

Tharawonga Mobile Resource Unit Policy Manual



THARAWONGA MOBILE RESOURCE UNIT

AIMS

Through our staff and programs, Tharawonga aims to provide social and educational experiences for isolated children.

WE ALSO AIM TO STIMULATE AND EXTEND YOUR CHILD TO:

- discover he/she is a person of worth who can do lots of things him/herself
- realise what he/she does affects others
- express feelings in constructive ways
- assume responsibility for his/her own behaviour
- express ideas through art, music and language
- develop the foundations for reading, writing and number work

WE WANT YOUR CHILD TO:

- be creative
- make decisions independently
- develop physical co-ordination
- get along with others
- be self-confident
- enjoy learning
- love school

THE AIM OF THARAWONGA MOBILE RESOURCE UNIT IS TO

- Provide a non-profit mobile resource unit of the highest standard for the service of individuals, families and communities so that each participant or participating body gains benefit from the program appropriate to their stage of development, with the emphasis on early childhood development.
- Enable all children to gain assistance with their development through contact with others in a suitable environment.
- Provide a social meeting point for parents in an environment which stimulates discussion of ideas leading to community self-help.
- Make the resources of the organisation available to individuals or families who request guidance.
- Assist the community, families and individuals to access both local and non-local services, such as Community Health, Far West and Bush Children's organisations.

**Tharawonga means:
“Meeting place for Mothers and their children”.**

ADDRESS: PO Box 21
North Star, 2408

Telephone / Fax: (07) 4676 3235 UHF 16

FUNDING: Federal Department of Education, Employment and
Workplace Relations (DEEWR)

SPONSOR: Gwydir Shire Council

ESTABLISHED: 13th May, 1985

STAFF: Janeane Pratt - Director
Karien LeRoux - Assistant
Vicki Goodfellow - Casual

NO. OF CHILDREN: 64

NO. OF FAMILIES: 35

VEHICLE TYPE: Hino

MODIFICATIONS: Bull Bar Steps Dog Box
UHF radio Shelves

DATE OF PURCHASE: 2008

STORAGE OF VEHICLE & EQUIPMENT: North Star Depot

TOTAL KLM’S TRAVELLED: 320 Kms per week

COMMUNITIES SERVICED: Crooble -Monday
North Star -Tuesday
Yallaroi -Wednesday
Yetman -Thursday
Tulloona - Friday

PROGRAMME TYPE: Preschool / Playgroup

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Policy Number: SS.TM. 02.01(0310)

Policy Section: Social Services

Policy Title: Arrival and Departure of Children and Visitors

OBJECTIVE:

To ensure the safe arrival and departure of all children attending Tharawonga Mobile Resource Unit. To maintain attendance records for children and visitors.

POLICY STATEMENT:

Tharawonga Mobile Resource Unit is committed to ensuring the safety of each child attending the service. 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. This provides families and staff with an opportunity to exchange information, ensuring a smooth transition between home and Preschool. A record of visitors to the service will be kept. This includes invited guests and professionals that may visit Tharawonga Venues from time to time.

Implementation:

The parent must ensure that they sign the attendance book and note the time when arriving and leaving the service. Any changes to collection arrangements must be noted in the attendance book and/or the Authorised Supervisor notified. The attendance book is located on the information table at the entry of each centre.

No child is to be delivered to Preschool prior to commencement of that session. parents/carers should deliver the child into the care of a staff member and inform that person of the child's arrival and write the arrangements for collection of the child that afternoon, as outlined in the Duty of Care signed by the Parent/carer at the start of each year.

No child is to be taken from Preschool without staff being informed. No child may leave the premises other than with a Parent/carer, unless the staff have previously been notified of the altered arrangements, in writing if possible. In the case of an emergency the child may be released into the care of the emergency contact person, as filled out by the Parent on the enrolment form.

Bus consent forms must be signed by parents and the bus driver is to sign children in and out of the centre. Children become the responsibility of Tharawonga Mobile Resource Unit once they have been signed in.

If a child has not been picked up 15 minutes after the session's finishing time, staff will try to contact the parents or the contact person nominated on the enrolment form or emergency contacts. After 30 minutes the teacher will contact the Department of Community Services and/or the Police.

Visitors to the service must report to staff on arrival, sign visitors section of sign in/out sheets and advise of their departure.

Policy Number: SS.TM. 02.02(0310)

Policy Section: Social Services

Policy Title: Child Protection

OBJECTIVE:

To protect children from risk of harm.

POLICY STATEMENT:

Tharawonga Mobile Resource Unit is committed to ensuring the safety and well being of all children using the service. Staff will be able to identify indicators of abuse or neglect or risk of harm and follow the correct procedures of notifying such abuse.

Implementation:

All staff at Tharawonga Mobile Resource Unit recognise their role as mandatory reporters and will follow the process below if they suspect a child may be suffering from neglect or abuse.

These processes follow requirements set out by Department of Community Services Children's Regulation 2007 and identify and respond to children and young people at risk of harm.

A Child should be identified as being at risk of harm if:

- Their basic physical needs are not being met or are at risk of not being met.
- Parents/caregivers/guardians have not arranged and are unable or unwilling to arrange for the child to receive necessary medical care.
- The child has been at risk of being physically or sexually abused or ill treated.
- The child is at risk of serious physical or psychological harm due to parents/caregivers/guardians behaviour.
- Prenatal report - Suspect that a child will be at risk of harm after his or her birth.
- Homelessness report: A child is homeless.

If a staff member recognises that a child is at risk of harm or abuse they should:

- Immediately inform the Authorised Supervisor. (Due to the fact that the parents may be abusers the staff must, for the child's safety, speak to the Authorised Supervisor first rather than the child's parents.)
- The Authorised Supervisor will document the allegations. Staff should use the Mandatory Reporting Form located at the back of the policy folder.

- The Department of Community Services (DOCS) will be contacted.
- All information must be kept confidential and not discussed with anyone other than the Authorised Supervisor or DOCS. If staff are unsure of a situation then they are to phone either Gwydir Shire Council Social Services Manager on 02 67242071 or the Mandatory Reporters Help Line on 13 36 27 or the general help line on 13 21 11.
- If the parents or staff have reason to suspect that a staff member has abused a child they should contact the Authorised Supervisor or the Help Line phone numbers provided above.
- Once the concerns are notified to DOCS, all subsequent procedures are the duty and responsibility of the Department.
- All information should be kept in the child's personal file and confidentially maintained.
- **NOTE:** The Authorised Supervisor must advise the NSW Ombudsman of any allegations made about staff within 30 days of the allegation being brought to their attention - the Ombudsman Amendment (Child Protection and Community Services) Act 1998.
- Ring 000 immediately if there is a life threatening situation.

If a child discloses information that they have been abused or harmed:

Staff should remember that they have most likely been chosen because they are trusted by the child to listen to them and assist them.

- The staff member should listen carefully accepting the child's story without expressing judgment or responding negatively.
- Believe what the child tells you.
- Take notes of what is said (either during or after noting the child's exact words, the time, place and who was present).
- Be comforting and supportive.
- It is important to be honest with the child and tell them as part of your job you will need to tell people who can help.
- Be aware of confidentiality.

Things to Avoid:

- Asking leading questions.
- Making promises that you cannot keep.
- Trying to close down the conversation and not allow the child to tell you their story.
- Do not pass judgment about the alleged perpetrator or make negative comments.

References:

- N.S.W. Interagency Guidelines For Child Protection Intervention 200 Edition
1997 Health & Safety In Children's Centres Model Policies and Practices 2003
White Folder NSW Ombudsman - Child Protection.
- www.community.nsw.gov.au - Child Protection
- Children's Services: What's Everyone's Role (DOCS January 2002)
- www.napcan.org.au: (website for National Association for Prevention of Child Abuse and Neglect).

