Clifton Hill Primary School
Outside School Hours Childcare Service
‘Organ Factory Kids’ Club’

Policy and Procedure Document
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1 MISSION, VISION AND GOALS

Mission
Our mission is to provide an environment for children that is nurturing, supportive and stimulating, where children are encouraged to explore their individual interests in either a self-directed or guided manner. Our program focuses on the developmental needs of children. It is inclusive, and responsive to children of differing ages, abilities, genders, cultures and belief systems. Kids’ Club is a place where children can develop to their full potential and flourish within our community and beyond.

Vision
We see parents, staff and children working together to promote a learning and caring environment. Resources will assist children to attain life skills, knowledge, values and attributes to become effective communicators, reflective thinkers and responsible citizens within an environment that reflects the recreational needs of children.

The mission and vision is implemented by the following goals:

1. To provide a program that fosters self-esteem and confidence in children and encourages mutual respect and teamwork between staff members and between staff and children.

2. To provide a program that offers a wide range of play and recreational experiences, including activities that promote physical, creative and aesthetic development and the learning of life skills.

3. To ensure children are treated equitably, whilst acknowledging and catering for diversity and individual needs, including children with differing abilities.

4. To encourage and value children's input in program planning, providing regular and varied opportunities for children to state their needs and ideas.

5. To encourage and value families' involvement in the program, providing regular and varied opportunities for families to contribute.

6. To provide a safe and healthy environment for children, staff and families.

7. To provide a healthy and balanced menu, adhering to current hygiene practices and food handling requirements and meeting the needs of individual children.

8. To ensure effective communication between management and the program.

9. To meet the National Standards for Childcare and strive to achieve the highest level of quality as determined by the Outside School Hours Care Quality Assurance System.

10. To ensure that staff are able to fulfil the role and responsibilities they are employed to undertake.
2 INTRODUCTION

2.1 SERVICES PROVIDED

The Clifton Hill Primary School Outside School Hours Childcare Service, known within the school as ‘Organ Factory Kids’ Club’ (and herein after referred to as such) operates on a non-profit basis to provide a before school care program, and after school care program and a vacation care program. The Organ Factory Kids’ Club operates from the Organ Factory site at 6-10 Page Street, Clifton Hill, opposite the main school buildings and from the main school building and grounds. The program began in the mid-eighties under the auspices of the City of Yarra. Management of the program was transferred to Clifton Hill Primary School in 1997. The Clifton Hill Primary School Council is the sponsor of the service, and the School Principal is the manager of the service. An Outside School Hours Care (OSHC) Sub-Committee of School Council provides a point of accountability to parents and means of consultation with parents. A Coordinator is employed to oversee the After School Care and Vacation Care programs.

Organ Factory Kids’ Club provides the following components of care:

BEFORE SCHOOL CARE

The Before School Care Service operates from 7.30am to 8.50am each weekday during school terms. A healthy, varied breakfast and a wide range of creative activities are provided each morning as part of the service.

This service is funded by the Commonwealth Government to provide Child Care Benefit to families.

AFTER SCHOOL CARE

The After School Care Service operates from 3.30pm to 6.00pm each weekday during school terms. On early finish days, such as the last day of school terms, Organ Factory Kids’ Club commences at 2.30 pm. A nutritious snack is provided after school as part of the service. The service also provides an extensive program of creative and recreational experiences for the children. A Study Group is provided for older children within the After School Care Service.

This service is funded by the Commonwealth Government to provide Child Care Benefit to families.

VACATION CARE AND CURRICULUM DAYS

Organ Factory Kids’ Club also provides Vacation Care during school holidays during the year, and for two to three weeks (depending upon demand) of the end of year summer holidays. Vacation Care is provided from 7.30 am to 6.00 pm. Organ Factory Kids’ Club also operates during these hours on Curriculum Days.

This service is funded by the Commonwealth Government to provide Child Care Benefit to families.

The Outside School Hours Care Sub-Committee (OSHCS) has developed this Policy and Procedures Document to provide families with information regarding the operation of this service.
The Document includes policies established in line with State and Commonwealth Guidelines, legislation and quality assurance systems relating to OSHC. The outlined policies will be reviewed by management and staff on a tri-annual basis to ensure relevance to the service and families.

A Parent Handbook is also available which provides information on the operation of the Service.

2.2 THE ROLE OF THE GOVERNMENT BODIES

COMMONWEALTH GOVERNMENT

The Commonwealth Department responsible for Outside School Hours Care is the Department of Family and Community Services (FACS). The Department refers to itself as the Child Care Program and believes its role to be:

“…. strengthening Australian Families by assisting families with dependent children to participate in the workforce and the general community.”

“In particular the Commonwealth Child Care Program has the following aims:

• Affordability – to keep child care affordable to low and middle-income families
• Supply – to encourage the development of child care services and places in areas of greatest need and to ensure that the range, type and quality of services available meet the needs of families.
• Quality – to encourage quality outcomes for children in efficiently managed services and to support the development of children with special needs by enabling them to gain access to child care.”

The role of the Commonwealth:

• “Administer Child Care Benefit to families
• Administer financial support to approved community managed services in areas of need
• Assist employers to provide child care for their employees
• Assist parents with child care options
• Quality assurance, training and support services to improve the quality of care of children
• Funding, training and support products and services to promote equity of access
• Policy advice, research and service management related to providing children’s services”


National Standards

The Commonwealth and State Governments have jointly developed National Standards for child care services. These standards express a national view about the level of care all Australians should expect to find in the different kinds of child care services available to them.

A copy of the National Standards can be found in the appendices section of your FACS – Outside School Hours Care Handbook or on the FACS website.

National Childcare Accreditation Council (NCAC) – Quality Assurance

The NCAC is an incorporated association established in 1993 by the Commonwealth Government. The NCAC administers the Quality Assurance System for Outside School Hours Care. The aim of the system is to assist services to implement strategies to improve the quality of care that they provide for children.

Further details regarding NCAC can be obtained on the web site: www.ncac.gov.au.
Child Care Benefit
Child Care Benefit is funded by the Commonwealth Government to assist families using an approved child care service with child care fees. Its primary focus is to support families who are working, studying, training and looking for work. The other main client group it supports is children who are at risk. Organ Factory Kids’ Club is funded by the Commonwealth and as a result abides by regulations and guidelines pertaining to this funding.

Family Assistance Office (FAO)
The FAO is the main service delivery organisation for the Child Care Benefit and Family Tax Benefit payments. The FAO is a joint venture of Centrelink, the Australian Taxation Office and the Health Insurance Commission (Medicare). All service outlets of those organisations include FAO offices. The FAO can be contacted on 13 61 50. Further information can be obtained from the Coordinator on this form of funding if required.

STATE GOVERNMENT
The State Government through the Department of Human Services (DHS) is currently investigating the role it will play in regulating Outside School Hours Care in regard to the National Standards.

Further details regarding the Department of Human Services can be obtained on the web site: www.dhs.vic.gov.au.

LOCAL GOVERNMENT
Food Safety
The State Government through the Department of Human Services is responsible for food regulation in Victoria through the administration of the Food Act (1984). The Department of Human Services works with Local government who register food businesses in Victoria.

Food safety is a significant issue for OSHC and it is the responsibility of Local Government to assist services in regard to the level of registration and compliance required to meet the Food Act (1984) and Food Standards Code. Local Government Health Departments will also be able to assist you in regard to which class your service should be registered and if it requires third party auditing.

For more details on food safety refer to the State Government website: www.foodsafety.vic.gov.au
3 MANAGEMENT

POLICY STATEMENT

The service will ensure that the financial, administration and accounting reporting processes and tasks are completed to the satisfaction of the funding body, the sponsor, parents and staff.

3.1 MANAGEMENT OF THE SERVICE POLICY

POLICY

The Clifton Hill Primary School is the sponsor of the service.

The Clifton Hill Primary School Council will ensure that the day to day management of the service meets with the requirements set by the Commonwealth’s Department of Family and Community Services and legislation set by State and Commonwealth Governments under the direction of an Outside School Hours Care (OSHC) Sub-Committee made up of school, parents and staff representation.

PROCEDURE

School Council, as sponsor, has responsibility to ensure that:

All aspects of the service, including policy, program and budget development, approval of all expenditure of the budget, staffing decisions and management of staff are undertaken in a fit and proper manner, consistent with all relevant legislation and regulations.

The Outside School Hours Care (OSHC) Sub-Committee

Is made up of:
- three representatives from the School Council
- up to three parent representatives other than School Councillors
- one representative of School Management, selected by the School Council

The Coordinator is invited to attend meetings, but is not a member of the committee

School Council representatives are elected at the first meeting of the School Council each year. School Council also elects one of the three representatives to act as convenor and chairperson for the sub-committee.

The primary role of the Sub-Committee is to oversee the operation of the OSHC service and to implement the OSHC policy in relation to the service.

Other roles and responsibilities are as follows:

- To encourage participation and suggestions from parents and staff regarding decisions to be made about the service operation, its policies and the fulfilment of its philosophy and goals.
- To regularly review parent and staff needs in relation to service operation and where appropriate to lobby groups to ensure that these needs are met.
• To be actively involved in staff recruitment and the development of a positive work environment.

• To meet on at least a bi-monthly basis. All meetings are open to the school community.

• To report directly to the School Council.

• To ensure that meeting agendas and minutes are displayed on the parent notice board at the service.

• To ensure that the service meets all legislative requirements as set by the State and Commonwealth Governments in relation to child care services, staff, financial management and health and safety.

The Coordinator and Breakfast Club Supervisor have responsibility for:

• The day to day operation of the service and its programs

Relevant Policies:
Financial Management Policy
Insurance Policy
Policy Development Policy

References:

FACS, 2000, Community Based – Outside School Hours Care Handbook July 2000

Date Approved by School Council: 13 September 2006
To be reviewed: 2010
3.2 SCHOOL MANAGEMENT POLICIES APPLICABLE TO ORGAN FACTORY KIDS’ CLUB

The following policies of the Clifton Hill Primary School also apply to the management of Organ Factory Kids’ Club:
- Insurance Policy
- Financial Management Policy
- Banking Policy
- Dishonoured Cheque Policy
- Petty Cash Policy
- Fundraising Policy
3.3 MARKETING AND SERVICE PROMOTION POLICY

POLICY
Organ Factory Kids' Club will be promoted to the school community on a regular basis to ensure that all relevant parties are aware of the service and its activities.

PROCEDURES
The Coordinator is responsible to ensure that:

- A range of marketing methods are used for the service including: school newsletter, school website and holiday program booklets.
- The service participates in school community events.

Relevant Policies:
Management of the Service Policy

References:
FACS - Quality Practices Guide 1st Edition 2003 – Quality Area 3 - Partnerships with Families and Community Links – Principal 3.2 – The service actively seeks to build links with the community.

Date Approved by School Council: 13 September 2006
To be reviewed: 2010
3.4 POLICY DEVELOPMENT POLICY

POLICY

Organ Factory Kids’ Club maintains a policy and procedures document which is regularly reviewed in line with State and Commonwealth legislation, industry practice and current research on child development.

PROCEDURES

The Outside School Hours Care (OSHC) Sub-Committee is responsible to ensure that:

- All policies are reviewed on a tri-annual basis.
- The policy and procedure document is displayed prominently in the service.
- A small working party is created to develop or review policy for the service.
- Draft documents are presented to the Outside School Hours Care (OSHC) Sub-Committee for feedback.
- Any policy changes are in line with the service philosophy.
- Policies are ratified at School Council meetings.
- Families are consulted when policies are developed or altered.
- Families are notified of final changes to policy via newsletter and notice board.

Relevant Policies:
Management of the Service Policy

References:
DHS - Implementation Guidelines for National Standards for Outside School Hours Care, Pg 31-4.1 Policy

Date Approved by School Council: 13 September 2006
To be reviewed: 2010
3.5 RECORD KEEPING POLICY

RATIONALE
“The service should keep accurate records covering all aspects of its operation. Records must be retained for at least 36 months from the date of the last entry.” FACS, 2000

POLICY
All legally required records will be maintained in a system that complies with requirements of the Department of Family and Community Services, the Privacy Act 1988 and the Victorian Information Privacy Act 2000.

PROCEDURE
The Coordinator is responsible to ensure that:

- A bound daily record of each child’s attendance is maintained by the service. This will include the provision of a sign in and out register. These records will be kept by the service for a period of 3 years.

- A bound accident, illness and medication book is maintained by the service. These documents will be kept by the service for a period of 21 years. (Please note individual child accidents records must be kept until the child has turned 24 years of age)

- A record is kept of each family’s fees paid and fees outstanding, in a form approved by the Outside School Hours Care (OSHC) Sub-Committee that complies with funding requirements.

- Statistical data is maintained and kept regarding the utilisation levels of the service.

- All financial records, including records required for Child Care Benefit financial accountability are maintained by the service for a period of 3 years, from the date of the last entry.

- Staff attendance records outlining sign in and out times are maintained.

- Administration records will be stored in lockable filing cabinets at all times.

- Staff will not take administration records home without the permission of the Coordinator.

Relevant Policies:
Arrival and Departure Policy
Accident Policy
Illness Policy
Medication Policy
Receipting Policy
Child Care Benefit Policy
Excursion Policy
Privacy Policy

References:
DHS - Implementation Guidelines for National Standards for Outside School Hours Care, Pg 38-5.3 Maintenance of Records, Pg 34 – 4.7 Excursions
Principal 6.4 The Service plans to meet the individual health requirements of children, Quality
Area 7 Protective Care and Safety. Principal 7.1 The service has effective policies and procedures on protective care.

DHS & Victoria Legal Aid, Legal Aspects of Child Care, Page 26 - Records

FACS, 2000, Community Based – Outside School Hours Care Handbook, July 2000 – Section 2.10.1 Record Keeping

Public Record Office – www.vicnet.net.au/~provic

Privacy: www.privacy.gov.au

Date Approved by School Council: 13 September 2006
To be reviewed: 2010
3.6 CHILDREN’S RECORDS POLICY

POLICY

1. Families are advised of the type of information collected in regard to their child and the purpose of this.

2. The service is required to report to various government departments in order to meet funding and service requirements. All information regarding children is provided in a non-identifying way except in the case of Child Care Benefit funding.

PROCEDURE

The Coordinator is responsible to ensure that:

• Where specific medical or behavioural issues exist, relevant documentation is kept in individual child files.

• Families are notified of the contents of children’s files and the purpose of collecting this information. This is done through the parent handbook.

• Records are secured in a locked cupboard or filing cabinet.

• Records of permission to attend excursions is kept on children’s files.

• Court orders noted on enrolment forms.

• Individual medical plans are kept in children’s files where necessary.

• Only staff working directly with a child have access to their file.

• All information kept on a child’s file is to be treated with the highest level of confidentiality.

• All documentation is kept up to date on children’s files.

Relevant Policies:
Excursion Policy
Children’s Individual Medical Plan Policy
Access to Children Policy
Privacy Policy
Child Care Benefit Policy

References:
DHS - Implementation Guidelines for National Standards for Outside School Hours Care, Pg 38-5.3 Maintenance of Records

FACS - Quality Practices Guide 1st Edition 2003 - Quality Area 6 Health, Nutrition and Wellbeing. Principal 6.4 The Service plans to meet the individual health requirements of children, Quality Area 7 Protective Care and Safety. Principal 7.1 The service has effective policies and procedures on protective care.

