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Introduction and Background

The Victoria University Children’s Centres provide care and education programmes for children aged 3 months to 6 years. Services offer care on a full time, part time and sessional basis. Childcare staff have a range of training and experience in the care and education of children.

Children’s programmes aim to integrate care and education that brings together long day care, part time care, sessional care and kindergarten. This approach ensures our Services are able to respond to the needs of children and families.

The Centres are funded by Victoria University, Commonwealth Department of Family and Community Services, State Department of Human Services and fees charged to families attending the Service.

Philosophy Statement

The Victoria University strives to promote the highest quality Children’s Services for students and staff of the University, and the families within the community.

We believe that all children should be treated as unique individuals and nurtured to promote their overall well being.

We believe in having a strong partnership with families, which respects and values their needs.

We plan programmes that cater for the children’s age and stage, and provide a positive environment to promote active learning and development through play.

Children’s potential is achieved through:

- Play
- Social interactions
- Practicing skills
- Problem solving
- Role modelling
- Exploration
- Routine
- Expressing thoughts & ideas
- Exploration
- Routine
- Expressing thoughts & ideas

Positive guidance and clear guidelines promote self-discipline and help children to feel safe and secure.

We promote an inclusive and an anti-bias approach and accept children and families regardless of:

- Ability
- Gender
- Socio-economic status
- Culture
- Race
- Religion

Staff work together to meet the needs of children and families and promote the goals of the Service.

Effective communication for one another fosters a professional team. We acknowledge the importance of ongoing learning.

Created June 2005
Review June 2006
Enrolment, Administration and Management

Access/Court Order

Scope

Policy

Responsibilities

Related Policies, Procedures & Guidelines

Further Information

Scope

The Access to Children Policy relates to Victoria University Children’s Centre staff and families attending the Centres.

Victoria University is committed to protecting the rights and safety of all children in care. All parents/guardians, authorised persons and persons with lawful authority have access to the Service and their children at all times.

Definitions

*Lawful Authority* – means a power, duty, responsibility or authority conferred at common law or under an Act (including an Act of the Commonwealth) in relation to a child.

*Authorised Person* – a person who is authorised by the parent, guardian or person who has lawful authority to collect the child.

Policy

All parents, guardians and authorised persons have access to the Service and their children at all times, unless relevant Court Orders are held by the Service that specify otherwise.

Responsibilities

Children’s Services employees have a responsibility to ensure that:

- Families are asked at enrolment if there are any court orders in relation to the care of their child.
- Court orders are kept in the child’s file in a secure and confidential manner.
- In the event that a person breaks a court order and seeks access to a child, the person with lawful authority will be contacted immediately, the staff will attempt to delay the person from taking the child, and contact will be made with the police.

Families attending Victoria University managed Children’s Centre have a responsibility to ensure that:
• A copy of all court orders in relation to custody and access/restraint must be provided to the Coordinator upon enrolment or as enacted. (Original must be sighted)

• The Coordinator is notified of any changes to these documents as soon as they occur.

Related Policies, Procedures & Guidelines
Arrival and Departure Policy

For Further Information
Children’s Services Regulations 1998 – Victoria

Created: 2005
Review: 2006
Arrival and Departure

Scope

Policy

Responsibilities

Related Policies, Procedures & Guidelines

Further Information

Scope

The Arrival and Departure policy applies to all families accessing the Victoria University’s Children’s Centres and staff working in the Services.

The Children’s Services Regulations 1998 (Victoria) state that; The Proprietor must ensure that the name and time of arrival and departure of each child being cared for or educated by the Children's Service are recorded in the attendance book and that the attendance book is signed by the person who delivers the child to the Service and by the person who collects the child from the Service.

Definitions

Authorised Person – is a person who has been given written permission by the legal parent/guardian to collect a child from care.

Policy

1. All children must be signed in upon arrival at the Centre by the person accompanying the child, signing in includes date and time of arrival.

2. All children must be signed out upon departure from the Centre by the person collecting the child and time of departure recorded.

3. If a person, other than a parent, is required to collect a child from care they must have permission which should be made in writing to the Coordinator including name of person, relationship to child and a specimen signature, where possible. An authorised person must be 16 years or older.

4. If written permission for the authorised person cannot be given the parent may inform the Coordinator/or staff member in person or via the telephone.

5. Authorised persons are asked to bring a form of identification with them when collecting a child from care.

6. Children under 16 years are not permitted to collect children from care.

Responsibilities

Families attending a Victoria University Children Services have a responsibility to ensure that:

- Their child is signed in upon arrival at the Centre and time of arrival recorded.
- Their child is signed out upon departure from the Centre and time of departure recorded.
• They notify the Centre staff on a day-to-day basis of any changes in the person collecting the child from care.
• Where possible the Coordinator is notified in writing of any authorised persons to collect their child from the Centre.
• The Coordinator is notified in person or via the telephone where written permission cannot be given for an authorised person to collect their child from care.
• Where possible a specimen signature will be received from the authorised person.
• The authorised person brings a form of identification with them to the Centre when collecting the child.

Children’s Services employees have a responsibility to ensure that:
• All families are aware of the requirement to sign their child in and out each day.
• The Sign In/Out book is shown to each parent upon enrolment to the Centre and when changing rooms.
• The Sign In/Out book is checked each day to ensure that all children are signed in and out.
• Written, in person or telephone approval is provided before a child is allowed to leave the Centre with a person other than their parent/guardian.
• Authorised persons are asked for evidence of their identity when presenting at the Centre to collect a child.
• Families notify staff on a day-to-day basis of any changes regarding the person who will collect their child.
• No child will leave the Centre with a person who is unauthorised

Related Policies, Procedures & Guidelines

For Further Information
Children’s Services Regulations 1998 - Victoria

Created: 2005
Review: 2006
Cancellation or Variation to of Care

Scope

The Cancellation or Variation of Care Policy applies to all families accessing the Victoria University Children’s Centres.

Policy

1. A minimum of two weeks notice is required prior to concluding care. No notice is required if a care is transferring to another University Children’s Centre.
2. If less than two weeks notice is given two weeks fees will be charged in lieu of notice.

Responsibilities

Children’s Services employees have a responsibility to ensure that:

- All families are notified at enrolment of the requirement to give the Centre two weeks notice of cancellation of care.
- All families are notified that if less than two weeks notice of cancellation of care days is given that two weeks fees will be charged in lieu of notice.
- Families not providing two weeks notice of cancellation of care are invoiced for an additional two weeks care in their final invoice.

Families attending a Victoria University Children’s Centre have a responsibility to ensure that:

- Two weeks written notice is provided for cancellation of care.

Related Policies, Procedures & Guidelines

Victoria University Children’s Services Fee Policy

For Further Information

Created: 2005
Review: 2006
Maintainer: 
Authorised by:
Children’s Services Regulations 1998

Scope

Policy

Responsibilities

Related Policies, Procedures & Guidelines

Further Information

Scope

The Children’s Services Regulations 1998 Policy applies to all staff working in the Victoria University’s Children’s Centres and the Coordinators managing the Services.

Policy

1. All staff working in the Victoria University Children’s Centre’s will ensure that the requirements of the Children’s Services Regulations 1998 are met at all times.
2. All staff take on the responsibility of being a nominee for the Centre.
3. The Coordinator of the Centre is the registered primary nominee.
4. The Director, Student Services, is the responsible person for the Children’s Services Centres.
5. Victoria University is the Proprietor of each Centre.

Responsibilities

Children’s Services employees have a responsibility to ensure that:

• They keep up to date with the requirements of the Children’s Services Regulations 1998.
• They refer to the Children’s Services Regulations and Handbooks when making decisions about work within the Centre or when unsure about requirements.

Related Policies, Procedures & Guidelines

For Further Information

Department of Human Services – Western Region Phone: 9275 7000

| Created: | 2005 | Maintainer: |
| Review:  | 2006 | Authorised by: |
Commencement of Care

Scope

The Commencement of Care Policy applies to all staff and families in a Victoria University Children’s Centre

In order to ensure that staff are aware of the needs of each child in care, a range of documents are required to be completed by each family enrolling a child into a Victoria University Children's Centre

Policy

1. All families accepting a place in a Victoria University Children’s Centre will be asked to attend an entry interview to complete the relevant paperwork for the enrolment.

2. All families will be required to pay a non-refundable booking fee prior to the commencement of orientation. A fee of $25.00 per day (to a maximum of $100.00) for Victoria University students and $35.00 per day (to a maximum of $140.00) for Victoria University staff or community. This booking fee is to be paid on signing the agreement form. This booking fee will be receipted against the childcare fees.

3. An orientation programme will be designed to assist each individual child to settle into the Centre. This programme will be designed with the family at the enrolment interview.

4. Each family will be asked to update their family and child details on an annual basis.

5. Each family will be required to reapply for childcare for the following year.

Responsibilities

The Victoria University Children's Centre Coordinators are responsible to ensure that:

- All families are offered an entry interview prior to commencement in the Centre.
- All families have completed the required paperwork prior to commencement.
- Families are provided with a tour of the Centre and introduction to room staff prior to commencement.
• The date of commencement and days of care are secured during the enrolment interview and after the booking fee payment is made.
• An orientation programme is designed for each child taking into account parent and child needs and availability.
• All families are provided with information about the Service during the enrolment interview.
• Centre staff provide families with information on their child’s progress of settling in.
• Parents will be asked to update their enrolment details on an annual basis.
• Forms will be given to families by November each year to reapply for childcare for the following year.
• Places will be offered for the following year as per the University’s and Commonwealth Government Priority of Access Guidelines. Families will be given confirmation of the booked days (subject to availability) to commence in the following year.

The families accessing a Victoria University Children’s Centre are required to ensure that:

• They are in attendance at the entry interview
• All required documents are completed for enrolment
• All required documents are provided at enrolment
• The non-refundable booking fee is to be paid on signing of the agreement form.
• The annual update of child and family details are completed
• Communication with staff occurs in regard to your child.
• Families need to allow one to two weeks to orientate their child to the Service.

Related Policies, Procedures & Guidelines
Priority of Access/Waiting List
Cancellation or Variation to Care

For Further Information

Created: June 2005
Review: June 2006
Maintainer: Authorised by:
Fee

Scope
Definitions
Policy
Responsibilities
Related Policies, Procedures & Guidelines
Further Information

Scope

The fee policy applies to all families accessing the Victoria University Children’s Centres

Victoria University is committed to providing high quality, affordable care and educational programmes to families living, studying and working within Victoria University. Priority is given to students and staff of Victoria University. Community families are offered places according to availability and are secured to the end of the calendar year. Places for the following year are prioritised, allocating places firstly to students and staff of the University. Fees will be reviewed on an annual basis in line with the budgeting process for each Centre. Families will have a minimum of one-month notification of fee changes in fees.

Definitions

Child Care Benefit (CCB)

Federal Government fee subsidy scheme – applications can be made through the Family Assistance Office.

Invoice

Each Centre provides families with an invoice that outlines the CCB and fee component that families must pay on a weekly/fortnightly basis. These invoices are written in accordance with the Federal Government regulations for Child Care Benefit.

Booked Care

Regular days of care the family arranges with the Centre.

Long Day Care

Care that is booked on a permanent basis from Monday to Friday. Long Day Care can be full time, part time or sessional.

Preschool

An integrated pre-school programme is specifically designed for eligible four year olds, which can be accessed on either a sessional basis or as a part of the long day care programme.
Occasional Care

Care that is booked daily or up to a week in advance for the hours or days required. Limited places available such as half-day sessions or full days.

Policy

1. Fees vary from one Service type to another and will be charged to families in accordance with the Victoria University Fee Schedule. (Service types include long day care and preschool).

2. Fees may be paid at Werribee via; Bpay, Eftpos, credit card or cheque. Footscray Park, Footscray Nicholson, and Newport; payment at cashier may be made by Eftpos, cash, credit card or cheque (at Services: cheque or direct credit) and Bpay.

3. Fees must be paid a week in advance. Fees are paid weekly/fortnightly.

4. Fees will be charged for public holidays and staff development days (two per annum) and absences from booked days of care.

5. Fees will be charged for late pick up of children. $15.00 for every 15 minutes or part thereof.

6. All families will be notified of the Federal Government fee subsidy (Child Care Benefit).

7. Assistance is available to families having difficulty-paying fees (special fee relief).

Responsibilities

Families attending a Victoria University Children’s Centre have a responsibility to ensure that:

- The required deposit is paid at the time of enrolment to secure their child’s place at the Centre (one week’s fees in advance)
- All fees are paid on time.
- Families will be advised of the late fee processes
- When fees are in arrears families will receive first and second letters of warning. A payment plan will be developed in consultation with families. If these measures are not adhere to the child’s place will be forfeited.
- Any difficulties making fee payments are discussed with the relevant childcare Centre Coordinator.
- Families need to Contact the Family Assistance Office in regard to Child Care Benefit (CCB) applications and changes to payments.

