

## Armidale & District Family Day Care

### Policy Index

<b>Policy</b>	<b>Focus</b>	<b>Date ratified</b>	<b>Review Due</b>	<b>Amendments needed/notes</b>
<i>Administration of First Aid</i> <i>QA 2</i>	<i>Educator and Staff Qualifications</i> <i>First Aid Kit</i>	<b>Nov 2016</b>	<b>Nov 2018</b>	
<i>Assessment, Approval and Re-assessment of Educator's Premises</i> <i>QA 3</i>	<i>Initial and ongoing risk assessment of Educator's environments</i> <i>Support and advice</i>	<b>Nov 2016</b>	<b>Nov 2018</b>	
<i>Authorisations and Refusals</i> <i>QA 6</i>	<i>Acknowledging the family's right to authorise or refuse their child's participation in activities or experiences</i>	<b>Aug 2018</b>	<b>Aug 2020</b>	
<i>Child Protection</i> <i>QA 2</i>	<i>"Fit and Proper" Person requirements</i> <i>WWCC and Child Protection awareness</i>	<b>Jul 2017</b>	<b>Jul 2019</b>	
<i>Code of Conduct</i> <i>QA 6 &amp; 7</i>	<i>Staff and Educator Code of Ethics</i> <i>Conflict of Interest</i> <i>Privacy (including online)</i> <i>Confidentiality</i>	<b>Dec 2016</b>	<b>Dec 2018</b>	
<i>Complaint Handling</i> <i>QA 7</i>	<i>Rights</i> <i>Process</i> <i>Resolution or Review</i> <i>Documentation and Reporting</i>	<b>Feb 2017</b>	<b>Feb 2019</b>	

<i>Critical Incident/ Emergency Evacuation</i> <b>QA 2</b>	<i>Response required Reporting responsibilities</i>	<b>Nov 2016</b>	<b>Nov 2018</b>	
<i>Dealing with Infectious Diseases</i> <b>QA 2</b>	<i>Recommendations for common illnesses Exclusions</i>	<b>May 2018</b>	<b>May 2020</b>	
<i>Dealing with Medical Conditions</i> <b>QA 2 &amp; 7</b>	<i>Health Management Plans required for conditions such as Asthma, Anaphylaxis, Diabetes, Cystic Fibrosis etc.</i>	<b>May 2018</b>	<b>May 2020</b>	
<i>Delivery/Collection of Children and Parental Access</i> <b>QA 2</b>	<i>Children's safety Only nominated access and collection</i>	<b>Oct 2016</b>	<b>Oct 2018</b>	
<i>Determining the Responsible Person</i> <b>QA 4</b>	<i>Role of the Nominated Supervisor</i>	<b>Nov 2016</b>	<b>Nov 2018</b>	
<i>Educational Program and Practice</i> <b>QA 1</b>	<i>FDC programs Children's learning Documentation Playsessions</i>	<b>Dec 2016</b>	<b>Dec 2018</b>	
<i>Educator's Assistant</i> <b>QA 4</b>	<i>Guidelines for using an authorised support person</i>	<b>Oct 2017</b>	<b>Oct 2019</b>	
<i>Enrolment and Orientation</i> <b>QA 6</b>	<i>To assist families with the enrolment process</i>	<b>May 2017</b>	<b>May 2019</b>	
<i>Environmental Sustainability</i> <b>QA 3</b>	<i>Sustainability and everyday practice  Appreciation of natural world</i>	<b>Jul 2017</b>	<b>Jul 2019</b>	

Excursions <i>QA 2</i>	<i>Guidelines for safe excursion practices Documentation required</i>	<b>Nov 2016</b>	<b>Nov 2018</b>	
Governance and Management <i>QA 7</i>	<i>The role of the Board of Directors</i>	<b>Dec 2016</b>	<b>June 2018</b>	
Home Visit <i>QA 4</i>	<i>Role of a Coordinator</i>	<b>Oct 2017</b>	<b>Oct 2019</b>	
Incident, Injury, Trauma and Illness <i>QA 2</i>	<i>Response and reporting required within 24 hours</i>	<b>Feb 2018</b>	<b>Feb 2020</b>	
Inclusion <i>QA 6</i>	<i>Acknowledgement of diversity of culture, practice, language</i>	<b>Mar 2017</b>	<b>Mar 2019</b>	
Interactions with Children <i>QA 5</i>	<i>Supporting 3behaviour guidance, children's resilience, self-reliance and esteem</i>	<b>Feb 2018</b>	<b>Feb 2020</b>	
Keeping a Register <i>QA 4</i>	<i>Documentation required for Educators, Educator's Partners, Assistants and Staff</i>	<b>Nov 2016</b>	<b>Nov 2018</b>	
Nutrition, Food, Beverages, Dietary Requirements <i>QA 2</i>	<i>Nutritional guidelines  Menus</i>	<b>Mar 2017</b>	<b>Mar 2019</b>	
Payment of Fees <i>QA 6 &amp; 7</i>	<i>Fee Setting Statements and Receipting</i>	<b>Feb 2017</b>	<b>Feb 2019</b>	

