



BARRY  
BECKETT  
Children's centre

12 Connolly Ave  
Coburg 3058

## POLICY AND INFORMATION HANDBOOK

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*Reviewed July 2012*

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# BARRY BECKETT CHILDREN'S CENTRE Inc.

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## COORDINATORS MESSAGE

*On behalf of the Committee of Management, the staff and the families of the Barry Beckett Children's Centre I would like to welcome your family to our Centre. Barry Beckett Children's Centre is licensed for 40 long day care positions per day for children aged between 3 months and 6 years. In partnership with you we will ensure that your child's time at the Centre is both an enjoyable and stimulating experience. Our team of experienced early childhood professionals works together, as one, to provide a service delivery to the Community that is inclusive, warm, welcoming and reassuring to families.*

*In consultation with families the team are happy to develop an individualized orientation process for your family, this enables opportunities to develop positive trusting relationships when starting at the Centre.*

*Barry Beckett is a Community based service where we welcome and value family input into developing and supporting our service delivery. Building Community is at the core of our Centre philosophy and through this children are empowered as active contributing members of the Community, their Community, our Community.*

*This Policy and Information Handbook was revised and updated during 2011 and will provide you with a wide variety of information regarding the operations of the Centre. All policies and procedures are reviewed annually and regularly evaluated and updated by the staff and families as new information and standards are developed. Please feel confident that your opinions and input are valued and that we welcome your feedback. We offer a variety of information on a number of topics in languages other than English and we are able to access an interpreter service for families if it is required.*

*Again I would like to welcome you to our centre; my door is always open so please pop in.*

*Sarah Beaumont, Centre Coordinator*

## THE CENTRE – HISTORY AND BACKGROUND

The Centre opened for community use on the 9th of September 1985. It was named after Barry Beckett, a retired Coburg councilor, as a tribute to his contribution to community services. The funds to build the centre came from a Commonwealth/State Government "package funding agreement" offered to Coburg City Council in August 1984. The Barry Beckett Children's Centre became an incorporated body in October 1986.

Marlene Fraser was the first Coordinator at Barry Beckett and Marlene is still active in Early Childhood as the Coordinator of the Coburg Children's Centre. Marlene's dedication to Barry Beckett was recently re-ignited in 2005/2006 as she took on the role of Caretaker Coordinator steering the Centre into its 21<sup>st</sup> year.

The buildings are owned by Moreland City Council and are situated on Crown land. Barry Beckett Children's Centre Inc. is licensed by the Moreland City Council. Moreland City Council also provides support, information and networking through the Early Childhood Services team.

The Centre is managed by an elected parent Committee of Management that is responsible for upholding the Constitution and ensuring the Service complies with all regulatory requirements in partnership with the Licensee and Centre Coordinator. The Committee of Management and Coordinator meet regularly to discuss the operational aspects of the Centre and at the Annual General Meeting all families are invited to attend and nominate for a position on the Committee of Management.

The Centre Coordinator's role is to direct and oversee all operational aspects of the service and its delivery in accordance with all regulatory requirements and the New Quality Framework, to develop and lead the staff team and work closely with other Coordinators in the Moreland area to share information and ideas.

## **CENTRE OPERATIONS**

### **HOURS OF OPERATION**

- The Centre is open from 7.00am to 6.00pm Monday to Friday 49 weeks of the year.
- The Centre is closed over Christmas and New Year and this is generally for a period of 3 weeks.
- Families will not be charged for the time the Centre is closed over this 3 week period.

The Centre is closed on the following Public Holidays:

- Australia Day
- Labor Day
- Good Friday
- Easter Monday
- Anzac Day
- Queens Birthday
- Melbourne Cup Day

Normal fees will be charged for the Public Holidays as stated above.

### **ANNUAL IN-SERVICE DAYS**

The Centre will be closed for two days for operational purposes. This is the first and last day of the Centre's operational year. Families will not be charged for these days.

The Centre may also close for one Professional Development day per year. Families will be notified in advance and fees will not be charged for this day.

### **CHILDREN'S ROOMS (Updated December 2011)**

The Centre is made up of 3 children's rooms:

**Explorers** 3 months to 2.5 years (12 places available)

**Discoverers** 4-5 years (12 places available)

**Kinder** 2.5 - 4 years (20 places available)

The age groups at the Centre are a guide and enrolment in any of the rooms will be based on current vacancy rates within the room according to the child's age and not vacancy rates across the whole Centre.

Children will remain in the room that they were enrolled in until the end of the calendar year and move to the next room as a group in the New Year. Unless staff and parents feel that it is in best interest for the child that they move up. Any children moving rooms in the New Year will undergo an orientation process towards the end of the year. Where possible one staff member will also move to the new room with the children each year to ensure a smooth transition.

### **ENROLLING AT BARRY BECKETT**

Barry Beckett Children's Centre welcomes all families to our service. Access to Long Day Care is via the waitlist or by referral from the Department of Human Services Child Protection Unit or Moreland City Council Inclusion Support Facilitators.

### **PRIORITY OF ACCESS (Updated December 2011)**

In accordance with the Department of Human Services guidelines, places are offered to families in the following order of priority:

- Children at risk of serious abuse or neglect
- Existing families
- Workforce participants where a single parent or both parents are employed, seeking employment or studying/training for future employment.
- Parents, single or couple who are at home with more than one child below school age.

Special consideration is also given to returning families who have previously had children at the centre.

**For the 3-5's room we give priority as above with the added section:**

- Families of children who are 4 years old, who do not already claim kindergarten funding at an external kindergarten and will be claiming funding at Barry Beckett.

### **WAITLIST**

Currently the centre is involved in a trial with Moreland city Council for central enrolments, families will be given contact details when visiting the centre to be put on the waitlist.

## ENROLMENT PROCEDURES

### NEW ENROLMENTS

All families that are offered a place are required to meet with the coordinator for a pre-enrolment meeting. At the pre-enrolment meeting:

- Families will be given a tour of the centre and an overview of the operations of the centre including staffing and the children's programs.
- Families will be given enrolment forms to fill out (also available in languages other than English), a copy of the Centre's privacy statement and a copy of the centre family handbook. Please read this carefully, please sign and return the acknowledgement section at the back of the handbook to the Centre Coordinator.
- Families will be advised of the procedures to contact the Family Assistance Office to gain a Customer Reference Number to access Child Care Benefit.
- Families are required to pay two weeks fees in advance on enrolment.
- An orientation process will be discussed and formulated. It is recommended that families orientate their child over a period of time. We acknowledge that a great deal of anxiety surrounds families leaving their child for the first time. It is essential to take time to get to know your child's carer and develop a positive trusting relationship that will enable your child to settle and develop positive attachments.
- Families re-enrolling for the following calendar year are required to pay a two week holding deposit during re-enrollment. This deposit is recorded as the first two weeks payment.

### ORIENTATION POLICY

All children need to orientate into the centre, this we believe promotes a happier transition and will help your child develop a sense of belonging.

Each child is different and some children will settle very quickly and others may take longer. We will endeavor to cater for all families and as a guideline we ask a minimum of two 2 hour visits before commencement of care (no charge is made for these sessions). If your child is commencing care at the beginning of the year then orientation will be at the end of the previous year. These sessions should be at different times of the day, were ever possible and for the first session, please do not leave the room, then on the second session we suggest you have a coffee in the staff room to make sure your child settles.

We also believe that you are very important and we want you to feel happy with the centre and the staff. If language support is needed, due to your first language not being English, we can contact FKA to help with this support.

### PARENT INFORMATION

All families are allocated a family pocket which is located in the hall way near your child's room. Your family's pocket can be identified by your child's given name and first letter of your child's surname. Fortnightly invoices, monthly newsletters, fundraising information and other information such as evaluation forms will be placed in your families pocket so it is important to check this regularly.

There is a notice board located in each room with information about what is happening in your child's room, this includes a program of planned activities, A notice board near the kitchen has the weekly menus displayed and information for families on healthy eating and nutrition. Parenting and family information nights are regularly arranged by the Centre and external agencies you will find information about these sessions in your newsletter or on posters displayed on the parent notice board.

The centre feels that communication with families is very important and will work in conjunction with families to best meet communication needs.

The room staff and cook keep up to date records regarding children's individual dietary restrictions, it is essential that parents/guardians ensure that the staff are aware of any changes to your child's diet.

All staff are required to maintain authority to administer medication records and illness/accident/injury records at the Centre. Parents are required to read and co-sign the record as soon as practically possible. All children's maintained files are located near the sign in sheet.

(ref Educational and care services national law and regulations 2011)

### **LATE COLLECTIONS & AUTHORIZED PERSONS (Updated December 2011)**

Children will not be allowed to leave the centre at any time with siblings under the age of 16 years or with any other person not authorized to collect the child from the centre. Authorized people are those stated by the parent on the child's enrolment form. **Please refer to the DEPARTURES policy for further information.**

The centre closes at **6.00 pm**. Parents or guardians picking up children need to ensure they arrive at the centre 10 minutes before the centre's closing time. This will allow time to collect your child's belongings and talk to the staff about your child's day in a calm manner. **Late fees per family will apply to parents/guardians arriving after 6.00pm (see below for an overview of late fees).**

Families will be issued with a copy of the late fee policy and a separate invoice for the late fee at the time of late pick up. Late fee must be paid within 1 week.

#### **██████** Late Fees

**6.00pm - 6.05pm - \$10.00**

**6.05pm - 6.15pm - \$20.00**

**6.15pm - 6.30pm - \$40.00**

**6.15pm: Coordinator will be called.**

**6.30pm: Police/Department of education will be called.**

If child(ren) are picked up later than 6.00pm on more than 2 occasions in the same calendar year the center will consider terminating care for your children.

## Staff procedure for late pick up of children after 5:30pm

Staff will:

- If a child is signed in to be picked up at 4.45pm or earlier and at 5.30pm the child has not yet been collected staff will call the parents/guardian, to confirm that the unforeseen events will not prevent the parents/guardian from collecting the child before the center closes.
- If by 5.55pm children remain at the centre then staff will contact the parents/guardian.
- If staff are unable to contact parents/guardian, staff will telephone the Emergency Contact Persons.
- If unable to contact any of the above, staff will continue attempting to contact the parents and emergency contacts.
- At 6.15pm if staff are unable to contact the parents or emergency contacts the Centre Coordinator will be contacted.
- At 6.30 pm the local police will be called to collect the child and a qualified staff member will accompany the child to the police station with the police. Information will be left on the centre front door of this action and where the child has been taken. At no stage will staff take the child to the child's home by car or to the staff's own home.

## PAYMENT FOR ABSENT DAYS

If your child is going to be absent from the centre please ring and let the centre know as soon as possible.

Child Care Benefit allows each child 42 absent days each financial year (includes public holidays) without proof of absence. Child Care Benefit can be cancelled by Centrelink if any more than 42 days are taken without proof of absence (such as a medical certificate).

Fees are required for all gazetted public holidays, sick days, holidays or any other absent days. A list of all of the Public Holiday's for Victoria is as stated previously and is available on the parent notice board.

Fees are not charged for the time the Centre is closed over the Christmas holiday period and this is a period of approximately 3 weeks. Each year the Centre Coordinator will advise families of the dates that the centre will close and re-open.

The centre will also be closed for two nominated days each year and parents are not charged for these days. This includes the first and last day of the year to allow for the centre's annual operational requirements where all staff are required to attend.

In addition, the centre may also close for 1 staff professional development day per year. Families will be notified in advance of the date of the staff professional development day and will not be charged for the day the centre is closed for the purpose of a staff development day.

## CANCELLATION/REDUCTION OF CARE

Families are required to provide three weeks advanced notice in writing to the coordinator when canceling or reducing care. Fees will be charged for the three weeks advanced notice.

Care can also be cancelled or reduced at the Centre Coordinator's discretion for a number of reasons that include a change to a family's priority rating as set out by the Department of Education, families living outside the Moreland area, ongoing inconsistency in fee payments (please refer to the policy FAILURE TO PAY FEES for further information. The child's place at the centre will be withdrawn on the basis of unpaid fees in the agreed time. It is the family's responsibility to ensure that fees are always two weeks in advance) or inappropriate conduct that includes failing to comply with any of the Laws, regulations, policies and procedures associated with Barry Beckett Children's Centre.

