

POLICIES GOVERNING FAIRHOLME COLLEGE KINDERGARTEN

	Fairholme College Toowoomba ABN 16 917 099 053 CRICOS Provider Code 03726D		
Purpose	To provide guidance and clear direction in regards to the regulations and policies governing the operation of the Fairholme College Kindergarten in accordance with the National Quality and Education Standards and the Early Years Learning Framework.		
Scope	All employees of Fairholme College, specifically the Kindergarten, students, volunteers and parents, guardians and carers.		
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Version History

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3.0	Full review and update to new template, APPROVED	15 January 2017
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Contents

1	Service Philosophy and goals	1-1
1.1	Kindergarten Philosophy Statement	1-1
1.2	Kindergarten Goals	1-3
2	Children	2-1
2.1	Respect for Children Policy	2-1
2.2	Statement of Commitment to the Safety and Wellbeing of Children and the Protection of Children from harm Policy	2-3
2.3	Educator to Child Ratios Policy	2-5
2.4	Arrivals and Departures of Children Policy	2-7
2.5	Reporting of Child Abuse Policy	2-9
2.6	Behaviour Support and Management Policy	2-10
2.7	Dealing with Intensive and Complex Behaviours (Including Suspension)	2-12
2.8	Inclusion and Anti-bias Policy	2-16
2.9	Reporting Guidelines & Directions for Handling Disclosures & Suspicions of Harm Policy	2-18
2.10	Including Children With Special/Additional Needs Policy	2-19
2.11	Bookings and Cancellations Policy	2-20
2.12	Children Accessing the Internet Policy	2-21
2.13	Children's Participation and Decision Making	2-23
3	Program	3-1
3.1	Educational Program Planning Policy	3-1
3.2	Program Documentation and Evaluation Policy	3-4
3.3	Educators Practice Policy	3-6
3.4	Excursions Policy	3-8
3.5	Transport for Excursions Policy	3-10
3.6	Escorting Children Policy	3-12
3.7	Environmental Responsibility Policy	3-13
3.8	Water Activities and Safety Policy	3-14
4	Health and Wellbeing	4-1
4.1	General Health and Safety Policy	4-1
4.2	Infectious Diseases Policy	4-3
4.3	Incident, Injury, Trauma or Illness Policy	4-6
4.4	Medication Administration	4-10
4.5	Keeping of Animals Policy	4-12
4.6	Sun Safety Policy	4-13

4.7	Children’s Toileting Policy	4-15
4.8	Anaphylaxis Management Policy.....	4-17
4.9	Emergency Health and Medical Procedure Management Policy	4-19
4.10	First Aid Waste Management Policy	4-21
4.11	Infectious Diseases Response Strategy Policy	4-22
4.12	Asthma Management Policy.....	4-24
4.13	Medical Conditions Policy	4-26
4.14	Childhood Immunisation	4-32
4.15	Sleep and Rest Policy	4-34
4.16	Suporting Mental Health and Well being.....	4-35
5	Food and Nutrition	5-1
5.1	Food Handling and Storage Policy	5-1
5.2	Cleaning and Sanitising Policy	5-3
6	Provision and Safety of Facilities	6-1
6.1	Provision of Resources and Equipment Policy	6-1
6.2	Workplace Health and Safety Policy.....	6-2
6.3	Management of Poisonous Plants and Fungi Policy.....	6-3
7	Emergencies	7-1
7.1	Emergency Equipment and Facilities Policy	7-1
7.2	Drills and Evacuations Policy	7-3
7.3	Harassment and Lockdown Policy.....	7-5
7.4	Fire Safety Compliance Policy.....	7-6
8	Educators, Staff Members and Volunteers	8-1
8.1	Role and Expectations of Educators Policy.....	8-1
8.2	Educational Leader Policy.....	8-4
8.3	Recruitment and Employment of Educators Policy.....	8-6
8.4	Educator Professional Development and Learning Policy.....	8-7
8.5	Volunteer Policy	8-9
8.6	Employee and Volunteer Grievance Policy	8-10
8.7	Workplace Harassment and Bullying Policy	8-11
8.8	Employee Performance Monitoring, Review and Management Policy	8-12
8.9	Employee Code of Conduct Policy.....	8-13
8.10	Employee Orientation and Induction Policy.....	8-14
8.11	Employee Leave Policy	8-15
8.12	Employee Health Policy	8-16

