

## Prescribed Policies

<b>Policy</b>	<b>Page</b>	<b>Review Due</b>	<b>NQS Quality Area</b>
<b>Administration of first aid</b>		<b>2018 Nov</b>	<b>Quality Area 2</b>
<b>Assessment and approval and reassessment of Educator's premises</b>		<b>2018 Nov</b>	<b>Quality Area 3</b>
<b>Authorisations and refusals</b>		<b>2018 August</b>	<b>Quality Area 6</b>
<b>Code of conduct (includes Code of confidentiality, Conflict of interest, Privacy, Privacy on Line, and Staff and Educator Code of Ethics)</b>		<b>2018 Dec</b>	<b>Quality Areas 6 &amp; 7</b>
<b>Child protection (includes Fit and proper person)</b>		<b>2018 Nov</b>	<b>Quality Area 2</b>
<b>Complaint handling</b>		<b>2019 Feb</b>	<b>Quality Area 7</b>
<b>Dealing with infectious diseases (Health)</b>		<b>2018 May</b>	<b>Quality Area 2</b>
<b>Dealing with medical conditions (Asthma and Anaphylaxis)</b>		<b>2018 May</b>	<b>Quality Areas 2 &amp; 7</b>
<b>Delivery of children to/collection of children/parental access</b>		<b>2018 Oct</b>	<b>Quality Area 2</b>
<b>Determining the responsible person present</b>		<b>2018 Nov</b>	<b>Quality Area 4</b>
<b>Educator's Assistant (Engagement &amp; registration)</b>		<b>2018 Feb</b>	<b>Quality Area 4</b>
<b>Enrolment and orientation</b>		<b>2017 Dec</b>	<b>Quality Area 6</b>
<b>Emergency evacuation (Critical Incident)</b>		<b>2018 Nov</b>	<b>Quality Area 2</b>
<b>Excursions (includes Motor vehicle)</b>		<b>2018 Nov</b>	<b>Quality Area 2</b>
<b>Governance and management</b>		<b>2018 June</b>	<b>Quality Area 7</b>
<b>Home visit</b>		<b>2017 Sept</b>	<b>Quality Area 4</b>
<b>Incident, injury, trauma and illness</b>		<b>2018 Feb</b>	<b>Quality Area 2</b>
<b>Interactions with children (includes Behaviour guidance, Resilience, self reliance and self esteem in children)</b>		<b>2017 Oct</b>	<b>Quality Area 5</b>
<b>Keeping a register of FDC Educators</b>		<b>2018 Nov</b>	<b>Quality Area 4</b>

Nutrition, food, beverages, dietary requirements		2016 September	Quality Area 2
Payment of fees/provision of statement (includes Fee setting)		2019 Feb	Quality Area 7
Recruitment of Educators		2018 Mar	Quality Area 4
Sun safe		2017 Oct	Quality Area 2
Students and volunteers		2018 July	Quality Area 4
Training		2016 November	Quality Area 4
Visitors to Educator's premises		2017 Sept	Quality Area 7
Water safety		2014 June	Quality Area 2

### **Additional Service Policies**

Inclusion (includes Access, equity and diversity)		2014 December	Quality Area 6
Sustainability		2014 February	Quality Area 3
Social Media		2016 May	Quality Area 6
Educational Program & Practice		2018 Dec	Quality Area 1

### **Procedures**

Procedure	Related Policy	NQS Quality Area
Administering medication (includes Fever management)	Administration first aid	Quality Area 2
Bathing babies and young children	Water safety	Quality Area 2
Dental health	Nutrition, food, beverage & dietary requirements	Quality Area 2
De-registration of Educator from the Register	Recruitment of Educators	Quality Area 4
Flexitime	Home visit	Quality Area 4
Infection control/hand washing	Dealing with infectious diseases	Quality Area 2
Management of records	Code of conduct	Quality Area 7

<b>Marketing and media</b>	<b>Code of conduct</b>	<b>Quality Area 6</b>
<b>Nappy changing</b>		<b>Quality Area 2</b>
<b>Pets</b>		<b>Quality Area 2</b>
<b>Photo and camera</b>	<b>Code of conduct</b>	<b>Quality Area 6</b>
<b>Placement</b>	<b>Enrolment and orientation</b>	<b>Quality Area 6</b>
<b>Relief Care</b>	<b>Recruitment of Educators</b>	<b>Quality Area 4</b>
<b>Safe sleeping (refers to Cots and bedding and SIDS Overnight Care)</b>		
<b>Supervision</b>		<b>Quality Area 2</b>
<b>Workplace health and safety (Educators) Toxic substances, Non Smoking)</b>		<b>Quality Area 2</b>
<b>Workplace health and safety (Scheme) Put in staff handbook</b>		<b>Quality Area 2</b>