The General Manager will be advised of the notification if not involved during the reporting.



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			

<small>(if different from above)</small>			
Relationship			
Name			
Address <small>(if different from above)</small>			
Phone <small>(if different from above)</small>			
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 			

<p>What have you noticed about the child/ren and/or young person's appearance and behaviour?</p>	
<p>Did this incident result in a physical injury to a Child/Young 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 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*.

Reporter's name (please print clearly)	
Signature	
Date and time	

Policy Number: SS.TM. 02.03(0310)

Policy Section: Social Services

Policy Title: **Childrens Belongings**

OBJECTIVE:

To provide a safe and inclusive environment for all children attending the service.

POLICY STATEMENT:

Tharawonga Mobile Resource Unit is committed to the smooth running of the service and will ensure that all children are safe and included in play activities.

Implementation:

- Personal items are not needed for a day at the service and should be left at home.
- The service will not take responsibility for the items a child brings to the service.
- Staff will occasionally have “show and tell” days where children can bring something from home to show to the other children using the service. Parents will be given notice of these events. Parents are asked to ensure that these items are clearly labelled with the child’s name. After the child has shared their special item they will be asked to return it to their backpack. Guns and war related toys are not allowed, as they promote aggressive play which is not suitable for a group situation.
- To make identification easy please label all children’s clothing including shoes, hats, lunchboxes and backpacks.
- Children will be asked to put all belongings in their backpack.

Policy Number: SS.TM. 02.04(0310)

Policy Section: Social Services

Policy Title: Child Development

OBJECTIVE:

To keep accurate and up to date records for each child attending the service.

POLICY STATEMENT:

Tharawonga Mobile Resource Unit will keep a record of development for each child enrolled.

Implementation:

- Development records will be kept for each child using the service and evaluated regularly.
- These records will be open to each child's parents and will be the basis of individual planning.
- Provision is made for a variety of programmed activities.
- Staff will communicate with parents verbally and/or through communication books and portfolio records to discuss achievements and concerns.
- If required, staff are to direct parents to the appropriate interagency. See Children with Additional Needs Policy. (page 67)

Policy Number: SS.TM. 02.05(0310)
Policy Section: Social Services
Policy Title: Chronic Illness Management

OBJECTIVE:

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

POLICY STATEMENT:

Tharawonga Mobile Resource Unit is committed to ensuring the health and wellbeing of all children using the service. These are very serious conditions in which prompt attention is required. Tharawonga Mobile Resource Unit recognises that all sufferers suffer to varying degrees and should be treated suitably.

IMPLEMENTATION:

When a child with a chronic illness such as asthma, epilepsy or diabetes enrolls in the service, a meeting will be held. The Director, parent and relevant health workers will establish a management plan for the child and gather relevant information about the illness and its management, so that staff are prepared to care for the child.

Each child's management plan will show details of any routine treatment, all medications and actions which may be taken in the event of an increase in the severity of the symptoms. Each child's management plan will be updated regularly in consultation with the child's parent/s and relevant health workers.

- Parents are to notify staff of their child's condition on their child's Detailed Enrolment Form.
- Parents of recognised sufferers are to supply a management plan in the incidence of an attack.
- All staff are to be aware of the children who suffer from these conditions, and they are also to be familiar with their individual management plans.
- Parents should keep staff informed of their child's ongoing condition.
- Staff are to maintain a current First Aid Certificate and are to be familiar with treatments.
- Staff are also to be familiar with related symptoms.

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.

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 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 or 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.TM. 02.06(0310)

Policy Section: Social Services

Policy Title: **Cleaning/ Maintenance of the Service**

OBJECTIVE:

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

POLICY STATEMENT:

Tharawonga Mobile Resource Unit is committed to ensuring the health and safety of staff and children using 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 and hazards.

IMPLEMENTATION

- The staff must ensure that the service and its surroundings are kept safe, clean and in good repair, checking daily for hazards. The lists on the following pages show what is expected.
- Staff will complete a checklist for hazards/risks prior to the commencement of the service at the start of each day, if a hazard/risk is found staff will take the appropriate action.
- Where required, appropriate cleaning will be carried out at each centre.
- Correct storage of linen and towels and the appropriate cloths will be used.
- Toys and equipment will be cleaned as it is returned to base for storage or immediately after a child contaminates toys or equipment.
- Each term the truck will be cleaned inside and out and regular servicing will be kept up to date. Any carpets and mats will be cleaned.
- Always wear gloves when cleaning.
- Tharawonga has laundry facilities at the Tharawonga Base. Linen and other appropriate laundry materials are stored in boxes carried in the truck.
- Soiled clothes are rinsed, aired and put into a plastic bag and sent home at the end of the day.
- Each venue of the mobile children's service has a preparation and storage area that is individual to that venue.
- Each venue that has a separate kitchen has a barrier to prevent unsupervised entry.
- Always wear gloves when preparing food (morning tea time).
- All mattresses must be wiped over with water and neutral detergent.

- If a child has wet the bed it will be stripped and washed immediately. It will be hung in the sun to dry.
- Tables, chairs, sinks and benches must be wiped over with water and neutral detergent before and after each use.
- When washing toys/equipment use water and neutral detergent and put in the sun to dry.
- Clean toilets/basins with neutral detergent.
- When cleaning, remember that the most important part of the cleaning/disinfection's routine is the physical action of cleaning away body secretions and other materials. This is done by scrubbing or wiping the surface with cleaning materials soaked in detergent and water.
- No identified poisonous plants that can lead to injury or severe discomfort, e.g. because of sharp prickles or thorns, will be kept indoors or outdoors at the service. New plants for the service will be chosen for their suitability for use around children.
- Pest inspections will be carried out at each venue as necessary and treated if required.
- Staff carry with them details of poisonous vegetation, their reactions and how to manage reactions.
- All dangerous substances (e.g. chemicals, cleaning equipment, first aid equipment, medication, toiletries, and dangerous substances), materials and equipment must be stored in a secure area that is inaccessible to children.

These tasks must be completed daily;

- Rubbish bins to be emptied and rubbish taken back to base and placed in wheelie bins
- Sweep and mop all floors
- Clean toilets and hand basins
- Clean over sinks, benches, tables and chairs
- All mattresses to be wiped over daily
- Clean any equipment / toys that have been mouthed or dirtied immediately.
- Check and replace toilet paper, paper towel, tissues and cleaning products as required.
- Staff must ensure working smoke detectors are in each venue. These must be tested regularly. Where a smoke detector is not present, staff should have one in the truck which they can place in the venue for that day, this must also be tested and spare batteries kept in the truck.

- Council will test all fire protection equipment at council premises in accordance with the requirements AS1851.1/1995 maintenance of fire protection equipment part 1 portable fire extinguishers and fire blankets and be kept in proper working conditions and tested every 6 months at level one service level.

Use separate cloths;

- ⇒ MOP - Large floor spills
- ⇒ Paper towel – basins and toilets
- ⇒ Green – sink, table
- ⇒ Red – paint, craft
- ⇒ Yellow - small floor spills
- ⇒ Blue - mattresses

REFERENCES:

- Health and Safety in Children's Centres Model Policies and practices, 2nd edition revised November 2003.
- Material Safety Data Sheets are located at the back of the Policy Folder or in the Administration Folder in THARAWONGA MOBILE RESOURCE UNIT truck.
- First Aid treatments for cleaning products used are visible at each venue attached to fridges.