8.13	Employee Online Social Networking Policy	8-17
8.14	Children of Employees Policy	8-19
8.15	Workplace Sexual Harassment Policy.....	8-20
8.16	Educator Uniform and Personal Presentation Policy	8-21
9	Parent, Family and Community Relationships	9-1
9.1	Access Policy	9-1
9.2	Enrolment Policy.....	9-2
9.3	Communication with Families Policy.....	9-3
9.4	Complaints Handling Policy	9-5
9.5	Parent and Community Participation Policy.....	9-6
9.6	Management of Intoxicated or Persons Under the Influence Policy	9-8
9.7	Parent Conduct Policy	9-10
10	Management and Administration	10-1
10.1	Quality Compliance Policy	10-1
10.2	Role and Composition of Management Committee Policy	10-3
10.3	Fees Policy	10-4
10.4	Approval Requirements under Legislation Policy.....	10-5
10.5	Insuring Risks Policy.....	10-7
10.6	Nominated Supervisor Policy	10-8
10.7	Information Handling (Privacy and Confidentiality) Policy	10-10
10.8	Risk Management and Compliance Policy.....	10-11
10.9	Managing Compliance within the Service Policy.....	10-14
10.10	Information Technology Policy.....	10-16
10.11	Record Back-up and Off-site Information Handling Policy.....	10-17
10.12	Intellectual Property and Copyright Policy.....	10-18
10.13	Court Orders and the Release of Children in Care Policy.....	10-19
10.14	Environmental Management Policy	10-20
10.15	Determining the Responsible Person Policy.....	10-21

1 SERVICE PHILOSOPHY AND GOALS

1.1 KINDERGARTEN PHILOSOPHY STATEMENT

Purpose	This statement outlines the philosophy of Fairholme College and identifies the Kindergarten's vision and beliefs within the College.
Rationale	<p>Fairholme Kindergarten is proudly part of Fairholme College, a Kindy to Year 12 independent school located in Toowoomba, and owned by the Presbyterian Church of Queensland.</p> <p>The vision statement for Fairholme College is: <i>Fairholme: a nurturing Christian school, committed to developing a vibrant learning community; one that challenges students to become confident and respectful contributors within our global society.</i> The values of <i>Christ-centred faith, collaboration, enjoyment, respect and seeking excellence</i> underpin the College's vision statement.</p>
References	<p>The laws and other provisions affecting this policy include:</p> <ul style="list-style-type: none"> • <i>Education and Care Services National Law Act, 2010 and Regulations 2011</i> • <i>Belonging, Being & Becoming, The Early Years Learning Framework for Australia</i> • <i>National Quality Standards</i> • <i>Queensland Kindergarten Learning Guidelines</i>

Philosophy

At Fairholme Kindy our focus is to provide strong foundations for social, emotional, physical and academic development through our developmentally appropriate and stimulating fun learning experiences.

We believe all children have a right to play and we value this as an essential component of our program.

We weave literacy and numeracy exploration throughout our daily learning opportunities through developmentally appropriate and stimulating fun experiences.

We value strong partnerships between the children, their families, the wider community and Fairholme Kindy and we model, promote and encourage respectful relationships and acceptance of diversity between all parties.

We provide opportunities for the children to have a sense of agency and develop an active curiosity about their world and an enthusiasm for learning, based on their own needs, interests, investigations and curiosities.

We acknowledge that all children are unique individuals with their own learning styles, rate of development, life experiences and cultural heritage. Both the indoor and outdoor environments engage

the senses, stimulate curiosity, encourage active exploration and provide opportunities for the children to play an active role in becoming environmentally aware and responsible.

We model and explicitly teach the children how to respect themselves, others and the environments with our earth care, people care and fair share education program.

We support the children's learning and development and provide the best possible learning outcomes for the children through scaffolding, observations and reflective practice. We are committed to improvement, continually seeking ways to better serve the needs of our children and their families.

We value collegial partnerships and we foster a collaborative approach where all staff are respected and valued as individuals and part of a team.