## FAILURE TO PAY FEES (Updated December 2011)

**Failure to pay fees will result in the cancellation of care at Barry Beckett Children's Centre.**

If a family's account falls two weeks into arrears the following process will begin:

- The person responsible for the account will be advised verbally by the Centre Coordinator that the fees are in arrears and a request of payment will issued.
- If the account is not brought up to date a letter will be issued to the person responsible for the account requiring a meeting with the Centre Coordinator. This meeting will be to establish a payment plan.
- If after two weeks of establishing a payment plan it is not adhered to the person responsible for the account will receive a letter of suspension of care for one week and a final request for payment of the full amount in arrears.
- If after one week the account has not been paid the person responsible for the account will receive a cancellation of care letter from the Centre Coordinator and the Management Committee. The account will be forwarded to a debt collection agency immediately to re-claim the outstanding amount.

## END OF YEAR ACCOUNTS

**All accounts must be finalized at least two weeks prior to the Centre closing date at the end of the current calendar year.** Families will be notified in writing of any outstanding balances. Re-enrolment for the next calendar year will be based on the payment of two weeks advance fees and the family's account balance at finalized at \$0 at least two weeks prior to the Centre's closing date of the current year.

## ARRIVAL AND DEPARTURE

Barry Beckett Children's Centre is open between the hours of **7.00am and 6.00pm**. Families utilize the service according to their individual requirements, however the staff at the Centre recommend that you ensure a consistent routine to your child's arrival and departure.

## ARRIVING AT THE CENTRE

Children must arrive at the Centre accompanied by a parent or guardian over 16. The parent or guardian must sign the child into the centre in the daily attendance register. The time of arrival, expected departure time and who will be collecting the child that day must also be written during this arrival procedure. If your child's name is not printed on the attendance register there are blank spaces at the end of the sheet. Please hand write your child's full name in one of the spaces. It is the parent or guardian's responsibility to ensure this occurs. Please ask staff for guidance if you are unsure with this procedure.

Please hand any medications to a staff member and fill in the authorization to administer medication form. **NEVER LEAVE MEDICATION IN YOUR CHILD'S BAG.** Please refer to the **MEDICATION POLICY** for further information.

On arrival the parent or guardian must never leave the child unaccompanied in a room, the hallway or outside without a staff member present. Please speak to staff to ensure they are aware of the child's arrival at the centre and to pass on any relevant information about the child. We encourage a positive separation; please seek a staff member's help during your goodbye. It is important not to "Sneak Away" as this will confuse the child. Always say "Goodbye" and re-enforce that you will return later.

## WHAT TO BRING TO THE CENTRE WHAT & NOT TO BRING TO THE CENTRE

### ALL ITEMS MUST BE CLEARLY LABELLED WITH YOUR CHILD'S NAME

- A comfort item such as a soft toy or blanket.
- A home nappy. All nappies will be supplied throughout the day.
- Children's bottles for making up formula or breast milk. All bottles must be clearly labeled with your child's name placed in the fridge on arrival at the Centre. Formula must not be made up prior to use.

**Food and Drinks**, under no circumstances are children to bring any food, lollies, chocolates or any drinks to the centre. We employ a cook that prepares all of the children's meals and drinks during their time at the centre. For further information please refer to our **Food and Nutrition Policy**.

## CLOTHING

- All children must bring each day a clearly labeled bag containing at least one full change of clearly labeled clothes. For those children toilet training several changes of clothing will need to be accessible. Please refer to the toilet training policy and consult with your child's carer for further details.
- A clearly labeled hat that ensures safety from the sun's harmful rays. We recommend the legionnaires style hat which has a brim at the front and a flap at the back to protect the neck area. (PLEASE REFER TO THE SUNSMART POLICY).
- During colder months an extra jumper or coat and a warm hat
- Please do not send your child in open shoes such as thongs or slip on shoes, these are inappropriate and may contribute to accidents during play.

- We also ask that children not wear jewelry/accessories unless it is of a cultural or religious nature. Please inform staff in writing of cultural/religious practices regarding the wearing of jewelry/accessories by children. This will be recorded in your child's enrolment file.
- Parents of children under two are requested to minimize hair accessories as they are small enough to be a choking hazard.

Source. Discussion with staff, Coordinator and The Committee of Management. [www.worksafe.vic.au](http://www.worksafe.vic.au).  
[www.sunsmart.com.au](http://www.sunsmart.com.au)

## DEPARTURE

When collecting your child on departure it is the parent or guardian's responsibility to sign the child out and note the time of departure in the daily attendance register. Please ensure you speak to a staff member when collecting your child so that they are informed of your child's departure.

Parents are required to telephone the centre to inform the staff if there is a change to the person is collecting the child that day. **Only people who are authorized by the parent in writing on the enrolment form can collect the child from the centre.**

On departure the person collecting the child must also ensure they co-sign any authorization that has been made for the administration of medication that day or for any injury/accident that has occurred that day that they have been informed about.

In emergency circumstances only, the parent or guardian can consult with the Centre Coordinator to authorise any other person not on the authorized pick up list to collect the child from the centre. The Coordinator will then inform the staff of the change and co-sign the daily attendance register. In the absence of the Coordinator the Second in Charge will assume the responsibility of the Coordinator. The person collecting the child must provide photographic identification such as a current driver's license.

## CUSTODY AND ACCESS

### REGULATION 30 – ACCESS TO CHILDREN

Natural parents as stated on the enrolment form have legal access to their child at all times unless a Court Order relating to the child states otherwise. Families must ensure that there is a copy of any relevant Court Orders relating to the child be kept with the child's records at the Centre.

If any person arrives at the centre to collect a child under the influence of alcohol or drugs, staff will request that another person be called to assist and collect the child. If a person attempts to drive a motor vehicle under the influence of alcohol or drugs or displays impaired driving skills the police will be called to assist.

Further information on family law is available from the department of Families, Community Services and Indigenous Affairs, Tel: 1800 050 321

[www.australia.gov.au/familyrelationships](http://www.australia.gov.au/familyrelationships)

## DIGITAL IMAGING

With your permission photographs will be taken of your child whilst at the Centre. On enrolment parents/guardians are requested to sign an acknowledgement slip allowing your child to be photographed. Photographs of your child will be alone at play or within a group setting. These photographs will be used for display and programming purposes in the children's portfolios and room journals. Photographs will only be taken using a digital camera whose images can be printed at the Centre and stored on the Centre computer. At the end of the year you will have the opportunity to buy a CD with your child's photos on.

Parent permission in writing will be sought by students wishing to take photographs of a particular child for study purposes only. Students will be allowed to take photos using the Centre camera only and the photographs will be printed and stored at the Centre.

Under no circumstances are families allowed to take photographs or videos of the children whilst at the Centre with personal cameras.

## 1 Educational Program and practice

### 1.2 THE CHILDREN'S PROGRAM (Updated December 2011)

As part of the New Quality Framework, one of the permanent staff members is our **nominated Educational leader**.

In line with the Centre philosophy we believe that children make sense of their world and learn through play. Children use play to practice emerging skills, develop relationships and their self confidence and to act out what's happening in their world.

Each room regularly develops a program of planned experiences that is based on child developmental knowledge, children's interests and ideas, parent and family input and ongoing evaluation, the staff plan using the curriculum guidelines in the Victorian Early Years Learning and Development Framework.

All educators at Barry Beckett continuously undertake training in children's development and program planning and the daily activities are based on a multicultural perspective, the children's developmental capabilities, interests and family input.

All play spaces are set for self-selection, the children are able to make choices for themselves about where they would like to play and what they would like to play with. There is a balance of planned and spontaneous experiences offered through an indoor/outdoor program that includes active/quiet, structured/unstructured, messy and group/individual. The daily experiences help children to gain a sense of belonging of the centre and work on the outcomes within the new framework.

At Barry Beckett we promote the use of natural materials in the program and aim to foster the naturalist intelligence of children by minimizing the use of plastic and fostering an awareness of nature. The children are involved in caring for their environment through the maintenance of the gardens, re-cycling, re-setting play spaces and helping to prepare for meal times. The centre runs an indoor/outdoor program, meaning children have free choice where they play.

Some of the activities that your child may be involved in will include:

- Painting, drawing, pasting.
- Singing and dancing.
- Story books, alone, with an educator or in a group situation.
- Imaginative play,
- Bike riding, swings, ball games
- Gardening and watering plants
- Construction, building towers and buildings.
- Sand pit play which includes digging, filling, tipping, pouring.
- Incursions and excursions.
- Health and hygiene, for example dental care and healthy eating.

All staff have regular program planning time where they maintain records of your child's development and interests. Staff develop individual portfolios which contain photo observations, written learning stories, art work, parent feedback forms, and any other relevant information that supports your child's learning. Parents are encouraged to have input into goal setting and this is done regularly through informal conversations, communication books, and parent planning input forms or during face to face parent/teacher interviews.

*Sources. Centre's philosophy, discussion with staff and families.*

### **1.3 Philosophy updated Jan 2013**

At Barry Beckett you step into the wondrous world of young children where imagination and self-expression flourish. We believe children develop best in an environment, which is responsive, nurturing and caring and supports a variety of learning applications where children are free to explore.

We endeavour to create an indoor and outdoor environment that is natural, inviting, inclusive and rich of possibilities. We aim for our program to reflect our local community, families and educators using the service.

We believe in teaching our children about loving nature, respecting the environment and working towards developing sustainable practices that are environmentally friendly. We will support children to develop understanding and respect about the Australian Heritage, Australian indigenous culture with some emphasis on our local Wurundjeri people.

Barry Beckett offers opportunities for multi age learning. We believe that children derive positive learning and mentoring opportunities from working and playing with different age groups.

By providing opportunities for children to explore and make discoveries through play, initiative, encouragement, autonomy, independence and cooperation, children will learn to develop a positive self-image and a love and curiosity for learning.

Child initiated and teacher supported play is an essential part of our program.

We are a collaborative and dedicated team that finds importance in sharing knowledge and ideas. Our reflective practices lead to a better understanding of our children and the provision of learning and engaging experiences.

We will work with the children in all ways possible and be involved in active research alongside them

The management team supports and encourages positive attitudes towards research and personal growth as we acknowledge that learning is lifelong.

Barry Beckett recognises that staff and family relationships play a crucial part to the child's wellbeing and development. Effective partnerships with families are based on open reciprocal communication and trust thus we will work together to provide a program that reflects parental input, educator's input, community input and the voices of the children.

We encourage families to be active participants in the life of our centre through sharing knowledge, ideas, cultures, strengths and differences.

Together we aim to provide the best opportunities for children while away from home.

## **1.4 INCURSIONS**

Throughout the year the Centre will organize for visitors to come to the Centre to provide entertainment or education on a variety of topics for the children. All people coming to the Centre must possess a current working with children police check. small fee to cover costs may also apply. Children not normally attending the Centre on the day of the incursion will be invited to attend with a parent or guardian. All visiting children must be signed into the Centre on arrival and signed out when they leave. However as it is not your child's booked day they must be accompanied at all times by a parent or guardian and not left unattended. Parents or guardians must at all times assume full control and supervision of their child.

Other times that families and children are invited to the Centre out of normal care times will include working bee's and Centre celebrations, all children must be under the full supervision of parents or guardians at all times.

## **1.5 EXCURSIONS**

This policy is to ensure the safety and wellbeing of children involved in education excursions that help give children hands on experiences and learn life skills. An excursion is defined as any time a child is removed from the premises by staff members with written authorization of the parents. A small fee may apply for covering the cost of transport, if you do not wish for your child to attend; your child will be accommodated in another room with suitable activities for the age and development of your child.