Children’s Services employees have a responsibility to ensure that:
General

- All families are notified of Centre fees upon enrolment.
- Invoices are prepared and distributed on a fortnightly basis for long day care.
- Families receive invoices on a fortnightly basis.
- Families receive invoices on a sessional basis for occasional care.
- Families are shown the method of payment for the Centre.
- Families will be advised of the process when fees are in arrears.
- Families are informed of the requirements for payment and notification of absences from care.
- Families are notified of the conditions in relation to late pick up fees.

Late Pick Up Fees

- Receipts are given for all fees paid.

Child Care Benefit (CCB)

- All families are notified of the Federal Government Child Care Benefit (CCB) upon enrolment.
- CCB subsidies are deducted from Centre fees when invoicing families.

Special Fee Relief

Families are informed of the following special fee relief procedures:

- Special fee relief is available for families facing exceptional short-term or long-term hardship.
- The Operations Manager, Student Services, will be advised of any application for fee relief.
- The fee relief application will be discussed with the relevant childcare Centre Coordinator and, if applicable, the applicant.
- Each application will be assessed on an individual basis.
- The Centre Coordinator is responsible for determining the outcome of the application.
- If the applicant is not satisfied with the outcome of the application, an appeal can be submitted to the Operations Manager, Student Services.
- All special fee relief will be monitored through Qikkids (childcare accounting programme).
Related Policies, Procedures & Guidelines
Credit Control Policy – VU Web

For Further Information
Department of Family and Community Services - Child Care Benefit
Family Assistance Office - Child Care Benefit
Victoria University - Fee Schedule, Family & Children’s Services

Created: 2005  Maintainer:
Review: 2006  Authorised by:
Fundraising

Scope
The Fundraising Policy applies to all staff working in the Victoria University’s Children’s Centres and the parent advisory committee members.

Policy
- The parent committee in collaboration with Centre staff takes on the responsibility of fundraising for the Centre.
- All fundraising activities have a specific purpose, which families are to be notified of when the activity commences. Notification will occur through Centre newsletters, notice boards and verbal conversations with families.
- No family will be pressured to participate in fundraising activities.
- Money for fundraising activities is to be placed in a named envelope and given directly to the Coordinator.
- Moneys raised need to be recorded in a book, a banking summary form needs to be filled out with the exact monies deposited into the fundraising account. The summary form needs to be forwarded to the finance department at Victoria University.

Responsibilities
Children’s Services employees have a responsibility to ensure that:
- They support all fundraising activities through active involvement.
- Families are notified of all fundraising activities and their purpose.
- No family feels unnecessarily pressured to participate in fundraising activities.

Related Policies, Procedures & Guidelines

For Further Information

Created: 2005
Review: 2006
Guidelines for Handling the Media

The Marketing and Communications Branch of Victoria University govern the Media Policy. The Marketing and Communications Branch are to be consulted at all times in regards to any matters relating to the University that could attract both positive and negative Media attention. This policy can be located on the Victoria University website http://intranet.vu.edu.au/mediacomms/MediaRelations/MediaPolicy.pdf.
Information Privacy Act Policy

This policy can be located on the Victoria University web.


Where families provide information to the Centre, the information gathered will be used for the purpose of the Children's Services Act 1996 and the Children's Services Regulations 1998 and other relevant regulatory requirements. This information in terms of its nature, storage and principles of access also adheres to relevant Information Privacy principles as expressed by Victoria University’s Policies.

The information will not be disclosed to other organisation without consent.
Internet and E-mail Policy

This policy can be located on Victoria University VU web.
http://wcf.vu.edu.au/LegalPolicy/PDF/POI040809005.PDF
Late Collection of Children

Scope

The Late Collection of Children’s Policy applies to all families accessing Victoria University’s Children’s Centres.

Late collection of children can affect the quality of care and the required staffing numbers and cause the Centre to be in breach of their license regulations.

Victoria University Children’s Centres all vary in regard to opening and closing times:

Footscray Park, Footscray Nicholson, and Newport Children’s Centres:
Open 10 hours per weekday from 7:45am – 5:45pm.
Werribee Children’s Centre:
Open 11 hours per weekday from 7:15am – 6:15pm

Definition

Late collection - is defined as any time after the advertised closing time in the parent handbook. It is also anytime after the booked hours or designated session for sessional care and Kindergarten.

Policy

1. All children are to be collected prior to the advertised closing time of the Service.
2. All children must be collected from the Centres by closing times, after a full day booking, morning / afternoon session.
3. Families will receive one warning if they collect their child late from the Centre. On the second occasion a fine of $15.00 per fifteen minutes or part thereof will apply.
4. Parents who collect their child late on more than three occasions within three month period may be advised that the Centre can no longer meet their childcare needs and their place will be offered to the next family on the waiting list.
5. The late fee does not attract the Child Care Benefit applied under the requirements of the Department of Family and Community Services. Families are requested to pay the late fee by cash.
Responsibilities
Families attending a Victoria University Children’s Centre have a responsibility to ensure that:

- Children are collected within agreed times.
- The staff are notified, if possible, of any lateness in the collection of a child.

Children’s Services employees have a responsibility to ensure that:

Late Fee implementation:

- All families are aware of the late fee policy and at what times it applies.
- Appropriate staffing arrangements are made where a child is collected late from care.
- Families attending late to collect their child are told the amount of their late fee.
- Families are billed separately from their fees.
- Child Care Benefit is not applied to the late fee – in order to comply with the requirements of the Child Care Benefit funding scheme.

Child Welfare procedure when no contact from parents/guardians – suspected abandonment:

- If a child has not been collected 10 minutes after the close of the Centre and there has been no contact by the person who is responsible for picking the child up a call will be made to the person and parent/guardian of the child.
- If contact cannot be made with the person nominated to collect the child and the parents/guardians, contact will be attempted with the emergency contact persons listed on the child’s enrolment form.
- Contact will be made with the Manager of Children’s Services, or the Service Coordinator, to tell them that a child has not been collected within ½ hour of the Centre closing.
- The childcare team may then decide after 1 hour to contact the Child Protection Office of the Department of Human Services on the Child Protection Crisis Line 13 12 78.
- The Victoria Police will not attend to such matters however they may be contacted to undertake a welfare check of the family home to ensure that nothing suspicious has occurred.
- If the late pick up is during sessional hours and is a significant period of time over the expected collection time the child care team may decide to contact Child Protection Office of the Department of Human Services on (03) 9275 7000.
Related Policies, Procedures & Guidelines
Victoria University Children’s Services Centre Fee Policy
Child Protection Policy

For Further Information
Department of Family and Community Services and the Office of the Family in regard to the Child Care Benefit Scheme.
Department of Human Services – Child Protection Unit Footscray (03) 9275 7000
Victoria Police Phone: 000 for welfare check

Created: 2005 Maintainer:
Review: 2006 Authorised by:
Priority of Access / Waiting List

Scope
This policy applies to Victoria University Children’s Centre Coordinators and families wishing to access a child care place.

Definitions
Priority of access according to the Australian Government Guidelines for allocating places is as follows:

1. Child at risk of serious abuse or neglect.
2. Child of a single parent who satisfies or parents whom both satisfies the work/training/studying criteria.
3. Any other child

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

- Children in Aboriginal and Torres Strait Islander families.
- Children in families, which include a disabled person.
- Children in families on lower income.
- Children in families with a non-English speaking background.
- Children in socially isolated families.
- Children of single parents

Victoria University access guidelines: Places will be prioritised into University students, University staff and Community. Priority will also be given to siblings of students and staff of the University.

Student of the University: Student is defined as a person who provides proof of current enrolment at Victoria University.

Staff of the University: Staff is defined as a person who is employed as a permanent, contract or sessional staff member at Victoria University.

Policy

1. A waiting list for care will be maintained in date order of receipt.
2. All places offered within Victoria University Children’s Centres are made in accordance with the priority of access guidelines for Victoria
University and the Commonwealth Department of Family and Community Services.

3. Victoria University Child Care Centre Coordinators may choose not to follow the priority of access guidelines if a family is in crisis or facing extraordinary circumstances.

4. When a Victoria University Children’s Services Centre is fully occupied families requiring care may place their name on a waiting list.

5. Where there is more than one family next eligible for care (within each priority area) the family who was placed on the waiting list first will receive the available place.

6. Where a family seeks to establish priority, documents of evidence will be requested.

Responsibilities

Victoria University Child Care Centre staff are responsible to ensure that:

- Families who are studying or working at the University are given first priority.

- Families are offered a place in accordance with the Federal Government Priority of Access Guidelines.

- Families from the wider community are offered places if unfilled by the University students or staff. These places will be secured until the end of the calendar year, regardless of commencement date.

Families accessing the Centre have the responsibility to ensure that:

- They provide the Centre with the required documentation as evidence of priority.

Related Policies, Procedures & Guidelines

For Further Information
Department of Family and Community Services – Priority of Access Guidelines
www.facs.gov.au

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Setting of Policies

Scope

Policy

Responsibilities

Related Policies, Procedures & Guidelines

Further Information

Scope

The Setting of Policies applies to all staff working in Victoria University’s Children’s Centres and the Coordinators managing in the Services.

Policy

1. Discussion between management and Coordinator in regard to future development of policies
2. Policies in accordance with Victoria University format
3. Coordinators meet and develop draft policies
4. Consultation with staff, parents and management occurs before policy ratified.
5. Policies are reviewed annually.

Responsibilities

Children’s Services employees have a responsibility to ensure that:

- The Coordinator is made aware of any practical changes occurring in the Service, which may conflict with Centre policy.
- They participate in the development of policy and procedure documents for the Centre.

Related Policies, Procedures & Guidelines

For Further Information

| Created: | 2005 |
| Review: | 2006 |
Health and Safety

Accident / Illness Policy

Scope

Policy

Responsibilities

Related Policies, Procedures & Guidelines

Further Information

Scope

The Accident / Illness Policy applies to all children accessing Victoria University Children’s Centres and staff working in the Services.

Victoria University believes that the well being of children is of paramount importance. In order to ensure this the staff working in Victoria University Children Centres will ensure that preventative and responsive measures are in place to maximize the well being of all children.

Policy

1. The Child Care Centre will ensure that the requirement for first aid qualifications outlined in the Children’s Services Regulations 1998 are met at all times.

2. Staff will promptly assess and act upon all accidents/illnesses to ensure minimal impact on the child/children involved.

3. The staff involved will document and complete all events and actions taken as soon as possible after the event as per the Children’s Services Regulations 1998.

4. Staff will request further medical assistance where necessary.

5. Parents will be notified by phone of accidents/illnesses at the Coordinators discretion. All accidents/illness are documented and parents are informed when collecting their child.

Responsibilities

Victoria University Child Care Centre Coordinator has a responsibility to ensure that:

- All Centre staff are encouraged to hold current competence in Level 2 First Aid.

- Level 2 First Aid Certificate updates are undertaken on a 3 yearly basis.

- CPR updates are undertaken on an annual basis.

Children’s Services employees have a responsibility to ensure that:
Prevention

- They will hold current competence in relation to Level 2 First Aid Certificate including CPR for both adults and children.
- They will upgrade CPR for adults and children on an annual basis
- They will upgrade their Level 2 First Aid Certificate on a 3 yearly basis.

In the event of an accident/illness

- A suitably equipped and labelled first aid kit (as recommended by the Department of Human Services) is maintained at the Centre in a readily accessible position.
- A First Aid kit is taken on all excursions.
- Each accident/illness is assessed and appropriate first aid is applied as soon as practicable.
- Children are monitored and recorded for any further signs or symptoms of illness.
- Parents/guardians are notified as soon as practicable of an accident or illness involving their child/children.
- Where a child requires further medical treatment the parents and ambulance will be contacted as soon as practicable.
- Where a child requires medical or hospital assistance the Department of Human Services is notified within 24hrs.
- All accidents/illnesses will be documented using the forms provided by Victoria University.

Families attending a Victoria University Children’s Centre have a responsibility to ensure that:

- The accident/illness report is signed after staff have informed them of the specific incident to demonstrate that they have been notified.
- Any child with a fever of more than 38 degrees celsius should be kept at home (or will be sent home) and is required to stay at home fever free for at least 24 hours.
- A child who has been prescribed antibiotics for an acute illness should be kept at home for at least 24 hours.
- A child who is vomiting is kept at home for 24 hours after the last vomit.
- A child who is experiencing diarrhoea is kept at home for at least 12 hours after last bowel motion.
- The Medical Permission and Conditions Agreement included in the Enrolment Form is signed before care commences. This allows staff to seek medical, hospital or ambulance assistance for their child and the family will pay for that all costs connected with this treatment.
Related Policies, Procedures & Guidelines
Medication Policy
Syringe and Blood Disposal Policy
Communicable Diseases Policy
HIV/AIDS / Hepatitis Policy
Child Medical Plan Policy

For Further Information
Children’s Services Regulations 1998
Victoria University - Enrolment for Child Care

Created: 2005
Review: 2006

Maintainer:
Authorised by:
Chemical Storage Policy

Scope
Policy
Responsibilities
Related Policies, Procedures & Guidelines
Further Information

Scope

The Chemical Storage Policy applies to all staff working in Victoria University’s Children’s Centres.

