

Bingara Preschool Policy Manual



Bingara Preschool Policy Index

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Policy Number: SS.BP. 01.01(0310)

Policy Section: Social Services

Policy Title: Access to Children

OBJECTIVE:

To ensure that each child interacts with responsible carers and adults within the Preschool environment and also to ensure that each child departs the Preschool in the care of responsible and authorised persons.

POLICY STATEMENT:

Several adults access the Preschool for many different reasons each day. It is our duty to ensure that each child is protected from potential harm.

We must:

- Ensure that the appropriate procedures are followed when employing new staff.
- Ensure that records are maintained and that only authorised persons collect a child.
- Ensure that family court orders are acted upon so that the child involved is safe at all times.

Implementation:

Staff Employment:

- All new staff employed will sign the *Prohibited Employment Declaration* (Attachment 4 of the 'Working with Children Check').
- All permanent staff will undergo a Criminal Record Check.
- A person will only be employed if Gwydir Shire Council and the Department of Community Services feel that the person is suitable and will act responsibly and in the best interest of the child.

Authorised Persons:

- Only authorised persons are permitted to collect a child from the premises.
- Parents/guardians should notify staff of any changes to a child's departure for the day and make a note of who is collecting their child on the attendance / sign-in sheet. Emergency contacts will be called if needed.
- Contact details, emergency contacts and persons authorised to collect children and are to be updated regularly.

Unauthorised Persons:

- Any person who is unauthorised to collect a child from Bingara Preschool will not be permitted to leave the Preschool with the child.
- Authorisation can only be granted with a written authorisation from the parent/guardian.
- The parent/guardian will be contacted immediately in the event of an unauthorised person attempting to collect their child.
- Any Court Order affecting custody, residence of, or access to a child, is to be sighted by the Director. The Director will then pass on appropriate details to staff.
 - The individual indicated in the Court Order will be excluded from the Bingara Preschool premises at all times.
 - In the event that an unauthorised person, with a Court Order against them involving a child at Bingara Preschool, enters the Preschool a succession of events should take place:
 - 1) Access to the enrolled child will be denied to any person legally unauthorised.
 - 2) 'The individual' will be firmly asked to leave the premises by the Director.
 - 3) If 'the individual' does not respond, the police will be called immediately.
 - 4) The Council Office will then be called and a council employee will come to the Preschool to assist staff.
 - 5) The children at Bingara Preschool will be removed to an area away from 'the individual'. Meanwhile, the Director will try to coax 'the individual' into the office until the police arrive.
 - 6) Parents/guardians will be contacted by the Director to inform them of the situation as soon as practicable.
- Any parent that is not subject to any such court order can:
 - Have access to his or her own child at any time during the hours the child is at the service, and
 - Exchange information about his or her child with primary contact staff on an ongoing basis.

Policy Number: SS.BP. 01.02(0310)

Policy Section: Social Services

Policy Title: Allergies

OBJECTIVE:

To ensure children with allergies are acknowledged and to reduce risk of exposure to these children.

POLICY STATEMENT:

Bingara Preschool understands that many children now suffer from various allergies and aim at managing them appropriately. Bingara Preschool is a nut free environment.

Implementation:

- It is the parents/guardians responsibility to notify staff of any allergies or if their child is at risk of an anaphylactic reaction on the enrolment form.
- Parents/guardians with children who have allergies are asked to complete an individual medical action plan. This should include the allergy and management of the allergy. Parents/guardians should also seek their Doctor's advice in completing this form, especially a response plan.
- Children with severe anaphylaxis should have appropriate medication as prescribed by their Doctor and stored in the locked First Aid Kit. A child with a severe reaction will not be able to attend the centre until their individual medication form is completed and medication is available at the centre.
- Children with allergies will have their photo and allergy displayed with medical action plan displayed in the kitchen.
- All parents/guardians are asked not to send peanuts, nuts or nut products etc. Children that bring nuts, nut products etc will have them removed.
- At any time particular items which cause allergies in children may need to be removed from the Preschool.

Policy Number: SS.BP. 01.03(0310)

Policy Section: Social Services

Policy Title: Accident and Emergency

OBJECTIVE:

To ensure an optimal level of health and care for each child and each staff member at all times.

POLICY STATEMENT:

At Bingara Preschool we are committed to responding to each emergency in the most appropriate manner. The health and safety of all children and staff will be a priority at all times, including in the event of sudden illness or injury.

Implementation:

- In the event of sudden illness or severe injury, an ambulance will be called at the discretion of staff.
- Normal supervision will be maintained during and after any incident or emergency.
- The Director will contact the parent/guardian of the involved child with details of the incident as soon as possible.
- The Director will contact the Director- General and the licensee of the service (Gwydir Shire Council).
- If the child needs to be transported to hospital via ambulance, a staff member will accompany the child to the hospital if a parent/guardian or emergency contact person is not present.
- In the event of a staff member accompanying a child to the hospital in an ambulance, a casual staff member will be called in to ensure supervision at the Preschool is maintained.
- A written incident report will be completed and a copy provided for the parent/guardian. The parent /guardian will be asked to sign this report upon receipt.
- Children will not be enrolled in the Preschool without written permission for staff to contact an ambulance in an emergency.
- In the event of a child dying whilst at the Preschool, the Director will immediately contact the parents/guardians of the child, a police officer, the Director-General and the licensee of the Service (Gwydir Shire Council).

Policy Number: SS.BP. 01.04(0310)

Policy Section: Social Services

Policy Title: Anti-bias

OBJECTIVE:

To create an anti-bias environment and attitude in the Preschool where

- Each child/adult feels confident about who they are.
- Each child/adult feels comfortable with similarities and differences in people.
- Each child/adult is able to recognise bias and stereotypes and know they can hurt.
- Each child/adult is able to stand up for themselves and others when bias occurs.

POLICY STATEMENT:

This perspective is based on the philosophy of supporting and encouraging individual needs and differences. This perspective will be endorsed in all Preschool programs throughout the year.

Implementation:

- Provide materials and resources that reflect children and adults from a diversity of cultures.
- Avoid the use of stereotypical and inaccurate materials.
- Present positive experiences to the children which are not based on sex role stereotypes.
- Encourage staff to develop cultural sensitivity for themselves, the children and their families.
- Where possible staff should reflect both sexes. Quality staff will be employed regardless of sex.
- Help all children develop positive gender, cultural and individual identities and to recognise and accept membership in many different groups.
- Foster respect and appreciation for the diverse ways in which other people live.
- Promote the development of social responsibility and an active concern that extends beyond the child's immediate family or group.
- Empower children to assert their individual identity especially if it is undermined through any form of discrimination.
- Support the maintenance of the child's home language wherever possible.

Policy Number: SS.BP. 01.05(0310)

Policy Section: Social Services

Policy Title: Arrival and Departure of Children

OBJECTIVE:

To ensure the safe arrival and departure of all children attending Bingara Preschool and to ensure open communication channels between staff and parents/guardians.

POLICY STATEMENT:

Upon arrival and departure at Bingara Preschool children's parents, guardians or other authorised persons must sign the children in and out each day, providing the service with a daily record of children's attendance patterns. The arrival and departure times will also be an opportunity for families and staff to exchange information, ensuring the transition from home to Preschool is as smooth as possible for each child.

Implementation:

- Each child's parent/guardian must ensure they sign the daily attendance sheet when arriving and leaving the Preschool with their children.
- Any changes to collection arrangements must be noted on the attendance sheet and staff must also be informed.
- Children are not to be delivered to Preschool prior to the commencement of the session at 8.45am.
- Staff are to be informed of a child's arrival and no child is to be taken from the service without a staff member being informed.
- Children will not leave the service other than with a parent/guardian unless staff have been notified of the alternate arrangements.
- Bus consent forms must be signed by parents/guardians authorising staff to sign children in and out of Preschool.
- Once children have been signed in they are the responsibility of Bingara Preschool.
- Children are to be signed out by an authorised person each afternoon.
- If children have not been picked up by 3.15pm staff will attempt to contact the parents/guardians or emergency contact person nominated for that child. If, by 3.30pm the child still has not been collected, staff will contact the Department of Community Services and/or the police.
- All visitors to the Preschool must report to staff upon arrival and advise of their departure.
- Guardians, and people identified as being able to collect children, need to be 18 years of age to be able to collect a child from the Preschool.
- The Bingara Preschool is not responsible for children travelling to and from Preschool.

- The Bingara Preschool only takes responsibility for children once they have been signed in. Once children have been signed out, the Bingara Preschool is no longer responsible for them.
- The Bingara Preschool is not responsible for children not enrolled, on the set day, or those children accompanying parents/guardians.

Policy Number: SS.BP. 01.06(0310)

Policy Section: Social Services

Policy Title: Asthma

OBJECTIVE:

To ensure that staff are well prepared to manage all aspects of asthma in children, staff and parents/guardians to the best of their ability.

POLICY STATEMENT:

Asthma is a very serious condition in which prompt attention is required. Bingara Preschool recognises that all asthma sufferers suffer to varying degrees and should be treated suitably.

Implementation:

- Parents/guardians are to notify staff of their child's asthmatic condition on their child's Detailed Enrolment Form.
- Parents/guardians of recognised asthma sufferers are to supply a management plan in the incidence of an asthma attack.
- All staff are to be aware of the children who suffer from asthma, and they are also to be familiar with their individual management plans.
- Parents/guardians should keep staff informed of their child's asthmatic condition.
- Staff are to maintain a current First Aid Certificate and are to be familiar with asthma treatments.
- Staff are also to be familiar with related symptoms:
 - Wheezing (high raspy sound when breathing)
 - Shortness of breath
 - Tightness of chest

Symptoms may vary from individual to individual. One or all of these symptoms may be present.

- In the event of a severe asthma attack:
 - Call an ambulance on 000
 - Apply First Aid
 - Follow the 4 step Asthma Plan for mild, moderate or severe, as necessary. See page 11.

Follow the 4 step Asthma Plan for mild, moderate or severe as necessary.

Step 1. Sit the child upright. Be calm and reassuring. Ensure affected child has adequate fresh air.

Step 2. Assist child in administering their own medication if available and applicable. (Be aware of child's management plan).

Step 3. Wait 4 minutes.

Step 4. If there is no improvement continue to repeat steps 2 and 3. Call 000 for medical assistance.

1. Parents/guardians are to be contacted if first aid is carried out or if staff are, in any way, concerned about the child.
2. Staff member involved is to complete a written incident report as soon as practical and provide a copy for the child's parent/guardian.

- The 4-step Asthma Plan is to be clearly displayed near First-Aid Kit.
- A Spacer and Ventolin is kept in the First Aid Kit for emergencies.
- Asthma medications for individuals will be taken on all excursions.

Policy Number: SS.BP. 01.07(0310)

Policy Section: Social Services

Policy Title: Behaviour Guidance

OBJECTIVE:

To encourage children to act and think in ways that demonstrates respect for self and others and to ensure the wellbeing and overall development of each child.

POLICY STATEMENT:

At Bingara Preschool we are committed to the wellbeing and holistic development of all children. Staff will foster the development of a positive sense of self in children, encourage children to respect and value one another, and be aware of their behaviours and how they impact upon others and the environment around them. Staff will establish clear, consistent and realistic guidelines relating to expected behaviours at Preschool and these expectations will be reinforced through example, redirection and positive behaviour guidance techniques.

Implementation:

Staff at Bingara Preschool:

- Will not use any form of physical, verbal or emotional punishment.
- Will establish reasonable limits regarding children's behaviour and, where appropriate, involve the children in the formation of these decisions.
- Will model expected behaviours and positive language to children at all times.
- Will empower children to assert themselves and verbalise their feelings.
- Will encourage children to develop and utilise their developing peer negotiation and conflict resolution skills.
- Will ensure that the emotional and physical environment of the Preschool supports children in their ability to operate within the established limits relating to expected behaviours.
- Will encourage children to respect the rights and feelings of others and act in ways that demonstrate this respect.
- Will acknowledge and accept children's feelings of anger, frustration and jealousy and will encourage children to find acceptable ways of expressing these feelings.
- Will approach children with challenging behaviours in a positive way.
- Will provide clear explanations of what is expected and why, ensuring the children understand what is expected of them and, if necessary, redirect the child's attention and energy to another experience or area.
- If instances of challenging behaviour persist, staff will collaborate with parents/guardians and together will develop a strategy to approach the issue.