## **Preparation for the excursion**

The teacher will:

- Assess the requirements for the excursion.
- Book transport and venues if required.
- Inform parents/guardians of the details of the planned excursion as outlined in Regulation 100, education and care Services national Regulations 2011, and the cost.
- Provide parent/guardians with a permission form to complete for their child to participate on the excursion.
- Request adult volunteers for general help and supervision of children on excursion.
- Collect completed permission forms and excursion fee, if required, for each child participating on the excursion.
- Arrange for a suitably equipped first aid kit and mobile phone to be taken on the excursion.
- Notify parents/guardians immediately of any change, or delay to the proposed excursion if this occurs.

The staff will:

- Discuss with the children, the aims and objectives of the excursion and items of special interest to them.
- Provide any adults involved in the excursion with the aims and objectives of the excursion and any other information necessary for the smooth operation of the excursion.
- Arrange for details of the telephone number of any person who is to be notified of any accident, injury trauma or illness involving the child and the child's medical details to be taken on the excursion.
- Inform parent/guardians of any items the children require for the excursion.
- Ensure participation in the excursion will be limited to children whose parents/guardians have completed and returned the permission form and fee required.

## **Prior to and during the excursion**

The staff member/s responsible for the excursion will ensure that:

- A list of those participating in the excursion is cross-referenced against the attendance book.
- All children are signed out of the service at the start of the excursion and are signed back in when they return.
- Adults/parents/guardians assisting with supervision on the excursion that do not have a police check are under the immediate supervision of a qualified staff member or licensee's representative.
- All children are to be clearly identifiable and supervised at all times during the excursion, e.g labels, red hats etc.
- The number of children and adults participating is monitored at regular intervals, by checking children and adults against the list of those participating in the excursion.
- A staff member, parent/guardian, or a Committee member will be delegated to notify parents/guardians if the excursion has been delayed and will be returning late.

## Key responsibilities and authorities

- The Committee is responsible for the implementation of this policy and approving any changes to the policy.
- Parents/guardians will be responsible for the supervision of their own children and any others in their care participating on the excursion.
- The staff are responsible for implementing this policy on a day-to-day basis.
- No parent shall be left unsupervised with a child(ren) other than their own on the excursion.

Education and care services national regulations 2011 <http://www.acecqa.gov.au>

## 1.6 QUALITY FRAMEWORK (New policy December 2011)

ACECQA is the new national body ensuring early childhood education and care across Australia is high quality.

The National Quality Framework includes:

- a national legislative framework that consists of the *Education and Care Services National Law Act 2010* and *Education and Care Services National Regulations 2011*
- a National Quality Standard
- an assessment and rating system
- a Regulatory Authority in each State and Territory who will have primary responsibility for the approval, monitoring and quality assessment of services in their jurisdiction in accordance with the national legislative framework and in relation to the National Quality Standard.
- The Australian Children's Education and Care Quality Authority (ACECQA).

The National Quality Standard sets a new national benchmark for the quality of education and care services. It will also give services and families a better understanding of a quality service. This will enable families to make informed decisions about the services providing education and care to their child. The National Quality Standard is a key aspect of the National Quality Framework.

The National Quality Standard was informed by research about best practice and the way in which high quality education and care contributes to positive outcomes for children. It comprises quality areas, standards and elements. The seven quality areas in the National Quality Standard are:

1. Educational program and practice
2. Children's health and safety
3. Physical environment
4. Staffing arrangements
5. Relationships with children
6. Collaborative partnerships with families and communities
7. Leadership and service management.

As part of the Barry Beckett Children's Centre Quality Improvement Plan all staff meet on a regular basis to reflect on, evaluate and modify practices and service delivery. Staff regularly

keeps up to date with information in the Early Childhood field through resources, professional literature, updating training and qualifications and through attending in-services. Staff share new knowledge at staff meetings and the Service Philosophy and Centre policies are evaluated and updated.

Families play an important role in the Quality Improvement Plan, families are a main source of information regarding the Service delivery. Family's skills, knowledge, experience, ideas and input is highly valued and welcomed.

Family's involvement is required in a variety of ways, through Committee participation to completing surveys and feedback sheets and much more.

A copy of the Quality Improvement Plan is available for families to view at the parent information area.

## **1.7 Kindergarten policy**

Barry Beckett runs a funded kindergarten program and employs a full time kindergarten teacher, who works term time. The program is run in the 3-5 room, with the kindergarten teacher planning a play based program for the children. During the school holidays, we continue to run the program with a qualified room leader and an assistant.

The program works with the Victorian Early Years Learning and Development Framework and encourages the children to explore, investigate and challenge, to develop on skills to help prepare them for school. The kindergarten teacher encourages the children to extend on their skills, explore more ideas and to help each other. By filling out enrolment forms or re-enrollment forms you are accepting a funded kindergarten place for your child unless you state otherwise.

## **1.8 INFORMATION TECHNOLOGY USE FOR CHILDREN**

Technology plays a big part in our lives and to help children develop the skills needed for this, we want the children to be able to research topics of interest to them and to be able to learn about the different technologies available in the wider world around them.

We will encourage the children to develop skills of selection between programs and develop independence in controlling personal interaction with the media including appropriate management of "ON" and "OFF". Access, examine and explore concepts, situations, and events through the electronic media, which are beyond their immediate environment and/or gain a depth of understanding, which would not otherwise be possible.

Staff will determine an appropriate balance between the time spent engaged on the computer and time spent in other activities and interests. Which will be incorporated into the daily program as a planned activity.

The computer in the 3 to 5's room shall be used only for research and gaming by the children and will not be used for staff's personal use.

## 1.9 Cultural celebrations and inclusion of second languages and different family structures

At Barry Beckett we like to build on the communities cultures. To do this we encourage staff to use their home language with the children, through song, dance, dress ups , food and stories.

Lots of the staff speak a second language and we recognise the importance of helping children feel a sense of belonging though promoting their own cultural beliefs at the centre.

We also recognise the diversity of family structures and lifestyles. In our program we aim to help children to learn that there are many different interpretations of the family, all of which are normal and that each child does belong to a family.

During the year we will celebrate different festivals, these may include but not limited to:

- Australia day
- Shrove Tuesday
- Easter and Greek Easter
- ANZAC day
- Mother's day
- NAIDOC Week
- Ramadan
- Eid al Fitr
- National book week
- Father's Day
- Grand final of AFL
- Children's week
- Remembrance Day
- Christmas

Through celebrating these things we will look at stories and music to do with the celebration and have activities children can chose to do.

At no point will children be forced to take part in any celebration which they don't want to. We ask for families to be open to your children learning about different cultures and celebrations, which may be different from your own.

<http://www.acecqa.gov.au/national-quality-framework/national-quality-standard>

## 2 Children's Health and safety

### 2.1 ILLNESS

From time to time your child may become ill at home or at the centre. It is the centre's responsibility to protect all children, families and staff from the spread of infectious diseases. As a parent, you are the person that knows your child the best, if there is any change in your child's general health or wellbeing please keep your child at home and seek medical attention.

If your child becomes unwell at the Centre or if your child develops a temperature whilst at the centre this will be immediately monitored and recorded and you will be informed by telephone. Due to this you may be asked to collect your child earlier than usual. In some instances you may be asked to collect your child immediately and a written clearance from your child's doctor is required when returning to the centre, before 24 hrs clearance. This would occur when:

- A child's temperature is measured by staff to be 38 degrees or above. You will be asked to collect your child immediately and an exclusion period of 24 hours will apply. Starting at the time of the last recorded temperature above 37.9 degrees. Written clearance from your child's doctor may also be required prior to your child returning to the centre.
- If the child has two cases of diarrhea within a two hour time frame. You will be asked to collect your child immediately. An exclusion period of 24 hours from the last bout of diarrhea will apply. Written clearance from your child's doctor may also be required prior to your child returning to the centre.
- If your child vomits you may be asked to collect you child immediately, especially if they show other signs of illness.
- If the child has active head lice. Once treated the child may return to the Centre.
- If your child develops a rash you may be asked to collect you child immediately, especially if they show other signs of illness.
- If your child develops signs and symptoms of Conjunctivitis you will be asked to collect your child immediately. You child may return to the centre as soon as the eyes have cleared up.
- The child displays signs and symptoms consistent with a variety of infectious diseases as outlined by the Department of Health (Information is available on the parent notice board of all infectious diseases and exclusion periods and at the rear of this handbook).

The Centre does not have the capacity to care for ill children for prolonged periods. Depending on the circumstances the child will either be made comfortable within the child's room or in the Coordinators office where staff can monitor signs and symptoms of the child whilst waiting for the parents or guardians to arrive.

All families and staff will be notified of any illness or outbreaks of infectious diseases at the Centre. Any persons not immunized will not be able to attend the Centre during the infectious period.

**Exclusion periods for various illnesses (taken from staying healthy in child care-4th edition) is included in the Appendix at the back of this document.**

(Ref: Staying Healthy in Child Care 4<sup>th</sup> Ed: 2004) [www.nhmrc.gov.au](http://www.nhmrc.gov.au) [www.healthvic.gov.au](http://www.healthvic.gov.au)  
[http://www.betterhealth.vic.gov.au/bhcv2/bhcarticles.nsf/pages/Fever\\_children](http://www.betterhealth.vic.gov.au/bhcv2/bhcarticles.nsf/pages/Fever_children)

## 2.2 IMMUNISATION

Your child's immunization status will need to be shown to the Coordinator on enrolment at the Centre. All non immunized children will need to provide an Immunisation Exemption Conscientious Objection Form from your Health Care Provider. It is parent's responsibility to ensure your child's records are maintained by informing the coordinator of updated immunizations schedules. Information is available at the Centre regarding immunization schedules for both children and adults and is available in languages other than English. The Centre will request updated records on an annual basis.

**If there is an outbreak of an infectious disease at the Centre (or at home involving a sibling or other family member) then any children/staff that have not been immunized will be excluded from attending the Centre during the outbreak for the period as specified by the Department of Health. The Department of Health will be notified of any notifiable outbreaks by the Co-coordinator and updated as required.**

Regular updated information will also be displayed and available for all families.

(Ref: Staying Healthy in Childcare 4<sup>th</sup> Ed: Dec 2005) [www.health.vic.gov.au](http://www.health.vic.gov.au) [www.moreland.vic.gov.au](http://www.moreland.vic.gov.au)

## 2.3 MEDICATION

### AUTHORISATION TO ADMINISTER MEDICATION

*The Education and Care Services National Law Act 2010 and Education and Care Services National Regulations ,division 3 regulation 90*

Only medications prescribed by a doctor or over the counter medications with a pharmacist's dispensing label will be administered. This includes ointments for nappy rash. The medication must be in the original container with the child's name, dosage details, doctor/pharmacist's name and recent prescribed date clearly labeled.

If a child requires medication to be administered during their time at the Centre parents are responsible for the following procedures:

- All medication must be prescribed, in writing, by a medical practitioner and clearly state the medication name, the child's name and the dosage required, as well as the length of time medication is required for. If this information is on the box, the box must also be brought to child care with the medication for staff to sight. This includes Paracetamol / Nurofen.
- Parents must ensure that under no circumstances medications are left in a child's bag. This poses a serious health risk to other children in the centre.
- Parents must approach a staff member to hand over the medication and verbally provide any relevant information regarding the status of the child's health. If the

child appears unwell staff may ask you to take your child home and provide a clearance from your doctor before the child can return to the Centre.

- Parent permission to administer medication must be provided in writing when you leave your child at the centre. This must be done every day that the medication is to be administered. All details must be written into the Medication book by the parent and co signed by a staff member. A second staff member must witness this and also sign. Any other medications to be administered other than prescription medication (including natural remedies and over the counter medication) must be in writing from your child's doctor or have a dispensing label from the pharmacist stating all details as listed above. Ongoing medication maybe given if the medication and scrip is current within the year. E.g. ventolin or ointments.
- Parents must ensure the centre is informed of any up to date information regarding their child's health. Please provide copies of any relevant information provided by health professionals for your child's records. This includes any allergy reports, asthma plans or details of ongoing conditions, symptoms and/or treatment.
- When collecting your child parents must co-sign the administering of medications staff entry details and ensure that the details correspond with parents written instructions. If the staff has any queries regarding the parent's instructions a staff member will telephone the parent for clarification and then amend the authority to administer medication information originally provided by the parent. It is the parent's responsibility to co-sign this amendment.
- When antibiotics need to be administered, parents need to ensure all relevant information is written such as "before food, after food etc". When providing authorization to administer antibiotics to a child, parents should note that staff will only administer antibiotics according to the prescription.

