



Centre Policy Content 2020

Education and Care Services National Regulations (Reg 168)

Reg 168 Education and care service must have policies and procedures

(1) The approved provider of an education and care service must ensure that the service has in place policies and procedures in relation to the matters set out in subregulation (2).

(2) Policies and procedures are required in relation to the following –

Section of Regulation 168 (2)	NQF POLICY Where to locate
<i>(a) health and safety, including matters relating to—</i>	
(i) nutrition, food and beverages, dietary requirements ; and	Food, Nutrition and Beverage Policy
(ii) sun protection ; and	Physical Environment (Workplace Safety, Learning and Administration) Policy
(iii) water safety , including safety during any water-based activities; and	Physical Environment (Workplace Safety, Learning and Administration) Policy
(iv) the administration of first aid ;	Incident, Injury, Trauma and Illness Policy
(v) sleep and rest for children	Sleep, Rest, Relaxation and Clothing Policy
(b) incident, injury, trauma and illness procedures complying with regulation 85;	Incident, Injury, Trauma and Illness Policy
(c) dealing with infectious diseases , including procedures complying with regulation 88;	Infectious Diseases Policy Coronavirus Policy
(d) dealing with medical conditions in children, including the matters set out in regulation 90;	Medical Conditions Policy Coronavirus Policy
(e) emergency and evacuation , including the matters set out in regulation 97;	Emergency Management and Evacuation Policy Coronavirus Policy
(f) delivery of children to, and collection of children from , education and care service premises, including procedures complying with regulation 99;	Delivery and Collection of Children Policy
(g) excursions , including procedures complying with regulations 100 to 102;	Excursion Policy
(h) providing a child safe environment ;	Child Protection Policy Chemical Spills Policy Coronavirus Policy Delivery and Collection of Children Policy Emergency Management and Evacuation Policy Family Law and Access Policy Health, Hygiene and Safe Food Policy Infectious Diseases Policy Lock Up Policy Photography Policy Physical Environment (Workplace Safety, Learning and Administration) Policy Sleep, Rest, Relaxation and Clothing

	Policy Staffing Arrangements Policy Technology usage Policy Tobacco Drug and Alcohol Policy Transport Policy Work Health Safety Policy
<i>(i) staffing, including—</i>	
(i) a code of conduct for staff members; and	Educator and Management Policy Dress Code Policy
(ii) determining the responsible person present at the service; and	Staffing Arrangements Policy
(iii) the participation of volunteers and students on practicum placements;	Educator and Management Policy
(j) interactions with children , including the matters set out in regulations 155 and 156;	Relationships With Children Policy
(k) enrolment and orientation ;	Enrolment Policy Orientation for Children Policy
(l) governance and management of the service, including confidentiality of records;	Governance Policy Privacy and Confidentiality Policy
(m) the acceptance and refusal of authorisations ;	Acceptance and Refusal of Authorisations Policy
(n) payment of fees and provision of a statement of fees charged by the education and care service;	Fees Policy
(o) dealing with complaints .	Grievance Policy <i>FOR REPORTING REQUIREMENTS SEE</i> Incident, Injury, Trauma and Illness Policy

All Topics (Alphabetical)

TOPIC	NQF POLICY Where to locate
A	
Abuse and Neglect	Child Protection Policy
Additional Needs Children	Additional Needs Policy
Administration of Authorised Medication	Administration of Authorised Medication Policy
Administration of First Aid	Incident, Injury, Trauma and Illness Policy
Alcohol	Tobacco, Drug and Alcohol Policy
Allergy Management	Medical Conditions Policy
Anaphylaxis Management	Medical Conditions Policy
Animal and Pet Guidelines	Animal and Pet Policy
Anti-Bias	Relationships With Children Policy
Asthma Management	Medical Conditions Policy
Authorisations (Acceptance and Refusal)	Acceptance and Refusal of Authorisations Policy
Authorisation for Excursion Form	Excursion Policy
B	
Babysitting	Educator and Management Policy
Back Care and Manual Handling	Physical Environment (Workplace Safety, Learning and Administration) Policy
Bedding	Health, Hygiene and Safe Food Policy
Beds, Cot and Sleeping Areas Checks	Sleep, Rest, Relaxation and Clothing Policy
Behaviour Guidance	Relationships with Children Policy
Birthday Cakes	Health, Hygiene and Safe Food Policy
Biting	Relationships with Children Policy
Blood Spill Procedure	Health, Hygiene and Safe Food Policy
Bottles (safe storage and heating)	Food, Nutrition and Beverage Policy
Breastfeeding, Breast Milk and Bottle Warming	Food, Nutrition and Beverage Policy
Bullying (Children)	Relationships with Children Policy
Bullying, Discrimination and Harassment (Educators and Managers)	Educator and Management Policy
Buses	Transport Policy
Bush Kindy	Bush Kindy Policy
C	
CCTV	CCTV Policy
Cerebral Palsy	Cerebral Palsy Policy
Cert III and Diploma Qualification Requirements	Staffing Arrangements Policy