- If any child is regularly disrupting other children or if staff are concerned for the safety of this particular child or other children at the Bingara Preschool, staff may contact parents/guardians to pick the child up and take them home from the Preschool for the day. If this happens with any child, staff will work together with the child's parents/guardians and endeavour to devise a behaviour management practice to put in place with the child for the future.

Policy Number: SS.BP. 01.08(0310)

Policy Section: Social Services

Policy Title: Care and Supervision of Children

OBJECTIVE:

To provide for the protection, safety and welfare of the children attending Bingara Preschool at all times.

POLICY STATEMENT:

It is the duty of Bingara Preschool to take reasonable care to:

Protect children against risk of injury.

Prevent a child injuring themselves and others.

Protect children from sexual, physical and emotional abuse or neglect.

Protect children from improper conduct of a sexual nature by an adult.

Implementation:

Staff to child ratio of 1:10 is to be maintained at all times, inside and outside. 1:8 if there is a child under 3 attending Preschool on a specific day.

Inside Supervision at Bingara Preschool

- The environment is to be arranged to enable visibility at all times by staff members.
- The required number of staff are to be in the room with the children at all times.
- No staff member is to leave the classroom unless the other staff member has been informed.
- All staff members are to be directly involved in the active supervision of children throughout the day.
- Activities throughout the day will be planned so that supervision is maintained.
- No preparation, photocopying or cleaning up duties will be undertaken by a staff member when children are at the Preschool unless staff to child ratios are maintained during this supervisory period. Preparation for meal times shall be made when the children are involved in group experiences.
- Staff will move from one area to another and use their discretion as to whether their interaction is needed.
- Staff will use the portable phone if they are required to take or make a work related phone call. The staff member shall inform the other staff of their actions prior to using the phone.

Supervision of Bag Area:

- Children will be encouraged to inform staff when they are requiring to enter an area that is not directly supervised and to return as soon as possible. A staff member will assist children with packing their bag everyday.
- When inside, children are required to put belongings in the “shoe” basket or artworks box, rather than in their bags.

Supervision of Meal Times:

- Staff are to appropriately supervise the eating of food and drink with the children.
- Staff are encouraged to display healthy eating habits at meal times with the children.
- Staff are to sit at a table with the children.

Supervision of the Bathroom:

- The children have access to the bathroom and wash areas during the day. Staff will supervise the bathroom from inside the bathroom, reflection from the interior door and through the observation windows from outside.
- Before meal times, after blowing their nose or sneezing, after creative activities and after toileting, the children shall wash their hands and use soap and paper towels provided.

Outside Supervision at Bingara Preschool

- The environment will be set up to enable visibility of children at all times.
- The fixed playground equipment is to be directly supervised by a staff member to ensure that the rules and instructions for use are followed at all times.
- All play areas at the Preschool are to be monitored and maintained each term. Any defect is to be notified to the Director and recorded in the maintenance book. The Director is then responsible for acting upon this and checking the defective area.
- Equipment within the outdoor environment shall meet the playground safety standards and relevant regulations.
- The children will have access to the bathroom through the exterior door.
- Children are encouraged not to go inside the Preschool during “outside times” unless to use the bathroom facilities.
- A First Aid kit is to be accessible during outside times.
- If a child has an accident, refer to emergency procedure policy.

- All water activities, inside and outside, will be supervised at all times. Water shall be emptied from the containers when children/staff have moved to the alternate environment.

Policy Number: SS.BP. 01.09(0310)

Policy Section: Social Services

Policy Title: Child Protection

OBJECTIVE:

To act in the best interests of the child and to take all reasonable steps to ensure the child's safety.

POLICY STATEMENT:

All children have the right to a safe and secure environment. Staff will work towards the prevention of child abuse and neglect and ensure that all children's rights are protected.

Implementation:

The following four areas are practical strategies that will be put into place to ensure the prevention and appropriate response to suspected instances of child abuse or neglect at Bingara Preschool.

- Recruitment of primary contact staff
- Mandatory reporting
- Interagency work
- Allegations of abuse against Staff

Recruitment of Primary contact staff and administrative staff.

- When advertising employment positions in newspapers, the appropriate statement outlining "Prohibited persons" should be contained in the advertisement (See p. 15 "Working with children check")
- Prospective employees and volunteers will be made aware that they will be subject to a Working with Children Check prior to their commencement at the Preschool.
- Prospective applicants will have structured referee checks as per the "working with children check" – see attachment
- Prospective employees, including casual positions and regular volunteers, must sign a "prohibited employment" declaration (see attachment 4 in the working with children check). *"A prohibited person is a person convicted of a serious sex offence." A serious sex offence is defined as "an offence involving sexual activity or acts of indecency ... that was punishable by penal servitude or imprisonment for 12 months or more."*
- Attachment 3 of the "working with children check" must be read and completed by the prospective employee or regular volunteer. The Director is to transfer the information to attachment 6 of the "Working with children check" and send away to the appropriate screening agency prior to the commencement of employment. Subsequent checks are to be carried out at the discretion.

- Prospective applicants for employment, including casual positions or regular volunteers who refuse to sign the “prohibited person” declaration, will not be considered for the position.

Bingara Children’s Services fund raising members must sign a “prohibited employment” declaration (see attachment 4 in the working with children check). *“A prohibited person is a person convicted of a serious sex offence.”* A serious sex offence is defined as *“an offence involving sexual activity or acts of indecency ... that was punishable by penal servitude or imprisonment for 12 months or more.”* at the commencement of each year (dated at the Annual General Meeting).

Authorised supervisors are to complete the “Application for Authorised Supervisor” as required.

Mandatory Reporting

Primary contact staff at Bingara Preschool are all mandatory reporters.

When a mandatory reporter has reason to suspect that a “child is at risk of harm” (see part 2 Reports – 23 “Child and Young Person at risk of harm”: Child and Young Person (care and protection) Act 1998 No157) they should:

- Observe and document in specific incidents folder (see Director to gain access to this folder).
- Discuss observation with staff and Director.
- Complete and follow procedure of “Report Checklist” and form for “Notification of Suspected Abuse or Neglect”. See attachments.
- Director will notify DoCS helpline 13 36 27
- Follow recommendations from DoCS helpline Child Protection Case Worker.
- Notify Gwydir Shire Council Social Services Manager of the situation and actions taken and proposed plan of action thereafter.

Action should be immediate or occur within the same day that the observations were made.

Ensure that throughout the entire procedure, Mandatory Reporters document, with detail, all communication.

Interagency Work

Interagency work is providing the opportunity to exchange information between the Director and other services who provide any form of care, or come in contact with, (in the course of their work) a specific child and/or family.

Refer to NSW Interagency guidelines for Child Protection Intervention 2006 Ed.

Procedure to follow.

- Observe and document (see Director with regards to Specific incidents folder)
- Director will contact relevant agencies child/family access or is associated with.
- Collaborate information
- Complete and follow “Report Checklist”
- Notify DoCS Helpline 13 36 27
- Follow recommendations from DoCS Helpline Child Protection Case Worker
- Notify Gwydir Shire Council Social Services Manager of situation and actions taken and proposed plan of action thereafter.

Ensure that throughout the entire procedure, Mandatory Reporters document, with detail, all communication.

Allegations of abuse against staff / executive committee members.

If a staff member feels that another staff member, other than the Director, is causing a child to be “at risk of harm” they are to:

- Observe and document in specific incidents folder (see Director to gain access to this folder)
- Discuss observation with Director.
- Complete and follow procedure of “Report Checklist” attachment.
- Director is to notify the DoCS helpline 13 36 27.
- Director will follow recommendations from DoCS helpline Child Protection Case Worker.
- Director will notify General Manager and Social Services Manager of Gwydir Shire Council of situation and actions taken and proposed plan of action thereafter.

Ensure that throughout the entire procedure Mandatory Reporters document, with detail, all communication.

If a staff member feels that the Director is causing a child to be “at risk of harm” they are to:

- Observe and document.
- Discuss observation with Gwydir Shire Social Services Manager.
- Complete and follow procedure of “Report Checklist” attachment.
- Gwydir Shire Social Services Manager is to notify DoCS helpline 13 36 27.
- Follow recommendations from DoCS helpline Child Protection Case Worker.
- Notify General Manager of Gwydir Shire Council of situation and actions taken and proposed plan of action thereafter.

- Gwydir Shire Council, General Manager is to report allegations to Ombudsman.

Ensure that throughout the entire procedure, Mandatory Reporters document, with detail, all communication.

It is the responsibility of the licensee to oversee all reporting of allegations of staff and management to the Ombudsman.

Contacts

**Gwydir Shire Council
Social Services Manager**

Locked Bag 5
Bingara NSW 2404
02 67242071
0427241931

**Gwydir Shire Council
General Manager**

Locked Bag 5
Bingara NSW 2404
02 67242000

Department of Community Services (Central Office)

4-6 Cavill Avenue
Ashfield NSW 2131
02 9716 2222

Department of Community Services New England Network Office

109 Jessie Street
DX 6020
PO Box 423
Armidale NSW 2350
02 67388155

NSW Ombudsman

Level 24 580 George Street
Sydney NSW 2000
02 9286 1000 (Phone)
02 9283 2911 (Fax)
nswombo@ombo.nsw.gov.au (email)

DoCS Helpline

13 2111 (general public and clients)
13 3627 (mandatory reporters)

National Association for Prevention of Child Abuse and Neglect (NAPCAN)

PO Box 1982

Bondi Junction NSW 2022
02 9211 3794

Appropriate staff, child interaction in relation to disclosure of information

If a child tells a staff member about abuse, the staff will:

- React calmly to the information the child provides
- Listen actively and be non-judgemental
- Reassure the child that they have done the right thing by telling you
- Be honest about your responsibility for taking action to protect them.

Staff support and responsibilities in relation to child protection:

Staff will attend training in relation to welfare and abuse of children where possible. Staff will gain knowledge, understanding and awareness in regard to different forms of child abuse.

Staff will liaise with each other and have effective and consistent child behaviour and management plans so that all children will know what is expected of them.

Bingara Preschool aims to provide programs that develop self esteem, self review, effective communication and conflict resolution skills in children.

The staff shall implement programs that will support children who have been abused.

Staff shall demonstrate honesty with parents/guardians about their role in child protection and their obligations in regard to reporting.

Staff shall create a safe, nurturing and supportive environment whereby children can speak about their concerns.

Child Protection Issues at Bingara Preschool

Bingara Preschool aims to provide care in which no child suffers from emotional abuse.

Emotional Abuse occurs when the behaviour of a parent/guardian, child or staff member destroys the confidence of a child resulting in significant emotional deprivation or trauma.

To ensure that the child's emotional well being is supported, no staff member shall

- Criticise, tease, ignore or withhold encouragement from a child.
- Make excessive or unreasonable demands upon a child.
- Exhibit hostility, verbal abuse or rejection towards a child.
- Have preconceived beliefs about a child and their behaviour.
- Use any physical or social isolation as punishment.
- Expose a child to any form of violence.

Bingara Preschool aims to provide care in which no child suffers from neglect by a staff member.

Child neglect occurs when a child is harmed by a failure to provide the basic physical and emotional necessities of life.

To ensure that the child's physical and emotional needs are met, no staff member shall

- Fail to provide adequate food, shelter, clothing, medical attention, hygienic conditions or leave a child unsupervised.
- Display an inability to respond emotionally with a child.
- Abandon a child, leaving them without supervision or assistance.
- Deprive or withhold appropriate physical contact if needed.
- Refuse to give assistance to child when asked or required unless the request is deemed inappropriate.

Bingara Preschool aims to provide care in which no child suffers from physical abuse by a staff member.

Physical abuse refers to the non-accidental injury to a child. It includes injuries that are caused by excessive discipline, severe beatings or shakings, bruising, lacerations, welts, burns, fractures/dislocations, female/male genital touching, mutilation, attempted suffocation, strangulation or death.

To ensure that the child's physical wellbeing is being met, no staff member shall

- Physically touch a child with the intent to harm.

Bingara Preschool aims to provide care in which no child suffers from sexual abuse.

Sexual abuse is any sexual act or threat imposed on a child.

Improper conduct of a sexual nature by a staff member against a child at the Preschool includes sexual intercourse and any form of the following which staff members shall not do:

- Engage in inappropriate conversations of a sexual nature.

- Use obscene language of a sexual nature.
- Make jokes of a sexual nature.
- Display obscene gestures.
- Display unwarranted or inappropriate touching.
- Display sexual exhibitionism.
- Become over friendly with a child/children (i.e. cross the professional line of conduct).
- Deliberately expose children to the sexual behaviour of other (eg. magazines, videos, books).