DHS & Victoria Legal Aid, Legal Aspects of Child Care, Page 26 - Records

Date Approved by School Council: 13 September 2006

To be reviewed: 2010
3.7 NATIONAL STANDARDS POLICY

RATIONALE
“Although not yet mandated in most States and Territories, all outside school hours care services are encouraged to become familiar with the national standards and to work to adhere to them to the fullest extent possible.”
FACS, 2000

POLICY
Organ Factory Kids’ Club aims to meet the National Standards at all times.

PROCEDURE
The Coordinator has the responsibility to ensure that:

- All new staff have access to a copy of the National Standards as part of their orientation package.
- National Standards are mentioned when making decisions or discussing relevant aspects of the daily program and service operation.

Relevant Policies:
Induction/Orientation Policy

References:
DHS – Implementation Guidelines for National Standards for Outside School Hours Care, May 1996
FACS, 2000, Community Based – Outside School Hours Care Handbook, July 2000

Date Approved by School Council: 13 September 2006
To be reviewed: 2010
3.8 QUALITY ASSURANCE POLICY

POLICY

Organ Factory Kids’ Club will strive to meet the highest level of Quality Assurance with the National Childcare Accreditation Council (NCAC).

PROCEDURE

The Outside School Hours Care (OSHC) Sub-Committee has the responsibility to ensure that:

- The service is registered with the NCAC for the Quality Assurance System.
- Any fees required by the NCAC are paid on time.
- Staff are supported in the implementation of the Quality Assurance System.

The staff team has the responsibility to ensure that:

- The service is prepared for the Quality Assurance Audit within the timelines set by the NCAC.
- Self assessment processes are undertaken prior to the NCAC visit.
- Required processes are followed up in line with the recommendations outlined by the NCAC.
- Staff meetings are used as an opportunity to discuss and complete Quality Assurance matters and tasks.
- Tasks allocated to each member of the team are undertaken.

Relevant Policies:
Management of the Service Policy

References:
www.ncac.gov.au

Quality Area 8 – Managing to Support Quality. Principal 8.3 – Management has effective strategies for communicating with families.

Date Approved by School Council: 13 September 2006
To be reviewed: 2010
4 ENROLMENT, ADMINISTRATION & FEES

4.1 ENROLMENT POLICY

POLICY

All children must be enrolled before receiving care. Children must be re-enrolled on an annual basis and prior to each vacation care program.

PROCEDURE

The Coordinator has the responsibility to ensure that:

- An enrolment form is completed for each child who attends the service. The details on this form must be kept current and up-dated as necessary. The following information is required on the enrolment form:
  - Child’s name, address and date of birth
  - Custody/court orders relating to custody or access
  - Name, address and contact numbers (home and work) of parents/guardians/authorised persons
  - Details of authorised persons able to collect the child
  - Written permission for the child to leave the service unaccompanied, such as to attend sporting or creative sessions during program times.
  - Medical details of the child including any action plans that have been developed and name, address and contact number of child’s doctor
  - Special considerations or needs relating to the child
  - Details of authorised persons able to be contacted in an emergency
  - Written authorisation to seek emergency medical, hospital and ambulance services.

Enrolment forms are available from the school office or OSHC service. A copy is included as Appendix 1.

Parents/Guardians have a responsibility to ensure that:

- The policy document of the service has been read.
- The enrolment form information is accurate, complete and updated whenever details change and/or as required by the service.

Relevant Policies:
Medication Policy
Privacy Policy
Children’s Records Policy
Access to Children Policy

References:

Date Approved by School Council: 13 September 2006
To be reviewed: 2010
4.2 WAITING LIST – PRIORITY OF ACCESS POLICY

RATIONALE
Outside School Hours Care is “mainly for school aged children, but can assist children outside this range in special or emergency situations. The attendance of such children must be discussed with the Department of FACS and reviewed on a regular basis.”
FACS, 2000

POLICY
1. Organ Factory Kids’ Club will maintain a waiting list for care in application date order and in accordance with the Commonwealth Government’s Priority of Access Guidelines listed in the Community based Outside School Hours Care Handbook.

2. The Service is provided as a first priority to children attending the Clifton Hill Primary School.

3. Consideration will be given to accepting children not enrolled at this school if places are available.

PRIORITY OF ACCESS - GUIDELINES
Priorities as indicated in the OSHC Handbook:
- Children at risk of abuse or neglect
- Families in crisis should have support and assistance from child care services to the maximum extent possible.
- Families with work or work related needs.

"Where demand exceeds supply, it is important for services to allocate available places to those families with the greatest need for child care support."

"If there are vacancies, out of care children should be accepted especially if the level of utilisation is low. Transport to the service is the responsibility of the parent."

“The service must not restrict the attendance of primary school aged children in order to offer care to older or younger children.”
FACS, 2000

PRIORITY OF ACCESS
Evidence of Priority of Access
When a family seeks to establish priority, the service should satisfy itself that a child fits in the priority of access. Where this is not clear, the service should consider requesting documents as evidence of priority, such as:
- Disability of parent or child - medical certificate or other formal assessment, or
- Risk of serious abuse - confirmation from social worker, State Welfare Department or doctor, Court or Intervention Orders.

Once a vacancy arises, the Coordinator will contact the next family on the list.

Relevant Policies:
Enrolment Policy
Child Care Benefit Policy

References:
FACS, 2000, Community Based – Outside School Hours Care Handbook, July 2000
Date Approved by School Council: 13 September 2006
To be reviewed: 2010
4.3  COMMENCEMENT OF CARE POLICY

POLICY

Organ Factory Kids’ Club will ensure that all children are made welcome and oriented to the service and its routines upon commencement.

PROCEDURE

Family members have the responsibility to ensure that:

• When making bookings, the Coordinator is informed that their child is new to the service or is in prep and which class they are in.

The staff team has the responsibility to ensure that:

• Prep children are collected from their class by a Organ Factory Kids’ Club staff member and escorted to Organ Factory Kids’ Club for sign-in procedure until they are settled in and able to find their way to the service.

• All new children are instructed as to which areas they may play in whilst at the service.

• New children are oriented to the program including where bags are kept, snack times, expectations and are linked with other children in the program if they do not know anyone else.

Relevant Policies:
Enrolment Policy

Date Approved by School Council: 13 September 2006
To be reviewed:  2010
4.4 BOOKING POLICY

POLICY

1. Bookings are required to be made in advance for After School Care and Vacation Care.

2. Casual bookings for After School Care (including Study Group) can be made on an irregular basis providing there is a vacancy. These must be made by 1.00 pm on the day of the booking by calling Organ Factory Kids’ Club on 9486 2675 (a message can be left on the answering machine), by filling out a casual attendance slip available at the school office, by writing a request in the Bookings Folder at the program or, in the case of casual Study Group bookings, by phoning the school office on 9481 8333.

3. Bookings made after 1.00 pm cannot be guaranteed a place for the afternoon. Parents must confirm a place by speaking directly with the Coordinator.

4. Bookings are not required for Before School Care. Parents can bring children directly to Before School Care on the morning that care is required.

PROCEDURE

Staff have a responsibility to ensure that:

- The answering machine is checked prior to each After School Care or Vacation Care session to confirm booking and cancellation of care arrangements.

- Parents/Guardians are contacted as soon as possible if care is not available.

Parents/Guardians have a responsibility to ensure that:

- Cancellations, changes or additions to After School Care bookings are made to the Coordinator by 6.00 PM on the night prior to the booking cancellation or change. This can be done in person, or by leaving a message on the answering machine on 9486 2675

- For Vacation Care bookings, notification of cancellations are made by the date specified in the Vacation Care brochure and booking form or full fee will apply.

- If requiring emergency care due to unexpected circumstances they contact the service as soon as possible and/or leave a message on the answering machine.

Relevant Policies:

Enrolment policy
Fee policy

Date Approved by School Council: 13 September 2006
To be reviewed: 2010
4.5 CHILDREN WHO DO NOT ATTEND POLICY

POLICY

The staff will endeavour to ensure that children booked into the service arrive as intended.

PROCEDURE

Staff have the responsibility to ensure that:

- A roll call of children is conducted as they arrive at the service.
- The roll is checked at 3.45 pm to determine whether there are children booked into the service that have not yet arrived.
- The school office is contacted to confirm that any missing children attended school on that day.
- If necessary, the school office is requested to put a message over the intercom/speaker requesting that the missing child/ren in question go immediately to the school office.
- If missing children have not arrived by 3.55 pm, the service will attempt to contact the parent to determine whether the child/ren is supposed to be attending the service.
- If missing children's parents cannot be contacted, the service will contact the emergency contact on the child/ren's enrolment form.
- If the parent cannot be contacted or the missing child/ren is supposed to be attending the service the staff will contact the Principal or senior school staff member to determine the next course of action.

Date Approved by School Council: 13 September 2006
To be reviewed: 2010
4.6 NON COLLECTION OF CHILDREN POLICY

POLICY

Organ Factory Kids’ Club will ensure the safety of children not collected from the service by the closing time.

PROCEDURE

Organ Factory Kids’ Club closes at 6.00p.m.

The following procedure will be followed for children remaining at the service after this time:

- The staff will attempt to contact the parents/guardians/authorised persons at 6.00pm.
- If not contactable, staff will immediately contact the emergency contact numbers on the enrolment form.
- If not contactable, the staff will wait for the parents until 7.00 pm.
- The children will be reassured and made comfortable whilst staff are trying to contact the parent.
- If by 7.00 pm, the parent/guardian/authorised persons have not been contacted, staff will contact the Department of Human Services Child Protection After Hours Service for direction (phone 131 278).
- The staff may consider calling the police to assist with locating parents/guardians/authorised persons.
- The School Principal is contacted to advise of the action offered by police and the Department of Human Services.

Relevant Policies:
Late Pick Up Fees Policy
Child Protection Policy

Date Approved by School Council: 13 September 2006
To be reviewed: 2010
4.7 ARRIVAL AND DEPARTURE POLICY

POLICY
All children attending OOSHC programs must be signed in and/or out by the parent/guardian/authorised person every session (signing in and out includes the date and time of arrival and/or departure)

PROCEDURE

Staff have the responsibility to ensure that:

For all programs:
• Parents/guardians/authorised persons have undertaken their responsibility of signing the attendance register.

For the Before School Care Service:
• Children are escorted from the service to the gate of the school.

For the After School Care Service (including Study Group):
• The child is signed into After School Care upon arrival to the service by staff.

• Hand written and signed notes from the parent/guardian/authorised person must accompany a child requesting to leave the service alone. In that instance, the service will call the parent/guardian/authorised person to verify the permission.

• Authorised persons are asked to provide proof of identification when collecting the child from care.

• No child is permitted to leave the centre with a person who is not authorised by the parent/guardian.

• Children may not be collected by anyone under the age of 18, unless authorised by the parent, and at no time by a primary school aged child.

For children leaving the service during a session to attend another service/activity
• If children are attending another service e.g. sport, music etc, the other service, and the time of the service, must be noted in the sign-in book.

• “If a parent continually fails to complete the attendance register the service can refuse fee relief. The parent is to be notified that this action will be taken”. FACS, 2000

Parents/Guardians/Authorised Persons have the responsibility to ensure that:

For the Before School Care Service:
• The child is signed into the service on arrival.

For the After School Care Service (including Study Group):
• The child is signed out of the service by authorised persons (as specified on the enrolment form) when collecting their child.

For the Vacation Care Service
• The child is signed into the service on arrival and when collecting their child from the service.
For both the After School Care Service and the Vacation Care Service

- Written permission is provided to service staff to allow another person to collect their child from care.

- Verbal permission over the telephone may be provided to Service staff to allow another person to collect their child from care in an emergency situation, when written permission is not possible.

**Relevant Policies:**
[Access to Children Policy]

**References:**

FACS, 2000, Community Based – Outside School Hours Care Handbook, July 2000

**Date Approved by School Council:** 13 September 2006

**To be reviewed:** 2010
4.8 CANCELLATION OF CARE POLICY

POLICY

Families are required to notify the service of any changes to booking arrangements.

PROCEDURE

• Seven days notice is required in writing for cancellation of full time booked care or change of booking.

• Families who do not notify the service of intention to cancel will be charged the full session fee for a one week period.

• Families accessing part time or casual care are required to notify the service prior to 6.00 pm for After School Care otherwise the full fee will be charged.

Relevant Policies:
Fee Policy
Booking Policy

Date Approved by School Council: 13 September 2006
To be reviewed: 2010
4.9 CHILD CARE BENEFIT POLICY

DEFINITION
“Child Care Benefit (CCB) is a payment made to families to assist with the costs of child care.”

POLICY
All families will be notified of the availability of Child Care Benefit (CCB) and their responsibilities in accepting this funding.

PROCEDURE
The Coordinator has the responsibility to ensure that:
• At enrolment families are referred to the School Office, where they will be advised about the options available to them regarding claiming CCB rebate on a fortnightly basis or paying fees in full and claiming the rebate at the end of the financial year. Families will be advised that they can call the Family Assistance Office (FAO) on 13 61 50 to ascertain eligibility.

• The service displays up to date information regarding CCB on the parent notice board and in the newsletter.

• The service’s Customer Reference Number “CRN” number is displayed in a prominent position enabling families to complete necessary forms.

• The service completes the “CRN” number on all forms provided to families to ensure correct information is passed onto Family Assistance Office (FAO).

• Families are informed of their responsibilities in terms of access to CCB. This includes:
  o Completing and lodging the CCB application form within seven days of commencing care.
  o Lodging a new CCB application annually or as required
  o Paying their portion of the service fee by the end of each claim period
  o Signing attendance records daily stating time in and out
  o Families are responsible for ensuring they apply for all components of care required.

Parents have the responsibility to ensure that:
• They inform the service if the child enrolled attends any other Before, After or Vacation Care service as each child is only entitled to 30 allowable absence days across all services attended.

• They advise the service if they have other children in a Commonwealth service such as Family Day Care, Long Day Care or any other OSHC service.

Management has the responsibility to ensure that:
• Special Child Care Benefit will be made available to families experiencing major difficulties. (Access to Special Child Care Benefit will be at the discretion of the School Business Manager, in consultation with the School Principal)

• Quarterly statements will be submitted within the allocated timeline.

• Records are kept for 3 years from the end of the financial year. They must be safely stored, easily accessible, in original form and preferably in numerical or date order. The following documents must be kept:
  o Details of fees
  o Hours of care charged
  o Attendance and absence records
  o Assessment notices
- Copies of documentation for approved absences
- Details of parent payments
- Certificates of approval for special CCB
- Certificates of approval for more than 20 and more than 50 hours per week of care for a child at risk (Vacation care only).

For CCB in Vacation Care where a child has enrolled to start in Prep but not yet started they will have the status of non-school aged child.

**Relevant Policies:**
- Management of the Service Policy
- Waiting List – Priority of Access Policy
- Late Payment/Non Payment of Fees Policy
- Record Keeping Policy
- Children’s Records Policy

**References:**
FACS, 2000, Community Based – Outside School Hours Care Handbook, July 2000

**Date Approved by School Council:** 13 September 2006
**To be reviewed:** 2010
4.10 ALLOWABLE ABSENCES POLICY

POLICY

Clifton Hill Primary School Outside School Hours Childcare Service (Organ Factory Kids' Club) complies with the requirements of the funding guidelines as outlined in the Community Based - Outside School Hours Care Handbook for allowable absences.

PROCEDURE

Management has the responsibility to ensure that:

- Families are informed of their responsibilities in regard to absences from care.

- The service completes the following administrative tasks:
  - Advise Parents when an allowable absence is being claimed.
  - Obtain documentation to support absence over the 30 allowable days.
  - Medical certificates and written statements are to be retained for at least 3 years from the end of the financial year in which the care was provided.