Principle 9.2 of the National Childcare Accreditation Council – Quality Improvement and Accreditation System Source Book states that:

Young children do not understand the potential dangers of many products commonly used in Centres. Potentially dangerous products are those that pose a risk of poisoning or injury to children.

Policy

1. Potentially dangerous products will be inaccessible to all children at all times.
2. Where appropriate the Centre will choose to use a less toxic product for cleaning and other purposes.
3. Staff are informed through qualified food handler and OHS officer in the preparation, use and potential hazards of all chemicals stored in the Centre.

Responsibilities

Children’s Services employees have a responsibility to ensure that:

- All chemicals, first aid supplies, medicines and cleaning agents are stored in their original labelled containers.
- All chemicals, first aid supplies, medicines and cleaning agents are stored and labelled in chemical storage areas immediately after use.
- All chemicals and cleaning agents have a material data safety sheet provided by the supplier at the time of delivery.
- All chemicals, first aid supplies, medicines and cleaning agents will be stored in an out of reach or locked cupboard labelled ‘chemical storage’ or ‘first aid’.
- Warning signs are posted on or near storage areas for potentially dangerous products and include a list of those products held.
- The Centre has a first aid/action plan on dangerous products and they are displayed close to the stored hazardous chemicals.
- The phone number for the Poisons Information Centre is posted beside all telephones in the Centre and is included on the first aid/action plan.
Related Policies, Procedures & Guidelines

For Further Information

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Communicable Diseases/Immunisation Policy

Scope

The Communicable Diseases/Immunisation Policy applies to all children accessing Victoria University’s Children’s Centres and staff working in the Services.

The well being of children is of the highest priority in the Service. Our staff/child ratio ensures we met regulations but preludes staff from providing a sick child the care they need or deserve.

Policy

1. The staff will inform families of any infectious diseases in either staff or children at the Centre.
2. Children or staff with infectious diseases will be excluded from attendance at the Centre as specified in the Department of Human Services Infectious Disease Exclusion List.
3. The staff will ensure that specific details of individuals with infectious diseases will not be disclosed in line with the Health Act 2001.
4. Families are encouraged to immunise their children against contagious diseases. Victoria University immunisation schedule is displayed at the Centre.
5. Where there is a case of an infectious disease, children who are not immunised are required to stay at home for the duration of the period of infection.
6. All Victoria University Children Services Staff are provided with the opportunity to immunise against influenza and Hepatitis A & B Vaccinations.

Responsibilities

Children’s Services employees have a responsibility to ensure that:

- Vaccination schedules are promoted within the Centre.
- Parents are notified of any symptoms their child is showing of illness as soon as is practicable.
- Illness forms are completed for any child showing the signs of illness.
- Children are referred to their local doctor for diagnosis of infectious diseases.
• All families at the Services are notified of any infectious diseases within the Centre as soon as it is practicable: via written notification and verbal information sharing.

• The Infectious Diseases Exclusions List is displayed on the Centre notice board.

Families attending a Victoria University Children’s Services have a responsibility to ensure that:

• Centre staff are notified as soon as possible that their child has contracted an infectious disease.

• Their child attends a doctor to diagnose any infectious diseases.

• The Centre is provided with a medical certificate from a doctor stating that their child is no longer infectious.

• The Centre Coordinator is shown the child’s immunisation record (or registered objection) and notified of any additional immunisations provided. This is required for the Family Assistance Office when applying for the Federal Child Care Benefit.

Related Policies, Procedures & Guidelines
Infection Control Policy

For Further Information
Department of Human Services – Infectious Disease Exclusion List
The Australian Standard Vaccination Schedule 2000 - 2002

| Created: | 2005 |
| Review: | 2006 |
| Maintainer: | |
| Authorised by: | |
Clothing / Footwear Policy (Children)

Scope
Policy
Responsibilities
Related Policies, Procedures & Guidelines
Further Information

Scope
The Clothing / Footwear policy applies to all children accessing Victoria University's Children’s Centre and staff working in the Services.

Policy
1. Children are dressed appropriately for indoor and outdoor play. Allowances are made for children to wear no shoes.
2. Staff assist children to adjust their clothing in accordance to weather conditions throughout the day.
3. Children are provided with protective clothing for messy play experiences.

Responsibilities
Children’s Services employees have a responsibility to ensure that:

- Children are encouraged to wear comfortable and casual clothing that allows for freedom of movement.
- Children are encouraged to wear safe, comfortable footwear. e.g. No thongs and mules.
- Children are encouraged to bring a coat, hat and gumboots in the winter months.
- Parents are required to ensure their children bring a legionnaire or wide brimmed hat each day.
- Toilet trained children wear underpants at all times.
- Underpants or a nappy, plus a singlet or t-shirt are worn by all children at sleep time.
- Nappies are covered by waterproof pants.
- Footwear is worn in the playgrounds, except in the sandpit.
- A supply of clothing for weather changes and toileting accidents is kept.
- Families are provided with suggestions for suitable clothing for children attending the Centre.
- Children’s clothing preferences are respected.
- Families are consulted on clothing preferences.
Families attending a Victoria University Children’s Services have a responsibility to ensure that:

- Their child is provided with a change of clothing each day.
- Any specific clothing requirements are discussed with staff upon enrolment.
- All clothing is labelled with their child’s name.

Related Policies, Procedures & Guidelines
Sun Smart Policy
Heat and Sun Protection

For Further Information

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Death and Bereavement Policy/SIDS

Scope
Policy
Responsibilities
Related Policies, Procedures & Guidelines
Further Information

Scope

The Death and Bereavement Policy applies to all children and families accessing Victoria University’s Children’s Centres and staff working in the Services.

Policy

1. The Centre practices Sudden Infant Death Syndrome (SIDS) Foundation precautionary methods in an effort to prevent sudden infant death.

2. In the event of an emergency staff are required to commence emergency procedures.

3. Victoria University ensure that staff, families and children are provided with counselling services to assist in managing their bereavement process in the case of the death of a child, parent or staff member of the Centre.

Responsibilities

Children’s Services employees have a responsibility to ensure that:

SIDS

- Staff are provided with up to date information regarding SIDS preventative practices.
- Parents are notified of any developments that may further reduce the risk of a sudden infant death.
- SIDS preventative practices are in place for infants attending the Centre.
- Emergency procedures are posted in the infant room for Centre staff to refer to in an emergency.
- An immediate and appropriate First Aid response is commenced until the Ambulance arrives.
- Telephone the ambulance, parents and police.
- To ensure that other children in the Centre remain safe and calm.
- The emergency area is kept clear of all unauthorised persons not including assisting and emergency staff.
- The Operations Manager, Student Services, is notified.
• The Department of Human Services is contacted in the event of the death of an infant at the Centre, as soon as is practicable.
• The family of the child will be contacted by the Centre Coordinator or the Centre care giver of their child, as soon as possible after they return from the hospital.
• The 000 emergency phone number and the Centre’s Melway street directory reference is kept near all Centre phones at all times.
• Counselling is offered to staff, children and families as required.

Death of a child who attends the Centre

• Emergency procedures are posted in all children’s rooms for Centre staff to refer to in an emergency.
• An immediate and appropriate First Aid response is commenced until the Ambulance arrives.
• Telephone the ambulance, parents and police.
• Ensure that other children in the Centre remain safe and calm.
• The emergency area is kept clear of unauthorised persons not including assisting and emergency staff.
• The Operations Manager, Student Services, is notified.
• The Department of Human Services is contacted in the event of the death of an infant at the Centre, as soon as is practicable.
• Counselling is offered to staff, children and families as required.

Death of a child parent or significant adult to the Centre

• Counselling is offered to staff, children and families as required.

Related Policies, Procedures & Guidelines
Accident / Illness policy

For Further Information
SIDS Emergency Responders Manual
Children’s Services Regulations 1998

Created: 2005
Review: 2006
Maintainer: 
Authorised by:
Emergency Management Policy

Scope

The Emergency Management Policy applies to all children, families, volunteers and students accessing Victoria University’s Children’s Centre and the staff working in the Services.

The personal safety of the children and staff attending the Centre is of primary importance.

Policy

1. Emergency procedures will be known and practiced by all children and staff within the Centre.

2. Victoria University Child Care Centres will undertake an emergency evacuation practice on a 3 monthly basis (as a minimum).

3. Staff will receive annual training in the proper usage of emergency equipment i.e. fire extinguishers.

4. Victoria University procedures are in place to handle harassment and/or threats to children by persons known or unknown.

5. The Children’s Centres will follow Victoria University written procedures for handling all emergencies including:
   - Dealing with a medical emergency
   - Fire
   - Bomb scare
   - Hostage situations
   - Robbery
   - Custody disputes
   - Dealing with suspected child abuse

Responsibilities

Children’s Services employees have a responsibility to ensure that:

1. That the Centre emergency evacuation procedure and Victoria University disaster plan are displayed in the foyer of the Centre.

2. That the Centre emergency evacuation procedures are posted in each of the children’s rooms within the Centre.

3. Emergency phone numbers are posted beside all Centre telephones.
4. Emergency and evacuation practice drills are conducted at least four (4) times per year at varying times of day.

5. A record of all emergency and evacuation practice drills undertaken is kept at each Centre including an evaluation of the drill.

6. Staff discuss emergency, accident and evacuation procedures with the children as part of the programme.

7. Staff will ensure that children have parental permission to leave the premises when conducting emergency evacuation procedures.

8. All new or relief staff are informed of the emergency evacuation procedures upon commencement.

9. Staff knowledge of emergency procedures and location of emergency equipment is formally tested on an annual basis.

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**Related Policies, Procedures & Guidelines**

Accident / Illness Policy
Building Emergency Control Organisation (BECO) – Victoria University

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**For Further Information**

Children’s Services Regulations 1998
National Childcare Accreditation Council, Quality Improvement and Accreditation System – source book 2001

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**Created:** 2005  
**Maintainer:**

**Review:** 2006  
**Authorised by:**
HIV / AIDS / Hepatitis Policy

Scope

Policy

Responsibilities

Related Policies, Procedures & Guidelines

Further Information

Scope

The HIV / AIDS / Hepatitis Policy applies to all staff working in a Victoria University’s Children’s Centre.

Victoria University does not require anyone to disclose that they are HIV positive or have AIDS. Children cannot be excluded from a Children’s Centre on the grounds of HIV infection or assumed infection.

Policy

1. All medical details of staff, parents or children attending the Centre will be held confidential in accordance with the Health Records Act 2001.

2. The number of staff aware of a child’s condition will be kept to the minimum needed to ensure proper care of the child and to detect situations where there is potential for transmission.

3. Victoria University Children’s Services staff will provide sound workplace hygiene and infection control practices to prevent the spread of any infection or disease.

4. Staff are provided with the opportunity to have their Hepatitis A & B Vaccinations.

5. For additional information refer to the Victoria University Children’s Services Infectious Diseases and Health Guidelines booklet

Responsibilities

Children’s Services employees have a responsibility to ensure that:

- Sound workplace hygiene and infection control practices are in place at all times to prevent the spread of infection or disease.

- All medical details regarding children are held in a confidential manner in accordance with the Health Records Act 2001.

Related Policies, Procedures & Guidelines

Immunisation Policy – Victoria University Children Services Infectious Diseases and Health Guidelines booklet – VU web.
Hygiene Policy
Infection Control Policy
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For Further Information
Hygiene Policy

Scope

The Hygiene Policy applies to all children accessing Victoria University’s Children’s Centres and staff working in the Services.

Policy

1. Victoria University Children’s Services will provide a safe and hygienic environment for all children and staff in the Centre.
2. The staff will model a high level of personal hygiene whilst at the Centre.
3. Staff will ensure that all hygiene practices are followed at all times to prevent cross infection.
4. The staff will encourage children to follow personal hygiene practices whilst at the Centre.
5. Children will not make common use of items intended for personal care.

Responsibilities

Children’s Services employees have a responsibility to ensure that:

General Hygiene

- Children’s personal items are stored separately.
- Dental hygiene practices are promoted within the Centre. Children are provided with water after meals.
- Toys shared among children are cleaned and disinfected after being mouthed, daily.
- The Centre is cleaned thoroughly on a daily basis.
- Bathroom fixtures are disinfected on a regular basis and rubbish is removed from the Centre.
- Used tissues are disposed of immediately.

Personal Hygiene of Children

- Children are introduced to hygiene practices through modelling and discussion.
• All children wash their hands with soap and water before and after meal times, after using the toilet, handling animals, wiping noses and after other unhygienic practices.
• Children are provided with disposable towels, individual hand towels or hand driers, to dry their hands.
• Children are encouraged to flush the toilet after use.

**Personal Hygiene of Staff**

To provide positive modelling for children in relation to personal hygiene practices.

• Hands are washed before and after assisting with toileting or nappy changing.
• Wash hands before and after handling food.
• Wash hands using soap after blowing a child’s nose.
• Wash hands after using the toilet.
• Wash hands before and after performing first aid.

**Laundry**

• Sheets and blankets are provided to each child for rest/sleep time
• Mattresses are cleaned after each child’s usage or weekly
• Sheets are washed weekly or more frequently as required.
• Face washers, tea towels and other linen used for individual children are laundered through the Centre’s laundry.