Abuse by other children at Bingara Preschool

Bingara Preschool supervision and duty of care procedures aim to protect children from

- Abuse by another child
- Exposure or subjection to behaviour by another child that harms the child, with or without their consent.

If abusive behaviour does occur by a child, staff will implement the Bingara Preschool Behaviour Guidance Policy. Abusive behaviour is unacceptable at Bingara Preschool.

- Children will be given clear and consistent messages in regard to what constitutes appropriate and inappropriate behaviour.
- Planned actions will be implemented if inappropriate behaviour continues to occur.
- Staff will discuss the issue with the parents/guardians of the child involved.
- If a child continues to exhibit abusive behaviour towards another child/children then the parent/guardian will be notified. The Director and the parents/guardians of the child will then discuss options for the child's future attendance at Bingara Preschool.

At all times, staff will maintain confidentiality in relation to suspected or reported instances of child abuse and neglect.

Policy Number: SS.BP. 01.10(0310)

Policy Section: Social Services

Policy Title: **Cleaning and Maintenance of the Preschool Grounds and Buildings**

OBJECTIVE:

To ensure the Preschool buildings and grounds are maintained in a clean and good state of repair at all times.

POLICY STATEMENT:

Bingara Preschool is committed to the health and safety of all those utilising the service and the state of repair and cleanliness of the physical environment is a significant contributing factor to ensuring an environment free from health and safety risks or hazards.

Implementation:

- Staff at the Preschool will ensure that the Preschool and its surroundings are kept safe, clean and in good repair.
- Staff will check for hazards on a daily basis in both the outdoor and indoor environments and report any noted hazards as well as record them in the Maintenance Book.
- Appropriate action will be taken by the Director or Gwydir Shire Council to address each identified hazard.
- Preschool grounds and gardens will be maintained by Gwydir Shire Council.
- Staff will perform daily outdoor checks before children play outside and these will include scanning the playground for dangerous objects, raking the sandpit, removal of cobwebs, sweeping paths and checking trees for low hanging or dangerous branches.
- Pest inspections will be carried out as necessary and treated as required.
- All electrical outlets will be covered with safety plugs and electrical cords will be secured out of the reach of children.
- Cleaning will be carried out at the Preschool as necessary during the day using the colour coded cloths:

Blue - Kitchen area

Yellow - Furniture

Red - Art & Craft equipment

Green - Bathrooms

- Paper towels will be used to clean spills from the floor.
- The service will be thoroughly cleaned each day, after Preschool hours by a cleaner employed through the Gwydir Shire Council.
- Toys and equipment will be cleaned each term, or immediately after contamination.

Policy Number: SS.BP. 01.11(0310)

Policy Section: Social Services

Policy Title: **Communication: Family, Staff and Committee
Communication**

OBJECTIVE:

At Bingara Preschool we value partnerships and collaboration and we strive to develop and maintain positive relationships and effective communication strategies between the key stakeholders of the service.

POLICY STATEMENT:

We believe it is important to support parents/guardians in caring for their children. Open and effective communication will be fostered at all times. Respect and appreciation for diversity will be encouraged and differing child rearing practises will be accommodated.

Implementation:

Staff at Bingara Preschool will:

- Show an attitude of respect towards parents/guardians at all times.
- Ask questions about how parents/guardians care for their child.
- Try to empathise with parents/guardians on issues concerning the care of their child.
- Accept individual differences in parents/guardians and in their relationships with their children.
- Develop culturally sensitive attitudes towards all families.
- Talk with parents/guardians on arrival and departure as much as possible. Tell parents/guardians how their child has spent their day.
- Provide opportunities for written communication. These may include daily entries in the diary, individual pocket communication, notice boards, suggestion box, newsletters, or personal letters. Parents/guardians are encouraged to communicate in person, verbally, or in writing upon enrolment and throughout their enrolment.
- Encourage parent/guardian involvement in the centre to whatever level they wish or are able.
- Confidentiality is to be maintained at all times regarding Bingara Preschool records, children and their families and staff and their families.

Families at Bingara Preschool will:

- Sign their children in and out upon arrival and departure.
- Be welcomed as visitors at the Preschool at any time.

- Be provided with the opportunity to become a Bingara Children's Services Committee Member.
- Be encouraged to comment and/or make suggestions in relation to the operation of Bingara Preschool or the development and evaluation of the Preschool program.
- Have access to Bingara Preschool Policies and will be supplied with information regarding fees, hours and days of operation. They will also have access to "Guidelines for Infectious Diseases" for their perusal.
- Have access to developmental records concerning their child.
- Be able to arrange interviews with the Director to discuss their child's progress on Monday, Tuesday and Wednesday afternoons (or on Thursdays).

Policy Number: SS.BP. 01.12(0310)

Policy Section: Social Services

Policy Title: Confidentiality

OBJECTIVE:

To ensure the licensee, staff and others involved within the Preschool, such as volunteers and students, respect the policy and procedures relating to confidentiality concerning records maintained at the service and information concerning children, families and staff at the service.

POLICY STATEMENT:

Open communication between home and Preschool is encouraged to ensure that the individual needs of the children are met and that the Preschool is operating smoothly and effectively. This information however, including records relating to individual children and families, is confidential and practices will be put in place to ensure the privacy of all using the service.

Implementation:

- Confidentiality will be maintained at all times by the licensee, staff, students and volunteers.
- Confidentiality will be maintained in relation to :
 - Staff and their families
 - Children enrolled at the Preschool
 - Families of children enrolled at the Preschool
 - Records kept at the Preschool concerning staff, children and their family.
- Records relating to a child must remain confidential, and are accessible only to:
 - The licensee and Director
 - Individual staff members authorised to access the records
 - An Authorised Officer
 - The parents/guardians of the child
 - The Director-General of the Department of Community Services
 - A person otherwise authorised by law to inspect the records
 - Any person who is authorised in writing, by the child's parents/guardians, to inspect the records
- No information obtained by staff will be provided to another individual or organisation without written permission from the parent/guardian.
- All records will be kept in a locked area.

**Bingara Preschool
Childcare Provider Number
78543673.**

**Department of Community Services
New England Network Office
109 Jessie Street
DX 6020
P.O. Box 423
ARMIDALE 2350**

**Ph. (02) 67388100
Fax. (02) 67388155**

**Community Services Commission
(02) 9716 2222.**

**Interpreter service for all languages
is available on 13 1450. (24 hrs)**

Policy Number: SS.BP. 01.13(0310)

Policy Section: Social Services

Policy Title: Enrolment and Orientation

OBJECTIVE:

To ensure each child attending Bingara Preschool has a completed and current enrolment form and that each family is provided with an orientation to the Preschool environment, routines, policies and program.

POLICY STATEMENT:

To ensure the safety and wellbeing of children at Bingara Preschool accurate and up to date records are to be maintained on each child's individual file. This information is contained in each child's Detailed Enrolment Form which must be provided before the child can be accepted into the service. Families at Bingara Preschool are also encouraged to play an active role in the service and, through the orientation process they will become aware of the many different ways they can actively contribute to the Preschool's operation and continual development.

Implementation:

- Enrolment forms for each child must be completed before the child commences at the service. The information contained in the enrolment form will be kept in a locked cabinet and will remain confidential at all times. A copy of the child's birth certificate and vaccination history is required at the time of enrolment.
- Bingara Preschool policies must be adhered to by staff and families at all times. Policies are available to families at all times and one copy is always kept on the front desk, the other in the office. Parents/guardians are able to request copies of individual policies at any time. These policies are also available on the Gwydir Shire Council website.
- If, throughout the year, details contained on the enrolment form change, please put these changes in writing and give to the Director.
- Each family will be provided with the opportunity to spend time at the Preschool with their child prior to enrolment to provide an orientation for both the child and their family. This time provides staff with the opportunity to explain the Preschool routines, policies, procedures and programming process. It also enables the children to become familiar with the Preschool environment and provides families with the opportunity to interact with staff, their child and other children at the service.
- Each family will also be provided with a Bingara Preschool Information Package containing the Preschool Handbook, copies of selected policies and suggestions for packed lunches and snacks.
- Member of staff will speak to parent /guardian at conclusion of first day to discuss how the day went and to answer any questions or concerns they may have.

- A new enrolment form needs to be completed each year to ensure that all details remain the same.
- Priority of enrolment will be given to children that will be attending school the following year and children with additional needs.
- Fridays will be kept for children in their Transition year, who will be attending school the following year.
- New enrolments will not be taken after Week 5 of Term 4 for that year.
- Changes can be made to your child's enrolment form at any time. These must be done in writing.
- If you wish to withdraw your child for any reason, 2 weeks notice must be given to the Director in writing. Regular fees will be charged for these 2 weeks.
- All children need to have a new enrolment form completed at the beginning of each year or in Term 4, ready for Term 1 of the following year even if they have previously been enrolled. At this point, a new copy of immunisation history for all children is required.
- If your child is immunised throughout the year an updated immunisation history is required.

Policy Number: SS.BP. 01.14(0310)

Policy Section: Social Services

Policy Title: Excursion

OBJECTIVE:

To ensure that excursions are conducted in a safe and well informed manner.

POLICY STATEMENT:

Excursions are a valuable component of the Preschool program and they provide the children with the opportunity to experience, engage in, and explore their local environment, as well as the opportunity to participate in local community events and celebrations. The Excursion Policy for Bingara Preschool has been developed in accordance with the Centre Based and Mobile Child Care Services Regulation 2004.

Implementation:

- When planning an excursion, consideration needs to be given to the potential hazards that may occur during the excursion. If any of these cannot be addressed to ensure the safety and wellbeing of all staff and children, alternative plans will be made or that particular excursions will be cancelled.
- Parents/guardians will be provided with information relating to the excursion and written authorisation from a parent/guardian is to be provided before the child is able to leave the Preschool grounds.
- The permission note provided to families will contain the following information:
 - The date of the excursion
 - The proposed destination
 - The method of transport
 - The activities that will be carried out
 - The number of adults that will accompany and supervise the children
 - The names of the accompanying adults with First Aid qualifications
 - The proposed period of time of the excursion
 - A contact number if available
- If a parent/guardian does not wish their child to participate in the excursion they may be required to keep their child at home for the time of the excursion due to ratios of children.
- No child will be able to participate in an excursion without a signed permission note.
- All excursions will be conducted in a safe manner with a minimum of 2 staff members accompanying the children.

- The adult : child ratio as follows will be maintained at all times:
 - 1:5 for children >three years
 - 1:2 for children <three years
 - 1:4 when crossing a major road or using transportation.
- Each supervising adult will be given clear guidelines for their duties and responsibilities during the excursion period.
- The Director will check the premises, especially the toilets, for children remaining in the building.
- A roll call and head count of the children will occur before leaving Bingara Preschool. A head count will occur on a regular basis especially at every stage or re-grouping of the children throughout the excursion and upon returning to the Preschool.
- Vehicles used for transportation will be fitted with suitable child restraints and in accordance with *Regulation 110G* of the Motor Traffic Regulations 1935.
- A First Aid kit will be taken on all excursions and a list of all children in attendance will also be taken. A copy of this list will also be kept at the Preschool.
- Excursions to places where there is a significant water hazard will be conducted in accordance with the Centre Based and Mobile Child Care Services Regulation 2004.
- All excursions are to be conducted in accordance with the Bingara Preschool Sun Protection Policy and Cancer Council Sun Safe Guidelines.

Policy Number: SS.BP. 01.15(0310)

Policy Section: Social Services

Policy Title: Fees

OBJECTIVE:

For all families to contribute in a financial manner to the continued operation of Bingara Preschool.

POLICY STATEMENT:

All families of children enrolled at Bingara Preschool are responsible to pay fees for that child as set down by the Gwydir Shire Council.

Implementation:

- All families will receive written notice of the fees owed on a term basis.
- Fees may be paid in full or weekly instalments.
- Payment of fees, if paying in full, should be completed within 4 weeks of receiving the fees notice.
- In cases where fees are being paid in instalments, payments should be commenced by the second week of receiving the fees notice.
- Instalments will be a calculation of the terms total fee divided by the number of fortnights or weeks in that term.
- If you elect to pay fortnightly or weekly, total instalments must be paid each fortnight or week or your child will be excluded until fees are brought into order. During periods of exclusion and non-payment of fees, fees will still be charged unless the child is withdrawn from Preschool by the family. Bookings will not be held for children withdrawn from the Preschool.
- If fees are outstanding, a reminder letter is sent to families stating the amount outstanding and your child will not be able to attend the Preschool until fees have been paid.
- If no notice is taken of this reminder letter, and the fees remain unpaid after 4 weeks, the Council in association with the Preschool Director have the right to refuse the child readmission at Preschool until all fees are paid.
- During the time that the child is refused readmission, if a new child enrolls or there is a child on a waiting list for that day, the later child will be given the position. If outstanding fees are later paid, the child who was refused readmission will be placed on the waiting list, if there are no positions available that day.
- All days of attendance must be paid for. It is also required that all missed days be paid for.
- Under special circumstances, fees for a particular period of non attendance may be waived if the Council and Preschool Director agree on the non payment due to extenuating circumstances.