Parents have a responsibility to ensure that:

- Written notification of allowable absences is provided by the service.

Relevant Policies:
- Child Care Benefit Policy
- Record Keeping Policy

References:
FACS – Community Based – Outside School Hours Care Handbook, July 2000

Date Approved by School Council: 13 September 2006
To be reviewed:  2010
4.11 FEE POLICY

RATIONALE
Clifton Hill Primary School Outside School Hours Childcare Service (Organ Factory Kids’ Club) operates on a non-profit basis. Any surplus will be expended on equipment and resources for the children’s program, minor upgrades and service improvements as specified by the School Council. Organ Factory Kids’ Club aims to provide a quality service which is accessible and affordable to families.

“The service must not charge a fee for a child for whom CCB is being paid that exceeds the fee charged for another child in the same circumstances, who is receiving that same care, and whom CCB is not being paid.” “The service must charge separate fees for before and after school care.” FACS, 2000, Community Based – Outside School Hours Care Handbook, July 2000

DEFINITIONS
Permanent Booked Care Regular bookings used each week
Booked Care Any booking for care made in advance
Casual Care Care used on a daily basis (no permanent booking)

POLICY

1. Fees will be set annually by the School Council prior to the commencement of the school year. Fees are set to cover the cost of the service and to meet the projected budget for the service. They are subject to change.

2. Organ Factory Kids’ Club aims to provide a quality service which is accessible and affordable to families.

PROCEDURE

The Committee of Management has the responsibility to ensure that:

• Fees will be set on an annual basis by the School Council when establishing the budget parameters.
• Fees are charged on a per session basis per child.

Parents have a responsibility to ensure that:

• Fees for the care of their child/ren are paid in a timely manner.

Permanent and Booked Care

• Families will be charged fees fortnightly in arrears with an invoice issued on each alternate Monday for the previous two weeks with fees to be paid by the following Monday.

A fee schedule is attached as Appendix 2.

Relevant Policies:
Booking Policy

References:
FACS, 2000, Community Based – Outside School Hours Care Handbook, July 2000

Date Approved by School Council: 13 September 2006
To be reviewed: 2010
4.12 ACTIVITY AND EXCURSION COST POLICY

POLICY

In order to meet the developmental needs and interests of school aged children incursions and excursions will form part of the program. Parents are asked to contribute to the cost of these extra activities.

PROCEDURE

The Coordinator has a responsibility to ensure that:

- Parents are notified in advance of any additional charges. (These additional charges do not attract CCB).
- Parents will be invoiced for these additional activities within the normal billing period.

Relevant Policies:
Financial Management Policy
Child Care Benefit Policy

References:
FACS, 2000, Community Based – Outside School Hours Care Handbook, July 2000

Date Approved by School Council: 13 September 2006
To be reviewed: 2010
4.13 LATE PICK UP FEES POLICY

RATIONALE
This policy has been put into place to prevent any family from continually attending the service after the advertised closing time. The policy ensures that staff are paid for the additional hours they are required to work due to the late pick up of children.

POLICY
A late fee will be charged for children remaining in care after the advertised closing time.

PROCEDURE

The Coordinator has the responsibility to ensure that:

- The service charges the family $1.00 per minute for care provided outside service hours.
- The late fee is added to the child’s weekly invoice for care.
- The family is notified that payment of this fee is be required by end of the next billing cycle.
- Additional time worked is documented and passed on to the School Bursar. The additional time matches the time documented in the arrival and departure book as signed by the child’s carer.

The School Business Manager has the responsibility to ensure that:

- Staff are paid for additional hours worked due to late collection of a child.

Relevant Policies:
Non Collection of Children Policy

Date Approved by School Council: 13 September 2006
To be reviewed: 2010
4.14 Handling of Fee Income Policy

**Policy**

The School Administration Staff are the only people who will accept payment from families for care.

**Procedure**

Payments will be accepted through the following methods:

- Payment to School Office by child or parent.
- Cheques must be made out to Clifton Hill Primary School.
- All payments must be made in an envelope marked with the child’s name, date of payment, amount enclosed.
- Cash/Eftpos payments can be made to School Office during the hours of 8.30 am to 4.30 pm.
- The person who receipt the fees is not responsible for the physical banking of money.

**Relevant Policies:**

- Financial Management Policy
- Banking Policy
- Record Keeping Policy
- Receipting Policy

Date Approved by School Council: 13 September 2006
To be reviewed: 2010
4.15 RECEIPTING POLICY

POLICY

1. All families will be provided with a receipt as soon as is practicable after payment is made.

2. All receipts will be provided in a format that meets the requirements of the FACS – Outside School Hours Care Handbook Section 9.3.5 Receipts.

PROCEDURE

• All Payments will be acknowledged as soon as possible if not immediately with a receipt which is signed and dated.

• Receipts will be in line with the requirements of the FACS – Community Based - Outside School Hours Care Handbook.

Relevant Policies:
Handling of Fee Income Policy

References:
FACS, 2000, Community Based - Outside School Hours Care Handbook, July 2000

Date Approved by School Council: 13 September 2006
To be reviewed: 2010
4.16 LATE PAYMENT/ NON PAYMENT OF FEES POLICY

POLICY

All fees for care must be paid by the due date.

PROCEDURE

The School Business Manager is responsible to ensure that:

- Payment arrangements are negotiated with families experiencing difficulties.

- Accounts falling more than 2 weeks in arrears are be sent notification to pay by the end of the following week. This letter will state date payment is required and process which will be followed if payment is not received.

- Accounts falling more than 3 weeks in arrears (who have not contacted the service or arranged alternative payment arrangements) receive a phone call from the School Business Manager excluding the child from care until payment is made.

- Families excluded from the service due to non-payment of fees will be provided with information regarding family support via Centrelink's additional funding bodies (eg. Jet Childcare).

Organ Factory Kids’ Club has the ability to access 18% of the previous term’s claim of Child Care Benefit (CCB) in Special CCB to support families experiencing difficulties.

The School Principal has the ability to waive fees under special circumstances.

Relevant Policies:
Fee Policy
Dishonoured Cheques Policy

References:

FACS, 2000, Community Based - Outside School Hours Care Handbook, July 2000 – Section 7.10.14

Date Approved by School Council: 13 September 2006
To be reviewed: 2010
5 WORKING WITH FAMILIES

Clifton Hill Primary School Outside School Hours Childcare Service (Organ Factory Kids’ Club) is committed to working with families in a collaborative manner in order to provide a high quality childcare service that meets the needs of children, families and the community. Parent participation and communication is critical to the success of the service and its programs. “Services should provide for adequate parent and staff participation in the management and in the development of the services polices and programs.” FACS, 2000

5.1 FAMILY INVOLVEMENT POLICY

POLICY
Clifton Hill Primary School Outside School Hours Childcare Service (Organ Factory Kids’ Club) actively encourages family involvement in the development of the program and Management of the service.

PROCEDURE
The Outside School Hours Care Sub-Committee is responsible to ensure that:
• Nominations for membership of the Outside School Hours Care Sub-Committee are called for on an annual basis.
• Families are encouraged to participate in fundraising and accreditation activities and processes, and to offer their unique skills to the program.

The Coordinator has the responsibility to ensure that:
• Annual evaluations are conducted to allow families to have input into the future planning of the service.
• Informal evaluations of the service occur throughout the year.
• Families are encouraged to participate in ways that acknowledge and value diversity.
• Special events that complement the children’s program are held throughout the year to enable parents to attend and view the service and meet the staff.

The staff team has the responsibility to ensure that:
• All family members names are known
• Family members are welcomed upon arrival.

Relevant Policies:
Access to Service Policy

References:
FACS, 2000, Community Based – Outside School Hours Care Handbook, July 2000

Date Approved by School Council: 13 September 2006
To be reviewed: 2010
5.2 PARENTAL REQUESTS policy

Policy

1. Staff will consider all requests from families in regard to their children.

2. Where a parental request cannot be fulfilled explanation will be provided.

Procedure

• Discussions will be held with families in regard to the benefits of the experiences provided to the children in the service.

• Respect is given to families in regard to their right to make decisions on behalf of their child.

Relevant Policies:
Family Involvement Policy

References:

AECA Code of Ethics

UN Declaration on the Rights of the Child

Date Approved by School Council: 13 September 2006
To be reviewed: 2010
5.3 ACCESS TO CHILDREN POLICY

RATIONALE
“To ensure that a child is collected from a children’s service by people who have the legal responsibility for caring for the child, it is important that child carers are aware of the different responsibilities that adults may have regarding a child.”
DHS & Victorian Legal Aid (1999)

DEFINITIONS

Old Terminology    New Terminology
Access             Contact
Custody            Residence and Specific Issues Order for day-to-day care and control
Guardianship       Specific Issues Order gives responsibility for long term care & welfare

POLICY

All parents and authorised persons have access to the Organ Factory Kids’ Club and their children at all times, unless relevant Court Orders are held by the service that specify otherwise.

PROCEDURE

• Parents are informed of the need to notify the service of any changes to Court Orders as soon as they occur.

• If the service does not have a copy of the Court Order it will assume that both parents have equal custody of the child therefore both have access.

The Coordinator has responsibility to ensure that:

• Copies of all Court Orders are attached to the child’s records and treated confidentially.

• In the event that a parent breaks a Court Order and seeks access to the child, the parent with custody entitlements will be contacted immediately, the staff will attempt to stall the parent from taking the child and then the police will be contacted.

Parents have a responsibility to ensure that:

• The service is provided with a copy of all current Court Orders in relation to their child.

• The Coordinator is notified if there are any changes to these orders as soon as they occur.

Relevant Policies:
Emergency Management Policy

References:
DHS & Victorian Legal Aid, January 1999, Legal Aspects of Child Care. – can be obtained on DHS web site www.dhs.vic.gov.au

Date Approved by School Council: 13 September 2006
To be reviewed: 2010
5.4 CHILD PROTECTION POLICY

RATIONALE

“States shall protect children from physical or mental harm and neglect, including sexual abuse or exploitation.” (United Nations Convention on the Rights of the Child) Staff working with children take on a duty of care to ensure that all children in their care are safe from harm. All members of society have a moral responsibility to ensure that steps are taken to ensure the safety of children.

POLICY

The health and welfare of all children in care is paramount. Organ Factory Kids’ Club will act on behalf of children to protect their rights to safety and security in accordance with Section 64 of the Children and Young Persons Act 1989.

PROCEDURE

• At any stage that a child is attending the service, if staff are concerned about a child’s health or welfare they are required to document their concerns in regard to indicators of harm or potential harm and discuss them with the Coordinator.

• The Coordinator ensures that the concerns are documented.

• There are numerous issues in a child’s life that can cause problems for the child. While the Coordinator will use her/his understanding and discretion to endeavour to determine what the cause of the concern may be, the possibility of child abuse will be considered.

• The Coordinator may speak directly with a child or the child’s parent to find out what is the matter. Depending upon the nature of the concern, the Coordinator may suggest that the parent contact a family support service or speak with a telephone counsellor at Parentline (phone 132 289).

• If the Coordinator considers that there would be an increased risk to the child as a result of speaking with the parent, the Coordinator will instead discuss the concerns with the School Principal.

• Organ Factory Kids’ Club staff are not mandated to notify suspected child abuse to the Department of Human Services. However, if the Coordinator forms a belief on reasonable grounds that a child is in need of protection due to child abuse in the family home, s/he will discuss her/his concerns with the School Principal, who will report the matter to the Department of Human Services.

• All information regarding these matters is held confidential.

References:


Child and Young Persons Act 1989 – Section 64

DHS – January 2002, Responding to Child Abuse

FACS, 2000, Community Based – Outside School Hours Care Handbook, July 2000

Date Approved by School Council: 13 September 2006

To be reviewed: 2010
5.5 COMMUNICATION POLICY

RATIONALE
The role of the family in the Outside School Hours Service is paramount to its success and outcomes for children. Family members have a great deal of knowledge about their child which can be shared with the service. Communication must be two-way in order to ensure maximum benefit to the child and family. Staff will tell families about their child’s day; in return families will share relevant changes, issues, needs and interests of the child with the staff. This two-way communication should occur on a regular basis.

“Parents need specific information to enable them to make informed decisions and be reassured that their children are in good hands.” FACS 2000

POLICY
Clifton Hill Primary School Outside School Hours Childcare Service (Organ Factory Kids’ Club) will provide information to families on a regular basis via a range of methods including: newsletter, notice boards, visual displays, website and face to face communication with staff.

PROCEDURE
The Coordinator is responsible to ensure that:
• All families will be provided with a copy of the Organ Factory Kids’ Club Handbook upon enrolment.
• Newsletters and notices are issued to families, as they become available.
• The Coordinator is available to discuss centre Programs and activities at any time.

The staff team has the responsibility to ensure that:
• Parents are requested to read the notice boards and programs plan displayed at the service in order to keep informed of activities at the service.
• Families wishing to discuss matters of a more confidential nature are encouraged to make an appointment with the Coordinator.
• Organ Factory Kids’ Club accesses the translation and interpreter service for families who cannot speak or read English.
• They initiate and facilitate regular communication with parents/guardians.
• Parents are provided with feedback regarding their children’s progress.
• All communication occurs in a respectful and courteous manner.
• Other communication methods are used to meet the individual needs of families.

Families have a responsibility to ensure that:
• Staff are notified of any relevant information about their child’s health, development and personal/family matters.

Relevant Policies:
Family Involvement Policy

References:
FACS, 2000, Community Based – Outside School Hours Care Handbook, July 2000

**Date Approved by School Council:** 13 September 2006

**To be reviewed:** 2010
5.6 PRIVACY POLICY

RATIONALE
Clifton Hill Primary School Outside School Hours Childcare Service (Organ Factory Kids’ Club) is committed to protecting the rights of children and families.

Principles of the Privacy Act 1988
Principle 1 – collection of information must be lawful and fair.
Principle 2 – telling people why information is collected
Principle 3 – ensuring personal information collected is of good quality and not too intrusive
Principle 4 – ensuring proper security of personal information.
Principle 5 – allow people to know what personal information is collected and why
Principle 6 – allow people access to their own records
Principle 7 – ensuring that personal information is of good quality and allowing people to have it changed where it is not
Principle 8 – ensuring that personal information is of good quality before use
Principle 9 – ensuring that use of personal information is relevant
Principle 10 – limiting the use of personal information
Principle 11 – preventing the disclosure of personal information outside the service

DEFINITIONS
Private information - enrolment form, Child Care Benefit information and children's developmental records.

POLICY
Clifton Hill Primary School Outside School Hours Childcare Service (Organ Factory Kids’ Club) has a responsibility to comply with the Privacy Act 1988, which governs the release of personal information.

PROCEDURES
• Private information regarding children and families will not be disclosed to other families within the service or external persons.

• Organ Factory Kids’ Club will comply with the policy on the disclosure of service information outlined in the FACS Community based - Outside School Hours Care Handbook.

• Staff will respect parents/guardians rights to confidentiality when these rights do not conflict with the rights and safety of the children (e.g. Child Protection matters).

The Coordinator has a responsibility to ensure that:

• Only required information and no more is collected from families.

• Collection of information from families will occur in a manner that is not too intrusive.

• All private information regarding children and families will be held in a locked and secure place. Access will be restricted to staff working directly with a child.

• Information that is required for the daily operation of the service, the well-being of children and staff may be exchanged between staff members in the normal course of work and will be treated confidentially.