Chemical Spill Procedure	Chemical Spills Policy
Child Care Subsidy	Enrolment Policy Fees Policy Immunisation and Disease Prevention Policy Staffing Arrangements Policy
Child Safe Environment	CCTV Policy Child Protection Policy Chemical Spills Policy Delivery and Collection of Children Policy Emergency Management and Evacuation Policy Family Law and Access Policy Health, Hygiene and Safe Food Policy HIV AIDS Policy Infectious Diseases Policy Lock Up Policy Photography Policy Physical Environment (Workplace Safety, Learning and Administration) Policy Relationships with Children Policy Sand Pit Policy Staffing Arrangements Policy Technology usage Policy Tobacco Drug and Alcohol Policy Transport Policy
Children's Clothing	Sleep, Rest, Relaxation and Clothing Policy
Choosing Appropriate Resources and Equipment	Physical Environment (Workplace Safety, Learning and Administration) Policy
Cleaning of Buildings, Premises, Furniture and Equipment	Physical Environment (Workplace Safety, Learning and Administration) Policy
Cleaning Cots and Stretchers	Sleep, Rest, Relaxation and Clothing Policy
Cleaning Schedule	Physical Environment (Workplace Safety, Learning and Administration) Policy
Clothing	Sleep, Rest, Relaxation and Clothing Policy
Code of Conduct	Educator and Management Policy
Code of Conduct (Child Protection)	Child Protection Policy
Collection and delivery of children	Delivery and Collection of Children Policy
Communicating with Families	Additional Needs Policy Continuity of Education and Care Policy Emergency Management and Evacuation Policy Excursion Policy Fees Policy Grievance Policy Infectious Diseases Policy Orientation for Children Policy Parental Interaction and Involvement in the Service Policy Policy and Procedure Review Policy Sleep, Rest, Relaxation and Clothing Policy Social Media Policy
Complaints	Grievance Policy Incident, Injury, Trauma and Illness Policy

Computer and Related Technology Usage	Technology Usage Policy
Confidentiality and Storage of Records	Privacy and Confidentiality Policy Record Keeping and Retention Policy
Coronavirus	Coronavirus Policy
Consultation, Cooperation and Coordination	Work Health and Safety Policy
Continuity of Care	Continuity of Education and Care Policy
Cots	Sleep, Rest, Relaxation and Clothing Policy
Cystic Fibrosis	Cystic Fibrosis Policy
D	
Data breaches	Privacy and Confidentiality Policy
Death of a Child Procedure	Death of a Child Policy
Death of an Educator Procedure	Death of an Educator Policy
Delivery and Collection of Children	Delivery and Collection of Children Policy
Dental Accidents Dental Hygiene and Care	Health, Hygiene and Safe Food Policy
Detergents	Physical Environment (Workplace Safety, Learning and Administration) Policy
Diabetes Management	Medical Conditions Policy
Diploma Qualification Requirements	Staffing Arrangement Policy
Disclosure of Harm	Child Protection Policy
Diseases	Infectious Diseases Policy
Disinfectants	Physical Environment (Workplace Safety, Learning and Administration) Policy
Dress Code	Dress Code Policy
Drivers	Transport Policy
Drugs	Tobacco, Drug and Alcohol Policy
Duty of Care	Work Health and Safety Policy
E	
Early Childhood Teacher (ECT) Requirements	Staffing Arrangements Policy
Early Years Learning Framework (EYLF)	Education, Curriculum and Learning Policy
Educator Meetings	Educator and Management Policy
Educator Interactions	Educator and Management Policy
Educators Returning From Extended Leave	Educator and Management Policy
Educator Stress Management Guidelines	Educator and Management Policy
Educator Training and Qualifications	Staffing Arrangements Policy
Electrical Tagging	Physical Environment (Workplace Safety, Learning and Administration) Policy
Emergency Administration of Medication	Administration of Authorised Medication Policy
Emergency Communication Plan	Emergency Management and Evacuation Policy
Emergency Service Contact Procedure	Emergency Service Contact Policy