Asthma medication will be kept in the room that your child is in for emergency purposes and will be taken with the staff during an emergency evacuation. Medication that needs refrigeration is kept in the Explorers' room fridge or kitchen fridge in a clearly labeled container. Individual children's epi-pens are kept in the child's room and are taken by the room staff during an emergency evacuation.

## 2.4 MEDICAL CONDITIONS (Updated December 2011)

Barry Beckett believes and actively encourages its whole community to be supportive of and responsible for the health, safety and well being of **all** the children and adults within the Centres environment. The service is committed to:

- Providing, as far as practicable, a safe and healthy environment in which children at risk of anaphylaxis can participate equally in all aspects of the children's program and experiences.
- Raising awareness about allergies and anaphylaxis and asthma amongst the service community and children in attendance.
- Actively involving the families of each child at risk of anaphylaxis or as asthma in assessing risks, developing risk minimisation strategies and management strategies for their child.
- Ensuring each staff member and other relevant adults have adequate knowledge of allergies, anaphylaxis and asthma management and emergency procedures.

- Facilitating communication to ensure the safety and wellbeing of children at risk of anaphylaxis.

### **Purpose**

The aim of this Statement is to:

- Minimise the risk of an anaphylactic reaction occurring while the child is attending our service.
- Ensure that staff members respond appropriately to an anaphylactic reaction by initiating appropriate treatment, including competently administering an adrenaline auto-injection device.
- Manage and support children's asthma and diabetic needs to minimise any health complications.

### **Scope**

The Education and Care Services National Law Act 2010 (r 167 – Offence relating to protection of children from harm and hazards) and Education and Care Services National Regulations (r 101- medical conditions policy) requires proprietors of licensed children's services to have an anaphylaxis management statement in place. This Statement will be required whether or not there is a child diagnosed at risk of anaphylaxis enrolled at the service. It will apply to children enrolled at the service, their parents/guardians, staff and licensee as well as to other relevant members of the service community, such as volunteers and visiting specialists. The Education and Care Services National Law Act 2010 and Education and Care Services National Regulations include the matters to be in the statement, practices and procedures related to anaphylaxis management and staff training.

Asthma is a chronic health condition affecting approximately 1 child in every 8 or 9. It is one of the most common reasons for childhood admission to hospital. While an average of two people die in Victoria each week from asthma, many of these deaths are thought to be preventable. Community education and correct asthma management will assist to minimise the impact of asthma. The Education and Care Services National Law Act 2010 requires centre to have a policy to deal with the management of, and requirements in place, arising if a child is enrolled with asthma.

### **Centre Management shall:**

- Ensure there is an anaphylaxis management statement and a asthma management plan in place containing the matters prescribe in *Education and Care Services National Law Act 2010 Education and Care Services National Regulations*
- Ensure that we will have an EpiPen®/Anapen® on the premise at all times
- Ensure that the Statement is displayed in each playroom with the children's Anaphylaxis Medical Management Plans and that the child's asthma plan is displayed in each play room.
- Ensure all staff rostered on duty have completed first aid and anaphylaxis management training least every 3 years and have had in house refresher training on EpiPen

- Ensure all staff have discussed and are familiar with the Centre's Anaphylaxis Management Statement and asthma policy.
- Ensure all staff have undertaken training in the administration of the adrenaline auto-injection device and cardio-pulmonary resuscitation every 12 months recording this in the staff records. It is recommended that practise with the trainer auto-injection device is undertaken on a regular basis, preferably quarterly via Internal training
- Ensure all staff have done in house training on Asthma management and completed an accredited training program.
- Ensure **all new staff** at the Centre:
  - Have completed a accredited anaphylaxis training program and asthma program.
  - Current First Aid and CPR Training
  - Undertake Internal Training every year.

### **When the Centre has a child diagnosed at risk of anaphylaxis enrolled**

Centre Management will:

- Ensure that a child's individual anaphylaxis medical management action plan signed and dated by a registered medical practitioner is prominently displayed in each child's playroom and in the food preparation area.
- Ensure all staff with responsibilities for at risk children knows what each child's Anaphylaxis Medical Management Action Plan states.
- Ensure that the potential for accidental exposure to allergens while the child at risk of anaphylaxis is in care is undertaken (via the Centre's - Risk Minimisation Plan) at least annually.
- Ensure that all staff members rostered on duty have completed accredited anaphylaxis management training in the administration of anaphylaxis management and that practice of the adrenaline auto-injection device is undertaken on a regular basis
- Ensure that no child who has been prescribed an adrenaline auto-injection device is permitted to attend the service or its programs without the device. (Refer to Conditions of Enrolment
- Ensure that the service displays an ASCIA generic poster called *Action plan for Anaphylaxis* in a key location at the service.
- Display an Emergency Call Information sheet by telephones in all areas of the Centre.

### **Families of a child at risk of anaphylaxis shall:**

- Inform staff, either on enrolment (annually) or on diagnosis, of their child's allergies.
- Provide staff with an anaphylaxis medical management action plan signed and dated by the registered medical practitioner giving written consent to use an adrenaline auto-injection device in line with this action plan.
- Provide staff with a complete EpiPen®/Anapen® kit.
- Ensure Anaphylaxis Medical Management Action Plans are **updated every 12 months**, signed and dated by a Doctor.
- Develop a Risk Minimisation Plan in consultation with Centre Management

- Provide all relevant information regarding the child's asthma via the Asthma Action Plan.
- Notify the staff, in writing, of any changes to the Asthma Action Plan during the year.
- Ensure that their child has an adequate supply of appropriate asthma medication (including reliever) at all times.
- Ensure that their child has their own spacer device.
- Assist staff by offering information regarding their child's allergies and medical needs
- Notify the staff of any changes to their child's allergy status and provide a new anaphylaxis medical management action plan in accordance with these changes.
- Provide a new adrenaline auto-injection device by the nominated use by date or by the child's next day of attendance

[www.health.vic.gov.au](http://www.health.vic.gov.au)      <http://www.nationalasthma.org.au>      <http://www.kidswithasthma.com.au>  
<http://www.latrobe.edu.au/child/assets/downloads/Anaphylaxis%20Statement%202011.pdf>

## 2.5 ACCIDENT AND INJURY

All staff at Barry Beckett Children's Centre are trained in First Aid. The Centre also maintains First Aid kits in a variety of locations throughout the Centre and outside. From time to time accidents will occur, however staff are diligent in accident prevention through consistent effective supervision and through the setting of the play spaces and equipment.

If your child is injured at the centre due to an accident, appropriate first aid measures will ensure that your child is cared for immediately. Other staff members will ensure all children are safe and that the child staff ratio's are maintained. The Coordinator is notified of all accidents/injuries however minor and the room staff record in writing all information relating to the circumstances surrounding the accident/injury.

All accidents forms must be counter signed by the parent/guardian before they leave the centre. A staff member will telephone the parent/guardian to inform them of the situation that has occurred, the first aid treatment and an overview of how the child is. A request may be made by staff for a parent/guardian to collect the child to seek further medical advice, the parent/guardian is required to collect the child or arrange for another person on the authorized pick up list to collect the child as soon as possible.

## 2.6 EMERGENCY PROCEDURES

The Centre has developed emergency procedures for a variety of emergency situations. including fire and dangerous persons Telephone numbers for an emergency response are located throughout the Centre including 000, Poisons and Gas leak information telephone numbers. Information on the procedures for Emergency C.P.R; Emergency Asthma, SIDS guidelines and individual allergic reaction plans are located near telephones throughout the Centre and outside. The Coordinator and the Second in Charge are the designated Centre First Aid contacts and all staff have First Aid training. A mobile phone is kept with the Second in Charge at all times when moving inside and outside.

The Centre practices emergency evacuations regularly throughout the year and emergency evacuation information with a detailed map are located in every room. The notification to all staff of an emergency evacuation is by a whistle and these are located throughout the Centre.

All staff play a role in ensuring the evacuation is as smooth and stress free as possible for the children. A first aid kit, sun cream, individual medication, water, a mobile phone and family contact information is taken by the Coordinator on the evacuation. During practice evacuations the children will not be taken outside the Centre grounds.

In the event of a real fire or a gas leak the fire brigade will be called and the staff will take the children to the park near the Senior Citizens Centre and families will be contacted.

All visitors/agency staff are advised of the emergency evacuation plan on arrival.

### **Serious incident reporting procedures**

When an emergency situation has occurred the Coordinator will follow the Serious Incident Reporting Procedures. As soon as practically possible and within 48 hours the Coordinator will gather all information including witness statements and complete a Serious Incident form. The Children's Services Advisor at the Department of Human Services, the Children's Services Manager at Moreland City Council and the President of the Management Committee will be advised by telephone by the Coordinator or the Second in Charge.

## **2.7 SUPERVISION**

*"At its most basic level supervision contributes to protecting children from hazards that may emerge in their play, including hazards created by the way equipment is used, or the way children relate to each other and enables an immediate response to a child in distress"*(Department of Human Services Children's Services Guidelines 2006).

At the Barry Beckett Children's Centre staff are constantly ensuring that children are safe from harm, have opportunities to play and extend on their own learning and staff promote and role model positive guidance and conflict resolution through interactions and play.

Staff at all times adhere to the required minimum child staff ratios as required by the

Ref, Educational and care services national law and regulations 2011

as outlined in the staffing policy. Staff constantly and actively communicate and consult with each other throughout the day regarding numbers of attendance, experience and knowledge of individual children's needs, routines and current goals and strategies..

Children are supervised at all times during play, transitions, toileting, mealtimes and at rest, staff position themselves for maximum supervision of small and large groups of children.

Staff know that actively playing alongside the children is the best place to adequately supervise, respond and promote positive interactions and learning.

<http://www.deewr.gov.au>

## 2.8 MISSING CHILD PROCEDURE

The Centre operates to protect and ensure the safety of all children at all times. Access to the service is by the front door only; persons wishing to enter must ring the doorbell. Families are given the pin code for the door and this must only be given to people who are the main pick up and drop off contacts for the child. Entry is only available once a staff member has visually recognized authorized persons.. The Centre is secured by high external fencing that does not provide any opportunity for children to climb.

Staff regularly checks the sign in and out register and count and record numbers of children. When staff leave the play areas for breaks a verbal handover is done with relief staff.

If at any point during the day staff become aware that a child is not able to be accounted for, the following process will occur immediately:

- Staff will inform the Coordinator who will conduct a head count, question staff, view the sign out register and physically along with the cook attempt to locate the child. All internal and external areas will be checked. Staff will move all children inside and conduct a head count.
- Parents/guardians will be notified immediately.
- Police will be called.
- Moreland City Council will be notified
- Department of Human Services will be notified.

Staff constantly review and evaluate current practices for effective and constant supervision of all children.

## 2.9 SUNSMART POLICY

A healthy balance of ultraviolet radiation (UV) exposure is important for health. Too much of the sun's UV can cause sunburn, skin and eye damage and skin cancer. Overexposure to UV little UV from the sun can lead to low vitamin D levels. Vitamin D is necessary for the development and maintenance of healthy bones and muscles, and for general health.

- Spare hats and sunsmart clothing are available for children who do not have them.
- Provide up to date relevant information to families regarding Sun Protection based on current information from the Cancer Council of Australia. This information will be provided in Languages other than English where possible.
- Evaluate the Sunsmart Policy as new information becomes available from the Cancer Council of Victoria. Family input is always welcome.

## OBJECTIVES

This SunSmart Policy has been developed to:

- Ensure that all children and staff maintain a healthy UV exposure balance.
- Encourage children and staff to use a combination of sun protection measures whenever UV Index levels reach 3 and above.
- Work towards a safe outdoor environment that provides shade for children and staff at appropriate times.
- Assist children to be responsible for their own sun protection.
- Ensure that families and new staff are informed of the service's SunSmart policy.