• Family members are informed about the type of information collected in regard to themselves and their children and the purpose of this.
Wherever possible, all information collected is up to date, collected directly from the child’s family, is accurate at the time of collection, and regularly updated.

Parents are informed that they have a right to view the records held in regard to themselves and their child.

Parents are informed about the person responsible for organising access to files and information.

The person responsible for accessing files is the Coordinator.

Upon request, access to files will be made as soon as practicable.

The Coordinator must inform the committee that a request for access has been made and any outcome of that process.

The Coordinator and Outside School Hours Care Sub-Committee can refuse access to files based on the terms specified in the Privacy Act.

**Relevant Policies:**
- Children’s Records Policy
- Record Keeping Policy
- Enrolment Policy

**References:**
- FACS – Community Based - Outside School Hours Care Handbook – July 2000
- Privacy Act 1988 – can be found on [www.privacy.gov.au](http://www.privacy.gov.au)

**Date Approved by School Council:** 13 September 2006
**To be reviewed:** 2010
5.7 COMPLAINT POLICY

POLICY

All parents/guardians have the right to have their concerns heard by the Management team.

PROCEDURE

The Coordinator and Committee of Management will ensure that:

- Families are encouraged to discuss with the Coordinator any complaints or concerns they have about the service or staff.
- The Coordinator will address all complaints and concerns promptly and respectfully.
- All complaints are dealt with in a confidential manner.
- The staff will endeavour to respond to families verbally within 24 hours and in writing within 5 working days.
- Complaints, which are not resolved to the family’s satisfaction, will be referred to the School Principal.
- Complaints that cannot be resolved by the management team will be referred to an outside independent person.

Relevant Policies:
Family Involvement Policy
Parental Requests Policy

References:

Date Approved by School Council: 13 September 2006
To be reviewed: 2010
6 THE CHILDREN’S PROGRAM

Organ Factory Kids’ Club is committed to nurturing and extending each child’s social, physical, emotional and intellectual development in a child-friendly, supportive and fun environment.

6.1 PROGRAM POLICY

POLICY

1. Organ Factory Kids’ Club will offer a planned, flexible and balanced program that will respond to children’s interests, needs and stages of development.

2. The program will be developed in collaboration with children, parents and staff.

PROCEDURE

The staff team has the responsibility to ensure that:

- Overall planning occurs for the OSHC service, involving the children and parents.

- The children’s program is displayed at the service on a daily basis.

- Children are encouraged to respect individual differences and respond by providing play experiences that recognise the importance of peer group relationships.

- Child-centred programs are conducted where children have ample opportunity to do things on their own, to accept appropriate responsibility and to use their free time creatively.

- Children are offered both active and quiet experiences and areas within the indoor and outdoor program.

- Children are provided with choices in their play and recreation.

- Planning is undertaken that considers the interests of both individuals and the whole group.

- Children are provided with opportunities to work on and complete individual and group projects over a period of time.

- Experiences provided are developed to suit the different age and developmental ranges of children attending the service. Some activities are tailored to specific age groups, while others are planned for multi-age groups. Games and activities may be altered where appropriate to ensure children are able to participate fully, according to their abilities.

- Children are provided with opportunities for independent self directed play and structured activities.

- The program is evaluated by parents, children and staff on a regular basis.

Relevant Policies:
Planning Policy

References:

Date Approved by School Council: 13 September 2006

To be reviewed: 2010
6.2 POSITIVE GUIDANCE OF CHILDREN POLICY

RATIONALE
“Children have the right to be treated with affection and courtesy, positively and as individuals.”
FACS 2000

POLICY
Clifton Hill Primary School Outside School Hours Childcare Service (Organ Factory Kids’ Club) is committed to developing a safe, secure, caring and stimulating environment that enhances children’s self esteem and encourages them to interact positively and to co-operate with others.

PROCEDURES
The staff team has the responsibility to ensure that:

- They know all children’s names and use their names to address them individually.
- They communicate with all children in a positive and respectful manner, actively listening to what children have to say and acting upon this.
- Each staff member acts as a role model for children at the service, reflecting values and attitudes of fairness, respect, enthusiasm, determination, confidence and trust.
- Children are supervised actively at all times.
- Children are encouraged to be considerate and supportive to each other.
- Moral development is considered in the planning of the program.
- Children are encouraged to undertake their own problem solving and negotiation with the support of staff through a range of strategies.
- Children’s feelings are acknowledged by staff.
- “I” messages and redirection are methods used for misguided behaviour.
- Children are supported by staff who will assist them to label their feelings and find appropriate ways of expressing them.
- The safety and security of all children is ensured by supervising them at all times, monitoring, modelling, teaching and reinforcing safety practices.
- They encourage positive behaviour and give clear, consistent guidelines to children regarding the service’s expectations and code of conduct.
- Children are involved in developing behavioural guidelines and consequences of inappropriate behaviour for the service.
- All children and parents feel welcome, appreciated and respected whatever their socioeconomic status, culture, colour of skin, race, ability, family type, belief system or lifestyle.
- A child’s parent/guardian is consulted when their behaviour consistently conflicts with the service’s behavioural guidelines.
• When children behave inappropriately, warnings are given regarding the inappropriateness of the behaviour, then, if necessary, they are redirected to another activity or to a quiet area to reflect on their behaviour. A staff member then follows up with the child when the child has had time to reflect on their behaviour.

• Children and parents are involved in the development of behavioural plans when behaviour consistently conflicts with the services behavioural guidelines.

• Empathy and support is provided to children.

**The Coordinator is responsible to ensure that:**

• The behaviour of any one child does not significantly and/or consistently adversely affect or endanger other children or staff at the service. If attempts to modify a child’s behaviour fail, or the behaviour adversely affects or endangers other children or staff, the Coordinator will report the matter to the School Principal, who may take further action in accordance with School Policy.

**Relevant Policies:**
- Anti-Bullying Policy
- Equity Policy

**References:**
Quality Area 2 – Staff Interactions and Relationships with Children, Principle 2.2 Staff create a responsive and inclusive atmosphere and relate to children in a warm and friendly manner.
And Principle 2.3 Staff guide children’s behaviour in a positive way.


**Date Approved by School Council: 13 September 2006**
**To be reviewed: 2010**
6.3 ANTI-BULLYING POLICY

RATIONALE

Bullying is one of the top three concerns for both boys and girls aged between 5 and 14 who call Kids Help Line. Calls about bullying have continued to increase steadily over the past five years – in 2000 Kids Help Line counsellors spoke to nearly 7000 callers about this issue. It is now recognised that there is an indisputable link between bullying in childhood and adolescent anxiety, low self-esteem, loss of confidence, depression and self-harm. Research has shown that one in six Australian students are bullied every week, and that those children are three times more likely to develop depressive illnesses (Rigby, 1997).

Bullies usually do not realise the effect their behaviour has on their victims. They believe that their actions are justifiable (“They deserved it”, “They annoyed us”, “They’re such a #@*”)

Bullies have reasons for their behaviour such as; they get attention or even popularity, it’s fun, it makes life less boring, "everyone does it", to protect themselves from being bullied or to get food or money or special things.

Adults can listen to the child's point of view, provide consequences, focus on the behaviour, use a problem-solving approach, help the young person develop empathy, keep good relationships with the young person, look out for bullying behaviour in adult models - including teachers and parents, keep calm, help find other ways of managing situations and problems, say clearly that it is NOT OK to bully and describe what it might look like if there was no bullying.

POLICY

Clifton Hill Primary School Outside School Hours Care Service (Organ Factory Kids' Club) is committed to developing a safe and secure environment, which encourages children to interact positively with respect for others.

PROCEDURES

The staff team has the responsibility to ensure that:

• They are aware of all forms of bullying behaviour - physical bullying, verbal bullying, and relational bullying

• They make it safe for children to report bullying

• They teach children the differences between "dobbing" and "asking for help". "Dobbing" is when you tell what someone has done which is against the rules. It usually gets someone into trouble. Asking for help is when you tell what someone has done to a person against their wishes. It usually gets someone out of trouble.

• They let everyone know the consequences of bullying.

• Children are encouraged to be considerate and supportive to each other.

• Children are encouraged and supported in developing friendship skills.

• Children are assisted in developing assertiveness and confidence and self-protection skills - how to walk confidently, stay alert to what's going on around them, and to stand up for themselves verbally.
• Comments are made on kindness toward others so that young people know that kindness is valued.

• The safety and security of all children is ensured by supervising them at all times, monitoring, modelling, teaching and reinforcing safety practices.

• Children are taught ways to resolve arguments without violent words or actions.

• Children are encouraged to follow the list of responsibilities to ensure that bullying is minimised or eliminated in the service.

• A child’s parent/guardian is consulted when their behaviour consistently conflicts with the service’s expectation that all children should feel safe whilst in attendance.

The children should be encouraged to:

• Refuse to watch bullying

• Report bullying incidents

• Persuade the person being bullied to talk to an adult

• Encourage the person being bullied to talk to them about what is happening

• Offer to speak to an adult on the bullied person's behalf

• Tell the bullies that they are determined to see that they stop

The Coordinator is responsible to ensure that:

• The behaviour of any one child does not significantly and/or consistently adversely affect or endanger other children or staff at the service. If attempts to modify a child’s behaviour fail, or the behaviour adversely affects or endangers other children or staff, the Coordinator will report the matter to the School Principal, who may take further action in accordance with School Policy.

Relevant Policies:
Positive Guidance of Children Policy

References:
Quality Area 2 – Staff Interactions and Relationships with Children, Principle 2.2 Staff create a responsive and inclusive atmosphere and relate to children in a warm and friendly manner.
And Principle 2.3 Staff guide children’s behaviour in a positive way.

www.det.vic.gov.au Department of Education and Training
www.eduweb.vic.gov.au Information regarding bullying
www.kidshelp.com.au for anti bullying tips and general advice about children
www.education.unisa.edu.au/bullying - Dr Rigby - research on bullying and its effects on children

Date Approved by School Council: 13 September 2006
To be reviewed: 2010
6.4 PLANNING POLICY

POLICY

Clifton Hill Primary School Outside School Hours Childcare Service (Organ Factory Kids’ Club) believes that planning is an integral part of the service, and encourages all stakeholders (children, parents, and staff) to be involved in its development.

PROCEDURE

The Coordinator is responsible to ensure that:

- Staff will provide opportunities for children to participate in program planning.
- Staff are paid to attend team meetings where planning takes place. It is expected that staff will spend time planning the program, evaluating past activities and addressing needs and issues.

The School Principal is responsible to ensure that:

- Non-contact time is allowed for in the Coordinator’s weekly schedule for program planning, including planning for vacation programs.

Relevant Policies:

Program Policy

Date Approved by School Council: 13 September 2006
To be reviewed: 2010
6.5 ENVIRONMENTALLY RESPONSIBLE PLANNING POLICY

POLICY

Clifton Hill Primary School Outside School Hours Childcare Service (Organ Factory Kids’ Club) encourages environmental awareness and provides relevant experiences and materials to enhance children’s understanding of these issues.

PROCEDURES

The staff have a responsibility to ensure that:

- Children’s environmental awareness is encouraged through everyday experiences and specific activities or excursions.
- Recyclable materials are used at all available opportunities.
- Children are provided with experiences that utilise natural materials where possible.
- The staff and children keep Organ Factory Kids’ Club clean of all rubbish and dispose of all items in an environmentally appropriate manner.
- They use both formal and informal opportunities to educate children about caring for the environment.
- When considering purchases for the service, staff purchase environmental friendly products where possible.
- Unused food scraps are composted where appropriate.

Relevant Policies:
Outdoor Play and Recreation Policy
Planning Policy
Storage of Dangerous Products Policy

Date Approved by School Council: 13 September 2006
To be reviewed: 2010
6.6 HOMEWORK POLICY

RATIONALE
Children who attend the service full time may find it difficult to undertake homework tasks at home. Organ Factory Kids’ Club supports children to undertake their homework, and encourages parents to utilise the Study Group for older children (years 3 to 6). It is also important that children are able to make choices about whether they undertake their work and when they plan to get it done.

POLICY

1. Staff will advise parents of the availability of the Study Group as a preferred alternative to the After School Care program provided at the Organ Factory site for children who wish to undertake homework.

2. Organ Factory Kids’ Club will not take responsibility for completion of homework; this is the responsibility of the parent and child.

3. Study Group does not provide individual or group tuition.

PROCEDURE

The staff have a responsibility to ensure that:

- Study Group is provided in the library of the main school building in a manner that encourages older children to undertake quiet study or reading.
- For the first part of Study Group, all children undertake homework tasks or read. (If children do not have homework, they will be asked to read.)
- If younger children attending the service at the Organ Factory site request to undertake their homework at Organ Factory Kids’ Club, staff endeavour to identify an appropriate quiet place to allow homework to be attempted.
- Children are linked together to undertake like tasks, if possible.

Relevant Policies:
Program Policy

Date Approved by School Council: 23 October 2007
To be reviewed: 2010
6.7 OUTDOOR PLAY AND RECREATION POLICY

RATIONALE

“Changes in the environment and technology have encouraged many Australians, especially young people, to lead less physically active lives. This trend is contributing to the increasing ill health of our population. Physical activity has been shown to help reduce the risk of heart disease, stroke, diabetes, cancer and bone disease. It has also been shown to improve mental health, self-esteem and body image, particularly in children and adolescents.” page 9

“Parents, teachers, child care workers and health professionals have a responsibility to assist young children to develop healthy eating and to encourage them to be physically active.” Page 10 - Eat Smart*Play Smart – National Heart Foundation of Australia (Victorian Division)

POLICY

Clifton Hill Primary School Outside School Hours Childcare Service (Organ Factory Kids’ Club) encourages all children to participate in outdoor play and recreational activities on a daily basis.

PROCEDURES

The staff have a responsibility to ensure that:

- Outdoor equipment is appropriate to the developmental levels of the children it is catering for.
- Children have access to materials and equipment that can be used in a range of ways to provide challenge and problem solving experiences along with physical development.
- Both passive and active experiences are provided outdoors.
- Group and solitary experiences are provided for in the outdoor space.
- Energetic play is encouraged whilst outdoors.
- Ball games, obstacle courses and other large muscle experiences are offered outdoors.
- A flexible indoor/outdoor program is provided.

Relevant Policies:
Program Policy
Environmentally Responsible Programming Policy
Sunsmart Policy

References:

Date Approved by School Council: 13 September 2006
To be reviewed: 2010
6.8 EXCURSION POLICY

POLICY

Clifton Hill Primary School Outside School Hours Childcare Service (Organ Factory Kids’ Club) considers age appropriate excursions and incursions to be an integral part of the Vacation Program as they provide variety which adds to children’s life experiences.

PROCEDURE

The Coordinator is responsible to ensure that:

- Information about the daily schedule for each Vacation Program, including information about any incursions or excursions, is provided to parents in advance.

- Parents/guardians sign an excursion authority at the time of enrolling in the Vacation Program to give permission for their children to participate in local and major excursions.

- Parent/guardians written consent is filed with the child’s information.

- The staff/child ratios for National Standards for Outside School Hours Services are followed on excursions.
  - Local excursions 1 staff member:15 children
  - Major excursions 1 staff member :8 children.
  - Swimming 1 staff member: 5 children.

- There are two 2 staff on duty at all times

- Staff supervise children closely on excursions and conduct head counts and similar supervision techniques and they also require children to adhere to safety precautions.

- Staff take the following on all excursions:
  - Copies of parents/guardians information and emergency contacts
  - Copies of children’s health information
  - Medication and First Aid Equipment
  - A mobile phone
  - Copies of staff information and emergency contacts

- In accordance with the National Standards for Outside School Hours Services, staff will hold appropriate First Aid and swimming certificates.