Emergency Evacuation Procedures and Drills	Emergency Management and Evacuation Policy
Emergency Involving Anaphylaxis or Asthma	Administration of Authorised Medication Policy Medical Conditions Policy
Emergency Kit	Emergency Management and Evacuation Policy
Emergency Management Plan	Emergency Management and Evacuation Policy
Employee Support	Educator and Management Policy
Employment of Regular Educators	Continuity of Education and Care Policy
Enrolment	Enrolment Policy
Enrolment Checklist	Enrolment Policy
Environmental Sustainability and our Curriculum	Environmental Sustainability Policy
Epilepsy	Epilepsy Policy
Ethical Code of Conduct	Educator and Management Policy
Equipment and Environment	Physical Environment (Workplace Safety, Learning and Administration) Policy
Evacuation	Emergency Management and Evacuation Policy
Exclusion Periods	Immunisation and Disease Prevention Policy Infectious Diseases Policy
Excursions	Excursion Policy
Excursion Transport	Transport Policy
EYLF Learning Outcomes	Education, Curriculum and Learning Policy
F	
Faeces Spill Procedure	Health, Hygiene and Safe Food Policy
Family Involvement	Parental Interaction and Involvement in the Service Policy
Fees and Charges	Fees Policy
Fevers	Infectious Diseases Policy
Fire Equipment	Physical Environment (Workplace Safety, Learning and Administration) Policy
First Aid Kit Guidelines First Aid Kit Checklist	Incident, Injury, Trauma and Illness Policy
Food and Beverages	Food, Nutrition and Beverage Policy
Food Preparation and Food Hygiene Procedure Food Safety, Temperature Control and Transport Procedure Food Storage Procedure	Health, Hygiene and Safe Food Policy
Furniture	Physical Environment (Workplace Safety, Learning and Administration) Policy
G	
Governance	Governance Policy
Grievance Guidelines	Grievance Policy
Grievance Notification Guidelines	Incident, Injury, Trauma and Illness Policy
Group Relationships	Relationships with Children Policy

Groupings	Physical Environment (Workplace Safety, Learning and Administration) Policy
H	
Hand Washing Procedure	Health, Hygiene and Safe Food Policy
Head Lice	Head Lice Policy
Health and safety representatives Health and Safety Committees	Work Health and Safety Policy
Healthy Living	Food, Nutrition and Beverage Policy
Heat	Physical Environment (Workplace Safety, Learning and Administration) Policy
HIV/AIDS	HIV/AIDS Policy
Hygiene	Health, Hygiene and Safe Food Policy
I	
Illness Record	Incident, Injury, Trauma and Illness Policy
Immunisation Children and Educators	Immunisation and Disease Prevention Policy
Immunisation Records	Immunisation and Disease Prevention Policy
Incident, Injury, Trauma and Illness Record	Incident, Injury, Trauma and Illness Policy
Inclusion	Relationships with Children Policy
Indoor Space Requirements	Physical Environment (Workplace Safety, Learning and Administration) Policy
Industrial Relations issues	Centre Support does not provide Industrial Relations advice. You may wish to David Morphett from DJMIR on (02) 6236 8966 or djm@djm.com.au .
Infectious Diseases	Infectious Diseases Policy
Injury	Incident, Injury, Trauma and Illness Policy
Inspection and testing of electrical equipment	Physical Environment (Workplace Safety, Learning and Administration) Policy
Insurance	Excursion Policy
Interactions with Children	Relationships with Children Policy
J	
Job Descriptions	Please ask us for a quote on our HR Pack which includes job descriptions.
K	
Kitchens	Physical Environment (Workplace Safety, Learning and Administration) Policy
L	
Learning Environments	Additional Needs Policy Physical Environment (Workplace Safety, Learning and Administration) Policy
Learning and Play	Education, Curriculum and Learning Policy Physical Environment (Workplace Safety, Learning and Administration) Policy