- Fees are reviewed regularly and are subject to change.
- Subsidies are available for families receiving low levels of income.
- All families are required to pay the full fee rates unless proof of income is provided within the first four weeks after enrolment. In circumstances where proof of income is not provided, families will be required to pay full fees.
- In addition to Preschool fees, each family is required to pay an annual enrolment fee and an equipment levy each term.
- For full details of current fee schedules and subsidy rates please refer to the Bingara Preschool Fees Schedule.
- Receipts for payment of fees can only be printed once.
- Fees are to be placed in the fees box on the sign in desk in an envelope with child's name and amount.

Policy Number: SS.BP. 01.16(0310)

Policy Section: Social Services

Policy Title: Fire, Emergency and Dangerous Situations

OBJECTIVE:

To ensure the safety of all people at the Preschool at all times.

POLICY STATEMENT:

We believe it is of prime importance that the safety of the children and staff are to be maintained at all times. In the event of a fire, emergency or dangerous situation, the following procedures are to be implemented.

Implementation:

General Emergency:

- Stay Calm.
- If the evacuation of the centre is necessary refer to the emergency evacuation procedure. A copy of this procedure is displayed in the kitchen and at all main exits. Follow the procedure.
- Procedures for CPR and DRABC are displayed in the main room and kitchen.
- It is the responsibility of each staff member to maintain a current First Aid Certificate.
- First Aid Kit is to be stocked and checked for out of date supplies every six months.
- A First Aid Kit is located in close proximity to all areas including outside.

Medical Emergency:

- No child will be enrolled at Bingara Preschool unless authorisation is given by a parent/guardian to seek medical, dental, hospital treatment or an ambulance service or assistance by another person nominated.
- Appropriate emergency treatment will be sought at the discretion of staff.
- All staff are to have a current First Aid certificate.
- The parent/guardian will be notified as soon as possible.
- If a parent/guardian is unable to be contacted, the emergency contact nominated on the detailed emergency form will be contacted.
- A detailed report is to be written and signed by a staff, a witness (if possible) and the parents/guardians. A copy is to be given to the child's parents/guardians.

Fire:

- The Preschool will adhere to the Fire Regulations set down by the Board of Fire Commissioners.
- Fire Drills will be practised with all children and staff regularly.
- Fire equipment is securely in place and is serviced regularly.
- Emergency exits are clearly displayed and kept clear of obstructions at all times.
- The signal for a fire drill is 3 blows from a whistle, staff will also sing, 'We are waiting...'
Once the children have been gathered in a group they will be moved off to the back fence. The same procedure will be used for a snake or other emergency.

In the event where a staff member can not carry out sufficient duties of supervision or must leave the centre in an emergency situation, a casual staff member is to be called immediately.

In the event of a snake being at the Preschool, staff will move all children inside and will contact the local WIRES representative. If possible, a staff member will watch the snake from a distance to see where it goes.

Policy Number: SS.BP. 01.17(0310)

Policy Section: Social Services

Policy Title: Food Handling

OBJECTIVE:

Bingara Preschool aims to encourage all staff to adopt safe and hygienic practices when working with foods.

POLICY STATEMENT:

Staff at Bingara Preschool will practice safe food handling practices.

Implementation:

When handling food or preparing to handle food staff will:

- Wash hands thoroughly with warm soapy water.
- Wear gloves.
- Wipe area where food will be handled.
- Store foods at correct temperature.
- Place cold foods/re-heatable foods in the fridge on arrival.
- Uses separate chopping boards for different types of food.
- When heating foods in microwave, staff need to cut a small portion of food to test temperature.
- Frozen foods to be defrosted in the fridge.
- Kitchen will be kept clean at all times.
- Foods to be covered if left on benches.
- Foods are not to be handled or prepared by staff that feel unwell or have open cuts or sores.
- Garbage bins to be emptied daily.

Policy Number: SS.BP. 01.18(0310)

Policy Section: Social Services

Policy Title: **Gloves and Cleaning bodily fluids**

OBJECTIVE:

To ensure that good hygiene practices are implemented through staff wearing gloves and insuring that bodily fluids are dealt with appropriately.

POLICY STATEMENT:

Bingara Preschool is committed to the health and safety of children and staff.

Implementation:

Gloves will be worn, when:

- Wiping noses,
- Handling food,
- Wiping up bodily fluids,
- Applying sun screen,
- All cleaning.

Hands need to be washed after gloves are removed.

When cleaning up bodily fluids:

- Staff will wear gloves and use paper towels or green cloth when cleaning blood or other bodily fluids.
- Gloves and paper towel/green cloth to be placed in a plastic bag which is then sealed and placed directly into the green industrial bin.
- Staff will apply new gloves and ensure the area is clean using appropriate cleaning products. Repeat disposal of gloves and waste.
- Staff will wash hands thoroughly.

Policy Number: SS.BP. 01.19(0310)

Policy Section: Social Services

Policy Title: **Grievance Procedure**

OBJECTIVE:

To ensure that open communication and subsequent strategies are put into place to maintain positive relationships between the stakeholders of the Preschool.

POLICY STATEMENT:

The stakeholders of the Preschool (namely children, their parents/guardians, staff, committee members, the licensee and the local community) may have conflicting views on a variety of issues. The procedures outlined in this policy are designed to achieve a rationale and fair outcome to the satisfaction of all parties involved.

Implementation:

There is an ongoing commitment to improve and maintain the quality of service provided at Bingara Preschool. Any comments, grievances or complaints are to be acknowledged, given due attention, and addressed appropriately.

All matters need to be addressed in a professional and respectful manner. It will be much more productive to speak to the person involved rather than others.

Grievance Procedure for Families:

Issues or problems between staff and parents/guardians are to be resolved directly between those involved.

The first step is to speak with the person who is involved. Often this keeps the problem from escalating, particularly if it is a small problem.

If the issue can not be resolved at this level, the following procedure is to be implemented:

- The family is to notify the Director of any grievance or dispute and their proposed remedy in writing.
- A copy of this statement will be placed on the family's file, a copy given to the family, a copy filed in the complaints register, and a copy to Gwydir Shire Social Services Manager and General Manager.
- The Director will advise the Social Services Manager as soon as possible of the received complaint.
- The Director will organise a meeting with the family to discuss the grievance and proposed solution.
- The Director will provide the family with a written response following the meeting.

- If the matter remains unresolved the family may request that the matter be referred to the General Manager who will, in turn, arrange another meeting between the involved stakeholders.
- If the matter still remains unresolved it may be referred to the Department of Community services for resolution.
- It is the right of all parties to have a support person or advocate present during any discussion.

Grievance Procedure for Staff:

In the event of a dispute arising in the Preschool work environment, the following procedure is to be put into effect:

- Initially attempt to resolve the matter directly with staff involved by clearly communicating the essence of the dispute without associating blame or hostility.
- If the matter remains unresolved, the staff member presenting the grievance and their direct supervisor are to meet and discuss the matter.
- If the matter is not resolved at this meeting, further discussion shall occur, this time involving more senior levels of management from the Gwydir Shire Council Social Services Unit.
- If the matter remains unresolved it may be referred to an independent arbiter and the decision of the arbiter shall be considered binding.
- While the parties attempt to resolve the matter, work will continue as normal unless an employee has a reasonable concern about an imminent risk to their health, safety and wellbeing.

Policy Number: SS.BP. 01.20(0310)

Policy Section: Social Services

Policy Title: Health

OBJECTIVE:

To maintain an environment where the health and safety of everyone at Bingara Preschool is ensured.

POLICY STATEMENT:

The Preschool recognises that the provision of a safe and healthy environment is the responsibility of all concerned – committee, staff, parents/guardians and children. To ensure the provision of such an environment, all involved will cooperate to support the following practises.

Implementation:

- **Smoking:**

Bingara Preschool is a smoke free zone. Smoking is not permitted at any time in Preschool grounds or buildings.

- **Health Records:**

Upon enrolment, parents/guardians are required to document any health or developmental issues relevant to their child in the Detailed Enrolment Form. Any changes to this during the child's enrolment at Preschool are to be provided in writing.

- **Medication:**

Children requiring medication during the day at Preschool must have a completed medication form. When administering medication, the details are to be checked by two staff members. Please see the Bingara Preschool Medication Policy (SS.BP.01.24(0310) page 10) for detailed procedures regarding the administration of medication. For issues relating to asthma medication please refer to the Bingara Preschool Asthma Policy (SS.BP.01.24(0310) page 52) and Management Plan.

- **Infectious Diseases:**

Children and staff suffering from an infectious disease are to be excluded until clearance is given. Please see the Bingara Preschool Illness and Infectious Disease Policy (SS.BP.01.22(0310) page 47).

- **Environmental Issues:**

The local environment and climatic conditions need to be considered and taken into account when programming and planning experiences for children. When outside, children will be required to wear a hat and sunscreen. Please see the Bingara Preschool Sun Protection Policy (SS.BP.01.34 (0310) page70).

- **Nutrition:**

At Bingara Preschool, we encourage healthy eating habits. Please refer to the Bingara Preschool Nutrition Policy (SS.BP.01.25 (0310) page 54) for further information.

- **Emergencies:**

At Bingara Preschool we have policies and procedures in place to be put into effect in the event of a fire, emergency or dangerous situation. Emergency evacuation procedures are posted throughout the Preschool and emergency evacuations are practised regularly with all children and staff. Please see the Bingara Preschool Fire, Emergency and Dangerous Situation Policy (SS.BP.01.16(0310) page 36).

- **Child Abuse and Neglect:**

At Bingara Preschool, we promote the health and wellbeing of all children and policies and procedures are in place to prevent and respond to suspected cases of abuse or neglect. Please see the Bingara Preschool Child Protection Policy (SS.BP.01.09(0310) page 17).

- **Immunisation:**

Each family is required to provide, and update as appropriate, details of their child's immunisation status. In the event of an outbreak, unimmunised children will be excluded from Preschool. Please refer to the Bingara Preschool Immunisation Policy (SS.BP.01.23(0310) page 51).

- **Hygiene:**

Staff and Bingara Preschool will promote and model appropriate practices to ensure the optimum level of hygiene throughout the Preschool. Please see the Bingara Preschool Hygiene Policy (SS.BP.01.21(0310) page 44).

- **Health Curriculum:**

Throughout the daily Preschool curriculum there are many opportunities for staff to promote and demonstrate the principles of a healthy lifestyle. Through example, planned experiences and routines, children learn healthy habits such as regularly washing their hands, covering their mouth when coughing and the importance of dental hygiene. Health professionals will be consulted with, and invited to visit the Preschool to further extend children's understandings of overall health and wellbeing.

Policy Number: SS.BP. 01.21(0310)

Policy Section: Social Services

Policy Title: Hygiene

Goals:

To promote a healthy and hygienic environment where the spread of disease is minimised.

POLICY STATEMENT:

The health and safety of the children at Bingara Preschool is a fundamental aspect of our provision of service to the families and children of Bingara and the surrounding area. For this reason the following practises are followed by staff and encouraged in children.

Implementation:

Staff wash their hands

- Upon arriving at Preschool of a morning and before preparing, serving or eating food.
- After going to the toilet, assisting each child with toileting and after each nappy change.
- After wiping a child's or one's own nose. An antiseptic wipe or wash may be used as an alternative.
- After handling animals.
- After coughing or sneezing.
- After handling raw food or garbage.
- Before leaving the Preschool.

- Staff actively promote children's hand washing at these times also.

- When washing hands, staff follow correct hand washing procedures and model this to children.