Policy Number: SS.TM. 02.07(0310)

Policy Section: Social Services

Policy Title: Confidentiality

OBJECTIVE:

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

POLICY STATEMENT:

Tharawonga Mobile Resource Unit is committed to ensuring the privacy of all those using the service. Open communication between home and the service is encouraged to ensure the individual needs of children and their families are met, however confidentiality practices will be put in place.

IMPLEMENTATION:

Parents have a right to see their child's records.

The privacy of parents, children, families and staff will be respected by the licensee of the service, and all staff in its employ.

Confidentiality will be maintained at all times by the licensee and staff of the service in relation to:

- Staff and their families
- Children enrolled in the service
- The families of children enrolled in the service
- Records kept relating to children and the families of children enrolled.

The licensee of a service must ensure that the records relating to a child remain confidential and are made available only to the following persons:

- The Licensee
- The Director of the service
- Members of staff to the services authorised to access the records by the licensee or the Authorised Supervisor of the service
- An Authorised Officer
- A person otherwise authorised by law to inspect the records
- Parent of the child
- Any person authorised in writing by a parent of the child to inspect the records.

No information obtained by staff will be given out without prior permission.
There are situations where the service is legally obliged to provide information:

- Where the Police enter with a search warrant
- On request from the Department of Community Services
- If a staff member receives a Subpoena to appear in court to give evidence or to produce records kept by the service

All records will be kept in a lockable cabinet.

Policy Number: SS.TM. 02.08(0310)

Policy Section: Social Services

Policy Title: Behaviour Management

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:

Tharawonga Mobile Resource Unit is committed to the wellbeing of all children using the service. 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. These expectations will be reinforced through example, redirection and positive guidance techniques.

IMPLEMENTATION:

Staff at Tharawonga Mobile Resource Unit:

- 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 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 other and act in ways that demonstrate this respect.
- Will acknowledge and except 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 and together will develop a strategy to approach the issue.

Policy Number: SS.TM. 02.09(0310)
Policy Section: Social Services
Policy Title: **Emergency Evacuation Procedures
Fire, Flood and other emergencies requiring evacuation.**

OBJECTIVE:

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

POLICY STATEMENT:

Tharawonga Mobile Resource Unit is committed to ensuring the safety of all children and adults at the service. In the event of an emergency requiring evacuation the following procedures are to be implemented.

IMPLEMENTATION:

FIRE:

Stay calm

The person discovering the fire should raise the alarm. The Director will notify the Fire Brigade, giving the correct location of the unit.

Other staff should organise a quiet and orderly evacuation of all children by the nearest and safest exit.

The Director and Assistant should then check off the names of the evacuated children against the attendance roll, ensuring all staff members are present.

Reassure the children and ensure that everyone is safe and remain together.

Send someone for help if necessary. Do not leave children unattended.

The Director should meet the Fire Captain and inform him of any missing children or staff, the location of the emergency and any other relevant information.

Call for medical help if necessary.

Call the Police / SES units if necessary.

No-one should re-enter the building until advised by the emergency officer. **DO NOT TAKE UNNECESSARY RISKS.**

FLOOD:

Call as many parents as possible. Ask them if it is safe for them to collect their children and, if so, to come as soon as possible.

Follow any direction from the Police and the SES.

If you are in a safe location, stay put.

DO NOT attempt to cross-flooded roads or creeks.

If staff are unable to return to base for any reason the cost of the emergency accommodation will be reimbursed by Tharawonga.

OTHER EMERGENCIES REQUIRING EVACUATION:

Stay calm

The person discovering the emergency should raise the alarm. The Director will notify the appropriate authorities. The Director shall collect the attendance roll and then check all areas for children or staff.

The Director and assistant should then check off the names of the evacuated children against the attendance roll, also ensuring that all staff members are present.

Reassure the children and ensure that everyone is safe and that they remain together.

Send someone for help if necessary. Do not leave the children.

Call for medical help if necessary.

Call the Police / SES units if necessary.

No-one should re-enter the building until advised by the emergency officer. **DO NOT TAKE UNNECESSARY RISKS.**

EMERGENCY DRILLS

Emergency drills will be carried out once term at each service so that children and staff are familiar with the procedure. The same evacuation point should be used.

Procedures for CPR and DRABC are displayed at each venue. One is displayed on the external wall of each venue and another inside the building near the exit door.

Policy Number: SS.TM. 02.010(0310)

Policy Section: Social Services

Policy Title: Enrolment and Orientation

OBJECTIVE:

To ensure that each child attending Tharawonga Mobile Resource Unit has a complete and current enrolment form and that each family is provided with an orientation to the environment, routines, policies and program that Tharawonga provides.

POLICY STATEMENT:

To ensure the safety and wellbeing of children at Tharawonga, accurate and up to date records are to be maintained on each child's individual file. This information is contained in each child's Enrolment Form which must be provided before the child can be accepted at the service. Families of Tharawonga are encouraged to play an active role in the continual development of the service.

IMPLEMENTATION:

Enrolment must be completed before a child can attend Tharawonga.

Upon enrolment the parent is required to fill in certain personal details pertaining to the child who is being enrolled. All these details are kept confidential.

The Tharawonga policies and rules must be read, understood and abided by upon enrolment of your child. If you have any queries then ask a staff member or committee person to explain.

Once enrolled you will receive The Tharawonga Frilly Neck Newsletter which comes out twice a term. This is the voice of Tharawonga. Parents are invited to make contributions if they wish. Family Resource Newsletter comes out monthly and other notes as may be necessary for current events.

If, during the school year, your circumstances change please notify staff, if the information is relevant to the enrolment form e.g address, phone, emergency contacts.

If the child numbers at a centre exceed the child/staff ration set out by DoCS then a waiting list for that centre will be started and, when positions become available, the families on the waiting list will be given the opportunity to start attending that centre.

Policy Number: SS.TM. 02.11(0310)

Policy Section: Social Services

Policy Title: Excursions

OBJECTIVE:

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

POLICY STATEMENT:

Tharawonga Mobile Resource Unit is committed to ensuring that excursions are safe, educational, age appropriate and fun for all involved.

IMPLEMENTATION

Written permission for excursions will be required before children are allowed to leave the service.

This permission will be in the form of a note, containing the following information:

1. The date of the excursion
2. The destination
3. The method of transport
4. The activities to be carried out
5. The number of adults accompanying the group
6. The name of the person attending who has first aid qualifications
7. The expected arrival and departure times
8. If possible, a contact number for the group while on excursion
9. Cost of the excursion

Child-adult ratio while on excursions will be as follows:

- For any excursion involving the use of motor transport or crossing a major road, the ratio will be 1 adult to every 4 children 3 years and over, and 1 adult to every 2 children 2 years and under
- For any other excursion the ratio will be every 1 adult to every 5 children 3 years and over, and 1 adult to every 2 children 3 years and under

For excursions requiring private transport, it is the responsibility of each parent/carer to have suitable child restraints fitted and comprehensive insurance as per Motor Traffic Regulations. For such excursions the ratio shall be one (1) adult to three (3) children, unless the adult is the parent of the children. Prior permission in writing must be given for another adult to supervise your child on the excursion.

Excursions are part of the Preschool programme.

The Authorised Supervisor will ensure that a fully stocked first aid kit and the roll book are taken on all excursions.

No excursions involving water activities will be planned for the children attending the service.

Excursions will be conducted in accordance with the Cancer Council Sun Safe Guidelines.

Policy Number: SS.TM. 02.12(0310)

Policy Section: Social Services

Policy Title: FAMILY LAW

OBJECTIVE:

To protect the rights of the child.