Learning and Transitions	Continuity of Education and Care Policy
Length of Time Records must be Kept	Record Keeping and Retention Policy
Lightning	Physical Environment (Workplace Safety, Learning and Administration) Policy
Lockdown	Lockdown Policy
Lock Up	Lock Up Policy
M	
Management	Governance Policy
Management Interactions and Responsibilities	Educator and Management Policy
Manual Handling	Physical Environment (Workplace Safety, Learning and Administration) Policy
Medical Conditions Management Plan	Medical Conditions Policy
Medical Conditions Risk Minimisation Plan	Medical Conditions Policy
Medical Conditions Communication Plan	Medical Conditions Policy
Medication	Administration of Authorised Medication Policy
Minimising Potentially Dangerous Substances	Physical Environment (Workplace Safety, Learning and Administration) Policy
N	
NQF Ratings	National Quality Framework Policy
Nail Polish	Health, Hygiene and Safe Food Policy
Nappy Change Procedure	Health, Hygiene and Safe Food Policy
Nits	Head Lice Policy
Notification of Serious Incidents and Complaints	Death of a Child Policy Incident, Injury, Trauma and Illness Policy Work Health and Safety Policy
Notifications Family Assistance Law (CCS)	Governance Policy
Notifications Service Operations	Governance Policy
Nutrition	Food, Nutrition and Beverage Policy
O	
OHS	Work Health Safety Policy
On-going Maintenance	Physical Environment (Workplace Safety, Learning and Administration) Policy
Open Doors	Parental Interaction and Involvement in the Service Policy
Orientation for Children	Orientation for Children Policy
Orientation for Educators	Educator and Management Policy
Outdoor Space Requirements	Physical Environment (Workplace Safety, Learning and Administration) Policy
Overdue Fees	Fees Policy
Overseas Immunisation Records	Immunisation and Disease Prevention Policy
P	
Parent and Family Involvement	Parental Interaction and Involvement in the Service Policy
Parent Grievances	Grievance Policy

Parent Survey	Parental Interaction and Involvement in the Service Policy
Partnerships with Families and the Community	Additional Needs Policy Continuity of Education and Care Policy Delayed Entry and Exit Policy Education, Curriculum and Learning Policy Environmental Sustainability Policy Parental Interaction and Involvement in the Service Policy
Pest Inspections	Physical Environment (Workplace Safety, Learning and Administration) Policy
Photography	Photography Policy
Physical Activity	Physical Activity Promotion Policy
Play Dough	Health, Hygiene and Safe Food Policy
Poison Safety Checklist	Physical Environment (Workplace Safety, Learning and Administration) Policy
Priority of Access Guidelines	Enrolment Policy
Privacy	CCTV Policy Privacy and Confidentiality Policy Social Media Policy
Professional Development Requirements	Educator and Management Policy
Professional Support Services for Children	Additional Needs Policy
Q	
Qualifications for Educators	Staffing Arrangements Policy
R	
Ratings	National Quality Framework Policy
Ratios	Staffing Arrangements Policy
Rearranging, Adding or Removing Furniture	Physical Environment (Workplace Safety, Learning and Administration) Policy
Records Relating to Enrolled Children	Record Keeping and Retention Policy
Records to be Kept in Relation to Staff	Record Keeping and Retention Policy
Recruitment, Selection, Management and Training of Educators and Volunteers	Child Protection Policy
Rehabilitation	Work Health Safety Policy
Responsible Person	Staffing Arrangements Policy
Rest environment	Sleep, Rest, Relaxation and Clothing Policy
Road Safety	Transport Policy
Rostering	Staffing Arrangements Policy
Routine to Promote Continuity	Continuity of Education and Care Policy
S	
Safe Sleep Practices	Sleep, Rest, Relaxation and Clothing Policy
Safety Checks	Physical Environment (Workplace Safety, Learning and Administration) Policy
Sand Pit	Sand Pit Policy
Screen Time	Technology Usage Policy
Seatbelts	Transport Policy

