

## 1.0 Purpose

- 1.1 To underpin the service Philosophy and Broad Goals;
- 1.2 To provide a frame work 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