Relevant Policies:
- Activity and Excursion Cost Policy
- Sunsmart Policy

Date Approved by School Council: 13 September 2006
To be reviewed: 2010
6.9 EVALUATION POLICY

POLICY

Clifton Hill Primary School Outside School Hours Childcare Service (Organ Factory Kids’ Club) believes continual assessment and evaluation of the service by the Outside School Hours Care Sub-Committee is integral part of program planning.

PROCEDURE

The Coordinator has the responsibility to ensure that:

- Children and parents are surveyed regularly to ensure the program offered reflects their needs and interests.

- A variety of survey techniques are used with children which may include informal discussion, pre-enrolment surveys, suggestion box, younger children drawing what they like in the program, written surveys, children’s interest checklists and activity evaluation sheets.

- Staff will regularly evaluate activities, the program, excursions and incursions informally and at staff meetings.

The Outside School Hours Care Sub-Committee has the responsibility to ensure that:

- The Coordinator and staff work collaboratively towards continuous improvement via service evaluation including suggestion boxes, parent surveys, informal discussion, and formal discussion at parent and committee meetings.

Relevant Policies:
Family Involvement Policy

References:
4.1 Programs reflect clear statement of service philosophy and a related set of service goals.
4.2 Programming caters for the needs, interest and abilities of all children.
4.4 Programs are evaluated regularly.

Date Approved by School Council: 13 September 2006
To be reviewed: 2010
6.10 EQUITY POLICY

POLICY

1. All children have equal access to equipment, resources and play spaces within the service.

2. The service will ensure that all experiences and materials are non-stereotypical in their presentation.

PROCEDURES

The staff team has the responsibility to ensure that:

- They model equity in their interactions with children, adults and other staff members.
- They encourage fairness in children’s play and recreation.
- The service displays posters and other materials which portray equity in all environments.
- Children are encouraged to participate in all experiences provided in the program.

Relevant Policies:
Program Policy

References:
Children are treated equitably.

Date Approved by School Council: 13 September 2006
To be reviewed: 2010
6.11 CELEBRATIONS AND FESTIVITIES POLICY

POLICY

Clifton Hill Primary School Outside School Hours Childcare Service (Organ Factory Kids' Club) acknowledges that celebrations and festivals assist children to celebrate their own cultures and practices and learn about others.

PROCEDURES

The Coordinator has the responsibility to ensure that

- The program includes a range of experiences representative of the cultures of the children and families in the program on an ongoing basis.

- Celebrations do not focus on one specific festival or aspect of the culture, and are not the only inclusive practice undertaken.

- Staff use the opportunities of holidays and festivals to teach children that not all people approach these times in the same way as others.

- Children are encouraged to celebrate festivities related to their culture or lifestyle with the group (eg. sharing information/resources related to event celebrated at home).

- Parents are encouraged to provide ideas and help in selecting materials and celebrations for the provision of culturally relevant experiences within the program.

Relevant Policies:
Equity Policy

References:
Staff respect the diversity of children’s backgrounds and abilities and accommodate the individual needs of each child.
Multicultural Resource Centre
VICSEG
Children’s Services Resource and Development Officer

Date Approved by School Council: 13 September 2006
To be reviewed: 2010
6.12 CULTURAL INCLUSION AND RELIGIOUS BELIEFS POLICY

POLICY

1. Organ Factory Kids’ Club is non-denominational and therefore does not teach religion to the children.
2. Organ Factory Kids’ Club offers an anti-biased approach to programming which is sensitive to all cultures, religions and ethnic groups.
3. Organ Factory Kids’ Club provides materials which depict the multicultural and diverse society that we live in.
4. Staff encourage children to respect and value each other.
5. Staff are aware of the diverse family structures that are present within the service.
6. Staff and families have access to interpreter and translation services as required.

PROCEDURES

The staff team has a responsibility to ensure that:

- Practices are reviewed to meet the individual needs of children where appropriate.
- Children’s religious beliefs are catered for within the service where appropriate (e.g. saying grace before meals or provision of a prayer mat).
- Materials used in the service are reflective of the wider multicultural community.
- They model an attitude of value and respect for all cultures and religious practices.
- Children’s needs and interests are responded to in a culturally sensitive way.
- They research child rearing and family practices of the families attending the service.
- They acknowledge and promote family diversity within the program.

Relevant Policies:
- Resource Agencies and Referrals Policy
- Nutrition Policy
- Celebrations and Festivities Policy

References:
- Staff respect the diversity of children’s backgrounds and abilities and accommodate the individual needs of each child.
- Multicultural Resource Centre
- Children’s Services Resource and Development Officer
- VICSEG

Date Approved by School Council: 13 September 2006
To be reviewed: 2010
6.13 RESOURCES AND EQUIPMENT POLICY

RATIONALE

Clifton Hill Primary School Outside School Hours Childcare Service (Organ Factory Kids’ Club) recognises that in order to effectively coordinate a service, safe and secure storage facilities need to be provided for the storage of the following items:

- Administration requirements including children’s records
- Children’s Games and equipment, both large and small items
- First aid equipment
- Cleaning materials and other dangerous items.

POLICY

Clifton Hill Primary School Outside School Hours Childcare Service (Organ Factory Kids’ Club) believes that children should have access to a range of equipment which is developmentally appropriate, safe and well maintained.

A range of equipment will be provided to allow for a balanced program meeting the developmental, recreation needs and interests of all children.

PROCEDURES

The Coordinator is responsible to ensure that:

- S/he seeks approval for the purchase of equipment and resources from the Outside School Hours Care Sub-Committee.
- All equipment purchased or donated to the service meets Australian Safety Standards.
- Staff check equipment regularly to ensure it is clean, complete and safe. Any equipment not meeting this standard will be removed from use.
- Equipment and resources are stored in a safe and secure place.
- Where possible children will be consulted on the purchasing of new equipment to ensure that the items are both appropriate and desirable.
- Staff instruct children in the proper use of equipment and resources.
- Toys of war are not used in the service.

Relevant Policies:
Toys from Home Policy
Financial Management Policy

References:

Date Approved by School Council: 13 September 2006
To be reviewed: 2010
6.14 VIDEOS, TELEVISION, COMPUTERS, ELECTRONIC GAMES POLICY

POLICY

Clifton Hill Primary School Outside School Hours Childcare Service (Organ Factory Kids’ Club) is an extension of home and children’s leisure time. The service endeavours to reflect children’s interests, therefore activities such as videos, television, computers, and electronic games will be offered in a balanced program of activities.

PROCEDURE

The staff team has the responsibility to ensure that:

- The amount of time children can participate in the following experiences will be limited: television, video and films, computers and electronic games.

- The content of program and games is appropriate for all the children present and does not contain any physical or verbal violence or ridicule. These activities are limited to C and G ratings. PG ratings will be individually assessed by the service and parents for appropriateness.

Relevant Policies:
Program Policy
Positive Guidance of Children Policy

Date Approved by School Council: 13 September 2006
To be reviewed: 2010
6.15 TOYS FROM HOME POLICY

POLICY

Clifton Hill Primary School Outside School Hours Childcare Service (Organ Factory Kids’ Club) recognises that children sometimes bring their own toys to school, however children are responsible for these toys whilst at the service.

PROCEDURE

The staff team has the responsibility to ensure that:

- War toys are not permitted at the service, children are asked to keep war toys in their bag whilst in care.
- Children are encouraged to keep toys from home in their bags to ensure they are safe and secure.
- They do not take responsibility for toys brought to the program by children in care.

Relevant Policies:
Resources and Equipment Policy

Date Approved by School Council: 13 September 2006
To be reviewed: 2010
6.16 FACILITIES AVAILABLE POLICY

POLICY

Clifton Hill Primary School Outside School Hours Childcare Service (Organ Factory Kids’ Club) is committed to complying with the space requirements identified in the National Standards Guidelines. This is essential for ensuring that children can use the space in a way that maximises their enjoyment of the activities in a safe manner.

The following space requirements will be provided as a minimum:
- Indoor space 3.25 square metres of unencumbered (clear) space per child.
- Outdoor space 12 square metres of useable play space.

PROCEDURE

The Outside School Hours Care Sub-Committee has a responsibility to ensure that consideration is given to the following:

- Indoors- provision of quiet areas, space for arts and crafts, a space for children to do homework, play indoor games, and area for sick children to be cared for under staff supervision.
- Outdoors –spaces for playing a variety of physical and passive games under staff supervision.
- Outdoor space and indoor space are located next to each other to maximise staff supervision and communication.
- Access to the facility will be guaranteed on all days unless prior notification is received whereby suitable alternative space is made available.
- An area is identified for the storage of children’s bags and belongings.

Relevant Policies:
Security Policy
Venue Policy

References:
DHS – Implementation Guidelines for National Standards for Outside School Hours Care, May 1996

Date Approved by School Council: 13 September 2006
To be reviewed: 2010
7 STAFFING

Through service agreements sponsors are responsible to maintain National Standards and State and Commonwealth legislation. Job descriptions ensure committees of management and service staff are clear about their duties, accountability and standard of performance allowing for the maintenance of appropriate standards.

There is a general acceptance within the children’s service’s industry of the principle that quality care is dependent on relevant staff training. The need for qualified staff is based on recognition of the fact that the care of children requires specialist knowledge and skills.

7.1 EQUAL OPPORTUNITY POLICY

POLICY

The Principal will ensure that the workplace operates on the principles of fairness, equality, and merit in all aspects of employment and team work.

PROCEDURES

The Principal has a responsibility to ensure that:

- Staff are employed on the merit of their qualifications and experience in the field of children's services.
- Where possible flexible arrangements will be made to ensure an equitable workplace for all staff.
- All reasonable steps are taken to ensure that the workplace is free of discrimination and harassment.
- False allegations are viewed seriously and disciplinary processes will be undertaken if found to be malicious.

Relevant Policies:
Recruitment Policy

References:
Commonwealth Anti Discrimination Act 1989

Date Approved by School Council: 13 September 2006
To be reviewed: 2010
7.2 RECRUITMENT POLICY

POLICY

The Principal will provide appropriate staff for the service as per the National Standards for Outside School Hours 3.4

PROCEDURES

The Coordinator has a responsibility to ensure that:

- References to support the applicant’s work application are checked.
- Proof of identification is received.
- Prospective staff undertake a police check and a Working With Children Check.
- Those applicants on regular medication provide a medical certificate confirming their ability to care for children.

Relevant Policies:
Equal Opportunity Policy

References:

Date Approved by School Council: 23 October 2007
To be reviewed: 2010
7.3 POSITION DESCRIPTION POLICY

POLICY

1. All OSHC employees have a position description, which accurately reflects their duties, accountability and standard of performance.

2. The OSHC employees have appropriate qualifications as outlined in the National Standards for Outside School Hours Care.

3. Staff: child ratios are in accordance with the National Standards for Outside School Hours Care.

PROCEDURES

The Outside School Hours Care Sub-Committee has a responsibility to ensure that:

- Job descriptions are accurate, outlining in detail:
  - Position Aim and Objective
  - Key responsibilities / duties
  - Qualifications/ experience
  - Professional development
  - Accountability
  - Performance measurements/appraisal.

- Those applicants requiring regular medication will need a medical certificate confirming the applicants’ ability to care for children.

- Qualifications are reflected in the job descriptions.

- Guidelines for implementation (National Standards 3.2) are followed.

The following staff: child ratios are maintained:

- A maximum of 15 children to one staff member.
- A maximum of 8 children to 1 carer for excursions.
- A maximum of 5 children to 1 carer for swimming.
- That a minimum of 2 staff are employed at all times
- Management will also ensure that one staff member on the premises will be trained in first aid.

Relevant Policies:
Health of Staff Policy
Contract/Letter of Appointment Policy
References:

DHS – Implementation Guidelines for National Standards for Outside School Hours Care, May 1996

Date Approved by School Council: 13 September 2006
To be reviewed: 2010
7.4 CONTRACT / LETTER OF APPOINTMENT POLICY

POLICY

All staff will be provided with a contract or a letter of appointment outlining their conditions of employment. This will be reviewed on a regular basis.

PROCEDURE

The Coordinator has a responsibility to ensure that:

• All new staff are provided with a contract or letter of appointment upon commencement.

The contract will include:

• Staff hours (clarification of contact and non contact hours).
• Employment classification i.e. Part time, casual, and temporary.
• Award entitlements and conditions.
• Contract period.
• Termination/ redundancy process.
• Staff appraisal arrangements.

Relevant Policies:

References:

Date Approved by School Council: 13 September 2006
To be reviewed: 2010
7.5 INDUCTION/ORIENTATION POLICY

POLICY

The Coordinator will provide a work induction for all new staff members.

PROCEDURES

• A documented account of service procedures (orientation package) will be provided to all staff members prior to commencing where possible.

• The orientation package will include; service handbook, philosophy and goals, policy and procedures, staff manual, position description, OSHC quality assurance, National Standards.

• Time will be set aside to allow new staff to familiarise themselves with the venue and service. A checklist of key aspects will be utilized to ensure that the new member is informed of critical components of the service i.e. evacuation procedures, safe and unsafe play areas etc.

• New staff will be introduced to the staff team, management and the children and parents of the service.

• Where possible new staff will be teamed up with a current staff member during their first week of work.

References:

Date Approved by School Council: 13 September 2006
To be reviewed: 2010
7.6 COMMUNICATION AND TEAM WORK POLICY

POLICY

1. Staff will inform each other of any matters which impact on their work as soon as is practicable either in writing or verbally.

2. Staff meetings are utilised to ensure that all staff have the opportunity to work together and receive the same information.

3. Staff will develop effective communication techniques for their daily work to ensure that all members are clear about their responsibilities.

PROCEDURES

- Staff members are encouraged to support and assist each other in their daily duties.
- Team work is encouraged including the sharing of equipment, resources and ideas.
- All staff are expected to attend and participate in staff meetings.
- A communication book is maintained to ensure that staff pass on and receive daily information in a timely manner.

Relevant Policies:
Staff Meetings Policy

References:
Quality Practices Guide 1st Edition 2003 – Quality Area 2 – Staff Interactions and Relationships with Children – Principe 2.1 Staff communicate effectively with each other and display professionalism, teamwork and mutual respect.

Date Approved by School Council: 13 September 2006
To be reviewed: 2010
7.7 STAFF MEETINGS POLICY

POLICY

Staff meetings are attended and supported by all staff on a regular basis.

PROCEDURES

Staff members have a responsibility to ensure that:

- Staff meetings are held and attended on a regular basis.
- Staff participate in a positive manner to discussions and matters raised in staff meetings.
- Matters of Occupational Health and Safety and programming issues are raised at staff meetings.

The Coordinator has the responsibility to ensure that:

- Staff attending meetings are paid for their attendance.

Relevant Policies:
- Occupational Health and Safety Policy
- Financial Management

References:

Date Approved by School Council: 13 September 2006
To be reviewed: 2010
7.8 STAFF APPRAISAL / PERFORMANCE MANAGEMENT POLICY

POLICY

1. The Coordinator shall conduct an annual staff appraisal to ensure service obligations to the staff are properly met and also allow staff to make comments.

2. Staff appraisals are an opportunity for staff to receive feedback on their performance and plan for professional and career development.

PROCEDURES

The Coordinator and OOSH Sub –Committee have a responsibility to ensure that:

- All staff receive an annual performance appraisal.
- A date is negotiated between staff and management.
- All relevant paperwork is available i.e. Award, Job description and Contract.
- Documentation of the meeting is kept on file with the staff member’s and a committee members’ signature.
- Any changes are implemented.