Serious Incidents	Incident, Injury, Trauma and Illness Policy
Sign-In / Sign-Out	Delivery and Collection of Children Policy
Sleep and Rest	Sleep, Rest, Relaxation and Clothing Policy
Sleepwear	Sleep, Rest, Relaxation and Clothing Policy
Smoking	Tobacco, Drug and Alcohol Policy
Social Media	Social Media Policy
Soiled Items	Physical Environment (Workplace Safety, Learning and Administration) Policy
Staff Meetings	Educator and Management Policy
Standards	National Quality Framework Policy
Sterilisation of Bottles/ Dummies/Pacifiers	Health, Hygiene and Safe Food Policy
Storage of Medication	Administration of Authorised Medication Policy
Storage of Records	Record Keeping and Retention Policy
Storms	Physical Environment (Workplace Safety, Learning and Administration) Policy
Students	Educator and Management Policy
Sun Protection	Physical Environment (Workplace Safety, Learning and Administration) Policy
Supervised Self-Administration of Medication by Children over Preschool Age	Administration of Authorised Medication Policy
Supervision of Services (determining the responsible person present)	Staffing Arrangements Policy
Supporting Children through Difficult Situations	Relationships with Children Policy
Surveillance	CCTV Policy
Suspicion of Harm	Child Protection Policy
Sustainability	Environmental Sustainability Policy
T	
Tagging Electricals	Physical Environment (Workplace Safety, Learning and Administration) Policy
Technology	Technology Usage Policy
Television and DVD Player Usage	Technology Usage Policy
Termination of Enrolment	Termination of Enrolment Policy
Tobacco, Drug and Alcohol	Tobacco, Drug and Alcohol Policy
Toileting Procedure	Health, Hygiene and Safe Food Policy
Toy Cleaning	Physical Environment (Workplace Safety, Learning and Administration) Policy
Transitions	Continuity of Education and Care Policy
Transition Transition from one room to another Transition to school	Orientation for Children Policy
Transport Considerations	Excursion Policy Transport Policy
U	
Unenrolled Children	Unenrolled Children Policy
Urine Spill Procedure	Health, Hygiene and Safe Food Policy
V	

Vehicles	Transport Policy
Visitors	Educator and Management Policy
Volunteers	Educator and Management Policy
Vomit Spill Procedure	Health, Hygiene and Safe Food Policy
W	
Water Safety	Physical Environment (Workplace Safety, Learning and Administration) Policy
Work Experience	Educator and Management Policy
Work Health Safety (WHS)	Work Health Safety Policy
Work Health and Safety (WHS) incidents	Incident, Injury, Trauma and Illness Policy

All Policies (Alphabetical)

A

Acceptance and Refusal of Authorisations Policy

Additional Needs Policy

Administration of Authorised Medication Policy

Animal and Pet Policy

B

Bush Kindy Policy

C

CCTV Policy

Cerebral Palsy Policy

Chemical Spills Policy

Child Protection Policy

Continuity of Education and Care Policy

Cystic Fibrosis Policy

D

Death of a Child Policy

Death of an Educator Policy

Delayed Entry and Exit Policy

Delivery and Collection of Children Policy

E

Education, Curriculum and Learning Policy

Educator and Management Policy

Emergency Management and Evacuation Policy

Emergency Service Contact Policy

Enrolment Policy

Environmental Sustainability Policy

Epilepsy Policy

Excursion Policy

F

Family Law and Access Policy

Fees Policy

Food, Nutrition and Beverage Policy

G

Governance Policy

Grievance Policy

H

Head Lice Policy

Health, Hygiene and Safe Food Policy

HIV AIDS Policy

I

Immunisation and Disease Prevention Policy

Incident, Injury, Trauma and Illness Policy

Infectious Diseases Policy

J

K

L

Lock Up Policy

Lockdown Policy

M

Medical Conditions Policy

N

National Quality Framework Policy

O

Orientation for Children Policy

P

Parental Interaction and Involvement in the Service Policy

Photography Policy

Physical Activity Promotion Policy

Physical Environment (Workplace Safety, Learning and
Policy and Procedure Review Policy

Privacy and Confidentiality Policy

Q

R

Record Keeping and Retention Policy

Relationships with Children Policy

S

Sand Pit Policy

Sleep, Rest, Relaxation and Clothing Policy

Social Media Policy

Staffing Arrangements Policy

T

Technology Usage Policy

Termination of Enrolment Policy

Tobacco, Drug and Alcohol Policy

Transport Policy

U

Unenrolled Children Policy

V

W

Work Health and Safety Policy

X

Y

Z