POLICY STATEMENT:

Tharawonga Mobile Resource Unit is committed to ensuring the safety and well being of all children using the service.

IMPLEMENTATION

In the case of custody disputes, staff cannot refuse a parent access to a child unless documentation of guardianship and/or access arrangements have been sighted by the Director.

Where a copy of a Family Court Order or Injunctive Order has been supplied, the non-custodial parent will be requested to leave the premises and, failing this, the Director will notify the guardian and/or the Police.

When families are in dispute:

Separation, divorce and family conflict can be very painful and very threatening experiences:

1. If parents are separating ask for a copy of the custody orders.
2. If a parent has been denied access they cannot take the child from the service. If there are no custody orders the parent can take the child.
3. If you fear the possibility of violence, inform the police of the possibility of violence and decide on a course of action should the situation arise e.g. who will take the children and where.
4. Do not take risks.
5. Do not put other children at risk.

To manage this risk:

1. Inform parents that a copy of custody orders must be taken before access will be denied.
2. Make sure local police are aware of Preschools timetables in case of risk of being taken hostage by a desperate person.

Policy Number: SS.TM. 02.13(0310)
Policy Section: Social Services
Policy Title: Accident and Emergency - First Aid

OBJECTIVE:

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

POLICY STATEMENT:

Tharawonga Mobile Resource Unit is 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

The first aid kit must be Work Cover approved - Work Cover Authority under the 2000 Occupational Health and Safety Act.

First aid kits should be stored in a place that can be reached quickly but is not accessible to children.

First aid kits will be checked and restocked fortnightly.

All staff members of Tharawonga Mobile Resource Unit are required to have a current first aid certificate.

Cardio-pulmonary chart to be prominently displayed at each venue, in a prominent position both inside and outside the premises.

- 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 of the child, a police officer, the Director-General and the licensee of the Service (Gwydir Shire Council).

Policy Number: SS.TM. 02.14(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, 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 Tharawonga Mobile Resource Unit. 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.

It is hoped that any problem between staff and parents will be resolved either directly between those involved or with the assistance of the Director or Gwydir Shire Council representative.

Grievance Procedure for Families:

Issues or problems between staff and parents 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 - Staff

Tharawonga Mobile Resource Unit believes that staff have the right to lodge a grievance if they are unhappy with the treatment they receive.

A. Procedure relating to grievance of an individual employee:

In the event of a dispute arising in the workplace:

1. Firstly, attempt to resolve the matter directly between the concerned parties themselves by clearly communicating (in writing or otherwise) the substance of the dispute without blame or ill-feeling.
2. If the matter remains unresolved the staff member and their immediate supervisor are to meet within the week and confer on the matter.
3. If the matter is not resolved at such meeting the parties shall, within 3 days, arrange for further discussions between the employee and his or her nominated representative/s, if any, and more senior levels of management including the Social Services Manager.
4. If the matter still remains unresolved it may be referred to an independent arbiter and the decision of the arbiter shall be considered binding.
5. While 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 and safety.

B. Procedure relating to a dispute between an employer and the employees:

1. A question, dispute or difficulty must initially be dealt with as close to its source as possible with graduated steps for further discussion and resolution at higher levels of authority.
2. Reasonable time limits must be allowed for discussion at each level of authority.
3. While a procedure is being followed normal work must continue.
4. The employer may be represented by an industrial organisation of employers and the employees may be represented by an industrial organisation of employees for the purpose of each procedure.

C. Subject to the Industrial Relations Act 1996, in the event that a dispute cannot be settled by the above procedures the Commission may be notified of an industrial dispute for the purpose of resolving the dispute.

Please note that it is the right of all parties involved to have a support person present during any discussions or an advocate to speak on their behalf.

Policy Number: SS.TM. 02.15(0310)

Policy Section: Social Services

Policy Title: Hand-Washing

OBJECTIVE:

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

POLICY STATEMENT:

Tharawonga Mobile Resource Unit will ensure regular hand washing by staff and children, as frequent hand washing is the single most effective method of preventing the spread of infection.

IMPLEMENTATION

Hand washing facilities consist of wash basins with liquid soap and paper towel dispensers at all venues.

Good hand washing should be modelled and discussed with children regularly.

Staff should always wash hands;

1. Before preparing food.
2. Before eating.
3. After going to the toilet or helping a child in the toilet.
4. After changing a child's pants.
5. Before and after giving medication or First Aid.
6. After wiping a child's nose or blowing your own nose.
7. After cleaning up faeces or vomit.
8. After handling animals.
9. After handling raw food and garbage.
10. Before leaving the service.

Children should always wash hands:

1. Before eating.
2. After going to the toilet.
3. After touching nose secretions or sores.
4. After playing outside.
5. After handling animals.

Hand basins are not to be used for:

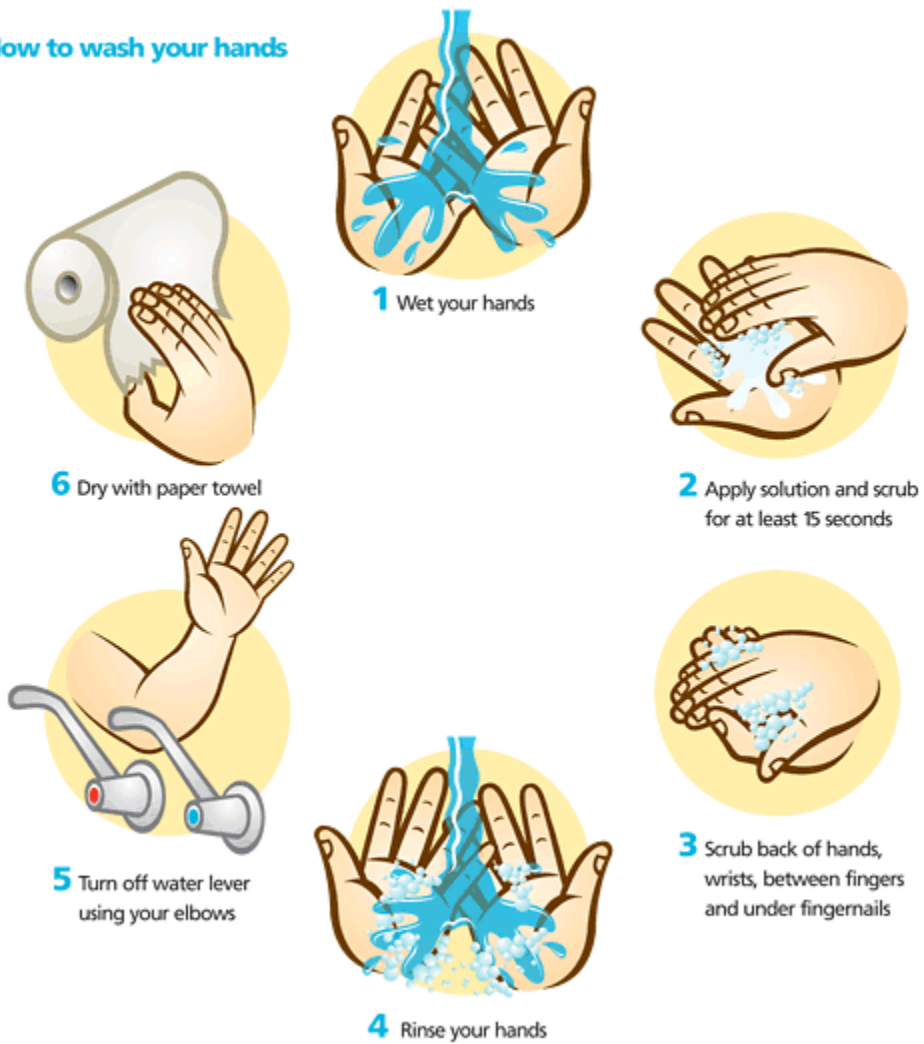
1. Food and drink preparation.
2. For rinsing soiled clothing.