**Nappy Changing**

• Children are always supervised whilst on the nappy change bench.
• The Centre provides clean cloth nappies.
• Families are to provide a nappy for children to go home in.
• Families provide disposable nappies where specific needs are identified by the child’s parents
• Staff wash their hands prior to and immediately after changing a nappy.
• Staff use disposable gloves to reduce the incidence of cross infection.
• Disposable nappies are stored in sealed containers and removed on a weekly basis.
• Soiled nappies are stored in closed containers.
• Staff clean the nappy changing area with vinegar /soapy water after every change.
• Staff clean nappy changing areas with vinegar/soapy water at the end of each day.
• Nappy wipes and cleaning cloths used once only are disposed of or laundered.
• Authorisation is received from parents before applying any prescription or barrier creams.

**Training Potties**

• Contents of training pots are emptied into a toilet and flushed.
• Toddlers training pots should be washed in warm soapy water, rinsed and air-dried after each use.

Families attending a Victoria University managed Children’s Centre have a responsibility to ensure that:

• Staff are notified of the requirement to use disposable nappies if cloth nappies are not to be used.
• Staff are notified of any prescription or barrier cream to be used on their child – as per the medication policy.

**Related Policies, Procedures & Guidelines**

Medication Policy
Infection Control Policy

**For Further Information**

Children’s Services Regulations 1998
National Childcare Accreditation Council – Quality Improvement and Accreditation System – Source Book 2001

| Created: | 2005 | Maintainer: |
| Review:  | 2006 | Authorised by: |
Infection Control Policy

Scope

The Infection Control Policy applies to all staff working in a Victoria University’s Children’s Centre.

Policy

1. Victoria University Children’s Centre staff manage all blood/bodily fluids in line with universal hygiene precautions for the prevention of infection at all times.

2. The removal of syringes is handled in accordance with Victoria University policy.

3. Syringe containers are provided in the office of each Centre for use where appropriate/necessary.

4. Victoria University Children’s Centre staff will contact the Facilities Department to report any syringes for collection.

5. Blood spills kits are provided by HR – Risk Management and stored with First Aid Kits.

Responsibilities

Victoria University Child Care Coordinators have a responsibility to ensure that:

- Latex or rubber gloves are provided to staff.
- Disposable paper towel is provided to clean up blood spills and bodily fluids.

Children’s Services employees have a responsibility to ensure that:

- All cuts, sores, wounds and skin breaks are covered by a waterproof bandage at all times in the workplace.
- Hands are washed after contact with blood/bodily fluids using warm soapy water.
- Gloves are worn when dealing with bodily fluids particularly if the staff member has a cut on their hand.
- Hands are washed after removing gloves.
- Gloves are to be placed into a leak free bag, sealed and placed in a rubbish bin.
- Spilt bodily fluids are cleaned up using the Centres blood spills kit.
• Equipment exposed to blood/bodily fluids is cleaned thoroughly with bleach as soon as is practicable.

• Syringes are handled in accordance with Victoria University policy and procedures.

Related Policies, Procedures & Guidelines
HIV/AIDS Hepatitis Policy
Hygiene Policy
Syringe Removal Policy – VU web
http://intranet.vu.edu.au/hr/OHS/pdf/29.1ohs.pdf

For Further Information
Department of Human Services

Created: 2005
Review: 2006
Manual Handling Policy

This policy can be located on Victoria University VU web.
http://intranet.vu.edu.au/hr/OHS/pdf/29.21ohs.pdf
Medical Conditions and Allergies Policy (Child)

Scope
Policy
Responsibilities
Related Policies, Procedures & Guidelines
Further Information

Scope

The Child Medical Plan Policy applies to all children and families accessing Victoria University's Children's Centres and the staff working in the Services.

Policy

1. Victoria University Child Care Centres enrolment forms provide families with the opportunity to notify the Centre of any medical conditions or allergies their child experiences.

2. All medical details held by the Centre will be managed in accordance with the Health Records Act 2001.

3. The Centre cook will be notified of any food related allergies.

4. Individual health management plans for serious conditions must be developed prior to the child commencing care or as need develops.

5. All individual health management plans are to be reviewed on a 6 monthly basis or as the condition changes.

Responsibilities

Asthma

Children’s Services employees have a responsibility to ensure that:

- There is a minimum number of three staff at each Centre trained in asthma management.

Families attending a Victoria University Children’s Centres have a responsibility to ensure that:

- The Centre is notified if their child has asthma.

- An asthma management plan is provided to staff with information about what actions to take in the event of an attack, including medication and written permission to implement the action plan if required. This plan is developed in consultation with the child’s family doctor.

- The child’s medication accompanies the child to the Centre each day.
Allergies

Children’s Services employees have a responsibility to ensure that:

- The Centre cook is notified of all food related allergies as soon as is practicable after the child is enrolled.
- They are aware of the types of common allergies young children may experience and the symptoms related to allergies.
- They are trained to provide the support necessary to ensure the health and wellbeing of individual children in care

Families attending a Victoria University Children’s Centre have a responsibility to ensure that:

- The Centre is notified of any allergies their child experiences and the implications of this.
- A health management plan is provided to staff with information about what actions to take in the event of an attack, including medication and written permission to implement the action plan if required. This plan is developed in consultation with the child’s family doctor.
- The child’s medication accompanies the child to the Centre each day.

Medical Conditions

Children’s Services employees have a responsibility to ensure that:

- They are trained to provide the medical support necessary to ensure the health and wellbeing of individual children.
- They have current First Aid training.

Families attending a Victoria University Children’s Centre have a responsibility to ensure that:

- The Centre is notified if their child has suffered or is suffering from a specific medical condition which is life threatening.
- A health management plan is provided to staff with information about what actions to take in the event of a medical incident, including medication and written permission to implement the action plan if required. This plan is developed in consultation with the child’s family doctor.
- The child’s medication accompanies the child to the Centre each day.
Related Policies, Procedures & Guidelines
Medication Policy

For Further Information

Created: 2005
Review: 2006
Maintainer:
Authorised by:
Medication Policy

Scope
Definitions
Policy
Responsibilities
Related Policies, Procedures & Guidelines
Further Information

Scope
The Medication Policy applies to all children and families accessing Victoria University’s Children’s Centres and staff working in the Services.

Definitions

Medication – includes but is not limited to eye drops, cough mixture, Panadol, asthma pumps, teething gel and nappy rash cream.

Policy

1. Staff will administer medication prescribed by a General Practitioner (GP) / Certified Natural Therapist and/or if directed to do so by a parent.

2. All medication will be administered in accordance with the Children’s Services Regulations 1998.

3. Medications will be kept out of reach of children in keeping with the recommended environmental requirements i.e. refrigerator.

Responsibilities

Children’s Services employees have a responsibility to ensure that:

- Medication is written into the room medication folder and signed by the parent and staff. This will include date, time, name and dose of medication to be administered. Date, time and dose of last administered medication.

- A Blanket Permission Form for the administration of medication in case or emergency/life-threatening situation can be completed clearly stating the period required (no longer than 3 months), symptoms, name of medication and dosage prescribed. This must be signed by the parent/guardian.

- A Blanket Permission Form for the administration of creams or treatments clearly stating the period required (no longer than 3 months), symptoms, name of medication/dosage required. This must be signed by the parent/guardian.

- Medication is provided in its original container with original label, instructions, and child’s name and is within the use by date.
• Medication is kept out of reach, in a locked cabinet or in the refrigerator.
• Medication is crosschecked with a second staff member before administering.
• Medication will not be given to a child at a higher dosage than that prescribed on the label.
• Medication will only be administered where a set dosage and schedule are stated (i.e. not ‘as required’).
• The person administering the medication will record the details as required in the medication book.
• The parent is notified if medication is not administered, for any reason, as soon as practicable.
• Where emergency treatment was provided by oral authorisation (given to 2 staff members) that written confirmation is received within 7 days of this authorisation.

Families attending a Victoria University Children’s Centre have a responsibility to ensure that:

• Prescribed medication must be written into the Centre medication book in a clear written manner, signed and discussed verbally with staff.
• The instructions on the medication must include a specific time e.g. 10am or when the child’s temperature reaches 38 degrees celsius etc.
• The last dose of medication is recorded on the Medication Form.
• Medication is provided in its original container bearing the child’s name, original label, and dosage indicating the use by date.
• The medication book is signed to verify that the child has been given the required medication.

Related Policies, Procedures & Guidelines

For Further Information
Children’s Services Regulations 1998

Created: 2005
Review: 2006

Maintainer:
Authorised by:
Scope

The Nutrition and Food Safety Policy applies to the cook staff working in the kitchen of Victoria University’s Children’s Centres.

Victoria University is committed to providing children in care with safe foods and a portion of their daily nutritional requirements. It is understood that providing meals for young children is not simply about meeting their daily nutritional requirements as it is to provide children with routines, social and eating experiences, development of self help skills and sound hygiene practices. Meal times are seen as an important component of the daily programme and are used to maximise children’s learning opportunities.

Policy

1. Menus consider the medical, cultural and religious requirements of children in care.
2. Nuts and products made from nuts will not be used at the Children’s Centres due to the high incidents of life-threatening anaphylaxis in children allergic to nuts.
3. Meals provided at the Centre will account for two thirds of the recommended daily intake for children in long day care.
4. Menus prepared consider children’s nutritional requirements as set out in the Australian Dietary Guidelines for Children Under 5, the Healthy Food Pyramid and Recommended Daily Intakes for Children in Long Day Care Centres.
5. Seasonal fruit and vegetables provide an important basis for the Centre menu.
6. Children are involved in the serving of meals where appropriate.
7. Meal times are an opportunity to provide learning experiences with children.
8. Families are invited to make suggestions for the Centre menu.
9. To ensure the protection of children, families are asked not to bring food into the Centre to be shared amongst other children due to the risk of allergies, food borne bacteria and for cultural reasons.
10. Birthday cakes are to be provided in line with the Centre’s Food Safety Programme.
11. Food safety audits are undertaken in accordance with legislation.
12. The cook holds a Certificate in Safe Food Handling.
13. Each Centre has a Food Safety Supervisor/Instructor as required by the Food Act
14. Each Centre has a Food Safety Programme that is adhered to.

**Responsibilities**

Children’s Services cook and kitchen staff have the responsibility to ensure that:

- Nuts and products made from nuts are not used in any form of cooking.
- The children with food allergies, food sensitivities and cultural dietary requirements are listed in the kitchen in a prominent position.
- Water and milk are provided for the children throughout the day.
- Minimum sugar and salt are used.
- The weekly menu is displayed on the Centre’s notice board
- Safe food handling and hygiene practices are undertaken at all times.
- The Centre complies with an approved Food Safety Plan.
- Children are not permitted in the Centre’s kitchen.

Children’s Services employees have the responsibility to ensure that:

- Food brought from home for a child’s consumption does not contain nuts or nut products (e.g. Nutella and peanut butter) that may cause life-threatening anaphylaxis to other children.
- Food brought from home is signed in, on each occasion, on the appropriate Product Receiving Form.
- Hygiene practices are maintained prior to and during meal times.
- Staff model hygiene, safe food handling and social skills at meal times.
- Children are seated whilst eating and drinking.
- Staff sit with children at meal times.
- Children are provided with opportunities to participate in cooking experiences.
- Children are provided with opportunities to prepare the table for meals, serve themselves and pack away afterwards.
- Meal times are used as a social and learning experience for children.
Families attending a Victoria University Children’s Centre have a responsibility to ensure that:

- Foods containing nuts or nut products (e.g. Nutella and peanut butter) are not brought to the Centre as they may cause life-threatening anaphylaxis to other children.
- When bringing any food to the Centre, for your child’s consumption, that the Parent Guidelines For Bringing Food From Home is followed and the Product Receiving Form For Food Brought From Home is filled in on each occasion.

Related Policies, Procedures & Guidelines
Hygiene Policy
Celebrations Policy
Parent Guidelines For Bringing Food From Home
Product Receiving Form for Food Brought From Home

For Further Information
Australian Dietary Guidelines for Children Under 5
The Healthy Food Pyramid
Recommended Daily Intakes for Children in Long Day Care Centres

Created: June 2005
Maintainer:
Review: June 2006
Authorised by:
Poisonous Plants Policy

Scope

The Poisonous Plants Policy applies to all staff working in a Victoria University Children’s Centre.

Policy

1. The staff have updated lists of plants that are best not grown in places where children may have access to them from the Victorian Poisons Information Centre (VPIC).

2. Plants named on the Victorian Poisons Information Centre (VPIC) list are not permitted in Victoria University Child Care Centres.

3. Each Centre has the Victorian Poisons Information Centre (VPIC) phone number alongside all telephones.

Responsibilities

Children’s Services employees have a responsibility to ensure that:

- All plants brought into the Centre are checked against the VPIC list prior to exposure to children.
- All telephones have the VPIC phone number beside them at all times.
- Annual updates of the Plants list are obtained through VPIC.
- Plant lists from VPIC are posted on the Centres notice board for reference by families within the Centre.

