicable measures to prevent unnecessary contact with ready to eat food by wearing disposable gloves or washing hands as required under running water
 - Ensure outer clothing is of a level of cleanliness
 - Only use on exposed parts of the body, bandages and dressings that are completely covered with waterproof coverings.
 - Not eat over protected food or surfaces likely to come in contact with food.
 - Not sneeze, blow or cough over unprotected food or surfaces
3. Wash hands or wear/change disposable gloves
 - Whenever his or her hands are likely to be a source of contamination of food.
 - Immediately before working with ready-to-eat food, after handling raw food
 - Immediately after using the toilet
4. A food handler must, when engaging in a food handling operation that involves unprotected food or surfaces, wash his/her hands or don/change disposable gloves
 - Before commencing handling food
 - Immediately after coughing, sneezing, using a tissue
 - After touching his/her hair scalp or body opening.
5. A food handler must, whenever washing his/her hands:
 - Use the hand washing facilities
 - Thoroughly clean his/her hands using soap and wash with running water.
 - Thoroughly dry his/her hands on a single use paper towel

Source: Food Standards Australia New Zealand. (2002) Food Safety Standards National Health and Medical Research Council. Staying Healthy to Child Care (Fourth Edition 2005)

Reviewed: 14 March 2011

Date to be reviewed: 12 March 2012

4:18 STAFF ORIENTATION POLICY

Aim:

To ensure new staff become familiar with Centre's Policies and Practices.

Policy:

All new staff will be given ample opportunity to view key Policies and will have ready access to all appropriate documentation.

Practices:

Upon employment new staff will be directed to the Burdekin Christian College Early Learning Child Care Centre's Policies, available in hard copy in the Centre and on the College's web page.

The new staff member will be encouraged to ask questions and seek clarification.

A copy of the Policy Document will be kept in each room and on the web page.

Each new staff member will be provided with a Role Statement appropriate to their position, which will list their key duties and responsibilities

All staff will be notified and given relevant copies of any changes to the Centre's Policies and/or Role Statements as they occur.

New and existing staff are encouraged to attend any Orientation Programs or In-Service Training provided by the Centre.

Sources: Burdekin Christian College Australian Workplace Agreement. 2008-2012.
Burdekin Christian College Staff Policy. 2011.

Evaluated at Board Meeting on 14 March 2011

Reviewed: 14 March 2011

Date to be reviewed: 12 March 2012.

Aim:

To maximize the health of staff attending the Centre.

Policy:

Staff working at the Centre can be exposed to infectious diseases through contact with infected children, parents and others. Infection can occur by not only contact with blood and body fluids but simply from close proximity to infected people from coughing and sneezing.

Some diseases are prevented by immunisation, others are not.

Infectious diseases can cause serious illnesses in staff.

Staff who have not previously been infected with or immunized against these diseases are at risk of infection. Immunisation significantly reduces the risks, complications and mortality associated with vaccine preventable diseases. Staff also benefit from up to date information in the reduction of risks in pregnancy from infection diseases. Keeping up to date immunisation records will facilitate immunisation and the control of infectious diseases during outbreaks at the Centre.

Practices:

1. Encourage staff to provide current information about their immunisation.
2. Keep a staff immunisation record. This should document previous infection or immunisation for the relevant diseases.
3. Require all new and current staff to complete the staff immunisation record.
4. Regularly update staff immunisation records as staff become vaccinated.
5. Provide immunisation to staff about diseases that are preventable by immunisation eg in service training, fact sheets.
6. Take all reasonable steps to encourage non-immune staff to be vaccinated.
7. Homeopath immunisation is not recommended as an alternative to conventional immunisation.
8. Be aware Aboriginal and Torres Strait Islander children are at higher risks of many infectious diseases.
9. Regularly review the immunisation record of staff.

Sources: National Health and Medical Research Council, *Staying Healthy in Childcare Fourth Edition 2005.*
Qld Health Care for Kids Child Care Centres and Immunisation, 2009.
www.immusise.health.gov.au
www.deir.qld.gov.au

Reviewed: 14 March 2011

Date to be reviewed: 12 March 2012

APPENDIX

INFECTIOUS DISEASES

TIME OUT – INFECTIOUS DISEASES

Recommended minimum periods of exclusion from School and Child Care Centre for cases of and contact with infectious diseases

National Health and Medical Research Council, 2005.

<u>Condition</u>	<u>Exclusion of cases</u>	<u>Exclusion of contacts</u>
Amoebiasis (Entamoeba histolytica)	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded

Campylobacter	Exclude until there has not been a Loose bowel motion for 24 hours.	Not excluded.
Candidiasis	See 'Thrush'.	
Chickenpox (Varicella)	Exclude until all blisters have dried. This is usually at least 5 days after the rash first appeared in unimmunised children and less in immunized children.	Any child with an immune first deficiency (for example, leukemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded.
CMV (Cytomegalovirus infection)	Exclusion is NOT necessary	Not excluded.
Conjunctivitis	Exclude until discharge from eyes has ceased unless doctor has diagnosed a non-infectious conjunctivitis.	Not excluded.
Cryptosporidium infection	Exclude until there has not been a Loose bowel motion for 24 hours.	Not excluded.
Diarrhoea (No organism identified)	Exclude until there has not been a Loose bowel motion for 24 hours.	Not excluded.
Diphtheria	Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other swab 48 hours later.	Exclude contacts that live in the same house until cleared to return by an appropriate health authority.
German Measles	See 'Rubella'	
Giardiasis	Exclude until there has not been A loose bowel motion for 24 hours	Not excluded.
Glandular fever (Mononucleosis, EBV infection)	Exclusion is NOT necessary	Not excluded.
Hand, Foot and Mouth Disease	Exclude until all blisters have dried.	Not excluded.
Haemophilus influenza Type b (Hib)	Exclude until the person has received appropriate antibiotic treatment for at Least 4 days.	Not excluded.
Head lice (Pediculosis)	Exclusion is NOT necessary if effective Treatment is commenced prior to the Next day at child care (i.e. the child doesn't Need to be sent home immediately if Head lice are detected).	Not excluded
Hepatitis A	Exclude until a medical certificate of recovery is received, but not before seven days after the onset of jaundice.	Not excluded.
Hepatitis B	Exclusion is NOT necessary.	Not excluded.
Hepatitis C	Exclusion is NOT necessary.	Not excluded.
Herpes (cold sores, fever blisters)	Exclusion is not necessary if the person Is developmentally capable of maintaining	Not excluded

Hygiene practices to minimise the risk of transmission. If the person is unable to comply with these practices they should be excluded until the sores are dry. Sores should be covered by a dressing where possible.

Human Immunodeficiency Virus (HIV/AIDS)	Exclusion is NOT necessary. If the person is severely compromised, they will be vulnerable to other people illnesses.	Not excluded.
Hydatid disease	Exclusion is NOT necessary	Not excluded
Impetigo (school sores)	Exclude until appropriate treatment has commenced. Any sores on exposed shin should be covered with a watertight dressing.	Not excluded.
Influenza and influenza like	Exclude until well.	Not excluded.
Legionnaires' disease illnesses	Exclusion is NOT necessary	Not excluded
Leprosy	Exclude until approval to return has been given by an appropriate health authority.	Not excluded.
Measles	Exclude for at least four days after onset of rash. from child care until 14 days	Immunised and immune Contacts are not excluded. Non-immunised contacts of a case are to be excluded after the first day of appearance of rash in the last case, unless immunized within 72 hours of first contact during the infectious period with the first case, All immunocompromised children should be excluded until 14 days after the first day of appearance of rash in the last case.
Meningitis (bacterial)	Exclude until well and has received appropriate antibiotics.	Not excluded.
Meningitis (viral)	Exclude until well.	Not excluded.
Meningococcal infection	Exclude until appropriate antibiotic treatment has been completed	Not excluded
Molluscum contagiosum	Exclusion NOT necessary.	Not excluded.
Mumps	Exclude for nine days after onset of swelling.	Not excluded.
Norovirus	Exclude until there has not been A loose bowel motion or vomiting For 48 hours.	Not excluded

Parvovirus infection (fifth disease erythema infectiosum, slapped cheek syndrome)	Exclusion NOT necessary.	Not excluded.
Pertussis	See 'Whooping Cough)	
Respiratory Snycytial virus	Exclusion NOT necessary	Not excluded
Ringworm/tinea	Exclude until the day after appropriate antifungal treatment has commenced.	Not excluded
Roseola	Exclusion NOT necessary	Not excluded
Ross River virus	Exclusion NOT necessary	Not excluded
Rotavirus infection	Children are to be excluded from the until there has not been a loose bowel motion or vomiting for 24 hours.	Not excluded
Rubella (German measles)	Exclude until fully recovered or for at least four days after the onset of rash.	Not excluded.
Salmonella, Shigella	Exclude until there has not been a Loose bowel motion for 24 hours.	Not excluded.
Scabies	Exclude until the day after the Appropriate treatment has commenced.	Not excluded
Scarlet Fever	See 'Streptococcal sore throat'	
School sores	See 'Impetigo'	
Shigella infection	Exclude until there has not been a loose Bowel motion for 24 hours	Not excluded
Streptococcal infection (including scarlet fever)	Exclude until the person has received antibiotic treatment for at least 24 hours and feels well.	Not excluded.
Thrush (candidiasis)	Exclusion NOT necessary	Not excluded
Toxopasmosis	Exclusion NOT necessary	Not excluded
Tuberculosis (TB)	Exclude until a medical certificate Is produced from an appropriate health authority.	Not excluded.
Typhoid, Paratyoid	Exclude until a medical certificate Is produced from appropriate Health authority	Not excluded unless considered necessary by public health authorities.
Varicella	See 'Chickenpox'	
Viral gastroenteritis (viral Diarrhoea)	Children are to be excluded from the Centre until there has not been a loose Bowel motion or vomiting for 24 hours	Not excluded
Warts	Exclusion NOT necessary	Not excluded
Whooping cough (pertussis)	Exclude until five days after starting appropriate antibiotic treatment	Contacts that live in the same house as the case

and have received less than three doses of pertussis vaccine are to be excluded from the centre until they have had 5 days of an appropriate course of antibiotics. If antibiotics have not been taken, these contacts must be excluded for 21 days after their last exposure to the case while the person was infectious.

Worms (intestinal)

Exclusion not necessary if treatment has occurred.

Not excluded.

NOTE: The NHMRC recommends that children who are physically unwell should be excluded from child care centres.