Relevant Policies:
Position Description Policy

References:

Date Approved by School Council: 13 September 2006
To be reviewed: 2010
7.9 TRAINING / PROFESSIONAL DEVELOPMENT POLICY

POLICY

The Coordinator will ensure that all OSHC employees are offered training appropriate to their position, to increase work satisfaction and provide an effective service.

PROCEDURES

The Principal has a responsibility to ensure that:

- Finance is available for relevant and approved training in the annual budget.
- Staff receive information regarding all relevant training.

The staff have a responsibility to ensure that:

- Approval is sought from the Coordinator to attend any training.
- Training attended meets the requirements of the annual appraisal process.
- Knowledge and skills gained through training are implemented in their daily work.
- Knowledge, skills and written material gained through training are shared with team members.

Relevant Policies:
Staff Appraisal / Performance Management Policy
Financial Management Policy

References:
8.4 Management has effective recruitment, orientation and induction processes for staff.
8.5 Management provides and facilitates professional development opportunities for staff.

Date Approved by School Council: 13 September 2006
To be reviewed: 2010
7.10 PERSONAL BUSINESS POLICY

POLICY

Staff members are expected to keep personal business to a minimum whilst at work.

PROCEDURES

The staff have the responsibility to ensure that:

• Messages are taken for staff members who are busy with children unless it is an emergency.

• Personal phone calls are kept to a minimum as the phone is provided for families to make contact with the service.

• Details of staff members and families attending the service are not given out to anyone without appropriate identification to ensure that there are no breaches of confidentiality.

• If a person asks for a staff member’s personal details and the caller is not known a message will be taken and the staff member will call them back at a later time

• Staff members are not to use family or staff contact details for any other business than that conducted at the service.

Relevant Policies:
Privacy Policy

Date Approved by School Council: 13 September 2006
To be reviewed: 2010
7.11 CARING FOR STAFF MEMBERS’ CHILDREN POLICY

RATIONALE

Staff members along with all other parents choose a service which best meets the needs of their child. Having staff members’ children in care is a demonstration of the high level of care the staff believe they are providing to all children.

POLICY

Staff members’ children are able to enrol and attend the service as with all other children in the community.

PROCEDURES

Staff members have a responsibility to ensure that:

- The needs of the child are considered in making the placement.
- They are able to provide appropriate care for their child and all other children in a fair and equitable manner.
- The placement does not impact on the smooth running of the service.
- Fees for care are paid in accordance with Fee Policy.

The Coordinator has the responsibility to ensure that:

- Staff are able to perform their duties effectively.
- There is no impact on the quality of care provided to other children in the service.
- The same process for enrolment and priority of access are applied to staff members’ children.
- The same fee payments are paid by staff as all other user groups.

Relevant Policies:

Enrolment Policy
Waiting List – Priority of Access Policy

Date Approved by School Council: 13 September 2006
To be reviewed: 2010
7.12 OCCUPATIONAL HEALTH AND SAFETY POLICY

POLICY

The management body ensures that all staff and the management team abide by State and Commonwealth Legislation in regard to health and safety of all staff, children and visitors to the service.

PROCEDURES

• Information on staff, ie. next of kin details etc., should be accessible to all other staff in case of accidents including while on excursions.

• Immediately when an injury is reported, the Service staff must ensure that the injured worker is being attended to. It may be necessary to call an ambulance and accompany the staff member to the hospital. The Principal will have to be notified and relief staff organised.

• The injured staff member is to be interviewed and all facts surrounding the injury must be documented. Regardless of the intention to deny or admit a claim, all documentation of a WorkCover claim must be completed within 24 hours of the accident occurring or report received from the injured staff member.

• Rehabilitation will follow documented WorkCover procedures.

• Staff are encouraged to report all health and safety issues to management as soon as they are identified.

• Staff are provided with training in food safety and manual handling upon commencement at the service.

• Safety audits are undertaken of the building and grounds on an annual basis.

• Action is taken by management following any reported OH&S issues within an appropriate timeline.

Relevant Policies:
Venue Policy
Management of the Service Policy

References:
Workcover Advisory Service 1800 136 089
Worksafe Victoria – www.workcover.vic.gov.au

Date Approved by School Council: 13 September 2006
To be reviewed: 2010
7.13 HEALTH OF STAFF POLICY

POLICY

The management body will ensure that staff employed by Organ Factory Kids’ Club are free from the influence of drugs or alcohol and are fit and proper persons able to care for children.

PROCEDURES

- Staff should inform the Coordinator or the Principal immediately if another staff member is under the influence of drugs or alcohol.

- The Coordinator should ensure a relief staff is put in place immediately and the offending staff member removed from the presence of children.

- Disciplinary action will be taken if required.

- If a staff member requires regular medication the Coordinator will require a medical certificate confirming their ability to care for children.

Relevant Policies:
Privacy Policy
Disciplinary Procedures Policy

References:
DHS – Implementation Guidelines for National Standards for Outside School Hours Care, May 1996 - 2.10 Health of staff and children

Date Approved by School Council: 13 September 2006
To be reviewed: 2010
7.14 COMPLAINTS / ISSUES RESOLUTION POLICY

POLICY

The Coordinator will ensure that staff complaints are acknowledged, recorded and addressed.

PROCEDURES

The Coordinator has a responsibility to ensure that:

- Staff are encouraged to voice any concerns, comments, suggestions and grievances promptly.
- Complaints/issues are responded to promptly
- Complaint/issues are recorded including resolution outcomes.
- If unable to resolve the issue the Principal is contacted for assistance.

Relevant Policies:
Equal Opportunity Policy

References:
The Sponsor body policy and procedure handbook.
National Standards for Out of School Hours Care.(1995)
Employment Award.

Date Approved by School Council: 13 September 2006
To be reviewed: 2010
7.15 DISCIPLINARY PROCEDURES POLICY

RATIONALE
There are a number of different awards operating within OSHC services throughout Victoria. The award that our staff are employed under is Victorian Government School – School Services Officers Agreement 2001. A copy of this award can be found at the school office.

Disciplinary procedures are used when a staff member is not following the requirements of the workplace policies and procedures and the duties outlined in the position statement. The Coordinator is responsible for ensuring that staff are clear about their responsibilities and the outcome if they are not followed.

POLICY

Clifton Hill Primary School Outside School Hours Childcare Service (Organ Factory Kids' Club) is committed to ensuring that disciplinary procedures are fair and are practiced in accordance with the appropriate award.

PROCEDURES

The Coordinator has a responsibility to ensure that:

• Staff and management have access to an up to date copy of the relevant award.
• That all disciplinary action is undertaken in accordance with the provisions of the award and Workplace Relations Act 1996.
• All discussions with staff regarding disciplinary action are documented fully and kept on file.
• The staff member is given documentation outlining what the action is in regard to and the process that will be followed from here.
• The disciplinary action is in relation to a valid issue which the employee is fully informed of.
• The process is fair.
• The staff member is able to invite an advocate or union member to all discussions regarding the disciplinary process and issue particularly if it is in relation to their conduct or work performance.
• Ceasing employment of an employee will only occur after all necessary steps are taken to rectify the concerns raised (excepting extenuating circumstances where immediate action must be taken to protect the safety of the children in care – serious employee misconduct) as outlined in the award provisions and the Workplace Relations Act 1996.

Relevant Policies:
Complaints / Issues Resolution Policy

References:

Date Approved by School Council: 13 September 2006
To be reviewed: 2010
7.16 VOLUNTEER POLICY

POLICY

Volunteers will be permitted to assist with staff: child ratios on excursions or to enhance the services activities.

PROCEDURES

• The service may use voluntary staff to assist, however volunteers cannot relieve or replace paid staff.

• The service may maintain correct staff: child ratios by using unpaid carers as per the guidelines outlined in 3.1 of the National Standards for Outside School Hours. Volunteers may only be used to fulfil the 1:8 and 1:5 staffing ratio’s not the core ratio of 1:15.

• The Coordinator will give volunteers an orientation of the service.

• Volunteers are supervised by a staff member at all times.

Date Approved by School Council: 13 September 2006
To be reviewed: 2010
7.17 VISITORS TO THE CENTRE POLICY

POLICY

All visitors are required to report to a staff member and show identification if appropriate/available.

PROCEDURES

Staff are responsible to ensure that:

- All visitors are approached and asked who they are and what the purpose of their visit is.
- All visitors will be asked to show some form of identification.
- Visitors are introduced to children if appropriate.
- Children are advised of the purpose of the visit.

The Coordinator is responsible to ensure that:

- Staff are notified of the presence of any maintenance workers on site.

Date Approved by School Council: 13 September 2006
To be reviewed: 2010
The Health and Safety of the children, staff and families of the service is paramount. Clifton Hill Primary School Outside School Hours Childcare Service (Organ Factory Kids’ Club) will ensure that the Health and Safety needs of all concerned are met.

8.1 MEDICATION POLICY

DEFINITION

Medication Includes but is not limited to; eye drops, cough mixture, paracetamol, and asthma medication. Medication includes all prescription and over the counter drugs.

POLICY

1. All Medication will be administered in accordance with the National Standards for Outside School Hours Care.

2. In order to ensure that the interests of staff, children and parents/guardians/approved persons are not compromised, medication will only be administered with explicit permission from parent/guardian/approved person or in the case of an emergency, with permission of a medical practitioner.

3. Medication will be kept out of reach of children in keeping with the environmental conditions required of the medication (fridge or locked cabinet).

PROCEDURE

The staff are responsible to ensure that:

- Authorisation, in writing, from a parent /guardian/ approved person includes the child’s name, the name of the medication, the dosage and times and/or circumstances of administration and details of the last dosage taken.

- Where children require medication regularly, approval, in writing, from parents/ guardians/approved persons is updated on a regular basis.

- Notification, in writing, is obtained from parents/ guardians /approved persons where a child self administers medication.

- All personal medication including asthma pumps are stored to ensure against access by other children.

- Medication is administered only if the medication is clearly marked with the child’s name, contained in the original container and within its due date. Children will not be given a higher dosage than that prescribed on the label.

- Written consent is kept on the child’s individual file. These files are locked away and kept confidential.(Standard 5.3)
• In an emergency, if the parent /guardian/approved person is unable to be contacted the service will contact the family doctor first and then a registered medical practitioner. Evidence of this permission from the doctor will be kept on file.

• Two staff are present and both will check the dosage when medication is administered and both will sign the medication register to acknowledge the medication has been administered correctly.

Families have a responsibility to ensure that:

• Prescribed medication is noted in the medication book and handed to a staff member at the start of the session.

• A specific time is noted in the medication book for the time the child must be medicated.

• Staff must be notified of the last dose the child had of medication.

• The medication is in its original container, with the child’s name and within due date.

• The medication book is signed to verify that the medication was provided by both staff.

Relevant Policies:
Children’s Individual Medical Plan Policy
Record Keeping Policy

References:

Date Approved by School Council: 13 September 2006
To be reviewed: 2010
8.2 CHILDREN’S INDIVIDUAL MEDICAL PLAN POLICY

POLICY

1. Enrolment forms provide families with the opportunity to share their child’s medical information with the service staff.

2. Medical details are kept in accordance with the Privacy Act 1988.

3. Individual medical health plans are designed for children with serious health conditions.

4. Individual medical health plans are reviewed on a 6-monthly basis (to ensure relevance and accuracy) unless there is a change of condition.

PROCEDURES

• Privacy issues are considered when placing information on notice boards.

• Individual medical health plans are designed and reviewed in conjunction with parents, staff and health professional.

• Individual medical health plans are reviewed every six months.

• Staff are encouraged to undertake asthma emergency management training.

Families are responsible to ensure that:

• The service is notified that their child has asthma, epilepsy, serious allergies or any other serious or life threatening medical condition.

• The child brings their medication to the service each day.

Relevant Policies:
Medication Policy
Privacy Policy

References:
The service plans to meet the individual health requirements of children.

Date Approved by School Council: 13 September 2006
To be reviewed: 2010
8.3 FIRST AID POLICY

POLICY

In the event of an accident or a child falling ill, first aid equipment and expertise will be available.

PROCEDURE

- A first aid kit will be accessible to the staff and maintained in good order.
- One staff member on duty will hold a current Level Two first aid certificate.
- A first aid kit will be taken on excursions as will all medical information relating to the children and staff.

Relevant Policies:
Illness Policy
Accident Policy
Training/Professional Development Policy

References:

Date Approved by School Council: 13 September 2006
To be reviewed: 2010
8.4 HYGIENE POLICY

POLICY

1. Staff will model a high level of personal hygiene.

2. Staff will encourage children to follow personal hygiene practices.

3. Hygiene practices will be followed to ensure cross infection is prevented.

PROCEDURES

Staff are responsible to ensure that:

- They model a high level of personal hygiene at all times.
- The facility and equipment are kept clean at all times.
- Used tissues are disposed of immediately into a bin with a lid.
- Staff and children wash and dry their hands before and after meal times, after using the toilet, blowing their nose, handling animals and other unhygienic practices.
- Children are provided with paper towels, individual hand towels or an air drying facility for the drying of hands.

Relevant Policies:
Infection Control Policy
Cleaning and Maintenance Policy
Food Preparation Facilities Policy

Date Approved by School Council: 13 September 2006
To be reviewed: 2010
8.5 INFECTION CONTROL POLICY

POLICY

1. Staff will follow universal precautions in regard to the management of blood/bodily fluids.

2. A blood spills kit is provided within the facility.

3. Used syringes found on the premises are removed and placed in a syringe container (such as a bottle).

PROCEDURES

• Staff will model effective hand washing techniques to children.

• Posters outlining effective hand washing will be displayed for children and staff.

• All spills of bodily fluids will be mopped up with paper towel, placed in a sealed bag along with the gloves the staff member was wearing and disposed of in a bin with a lid. (All items can be found in the blood spills kit).

• Gloves (provided by the service) will be worn when dealing with spills of bodily fluids and will be cleaned up with bleach solution.

• Hands are washed in hot soapy water after cleaning up a spill.

• Equipment exposed to blood or bodily fluids will be cleaned with hot soapy water as soon as possible.

• Staff will be trained in effective infection control methods and reasons for these behaviours.

• Open wounds will be covered by a water-proof bandage when working.

Relevant Policies:
HIV/AIDS/Hepatitis Policy
Hygiene Policy

References:

Date Approved by School Council: 13 September 2006
To be reviewed: 2010
8.6 COMMUNICABLE DISEASES POLICY

POLICY
Clifton Hill Primary School Outside School Hours Childcare Service (Organ Factory Kids’ Club) policy on infectious diseases is consistent with Commonwealth and State legislation, which outlines the exclusion practices for children who have an infectious disease or who have been exposed to an infectious disease. Organ Factory Kids’ Club will ensure that the policy is practiced.

PROCEDURE
The Staff have a responsibility to ensure that:
- Organ Factory Kids’ Club follows correct hygiene practices and meets the requirements of State and Commonwealth legislation.
- Parents/guardians/approved persons are notified of any infectious diseases present at the venue or school.
- Information on common infectious diseases is available for families as required.
- The school has access to current information pertaining to infectious diseases provided by the Department of Education.
- Children are excluded from the service in accordance with appropriate legislation. Refer to Appendix 5.
- Details of specific individuals are not disclosed.
- Parents/guardians are notified of any symptoms their child is showing of illness as soon as is practicable.
- Children are referred to their local doctor for diagnosis of infectious disease.