Related Policies, Procedures & Guidelines

Accident / Illness Policy

For Further Information

Victorian Poisons Information Centre 13 11 26 www.unimelb.edu.au/poisons/ located at the Royal Children’s Hospital

Created: June 2005
Review: June 2006
Maintainer:
Authorised by:
Safety Check Policy

Scope

Policy

Responsibilities

Related Policies, Procedures & Guidelines

Further Information

Scope

The Safety Check Policy applies to all staff working in a Victoria University Children’s Centre.

Victoria University is aware that the safety of Child Care buildings, playgrounds and equipment is paramount to ensuring the health and wellbeing of all staff, children, families, volunteers and visitors within these facilities. Victoria University is committed to ensuring the safety of all persons within Child Care Centre is upheld through regular safety audits of buildings, playgrounds and Centre equipment.

Policy

1. Annual audits are undertaken for the outdoor playground area to ensure that all fixed items of equipment meet relevant standards and legislation.

2. Annual audits are undertaken of all buildings to ensure that the Centre’s have maintenance plans, which are up to date, relevant and forward planning is maintained.

3. Safety checklists are undertaken by staff in all children’s rooms on a monthly basis and reported to the OH&S representative.

4. Daily safety checks are undertaken in the Centre grounds prior to children accessing them in order to remove any dangerous objects.

Responsibilities

Victoria University Children’s Services Operations Committee has a responsibility to ensure that:

• Building and playground reviews are undertaken at all Child Care Centres premises on an annual basis.

Children’s Services employees have a responsibility to ensure that:

• Daily safety checks of outdoor play areas are undertaken prior to children’s use according to playground inspection checklist.

• Information in regard to child safety is updated on an annual basis.
Related Policies, Procedures & Guidelines
Accident / Illness Policy
Sun Smart Policy
Security Policy (Children)
Fire & Emergency Policy
Poisonous Plants Policy
Infection Control Policy

For Further Information
Kidsafe – Child Accident Prevention Foundation of Australia  9427 1008
Royal Children’s Hospital – Safety Centre
Occupational Health and Safety Act 1985

Created: June 2005
Review: June 2006
Maintainer: 
Authorised by:
Supervision Policy

Scope
Policy
Responsibilities
Related Policies, Procedures & Guidelines
Further Information

Scope

The Supervision Policy (Children) relates to all staff working in a Victoria University Children’s Centre.

Victoria University is committed to ensuring that all staff provides direct and active supervision of the children at all times to ensure their safety. Facilities meet the Children’s Services Regulations 1998.

Policy

1. All children will be directly and actively supervised at all times.
2. The staff will position themselves in a way to ensure maximum supervision of the room/outdoor area at all times.
3. Staff will communicate with each other regularly regarding their movements in the room particularly in relation to positioning and ability to provide active and direct supervision.

Responsibilities

Preventative Measures:
Children’s Services employees have a responsibility to ensure that:

- There are at least 2 staff on duty at all times that children are in care.
- A head count is taken periodically throughout the day of the children in each room to ensure that each child is accounted for.
- Head counts are referenced with the sign in/out book.
- Staff child ratios in accordance with the Children’s Services Regulations 1998 are maintained at all times.
- Centre gates and entrance doorways are closed at all times to prevent children from leaving the Centre unaccompanied.
- Before leaving the Centre each room is checked for children and cross-referenced with sign in/out book.

Parents have a responsibility to ensure that:

- Centre gates and entrance doorways are closed at all times to prevent children from leaving the Centre unaccompanied.
- Ensure that staff are aware of your child’s arrival and departure.
Where a child leaves the Centre unaccompanied:

Children’s Services employees have a responsibility to ensure that:

- The premises are checked to see if the child is still within the Centre.
- The Parents and Operations Manager, Student Services and the Department of Human Services are contacted within 24 hours.
- A search of the immediate area is undertaken as soon as the child is noticed to be missing.

Related Policies, Procedures & Guidelines

Arrival and Departure Policy
Security Policy can be found on Victoria University VU web in relation to facility and staff.

For Further Information
Children’s Services Regulations 1998

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Smoke-Free Workplace Policy

This policy can be located on Victoria University web.
Sun Smart Policy

Scope
Definitions
Policy
Responsibilities
Related Policies, Procedures & Guidelines
Further Information

Scope

The Sun Smart Policy applies to all children accessing Victoria University’s Childcare Centres and staff working in the Services.

Victoria University Children’s Services are very conscious of the risks of exposure to direct sunlight by young children. The Sun Smart Policy is to be implemented with particular emphasis from September to April (inclusive).

Definitions

Wide Brimmed Hat
Hats should have a brim of between 10cm and 12 cm for adults, between 8cm and10cm for children and 6cm for very young children.

Legionnaire Hat
Caps with large peak and flaps at the back and sides to protect the neck and ears.

Sunscreen
Non-allergenic cream with a SPF of 30+, which is broad-spectrum and water-resistant.

Clothing
Clothing should fully cover shoulders. Singlets and sleeveless dresses are discouraged.

Policy

1. Outdoor activities will be encouraged before 11am and after 3pm September to April (inclusive) wherever possible.
2. All children are required to leave or bring a legionnaire or wide brimmed hat at the Centre for daily use.
3. The Centre will provide non-allergenic sunscreen with a SPF of 30+, which is broad-spectrum and water-resistant for children participating in outdoor play.
4. All staff are required to wear wide brim hats and sunscreen when outdoors and access shady areas whenever possible.

Responsibilities

Children’s Services employees have a responsibility to ensure that:

- Awareness of the sun and ways to protect your skin will be incorporated into the Centre programme.
- Information about skin cancer and ways to protect skin from the sun will be provided for families.
- All children have a hat on when playing outdoors (between September and April and when deemed necessary).
- Children are encouraged to play in shade areas for outdoor play (between September and April and when deemed necessary).
- All children apply sunscreen prior to playing outdoors and reapply after two hours (between September and April and when deemed necessary).
- Where possible outdoor play will be scheduled before 11am to 3pm daylight saving time and 10am to 2pm at other times.
- The availability of shade will be considered when planning excursions and outdoor activities (between September and April and when deemed necessary).

Families attending a Victoria University managed childcare Centre have a responsibility to ensure that:

- The family will provide sunscreen if the child has an allergy to supplied sunscreen.
- Authority is provided to staff to apply sunscreen prior to outdoor playtimes.
- A legionnaire or wide brimmed hat is brought to or left at the Centre for their child’s use.

**Related Policies, Procedures & Guidelines**
Clothing and Footwear Policy (Children)

**For Further Information**
Anti Cancer Council of Victoria Phone: (03) 9635 5000
Footwear

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Vaccination and Immunisation Policy

Refer to Communicable Diseases/Immunisation Policy
Visitors to the Centre Policy

Scope

The Visitors to the Centre Policy applies to all staff working in a Victoria University Children’s Centre.

Policy

1. All visitors are required to report to the person in charge and show identification if appropriate/available.

Responsibilities

Children’s Services employees have a responsibility to ensure that:

1. If no identification is available a phone call should be made to Council’s Facilities Department to the relevant department/agency to confirm identification.

2. Staff are made aware of the need to have maintenance workers on the premises, for what reason and when (if possible).

3. All staff are made aware of maintenance workers entering the premises.

Related Policies, Procedures & Guidelines

For Further Information

Created: June 2005
Review: June 2006
Maintainer: Authorised by:
Programming and Working with Children

Celebration / Festivities Policy

Scope

Policy

Responsibilities

Related Policies, Procedures & Guidelines

Further Information

Scope

The Celebration / Festivities Policy relates to all staff, children and parents in a Victoria University Children's Centre.

This policy relates to birthdays, name days, celebrations and festivities. Victoria University recognises that Celebrations/Festivities can assist children to learn about other people and cultures.

Policy

1. The Centre will celebrate a range of special occasions and festivities with the children through consultation with families.

2. Families and children are consulted about the celebration of birthdays to ensure that they meet individual, cultural and religious beliefs.

3. Families are invited to attend the Centre to celebrate special days particularly children’s birthdays.

4. Families can bring a commercial cake in sealed packaging with a list of ingredients to celebrate their child’s birthday or alternatively when requested by the family, with prior notice, the Centre will provide a birthday cake at a reasonable cost.

Responsibilities

Children’s Services employees have a responsibility to ensure that:

- The programme includes a range of experiences representing everyday life.

- Celebrations do not focus on one specific festival or aspect of a culture alone.

- Celebrations are an opportunity to teach children about the similarities and differences between the cultures represented in our society.

- Children are encouraged to celebrate festivities related to their own culture, religion or lifestyle with the group.

- Parents are encouraged to provide input into the festivities and celebrations experienced within the Centre to ensure that they are relevant to the children in the programme.
Related Policies, Procedures & Guidelines
Cultural Inclusion Policy
Religious Beliefs Policy
Nutrition Policy

For Further Information
QIAS documentation – National Childcare Accreditation Council
Multicultural Resource Centre
Children’s Services Resource and Development Officer

Created: June 2005
Review: June 2006
Children’s Individual Needs Policy

Scope

The Children’s Individual Needs Policy relates to all staff, parents and children in a Victoria University Children’s Centre.

Victoria University is committed to implementing “inclusive” programmes, which meet the needs of all children. This policy relates to all children in care.

Policy

1. Staff will access specific support and resource agencies to assist in meeting the needs and maximising the opportunities of individual children.

2. Parent permission is received prior to any referral to a support/resource agency/worker.

3. Experiences/Routines are adapted to meet children’s individual needs.

4. Programmes focus on what children can do, extending skills and knowledge.

Responsibilities

Children’s Services employees have a responsibility to ensure that:

- Parents are consulted about any referrals made to support/resource agencies/workers.

- Support/Resource agencies and workers are used to maximise the inclusion of all children in the programme.

- Programming focuses on children’s current strengths and skills and methods to extend and challenge children.

Families of children in care have a responsibility to ensure that:

- Staff are notified of any support/resource agencies their children have access with.
Related Policies, Procedures & Guidelines
Curriculum Development Policy
Resource Agency Policy

For Further Information
Playworks
Multicultural Resource Centre
Early Childhood Development Coordinator
Department of Family and Community Services – Special Needs Subsidy Scheme

Created:       June 2005
Review:       June 2006
Maintainer:
Authorised by:
Children’s Records Policy

Scope
Definitions
Policy
Responsibilities
Related Policies, Procedures & Guidelines
Further Information

Scope

The Children’s Records Policy applies to all staff working in Victoria University’s Children’s Centres and the Coordinators managing the Services.

The Coordinator of the Centre must ensure that all documentation complies with the State Department of Human Services requirements according to the Children’s Services Regulations 1998. In order to do so all staff must take an active role in ensuring that all documentation is undertaken as directed by Centre management.

Definitions

Children’s records: all records relating to individual children.


Policy

1. All child and Centre records are to be kept in accordance with the Information Privacy Principles and Health Privacy Principles.

2. Comprehensive documentation of child health and development is to be kept on all children attending the Centre including checklists, anecdotal records, planning and evaluations.

3. Children’s records are to be secured in a lockable office or cabinet.

4. The Department of Human Services Children’s Services Advisers, the Centre Coordinator and staff working directly with a child are the only persons with access to an individual child’s file.

5. All staff and Department of Human Services Children’s Services Advisers have access to Centre records.

6. Staff will not discuss a child or family with anyone other than the Centre Coordinator, staff working with the child and specialist staff authorised by the family.

7. All records of individual children are archived for 21 years. These records include individual enrolment, communication, and medical accident/injuries.
Responsibilities

Children’s Services employees have a responsibility to ensure that:

1. Confidentiality is maintained at all times.
2. Records are kept up to date in accordance with the Children’s Services Regulations 1998.
3. Records are maintained in accordance with the Health and Information Privacy Principles.
4. Comprehensive documentation of individual children is maintained in relation to their health and development.
5. Centre and staff documentation are completed as requested by Centre management.
6. All documentation is kept up to date at all times.
7. All reports to Centre Management, Council and the Commonwealth and State funding bodies are completed on time.

Related Policies, Procedures & Guidelines
Privacy Policy – Victoria University

For Further Information
Health Privacy Act
Information Privacy Act

Created: June 2005
Review: June 2006
Child Sexuality Policy

Scope

The Child Sexuality Policy relates to all staff, parents and children in a Victoria University Children’s Centre.

Policy

1. Staff will always portray a positive attitude to the human body.
2. Correct terminology is used for body parts when speaking to children.
3. Staff are aware of families cultural and religious beliefs in relation to expectations and responses to children’s sexual questions and exploration.
4. Families are consulted about children’s questions and sexual exploration and the staff response.

Responsibilities

Children’s Services employees have a responsibility to ensure that:

- When changing nappies or assisting in toileting a child they will be told what is about to happen.
- Reactions to children’s sexual exploration are calm and without value judgement.
- Responses to children’s sexual exploration are carefully thought through.
- Children’s questions are answered in a simple, factual manner.
- Children’s questions are answered with just enough information to assist the child to understand and no more.
- Parents are informed about children’s sexual questions and exploration.
- Parents are made welcome to discuss issues or concerns.
- Children’s sexual behaviour is observed and accurately recorded when it occurs in the context of the family and individual situation.
Related Policies, Procedures & Guidelines
Child Abuse Policy

For Further Information
Children’s Services Resource and Development Officer
Department of Human Services – Child Protection
NAPCAN

| Created:    | June 2005 | Maintainer: |
| Review:     | June 2006 | Authorised by: |
Children’s Toy Policy

Scope

Policy

Responsibilities

Related Policies, Procedures & Guidelines

Further Information

Scope

The Children’s Toy Policy relates to all staff, parents and children in a Victoria University Children’s Centre.