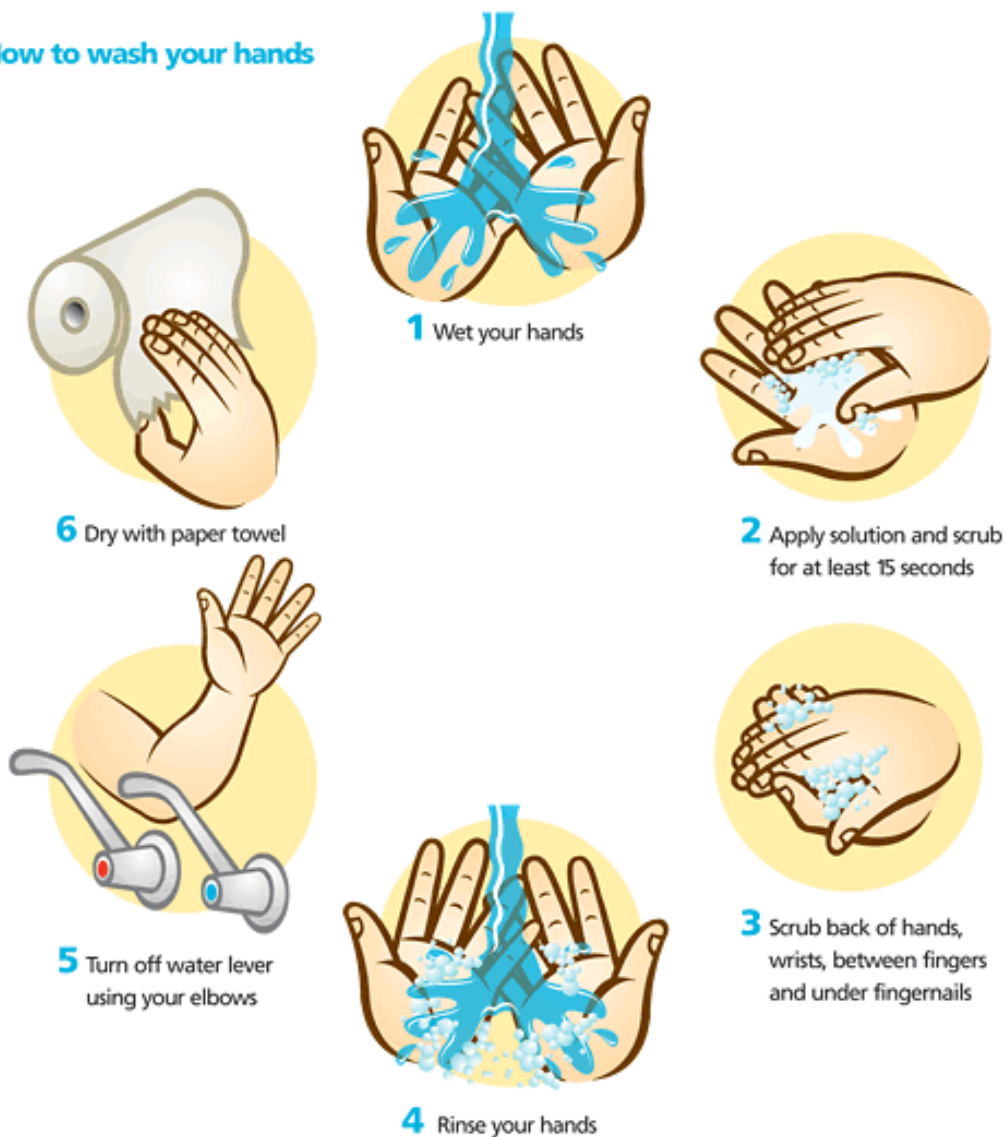
- Staff are to use disposable gloves when changing nappies or assisting children with toileting procedures. Gloves are changed and hands washed after each child. Change mat will be disinfected after each nappy change. Wet and soiled nappies are to be wrapped up and disposed of in wheelie bin. Cloth nappies and soiled clothes will be sealed in a plastic bag awaiting collection.

- Staff are to use gloves when assisting a child to wipe their nose or face. After each child, dispose of gloves, tissue or wipe, wash hands, and use new gloves, tissue or wipe for each child.
- Children are encouraged to wipe their own nose or face, and then dispose of the tissue or wipe immediately, and then wash their hands.
- Staff encourage children not to eat food belonging to, or touched by, another child. Staff also encourage children not to eat food that has been on the floor or to use utensils that have been on the floor.
- Staff ensure that drinking and eating utensils are used by only one child between washing.
- Staff initiate and extend discussions initiated by children promoting hygiene and dental health. Activities will be carried out as relevant.
- Bedding is to be washed once a fortnight and more regularly if required. Bingara Preschool will provide bedding for each child, which will be stored in individual bags.
- Staff encourage children to wipe their own bottoms, flush the toilet and wash and dry their hands each time they use the toilet.
- Staff encourage the children to cover their mouth and nose with their hands and to turn away each time they sneeze and cough.
- Staff will supervise children in the bathroom and actively encourage good hygiene habits.
- The Preschool will be cleaned daily and kept as clean and tidy as possible at all times. Rubbish will be disposed of daily or more frequently if needed. Staff will clean floor, tables and bathroom as necessary throughout the day. Separate cloths (colour coded) are used to clean art areas, food areas, the bathroom and floors. Cloths are washed and replaced regularly.
- All equipment will be cleaned/disinfected on a regular basis or as necessary.
- Gloves are to be worn when preparing food or drink for children, when administering first aid or when contact of body fluid is possible.

Procedure:

- Turn tap on, apply liquid soap.
- Wash hands all over including between fingers, backs of hands and wrists.
- Rub hands together for approximately 20 seconds.
- Rinse hands.
- Dry hands.

How to wash your hands



Policy Number: SS.BP. 01.22(0310)
Policy Section: Social Services
Policy Title: **Illness and Infectious Diseases**

OBJECTIVE:

To minimise the risk of infection between children and between children and staff and to ensure ill children are provided with the necessary care.

POLICY STATEMENT:

Staff are unable to care for children who are sick, due to the amount of attention they need. Sick children are to be cared for by someone who can give them their full attention. This will allow children to recover in the quickest possible time as well as minimising the spread of contagious or infectious diseases or conditions. Keeping a child at Preschool who is sick poses an increased risk to other children and adults with whom the child will come into contact with. Children must be well enough to participate in the Preschool program.

We look forward to parent/guardian participation in this matter as we are sure that parents/guardians appreciate the need to minimise the risk of illness to other children and staff.

Implementation:

Signs and symptoms to be aware of include:

- Inability to participate in the daily Preschool program
- High temperature or fever
- Severe cold, sneezing or runny nose
- If the child seems sick with obvious symptoms eg. unusually tired, pale, irritable, lethargic or the child complains that they are feeling sick.
- Vomiting and/or loose bowel motions.
- Rashes or any irritation you can not identify.
- Red, swollen, discharging and sore eyes.

If your child displays any of these symptoms, please do not send them to Preschool.

Exclusion guidelines due to illness:

- Children will be excluded from Preschool in accordance with the *Guidelines for the Control of Infectious Diseases in Child Care Centres* and in consultation with the *New South Wales Department of Health*.
- Children will be excluded when they are unable to participate in the daily Preschool program, or exhibit any of the above mentioned signs and symptoms.

Staff members suffering from an infectious disease or condition which prevents them from fully participating in the Preschool daily routine and program will be excluded until they are well and completely recovered.

Disease	Exclusion Period	Symptoms	Time from exposure to illness	Minimise Spread
Chicken Pox	5 days after rash & until blisters have scabbed over	Slight fever, runny nose, rash that begins as raised pink spots that blisters	2-3 weeks	Immunisation
Conjunctivitis	While discharging	Scratchy, red, watery eyes, eyes may stick together	1-3 days	Hand washing, avoid sharing towels or face washers
Gastroenteritis	48 hours after last bout	Loose stools, vomiting, fever, stomach cramps, headaches	Hours to several days	Careful hand washing
German Measles	4 days after rash appears	Mild fever, runny nose, swollen nodes, pink blotchy rash	2-3 weeks	Immunisation
Glandular Fever	Not unless sick	Fever, headache, sore throat, tiredness, swollen nodes	4-6 weeks	Careful hand washing, Avoid sharing eating utensils, food, kissing
Hand, foot and mouth	Until blisters have dried	Mild illness, fever, blisters on mouth, hands, feet	3-7 days	Careful hand washing
Head lice	Until treatment has commenced	Itchy scalp, white specks near hair shaft	5-7 days	Check and manage family & friends
Hepatitis A	2 weeks after symptoms begin or 1 week after the onset of jaundice	Often none in children, fever, loss of appetite, nausea, vomiting, jaundice	2-6 weeks	Careful hand washing, immunisation, contacts may need injection of immunoglobulin
Impetigo	Until treatment starts, sores need to be covered with watertight dressing	Small red spots that change to blisters that fill with puss.	1-3 days	Careful hand washing
Influenza	Yes, until better	Sudden onset of fever, sore throat, runny nose, cough, muscle & head aches	1-3 days	Immunisation
Measles	4 days after rash appears	Fever, tiredness, runny nose, cough, red eyes, followed by red blotchy rash	10-12 days until first symptoms and 14 days	Immunisation

		that starts on face and works down	until rash develops	
Meningococcal	Seek medical help immediately	Sudden onset of fever, headache, neck stiffness, nausea, vomiting, drowsiness and rash	2-10 days	Avoid sharing drinks. Close contacts should seek medical attention immediately
Mumps	9 days after onset of swelling	Fever, swollen and tender glands around jaw	14-25 days	Immunisation
Ringworm	24 hours after treatment has begun	Itchy skin, worse at night, worse near wrists, armpits, buttocks, groin, fingers and toes	2-6 weeks re-infections 1-4 days	Wash linen, towels, clothing worn in last 2 days in hot water
Scarlet Fever	24 hours after treatment has begun and child feels better	Sore throat, high fever, vomiting, rash follows in 12-36 hours	1-3 days	Careful hand washing
Slapped cheek	No – Most infectious before rash appears	Mild illness, fever, red cheeks, itchy lace like rash, cough, sore throat, runny nose	1-2 weeks	Careful hand washing, Avoid sharing drinks
Whooping cough	Yes, until the first 5 days of a special antibiotic has been taken	Starts with a runny nose, persistent cough that comes in bouts, bouts may be followed by vomiting and whooping sound as child gasps for air	7-20 days	Immunisation. Unimmunised contacts may be excluded until the first 5 days of a special antibiotic has been taken.

With so many children attending our centre each week, we must not allow cross infection to occur. Parents/guardians must notify the Preschool if their child has any of the above infectious diseases.

Injury Prevention and Treatment:

- Staff regularly check both the indoor and outdoor environment to ensure safety.
- All staff members are required to have a Current First Aid Certificate.
- A First Aid kit is located inside and one is always carried outside.
- If an injury occurs, or if a child becomes ill at the centre, then staff adhere to the following procedure:
- The child is reassured and the degree of injury is noted.
- If First Aid is necessary it is carried out.
- If the child is considered too ill or hurt to remain at the centre the parents/guardians will be contacted and asked to collect their child.

- If the injury is thought to require treatment or assessment by a Medical Practitioner or hospitalisation, contact the child's parents/guardians at the most opportune moment. If the parent/guardian is unable to be contacted, contact the child's Doctor and an emergency contact as provided on the child's enrolment form.
- If an ambulance is required, refer to procedure contained in the Bingara Preschool Accident and Emergency Policy (SS.BP.01.03(0310) page 6).
- A record documenting all injuries and illness at the centre will be completed and kept at the Preschool. Parents/guardians will also be asked to sign this report and will be provided with a copy of it.

Policy Number: SS.BP. 01.23(0310)

Policy Section: Social Services

Policy Title: Immunisation

OBJECTIVE:

To ensure that all staff, children and their families are protected from avoidable diseases.

POLICY STATEMENT:

All staff, children and their families should be informed about all aspects of immunisation either through newsletters, posters, brochures etc. provided by National Health and the Medical Research Council.

Implementation:

The Preschool will educate families so they can make an informed choice.

Immunised Children:

- Parents/guardians are encouraged to immunise all children who attend the Preschool.
- Immunisation records will be sighted and photocopied upon enrolment.
- If a child receives a booster immunisation, parents/guardians are required to provide an updated certificate which staff will photocopy for their records.

Unimmunised Children:

- Parents/guardians who have chosen not to immunise their children will complete a declaration to that effect. This will be filed.
- Parents/guardians of an unimmunised child will be advised when there is a current outbreak of an infectious disease at the Preschool. The child will then be excluded for his/her protection and for the protection of other children attending the centre for the duration of the outbreak.

Policy Number: SS.BP. 01.24(0310)

Policy Section: Social Services

Policy Title: Medication

OBJECTIVE:

To ensure the optimum health and safety of the children in our care.