Privacy <i>QA 6 &amp; 7</i>	Privacy of documents and information	<b>Feb 2019</b>		
Recruitment of Educators <i>QA 4</i>	Educator attributes and requirements Registration process	<b>Mar 2018</b>	<b>Mar 2020</b>	
Social Media <i>QA 6</i>	Guidelines for using Social Media and the Internet	<b>Jun 2017</b>	<b>Jun 2019</b>	
Student and Volunteer Guidelines <i>QA 4</i>	Student involvement and supervision	<b>July 2016</b>	<b>July 2018</b>	
Sun Safe <i>QA 2</i>	Recommended practices for all Educators, Staff and Children	<b>Oct 2017</b>	<b>Oct 2019</b>	
Training <i>QA 4</i>	Aim to build the skills and knowledge of Educators and Staff Induction	<b>Mar 2017</b>	<b>Mar 2019</b>	
Visitors <i>QA 7</i>	Informing families of people in direct and non-direct contact with children Child protection	<b>Oct 2017</b>	<b>Oct 2019</b>	
Water Safety <i>QA 2</i>	Water Play Excursion Hazards Pools	<b>Feb 2017</b>	<b>Feb 2019</b>	

## Armidale & District Family Day Care Procedures Index

Procedure	Purpose	Date ratified	Review Due	Amendments needed/notes
<i>Administering medication</i>  <i>QA 2</i>	<i>Guidelines</i> <i>Authorisation Form</i>	<b>Aug 2017</b>	<b>August 2019</b>	
<i>Bathing babies and young children</i>  <i>QA 2</i>	<i>Supervision</i> <i>Water safety</i>	<b>Oct 2017</b>	<b>Oct 2019</b>	
<i>Confidentiality</i>  <i>QA 7</i>	<i>Privacy</i> <i>Code of Conduct</i>	<b>Sept 2017</b>	<b>Sept 2019</b>	
<i>Dental Health</i>	<i>Supporting oral health practices</i> <i>Bottle use and diet</i> <i>Tooth injuries</i>	<b>Sept 2017</b>	<b>Sept 2019</b>	
<i>De-registration of an Educator from the Register</i>  <i>QA 4</i>	<i>Notification of Breaches</i> <i>Procedure</i> <i>Appeals</i>	<b>Oct 2017</b>	<b>Oct 2019</b>	
<i>Flexitime</i>  <i>QA 4</i>	<i>Option</i> <i>Availability</i>	<b>Oct 2017</b>	<b>Oct 2019</b>	
<i>Infection Control/Hand Washing</i>  <i>QA 2</i>	<i>Hygiene-environmental and personal</i>	<b>Aug 2017</b>	<b>August 2019</b>	
<i>Management of Records</i>  <i>QA 7</i>	<i>Meeting Regulatory Requirements</i> <i>Confidentiality</i>	<b>Sept 2017</b>	<b>Sept 2019</b>	
<i>Marketing and Media</i>  <i>QA 6</i>	<i>Framework for service promotion</i>	<b>April 2017</b>	<b>April 2019</b>	
<i>Nappy Changing</i>	<i>Hygienic procedure</i> <i>Nappy change</i>	<b>Feb 2017</b>	<b>Aug 2018</b>	

<i>QA 2</i>	<i>furniture/area Bins Cloth Nappies</i>			
<i>Pets QA 2</i>	<i>Risk awareness Pet areas Supervised contact Hygiene</i>	<b>Jul 2017</b>	<b>Jul 2019</b>	
<i>Photo and Camera QA 6</i>	<i>Use of cameras, mobile phones Children's rights Privacy</i>	<b>July 2019</b>	<b>July 20i9</b>	
<i>Placement QA 6</i>	<i>Priority of Access Choosing an Educator Accepting an enrolment</i>	<b>Jun 2017</b>	<b>Jun 2019</b>	
<i>Relief Care QA 4</i>	<i>Guidelines for engaging a Relief Educator</i>	<b>Aug 2017</b>	<b>Aug 2019</b>	
<i>Safe Sleeping QA 2</i>	<i>SIDS recommended practices Sleep checks Amber teething necklaces</i>	<b>Feb 2017</b>	<b>Aug 1018</b>	
<i>Supervision QA 2</i>	<i>Regulation requirements</i>	<b>Feb 2017</b>	<b>Aug 2018</b>	
<i>Workplace Health and Safety (Educators) QA 2</i>	<i>Maintenance and Monitoring responsibilities</i>	<b>Aug 2017</b>	<b>Aug 2019</b>	
<i>Workplace Health and Safety (Coordination Unit) QA 2</i>	<i>Maintenance and Monitoring responsibilities Reporting</i>	<b>Jan 2018</b>	<b>Jan 2020</b>	