When washing your hands follow correct hand washing procedure as displayed and modeled by staff.

Where only adult facilities are available in washrooms, a portable step will be supplied, to assist with toileting and washing hands.

Where there is no water supply available a hand sanitising gel will be used.

How to wash your hands



Policy Number: **SS.TM. 02.16(0310)**

Policy Section: Social Services

Policy Title: **Hours of Operation**

OBJECTIVE:

To provide a comprehensive service to isolated and remote families.

POLICY STATEMENT:

Tharawonga Mobile Resource Unit establishes the hours that the service is open.

IMPLEMENTATION

CENTRE	VENUE	DAY	TIME
Crooble	Memorial Hall	MONDAY	9:30am - 2:30pm
North Star	Molly Makim Hall	TUESDAY	9:00am - 2:30pm
Yallaroi	Yallaroi Hall	WEDNESDAY	9:00am - 2.30pm
Yetman	Yetman School	THURSDAY	9:30am - 3:00pm
Tulloona	Tulloona School	FRIDAY	9:30am - 3:00pm

If staff find it necessary for a session to be terminated early for any reason; i.e. flood, staff injury or illness, all parents or emergency contacts will be informed to collect their children as soon as possible.

Policy Number: SS.TM. 02.17(0310)
Policy Section: Social Services
Policy Title: **Immunisation and Exclusion Guidelines for 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 participation in this matter as we are sure that parents appreciate the need to minimise the risk of illness to other children and staff.

IMPLEMENTATION

Parents must show an up-to-date record of immunisation on enrolment. If there is no official record of immunisation against measles and whooping cough the child will be excluded if there is an outbreak of either disease.

If a child is immunised within 72 hours of contact to measles they may still attend otherwise they are excluded until the outbreak has finished.

If there is an outbreak of whooping cough the child is excluded for 14 days from exposure or after 5 days of a 14 day antibiotic course if not immunised.

Policy guidelines for the exclusion of children from the service when suffering from specified infectious diseases are recommended by the National Health and Medical Research Council.

The Authorised Supervisor of the service must ensure that parents are notified of any outbreaks of an infectious disease. Ensuring that the rights of staff and children involved are not prejudiced. Nothing in this policy authorises the disclosure of any information concerning exposure to or infection by HIV or AIDS.

Exclusion guidelines for infectious diseases which are based on these recommendations are listed below and in the Parent Information booklet. These same guidelines will be used when considering exclusion of staff with infectious diseases from the service.

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.

SIGNS AND SYMPTOMS TO BE ALERT FOR:

- High temperature or fever in the morning
- Severe cold, sneezing or running nose
- If the child seems sick without obvious symptoms, e.g. pale, unusually tired, irritable or lethargic
- Vomiting and/or loose bowel motions
- Rashes - any irritation which you cannot identify
- Red, swollen or discharging eyes
- Discharge from ears

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

If the Director deems your child to appear unwell, access to the unit may be denied for that reason.

To avoid the risk of cross-infection of infectious communicable disease:

- All body fluids will be treated as infectious and disposed of accordingly.
- Gloves will be worn when administering first aid or attending to children where such body fluids are involved.
- All open sores and wounds are to be covered.
- All re-usable equipment and first aid instruments are to be immediately cleaned in an appropriate solution.

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 that starts on face and works down	10-12 days until first symptoms and 14 days until rash develops	Immunisation

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.

Policy Number: SS.TM. 02.18(0310)

Policy Section: Social Services

Policy Title: Infection Control

OBJECTIVE:

To provide a safe and hygienic environment for all those attending Tharawonga Mobile resource Unit.

POLICY STATEMENT:

Tharawonga Mobile Resource Unit wish to minimise the risk of infection from blood and body fluids by treating all blood and body fluids as if they could be infectious.

IMPLEMENTATION

Maintaining a clean, hygienic environment is the responsibility of the staff of the service.

Camping mats are available for use by the children requiring a rest during the day. Children requiring a rest should come to Preschool with a small pillow and sheet (blanket in winter) for use on these mats. Mattresses are washed daily with a solution of neutral soap and water.

All cuts and abrasions on children and particularly on hands of staff are to be covered with a band-aid or dressing at all times.

Wear disposable gloves if possible before attending a child who is bleeding or as soon as possible get someone wearing gloves to take over from you.

If there is a spill of blood or body fluids onto a child or adult, wash the affected area with soap and water.

Children 3 - 5 years can be washed in the baby bathtub or by using the solar shower from the truck. Be careful to ensure the temperature has been checked.

Soiled clothes are to be placed in a double plastic bag.

If blood or body fluid is splashed in the eyes, rinse with running water for several minutes.

If blood or body fluid contacts an open wound or broken skin, wash the area thoroughly with soap and water.

Soak any implements used from the first aid kit in a fresh solution of 100mls of bleach in 1 litre of water.

Wash your hands thoroughly when finished.

To clean up spills of body fluid such as vomit, urine, blood etc., you should:

1. Wear disposable gloves.
2. Mop up spill with paper towels. The paper towel should be either flushed down the toilet or put in a double plastic bag and burnt.
3. Clean the surface with warm soapy water.
4. Disinfect the surface with a freshly prepared solution of 10mls of bleach and 1 litre of water. Leave for half an hour before wiping dry
5. If the surface is porous and cannot be adequately cleaned with soapy water then disinfect with a strong bleach solution of 100mls of bleach and 1 litre of water
6. Wash hands thoroughly when finished.

Policy Number: SS.TM. 02.19(0310)
Policy Section: Social Services
Policy Title: **Illness, Accident, Injury Records**

OBJECTIVE:

To minimise the risk of infection between children and between children and staff. To ensure ill and injured 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 require. 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 minimise the spread of contagious or infectious diseases or conditions. Keeping a child at a Childcare service that 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 be involved in the Preschool program.

IMPLEMENTATION

Illness

In the event of a child becoming ill whilst in care, the following procedure should be followed:

1. Assess the illness, e.g. does the child require immediate medical attention? If so, an ambulance will be called and the Doctor on the child's enrolment form. If an ambulance is called, a staff member will go with the child and stay with them until their parent or relative arrives. If the child does not need immediate attention then the parent will be contacted to come and collect the child from the service. The child is to be monitored by constant observation.
2. Apply first aid if required.
3. Contact the child's parents. If the parent cannot be contacted, the emergency contacts listed on the enrolment form will be contacted.
4. As soon as appropriate an illness report will be filled out, a copy given to the parent, a copy in the child's file and a copy in the accident / illness file.
5. If ambulance has been called, notify the Social Services Manager at the Council.

In the event of a staff member becoming unwell, other staff are to gather children in such a place to ensure adequate supervision and support, until replacement staff arrive. Replacement staff are to be contacted immediately.