POLICY STATEMENT:

Bingara Preschool staff will only administer medication that has been prescribed by a Medical Practitioner and bears a pharmacy label with the child's name and a current date. Un-prescribed medication will only be administered if accompanied by a dated Doctor's certificate or statement and only if absolutely necessary. This is for the protection of the child. The Preschool policy will ensure staff will not be put in a situation where they may be held liable and the responsibility will always be with the parent/guardian and the child's Doctor.

Implementation:

Administration of Medication

- Medication will only be administered at Preschool if the medication is prescribed to the child or if it is accompanied by a certificate or statement from the child's Doctor.
- If medication is to be administered at Preschool, a medication report is to be completed and signed by a parent/guardian. Please ask staff for a medication report form.
- Parents/guardians who do not accompany their children to the centre, (children travelling to Preschool on the bus), must send a note clearly containing the following details:
 - child's name
 - date
 - complete name of the medication
 - required dose
 - time it is to be administered
 - reason for the medication and symptoms to be aware of
 - signature of the parent/guardian

The medication is to be given to the bus driver or another responsible adult if applicable, who will then hand the medication over to a member of staff.

- Medication should be stored in a child proof medication area. Under no circumstances should medication be left in the child's bag or in a place accessible to any children.

No staff member is to administer medication without another staff witness. Both staff will check if the medication is prescribed to the child, double check the dosage and the time it is to be given and finally the medication will be administered in accordance with the directions.

Policy Number: SS.BP. 01.25(0310)

Policy Section: Social Services

Policy Title: Nutrition

OBJECTIVE:

Bingara Preschool aims to promote a healthy lifestyle for children by encouraging children to eat food and providing nutrition education which is consistent with the national Dietary Guidelines for Children and Adolescents, State regulations and food safety principles. These will be appropriate to the child's age, cultural background, religion and/or medical needs.

POLICY STATEMENT:

Foods provided at Bingara Preschool by families will be of a substantial nutritional value. More specifically, families will be encouraged to provide meals and snacks that:

- Meet current standards and recommendations in relation to nutritional requirements.
- Are appropriate to the child's age, cultural and religious background.
- Are of a variety and quantity that satisfies the child's appetite and interest and also meets their nutrition requirements.

Strategies

- The service will ensure that children are provided with one main meal and one snack per day.
- The service will encourage parents/guardians to pack:
 - 1 'child size' serve of meat or meat alternatives.
 - 1-2 'child size' serves of vegetables.
 - 1 'child size' serve of fruit.
 - 2 'child size' serves dairy.
 - 2-3 'child size' serves of breads, cereals, rice, and pasta.
 - Water.
 - No foods high in fat, sugar and salt.
- The service will ensure that, whilst in care, children are only provided with plain milk and water to drink. Water will be available at all times.
- The service will provide lunchbox recommendations using the *Good for Kids in Childcare* lunchbox recommendation checklist.

- The service will ensure that families are given a copy of the lunchbox recommendations (including the number of serves, appropriate portion sizes). Food that is provided by families that do not meet the recommendations will be sent home with relevant suggestions of appropriate alternatives.
- The service will ensure that, whilst in care, children are not provided with foods high in fat, sugar and/or salt.
- To assist with preparing children for school, fruit needs to be provided as the child eats it (eg: if your child will not eat apple skin, please peel it before Preschool).
- Any activity held on the Preschool ground for the Preschool needs to keep in alliance with the Nutrition Policy.

Food Safety

Bingara Preschool aims to ensure children consume food that has been prepared and stored and/or serviced in a safe and hygienic manner and that hygiene practices are promoted.

Strategies

- The service will ensure that all children and staff members wash their hands before preparing or serving food.
- The service will ensure that children avoid handling other children's food or drinks.
- The service will ensure that staff members preparing or serving foods follow safe food handling practices, including:
 - Gloves worn when handling foods.
 - Utensils washed between use of different foods.
 - Foods that need to cold are kept in the fridge (eg: meats, dairy products).

Meal times and Eating Environment

Bingara Preschool aims to provide a meal time environment that assists the transition of family and multicultural values.

Strategies

- The service will ensure that children sit in small groups at meal times with staff members sitting throughout the groups.
- That food is not used as a punishment or a reward.
- The service will recognise and celebrate cultural differences.

Bingara Preschool aims to understand and handle eating behaviours of children (including food refusal).

Strategies

The service will ensure that staff have an understanding that:

- The carer's responsibility is to decide what food is provided and when.
- The child's responsibility is to determine how much they want to eat.
- Food refusals are normal.
- Children may need to be offered food more than 10 times before they will actually eat it.
- Staff encourage children to eat their fruit first at morning tea and that sandwiches are for lunch.

The service will ensure that staff:

- Don't encourage children to fill up on snacks or drinks.
- Ensure that meal time is a social occasion.
- Model appropriate eating behaviours to children.

Curriculum, Teaching and Learning

Bingara Preschool aims to provide learning experiences for children about food and nutrition both spontaneously and throughout the program.

Strategies

- The service will provide parents/guardians with a copy of the nutrition policy.
- The service will provide parents/guardians with lunchbox recommendations/checklist.
- The service will provide parents/guardians with current nutritional information.
- The service will involve parents/guardians in the reviewing of the nutritional policy.
- The service will identify and act on the need for further education of families regarding nutrition practices.
- The service will celebrate birthdays and cakes may be brought from home. Parents/guardians providing birthday cakes are asked to provide the centre with a list of ingredients so that allergies can be identified.

Foods that are discouraged and will be sent home

- Foods such as chips and chocolate bars contain fat, salt and/or sugar and are not considered suitable foods for children.

- Peanut butter and nut products are not to be brought to Preschool due to choking and unknown allergies. See Allergies Policy (SS.BP.01.02(0310) page 5).
- Foods that are high in sugar (chocolate, lollies, and sticky fruit snacks) are also not good choices as they increase the likelihood of tooth decay.
- Most novelty cartoon type foods are low in essential nutrients, high in kilojoules, particularly sugar kilojoules, are highly processed and are expensive.
- A good indicator is to critically evaluate nutritional information and ingredients supplied on these packs.
- If you are unsure about a food talk to staff.
- The following is a list of foods that we discourage parents/guardians from providing their children for lunch. This list may change at any time.
 - Roll ups,
 - LCM Bars,
 - Cereal Bars,
 - Sweet biscuits with sweet dips,
 - Iced biscuits,
 - Chocolate coated biscuits
 - Nutella,
 - Nuts,
 - Jelly,
 - Cordial (including fruit based cordials)
 - Soft drinks,
 - Juice,
 - Flavoured milk,
 - Muesli bars,
 - Processed fruit bars,
 - Chips,
 - Lollies and chocolate bars,
 - Any chocolate foods or foods containing chocolate, including home made slices/cakes (in the spirit of fairness, the reason we adhere to this is that children have difficulties with the concept of peers eating foods that may have chocolate but cooked from home, yet they may have foods that contain chocolate that they can not eat).

Sources

Department of Community services Regulations 2004

Good for Kids Good for life- Hunter New England Health

Health and safety in children's centres: Model Policies and Practices.

Policy Number: SS.BP. 01.26(0310)

Policy Section: Social Services

Policy Title: Photos

OBJECTIVE:

To take photos of children for display in the centre, programming, for portfolios and for publicity.

POLICY STATEMENT:

To use photos as a way of showing parents/guardians some of the experiences children experience at Preschool.

Implementation:

- Parents/guardians are asked to sign an authorisation in the enrolment form which gives the Preschool authorisation to take photos of their child.
- If the authorisation is not signed, staff at The Bingara Preschool will ensure that photos are not taken of the particular child.
- Staff will take photos on a regular basis to support developmental records, programming, portfolios and for publicity.

Policy Number: SS.BP. 01.27(0310)

Policy Section: Social Services

Policy Title: Policy Development and Review

OBJECTIVE:

To have a clear set of guidelines for producing new policies for Bingara Preschool.

POLICY STATEMENT:

Bingara Preschool constantly develops new policies to ensure that quality care and education is maintained. Children, staff, parents/guardians, council and the community are considered important stakeholders in the development and implementation of these policies.

Implementation:

- The need for a new policy or review of current policies is to be acknowledged by staff, committee or parents/guardians.
- All policies will be reviewed regularly.

New Policy:

- Policy issue is to be researched by the Director or delegated to a suitable person. Reference to the Centre Based and Mobile Childcare Services 2004 Regulations will be carried out and also discussion with the Community Services Adviser if clarification is needed.
- Draft Policy is to be written.
- Draft policy is to be dispersed to the Social Services Manager for review.
- Social Services Manager and Director discuss and edit draft policy.
- Parents/guardians are to be informed of when policies have been reviewed so they can read them if they choose. If parents/guardians have any suggestions for the policy they are to provide Director with the policy and a suggestion which will be taken into consideration.

Policy Review:

- Policies are to be reviewed in the event of an incident or issue that raises the need for an analysis of the procedures followed.
- Policies are to be reviewed every 12 months.
- Policies are to be adhered to at all times.

Policy Number: SS.BP. 01.28(0310)

Policy Section: Social Services

Policy Title: Programming and Planning

OBJECTIVE:

To plan a high quality early childhood program that reflects current theory and practice relating to child development and that is based upon the skills, interests and understandings of individual children within the Preschool.

POLICY STATEMENT:

The program is a vital part of children's daily experiences at Preschool. The program includes the daily routine, resources and materials, routine activities and transitions between experiences. It also includes spontaneous and unplanned experiences. It should also be based on the individual strengths, interests and needs of the children.

Implementation:

- Staff will maintain detailed observations of individual children through a variety of means. These may include checklists, profiles, anecdotal notes, running records, etc.
- Developmentally appropriate experiences will be programmed based on these observations. Experiences to extend a child's development will be conducted as required (planned or spontaneous).
- The program will especially be formulated to develop children's skills for transition to school. Specific transition activities and programmes will take place, for the children which will be attending the following year. Liaisons with Bingara Central School will occur as well as information to parents/guardians regarding transition.
- The program will be evaluated on a regular basis and this evaluation will be used in planning future experiences.
- The program will take into account the Preschool philosophy and policies. It will allow for individual differences, exploration of the environment and will encompass all aspects of development. Social skills development and independence will be encouraged.
- The play environment will provide opportunities for both stimulation and quiet times.
- The program will be developed by the two primary staff and where possible the Additional Needs Assistant will also contribute.
- The program will be developed specifically for all children enrolled at the Preschool including children with a disability, children from a Non-English Speaking Background and children with an Aboriginal or Torres Straight Islander background.
- An Additional Needs Assistant is employed to assist children to fully participate in the Preschool program. Additional services will be accessed as necessary.
- The program will be developed to incorporate ideas and skills of parents/guardians and the wider community. Similarly, parent's/guardian's comments will be incorporated in the weekly evaluation of the program.

- Records will be kept for the required period of time as outlined in Department of Community Services regulations.
- Any record relating to a child enrolled for the service and a member of staff of the service must be kept for a period of 6 months after the child ceases to be enrolled or the staff member ceases to be employed.
- The following records are required to be kept until the child is 24 years of age:
 - The nature and circumstances of any injury to the child while being provided with the service.
 - Particulars of treatment given to a child who is injured or becomes ill while being provided with the service.
- If a child dies while being provided for by the service, the details surrounding the death must be retained for 6 years from that date.
- Emergency evacuation plans and evaluations must be retained for 2 years after the practice.
- Medications forms must be retained for 2 years after the member of staff leaves the service.
- The Director must, if so requested by a parent/guardian of a child formally enrolled at the centre within a period of 6 months after the child ceases to be enrolled at the service, provide the parent/guardian with copies of the developmental records concerning the child kept by the service.

Policy Number: SS.BP. 01.29(0310)

Policy Section: Social Services

Policy Title: Rest

OBJECTIVE:

To provide an environment where children can sleep or rest according to their individual needs.

POLICY STATEMENT:

The sleeping/resting needs of children at the Preschool vary. Staff will implement sleeping or resting routines in consultation with parents/guardians and children to best meet the needs of all children. The centre will comply with the licensing requirements in regards to bedding. Individual needs will be catered for.

Implementation:

- After lunch, those children resting will make their own beds to promote independence.
- Bedding is supplied by the Bingara Preschool.
- Children are encouraged to be resting on their bed quietly and then will be given a book to read or a puzzle to complete.
- All children are encouraged to rest to prepare for the afternoon activities.
- The length of rest time is dependent on the needs of the children.
- Beds are disinfected after each use.