We instill strong awareness, understanding and respect for the Aboriginal and Torres Strait Islander cultures and their deep connection to place, language and community.

1.2 KINDERGARTEN GOALS

Purpose	Clearly identify the goals of Fairholme Kindergarten in the provision of service to students.
References	<p>The laws and other provisions affecting this policy include:</p> <ul style="list-style-type: none"> • Education and Care Services National Law Act, 2010 and Regulations 2011 • Belonging, Being & Becoming, The Early Years Learning Framework for Australia • National Quality Standards • Queensland Kindergarten Learning Guidelines

Fairholme Kindergarten has a number of goals on which our service is based. These goals are based on the outcomes for children as outlined in *The Early Years Learning Framework*. Our goals are to encourage children to:

- **Have a strong sense of identity** – the service aims to teach children to demonstrate a capacity for self-regulation, negotiating and sharing behaviours by motivating and encouraging children to succeed when they are faced with challenges.
- **Be connected with and contribute to their world** – the service demonstrates awareness of connections, similarities and differences between people and how to react in positive ways by encouraging children to listen to others and to respect diverse perspectives. Educators use spontaneous opportunities and intentional teaching to promote understandings about aboriginal and Torres Strait Islander cultures and their strong connection to place, language, histories and community.
- **Have a strong sense of wellbeing** – the service aims to teach children to show self-regulation and manage their emotions in ways that reflect the feeling and needs of others by showing care, understanding and respect for all children.
- **Be confident and involved learners** – the service aims to teach children to use reflective thinking to consider why things happen and what can be learnt from these experiences by encouraging children to communicate and make visible their ideas, theories, collaborate with children and model reasoning, predicting and reflecting processes and language.
- **Be effective communicators** – the service aims to teach children to convey and construct messages with purpose and confidence, and to explore and expand ways to use language and explore and engage with literacy and numeracy in personally meaningful ways.

2 CHILDREN

2.1 RESPECT FOR CHILDREN POLICY

Purpose	The purpose of this policy is to provide processes which guide the appropriate conduct of College staff, students and volunteers, involving the care and protection of children. Information herein supports compliance in the State of Queensland. This Policy is to be read in conjunction with the policies of Fairholme College specifically relevant to the Respect and Protection of children.
References	<p>The laws and other provisions affecting this policy include:</p> <ul style="list-style-type: none"> • <i>Education and Care Services National Law Act, 2010 and Regulations 2011</i> • Belonging, Being & Becoming, The Early Years Learning Framework for Australia • Queensland Kindergarten Learning Guidelines <p>Policies:</p> <p>2.4 – Arrivals and Departures of Children, 2.6 – Behaviour Support and Management, 2.8 – Inclusion and Anti-bias, 2.10 – Including Children with Special/Additional Needs, 3.1 – Educational Program Planning, 3.3 – Educators Practice, 4.7 – Children’s Toileting</p> <p>Fairholme College Policies:</p> <ul style="list-style-type: none"> • Child Protection Policy • Child Protection Management Strategy • Community Code of Conduct • Disabilities Policy • Staff Code of Conduct • Student Wellness Policy
NQS Area	1.1; 1.2; 2.1.1, 2.1.2; 2.3.4; 4.2.1; 4.3.2; 5; 7.1.1, 7.1.2; 7.2.1, 7.2.3, 7.3.5.

Rationale

Fairholme Kindergarten recognises and acknowledges that the children, their wellbeing, health and safety are the main focus. Children are to be treated by educators and other staff members at all times as unique and valued individuals and with respect and dignity.

Procedures

The children are to be considered and, as far as reasonably possible, actively involved in the ongoing development of:

- Program and activities (see Policy 3.1 – Educational Program Planning)
- Behaviour expectations of the Service (see Policy 2.6 – Behaviour Support and Management)
- the physical aesthetic environment of the Service (NQS Area 3 – Physical Environment)

Educators will:

- foster all children's self-esteem and confidence, empowering them to make choices and guide their own play
- promote children's sense of belonging, connectedness and wellbeing by interacting in a consistently positive and genuinely warm and nurturing manner
- have high expectations for each child, valuing their individual capacity to achieve and ensuring they experience pride in their achievements
- respect the diversity of all children's backgrounds and abilities and accommodate the individual needs of each child
- treat all children equitably and respond positively to all children
- communicate with children respectfully, taking the time to listen and value what they say.