Injury

In the event of an accident occurring at the service then the following procedure should be followed:

1. Comfort the child, administer first aid, actively observe the child's condition until either parent arrives or child is able to rejoin the group.
2. Maintain normal supervision of children during and after any incident or emergency.
3. Depending on the extent of the injuries, ring the ambulance and the Doctor on the child's enrolment form. If a child needs to be transported to hospital via ambulance a staff member will accompany the child to hospital and stay with the child until the parent arrives. If the child does not need immediate medical care then their parent will be called to come and collect them from the service.
4. In the event of a staff member accompanying a child to the hospital, a casual staff member will be called in to ensure adequate supervision is maintained at the service.
5. Contact the child's parents. If the parent cannot be contacted, the emergency contacts listed on the enrolment form will be called.
6. As soon as appropriate the accident / illness form should be completed, a copy given to the parent, a copy in child's file and a copy in accident/illness file.
7. If ambulance has been called, the following people must be notified immediately:
 - a) a parent of the child, and
 - b) the Director General, and
 - c) the Social Services Manager of Gwydir Shire Council (licencee)

In the event of an accident or an illness that causes the death of a child, the following people must be notified by the Authorised Supervisor immediately:

- a) a parent of the child, and
- b) a police officer, and
- c) the Director-General, and
- d) the Social Services Manager of Gwydir Shire Council (licencee)

Policy Number: SS.TM. 02.20(0310)

Policy Section: Social Services

Policy Title: Medication

OBJECTIVE:

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

POLICY STATEMENT:

The staff of Tharawonga Mobile Resource Unit 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. Unprescribed 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. This 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

Medication will only be administered at the service if the medication is prescribed to the child or if it is accompanied by a certificate or statement from the child's doctor.

A Medication Form must be filled out, with details of medication name, dosage required, time required. The child's name must be clearly marked on the container.

Administering of medication must be witnessed by another staff member ensuring right medication, right amount, right time, right child and right form of administering eg. Oral, nasal, eye, ear.

Under no circumstances is medication to be left in the child's bag, or in a place accessible to the children.

Medications are to be kept in a locked container provided by the Director.

Policy Number: SS.TM. 02.21(0310)

Policy Section: Social Services

Policy Title: Non-Discriminatory Access

OBJECTIVE:

To ensure that the service is available to all who wish to use it.

POLICY STATEMENT:

It takes all kinds of people to enrich our world. At Tharawonga we will embrace the opportunity to be involved with people from culturally and physically diverse backgrounds.

IMPLEMENTATION

To have a centre where children realise their full potential regardless of gender. To develop and extend the talents of all children regardless of sex, race, ability and social origin. The staff are to be aware of the way in which they treat individual children, in regards to language, attitudes, assumptions and stereotypes. The staff will use positive role models e.g. encouraging girls to use the more traditional boys equipment and vice-versa. The staff will not encourage the use of materials, which are stereotypical. Where possible, staff and committee will reflect both sexes, and employment of men, as child care workers will be encouraged.

MULTICULTURAL - To have a centre which recognises the diversity of cultures in Australia and provide opportunities for all children to learn of, and respect such cultures. The unit will aim to help foster within each child an awareness and acceptance of cultures through integrating multiculturalism into the programme. This is done by the use of books, music, crafts, cooking, play equipment and posters, sign language and the use of "Good morning" in a variety of languages.

Where possible the mix of cultural backgrounds of staff should reflect the community in which the centre is based. All staff are encouraged to attend in-service training on multicultural programming and interaction at each centre.

It is hoped that children, whose developing attitudes are influenced towards a positive view of diversity will acquire:

- An expanded awareness of others;
- A greater capacity to communicate;
- An increased willingness and ability to co-operate;
- A growing sense of responsibility;
- A high level of personal confidence and self esteem.

ABORIGINAL AWARENESS AND CULTURE - To have a centre which provides children with access to information and appreciation of Aboriginal culture. The unit will attempt to provide children and their families with a positive appreciation of Aboriginal culture, as it exists today. This will be encouraged through books, music, craft, dance, posters and singing.

The programme should reflect the attitude of respect for the Aboriginal culture. Where appropriate, and possible, staff of Aboriginal backgrounds will be employed. Where Aboriginal children attend a centre, parents will be invited to have some cultural input into the programme.

Policy Number: SS.TM. 02.22(0310)

Policy Section: Social Services

Policy Title: Nutrition

OBJECTIVE:

Tharawonga Mobile Resource Unit 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 Tharawonga Mobile Resource Unit 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.

IMPLEMENTATION

Strategies

- The service will ensure that children are provided with one main meal and one snack per day.
- The service will encourage parents 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

Tharawonga Mobile Resource Unit 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

Tharawonga Mobile Resource Unit 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.

Tharawonga Mobile Resource Unit 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

Tharawonga Mobile Resource Unit aims to provide learning experiences for children about food and nutrition both spontaneously and throughout the program.

Strategies

- The service will provide parents with a copy of the nutrition policy.
- The service will provide parents with lunchbox recommendations/checklist.
- The service will provide parents with current nutritional information.
- The service will involve parents 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 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.
- 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 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.TM. 02.23(0310)

Policy Section: Social Services

Policy Title: Occupational Health and Safety

OBJECTIVE:

To promote the health and safety of all staff at Tharawonga Mobile Resource Unit and to ensure the work environment is free from occupational health and safety hazards.

POLICY STATEMENT:

Tharawonga Mobile Resource Unit is committed to ensuring that the health and safety of all staff, as well as ensuring the service environment is a safe place for visitor to the service.

IMPLEMENTATION

Follow Occupational Health and Safety practices and procedures as adopted by Gwydir Shire Council.

Policy Number: SS.TM. 02.24(0310)

Policy Section: Social Services

Policy Title: **OUTDOOR PLAY**

OBJECTIVE:

To provide a safe and engaging outdoor environment where children can express their physical and creative needs.

POLICY STATEMENT:

Tharawonga Mobile Resource Unit is committed to the health and safety of children using the service.

IMPLEMENTATION

Sunscreen is available for parents to use on their child upon arrival at the centre. A section in the Enrolment Form giving staff permission to apply sunscreen must be signed before staff will apply sunscreen. A child without sunscreen will be kept in shaded areas.

Hats must be worn at Preschool in all seasons, during outdoor play. No Hat No Play Policy.

There must be adequate shade provided, either from trees or artificial means. During the summer months outdoor play will be restricted to before 11am and after 2pm, unless adequate shade is available.

Staff will be positioned so children and outdoor play areas are visible at all times.

All practicable steps will be taken to prevent potential hazards at individual venues outdoor play areas through the positioning of equipment away from hazards and where visibility is limited.

Staff will be diligent in the supervision of the outdoor play at each venue.

Water hazards are noted and dealt with in individual risk assessments.

Space requirements are met both inside and outside of each centre.

Staff to ensure that children's access to equipment over 50cm in height, is on soft-fall areas only.

Policy Number: SS.TM. 02.25(0310)

Policy Section: Social Services

Policy Title: Parent Participation and Information

OBJECTIVE:

To inform and educate parents regarding the delivery of the service.

POLICY STATEMENT:

Tharawonga Mobile Resource Unit wishes to encourage family involvement in the service.

IMPLEMENTATION

Parents are welcome visitors at all times.

Parent participation is encouraged and appreciated on the Fundraising Committee. Any issues that parents or staff would like to be discussed can be discussed at the meetings.

You will be advised of up and coming meetings through the Frilly Neck Newsletter, produced twice a term, and on the notice board near the sign in book. Tharawonga also has a monthly Family Resource Newsletter.

There is a parent Library providing a variety of resources related to parenting and every day issues.

Policy Number: SS.TM. 02.26(0310)

Policy Section: Social Services

Policy Title: Pets and Animals

OBJECTIVE:

To ensure the safety of pets and animals as well as the children and staff of the service.

POLICY STATEMENT:

Tharawonga Mobile Resource Unit encourages interaction between children and animals in a safe and hygienic environment. We are committed to ensure that all children will be supervised when pets or animals are accessible to them.