Staff are encouraged to access the daily SunSmart UV Alert at [sunsmart.com.au](http://sunsmart.com.au) (or their own service website) to find out daily sun protection times and assist with the implementation of this policy

### **FROM SEPTEMBER TO APRIL IN VICTORIA**

When average UV Index levels reach 3 and above, a combination of sun protection measures are used whenever outdoors.

Our SunSmart practices consider the special needs of infants. All babies under 12 months are kept out of direct sun.

#### **Shade**

- A shade audit is conducted regularly to determine the current availability and quality of shade.
- Management makes sure there is a sufficient number of shelters and trees providing shade in the outdoor area.
- The availability of shade is considered when planning excursions and all other outdoor activities.
- Children are encouraged to use available areas of shade when outside.
- Children who do not have appropriate hats or outdoor clothing are asked to play in the shade or a suitable area protected from the sun.

#### **Clothing**

When outside, children are required to wear loose fitting clothing that covers as much skin as possible. Clothing made from cool, densely woven fabric is recommended. Tops with elbow length sleeves, and if possible, collars and knee length or longer style shorts and skirts are best. If a child is wearing a singlet top or dress they wear a t-shirt/shirt over the top before going outdoors.

#### **Hats**

All children are required to wear hats that protect their face, neck and ears, i.e. legionnaire, broad brimmed or bucket hats. Because a baseball cap does not offer enough protection, a child wearing a baseball cap will have the same consequences as a child not wearing a hat.

#### **Sunscreen**

- SPF 30+ broad spectrum, water resistant sunscreen is available for staff and children's use.
- Sunscreen is applied at least 20 minutes before going outdoors and reapplied every two hours if outdoors.
- With parental consent, children with naturally very dark skin are not required to wear sunscreen.
- From 3 years of age, children are encouraged to apply their own sunscreen under supervision of staff.

**When enrolling their child, families are:**

- Informed of the service's SunSmart policy
- Asked to provide a suitable hat for their child
- Asked to provide their child with suitable outdoor clothing that is cool and covers as much skin as possible (i.e. that cover the shoulders and chest, upper arms and legs).
- Asked to provide SPF 30+ broad spectrum, water resistant sunscreen for their child.
- Required to give permission for staff to apply sunscreen to their child.
- Encouraged to practice SunSmart behaviors themselves when at the service.

**FROM MAY TO AUGUST IN VICTORIA**

When average UV Index levels are below 3, sun protection measures are not used from May until August unless in alpine regions, near highly reflective surfaces such as snow or outside for extended periods.

**Staff OHS and Role modeling**

As part of OHS UV risk controls and role-modeling, when the UV is 3 and above staff:

- wear sun protective hats, clothing and sunglasses when outside.
- apply SPF 30+ broad spectrum, water resistant sunscreen.
- seek shade whenever possible.

Families and visitors are requested to use a combination of sun protection measures (sun protective clothing and hats, shade, sunglasses and sunscreen) when attending the service.

Children's Services Regulations (2009): Section 97, Outdoor space (1c)  
 Victorian Early Years Learning and Development Framework (VEYLDF)  
 National Early Years Learning Framework (EYLF)  
 Building Quality Standards Handbook (BQSH): Section 7.5.5 Shade Areas  
 CCQA Principles: Quality Improvement and Accreditation System (QIAS) Quality Practices Guide (2005) – Principle 6.5 Healthy Eating and Physical Activity Guidelines for Early Childhood Settings: Section 2: Physical activity  
 Occupational Health and Safety Act 2004  
 Radiation Protection Standard for Occupational Exposure to Ultraviolet Radiation (2006)  
 ARPANSA Radiation Protection Series No. 12 Safe Work Australia: Guidance Note for the Protection of Workers from the Ultraviolet Radiation in Sunlight

## 2.10 CHILD PROTECTION

Barry Beckett Children's Centre is committed to providing a safe and secure environment for children where children feel safe, empowered and confident. It is our Duty of Care to ensure we actively promote a child safe organization with an adequate level of protection against harm. Before employment can commence a prospective staff member must ensure they have a current and valid Working with Children Check. Comprehensive pre-employment reference checks from three referees (non-family members) will also be conducted.

To ensure a child safe organization Barry Beckett Children's Centre will:

- Ensure all new staff and casual relievers undertake a thorough recruitment, selection and orientation process.
- Utilize agency relief staff that specialize in staff for Education and Early Childhood and conduct an orientation for all new agency staff.
- Ensure that at all times the Centre complies with the regulated staffing requirements as outlined in the and that there are two staff members on duty when opening and closing the Centre.
- Staff will at all times actively and effectively supervise children and maintain child staff ratios.
- Provide up to date information and access to professional development for staff.
- Provide information and resources for families on Child Protection issues, concerns and where to access help and further information.
- Provide education for children and arrange visits from the local police to talk on a range of subjects.
- Provide information where available in languages other than English.
- Be alert to the risks and signs of abuse and neglect and reporting procedures.
- Follow the appropriate procedures for documenting and reporting concerns.

## 2.11 UNDERSTANDING AND REPORTING CHILD ABUSE

By 2012 all staff will have had training on Child protection and all staff are made aware of the following signs of abuse.

### PHYSICAL ABUSE:

- Unexplained physical injuries
- Premature loss of teeth
- Verbally reports abuse
- Wary of adult contacts
- Consistent anger, aggression, hyperactivity
- Behavioural extremes
- Role reversal
- Developmental lags
- Appears frightened of carer
- Apprehensive when other children cry
- Wears clothes to cover injuries
- Seeks affection from any adult

- Non-expression of his/her needs
- Non-communicative

#### **SEXUAL ABUSE :**

- Difficulty in walking or sitting
- Torn, stained or bloody underclothing
- Pain or itching in genital area
- Bruises or bleeding in external genitalia
- Venereal disease (especially in pre-teens)
- Pregnancy
- Foreign matter in bladder, rectum or urethra
- Recurrent urinary tract infections
- Aggressive, overt sexual behaviour
- Drawing pictures of people with genitals
- Cruelty to animals without physiological basis
- Pre-mature knowledge of explicit sexual acts
- Sleep disorders
- Taking frequent baths
- Starting fires
- Poor peer relationships
- Wary of physical contact, especially with an adult

#### **EMOTIONAL ABUSE:**

- Speech disorders
- Lags in physical development
- Failure to thrive
- Attempted suicide
- Habit disorders (sucking, biting, rocking etc)
- Low self-esteem
- Difficulty forming positive relationships
- Elimination problems
- Inability to trust
- Neurotic Traits
- Behavioural extremes
- Overly adaptive behaviour
- Apathetic
- Withdrawal
- Reports emotional maltreatment

#### **NEGLECT:**

- Consistent hunger & poor hygiene.
- Inappropriate dress.
- Chronically unclean
- Consistent lack of supervision.

- Unattended physical / medical/dental needs.
- Often tired or listless
- Abandonment
- Underweight
- Developmental lags
- Bald spots on an infant's head
- Begging or stealing food
- Extended stays in school
- Early arrival/late departures at school
- Attendance at school infrequent
- Substance abuser
- States there is no parent or carer

Taken from <http://www.childabuseprevention.com.au/recognising-abuse.html>

## **REPORTING PROCEDURE**

The Children, Youth and Families Act 2005 states that any person who believes on reasonable grounds that a child is in need of protection may make a report to the Department of Human Services.

A child report can be made when there is:  
 a significant concern for a child's wellbeing.  
 a belief the child is in need of protection.

<http://www.aifs.gov.au/nch/pubs/sheets/rs3/rs3.html>

<http://www.deewr.gov.au/earlychildhood/Pages/default.aspx>

## **2.12 FOOD AND NUTRITION**

The Centre provides a nutritionally balanced menu that incorporates all of the five major food groups and represents a variety of cultural backgrounds. A weekly menu is displayed in each of the Children's rooms and on the kitchen notice board. Family input into the menu development is welcomed and home recipes will be incorporated where possible.

Barry Beckett Children's Centre employs a permanent on site cook who works in partnership with families when discussing individual dietary requirements.

Barry Beckett Children's Centre is a nut free Centre and the cook closely monitors details of ingredients on packaging to ensure no nuts are included. The centre will accommodate children with allergies and special dietary needs.

Written information from your child's pediatrician/doctor is required outlining all aspects of any food intolerance or allergies that your child may have. This must include the history, a list of foods, signs and symptoms of any type of reaction and a health plan in the event of an

allergic reaction. A copy of this is retained in your child's room, in their file records and in the kitchen.

Cultural and religious dietary requirements must be made in writing when enrolling your child at the Centre. Please consult with the Coordinator regarding any specific requirements that you may have. Barry Beckett Children's Centre will attempt to accommodate where possible. Halal meat is used to meet the needs of the community.

The Center cook prepares three meals a day. We offer a vegetarian option that closely resembles the main meal.

The individual feeding and sleeping routines of children under 2 years are met and parents are required to consult with the room staff about their child's individual requirements. Staff will consult with the Centre cook to ensure food is available for children when required. Breakfast will be provided between 7.00am and 7.30 am. Room staff prepare a late afternoon snack at around 5.30pm. Water is available throughout the day and milk is offered at morning and afternoon tea.

All staff sit with the children during meal times and encourage the children where possible to serve themselves. During meal times staff role model eating, discuss foods and promote healthy eating and teeth care. Staff will document serves eaten and this is available to families on pick up. Meal times also provide opportunities to interact with peers and to develop social and self help skills.

Source [www.allergy.org.au](http://www.allergy.org.au)

## 2.13 FOOD FROM HOME

At no time are families allowed to bring food into the Centre. Food may **only** be brought from home if your child has strong allergies. This must be discussed with the centre cook and centre coordinator. We have a number of children who are allergic to a variety of food items and coming into contact with these foods poses a serious threat to their health. At no time is food, lollies or drinks to be left in children's bags in lockers in the hallway. Formula is provided by parents; this must be made up at home and will be refrigerated in the baby's room. Each bottle must be clearly labeled. Please ensure that your child eats breakfast before arriving at the Centre.

## 2.14 BIRTHDAY CELEBRATIONS

Children's birthdays are an exciting time for all and we enjoy celebrating the child's special day with them. Parents are asked **not** to bring in lolly bags, toys and balloons to share with other children at the Centre on your child's birthday.

Due to strict food regulations parents **cannot bring** in any type of birthday cake or any other food products. We are happy to arrange for the cook to provide birthday a cake for afternoon tea to celebrate your child's birthday provided advance notice is given.

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Source

## 2.15 FOOD SAFETY

All food/meals are prepared at the Centre in line with the Food Safety Plan designed by HACCP (Hazard Analysis Critical Control Point). Each year the Centre is required to undergo an independent audit in line with the Victorian Food Act 1984 to gain a “Certificate of Renewal of Registration of Food Premises”. Both the Centre cook and the Centre Coordinator are trained in Safe food handling and both hold a Food Safety Supervisors Certificate. All staff are trained in the appropriate health and hygiene practices associated with food handling and information is available for families and staff on food safety (and where available in languages other than English).

[www.betterhealth.vic.gov.au](http://www.betterhealth.vic.gov.au) [www.health.vic.gov.au](http://www.health.vic.gov.au) <http://www.acecqa.gov.au>

## 2.16 SLEEPING/REST/RELAXATION

All children are provided with opportunities to sleep, rest and relax throughout the day. Barry Beckett Children’s Centre follows the SIDS guidelines for safe sleeping environments and equipment and *Education and Care Services National Law Act 2010* and *Education and Care Services National Regulations 2011*

Staff regularly consult with parents/guardians on the children’s individual sleep requirements and ensure wherever possible the continuity of a sleep routine that is happening at home. Families need to be aware that often their child’s sleep routine may vary slightly when their child starts at the Centre. Children often don’t sleep as long at the Centre as they do at home and this is due to a variety of reasons. Often children can take a little while to get used to a new environment including all of the sights and sounds associated with group care. To aid the children at rest time lights are turned off, natural light still comes in through the windows and relaxing music is played.

It is important that the children rest their bodies and relax to help them feel prepared for the rest of the day and to give them energy to play. All children are offered a rest in the kinder room, if they chose not to the children can do a quiet activity and the children on the beds will only be left on them for 30 minutes if they don’t sleep.