Policy Number: SS.BP. 01.30(0310)

Policy Section: Social Services

Policy Title: Showering Children

OBJECTIVE:

Bingara Preschool provides showering facilities if needed.

POLICY STATEMENT:

Bingara Preschool will only shower children if:

- A child has vomited on themselves.
- A child has chemicals on their skin.
- A child has severe burns.
- A child has severe diarrhoea or soiled themselves in such a way that showering needs to be carried out.
- A child has a high fever.

Implementation:

When children are being showered:

- Where possible two staff should be present.
- Staff will prepare area, water temperature, towels and clean clothes.
- Staff should encourage the child to undress themselves, if possible.
- Stay close to the child, to ensure that they do not slip.
- Reassure the child.
- Clean and dry area and floor afterwards to minimise cross infection and slipping.
- Encourage child to clean themselves if possible.
- Encourage child to dry themselves if possible.
- Assist child with redressing, then redirect them to another staff member.
- The shower door must remain open at all times, whilst a child is being showered.
- No staff member is to shower a child without permission from the Director.
- Staff ratio's must be adhered to.

Policy Number: SS.BP. 01.31(0310)

Policy Section: Social Services

Policy Title: Sick Children / Communicable Diseases

OBJECTIVE:

To reduce cross contamination of children and staff.

POLICY STATEMENT:

Regulatory bodies govern the rules that the Preschool must comply with, these regulations ensure that health and safety of all of our children and aim at minimising the spread of potential infectious disease between children, other healthy children, staff and families.

Implementation:

- Children receiving a course of antibiotics or any other medication must remain away from the Preschool for at least 48 hours after beginning the medication.
- Children that have had vomiting and / or diarrhoea must remain away from the centre for 48 hours after their last bout.
- If a child is sick, parents/guardians will be requested to take them home. While the child is waiting to be collected he/she will be kept in a quiet area to rest and if contagious will be separated from the other children. Symptoms will be monitored.
- If your child is considered unwell we will exclude them from the centre until well. The main reasons for excluding children from the centre when unwell are:
 - The child's illness prevents the child from participating in routine experiences.
 - The illness requires more care than staff can provide without compromising the needs of the other children in the group.
 - The child may need to see a doctor to be assessed.
 - Keeping the child in the centre poses an increased risk to other children or adults with whom the child will come in contact with.
- According to 'Health and Safety in Children's Centres Policies and Practices' we will exclude children with any of the following symptoms which may indicate they have a potentially serious illness and advise the family to take the child to the doctor or hospital:
 - Vomiting,
 - Rash, especially if purplish or haemorrhaging spots or blistering,
 - Headache,
 - Stiffness of the neck,
 - Aversion to light,
 - Severe pain anywhere (including toothaches),

- Swelling of lips, mouth, tongue, throat, neck or airways,
 - Hives,
 - Asthma attack, wheezing or any difficulty breathing,
 - Drowsiness or any unusual state of conscious behaviour,
 - Convulsions or epileptic seizure.
- According to 'Health and Safety in Children's Centres Policies and Practices' we will exclude children with any of the following symptoms which may indicate they have a infectious illness and advise the family to take the child to the doctor or hospital:
 - Diarrhoea,
 - Vomiting,
 - Generalised rash,
 - Enlarged or tender lymph glands,
 - Head lice, nits, scabies, tinea, ringworm, impetigo (school sores), or mouth ulcers that have not being treated,
 - Cold- sneezing,
 - Cough with fever,
 - Yellow or green discharge from the nose, ears or eyes,
 - High temperature or fever.

Preschool is for well children only.

Policy Number: SS.BP. 01.32(0310)

Policy Section: Social Services

Policy Title: Staff

OBJECTIVE:

To have a Preschool which encourages positive interactions between staff, staff and children, and staff and parents/guardians. The Preschool will also support and encourage staff in their daily practice and in their process of continual professional development.

POLICY STATEMENT:

The various skills, knowledge and experience that staff bring to the Preschool have a significant impact upon the development and implementation of the overall Preschool program. As child care workers, staff are entrusted with a great deal of responsibility and they must continually be aware of this responsibility as well as the need to comply with Gwydir Shire Council's Code of Conduct.

Implementation:

Staff at Bingara Preschool will:

- Be encouraged to constantly reflect upon and evaluate their professional practice in the light of current guidelines, regulations, theory, and the Early Childhood Code of Ethics.
- Offer support and be supported in their daily practice.
- Be provided with clearly defined expectations, outlining their duties and responsibilities.
- Be empowered to make decisions based on their own experiences and skills and to develop autonomy within the Preschool community.
- Be encouraged to build self esteem and support their professional practice through professional development opportunities, staff appraisal, team building opportunities, and collaboration with other professionals and colleagues.

Staff Communication:

It is important to establish a happy and pleasant workplace through effective communication and collaboration. Communication must be clear and open between staff.

Communication will take place through

- Informal discussions
- Occasional staff meetings

Staff Behaviour:

Staff will behave in a manner that is appropriate at all times. They are to display positive mannerisms that are appropriate models for the children at Bingara Preschool.

Staff Confidentiality:

Records maintained at Bingara Preschool and information regarding children and their families and staff and their families is to remain confidential at all times.

See also Confidentiality Policy (SS.BP.01.12(0310) page 28).

Staff Health and Safety:

At Bingara Preschool the health and safety of staff is a priority. Staff have the right to work in a safe environment free from hazards. It is also the responsibility of staff to identify and report any health or safety hazards in the workplace. If the hazard is of a structural nature, Gwydir Shire Council will be notified and will in turn address the issue. For further information, refer to the Gwydir Shire Council Occupation Health and Safety Policy.

Professional Development:

The Preschool is committed to providing a quality education and recognises the need for all staff to have access to opportunities of professional development. All staff are encouraged to attend in service training. All staff will be provided with information regarding courses and the council will make a final decision after interest is sought. Regular staff development will take place within the centre through discussions and professional reading.

Policies:

Staff must adhere to all Bingara Preschool Policies at all times.

Staff at Bingara Preschool

Director:	Janeane Pratt Diploma of Children's Services
Assistant:	Kimberley Apthorpe Certificate III in Children's Services
Additional Needs Assistant:	
Casual Staff:	Kerry Jane Kent Rebecca Fuller Robbie Apthorpe Tanya Heaton
Trainee:	Hayley Black

Policy Number: SS.BP. 01.33(0310)

Policy Section: Social Services

Policy Title: Storage of dangerous substances and equipment

OBJECTIVE:

To ensure that dangerous substances and cleaning equipment is kept in secure storage areas and away from children.

POLICY STATEMENT:

To ensure the safety and well being of children at Bingara Preschool and to eliminate the possibility of children with gaining access to poisonous and potentially dangerous substances.

Implementation:

- All chemicals will be stored in the locked cupboard in the paint room or in the laundry, which will also be locked, except the diluted disinfectant (used to wipe tables), which will be stored on a high shelf in the kitchen or paint room.
- The following products need to be inaccessible to children at all times:
 - Chemicals used for cleaning,
 - Disinfectants,
 - Poisonous and other dangerous substances,
 - Dangerous tools and equipment,
 - Toiletries,
 - Medications,
 - First aid equipment,
 - Sharp or jagged objects that pose a potential risk to children.
- If any of the above mentioned items need to be refrigerated, they need to be stored in the provided 'cash' box, which is locked and left in the fridge.
- Staff members are to ensure that they have no medication in their bags or in any other place that may be accessible to the children.
- If staff or volunteers need to have medication at the Preschool it will be kept in the locked 'cash' box which in the fridge in the kitchen or in the small filing cabinet in the office.
- All chemicals or medications need to be stored in their original container and correctly labelled, with details of their contents and the uses.
- Chemicals will not be left in the children's bathroom. Chemicals used to clean the children's bathroom will also be stored in the locked cupboard in the paint room.

- The keys to the locked cupboard will not be left in the lock. They will be stored on a hook near the cupboard.
- Any tools that are kept at the Preschool need to be stored in the locked cupboard in the paint room.

Policy Number: SS.BP. 01.34(0310)

Policy Section: Social Services

Policy Title: Sun Protection

OBJECTIVE:

The Sun Protection Policy will actively promote positive attitudes towards skin protection among children, staff and parents/guardians. Lifestyle practices are encouraged to help reduce the incidence of skin damage by the sun.

POLICY STATEMENT:

Bingara Pre School can actively raise awareness and help avoid skin damage by encouraging and modeling all children to take effective skin protection measures. Research suggest that severe sunburn is a contribution to skin cancer and that much of the damage occurs during childhood and adolescence. Skin damage is often the result of a cumulative and/or extreme exposure to the sun.

Implementation:

- All children attending Bingara Preschool should provide their own hat for use in the outdoor environment. If a child is without a hat, the Preschool will provide one. Spare hats are to be laundered after each use.
- Caps are not considered appropriate headwear for children or staff, as they only provide protection for the wearers face and not their ears or neck.
- All children and staff are required to wear appropriate clothing while at Preschool. Shirts need to cover shoulders and backs (eg: t-shirt). Singlets and dresses which do not cover these will not be considered appropriate clothing for Bingara Preschool. If your child insists on wearing a top which is not appropriate, please ensure that they are wearing a shirt underneath.
- Broad Spectrum SPF 30+ Sunscreen is readily available for the children at the Preschool.
- Arrival time at Preschool is a busy time for staff. When we are beginning the day with outdoor play parents/guardians are required to ensure that their child has sunscreen on before they leave. There is sunscreen available on the sign in desk and also on the trolley out the back. Bus children will need to have sunscreen on before they arrive at Preschool.
- In the winter months, staff will apply sunscreen to all children before using the outdoor environment.
- We will reapply sunscreen to the children after rest time before going outside again.
- Parents/guardians are to notify Bingara Preschool staff if a child has an allergic reaction to sunscreen or if they wish to provide their own.

- During summer daylight saving months, all activities between 11am and 2pm will be held inside, if possible, or under a shade canopy as an alternative.
- Staff will be expected to model sun smart behaviour by wearing protective hats and appropriate clothing for all outdoor activities.
- Sun and Skin Protection Awareness will be integrated into the overall curriculum.
- Outdoor activities will be held in shaded areas whenever possible and staff will encourage children to use these areas.

Policy Number: SS.BP. 01.35(0310)

Policy Section: Social Services

Policy Title: Transition to School

OBJECTIVE:

To assist children with transition to Kindergarten. For the children to be prepared for what is expected of them at Kindergarten.

POLICY STATEMENT:

The program will endeavour to assist children in becoming ready to attend Kindergarten. The program may be varied on Fridays to suit the transition class.

Implementation:

The following strategies are incorporated into our program to encourage school readiness:

- Children are encouraged to develop independence and self-help skills.
- Children are encouraged to interact positively towards other children and adults therefore developing social skills and language skills.
- Children are given simple directions.
- Individual children are observed and the program is based on the needs and challenging current level of development.
- Experiences are planned and implemented to challenge cognitive development.
- Children are encouraged to recognise and write their name.
- Visits to the local school are organised for 4th term, to assist with children preparing for school.

Policy Number: SS.BP. 01.36(0310)

Policy Section: Social Services

Policy Title: **Volunteers, Casual Employees and Work Experience**

OBJECTIVE:

To ensure that all volunteers, casuals and work experience students are considered to be suitable individuals to undertake paid or voluntary work at Bingara Preschool and to ensure that they are provided with adequate orientation to the Preschool environment and program.

POLICY STATEMENT:

Bingara Preschool welcomes volunteers and work experience students. It is imperative that systems are in place to ensure that the Preschool remains a safe and secure environment for children, their families and staff, when volunteers, casual employees and work experience students are working within the service.

Bingara Preschool must have a resource of casual staff able to assist in an appropriate manner when required.

Implementation:

Casual Employees:

- Prior to employment, all prospective casual members of staff must declare if they are a prohibited person.
- All casual employees will undergo the 'Working with Children Check' which includes criminal record checks.
- All staff are to sign the Confidentiality Agreement and adhere to it.
- All casuals must sign the staff attendance register.
- Casual staff are responsible to the permanent staff member present at the Preschool.
- Casual staff are to be familiar with the Preschool and the Preschool program. They are expected to be actively involved in all aspects of the Preschool program.

Volunteers:

- Parents/guardians visiting or assisting the Preschool for any reason are classified as volunteers.
- Volunteers must declare if they are a prohibited person. The declaration must be signed.
- Volunteers must sign the staff attendance register.
- Volunteers must sign the Confidentiality Agreement and adhere to it.
- Volunteers must be supervised at all times by staff.