IMPLEMENTATION

Animals are a very good learning tool for children, however they need to be supervised when around children. Staff must ensure that every pet is inaccessible to children when not under supervision.

Staff must ensure that any animal kept at the service is in a clean and healthy condition.

Staff must ensure that any animal or bird kept at the service doesn't present a health or safety risk to the children.

Children should be taught:

1. To wash their hands after playing with pets.
 2. Not to touch pets while they are eating or sleeping.
 3. Not to play roughly with or hit pets.
 4. To only pat pets they know.
- Staff must ensure that food and water containers for animals can be kept separately from the children using the service.
 - Staff must ensure that the area where the children play is kept free from excrement.
 - Staff to be aware of any domestic stock and wildlife and manage according to risk assessment carried out at each venue.

SNAKES, SPIDERS AND INSECTS - to manage this risk:

1. Stingose will be in the first aid kit
2. Vehicle long range 2-way radio will be maintained.
3. Children will be led away from the snake etc.
4. If staff member requires medical attention take children inside and call an ambulance.
5. Keep lawn mown, wasp nests and spider webs contained as much as possible.

Policy Number: SS.TM. 02.27(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 Schools will occur as well as information to parents 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 and the wider community. Similarly, parent'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 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 with copies of the developmental records concerning the child kept by the service.

Policy Number: SS.TM. 02.28(0310)

Policy Section: Social Services

Policy Title: Roll Book

OBJECTIVE:

To keep accurate account of children attending the service.

POLICY STATEMENT:

Tharawonga Mobile Resource Unit will ensure that a record of children attending the service is kept.

IMPLEMENTATION

The roll book will show all relevant details for each child attending the service. The roll will be marked each morning during Morning Group time.

Policy Number: SS.TM. 02.29(0310)

Policy Section: Social Services

Policy Title: Routine

OBJECTIVE:

To provide consistency and predictability to the children of Tharawonga.

POLICY STATEMENT:

Tharawonga Mobile Resource Unit is committed to the smooth running of the service. This happens when consistency and predictable routines are in place. Once children are comfortable in their environment they will explore and be able to accept spontaneous acts.

IMPLEMENTAION

The routine is displayed in front of all venues books and is dictated by venue times.

In the event of hot weather an action plan has been in place at venues without air conditioning that requires parents/carers to collect their child when the temperature reaches 38 degrees.

Tharawonga Mobile Resource Unit ensures that each venue has an adequate number of sleeping mats that are appropriate to the individual service and hours of operation.

Bedding is clean and comfortable and bed clothing is provided by the families of the children attending Tharawonga (See cleaning and maintenance of the service).

Policy Number: SS.TM. 02.30(0310)

Policy Section: Social Services

Policy Title: Smoking, Alcohol and Drugs

OBJECTIVE:

To ensure children are in a healthy and safe environment away from smoke, drugs and alcohol

POLICY STATEMENT:

Tharawonga Mobile Resource Unit is committed to ensuring the health and safety of all children, parents and staff at the service.

IMPLEMENTATION

No staff member or volunteer is to smoke during the session times or within the service centre or vehicle.

No smoking shall be allowed by any person in the building or grounds used by Tharawonga.

Tharawonga Mobile Resource Unit is a Drug and Alcohol Free Zone

Policy Number: SS.TM. 02.31(0310)
Policy Section: Social Services
Policy Title: Children with Additional Needs

OBJECTIVE:

To provide an inclusive and equitable service to all children using the service.

POLICY STATEMENT:

Tharawonga Mobile Resource Unit is committed to ensuring the service is available to all who wish to use it. The best possible endeavors will be made to provide for individual needs within available resource constraints.

IMPLEMENTATION:

The additional needs of each child will be catered for, taking into account the views of the child's parents and any specialist advice in regard to the child's welfare, especially in respect of children with chronic conditions, disabilities or children from differing cultural or religious backgrounds. With prior knowledge and consent of the parents, advice may be sought from relevant service agencies to help meet any additional needs an individual child may have. This could involve providing additional staff, equipment, and facilities, training and adapting the premises or programme.

Support services list is in the parent library/ resource case located in the THARAWONGA MOBILE RESOURCE UNIT Truck.

Policy Number: SS.TM. 02.32(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. 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 the Code of Conduct.

IMPLEMENTATION

Staff will observe a code of conduct relating to confidentiality, impartiality, tolerance and discipline. They will keep in mind the responsibilities that have been entrusted to them as child care workers.

All staff have the opportunity to attend in-service training and staff meetings.

Staff must work their contractual hours at all times maintaining the staff/child ratio as set down in the DOCS regulations. If staff are going to be late for work then they should call the Authorised Supervisor. If staff are going to be absent from work they should call the Authorised Supervisor.

On arrival and departure to the Tharawonga Base staff are required to sign "Shed sign in/out sheet" located at table near entrance. Staff are also required to sign in/out at each venue on arrival and departure of that venue.

The Director will have one to two office days per week. The Assistant will have one office day per term.

Wet weather days become office days, if a venue is not attend. Parents are notified by phone.

Staff shall inform Gwydir Shire Council if any of the following occur;

- Sick leave
- Paid Leave
- Leave without pay
- Training day

Replacement of staff is to be left to the discretion of the Director. If a staff member is unable to attend work for any reason, as much notice as possible should be given, so suitable replacement can be found.

A Working with Children Criminal Record Check will be carried out before any staff member commences work with Tharawonga Mobile Resource Unit.

All staff must hold a current First Aid Certificate.

Staff will face dismissal if it proven that abuse has occurred.

Staff will abide by the “Code of Conduct” as given to them upon employment.

CODE OF CONDUCT: The aim of a code of conduct is to formalise expected behavior of staff.

In relation to the children staff will:

1. Acknowledge the uniqueness and potential of each child.
2. Recognise early childhood as a unique and valuable stage of life and accept that each phase within early childhood is important in its own right.
3. Honour the child’s right within their relationship to play in acknowledgement of the major contribution play makes to development.
4. Enhance each child’s strengths, competence and self-esteem.
5. Ensure that their work with children is based on their interests and needs and teaches them that they have a contribution to make.
6. Recognises that children are vulnerable and use influence and power in their best interests.
7. Create and maintain safe, healthy settings that enhance children’s autonomy, initiative and self worth and respect their dignity.
8. Help children to interact effectively and in doing so teach them to balance their own needs, rights and feelings with those of others.
9. Base my work with children on the best theoretical and practical knowledge about early childhood as well as on particular knowledge about each child’s development.
10. Respect the special relationship between children and their families and incorporate this perspective in all my interactions with the children.

Attendance, development records and personal records on each child will be kept confidential and in accordance with Department regulations. Records for children are kept until that child has reached the age of 24.

A Tharawonga shirt will be supplied for the full-time staff. Staff are required to wear suitable dress while working.

The day to day running of the centre will be the responsibility of the Director.

Staff will not use directive language towards the children.

The Director will be responsible for the maintenance of the inventory of Tharawonga property to be completed in May of each year.

Advertising for staff vacancies will be placed with appropriate newspapers.

Interviewing of applicants, for all positions, will be conducted by a Gwydir Shire Council.

Staff at Tharawonga 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 Health and Safety:

At Tharawonga 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 Tharawonga Mobile Resource Unit Policies at all times.

Policy Number: SS.TM. 02.33(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 Preschool and to ensure that they are provided with adequate orientation to the Preschool environment and program.

POLICY STATEMENT:

Tharawonga Mobile Resource Unit 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.

Tharawonga Mobile Resource Unit 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 all of the venues and the Preschool program. They are expected to be actively involved in all aspects of the Preschool program.