As each child has their own individual sleep routine due to their age or developmental needs staff ensure there are calming activities available for children prior to sleep and when they wake.

[www.sidsandkids.org](http://www.sidsandkids.org) [www.kidsafe.com.au](http://www.kidsafe.com.au) [www.rch.org.au](http://www.rch.org.au)

## 2.17 NAPPY CHANGING, TOILET EDUCATION AND HAND WASHING

Nappy change time is seen as a great opportunity for carers to spend some one on one time with your child throughout the day. During this time the carers actively interact in positive ways to promote relationship building and to encourage independence. At the change area the children who are able to are encouraged to use the steps to walk up to and down from the change mat. The children are involved in “holding the nappy” and hand washing after the change has occurred. Staff consistently promote, role model and encourage effective hygienic practices. Staff will document each bowel and urine motion in the explorers room.

The staff at Barry Beckett Children's Centre are experienced in supporting and guiding children through the toilet training process. No pressure is placed on children to use the toilet, but children who seem interested are encouraged. The first indication that your child may be ready for toilet training is when you notice the nappy is dry between changes. This indicates that the bladder is maturing and the child is able to consciously "hold on". However other children are actively interested in the toilet much earlier and like to sit on the toilet even if they don't do anything. All children are different and if you think your child is ready talk to your child's carer to develop a consistent plan. During toilet training staff encourage the child to use the toilet a lot more regularly and support and encourage the child's attempts. It is important during toilet training to provide lots of changes of clothing as accidents will happen.

Please speak with your child's carer if you would like further information on this subject.

Hand washing at the Centre happens consistently throughout the day to minimize the spread of germs and to promote effective hygienic practices. The children in all three rooms are encouraged to wash their hands before and after eating, after toileting, blowing noses or coughing. Staff are always on hand to support and role model this important practice with the children. There are several posters up throughout the Centre that illustrates effective hand washing techniques.

(Ref: Staying Healthy in Child Care 4<sup>th</sup> Ed: 2004) [www.nhmrc.gov.au](http://www.nhmrc.gov.au) [www.health.vic.gov.au](http://www.health.vic.gov.au)

## 2.18 BEHAVIOUR GUIDANCE & SOCIAL JUSTICE (Updated December 2011)

Effective behavior guidance is positive and consistent. Children can present with challenging behavior that often leaves adults feeling at a loss to know how to manage.

The following are some basic techniques staff use and may be useful for parents when guiding children's behavior:

- Be realistic in the limits set - are they appropriate to the child's age/stage and level of understanding
- Only make rules/limits about things that matter i.e. potential danger, harmful or unjust issues etc. Be consistent - the rules are the rules!
- Allow children to experience and own the consequences of their inappropriate behavior - this is generally a far more useful lesson than punishment.
- Understand that children will have their own view of situations that may differ from our view. Give clear simple explanations about why some behaviour is unacceptable and suggest/negotiate a positive alternative.

Staff use positive guidance techniques such as:

- **Anticipation** - We plan to set the environment in a way that reduces inappropriate behaviour. This may be by breaking the day up so that difficult times of the day i.e. late afternoon are managed in a way to relax and calm children.
- **Redirect/Distract/Ignore** - Giving children a short break from the situation directly and or indirectly encourages children to focus on positive actions and responses and if appropriate ignore unacceptable behaviour.

- **Positive Feed Back** - We actively acknowledge value and appreciate children's positive and appropriate behaviour.
- **Encouragement** - We encourage children to behave in a way that makes them feel good about themselves and helps to develop a self concept that they know how to conduct themselves well.
- **Social Justice** - Staff use daily situations to teach children to understand the feelings and emotions they and others experience. Through active modelling and guidance they offer children practical tools to support, care for and respect each other with an aim to create peace and harmony for individuals and the group. We assist children to learn appropriate behaviour and begin to understand social justice by applying these basic rules and techniques.

At Barry Beckett we acknowledge that the display of a range of negative behaviours from children can be a normal reaction when moving through a developmental stage or in response to coping with change or stress. It is our role in partnership with parents to support children through this stage. It is also the responsibility of the centre to have a duty of care to staff and children at the centre.

In the event of significant concern around a child's behaviour, either by parents or the staff, **a plan of action is required**, which will include meeting with parents and maybe other professionals. Staff will work with parents to negotiate care that best meets the needs of the family, child and centre. **This may mean a reduction in hours of care per day or reduction in days per week that the child attends the centre. In extreme circumstances the centre will terminate care of the child.**

In the event that a significant episode of challenging behaviour occurs on any given day, were a child has been very upset and hurt and/or caused damage to another child/ staff or the centre, and the child continues to exhibit behaviour that places themselves, staff or other children at risk of injury for more than 20 minutes, then **the parents/guardians will be called and asked to collect their child as soon as possible (within one hour), and remove the child from the centre for the remainder of that day. If you do not pick up the child the centre may call the Department of Education, this would usually be done after an incident report has been filled in.** This is not a discipline measure and will not be conveyed that way to the child. The child is obviously having difficulty that day in our program and to remain at the centre would be a negative experience for them. This action is also necessary to meet with our duty of care to all children and staff at the centre.

It is essential to have open communication with families so we are available to discuss children's behaviour - whether they are issues at the Centre or at home. Please come and talk with us anytime.

Occupational Health and Safety Act 2004

## 2.19 Water safety policy (New as of January 2012)

At Barry Beckett Children's Centre, we recognise the sensory benefits gained by children engaged in water play activities. Our Centre believes that water play is essential in developing children exploration and discovering skill, while also being very useful to teach children about mathematical concepts and environmental awareness in children. Similarly, we also recognise and understand that a child can drown in as little as 5cm of water and we take our responsibility to provide a safe, resource rich learning environment seriously.

Barry Beckett Children's Centre complies with the National Quality Standards which reflect additional health and safety requirements for child care services.

Further, we recognise that water has the capacity to be a heavy material and as such require staff to follow appropriate OH&S guidelines relating to back care and safety of equipment when moving or securing vessels containing water.

We will:

- Ensure that all water carrying vessels that can reasonably present a drowning hazard for children are supervised at all time that water is present within them.
- Ensure that children are encouraged to safely explore the properties of water, teaching water safety in our programming as appropriate.
- Minimise water waste and reinforce the water conservation message by ensuring that all children learn to recycle water that is not drank by the and teach children to use water wisely for watering plants.
- Ensure that all water carrying vessels that can reasonably present a drowning hazard for children are emptied at the end of each water play activity and removed from access by children

<http://www.kidsalive.com.au/>

## 2.20 Health and Wellbeing Policy (new October 2012)

*Barry Beckett Children's centre as registered in 2012 under the Victorian prevention and health promotion achievement program. This program was developed and funded by the State Government of Victoria and the Australian Government, this program requires a whole service health and wellbeing policy.*

As a service we will provide Educators and children with access to sunscreen and sunhats at all times, ensure water is readily available in all rooms and educators and children are encouraged to drink regularly we also provide children with an area where they can rest if needed.

Educators support children to make healthy eating choices, and the centre menu reflects healthy eating while meeting dietary requirements. Educators will eat with the children to support them to eat and encourage participation.

Educators support children to learn about food and where it comes from by involving them in gardening, looking after the chickens and providing cooking experiences.

Educators teach children about emotions and support children to deal with their emotions in a positive way and Educators are supported through management and are encouraged to regularly discuss any issues with the co-ordinator or the staff liaison officer on the committee.

The service will encourage educators and families to actively travel to the service, while in the service children and educators are encouraged to engage in physical/ active play throughout the day and understand the importance of active play, Shaded outside areas are provided so educators and children can engage in active learning outside even during the summer months. Educators develop strategies to engage all children from diverse cultures and children of all physical /mental abilities.

The service will develop health and safety policies that align with the regulations and implement these within our practices, we will educate children about food safety, how to keep themselves physically and emotionally safe, we will also educate children about safety around roads, water, and outdoor environments.

Educators promote and use the positive guidance policy to deal with inappropriate behaviour. Educators and children respect each other and recognise everyone is entitled to their own beliefs and their culture.

Educators are provided with regular breaks to ensure they have time to relax, eat and maintain healthy mind set.

The service will engage with outside services to provide families with ongoing health and well being support

### **3 Physical environment**

#### **3.1 EQUIPMENT AND BUILDINGS**

The building is owned and maintained by Moreland City Council. Centre staff undertake regular safety checks of the building, garden areas and the equipment. Centre staff regularly complete checklists and any maintenance requests and safety issues are forwarded to the Coordinator and where needed to Moreland City Council's maintenance department. The maintenance department or the Parks and Gardens department respond immediately to emergency maintenance requests. The centre has a security system in place, and centre information is regularly backed up and is taken off site and kept in a secure place by centre coordinator .

Once a month a maintenance worker comes to the Centre to carry out any other non urgent maintenance requirements. On a regular basis Council staff from the parks department come to the Centre to undertake general garden maintenance. All information relating to safety in the centre is documented and evaluated regularly.

Staff also assess all aspects of safety when organizing play spaces and equipment for children throughout the day. Staff reinforce appropriate use of equipment with the children and foster care and respect of equipment and the play environment. This is done through constant supervision, positive role modeling and consistently re-enforcing room limits. Children are encouraged to take an active part in caring for the equipment and buildings throughout the day and at regular working bees.

Donations of toys or equipment from families is greatly appreciated and requests for certain items will be made from time to time. As there are some items that the Centre cannot accept families are asked to only donate any items that have been specifically requested. Information of requested toys and equipment is available in the monthly newsletter.

The Centre is cleaned each evening when the Centre is closed by an external cleaning company.

## **3.2 PETS AND ANIMALS**

It is important that we teach children how to take care of creatures in our surrounding environment. The centre has a number of different pets, which the children are actively involved in caring for. Also during incursion and excursions animals may also be involved. Pet areas at the centre are allocated and housed in appropriate ways, away from any food handling areas. The staff role model safe ways in which to handle animals. Children are always encouraged to wash their hands after handling them. Staff are aware that some children may have allergies and we endeavor to provide safety measures to protect these children. Sometimes pets or animals as part of an incursion experience will visit the centre. These may be staff or children's pets, or exotic animals. The admission of any animal to the centre will be at the discretion of the coordinator with the health and safety of the children and staff as the primary concern. On holidays or long weekends we may ask families to help look after the animals, by coming to the centre or taking the pets home. If you are interested please speak to staff.

[http://www.melbourne-petminders.com.au/Dangerous\\_or\\_restricted\\_dog\\_breeds.htm](http://www.melbourne-petminders.com.au/Dangerous_or_restricted_dog_breeds.htm)

## **4 Staffing arrangements**

### **4.1 STAFFING (Updated December 2011)**

Barry Beckett Children's Centre caters for 44 children each day. The children that attend the Centre are cared for in age groupings. The Children's Services Regulations 2009 Regulation 53 requires as a minimum the following child/staff ratios:

- 1 staff member for every 4 children under 3 years of age.
- 1 staff member for every 15 children age 3 years and over. Although the 3-5 room usually works operates on a 1 to 10 ratio.

The staffing must encompass:

- 1 Qualified staff member for every 12 children under 3.
  - 1 Qualified staff member for every 30 children age 3 and over.
- Division 4 sub division, 1reg 361 (Victoria)

The Centre employs a permanent cook who prepares all food for the children whilst at the Centre. Along with the Coordinator the cook is trained in all aspects of food handling and food safety, both holding a current Food Safety Supervisor Certificate.

All staff has to have a Working with children's check and it is checked every 6 months for any changes to the status of it.

## 4.2 STUDENTS/VOLUNTEERS

From time to time the Centre hosts students from various schools, colleges and universities. All students undergo an orientation process. Students are not counted as staff members and are at no time allowed to supervise children alone. Students are fully supervised by room staff at all times. Students are required to provide a current Working with Children's Check before starting their placement at the Centre. All students must adhere to the Centre's Privacy and Access Statement and must gain written permission from parents prior to compiling any information on children that is required as part of the placement component. Children will be identified by their first name only in any written observations and parents can view the information at any time during the student's placement.