Families have a responsibility to ensure that:
- The service is notified as soon as possible that their child has contracted an infectious disease.
- They attend their local doctor for diagnosis of infectious disease.
- Staff are notified at enrolment of the child’s immunization status.

Relevant Policies:
Illness Policy
Privacy Policy

References:

Date Approved by School Council: 13 September 2006
To be reviewed: 2010
8.7 HIV / AIDS/ HEPATITIS POLICY

POLICY

1. All medical details of staff, parents or children attending the centre will be kept confidential.

2. The number of staff aware of a child’s medical condition will be restricted to those working directly with the child who will need to detect situations where there is the potential for transmission.

3. Children with moist skin lesions or abrasions are asked to cover them with a waterproof bandage whilst attending the service.

PROCEDURE

The Staff have a responsibility to ensure that:

- Sound hygiene and infection control guidelines are followed at all times.
- Medical details of children are held in a confidential manner.
- Families do not feel pressured to disclose their medical condition to the service. Children may not be excluded on the grounds of HIV infection.

Relevant Policies:
Infection Control Policy
Privacy Policy
Hygiene Policy

References:

Date Approved by School Council: 13 September 2006
To be reviewed:  2010
8.8 ILLNESS POLICY

POLICY

When a child becomes ill the child’s parent/guardian will be contacted by Organ Factory Kids’ Club staff to make arrangements for the child to be taken home as soon as possible.

PROCEDURES

The staff have a responsibility to ensure that:

- When a child becomes ill the parent/guardian or approved person is contacted as soon as practicable.
- The child is made as comfortable as possible while they are waiting for the parent.
- The illness is documented on the forms held by the service and placed on the child’s file.

Families have a responsibility to ensure that:

- A child with a fever over 38 degrees Celsius should be kept at home for at least 24 hours.
- A child with an acute illness requiring medication should be kept at home for at least 24 hours.
- A child who is vomiting should be kept at home until the vomiting has stopped.
- A child who is experiencing diarrhoea should be kept home until they are diarrhoea free for at least 24 hours.

Relevant Policies:
Children’s Individual Medical Plan Policy
Medication Policy
Communicable Diseases Policy

References:

Date Approved by School Council: 13 September 2006
To be reviewed: 2010
8.9 ACCIDENT POLICY

RATIONALE
It is vital that sound accident prevention strategies are developed, monitored and practiced by staff. These strategies are designed to provide for a safe and healthy environment for staff, children and parents and thereby reduce the incidence of any accidents occurring.

POLICY

1. The child’s well being is of prime concern and first aid will be administered immediately by staff to ensure the best outcome.

2. Every attempt will be made to contain the situation.

3. Parents will be informed immediately if medical aid or hospitalisation is required.

4. If required an investigation of the cause will be completed.

5. The School will ensure that staff, families and children are referred to counselling services to assist in managing stress or grief associated with a trauma or death.

PROCEDURES - GENERAL

The staff are responsible to ensure that:

- Children are in sight of a staff member at all times to ensure prompt attention.
- First aid is administered as quickly and effectively as possible to prevent any serious harm or secondary issues.
- Emergency procedures are placed in key areas within the facility for staff, parents and children to refer to.
- The 000 emergency number and Melway reference is kept near all telephones.
- Counselling is offered to staff, families and children as required.

PROCEDURES - MINOR ACCIDENT

The staff are responsible to ensure that:

- An accident report is completed and signed by the staff member and the parent. The report will be shown to the coordinator and put on the child’s file.

PROCEDURES - MAJOR ACCIDENT

The staff are responsible to ensure that:

- Staff will administer first aid and a co-worker will call for an ambulance.
- Co-worker will notify the Coordinator giving details of the emergency.
- Coordinator will contact the parents and Principal.
- Co-worker will take other children to another part of the building.
PROCEDURES - DEATH

The staff are responsible to ensure that:

- Staff will administer first aid and a co-worker will call for an ambulance.
- Co-worker will notify the Coordinator giving details of the emergency.
- Coordinator will contact the Principal.
- Co-worker will take other children to another part of the building.
- Ambulance arrives – continues with resuscitation.
- If police need to be involved they will arrive and question child care staff.
- Documentation- staff members need to document clearly and specifically all details of the emergency in the child accident report.

RESPONSIBILITIES

Outside School Hours Sub-Committee:
- The committee will periodically review accident reports and ensure that preventative strategies are developed and maintained.

Coordinator:
- The coordinator will ensure all preventative strategies are put in place and that reporting of an accident or hazard is properly documented. In most cases the coordinator will record the incident details, carry out an investigation and follow through on any recommendations arising from the investigation.

Support staff:
- Support staff will report all incidents immediately to the coordinator and provide necessary information to carry out a thorough investigation into the cause.

TRAUMA

- A death or serious injury at the service can traumatisate staff, children and/or parents. Counselling will be made available to the community through appropriate channels.

ACCIDENT INVESTIGATION

The purpose of an investigation is not to lay blame, though at times the facts may indicate where fault may be found. The purpose is to:

- Learn from the event via careful fact finding.
- Make decisions and take actions to ensure a safer environment.
- Prevent similar accidents from occurring in the future.
- The investigator should be someone who has knowledge of the work and has the ability to communicate with staff.
Relevant Policies:
Illness Policy
Occupational Health and Safety Policy
Emergency Management Policy

References:
DHS Implementation Guidelines for National Standards for Outside School Hours Care, May 1996

Date Approved by School Council: 13 September 2006
To be reviewed: 2010
8.10 EMERGENCY MANAGEMENT POLICY

RATIONALE
The personal safety and security of children and staff while attending the service is of primary importance.

POLICY

1. Emergency procedures will be known and practiced regularly by staff and children.

2. Staff will be trained to use necessary equipment i.e. fire extinguishers.

3. The service has written procedures for dealing with emergencies such as:
   - Dealing with a medical emergency
   - Dealing with a fire
   - Dealing with threats to staff or children
   - Dealing with a bomb threat
   - Robbery

PROCEDURES

- An emergency management and evacuation plan for the service is to be in a place for all to see and follow in times of emergency.
- The 000 emergency number and Melway reference are placed beside each telephone along with other relevant emergency numbers.
- Organ Factory Kids’ Club will practice emergency evacuations and procedures on a regular basis (minimum of once per term and each school holiday) ensuring all staff and children are familiar with the emergency procedures.
- Procedures are in place to handle harassment and or threats to children by persons known or unknown.
- Staff will receive training in the proper usage of emergency equipment i.e. fire extinguishers.
- All emergency exits will remain clear and exit signs will be checked regularly to ensure they are in working order.
- On commencement staff will receive a copy of the emergency procedures in the induction manual.
- If an emergency occurs an evaluation will follow to ensure all procedures were in place and were adequate for the occasion.

References:

Date Approved by School Council: 13 September 2006
To be reviewed: 2010
8.11 SUNSMART POLICY

RATIONALE

“It is the ultraviolet radiation (UV) in the sun’s rays that causes sunburn and long term skin damage. UV levels begin to rise early in September and stay high until the end of April, so skin should be protected throughout this period, not just summer. UV is not related to temperature so you can still get sunburnt even on cool or cloudy days – in fact most people who get sunburnt do so when the temperature is between 19 and 27°C.”

Sunsmart Kit – Anti-Cancer Council of Victoria

POLICY

During school terms one and four, all staff and children will wear a suitable hat at all times during outdoor activities. Staff will also observe strict health, hygiene and sun protection practices to minimise risks to themselves and the children.

PROCEDURE

The Coordinator is responsible to ensure that:

- Relevant information regarding correct health and hygiene practices is made available to the OSHC staff.

The staff are responsible to ensure that:

- Children observe correct practices for Sun Care.
- All children are required, and visitors are encouraged, to wear a suitable hat and apply sunscreen (factor 15 or greater) before they go outdoors during school terms one and four.

Suitable hats means either legionnaire style, broad brimmed or bucket style hats approved by the Anti Cancer Council that shade the face, ears and neck.

Clothing should provide adequate protection from the sun. Shirts that cover the shoulders and have collars and sleeves that are at least elbow length, and longer style shorts and skirts are recommended.

- Children are encouraged to play in shaded areas.
- The availability of shade will be considered at excursion venues.
- They adhere to these practices and set an example for children such as wearing hats when outdoors in summer.
- Sunscreen (factor 30+, broad-spectrum, non-allergenic, water resistant) will be provided by the OSHC service, although children are encouraged to provide their own. Children are encouraged to apply sunscreen approximately 20 minutes prior to going outdoors. Even children playing in shaded areas must wear sunscreen. Reapplication of sunscreen will occur after 2 hours in the sun.

This policy has been designed in conjunction with the School Sunsmart Policy.

Relevant Policies:

Excursion Policy
Occupational Health and Safety Policy
Outdoor Play and Recreation Policy

References:
Anti-Cancer Council of Victoria, 1 Rathdowne Street, Carlton 3053. Phone: 9635 5000
Internet: www.sunsmart.com.au

Date Approved by School Council: 23 October 2007
To be reviewed: 2010
8.12 NUTRITION POLICY

RATIONALE

“Healthy eating is vital for good health. The major health problems in Australia—such as heart disease and stroke, high blood pressure, some cancers and diabetes (all chronic lifestyle diseases)—are related to poor eating habits. Young children need adequate nutrition for good health and growth.

Research indicates that school-aged children’s nutritional practices are not ideal. A disturbing number of children are overweight, and many miss breakfast and snack regularly on high-fat, high sugar foods.”  Page 9

“For children to keep up their energy and survive a hectic day at school, they need to eat a variety of foods. The amount of food a child eats will vary according to their age, sex and activity level. Active children require more food. However, the types of foods needed for good health are the same, regardless of age, sex and activity level.” page 15

Eat Smart*Play Smart – National Heart Foundation of Australia (Victorian Division) 2002

The role of OSHC services in relation to nutrition is to:

• ensure that children are provided with nutritious balanced snacks
• provide a wide variety of foods
• limit fat, sugar and salt
• provide suitable eating environments
• model good eating behaviours
• discuss foods being eaten

POLICY

Clifton Hill Primary School Outside School Hours Childcare Service (Organ Factory Kids’ Club) will provide nutritious, balanced snacks for children reflecting children’s tastes, religious, culture, and health concerns.

PROCEDURE

The staff team has the responsibility to ensure that:

• Nutritious breakfasts and snacks consisting of the five food groups are supplied for all children attending before and after school care.

• Sugar, fat and salt content of foods is taken into consideration.

• Children have access to water at all times.

• For Vacation and Pupil Free days a suitable break is arranged to allow snacks and meals to be eaten.

• All meal breaks are monitored by staff to ensure all children eat and drink.

• Children are encouraged to be seated while eating and drinking. Staff will model this behaviour by sitting with the children and discussing the food the children are eating along with events of the day.

• The menu is displayed for children and parents to view. The menu considers the cultural and religious beliefs of the children in attendance and presents children with a nutritious and varied menu each week.
• Children are involved in planning the program menu.

• If any child does not have lunch at the Vacation Care Service, the staff will supply a balanced meal for the child, the cost of which will be added to the parents account.

• They are aware of the individual dietary needs of the group. They are also aware of the foods, which cause the child’s allergic reaction, allergy free food and the medical procedure and plan for dealing with an allergic reaction.

• Special dietary requirements of individual children are met.

• Organ Factory Kids’ Club maintains a clean and hygienic area for food preparation which meets National Standards for OSHC services.

• Children are encouraged to cook, serve and clean up as part of the program activities.

• Children are educated in necessary safety precautions whilst cooking.

• Children are supervised whilst cooking.

• All staff and children involved in food preparation wash and dry their hands prior to the activity.

• All staff and children wash and dry their hands prior to eating.

**Relevant Policies:**
- Hygiene Policy
- Food Preparation Facilities Policy

**References:**
Heart Foundation, 2002, Eat Smart, Play Smart, A Manual for Out of School Hours Care, Australia

**Date Approved by School Council: 13 September 2006**
**To be reviewed: 2010**
8.13 FOOD PREPARATION FACILITIES POLICY

POLICY

1. Organ Factory Kids’ Club will comply with State and Local Authority legislation in relation to all food handling requirements.

2. Organ Factory Kids’ Club is committed to providing safe and hygienic facilities for the preparation, storage cooking and cooling of children’s food.

PROCEDURES

• Information on correct food preparation procedures will be available to staff.
• The temperature of food will be controlled at all times.
• Food will be fresh and stored to maintain optimum freshness.
• Staff will maintain a high level of personal hygiene.
• The environment and equipment will be cleaned regularly.
• Maintenance of all equipment will be undertaken with haste.
• Safe, hygienic facilities for the preparation, storage, heating and cooking of food for children, including a sink, refrigerator and hot and cold running water supply will be accessible to staff.
• Storage of food will be provided for in cupboards that are kept clean and vermin free.
• Staff will ensure that children are supervised when cooking or preparing snacks.
• Items that could be considered dangerous will be safely stored out of the reach of children.
• Garbage receptacles will contain a lid and will be emptied and cleaned on a daily basis. (National Standards 2.9.3)

Relevant Policies:
Nutrition Policy
Cleaning and Maintenance Policy

References:

DHS – Implementation Guidelines for National Standards for Outside School Hours Care, May 1996 – 2.7 Food
Eat Smart*Play Smart – National Heart Foundation of Australia (Victorian Division) 2002
Local Government for classification and registration.

Date Approved by School Council: 13 September 2006
To be reviewed: 2010
8.14 TRANSPORT POLICY

POLICY

Clifton Hill Primary School Outside School Hours Childcare Service (Organ Factory Kids’ Club) will ensure any child, while in transit, will be safe.

PROCEDURES

The Coordinator will ensure that:

- Organ Factory Kids’ Club will only rent buses that have seat belts.
- All children and staff are required to wear seat belts.
- Children, when on excursions, will be supervised by service staff. Bus drivers are not included in the staff ratio at the service.

References:
DHS – Implementation Guidelines for National Standards for Outside School Hours Care, May 1996

Date Approved by School Council: 13 September 2006
To be reviewed: 2010
8.15 VENUE POLICY

POLICY
The personal safety and security of children, staff and parents/guardians/authorised persons while at the service is of primary importance. To ensure this safety, the service will provide a safe and secure environment.

PROCEDURES
The Coordinator has a responsibility to ensure that:

• The venue, grounds, and all equipment and furnishings used by the service are maintained in a safe, clean, hygienic condition and in good repair at all times.
• Facilities remain vermin free.
• Appropriate heating, ventilation and lighting both indoors and outdoors is provided.
• Heating and cooling units will be adequately guarded and positioned so as not to threaten the children’s safety.
• Emergency exits are clearly identified.
• Hazard reports are available for staff to notify of any dangerous broken or damaged equipment and/or repairs and hazards at the venue.
• A list of appropriate emergency telephone numbers is available for staff to contact should there be damage to or repairs needed at the venue.
• Fire safety equipment is accessible to staff at all times.
• A telephone is accessible to the service at all times for incoming and outgoing calls and on excursions.

The staff have a responsibility to ensure that:

• Safe designated play areas are allocated and enforced.
• No access to pools or wading pools will be permitted unless children are supervised with correct staff: child ratios.

Relevant Policies:
Security Policy
Facilities Available Policy

References:

DHS – Implementation Guidelines for National Standards for Outside School Hours Care, May 1996

Date Approved by School Council: 13 September 2006
To be reviewed: 2010
8.16 SECURITY POLICY

POLICY
Clifton Hill Primary School Outside School Hours Childcare Service (Organ Factory Kids’ Club) considers the safety of staff and children using the service to be paramount.