The Centre recognises that children sometimes like to bring toys and comforters to child care and this is an important part of feeling safe and at ease while in care.

The Centre is concerned about toys that do not encourage peace and harmony (i.e. war toys) and the effect they have on children.

Policy

1. The Centre encourages the children to have toys that foster peace, cooperation and education.
2. The Centre encourages children to bring a comforter to the Centre when commencing and for use during rest times.
3. Staff do not take any responsibility for toys brought into the Centre from home.
4. Children are encouraged to keep toys brought from home in their bags to prevent loss or breakage.
5. War toys are not allowed to be brought into the Centre (war toys include; pistols, guns, swords, knives, bows and arrows, super hero toys).

Responsibilities

Children’s Services employees have a responsibility to ensure that:

- Families and children are aware of the impact war toys have on children and that such toys are not encouraged at the Centre.
- Children are asked to leave special toys in their bags if they are not comforters.
- Children are provided with a special place to keep comforters to ensure that they have access to them when needed.
- Families are provided with information about developmentally appropriate toys and equipment for young children.
Cultural Inclusion Policy

Scope

The Cultural Inclusion Policy relates to all staff, parents and children in a Victoria University Child Care Centre.

Policy

1. The Centre will offer an anti-biased approach to programming which is sensitive and inclusive of all cultural, ethnic and social class backgrounds.
2. Materials and equipment provided in the Service reflect our society and the diversity of family structures that exist.
3. Staff regularly check materials and equipment for cultural appropriateness.
4. Staff will endeavour to develop children’s knowledge and appreciation of cultures other than their own.
5. Children have access to a wide range of culturally familiar, open-ended resources and equipment for self initiated play.
6. Staff will encourage children to value and respect others.
7. Staff are sensitive to and aware of the diverse family structures that may be present within the Centre.
8. Families and staff have access to Interpreter Services and translated materials.

Responsibilities

Children’s Services employees have a responsibility to ensure that:

- Materials and equipment are checked for cultural/social diversity.
- Materials and equipment included in the programme are reflective of the families attending the Centre.
- They model an attitude of respect and the value of all cultures within our society.
- Children’s needs, interests and requests are responded to in a culturally sensitive way.
- Acknowledge and promote family diversity within the programme.
Curriculum Development Policy

Scope
Policy
Responsibilities
Related Policies, Procedures & Guidelines
Further Information

Scope

The Curriculum Development Policy relates to all staff working in a Victoria University Child Care Centre.

Policy

1. All Staff allocated to rooms are provided with 2 hours per week programme planning.
2. A range of methods are employed to gain information regarding children’s skills, knowledge, attitudes, interests, and developmental level in order to plan effectively.
3. Objectives are developed for individuals and groups of children.
4. Programmes are evaluated in relation to achievements, incidental experiences and outcomes of objectives set.
5. The Centre’s philosophy and goals will be posted on the notice board.
6. Programmes will be developed with consideration to the Centre philosophy and goals.
7. The following areas of development will be included in regular programming; physical, social, emotional, language, cognitive and aesthetic.
8. Experiences will be provided through a range of mediums including; music, visual, arts, movement, language, literature, drama, maths, technology, science, health, safety, natural environment, equity and cultures.
9. Staff will participate in professional development throughout the year.
10. Services will close for a minimum of one day per year for staff development.

Responsibilities

Children’s Services employees have a responsibility to ensure that:

- Programmes are challenging and engaging for all children.
- Families and Staff consult when planning the programme.
- Consideration is made of children and families cultural and religious beliefs.
- Equality is promoted in the programme for all children.
A range of methods are used to discover more about children including; observations, anecdotal records, checklists, samples of work, documentation of projects, running records, discussions with parents, photo’s, video and cassette tapes.

Current programmes are displayed in the children’s rooms for parents and staff to refer to.

Resource Agencies are accessed to support the inclusion of children into the Centre programme.

Children’s strengths and current skills are considered and built on in the programme plan.

Transition times are planned for to ensure that they are developmentally appropriate for the group and individual children.

Programme plans ensure that both planned and incidental learning opportunities are catered for.

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**Related Policies, Procedures & Guidelines**

- Cultural Inclusion Policy
- Outdoor Play Policy
- Environmentally Responsible Programming Policy
- Celebration/Festivities Policy
- Religious Beliefs Policy
- Toilet Training Policy
- Gender Equality Policy
- Children’s Individual Needs Policy
- Children’s Toy Policy
- Programmes and Routines Policy
- Language and Literacy Policy
- Excursion Policy
- Child Sexuality Policy
- Positive Guidance Policy

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**For Further Information**

QIAS documentation – National Childcare Accreditation Council

Department of Human Services

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**Created:** June 2005  
**Review:** June 2006  
**Maintainer:** Authorised by:
Environmentally Responsible Programming Policy

Scope

Policy

Responsibilities

Related Policies, Procedures & Guidelines

Further Information

Scope

The Environmentally Responsible Programming Policy relates to all staff, parents and children in a Victoria University Child Care Centre.

Policy

1. Children are introduced to the concept of environmental awareness through the programme plan, service operation, staff behaviour and use of materials.

Responsibilities

Children’s Services employees have a responsibility to ensure that:

- Children are educated in the benefits of environmentally responsible behaviour and practices.
- Children are given information and are encouraged to regard water as a precious life giving resource. Children are encouraged to recycle drinking water into the garden, are shown appropriate hand washing techniques to minimise water waste, and water play is provided in small containers with additional resources, rather than a full water play tub. Staff engage in regular discussions with the children regarding water conservation.
- Environmental awareness is an integral part of programme planning.
- Recycling of paper, glass and plastic is undertaken and children are supported to be a part of this programme.
- Scrap food is composted were appropriate. Victoria University Centres with worm farms will educate and encourage child participation in the composting process, and will incorporate information into the programming.
- Environmentally friendly cleaning products are used where appropriate or a safe alternative is available.
- Families are informed of the Centre’s commitment to the environment and methods of caring for the environment.
- Maximum access to natural/recycled materials is provided in the children’s programme and play experiences where possible.
- Discussion and research occurs prior to the purchase of equipment in an effort to provide each Service with natural/recycled equipment alternatives.
• Victoria University Children’s Centres will provide and encourage the use of cloth nappies and appropriate disposal units for parents choosing to use disposable nappies.

• As role models for our communities, families and children using the Service, food products such as rice, pasta, corn etc. will not be utilized in the programme. Food products should not be considered a disposable resource.

Related Policies, Procedures & Guidelines
Outdoor Play Policy
Curriculum Development Policy

For Further Information
Environmental Education in Early Childhood
Sustainability

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Excursion Policy

Scope

The Excursion Policy relates to all staff working in a Victoria University Child Care Centre.

Policy

1. All excursions are planned in conjunction with the Centre Coordinator.
2. Excursions are relevant to the programme and children involved.
3. The excursion venue will be visited by a staff member prior to the event.
4. Written consent must be received by authorised persons to enable a child to attend an excursion.
5. Children who have not received written consent by their parents will be included in the Centre programme for the day.
6. The Centre encourages parent involvement in excursions with ratios of: 1 adult to 2 children under 2 years old, 1 adult to 3 children from 2-3 years old, 1 adult to 5 children from 3-5 years old.

Responsibilities

Children’s Services employees have a responsibility to ensure that:

- Coordinated planning of both incursions and excursions occurs with the Centre Coordinator.
- A visit to a new excursion venue occurs prior to the day to gain safety information, determine the location of toilets, lunch areas, shaded areas, play areas, possible activities, entrances and exits and bus parking.
- Information/consent forms are sent to all families outlining: the reason for the excursion, date of event, destination, method of transport, proposed activities, period of time, number of staff and parents accompanying the children.
- Children are reminded of the expectations of them whilst on the excursion.
- Half hourly head counts are undertaken throughout the time of the excursion.
- Children without permission to attend remain at the Centre.
• Communication with the Centre staff occurs to ensure the children remaining at the Centre are catered for appropriately.

• Children staying at the Centre are provided with information about why this is happening and what they will be doing whilst at the Centre.

• The following items will be taken on the excursion; first aid kit, emergency contact numbers, medical information and medications, appropriate clothing, adequate water for children, mobile phone, sun hats, sun screen and permission forms.

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**Related Policies, Procedures & Guidelines**

Curriculum Development Policy

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**For Further Information**

Children’s Services Regulations 1998

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Created: June 2005
Review: June 2006
Maintainer: 
Authorised by:
Gender Equality Policy

Scope

Policy

Responsibilities

Related Policies, Procedures & Guidelines

Further Information

Scope

The Gender Equality Policy relates to all staff and parents in a Victoria University Child Care Centre.

Policy

1. Equal access to equipment, activities, resources and play spaces is provided to all children.
2. Current and purchased materials and equipment are screened to ensure that they are non-stereotypical.

Responsibilities

Children’s Services employees have a responsibility to ensure that:

- Audits of materials and equipment are undertaken to ensure that they are non-stereotypical.
- Results of audits of materials and equipment are reported at staff meetings.
- Staff encourage all children to participate in a range of experiences.
- A range of experiences and materials are provided to meet the needs and interests of all children.
- Staff model non-biased behaviour through the use of strategies, non-gender specific language and by avoiding the use of stereotypes.

Related Policies, Procedures & Guidelines

Curriculum Development Policy

For Further Information

Created: June 2005
Review: June 2006
Maintainer:
Authorised by:
Grouping of Children Policy

Scope

The Grouping of Children Policy applies to all staff working in Victoria University’s Childcare Centres and the Coordinators managing the Services.

Each Centre has an age grouping mix that meets the needs of the particular Centre in terms of numbers of children and the variety of ages.

Children are divided into their age grouping throughout the day. In the early morning and late afternoon children are placed in a family grouping situation. This is where children of all ages are provided with the opportunity to interact with each other: when the number of children is low and only a few staff are required.

Policy

- Children are moved to the higher age grouping room when there is a vacancy available.
- Age is not the only consideration when moving a child up to the next age grouping individual needs are also considered.
- Families are consulted about any changes to their child’s care.
- Orientation programmes are gradual and based on children’s individual needs.

Responsibilities

Children’s Services employees have a responsibility to ensure that:

1. Families and staff are consulted about any possible room changes for individual children.
2. Families are consulted about orientation programmes and progress.
3. Children’s age and development are considered before making any suggestions for room movement.

Related Policies, Procedures & Guidelines

For Further Information

Created: June 2005
Review: June 2006
Maintainer: 
Authorised by:
Language and Literacy Policy

Scope

The Language and Literacy Policy relates to all staff, parents and children in a Victoria University Child Care Centre.

Policy

1. Staff support children in maintaining their home language through the use of language, materials and resource/support agencies.
2. Books, signs, posters and music are provided in languages other than English to foster children's interest in the written form of a variety of languages.
3. A variety of language and literacy experiences are provided in the programme.
4. Staff value children as conversation partners and role model appropriate language.

Responsibilities

Children’s Services employees have a responsibility to ensure that:

- They use key words, songs and rhymes from children’s home languages.
- Books are read to individuals and small groups.
- Children are encouraged to discuss their thoughts about books and other literature they have read.
- Children are encouraged to use a range of language and print mediums as part of the programme.
- Staff respond vocally to an infant's endeavours to communicate and name objects for them. They also express their non-verbal communications in simple words.
- Resource agencies are used where possible to plan for children who do not have English as their home language and for those with special communication needs.
Related Policies, Procedures & Guidelines
Cultural Inclusion Policy
Children’s Individual Needs Policy

For Further Information
Multicultural Resource Centre
QIAS documentation – National Childcare Accreditation Council

Created: June 2005
Review: June 2006

Maintainer:
Authorised by:
Outdoor Play Policy

Scope

Policy

Responsibilities

The Outdoor Play Policy relates to all staff in a Victoria University Child Care Centre.

Policy

1. All children have the opportunity to experience outdoor play daily.
2. Outdoor equipment is able to be adapted in a way to ensure it can be set up in a variety of ways to provide interest and challenge to children, and appropriate to their developmental areas.
3. The outdoor area should contain individual items such as tyres, boards, frames, blocks, sheets etc. that can easily be manoeuvred by staff and children.
4. Planned and informal experiences are provided outdoors.
5. A range of experiences are provided in outdoor areas not solely focussed on large muscle development.