Current staff members who are incorporating a student placement at the Centre within their normal working hours will be counted as staff members and must operate as a staff member at all times.

The Centre does not currently accommodate external volunteers and encourages families to be involved with the service.

## 4.3 Staff and families code of conduct (added May 2012)

### Introduction

Barry Beckett Children's Centre's code of conduct is in addition to the Early childhood Australia's Code of Ethics. It should be read in conjunction with this policy. Staff have also a shared values and beliefs statement which they developed themselves in regard to what they expect of each other.

### All staff and volunteers at Barry Beckett agree to:

- Abide by the Education and care services national law and regulations 2011
- Abide by the code of ethics
- Actively support and work within the centre philosophy
- Understand and actively implement all of the policies, procedures and follow any instructions from the committee of management
- Represent the centre in a positive manor
- Follow the shared values and beliefs as developed by staff
- Dress appropriately in clean clothes that do not offend staff, families or children.
- Only discuss matters to do with the centre and families in a respectable and confidential matter.
- Behavior from staff must insure that children feel safe and secure. Loud voices, swearing and aggressive behavior will not be tolerated

### All families agree to:

- Respect staffs values and cultures

- Speak to staff, children and other families with respect
- Respect confidentially of other families with regards to what you discuss at or about the centre.
- Follow centre policies and procedures
- Parents are not to approach other people's children with opinions about their behavior or to request explanations or promote blame

#### 4.4 OCCUPATIONAL HEALTH AND SAFETY

Managing safety at the Centre is of the highest priority and staff incorporates risk management into all operational aspects of the service.

- Staff discuss and evaluate Occupational Health and Safety issues regularly at staff meetings and Committee of Management meetings.
- The Centre has an Occupational Health and Safety coordinator that has undertaken formal training in Occupational Health and Safety.
- Staff constantly work to ensure a safe working environment and ensure manual handling is kept to a minimum. Staff minimise lifting including children and ensure that they move to position themselves at the children's level, appropriate equipment is available for staff to ensure safety in the work place.
- Staff assess all aspects of safety when organizing play spaces and equipment for children throughout the day, including the selection of resources and positioning of play equipment.
- Staff carry out daily and monthly recorded safety checks of the Centre's grounds and equipment.
- Staff role model safe behavior through practice with children. This is through setting and reinforcing rules for safe play and behavior, discussing with children possible consequences of actions and encouraging children to ask an adult for help when needed.
- Staff ensures all potentially dangerous products are stored in clearly labeled locked cupboards out of children's reach. No dangerous products are stored in the children's rooms and all cleaning products are non hazardous and are stored out of children's reach. Material Safety data sheets that outline the product description, directions for use, safety instructions and first – aid is displayed in the storage area and in the Coordinators office.
- Regular pest control checks are carried out by an external pest control company to ensure the Centre is free of pests.
- External rubbish bins are regularly cleaned and sanitized by an external cleaner.
- First-aid kits and blood spill kits are maintained and located inside and outside; staff regularly update first aid qualifications.
- The Centre maintains a current Food Safety Plan and staff are trained in all aspects of food safety including personal hygiene/hand washing, serving, temperature control, safe food storage and using gloves.
- Individual health plans, allergy and food lists are maintained in each room. All food is prepared by the Centre cook and staff work closely with the cook to ensure that individual plans are up to date.

- Regular checks on Fire Safety Equipment is carried out and recorded by Moreland City Council.
- Induct new staff in OH&S policies and procedures.
- Coordinator or the appointed OH&S officer will report any serious injuries or dangerous occurrences at the centre to Work Safe Victoria on 96411555.
- Staff are aware of all procedures relating to emergency situations and evacuations and this is practiced and evaluated regularly.
- It is Barry Beckett's expectation that their employees will actively identify any hazards in their working environment and bring them to the attention of the centre coordinator or second in charge who will ensure they are effectively managed.
- Staff ensures all health and hygiene practices are carried out that is role modeled with children and re-enforced through visual aids. Each room has a displayed plan that outlines cleaning resources and equipment. Effective hand washing techniques are used by all staff and role modeled to all children to help prevent spread of infection and disease.

[www.worksafe.vic.gov.au](http://www.worksafe.vic.gov.au)

[www.ncac.gov.au](http://www.ncac.gov.au)

[www.health.vic.gov.au](http://www.health.vic.gov.au)

[www.kidsafe.com.au](http://www.kidsafe.com.au)

#### 4.5 STAFF INFORMATION TECHNOLOGY POLICY

Rationale: Information technology is an inevitable and pervasive factor in modern society now used throughout the education environment. Electronic media/information technology will be introduced through appropriately programmed interactions.

Barry Beckett Children's centre provides staff with internet access for the purpose of centre related research. When staff are on their lunch break staff can access the internet for personal use to check emails and reasonable internet usage.

Staff are not to:

- To download music or movies
- Look at obscene or offensive materials or send emails of this nature
- Under no circumstances is any user authorised to engage in any activity that is illegal under state, federal or international law
- If other staff, need to look up something for the centre then priority is given to them.
- No software shall be loaded onto any centre computer without the direct approval of the coordinator.

<http://www.gs.unsw.edu.au/policy/documents/ictpolicy.pdf>

<http://wcf.vu.edu.au/GovernancePolicy/PDF/POI040809002.PDF>

## 5 Relationships with children

### 5.1 INTERACTIONS WITH CHILDREN

- Educators work with the children to develop the children's sense of belonging to the centre. To do this they make sure that interactions with the children are respectful and responsive to the children's individual needs, strengths, interests and backgrounds.
- The educators in the kindergarten room hold meetings with the children, individually and in group times, to talk to them about how they wish the room to be set out and the activities they wish to do.
- Children are encouraged to express themselves and educators will document children's opinions.
- The children's rights and dignity are respected at all times and children's needs are taken into consideration when educators are caring for and educating the children.
- Staff speak to the children in kind, comforting tones and get down to the child's level, this is to make the children feel secure and content.
- We are working on using board maker, which is a picture communication method, for the kinder room children with hopes to extend it into the other rooms.

## 6 Collaborative partnerships with families and communities

### 6.1 Australian Indigenous People Policy

Barry Beckett children's centre acknowledges Aboriginal and Torres Strait Islander people as the original inhabitants of Australia and recognises their culture as part of the cultural heritage of all Australians.

We believe in making all families feel included and consulted about child rearing practices and endeavor to teach children about Australian culture.

The Centre will respect and honour the need for all Australian children to grow up in a society that acknowledges, understands and addresses past histories and current realities of Aboriginal and Torres Strait Islander people. The Centre incorporates Indigenous culture into the curriculum and promotes understanding of its importance; this may include art, stories and discussions.

When a family starts the centre who identifies themselves as Indigenous Australian, we will endeavor to ask them in respectful ways about who they would like us to incorporate their cultural into their child's identity at child care.

### 6.2 FAMILY INVOLVEMENT AT THE CENTRE (Updated December 2011)

Barry Beckett Children's Centre welcomes the active involvement, contributions and ideas of the families using the service. We value a partnership approach and encourage families to

share time, skills, knowledge and resources in a manner that enhances and strengthens the Barry Beckett community.

Families can play a key role in a variety of areas including participating on the Parent Committee of Management and sub committees, through fund raising, working bees and social events that are organized throughout the year.

Families are also required to have input in the Quality Improvement plan, policy development and evaluation of the service that ensures the Centre continues to provide a happy, safe and stimulating environment. A copy of the Family Handbook, the Accreditation Handbook, the Children's Services Regulations 2009 and the Children's Act 1996 are available at the family information area located in the hall way.

Effective communication is essential in a partnership approach and parents are asked to maintain regular communication with their child's carers/teachers on a daily basis. Staff are best able to care for your child when they are informed about what you expect. Staff are always willing to discuss your child's development, strengths and interests with you and this can be done informally or a formal appointment can be made if the need arises.

There are a number of ways that families can be involved in the daily activities of the children; this can be done through input into program planning or by actively participating in activities with the children. The staff always welcome suggestions and feedback especially if your child has a current interest that can be incorporated into their time at the Centre.

There are many ways that families can contribute to the development or evaluation of activities at the Centre:

- All rooms have a parent information board where the current program of activities is displayed. There is a diary located in each room near the sign in and out sheet, please feel free to write down any ideas that you have to contribute or extend the program.
- Verbally on a daily basis through informal discussions with the staff.
- Each week the educators write and uses photographs in the room journal, it provides a general overview of the children's week and linking into the rooms program and the children's interests.
- By completing feedback forms or surveys about the children's program and the service.
- The under 3's rooms have identity boards and welcome family photos and homemade books about what you do at home.

**Parents are encouraged and expected to attend the Annual General Meeting, which is held within the first quarter of the year. Families are given 4 weeks' notice of the meeting.**

### 6.3 ADDITIONAL EXTERNAL SUPPORT

The Barry Beckett Children's Centre also has access to a wide variety of external support for children, families and staff. Moreland City Council employs an Inclusion Support Facilitator who is available to support staff in accessing services and resources when working with

children with additional needs. Barry Beckett is also a member of F.K.A.'s Multicultural Resource Centre who can provide an interpreter service, training and support as well as staff and children's resources in languages other than English. The Department of Human Services Children's Services Officer is also available as a support to the Service and visits the Centre on an annual basis to undertake operational checks and provide feedback.

(Ref: Children's Services Regulations 2009) [www.fka.com.au](http://www.fka.com.au) [www.moreland.vic.gov.au](http://www.moreland.vic.gov.au)

## 6.4 ANTI BIAS POLICY

The Barry Beckett Children's Centre will not discriminate against any person at any time for any reason under any circumstances. Access to the service is via the waitlist and the criteria as set by the Department of Human Services and the Family Assistance Office. All children, families, staff and visitors to the Centre will be treated with respect, dignity and equality.

The Committee of Management and staff actively work towards reducing bias and the negative display of stereotypical images, ideas, behaviors and attitudes. Staff support the children with knowledge and understanding, through role modeling effective and respectful interactions.

Throughout the year staff are involved in training to further develop knowledge and resources that will support continuing improvement and quality service delivery. The Centre also ensures that the selection of equipment and resources for children's use and play actively promotes and educates respect and equality; displaying images that are non bias, discriminatory or stereotypical of a person's sex, physical abilities, socio-economic level, religion, ethnicity or culture.

[www.cccvic.org.au](http://www.cccvic.org.au) [www.ncac.org.au](http://www.ncac.org.au) [www.fka.com.au](http://www.fka.com.au)

## 6.5 INCLUSION OF CHILDREN AND PROFESSIONAL SUPPORT POLICY

Barry Beckett Children's Centre believes that all children have the right to access and participate in high quality Early Childhood programs and services. We respect the diversity and individuality of identities and abilities and promote the benefits of inclusive practices.

We will work in partnership with children, families and Early Childhood staff to ensure a sense of belonging and empowerment and in accordance with the Australian Government and the Minister for Families and Community Services and Indigenous Affairs (FaCSIA) Inclusion and Professional Support Program. This program aims to promote and maintain high quality care and inclusion for all children that is relevant, appropriate and timely. The program provides Early Childhood services access to an Indigenous Professional Support Unit, Bicultural Support Unit and Inclusion Support Facilitators.

To ensure inclusive practices are promoted and delivered the Centre will:

- Develop, in collaboration with the Inclusion Support Facilitator, an annual Air Plan and apply for funding for additional staff where needed.

- Promote an attitude of respect for the individual, value cultural and physical diversity and strive to reduce inequality.
- Role model inclusive practices, promoting respectful interactions and care giving practices ensuring a positive sense of wellbeing.
- Work in partnership with families and communicate effectively ensuring full participation in goal setting and decision making.
- Access bilingual support to assist children and families and where possible provide information and resources in languages other than English.
- Encourage families to participate in a variety of roles at the Centre and to attend social events.
- Collaborate with other agencies that will enable staff and family access to specialized advice, training and resources where required.
- Access additional staff support where possible and promote a whole team approach.
- Develop appropriate programs based on the individual child's strengths and interests that enable full participation and are inclusive and empowering working within the guidelines of the Victorian Early Years Learning and Development Framework.
- Provide play resources and equipment that promotes diversity and various abilities holistically throughout the program.
- Ensure the Centre's physical environment minimises risk and is safe.
- Monitor and evaluate annually the Centre's policy and service delivery for inclusive practices and Professional Support.

