1.0 Purpose

1.1 To underpin the service Philosophy and Broad Goals;
1.2 To provide a framework for the implementation of the Philosophy and Broad Goals;
1.3 Provide guidelines for quality control;
1.4 Develop quality standards in child care service delivery;
1.5 Define practices and procedures in the child care service;
1.6 Comply with State regulations and standards; and
1.7 Comply with National Childcare Accreditation Council Principles of continuous improvement.

2.0 Objective

2.1 To provide a framework for the delivery of quality child care services and to ensure that the services meet current legislative standards, continuous improvement principles and reflect community expectations.

3.0 Scope

3.1 All child care services delivered by the Waratah-Wynyard Council, including long day care, outside school hours care and occasional care.

4.0 Policy

4.1 These policies relate specifically to the delivery of child care programs. Where relevant they reflect the board Council policies in areas such as Management and Staff Information.

POLICY DEVELOPMENT

Parents:
- Integration of Family with Cultural and Additional Needs
- Complaints from Clients
- Non-Custodial Parent Access
- Parental Involvement
- Communication Strategy

Children:
- Access and Entry to Service
- Anaphylaxis Policy
- Anti-Bias / Social and Cultural Diversity
- Child Accident And Emergency
- Child Induction
- Child Induction to New Room
- Child Left After Hours
• Environment Policy
• Equipment
• Furniture, Equipment and Bedding
• Priority Of Access:
• Child Maltreatment
• Excursions
• Grouping of Children
• Immunisation
• Department of Health and Human Services
• Lost Child – Child Care Services
• Lost Child – Outside School Hours Care Services
• Observational Records
• Personal Toys
• Poisonous Plants And Vegetation
• Popular Culture
• Positive Guidance - Extreme Behaviours
• Behaviour Guidance
• Release of Children
• Supervision of Children
• Supervision of Outdoor Environments
• Television and Video Usage
• Sleep Management Policy
• Weather Protection & Clothing For Children
• Staff & Child Interactions
• Program Planning

Health, Hygiene & Safety:
• Asthma Management
• Children’s Dental Policy
• Diabetes Management
• Illness
• Fever
• Handwashing
• HIV Policy in relation to Children/Staff
• Infection Control
• Infectious Diseases – Ready Reckoner
• Medical Administration
• Meningococcal Infection
• Nappy Changing
• Food Safety
• Nutrition
• Animals
• Area & Safety Equipment
• Cleaning Toys, Clothing & Service
• Children & Cooking
• Feeding Babies
• Cleaning
• Wynyard Children’s Services – Little Goldie Street Annex – Cleaning Routines
• Dealing with spills of Blood and other Bodily Fluids
• Occupational Health And Safety
• Safety & Security
• Storage Of Dangerous Products
• Toilet Training
• Potentially Dangerous Products and Objects

Management:
• Children’s Services Premises – Unauthorised Access
• Emergencies and Critical Incidents
• Records
• Referrals from other agencies
• Vermin Control
• Computer Protocol
• Media Enquiries Request
• Break In
• Cash Handling
• Student Policy

Staff Information:
• Confidentially
• Equal Opportunity Policy
• Gender Equity
• Grievances and Complaints Management
• Snake Sighting
• Debriefing
• Illegal Drug & Alcohol Use
• Job Share Policy For Staff
• Committee/Forum Attendance By Staff
• Disciplinary Procedure
• Staff Counselling Form
• Manual Handling
• Personnel Files
• Qualifications & Experience
• Staff Induction
• Staff Induction Checklist
• Staff Immunisation
• Staff Meeting
• Staff Participation
• Staff Professionalism
• Code Of Conduct
Recruitment:
- Staff Training & Development
- Staffs Children In Care At The Service
- Staff Dress & Presentation
- Staffing Policy

5.0 Legislation

_Tasmanian Child Care act 2001_  
_A New Tax System (Family Assistance) (Administration) Act 1999_

6.0 Responsibility

6.1 The Manager Children’s Services is responsible for the overall management of this policy.

7.0 Minute Reference

Minute No. 12.2

8.0 Council Meeting Date

15 November 2010