Volunteers:

- Parents 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 the appropriate venue/s by the Director. The orientation will provide information about all of the venues; indicate expectations of volunteers and set limits and guidelines to follow.
- Volunteers should respect the Preschool program and routines.

Work Experience Students:

- Tharawonga Mobile Resource Unit 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 of the appropriate venue/s by the Director. The orientation will provide information about Tharawonga Mobile Resource Unit and its venues 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.TM. 02.34(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. Tharawonga Mobile Resource Unit is committed to ensuring that children and families have a smooth and informed transition to school.

IMPLEMENTATION

The Director has developed a school readiness program.

The program will aim to develop self-help skills and independence to assist in a smooth transition to school.

Staff will liaise with local schools regarding transition to school and inform parents of school orientation days at these schools.

Information about school readiness will be provided to parents.

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.TM. 02.35(0310)

Policy Section: Social Services

Policy Title: Retention of Records

OBJECTIVE:

To keep accurate and up to date records on all children attending Tharawonga Mobile resource Unit.

POLICY STATEMENT:

Tharawonga Mobile Resource Unit is committed to ensuring the privacy of all using the service.

IMPLEMENTATION

Parents, children, families and staff have the right to privacy and Tharawonga Mobile Resource Unit staff will respect this.

No information will be given out without prior permission.

The licensee will ensure all records will be kept up to date and in a safe and secure place and must ensure that records are kept for the following periods:

Retained for 2 years at the premises and thereafter at a place approved by the Director General until the child reaches (or would have reached) the age of 24.

- Enrolment forms.
- Attendance records.
- Excursion notes: A parent's permission for a child to be taken on an excursion or escorted to and from a specific place.
- Incident reports: The nature/circumstance/particulars and treatment given to a child who is injured or becomes ill attending the service.
- Medication forms: If any medication is administered to the child by a staff member of the service, the parents written permission for and any Doctors instructions relating to its administration.
- Complaints records.

Retained for 7 years after the staff member leaves the service (and in a safe and secure area at the premises of the service while the staff member is still employed with the service.)

- Relevant qualifications, first aid, arrival, departure, absences and any other relevant particulars that the Director General requires by notice of writing served on the licensee to be kept in relation to the staff member.

Retained for 12 months (in a safe and secure area at the premises of the service)

- Roll book
- Staff roster detailing the hours worked / casual employee or contractor
- Weekly program
- Structure of children's day / daily routine
- Development record for each child
- Weekly record of the service

The licensee or Authorised Supervisor must, if requested to do so by a parent of a child who was enrolled at the service, provide the parent with copies of the development records concerning the child kept by the service within a period of 6 months after the child ceases to be enrolled at the service.

Policy Number: SS.TM. 02.36(0310)

Policy Section: Social Services

Policy Title: Playgroup

OBJECTIVE:

To introduce children and families to the service and to encourage attendance at Tharawonga Mobile Resource Unit.

POLICY STATEMENT:

Tharawonga Mobile Resource Unit wishes to allow families with children of all ages to benefit from the service.

IMPLEMENTATION

Playgroup sessions for under three (3) year olds commence at the same time as Preschool, but conclude with lunch. This allows for Preschool activities to continue in the afternoon for children over three (3).

Playgroup children require parental supervision at all times.

Parents are responsible for all their child's needs and are welcome to join in activities with their child.

On turning three (3) and being toilet trained, it is at the parent's discretion as to whether or not their child remains a play-grouper under parental supervision or progresses to Preschool.

Policy Number: SS.TM. 02.37(0310)

Policy Section: Social Services

Policy Title: Fundraising

OBJECTIVE:

To involve parents and community in the provision and support of the Service.

POLICY STATEMENT:

Tharawonga Mobile Resource Unit encourages parents to assist in various fundraising activities.

IMPLEMENTATION

Tharawonga Mobile Resource Unit collects a non-compulsory levy to assist with fundraising targets.

A nominal annual subscription Levy of \$140.00 per family has been set.

This levy is not compulsory, but payment would be appreciated, either in a lump sum or \$35.00 per term. Payment of levy should be made directly to staff.

The bank account operated by the Tharawonga Fundraising Committee is separate from Tharawonga Mobile Resource Unit and is operated solely by the fundraising Committee.

Fundraising is necessary to keep this account viable, facilitating such things as the purchase of extra equipment, uniforms, venue renovations and resources for the Preschool.

Fundraising shall conform to the “best practice guidelines for charitable organisations”. We have been granted a license to fundraise by the Chief Secretary’s Department, it can be viewed at the office of Tharawonga.

All funds raised by the Fundraising Committee must be spent in the same financial year as they are raised while leaving a safety net of \$1000.00 in the bank for emergency purposes.

Policy Number: SS.TM. 02.38(0310)

Policy Section: Social Services

Policy Title: Vehicle

OBJECTIVE:

To ensure the safety and protection of the vehicle provided to Tharawonga and the responsible staff.

POLICY STATEMENT:

Tharawonga Mobile Resource Unit ensures staff are aware of the guidelines for use of the vehicle.

IMPLEMENTATION

Staff will be responsible for the driving and proper care of the vehicle. This includes responsibility for the payment of fines or penalties arising from any infringement of traffic or parking laws.

Employee Responsibilities

The employee shall be responsible for the care of the vehicle including proper and regular cleaning inside and out and ensuring that the normal maintenance items such as lubricant, battery, radiator, tyre wear, tyre pressure etc are checked at fortnightly intervals and that the vehicle is regularly serviced as required by the vehicle warranty conditions. The employee shall also be responsible for notifying the Plant Supervisor of all defects in the operation of the vehicle or damage to the vehicle, however minor. Employee pets or other animals are not permitted in the Council vehicle at any time, without the authority of the General Manager.

Repairs are not to be made to a vehicle e.g. body repairs, without reference to the Plant Supervisor. The only exceptions to this rule are cases of extreme emergencies e.g. broken windscreen whilst out of town. Council's Accident/Damage Report and Investigation form should be completed in respect to all incidents and accidents and returned to the appropriate officer.

Fuel and other consumable items related to use while on council business shall be obtained from the Council depot during normal business hours, where possible. Unless otherwise stated within the employee's conditions of employment.

Each time an employee is required to purchase fuel for a Council vehicle (including purchase of fuel whilst on leave), the employee is required to obtain a receipt for the fuel purchased, and then forward the receipt to the Corporate Services Director. This action will reduce Fringe Benefits Tax (FBT) liability to Council as well as reducing the amount of reportable FBT associated to the employee.

Staff are required to hold the appropriate driver's license required for the vehicle.

Staff should ensure the security of the base and vehicle after each session. The rear doors of the van should always be locked with a padlock.

Fire extinguishers should at all times be fitted to the vehicle. These extinguishers should be correctly indicated and charged. Staff should be able to operate the extinguishers correctly.

The cabin of the truck should be locked at each venue.

A list of UHF channels and emergency phone numbers should be kept in the front of the truck.

The UHF radio should be left on while traveling in the truck.

No other people, apart from staff, are to travel in the truck. If there is an emergency and there are no other vehicles available, then the truck may be used.

Permission is required from the Social Services Manager before the truck is taken anywhere apart from its "normal" route.

Tharawonga Mobile Resource Unit vehicle also provides storage for large and small equipment.

Policy Number: SS.TM. 02.39(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. Lifestyle practices are encouraged to help reduce the incidence of skin damage by the sun.

POLICY STATEMENT:

Tharawonga Mobile Resource Unit 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 Tharawonga Mobile Resource Unit 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 or caregivers 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 and primary caregivers are to notify Tharawonga Mobile Resource Unit 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.