[www.cccvic.org.au](http://www.cccvic.org.au) [www.fka.com.au](http://www.fka.com.au)

## 6.6 FEES POLICY

*Barry Beckett Children's Centre is a non-profit organization and is financed through parent fees. A budget is calculated for each calendar year by the Centre Coordinator, book keeper and the Committee Treasurer; daily and weekly fees are then set and approved by the Management Committee. Fees may be raised midyear if the Management Committee deems it necessary for the effective operation of the service. This is not usual practice and will be considered only in extreme circumstances. Families will be notified in advance.*

## 6.7 TWO DAY MINIMUM POLICY

The centre has a policy of 2 days minimum for all children in the kinder room. However there is an exception to this policy if there is only one day available, then the following will apply. A child will be accepted to the kinder room attending only one day a week if the family agree to accept the next day that becomes available.

When a second day becomes available it will first be:

- offered to existing family(ies) that have previously requested it (in order of request date prior to the start date of the new family with only one day).
- offered to the family(ies) with only one day (assuming it is a different day than they currently have) (the child's start date in the kinder room is automatically recorded as their date of request for a second day).

- offered to other familie(s) who submitted a request after the start date of the “1 day family(ies)”).

If no other families want the available day then the family(ies) with only one day in the kinder room (in order of start date) is required to take the available second day or they will forfeit their single day place.

## 6.8 PAYMENT OF FEES (Updated December 2011)

Fees can be paid weekly or fortnightly by eftpos/credit card or by direct debit deposit or at a local branch of the Common wealth bank. A receipt will be issued on payment of fees by card and the statements of accounts will be distributed fortnightly.

Fees are billed for the whole day and accounts must be at least two weeks in advance at all times. Upon enrolment, all families are required to pay two weeks fees deposit to secure the place. Families will be charged the full daily rate of **\$83.00** until Child Care Benefit has been established.

Fees are reviewed at least once a year by the committee.

## 6.9 ASSISTANCE WITH FEES

Assistance with fees is available to eligible families through the Family Assistance Office and is called Child Care Benefit. The Family Assistance Office will determine your percentage rebate after assessing eligibility. All families must register with the Family Assistance Office and obtain a Customer Reference Number to obtain Child Care Benefit or any tax benefits that you may be eligible for. Once you have obtained both you and your child’s Customer Reference Number you must pass this information into the centre co coordinator with your date of birth. This information is then electronic sent to the Child Care Management System (CCMS). Then we can obtain your CCB percentage and formulate your family’s fortnightly fees. Information can be obtained by calling the F.A.O. on 13 61 50 or by visiting [www.fao.com.au](http://www.fao.com.au)

It is the family’s responsibility to ensure they advise the F.A.O. of any changes to income, childcare provider, parenting circumstances, and when a child starts school.

## 6.10 EXTRA DAYS

Families can request extra casual days in advance, this must be approved by the Coordinator and will only be offered if a space is available on that day. At no stage will the centre operate above the licensed number of places or above the child to staff ratio as set out in the (Ref, Educational and care services national law and regulations 2011

## 6.11 DEALING WITH COMPLAINTS

Parents and guardians are encouraged to raise any issues or concerns regarding the care and welfare of their child with the relevant staff member in the first instance. Parents and

guardians are required to approach the staff member in a calm manner at an appropriate time that does not interfere with the staff member's ability to effectively supervise the remaining children. Parents may be asked to arrange a suitable time to discuss the issue or concern where both parties can address the issues in a confidential manner.

The coordinator will be informed by the staff member and will be available for advice and clarification of information if required by either the staff member or parent/guardian.

All minor complaints and are documented by the relevant staff member.

All minor complaints or concerns relating to the day to day operations of the service must be made to the Coordinator and will be handled by the Coordinator. All complaints to the Coordinator may be made verbally or in writing, however the Coordinator may request the complaint or concern in be put in writing by the person making the complaint or concern.

All minor complaints or concerns made in writing will be handled by the Coordinator immediately and tabled at the next Management Committee meeting. The person making the complaint will be informed in writing of the outcome of the complaint by the Secretary of the Committee of Management as soon as practically possible.

If the person making a complaint is not satisfied with the outcome of the complaint or concern they are encouraged to contact any member of the Management Committee whose names can be located on the parent information board. The contacted member will table the complaint as an agenda item at the next Committee meeting. The complaint or concern must be made in writing and addressed to The Committee of Management.

The person lodging the complaint or concern will be contacted as soon as practical after the meeting by the President of the Committee of Management to be advised of any resulting action/resolution/outcome. This will then be followed in writing by the President of the Committee of Management.

If the person lodging the complaint or concern is not satisfied with the action/resolution/outcome as offered by the President of the Committee of Management, the complaint or concern will then be forwarded to the Children's Services Officer at Moreland City Council.

Parents and guardians are also advised that they are able to discuss complaints or concerns that involve a breach of any of the Children's Services Regulations 2009 with the Children's Services Officer at Moreland City Council on 9240 2337 or with a Regional Children's Services Officer at the Department of Human Services on 9412 5333.

[www.moreland.vic.gov.au](http://www.moreland.vic.gov.au) [www.cccinc.com.au](http://www.cccinc.com.au) (Community Childcare) [www.education.gov.vic.au](http://www.education.gov.vic.au)

## **7 Leadership and service management**

### **7.1 BARRY BECKETT CHILDRENT'S CENTRE INC. PRIVACY AND ACCESS STATEMENT**

The Barry Beckett Children's Centre Inc. (BBCCI) is bound by the Commonwealth Privacy Act 1988 which sets out principles concerning the collection and protection of personal information. The BBCCI has developed a Privacy and Access Statement to summarise the Centre's obligations and family's rights in accordance with this Act. All Committee of Management members, staff and students at the BBCCI are bound by the Act and the following statement.

### **7.2 PERSONAL INFORMATION**

The BBCCI collects personal information, including sensitive information about children and parents/guardians before and during the course of the child/ren's enrolment at the Centre. The details collected directly from parents on children's enrolment forms have 3 purposes:

1. To meet the statutory legal requirements and obligations under the Children's Services Regulations 2009 and other laws governing or relating to the operation of the Centre.
2. To make up a personal profile of each child and family.
3. For the Centre to meet its duty of care.

In addition we are required to hold information regarding each family's Child Care Benefit (CCB) entitlements.

### **7.3 HOW PERSONAL INFORMATION IS COLLECTED**

A comprehensive Enrolment Form is completed for each child by parents/guardians. Written or telephone contact by parents/guardians will notify the Centre of any changes to original enrolment details. It is vital that the information on hand is complete, accurate, and up to date and parents/guardians have a responsibility to ensure the Centre Coordinator with details of any changes to the information held. Information may also be supplied to the Centre by a third party such as Centre link, Department of Humans Services etc. Only information which is necessary for the wellbeing of the children and the Centre's operations is collected.

### **7.4 DISCLOSURE OF INFORMATION**

Where necessary:

- a) Personal and sensitive information which is collected is disclosed to staff to best care for the child/ren.
- b) Personal and sensitive information is disclosed to relevant government and regulatory authorities and other organizations as required or authorized by law.
- c) Students on work place training placements with a valid training requirement that involves the gathering of certain information pertaining to your child or family will be supplied with de-identified information.

## 7.5 PROTECTION AND ACCESS

BBCCI will take all reasonable steps to protect this information from misuse or loss and from unauthorized access or disclosure. Parents/guardians may access information collected about their child/ren subject to some exceptions specified by law.

## 8 ACKNOWLEDGEMENT SLIP/CENTRE FEE PAYMENT SCHEDULE

When you have read this Policy and Information Handbook, please complete this page and return it to the Centre Coordinator. Completing this page is part of the enrolment procedure and must accompany the completed enrolment form for each child.

Each parent/guardian is responsible for knowing, understanding and adhering to the Policies and Procedures of the Barry Beckett Children's Centre.

If you require assistance in reading this document please see the Coordinator who will be able to assist you. The management committee for Barry Beckett Children's centre reserve the right to change or amend policies during the year.

### 8.1 ACKNOWLEDGEMENT

I have received and read the Barry Beckett Children's Centre Policy and Information Handbook (Updated December2011) and agree to adhere to the requirements and guidelines outlined within it. I understand that if I refuse to abide by these policies the centre may consider terminating care for my child/ren.

### 8.2 CENTRE FEE PAYMENT SCHEDULE

I understand the Fee Policy as outlined in Section 12. I understand that my fees must remain two weeks in advance at all times and that statements will be issued on a Monday on a fortnightly basis and the total balance of my account is due on the Friday of the week that the statement is issued. If my fees fall into arrears I understand that my child/ren's position at the Centre may be cancelled as outlined in Section 12.8.

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#### *Acknowledgment Slip*

(Please Print)

Parent/guardian 1 Name \_\_\_\_\_

Parent/guardian 2 Name \_\_\_\_\_

**Have received and read the Barry Beckett Children's Centre Policy and Information Handbook (Updated December2011) and agree to adhere to the requirements and guidelines outlined within it.**

(Please sign)

Parent/guardian 1 \_\_\_\_\_

Parent/guardian 2 \_\_\_\_\_



*Centre Fee Payment Schedule*

**I understand the Fee Policy as outlined in Section 12. I understand that my fees must remain two weeks in advance at all times and that statements will be issued on a Monday on a fortnightly basis and the total balance of my account is due on the Friday of the week that the statement is issued. If my fees fall into arrears I understand that my child/ren's position at the Centre may be cancelled as outlined in Section 12.8.**

(Please sign)

Parent/guardian 1 \_\_\_\_\_

Parent/guardian 2 \_\_\_\_\_

## 9 REVISION HISTORY

Date of revision	Notes
December 2011	<p>Section 4 – Service Philosophy reviewed &amp; updated</p> <p>Section 7 – Family Involvement At The Centre reviewed and updated</p> <p>Section 8 – Quality Framework new policy</p> <p>Section 10.3 – Children’s Rooms updated</p> <p>Section 10.4 – Staffing updated</p> <p>Section 11.1 – Priority of Access updated</p> <p>Section 12.2 – Payment of Fees updated</p> <p>Section 12.5 – Late Collections &amp; Authorised Persons updated</p> <p>Section 12.8 – Failure to Pay Fees updated</p> <p>Section 14.4 – Medical Conditions updated</p> <p>Section 19 – Incursions/Excursions updated</p> <p>Section 25 – Acknowledgement Slip/Centre Fee Payment Schedule updated</p>
April 2011	<p>Section 5 – Anti Bias Policy reviewed</p> <p>Section 6 – Inclusion of Children and Professional Support Policy reviewed</p> <p>Section 10 – Centre Operations reviewed</p> <p>Section 11 – Enrolling at Barry Beckett updated</p> <p>Section 11.2 – Waitlist updated</p> <p>Section 11.4 – Orientation Policy updated</p> <p>Section 12 – Fees Policy updated</p> <p>Section 12.1 – Two Day Minimum Policy updated</p> <p>Section 13 – Arrival &amp; Departure reviewed</p> <p>Section 14 – Health &amp; Safety reviewed</p> <p>Section 14.1 – Illness updated</p> <p>Section 14.3 – Medication updated</p> <p>Section 14.9 – Pets and Animals reviewed and updated</p> <p>Section 15.2 – Understanding and Reporting Child Abuse reviewed</p> <p>Section 15.4 – Digital Imaging reviewed and updated</p> <p>Section 16 – Sunsmart Policy reviewed and updated</p> <p>Section 17 – Food &amp; Nutrition reviewed and updated</p> <p>Section 18 – Wellbeing reviewed and updated</p> <p>Section 20 – Dealing with Complaints reviewed and updated</p> <p>Section 21 – Interactions with Children new policy</p> <p>Section 22 – Kindergarten Policy new policy</p> <p>Section 23 – Electronic Media – IT Policy new policy</p>

## 10 APPENDIX