Responsibilities

Children’s Services employees have a responsibility to ensure that:

- Messy play experiences are provided outdoors where appropriate i.e. mud, water etc.
- Natural materials are provided for children to utilize in a range of physical and dramatic play experiences.
- Small private places are offered to children to enable solitary play opportunities.
- Energetic play is encouraged whilst outdoors.
- Obstacle courses, climbing, jumping, sand play, ball games are provided outdoors to encourage large muscle experiences.
Related Policies, Procedures & Guidelines
Curriculum Development Policy
Environmentally Responsible Programming Policy
Sun Smart Policy

For Further Information
QIAS documentation – National Childcare Accreditation Council

Created: June 2005
Review: June 2006
Maintainer:
Authorised by:
Positive Guidance Policy

Scope
Definitions
Policy
Responsibilities
Related Policies, Procedures & Guidelines
Further Information

Scope

The Behaviour Guidance Policy relates to all staff and children in a Victoria University Child Care Centre.

Victoria University is committed to developing a child care environment, which is secure, caring and stimulating for all children in care. A nurturing environment enhancing the self respect, self worth and a sense of belonging for all children in the group. Children are encouraged to interact cooperatively and positively with each other.

Biting is common amongst younger children and is one of the behaviours, which causes families a great deal of anxiety. The staff are trained early childhood professionals who are able to support families and children through this time with guidance and information.

Definition

Unacceptable behaviour: is that which causes harm or damage to other children, staff, materials or the environment.

Policy

1. The Centre provides families with support and information regarding behaviour guidance and the use of positive language.
2. Staff use “I” messages together with positive and respectful language when communicating with children.
3. Staff relate at a child’s level when communicating and ensure they have their attention and are listening.
4. Children are encouraged to participate in cooperative and helping situations.
5. Children are assisted to recognise and label their feelings.
6. Children are directly and actively supervised at all times.
7. Families are consulted about behaviour guidance strategies used with their child.
8. Clear expectations and limits are set in cooperation with the children, where possible.
9. Behaviour guidance is relative to the age and cognitive level of the individual child.
10. Children are redirected where necessary, through options or choices.
11. Specific behaviour guidance plans are created for individual children where necessary i.e. ignoring behaviours and including recommendations from specialist staff.

12. Staff access support where appropriate from resource agencies.

**Responsibilities**

Children’s Services employees have a responsibility to ensure that:

- Sympathy and support is provided to upset children.
- Patience, objectivity and support are provided to all children in care.
- Discussions and role-plays are undertaken which encourage fair solutions.
- Strategies and modelling are used to assist children to develop problem solving, negotiation and conflict resolution skills.
- Acknowledgment of a toddler’s inability to share is considered and there is ample equipment provided to cater for this.
- Families are consulted about any changes in their child’s behaviour.
- Routines provide flexibility to meet children’s individual needs.
- Children are encouraged to be responsible for their own behaviour and to set their own boundaries where appropriate.
- Choices are offered to children where appropriate.
- Children are offered the opportunity to make decisions.
- Parents are notified in the event of their child having been injured by another child.
- The name of the child who injured another child is not disclosed to anyone other than Centre staff and the respective parent/s and or guardian.

**Related Policies, Procedures & Guidelines**

Programme and Routines Policy
Resource Agencies Policy

**For Further Information**

Children’s Services Resource and Development Officer
Department of Human Services
QIAS documentation – National Childcare Accreditation Council
Children Biting – Parenting South Australia
Careful My Baby Bites – Children’s Services Resource and Advisory Programme – Northern Territory

Created: June 2005
Review: June 2006
Maintainer: Authorised by:
Programmes and Routines Policy

Scope

Policy

Responsibilities

Related Policies, Procedures & Guidelines

Further Information

Scope

The Programmes and Routines Policy relates to all staff working in a Victoria University Child Care Centre.

Policy

1. The programme and routine provides flexibility.
2. Transitions are staggered to ensure a smooth flow.
3. The daily programme includes both passive and active times.
4. The daily programme includes opportunities for individual, small group and whole group experiences.
5. Sleep and rest times meet the individual needs of children in consultation with their families.

Responsibilities

Children’s Services employees have a responsibility to ensure that:

- The programme is flexible and allows for spontaneous and child initiated experiences.
- Children are provided with opportunities for quiet, individual play.
- Transitions are provided in a manner that meets the individual and developmental needs of the children in the room.
- Families are consulted about their children’s individual needs.
- Self-help skills are encouraged through all routine times of the day.
- Children are allowed to sleep for as long as they require, in consultation with their family.
- Children who do not require rest are provided with quiet play experiences.

Related Policies, Procedures & Guidelines

For Further Information

Created: June 2005
Maintainer:

Review: June 2006
Authorised by:
Quality Improvement and Accreditation Policy

Scope

Policy

Responsibilities

Related Policies, Procedures & Guidelines

Further Information

Scope

The Quality Improvement and Accreditation Policy relates to all staff in a Victoria University Child Care Centre.

The Quality Improvement and Accreditation System (QIAS) is a Commonwealth Government initiative linked to the funding of Child Care Benefit to Centre based long day care. The National Childcare Accreditation Council Inc (NCAC) implements QIAS. Victoria University is committed to continuous quality improvement and participation in the QIAS.

Policy

1. QIAS will be implemented fully in each childcare Centre.
2. Each Centre will strive to achieve high quality standard in each of the 10 quality areas QIAS.
3. Monthly staff meetings will be used as a means for ensuring continuous quality assurance.

Responsibilities

Children’s Centre Coordinators have a responsibility to ensure that:

- The Centre is registered with NCAC for the QIAS.
- The annual fee is paid to NCAC to maintain registration.
- Self-Assessments are undertaken prior to Centre validation visits and provided to NCAC.
- Continuing Improvement Plans are developed and monitored through consultation with parents and staff members.
- Validation surveys are completed and collated prior to the validator visit.
- Staff regularly discuss the Accreditation process and implement appropriate strategies.
- Staff Accreditation discussions will be documented in the staff meeting minutes.
- Quality teams will be created where appropriate to apportion responsibility for particular Principles.
Children’s Services employees have a responsibility to ensure that:

- Participation in the Accreditation process is maintained.
- Roles allocated to quality activities are undertaken.

Related Policies, Procedures & Guidelines

For Further Information
National Childcare Accreditation Council Inc.

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Religious Beliefs Policy

Scope
Policy
Responsibilities
Related Policies, Procedures & Guidelines
Further Information

Scope
The Religious Beliefs Policy relates to all staff, parents and children in a Victoria University Child Care Centre.

Policy
1. The Centre is non-denominational and therefore it is not the role of the Centre to ‘teach’ religion.

Responsibilities
Children’s Services employees have a responsibility to ensure that:

- Children’s religious beliefs and practices are respected and acknowledged.

- There is a clear understanding of children’s religious beliefs and practices through consultation with families – this is especially important in regards to food. This information can be gained at enrolment.

- Resource agencies are accessed where appropriate

Related Policies, Procedures & Guidelines
Celebrations and Festivities
Nutrition
Resource Agencies

For Further Information
VICSEG
Multicultural Resource Centre

Created: June 2005
Review: June 2006
Maintainer:
Authorised by:
Resource Agency Policy

Scope

Policy

Responsibilities

Related Policies, Procedures & Guidelines

Further Information

Scope

The Resource Agency Policy relates to all staff, parents and children in a Victoria University Child Care Centre.

Policy

1. Parents are consulted and verbal or written consent obtained prior to contact with resource/support agencies.
2. Resource agencies are used to optimise the programme and experiences offered to meet children’s individual needs.
3. Resource agencies are used to assist staff to gain and update their knowledge and skills in relation to early childhood issues.
4. The Centres will maximise access to training opportunities offered by resource agencies.
5. Resource agencies are used to facilitate the inclusion of individual children into the programme (e.g. additional needs, gifted).
6. Resource agencies are used to access appropriate resources and equipment required for individual children and the group as a whole.
7. Families are empowered to access community information through recommendation and referral.

Responsibilities

Children’s Services employees have a responsibility to ensure that:

- Parent written consent is obtained before a referral is made to a resource agency for their child.
- Parents will be offered the opportunity to self refer to resource agencies on behalf of their child.
- They keep up to date with the available agencies and their specific roles in order to assist children and families.
- An up to date resource folder of all agencies and their roles is kept at each Centre.
- The team is represented at network meetings.

Related Policies, Procedures & Guidelines

Individual Needs of Children Policy
For Further Information
Department of Human Services
Department of Family and Community Services
Royal Children's Hospital
Multicultural Resource Centre
Children’s Services Resource and Development Officer
Playworks
Lady Gowrie Child Centre
VICSEG
Community Child Care/Swinburne

Created:       June 2005
Review:       June 2006
Maintainer:
Authorised by:
Toilet Training Policy

Scope

The Toilet Training Policy relates to all staff, parents and children in a Victoria University Child Care Centre.

Policy

1. Staff are sensitive to the emotional and physical needs associated with toilet training each child.
2. Staff and parents meet to discuss the needs and expectations of children’s toilet training practices to ensure consistency.

Responsibilities

Children’s Services employees have a responsibility to ensure that:

- Nappy change is a time for positive individual interactions between staff and child.
- A consistent, positive approach is taken to the toilet training of children within the programme.
- Toilet training is appropriate to the individual child’s development.
- Toileting ‘accidents’ are managed in a positive and supportive manner.
- Staff are educated and aware of particular cultural practices in this training process.

Related Policies, Procedures & Guidelines

Hygiene Policy
Children’s Sexuality Policy

For Further Information

Department of Human Services – Toilet Training Tip Sheet
Multicultural Resource Centre.

Created: June 2005
Reviewed: June 2006
Maintained by:
Working with Families

Family Inclusion Policy

Scope
Policy
Responsibilities
Related Policies, Procedures & Guidelines
Further Information

Scope

The Family Involvement Policy applies to all families attending one of Victoria University's four managed Childcare Centres and the staff working in the Centre.

Policy

1. Family members are welcome to attend the childcare Centre at any time throughout the day.
2. Family members are asked to be considerate in regard to attending the Centre during sleep times.
3. Family members are informed of and invited to parent information evenings.
4. Families are encouraged to support provide assistance towards fundraising and accreditation matters.

Responsibilities

Children’s Services employees have a responsibility to ensure that:

1. Parent sessions are held throughout the year.
2. Special events, which complement the programme, are held at each Centre throughout the year to enable parents to be involved in the programme.

Related Policies, Procedures & Guidelines

Communication Policy

For Further Information

Created: June 2005
Review: June 2006
Maintainer: 
Authorised by:
Communication between Staff and Families Policy

Scope

Policy

Responsibilities

Related Policies, Procedures & Guidelines

Further Information

Scope

The Parental Request Policy applies to all staff working in Victoria University's Childcare Centres and the Coordinators managing in the Services.

All parent/family requests are respected; the rights of children and their families are paramount. Parent education is provided through one to one contact with families, general information provision through special nights, newsletters, information and notice boards. Parents/families are encouraged to be involved in all aspects of the programme.

Policy

1. Staff provide parents/families with information regarding the programme and the benefit of experiences offered to their child.

2. Staff work together with parents/families to ensure that they are satisfied with the care provided to their child.

3. Staff provide regular opportunities for discussion and feedback between parents/families.

4. Parental requests will be considered at an individual level taking into consideration related Victoria University policies and or Children's Services Regulation 1998.

Responsibilities

Children’s Services employees have a responsibility to ensure that:

1. Discussion and feedback are held with parents in regard to the benefits of participating in the programme or specific activities.

2. Parent/families are informed of the Centre’s philosophy and Service delivery. Where parent/families requests differ, parents and staff will endeavour to reach a favourable outcome without compromising the Centre philosophy.

3. Respect is given to the rights of each parent/family to make decisions on behalf of their child bearing in mind the Centre’s philosophy.
Related Policies, Procedures & Guidelines

For Further Information
The Code of Ethics – Australian Early Childhood Association
The United Nations Rights of the Child

Created: June 2005  Maintainer:
Review: June 2006  Authorised by:
Staffing

Annual Leave Policy

This policy can be located on Victoria University web.
Anti Harassment and Bullying Policy

This policy can be located on Victoria University web.
Child Protection Policy/Mandatory

Scope
Policy
Responsibilities
Related Policies, Procedures & Guidelines
Further Information

Scope

The Child Protection Policy applies to all staff working in Victoria University’s Childcare Centres and the Coordinators managing the Services.

Definition of Child Abuse includes:

- **Physical Abuse**, which involves any non-accidental injury to a child by a parent or caregiver.
- **Sexual Abuse**, which occurs when an adult or someone bigger and/or older than the child uses power or authority over the child to involve the child in sexual activity.
- **Emotional Abuse**, which occurs when a child is repeatedly rejected or frightened by threats.
- **Neglect**, which is the failure to provide the child with the basic necessities of life, to the extent that the child’s health and development are at risk

Mandatory Reporting Requirements

The purpose of mandating the reporting of physical and sexual abuse is because of the lasting consequences for the emotional well being of the children concerned. “Child Abuse is an act by parents or caregivers which endangers a child or young person’s physical or emotional health or development. Child Abuse is not usually a single incident, but takes place over time.”

The health and welfare of all children in care is paramount. The Service will act on behalf of any child to protect their right to safety and security. Confidentiality may legally be breached when the safety of a child is compromised.