- All volunteers will receive an orientation to Bingara Preschool by the Director. The orientation will provide information about Bingara Preschool; indicate expectations of volunteers and set limits and guidelines to follow.
- Volunteers should respect the Preschool program and routines.

Work Experience Students:

- Bingara Preschool will accept work experience students from High School's, TAFE and Universities at the discretion of the Director.
- Work Experience Students must declare if they are a prohibited person. The declaration must be signed.
- Work Experience Students must sign the staff attendance register.
- Work Experience Students must sign the Confidentiality Agreement and adhere to it.
- Work Experience Students must be supervised at all times by staff.
- All Work Experience Students will receive an orientation to Bingara Preschool by the Director. The orientation will provide information about Bingara Preschool and indicate expectations and set limits and guidelines to follow.
- Work Experience Students should respect the Preschool program and routines.
- All relevant policies will be given to students and must be adhered to. Unsuitable behaviour will result in that person being asked to leave the Preschool and will be reported to their supervisor.

Things to Consider for Volunteers and Students

- All children have the right to equal attention and support. Please ensure you do not favour one child over another.
- Working at Bingara Preschool is a team effort which means that all facets of the Preschool program are shared. This includes the "good" and the "not so good" tasks.
- Dress practically. We love messy and active play, so don't wear your best clothes to Preschool as they may get ruined. Adult sized aprons are available if you would like to protect your clothes during messy activities. Please ask a staff member where you can find these. Please ensure however that you appear neat and tidy, and always wear non slip, enclosed shoes.
- A hat must be worn during outside experiences. Please bring a suitable hat.
- If you are not sure of what to do, ask a staff member. We'd much prefer you to ask rather than just to sit there. Please use your initiative! If you can see something that needs to be done eg. Wiping down tables, just jump in and do it. Again, if you are unsure, please ask.

- Always be safety conscience. Never leave any cleaning products, knives etc. where children can reach them. Be on the alert for any dangerous situations and report any incidents or accidents to staff.
- Please approach staff to deal with any conflicts or behaviour guidance issues amongst the children.
- Advise another staff member where you are at all times.
- Ensure equipment is returned to its correct location. This will leave the storeroom uncluttered and reasonably tidy.
- Encourage hygiene;
 - Children wash their hands before eating and after going to the toilet. (They often need to be reminded).
 - Don't forget to wash your hands also, especially before and after eating and wiping yours or a child's nose.

Please ensure you maintain confidentiality at all times.

Policy Number: SS.BP. 01.37(0310)

Policy Section: Social Services

Policy Title: Buses

OBJECTIVE:

To ensure the safety and well being of all children arriving at and departing from Preschool using the local bus networks.

POLICY STATEMENT:

At Bingara Preschool we understand that it is often difficult for some families living out of town to access Preschool for their children. The local bus services may be able to transport Preschool children to and from Preschool at the discretion of individual bus companies. A nominal fee may be charged by individual bus companies for this service.

Although every effort is made by the Preschool and individual bus drivers to ensure the safety of the children travelling to and from Preschool on a bus, parents/guardians must be aware that Preschoolers are not covered by regular bus laws and insurance policies. It must also be understood that once the children have been signed out of the Preschool they are no longer the responsibility of Preschool staff. Therefore, responsibility ultimately rests with the parents/guardians.

Implementation:

- Parents/guardians wishing to have their child travel to and from Preschool via the local bus networks need to make arrangements with the respective bus company.
- A nominal fee may be charged by each bus company. This fee is set by, and at the discretion of, the local bus networks.
- Parents/guardians are required to complete a bus travel authorisation form (as contained in the Detailed Enrolment Form). This will provide Preschool staff with the authority to sign the children in and out of Preschool each day.
- Upon arrival of a morning, each bus will drop off the Preschool children at the Preschool. The bus driver is to wait and not let the children off the bus until a member of staff is available to escort the children off the bus and into Preschool, where that staff member will sign the children in.
- Of an afternoon all Preschool children travelling home by bus will be signed out by a member of staff and escorted from the Preschool to the appropriate bus by that member of staff.
- If there are any changes to normal travel arrangements (morning or afternoon) Parents/guardians must notify the Preschool AND the bus driver as soon as possible.
- If the Preschool staff have not been notified by a note, phone call from the parents/guardians or in person from the bus driver, we will still put the child on the bus unless someone arrives before the bus to collect the child.

- Bus families are required to ring and let staff know if their child is not coming to Preschool by bus on any day. Staff at Bingara Preschool accept no responsibility if a child is left on a bus.
- No Preschool child is to be collected at the Bingara Central School. The bus service operating from the Preschool to the Bingara Central School is for children travelling home on a bus only.
- Incidents that occurred at Preschool during the day will be recorded in writing and a copy will be sent home to the child's parents/guardians. Parents/guardians can feel free to contact us regarding the incidents that may have occurred.
- Although every effort is made to ensure the safety of the children Bingara Preschool accepts no responsibility for incidents occurring outside the Preschool grounds once the children have been signed out.
- Parents/guardians are reminded that there are a range of safety issues and risks associated with Preschool children travelling on buses, and the Preschool requests that these are carefully considered by families before they make arrangements to have their children travel to and from Preschool on the bus.

What to Bring to Preschool

- A packed morning tea: Fresh fruit, vegetables, yoghurt or cheese is strongly encouraged.
- A packed lunch: Sandwiches, left over's, spaghetti, baked beans, vegetables, fruit etc. Please note that chips, chocolate including Nutella, sweets, sweet bars, sweet biscuits, choc coated bars and rollups are not encouraged. Please keep these treats for home. A fridge and microwave are available for children's lunches.
- A bottle of water.
- A large school bag, clearly labelled.
- A hat and change of clothes for toileting or messy play accidents.

We are looking forward to sharing many happy experiences with both you and your child at Bingara Preschool. Should you wish to talk about any part of your child's progress, or if there are any concerns about their day at Preschool, please feel free to discuss them with staff. Appointments may be made on Mondays or after Preschool hours if required.



Human Services
Community Services

RISK OF SIGNIFICANT HARM REPORT

**BEFORE YOU FAX THIS REPORT TO THE CHILD PROTECTION HELPLINE,
PLEASE READ THE FOLLOWING:**

The [Mandatory Reporter Guide \(MRG\)](#) has been written to assist professionals make a decision about whether their concerns about a particular child or young person are likely to meet the risk of significant harm threshold. It also provides useful advice about any other actions you can take to assist the child, young person or family.

The MRG gives clear advice about the threshold for risk of significant harm. You are encouraged to use the MRG for reporting all child protection concerns - it is located on the KTS website www.keepthemsafe.nsw.gov.au.

1. Have you completed the MRG? Yes No
2. Have you consulted and were subsequently referred to the Child Protection Helpline via your Child Wellbeing Unit (CWU) if available, or via another professional? Yes No

PLEASE DO NOT COMPLETE THE FAX FORM:

If the outcome of the MRG is

“Immediate Report to Community Services”

OR

If you have concerns of a high risk of significant harm and/or imminent risk of significant concerns for the safety of a child or young person.

In this case you MUST make your report by telephone on 133 627.

PLEASE COMPLETE A FAX FORM

If your concern meets the Risk of Significant Harm threshold but it is non-imminent OR you believe your concern is about a matter that requires a Community Services response

Fax to: Child Protection Helpline on 9633 7666

PLEASE TYPE OR PRINT CLEARLY

Please make sure all pages are sent

1. YOUR DETAILS			
Reporter's name		Position	
Service / Agency			
Contact phone no.		Fax no.	
Business Address			
Was a message left on the Child Protection Helpline telephone system?	<input type="checkbox"/> No <input type="checkbox"/> Yes	If yes →	Date _____ Time _____
COPS Event No. (Police only)			
Is the Parent / carer / alleged offender on the NSW Child Protection Register? (Police only - tick if applicable)	<input type="checkbox"/> Yes	In relation to this report, are you an Opioid treatment prescriber? (Health only)	<input type="checkbox"/> Yes

2. DETAILS ABOUT THE CHILD OR YOUNG PERSON			
Child or young person's name			
Date of birth (or expected date)		Age or approximate age	<input type="checkbox"/> Unborn
Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Not known
Tick if applicable	<input type="checkbox"/> Aboriginal	<input type="checkbox"/> Torres Strait Islander	<input type="checkbox"/> Both
Cultural background			
School / Preschool attended or other child care (Family Day Care / nanny arrangements etc)			
Child or young person's name			
Date of birth (or expected date)		Age or approximate age	<input type="checkbox"/> Unborn
Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Not known
Tick if applicable	<input type="checkbox"/> Aboriginal	<input type="checkbox"/> Torres Strait Islander	<input type="checkbox"/> Both
Cultural background			
School / Preschool attended or other child care (Family Day Care / nanny arrangements etc)			

Child or young person's name			
Date of birth (or expected date)		Age or approximate age	<input type="checkbox"/> Unborn
Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Not known
Tick if applicable	<input type="checkbox"/> Aboriginal	<input type="checkbox"/> Torres Strait Islander	<input type="checkbox"/> Both
Cultural background			
School / Preschool attended or other child care (Family Day Care / nanny arrangements etc)			

Child or young person's name			
Date of birth (or expected date)		Age or approximate age	<input type="checkbox"/> Unborn
Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Not known
Tick if applicable	<input type="checkbox"/> Aboriginal	<input type="checkbox"/> Torres Strait Islander	<input type="checkbox"/> Both
Cultural background			
School / Preschool attended or other child care (Family Day Care / nanny arrangements etc)			

3. FAMILY DETAILS

Family's address			
Suburb		Postcode	
Home phone			
Interpreter required	<input type="checkbox"/> No <input type="checkbox"/> Yes →	Please identify language spoken	
Disability issues			
Current whereabouts of child / young person			

4. NAME OF PARENTS/ CARERS & THEIR RELATIONSHIP TO THE CHILD OR YOUNG PERSON

Name			
Address (if different from above)			
Phone (if different from above)			
Relationship			
Name			
Address (if different from above)			
Phone (if different from above)			
Relationship			

Significant others close to the child and/or family <small>(eg. grandParents/ aunts/ uncles)</small>			
5. SAFETY CONCERNS			
Known relevant criminal history of Parents/carers			
Current Apprehended Violence Order (AVO)	<input type="checkbox"/> Yes ↓	<input type="checkbox"/> No	<input type="checkbox"/> Not known
Who is the AVO against?			
Who is protected by the AVO?			
Family Law Court Orders <small>(please provide details)</small>			
Any known worker safety issues	<input type="checkbox"/> No	<input type="checkbox"/> Yes (please provide details)	
AS PER THE ACT, A CHILD IS DEFINED AS A PERSON WHO IS UNDER THE AGE OF 16 YEARS, AND A YOUNG PERSON IS DEFINED AS 16 YEARS AND ABOVE, BUT IS UNDER THE AGE OF 18 YEARS.			
What is the reason for reporting under the <i>Children and Young Persons (Care and Protection) Act 1998</i> ?	<input type="checkbox"/> Request for Assistance (Sect 21/113)	<input type="checkbox"/> Prenatal (Sect 25)	
	<input type="checkbox"/> Risk of Significant Harm (Sect 23/24)	<input type="checkbox"/> Homelessness (Sect 120/121/122)	
Please provide details of your ROSH concern for the safety and/or welfare of the child/ren and/or young persons. Also include any concerns you may have in regards to: <ul style="list-style-type: none"> issues of domestic violence carer's alcohol or other drug misuse carer's mental health issues 			
What have you noticed about the child/ren and/or young person's appearance and behaviour?			
Did this incident result in a physical injury to a Child/Young Person?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	If yes, please provide details:		

<p>Did this incident result in a physical injury to another person?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please provide details:</p>
<p>Did this incident result in medical attention/treatment?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please provide details:</p>
<p>What is the nature of your ongoing professional role, if any, with the child/ren, young person/s and their Parents/carers, and the frequency, duration and type (if applicable)?</p>	
<p>What other services or supports are currently in place to support the child/ren, young person/s and their Parents/carers (if known)?</p>	

Is the family, child or young person aware that this report has been made? Yes No

Do you consent for your identifying information to be provided to JIRT (NSW Police and NSW Health) or NSW Police (LAC) and/or NSW Health in the event that JIRT does not accept the report for action? Yes No

If the report is referred to NSW Police, the same protections and confidentiality relating to your identity will continue to apply as per Section 29 of the *Children and Young Persons (Care and Protection) Act 1998*.

<p>Reporter's name (please print clearly)</p>	
<p>Signature</p>	
<p>Date and time</p>	