Armidale & District Family Day Care

Policy Index

Policy	Focus	Date ratified	Review Due
Administration of First Aid *QA 2*	*Educator and Staff Qualifications* *First Aid Kit*	**Feb 2021**	**Feb 2023**
Assessment, Approval and Re-assessment of Educator's Premises *QA 3*	*Initial and ongoing risk assessment of Educator's environments* *Support and advice*	**March 2021**	**March 2023**
Authorisations and Refusals *QA 6*	*Acknowledging the family's right to authorise or refuse their child's participation in activities or experiences*	**May 2021**	**May 2023**
Child Protection *QA 2*	*"Fit and Proper" Person requirements* *WWCC and* *Child Protection awareness*	**July 2020**	**July 2022**
Children's Sleep and Rest Policy *QA 2 QA 3*	*Red Nose recommendations* *Supervision* *Safe Sleeping*	**Aug 2021**	**Aug 2023**
Code of Conduct *QA 6 & 7*	*Staff and Educator Code of Ethics* *Conflict of Interest* *Privacy (including online)* *Confidentiality*	**April 2021**	**April 2023**
Complaint Handling *QA 7*	*Rights* *Process* *Resolution or Review* *Documentation and Reporting*	**May 2021**	**May 2023**
Dealing with Infectious Diseases *QA 2*	*Recommendations for common illnesses* *Exclusions*	**April 2022**	**April 2024**

Dealing with Medical Conditions *QA 2 & 7*	Health Management Plans required for conditions such as Asthma, Anaphylaxis, Diabetes, Cystic Fibrosis etc.	**August 2020**	**August 2022**
Delivery/Collection of Children and Parental Access *QA 2*	Children's safety Only nominated access and collection	**April 2021**	**April 2023**
Determining the Responsible Person *QA 4*	Role of the Nominated Supervisor	**July 2021**	**July 2023**
Educational Program and Practice *QA 1*	FDC programs Children's learning Documentation Play-sessions	**Jan 2021**	**Jan 2023**
Educator's Assistant *QA 4*	Guidelines for using an authorised support person	**April 2022**	**April 2024**
Emergency Evacuation/Lockdown *QA 2*	Evacuation & Lockdown procedures Floorplan requirements	**March 2021**	**March 2023**
Enrolment and Orientation *QA 6*	To assist families with the enrolment process	**May 2021**	**May 2023**
Environmental Sustainability *QA 3*	Sustainability and everyday practice Appreciation of natural world	**Jul 2021**	**July 2023**
Excursions *QA 2*	Guidelines for safe excursion practices Documentation required	**Feb 2021**	**Feb 2023**
Governance *QA 7*	The role of the Board of Directors	**Mar 2021**	**Mar 2023**
Home Visit *QA 4*	Role of a Coordinator	**April 2021**	**April 2023**

Incident, Injury, Trauma and Illness *QA 2*	Response and reporting required within 24 hours	**August 2020**	**August 2022**
Inclusion *QA 6*	Acknowledgement of diversity of culture, practice, language	**May 2021**	**May 2023**
Keeping a Register *QA 4*	Documentation required for Educators, Educator's Partners, Assistants and Staff	**April 2021**	**April 2023**
Nutrition, Food, Beverages, Dietary Requirements *QA 2*	Nutritional guidelines Menus	**March 2021**	**March 2023**
Payment of Fees *QA 6 & 7*	Fee Setting Statements and Receipting	**May 2021**	**May 2023**
Privacy *QA 6 & 7*	Privacy of documents and information	**May 2021**	**May 2023**
Promoting Children's Wellbeing & Resilience *QA 5*	Supporting behaviour guidance, children's resilience, self-reliance and esteem	**Oct 2021**	**Oct 2023**
Recruitment of Educators *QA 4*	Educator attributes and requirements Registration process	**August 2020**	**August 2022**
Social Media *QA 6*	Guidelines for using Social Media and the Internet	**Feb 2022**	**Feb 2024**
Student and Volunteer Guidelines *QA 4*	Student involvement and supervision	**April 2021**	**April 2023**

Sun Safe *QA 2*	*Recommended practices for all Educators, Staff and Children*	**June 2021**	**June 2023**
Training *QA 4*	*Aim to build the skills and knowledge of Educators and Staff Induction*	**August 2021**	**August 2023**
Visitors *QA 7*	*Informing families of people in direct and non-direct contact with children* *Child protection*	**Oct 2021**	**Oct 2023**
Water Safety *QA 2*	*Water Play* *Excursion Hazards* *Pools*	**May 2021**	**May 2023**

Armidale & District Family Day Care Procedures Index

Procedure	Purpose	Date ratified	Review Due
Administering medication *QA 2*	*Guidelines* *Authorisation Form*	**Sep 2021**	**Sep 2022**
Bathing babies and young children *QA 2*	*Supervision* *Water safety*	**Oct 2021**	**Oct 2023**
Confidentiality *QA 7*	*Privacy* *Code of Conduct*	**Sept 2021**	**Sept 2023**
Covid-19 Procedure	*To determine what should happen in individual situations in a potential Covid-19 is confirmed. How to determine a close or casual contact of a confirmed case of Covid-19*	**Oct 2021**	**Oct 2022**

Dental Health *QA2*	*Supporting oral health practices* *Bottle use and diet* *Tooth injuries*	**Sep 2021**	**Sep 2023**
De-registration of an Educator from the Register *QA 4*	*Notification of Breaches* *Procedure* *Appeals*	**June 2021**	**June 2023**
Flexitime *QA 4*	*Option* *Availability*	**Oct 2021**	**Oct 2023**
Infection Control/Hand Washing *QA 2*	*Hygiene- environmental and personal*	**April 2022**	**April 2024**
Management of Records *QA 7*	*Meeting Regulatory Requirements* *Confidentiality*	**Feb 2022**	**Feb 2024**
Marketing *QA 6*	*Framework for service promotion*	**April 2021**	**April 2023**
Nappy Changing *QA 2*	*Hygienic procedure* *Nappy change furniture/area* *Bins* *Cloth Nappies*	**Aug 2021**	**Aug 2023**
Pets *QA 2*	*Risk awareness* *Pet areas* *Supervised contact* *Hygiene*	**Jul 2021**	**Jul 2023**
Photo and Camera *QA 6*	*Use of cameras, mobile phones* *Children's rights* *Privacy*	**May 2022**	**May 2024**
Placement *QA 6*	*Priority of Access* *Choosing an Educator* *Accepting an enrolment*	**August 2021**	**August 2023**
Relief Care *QA 4*	*Guidelines for engaging a Relief Educator*	**Aug 2021**	**Aug 2023**

Safe Sleeping *QA 2*	*SUDI and Red Nose recommended practices* *Sleep checks* *Amber teething necklaces*	**Aug 2021**	**Aug 2023**
Supervision *QA 2*	*Regulation requirements*	**July 2021**	**July 2023**
Workplace Health and Safety (Educators) *QA 2*	*Maintenance and* *Monitoring responsibilities*	**Sept 2021**	**Sept 2023**
Workplace Health and Safety (Coordination Unit) *QA 2*	*Maintenance and* *Monitoring responsibilities* *Reporting*	**Sept 2021**	**Sept 2023**