PROCEDURE

• A systematic procedure is in place for checking the safety of building, grounds and equipment on a regular basis.

• Organ Factory Kids’ Club will have access to a phone at all times.

• Two staff will always be on duty together.

• Staff will position themselves to ensure maximum supervision at all times.

• A head count of children is undertaken throughout the session and checked against the sign in and out register.

• The venue is secure and a closing routine is undertaken when leaving the premises.

• The premises are checked at the end of the day to ensure that all children have been collected.

• Adequate lighting will be provided during the winter months to ensure the safe arrival and departures to and from the service for parents, children and staff.

Relevant Policies:
Venue Policy
Facilities Available Policy
Cleaning and Maintenance Policy

References:

Date Approved by School Council: 13 September 2006
To be reviewed: 2010
8.17 CLEANING AND MAINTENANCE POLICY

POLICY

The provision of a clean and well-maintained facility is essential in ensuring that parents and children using the service are provided with a high quality service.

PROCEDURE

- A list of cleaning duties is prepared by staff at meetings
- Expectations of the cleaning contract are documented
- The indoor and outdoor facilities are to be regularly checked for cleanliness and safety
- All toilets are cleaned regularly.
- Staff will ensure food preparation areas are not used for other purposes.
- Environmentally friendly cleaning products are used where appropriate.

Relevant Policies:
Venue Policy
Food Preparation Facilities Policy
Storage of Dangerous Products Policy

References:
DHS – Implementation Guidelines for National Standards for Outside School Hours Care, May 1996

Date Approved by School Council: 13 September 2006
To be reviewed: 2010
8.18 STORAGE OF DANGEROUS PRODUCTS POLICY

POLICY
1. Organ Factory Kids’ Club will store all dangerous products in a lockable cupboard/cabinet.
2. Less toxic products will be selected for cleaning and other purposes where appropriate.
3. All staff will be trained in the storage, preparation and first aid of all dangerous products held at Organ Factory Kids’ Club.

PROCEDURES
Management and staff have a responsibility to ensure that:
- When purchasing cleaning and other dangerous supplies, consideration is made to the purpose of the product, health and regulatory requirements and alternative products.
- Material data safety sheets are obtained for all chemicals stored on the premises.
- Material data safety sheets are easily accessible and known to staff, for all chemicals stored on the premises.

Staff have a responsibility to ensure that:
- Lockable cabinets and cupboards are used for cleaning materials, disinfectants, flammable, poisonous and other dangerous substances, tools, toiletries, first aid equipment and medication.
- Storage cabinets/cupboards are appropriately labelled ‘chemical storage’ or ‘first aid’ and contain warning signs.
- All chemicals and dangerous products are returned to the lockable cabinet immediately after use.
- All chemicals, medications and dangerous substances are stored in their original containers.
- Hazardous machinery, chemicals and activities which are likely to cause potential danger to children are not to be used or undertaken while Organ Factory Kids’ Club is in operation.
- If poisoning does occur a staff member will telephone the Poisons Information Centre, Royal Children’s Hospital on 13 11 26 immediately for first aid advice.
- The telephone number of the Poisons Information Centre is posted on or beside every telephone in the facility.

Relevant Policies:
- Accidents Policy
- Medication Policy
- Cleaning and Maintenance Policy
- Occupational Health and Safety Policy
- Emergency Management Policy

References:
DHS – Implementation Guidelines for National Standards for Outside School Hours Care, May 1996, 1.4 Storage Facilities.
Poisons Information Centre, Royal Children’s Hospital, Melbourne phone: 13 11 26

Date Approved by School Council: 13 September 2006
To be reviewed:  2010
8.19 SMOKE FREE ENVIRONMENT POLICY

POLICY

Clifton Hill Primary School Outside School Hours Childcare Service (Organ Factory Kids’ Club) operates in a smoke-free environment as per National Standards.

PROCEDURES

• Procedures will be put in place if a staff member does smoke, to maintain the staff: child ratios, and abide by the above policy.
• Non-compliance will result in disciplinary action in accordance with industrial protocols.
• Signs are posted to notify that it is a smoke free environment

Relevant Policies:
Health of Staff Policy

References:
DHS – Implementation Guideline for National Standards for Outside School Hours Care, May 1996 – pg 19 – 2.10.5

Date Approved by School Council: 13 September 2006
To be reviewed: 2010
### APPENDIX LIST

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APPENDIX 1

ENROLMENT FORM
### APPENDIX 2  

#### FEE SCHEDULE

<table>
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<tr>
<th>Service</th>
<th>Fee</th>
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<tr>
<td>BEFORE SCHOOL CARE</td>
<td>$</td>
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<tr>
<td>AFTER SCHOOL CARE</td>
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<tr>
<td>EARLY FINISH DAYS</td>
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<tr>
<td>PUPIL FREE DAYS</td>
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<tr>
<td>VACATION CARE</td>
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</tbody>
</table>

Cheques are to be made out to Clifton Hill Primary School.
APPENDIX 3  EMERGENCY NUMBERS
## APPENDIX 5 EXCLUSION LIST

<table>
<thead>
<tr>
<th>Conditions</th>
<th>Signs and Symptoms</th>
<th>Exclusion of Cases</th>
<th>Exclusion of Contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acquired Immune Deficiency Syndrome (AIDS / HIV)</td>
<td>Breakdown of body’s defence system</td>
<td>Not excluded unless child has a secondary infection</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Amoebiasis (Entamoeba histolytica)</td>
<td>Diarrhea</td>
<td>Exclude until diarrhea has ceased</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Asthma</td>
<td>Laboured breathing persistent cough, blueness around lips and extremities, wheezing</td>
<td>Not excluded Recommen that a child who requires treatment more often than four hourly should not be in care.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Campylobacter</td>
<td>An intestinal infection, identified through faecal culture. Diarrhea (sometimes bloody), low-grade fever and abdominal cramping.</td>
<td>Exclude until diarrhoea has ceased</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Chicken Pox</td>
<td>Small dark pink spots on trunk and upper limbs, which appear in crops over a period of time. Spots then form watery blisters that break easily. Fever, runny nose, cough, fatigue and general rash.</td>
<td>Exclude until fully recovered or for at least 5 days after the eruption first appears. Some remaining scabs are not a reason for continued exclusion.</td>
<td>Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded.</td>
</tr>
<tr>
<td>Conditions</td>
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</tbody>
</table>
| Common Cold         | Upper Respiratory Infection
Blocked nose, fever, coughing, headache, sore throat, irritability and sneezing. | Not excluded
To prevent spread of infection, and provide effective care to the child parents are advised to keep children at home while symptoms are obvious - green/yellow nasal discharge, elevated temperature. | Not excluded          |
| Conjunctivitis      | Infection of the Eyes
Weepy red eyes which are sore or itchy. Intolerance of bright lights. A discharge can cause eye lashes to stick together after sleep. | Exclude until discharge from eyes has ceased.                                                         | Not excluded          |
| Croup               | Croup refers to any kind of inflammation of the larynx or voice box in children - is not a single disorder in itself. Harsh, barking cough, noisy breathing. Several viruses can cause croup. | Not excluded
Parents should be encouraged to exclude the child until fully recovered.                                | Not excluded          |
<p>| Cytomegalovirus (CMV) | A member of the herpes group. Either mild or no symptoms present.                     | Exclusion not necessary                                                                                  | Not excluded          |
| Diarrhoea           | Increased frequency, runniness or volume of faeces. Vomiting and stomach pain.       | Exclude until diarrhoea has ceased or until medical certificate of recovery is produced.                | Not excluded          |</p>
<table>
<thead>
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<tbody>
<tr>
<td>Diphtheria</td>
<td>An acute infectious bacterial disease with inflammation of mucous membrane especially of the throat, resulting in formation of false membrane causing difficulty in breathing and swallowing.</td>
<td>Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later.</td>
<td>Exclude family/household contacts until cleared to return by the Secretary.</td>
</tr>
<tr>
<td>Fever</td>
<td>Normal temperature 36-37 degrees. Temperature elevated. Child looks flushed and feels hot to touch</td>
<td>Not excluded</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Glandular Fever (mononucleosis)</td>
<td>An infectious viral disease characterised by swelling of the lymph glands and lethargy.</td>
<td>Exclusion is not necessary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Hand, Foot and Mouth Disease</td>
<td>A viral illness with blisters in the mouth and on the hands and feet. This is not a serious illness and has nothing to do with the animal disease known as Foot and Mouth Disease. The child may have a low fever and lack of appetite</td>
<td>Excluded until blisters have dried.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Head Lice, Ringworm, Scabies, Pediculosis</td>
<td>A parasite Itchy scalp, particularly when head is hot. Tiny pearls of white eggs attached to the root of the hair. Difficult to remove</td>
<td>Re-admit the day after appropriate treatment has commenced</td>
<td>Not excluded</td>
</tr>
<tr>
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<td>Exclusion of Contacts</td>
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</tr>
<tr>
<td>Haemophilus type b</td>
<td>Can cause meningitis, swelling of the throat, pneumonia, joint infection. Symptoms of meningitis include fever, vomiting, headache, irritability, fitting and neck stiffness. Caused by a bacteria in the throat and nose.</td>
<td>Exclude until medical certificate of recovery is received</td>
<td>Not excluded</td>
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</tbody>
</table>
| Hepatitis A          | Inflammation of the liver  
Caused by a virus. Jaundice, dark brown urine, pale stools, loss of appetite, nausea, low grade fever, lethargy, abdominal discomfort                                                                 | Exclude until medical certificate of recovery is produced, but not before 7 days after the onset of jaundice or illness | Not excluded          |
<p>| Hepatitis B          | Infection of the liver, passed on by infected blood into a cut or the mouth lining of other person. Symptoms include abdominal discomfort, loss of appetite, nausea, fever, tiredness, joint pain, dark urine and yellow skin or eyes (jaundice) | Exclusion is not necessary                                                                            | Not excluded          |
| Hepatitis C          | Infection of the liver. Made through contact with infected blood such as through a blood transfusion. Symptoms include abdominal discomfort, loss of appetite, nausea, fever, tiredness, joint pain, dark urine, and jaundice. | Exclusion is not necessary                                                                            | Not excluded          |</p>
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<tbody>
<tr>
<td>Herpes simplex (“cold sores”)</td>
<td>Area of infection usually reddens and then fluid-filled blisters appear. Blisters tend to reappear on the same part of the persons body.</td>
<td>Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by a dressing where possible.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Impetigo (School Sores)</td>
<td>A bacterial skin infection caused by the staph organism, the strep organism or both. Flat, yellow, crusty or moist patches on the skin.</td>
<td>Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Influenza &amp; influenza like illness</td>
<td>A viral disease of the respiratory tract characterised by fever, chills, headache, muscle pain, head cold and mild sore throat. Recovery between 2-7 days.</td>
<td>Exclude until well.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Leprosy</td>
<td>A contagious disease which affects the skin, mucous membranes, and nerves, causing disfigurement.</td>
<td>Exclude until approval to return has been given by the Secretary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Measles</td>
<td>A viral infection which begins with fever, tiredness, a cough, runny nose and inflamed eyes for several days, followed by bright red itchy rash, starting on the face then over the body. The child usually feels very ill. This is not a simple childhood disease.</td>
<td>Exclude for at least 4 days after the onset of the rash. Non-immunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of their first contact with the first case they may be able to return to</td>
<td></td>
</tr>
<tr>
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<td>Exclusion of Contacts</td>
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</tr>
<tr>
<td><strong>Meningitis (bacteria)</strong></td>
<td>Usually more severe than the viral form. Fever, loss of appetite, vomiting, stiff neck and irritability. Older children may experience irritability, confusion, drowsiness, stupor or coma.</td>
<td>Exclude until well.</td>
<td>Not excluded</td>
</tr>
<tr>
<td><strong>Meningococcal infection</strong></td>
<td>Meningococcal infection may cause meningitis or septicaemia. Symptoms of septicaemia include high fever and rash.</td>
<td>Exclude until adequate carrier eradication therapy has been completed.</td>
<td>Not excluded if receiving carrier eradication therapy</td>
</tr>
<tr>
<td><strong>Mumps</strong></td>
<td>A viral infection. Swelling or soreness occurs on one or both sides of the face below or in front of ears. Difficulty in swallowing or eating. Fever, headache</td>
<td>Exclude for 9 days or until swelling goes down (whichever is sooner)</td>
<td>No excluded</td>
</tr>
<tr>
<td><strong>Parvovirus B19, Slapped cheek syndrome, fifth disease</strong></td>
<td>Mild viral illness, fever, red cheeks, itchy, lacelike rash on the body and limbs. May have a cough, sore throat or runny nose.</td>
<td>Exclusion not necessary</td>
<td>Not excluded</td>
</tr>
<tr>
<td><strong>Poliomyelitis</strong></td>
<td>An infectious viral disease which affects the central nervous system and can cause temporary or permanent paralysis</td>
<td>Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Conditions</td>
<td>Signs and Symptoms</td>
<td>Exclusion of Cases</td>
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</tr>
<tr>
<td>Ringworm</td>
<td>A fungus infection Itchy skin eruption that spreads out ring like from the site of infection</td>
<td>May return after medical treatment has been completed</td>
<td></td>
</tr>
<tr>
<td>German Measles (Rubella)</td>
<td>A mild viral disease. Swollen glands behind ears and at back of skull. Pink or red spots starting behind the ears spreading to forehead then rest of body.</td>
<td>Exclude until fully recovered or for at least 4 days after the onset of the rash</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Salmonella, Shigella</td>
<td>Diarrhoea, fever, abdominal pain, nausea and vomiting.</td>
<td>Exclude until diarrhoea ceases</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Streptococcal infection including Scarlet Fever</td>
<td>Begins with sore throat, high temperature and frequent vomiting. Followed by a rash which first appears on the neck, chest and rapidly spreads across the body to the legs.</td>
<td>Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Trachoma</td>
<td>Contagious disease of the eye with inflamed inner surface of the lids</td>
<td>Re-admit the day after appropriate treatment has commenced</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Tuberculosis</td>
<td>Infection of the lungs. Mild fever.</td>
<td>Exclude until receipt of a medical certificate stating child is not infectious</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Conditions</td>
<td>Signs and Symptoms</td>
<td>Exclusion of Cases</td>
<td>Exclusion of Contacts</td>
</tr>
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<td>----------------------------------</td>
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</tr>
<tr>
<td>Typhoid fever (including paratyphoid fever)</td>
<td>An infectious bacterial fever with an eruption of red spots on the chest and abdomen and severe intestinal irritation.</td>
<td>Exclude until approval to return has been given by the Secretary (DHS).</td>
<td>Not excluded unless considered necessary by the Secretary (DHS).</td>
</tr>
<tr>
<td>Whooping Cough</td>
<td>An acute contagious disease of the bronchial tubes and upper respiratory passages. Incubation period 7-10 days. Heavy cold like symptoms, cough and fever.</td>
<td>Exclude the child for 5 days after starting antibiotic treatment.</td>
<td>Exclude unimminised household contacts aged less than 7 years and close child care contacts for 14 days after the last exposure to infection or until they have taken 5 days of a 10 day course of antibiotics.</td>
</tr>
<tr>
<td>Worms (intestinal)</td>
<td></td>
<td>Exclude if diarrhoea present.</td>
<td>Not excluded</td>
</tr>
</tbody>
</table>

Medical Certificate means certificate of a registered medical practitioner.

Details from: Communicable Diseases Section, DHS, May 2001