Policy

1. The Children’s and Young Persons Act 1989 defines the following people as gazetted and legally required to report child physical injury, emotional or sexual abuse to the Department of Human Services.
   a. Medical Practitioners
   b. Registered Psychologists
   c. Registered Nurses
   d. Registered Primary and Secondary Teachers
e. Social Workers  

f. Members of the Police Force  

2. Staff have a duty of care to protect the rights of the young children in their care and must report any concerns to the qualified staff member on their team or the Centre Coordinator.  

3. Staff are provided with regular training and information regarding child abuse signs, protocols and procedures.  

Responsibilities  

Children’s Services employees have a responsibility to ensure that:  

- All observations of unusual behaviour, changes in behaviour and physical signs, which may indicate child abuse, are recorded in the individual child’s file including staff analysis of same.  

Should a staff member **form a belief** that a child is being abused, they should:  

- Discuss the situation with the Coordinator. This will occur without prejudice to the issue of personal responsibility;  

- A report will be made by the staff member, (with the Coordinator’s support), to Department of Human Services without delay;  

- In cases of physical and sexual abuse, the family should not be informed that a notification would be made;  

- Coordinator must notify, Council’s Children’s Services Management that a notification has occurred.  

Related Policies, Procedures & Guidelines  
Refer to VU Child Protection Policy  

For Further Information  
Department of Human Services – Child Protection Unit  
Child Protection Crisis Line – 13 12 78  

| Created: | June 2005 | Maintainer: |  
| Review: | June 2006 | Authorised by: |
Children of Staff Members Policy

Scope
Policy
Responsibilities
Related Policies, Procedures & Guidelines
Further Information

Scope

The Children of Staff Members Policy applies to staff working in a Victoria University’s Childcare Centres that wish to have their child attend the same Centre for the purpose of childcare.

Policy

1. Staff members may have their child attend the same Childcare Centre they work in after careful consideration of their child’s and respective family’s needs.

2. Placement of children in care must meet the requirements of the priority of access policy.

Responsibilities

Children’s Services employees who wish to have their child in the same Centre as they work in have a responsibility to ensure that:

1. The needs of their child are considered.

2. Their ability to undertake their work duties are not affected by the placement.

3. Individual situations are to be reviewed between Centre Staff, Centre Coordinator, Operations Manager - Student Services and the family.

Related Policies, Procedures & Guidelines

Priority of Access Policy

For Further Information

Created: June 2005
Maintainer: 
Review: June 2006
Authorised by:
Clothing and Footwear Policy (Staff)

Scope

The Clothing and Footwear Policy applies to all staff working in Victoria University’s Childcare Centres and the Coordinators managing the Services.

Policy

1. Staff are expected to wear clothing and footwear that is comfortable and appropriate to the job they are performing.
2. It is expected that staff will wear comfortable footwear whilst working at the Centre (flat or low healed – preferably closed in).
3. The chef/kitchen staff are required to wear a hair covering or hat or tie hair back, an apron and protective footwear (sturdy closed in shoes) as stated in the Food Safety Plan.
4. Staff are expected to adhere to the dress requirements of Victoria University.
5. Staff are expected to follow the requirements of the sun protection policy ensuring that chest and shoulders are covered to protect from the rays of the sun at all times.
6. Staff are expected to comply with the sun protection policy by wearing a wide brimmed or legionnaire hat whilst outdoors.

Responsibilities

Children’s Services employees have a responsibility to ensure that:

1. Clothing worn during working hours is appropriate to the work being undertaken.
2. Footwear is comfortable and enables the staff member to walk on a range of surfaces including; flooring, grass and mulched areas.
Related Policies, Procedures & Guidelines
Sun Protection Policy – VU Web
Victoria University Dress Code
Victoria University’s Children’s Service Food Safety Plan.

For Further Information
Work Safe Victoria

Created: June 2005
Review: June 2006
Maintainer:
Authorised by:
Communication Policy

Scope

The Communication Policy applies to all staff working in Victoria University Childcare Centres and the Coordinators managing the Services.

Victoria University considers the role of the parent/family as paramount in the development of a child. Family members have a great deal of knowledge about their child and a positive working relationship will ensure that this knowledge can be shared with early childhood staff. Communication is a two way process and the Centre staff will endeavour to share information about each child’s day to their family on a daily basis. Formal and informal processes for communicating with families will be used to ensure that all relevant information is given and received in a timely manner.

Teamwork and effective communication between staff members is critical to the efficient operation of a Children’s Services Centre and the consistent care of young children. Victoria University is committed to ensuring that staff work in a positive environment with maximum communication and collaboration.

Policy

Communication with families:

1. The staff will use a range of communication methods to ensure that effective and efficient communication occurs within the team and with the families attending the Centre. Some of the methods used by the team include; newsletters, notices on the notice board, formal meetings with families and informal daily contact with families.

2. Feedback regarding children’s progress will occur through personal communication both formal and informal and telephone contact where necessary.

3. The interpreter Service will be utilized where necessary to ensure that a family can communicate effectively with staff.

Communication within the staff team:

1. Staff will inform each other of any organisational matters which impact on their work in the Service as soon as is practicable either in writing or verbally.

2. Staff meetings will be utilized to ensure that all staff have an opportunity to work together and that the same messages are communicated to all staff.
3. Staff working in rooms will ensure they have effective communication systems in regard to; the programme, children’s changing needs, health issues and any incidents which have occurred.

Complaints regarding the Service:

1. If a family has a concern or complaint they are asked to approach the room staff or Centre Coordinator.

2. If unsatisfied with the outcome of the complaint process with the Coordinator, the family may contact the Operations Manager, Student Services, on the Footscray Park Campus.

3. A family may contact the Department of Human Services – Children’s Services Adviser if they have a complaint, which has not been dealt with by the Coordinator or Service Coordinator of Families and Children. The Children’s Services Adviser can be contacted on 9275 7500 or at Western Region Department of Human Services 71 Moreland Street, Footscray.

4. All complaints will be dealt with promptly. A verbal response will occur within 24 hours and a written response in 5 working days.

Responsibilities

Children’s Services employees have a responsibility to ensure that:

Verbal communication

1. Verbal communication occurs with families on a daily basis regarding information about their child’s day.

2. Formal meetings with families occur as required and on a planned basis for the Centre.

Written communication

- A daily record sheet of each child’s activities is maintained in the baby and toddler rooms (these include sleeping, eating and toileting).

- A room diary is maintained for children 3-5 years to record relevant information on the child’s progress.

- A regular newsletter is prepared and distributed to parents.

- They participate in the development of the newsletter by providing information about what is happening in the room in which they work.

- Newsletters, notice boards and programme plans are kept up to date at all times.

Staff communication

- Staff will share ideas and knowledge at regular staff meetings, through communication sheets, social events and incidental communication, which occurs on a daily basis.
Families responsibilities are to ensure that:

- Staff are provided with current information regarding the child’s progress, development and health.

Related Policies, Procedures & Guidelines
Staff meeting policy

For Further Information

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Equal Opportunity (EO) Policy

This policy can be located on Victoria University VU web.
ERA – Health Programme Policy

This policy can be located on Victoria University VU web.
ID Cards – Name Badges Policy

This policy can be located on Victoria University VU web.
Incident/ Hazard Reporting and Investigating Policy

This policy can be located on Victoria University VU web.
Leave Without Pay Policy

This policy can be located on Victoria University VU web.
Leave Policy

This policy can be located on Victoria University VU web.
Occupational Health and Safety Policy

This policy can be located on Victoria University VU web.
Induction of New Staff Policy

This policy can be located on Victoria University VU web.
Personal Business Policy

Scope

The Personal Business Policy applies to all staff working in Victoria University Childcare Centres and the Coordinators managing the Services.

Definition

Personal Business relates to staff members taking telephone calls or having visitors whilst on duty at the Centre.

Policy

1. Staff members are asked to keep personal business to a minimum whilst on duty at the Centre.
2. Staff are requested to use Internet and e-mail technology in a professional manner at all times.
3. Small business activities may not be operated whilst working at the Centre.

Responsibilities

Children’s Services employees have a responsibility to ensure that:

1. Messages are taken for staff members whilst on duty unless it is in regard to an emergency or an inquiry from a parent.
2. Staff are asked to keep their personal calls to a minimum, as the phone line is required for incoming calls from parents and potential clients.
3. Under no circumstances may details about a child, parent or staff member be released unless the caller has been identified and does not breach confidentiality.
4. E-mail and Internet access is utilised for the purpose of work directly related to Children’s Services.
Related Policies, Procedures & Guidelines
The Privacy Policy – VU web
Internet Policy – VU web

For Further Information

Created: June 2005
Review: June 2006
Maintainer: 
Authorised by: 
Professional Development Policy

Scope

Policy

Responsibilities

Related Policies, Procedures & Guidelines

Further Information

Scope

The Professional Development Staff Policy applies to all staff working in Victoria University Childcare Centres and the Coordinators managing the Services.

Training deemed appropriate for staff undertaking a management role includes but is not limited to:

- Budgeting and financial management
- Developing effective rosters
- Business planning
- Policy development
- Occupational Health and Safety in the workplace
- Accreditation and quality management

Training deemed appropriate for direct Service staff includes but is not limited to:

- Planning for groups and individuals
- Staff – parent effective communication
- Parent – staff interviews
- Appropriate experiences to provide for children
- Behaviour guidance
- Planning for outdoor play
- Setting up the environment
- Child Protection

Training deemed appropriate for cooks/chefs/kitchen staff includes but is not limited to:

- Safe food handling
- Nutrition for under 5’s
- Budgeting and menu planning

Policy

1. Training is organised for each staff member in line with the outcome of their Performance Enhancement Development Scheme (PEDS) to enhance the development of their skills and assist the Service to reach its annual objectives.
Responsibilities

Children’s Services employees have a responsibility to ensure that:

1. They seek approval to attend professional development sessions via the Centre Coordinator.
2. Evaluations are completed for all training held within the organisation to determine its relevance and effectiveness.
3. Training attended off site will be reported to the team at the next staff meeting regarding the content and relevance of the training attended.

Centre Coordinators have a responsibility to ensure that:

- Budgeted financial amounts are available to provide relevant training to Centre staff.
- The Coordinator will record the type of training completed by staff i.e. first aid, manual handling etc
- The Coordinator will pass on relevant material in regards to training opportunities available for Centre staff.

Related Policies, Procedures & Guidelines
HR on line Learning and Development Policy – VU web
Study Assistance Policy – VU web
Curriculum Policy

For Further Information

Created: June 2005
Review: June 2006
Maintainer: Authorised by:
Recruitment of Staff Policy

This policy can be located on Victoria University VU web.
Rehabilitation Policy

This policy can be located on Victoria University VU web.
Resignation Policy

This policy can be located on Victoria University VU web.
Staff Meetings Policy

Scope

Policy

Responsibilities

Related Policies, Procedures & Guidelines

Further Information

Scope

The Staff Meetings Policy applies to all staff working in Victoria University’s Childcare Centres and the Coordinators managing in the Services.

Staff meetings are used as an opportunity to raise problems and solve issues within the team. They can be used to evaluate children's development, programmes and the Centre. Accreditation is a component of each staff meeting and allows the whole Centre to plan as a team. Staff meetings enable staff to network, formulate new ideas, share information with each other and add to current knowledge.

Policy

1. Staff meetings are held on a monthly basis.
2. Staff are expected to attend staff meetings.
3. Staff attending meetings are given time off in lieu, at the rate of time and a half.

Responsibilities

Children’s Services employees have a responsibility to ensure that:

- They attend all staff meetings and ensure the success of the meeting by actively supporting and participating in them.

Related Policies, Procedures & Guidelines

Communication Policy

For Further Information

Created: June 2005
Review: June 2006
Maintainer: Authorised by:
Students and Volunteer Policy

Scope

Policy

Responsibilities

Related Policies, Procedures & Guidelines

Further Information

Scope

The Students and Volunteer Policy applies to all staff working in Victoria University Childcare Centres and the Coordinators managing in the Services.

Policy

1. Student and volunteer placements will be organised in a manner that causes minimal disruption to the smooth running of the Centre.

2. All students will be expected to provide a current police check prior to commencing their placement unless under the age of 18 years.

3. Students are fully supervised by Centre staff whilst at the Centre.

4. Students are expected to abide by the Services policies and requirements of the Children’s Services Regulations 1998 whilst attending the Centre.

5. Students are required to sign in and out each day for insurance purposes.

Responsibilities

Centre Coordinators have a responsibility to ensure that:

1. Paperwork is completed prior to the student/volunteer commencing their placement.

2. A staff member supervises all students/volunteers at all times.

3. Students/volunteers are in excess of staff child ratios.

4. Students/volunteers do not give advice and information about parenting and individual children to parents/carers.

5. An induction process is undertaken for all students/volunteers prior to commencing their placement.

Related Policies, Procedures & Guidelines

Privacy Information Act Policy located on the VU web.

For Further Information

Victoria University – Human Resources Department

Created: June 2005
Review: June 2006
Maintainer: Authorised by:
Study Assistance Policy

This policy can be located on Victoria University VU web.
Termination of Employment Policy

This policy can be located on Victoria University VU web.
WorkCover Guidelines Policy

This policy can be located on Victoria University VU web.