

Armidale & District Family Day Care

Policy Index

Policies and Procedures are regularly updated as required

Policy	Focus
<i>Administration of First Aid</i> QA 2	<i>Educator and Staff Qualifications</i> <i>First Aid Kit</i>
<i>Assessment, Approval and Re-assessment of Educator's Premises</i> QA 3	<i>Initial and ongoing risk assessment of Educator's environments</i> <i>Support and advice</i>
<i>Authorisations and Refusals</i> QA 6	<i>Acknowledging the family's right to authorise or refuse their child's participation in activities or experiences</i>
<i>Child Protection</i> QA 2	<i>"Fit and Proper" Person requirements</i> <i>WWCC and</i> <i>Child Protection awareness</i>
<i>Code of Conduct</i> QA 6 & 7	<i>Staff and Educator Code of Ethics</i> <i>Conflict of Interest</i> <i>Privacy (including online)</i> <i>Confidentiality</i>
<i>Complaint Handling</i> QA 7	<i>Rights</i> <i>Process</i> <i>Resolution or Review</i> <i>Documentation and Reporting</i>
<i>Critical Incident/ Emergency Evacuation</i> QA 2	<i>Response required</i> <i>Reporting responsibilities</i>

<p><i>Dealing with Infectious Diseases</i> QA 2</p>	<p><i>Recommendations for common illnesses</i> <i>Exclusions</i></p>
<p><i>Dealing with Medical Conditions</i> QA 2 & 7</p>	<p><i>Health Management Plans required for conditions such as Asthma, Anaphylaxis, Diabetes, Cystic Fibrosis etc.</i></p>
<p><i>Delivery/Collection of Children and Parental Access</i> QA 2</p>	<p><i>Children's safety</i> <i>Only nominated access and collection</i></p>
<p><i>Determining the Responsible Person</i> QA 4</p>	<p><i>Role of the Nominated Supervisor</i></p>
<p><i>Educational Program and Practice</i> QA 1</p>	<p><i>FDC programs</i> <i>Children's learning</i> <i>Documentation</i> <i>Playsessions</i></p>
<p><i>Educator's Assistant</i> QA 4</p>	<p><i>Guidelines for using an authorised support person</i></p>
<p><i>Enrolment and Orientation</i> QA 6</p>	<p><i>To assist families with the enrolment process</i></p>
<p><i>Environmental Sustainability</i> QA 3</p>	<p><i>Sustainability and everyday practice</i> <i>Appreciation of natural world</i></p>
<p><i>Excursions</i> QA 2</p>	<p><i>Guidelines for safe excursion practices</i> <i>Documentation required</i></p>
<p><i>Governance and Management</i> QA 7</p>	<p><i>The role of the Board of Directors</i></p>

Home Visit QA 4	Role of a Coordinator
Incident, Injury, Trauma and Illness QA 2	Response and reporting required within 24 hours
Inclusion QA 6	Acknowledgement of diversity of culture, practice, language
Interactions with Children QA 5	Supporting behaviour guidance, children's resilience, self-reliance and esteem
Keeping a Register QA 4	Documentation required for Educators, Educator's Partners, Assistants and Staff
Nutrition, Food, Beverages, Dietary Requirements QA 2	Nutritional guidelines Menus
Payment of Fees QA 6 & 7	Fee Setting Statements and Receipting
Privacy QA 6 & 7	Privacy of documents and information
Recruitment of Educators QA 4	Educator attributes and requirements Registration process
Social Media QA 6	Guidelines for using Social Media and the Internet

<i>Student and Volunteer Guidelines</i> <i>QA 4</i>	<i>Student involvement and supervision</i>
<i>Sun Safe</i> <i>QA 2</i>	<i>Recommended practices for all Educators, Staff and Children</i>
<i>Training</i> <i>QA 4</i>	<i>Aim to build the skills and knowledge of Educators and Staff</i> <i>Induction</i>
<i>Visitors</i> <i>QA 7</i>	<i>Informing families of people in direct and non-direct contact with children</i> <i>Child protection</i>
<i>Water Safety</i> <i>QA 2</i>	<i>Water Play</i> <i>Excursion Hazards</i> <i>Pools</i>

Armidale & District Family Day Care Procedures Index

Procedure	Purpose
<i>Administering medication</i> <i>QA 2</i>	<i>Guidelines</i> <i>Authorisation Form</i>
<i>Bathing babies and young children</i> <i>QA 2</i>	<i>Supervision</i> <i>Water safety</i>
<i>Confidentiality</i> <i>QA 7</i>	<i>Privacy</i> <i>Code of Conduct</i>
<i>Dental Health</i>	<i>Supporting oral health practices</i> <i>Bottle use and diet</i>

	<i>Tooth injuries</i>
<i>De-registration of an Educator from the Register</i> <i>QA 4</i>	<i>Notification of Breaches Procedure Appeals</i>
<i>Flexitime</i> <i>QA 4</i>	<i>Option Availability</i>
<i>Infection Control/Hand Washing</i> <i>QA 2</i>	<i>Hygiene- environmental and personal</i>
<i>Management of Records</i> <i>QA 7</i>	<i>Meeting Regulatory Requirements Confidentiality</i>
<i>Marketing and Media</i> <i>QA 6</i>	<i>Framework for service promotion</i>
<i>Nappy Changing</i> <i>QA 2</i>	<i>Hygienic procedure Nappy change furniture/area Bins Cloth Nappies</i>
<i>Pets</i> <i>QA 2</i>	<i>Risk awareness Pet areas Supervised contact Hygiene</i>
<i>Photo and Camera</i> <i>QA 6</i>	<i>Use of cameras, mobile phones Children's rights Privacy</i>
<i>Placement</i> <i>QA 6</i>	<i>Priority of Access Choosing an Educator Accepting an enrolment</i>
<i>Relief Care</i> <i>QA 4</i>	<i>Guidelines for engaging a Relief Educator</i>

<i>Safe Sleeping</i> QA 2	<i>SIDS recommended practices</i> <i>Sleep checks</i> <i>Amber teething necklaces</i>
<i>Supervision</i> QA 2	<i>Regulation requirements</i>
<i>Workplace Health and Safety</i> <i>(Educators)</i> QA 2	<i>Maintenance and</i> <i>Monitoring responsibilities</i>
<i>Workplace Health and Safety</i> <i>(Coordination Unit)</i> QA 2	<i>Maintenance and</i> <i>Monitoring responsibilities</i> <i>Reporting</i>