2.2 STATEMENT OF COMMITMENT TO THE SAFETY AND WELLBEING OF CHILDREN AND THE PROTECTION OF CHILDREN FROM HARM POLICY

Purpose	The purpose of this policy is to provide processes which guide the appropriate conduct of College staff, students and volunteers, involving the care and protection of children from harm, inappropriate behaviour and sexual abuse.
References	<p>The laws and other provisions affecting this policy include:</p> <ul style="list-style-type: none"> • <i>Education and Care Services National Law Act, 2010 and Regulations 2011</i> • <i>Child Protection Act 1999 and Regulations 2000</i> • <i>Family and Child Commission Act 2014</i> • <i>Working with Children (Risk Management Screening) Act 2000 and Regulations 2020</i> • Duty of Care <p>Policies: 2.6 – Behaviour Support and Management, 2.8 – Inclusion and Anti-bias, 2.10 – Including Children with Special/Additional Needs, 3.3 – Educators Practice, 4.7 – Children’s Toileting.</p> <p>Fairholme College Policies:</p> <ul style="list-style-type: none"> • Child Protection Policy • Child Protection Management Strategy • Community Code of Conduct • Disabilities Policy • Privacy Policy • Staff Code of Conduct • Student Wellness Policy
NQS Area	2.3; 4.2.1; 7.1.1, 7.1.2, 7.1.5; 7.3.2, 7.3.5.

Rationale

Fairholme Kindergarten regards as of utmost importance its role in the protection of children in its care. This includes Fairholme Kindergarten moral and legal duties to care for children associated with Fairholme Kindergarten whilst not in the care of their parents or other primary carers. Such a policy includes a statement of commitment to the safety and wellbeing of children whilst attending the Kindergarten service.

Procedures

Management, nominated supervisors and educators shall be committed to providing an environment that is safe and promotes the well-being of all children at all times through:

- Requiring that educators and management sign a code of conduct (see Policy Group 8 and 10).
- Ensuring educator employment and training procedures are used so that the Service employs suitable people and conducts adequate orientation (see Policy Group 8).
- Ensuring educators are directed that, when setting up for all activities, there is a safe physical environment as far as reasonably foreseeable.
- Children are actively supervised to ensure that they are protected from harm caused by:
 - physical injury; or
 - Harassment and other non-physical harm to the child, whether caused by other children, staff, parents of other children or any other person.
- Educators seek to ensure that they are not alone at the Service with a child, except in an emergency.
- Educators will supervise all areas available to children.
- Written parental permission will be obtained for children to be photographed at the service. Photographs will be for service use only.
- Educators will instruct the children to inform them when going to the toilet and will ensure that the Children's Toileting Policy (see Policy 4.9) is followed at all times.
- Educators, ancillary staff and volunteers are to comply with legal requirements to apply for, and hold, the appropriate child worker clearances under the Working with Children (Risk Management and Screening) Act 2000

The Fairholme College Kindergarten will comply with legal requirements to hold a current positive suitability notice under the *Working with Children (Risk Management and Screening) Act 2000*. The Coordinator acts as, or has designated an appropriate person to act as, Quality Officer for the Service (see Policy 10.1 – Quality Compliance) and in this capacity:

- Is to keep a copy of the clearances and suitability notices referred to above; and
- Ensures that the Service and its staff are aware of all legislative requirements and changes relating to the protection of children, including under the Education and Care Services National Law Act 2010 and Regulations 2011, Working with Children (Risk Management and Screening) Act 2000 and other relevant legislation.

2.3 EDUCATOR TO CHILD RATIOS POLICY

Purpose	Identify the philosophy and the standards set for the provision of adequate supervision for the children of the Kindergarten at all times.
References	<p>The laws and other provisions affecting this policy include:</p> <ul style="list-style-type: none"> • <i>Education and Care Services National Law Act, 2010 and Regulations 2011</i> • <i>Family and Child Commission Act 2014</i> • <i>Working with Children (Risk Management Screening) Act 2000 and Regulations 2020</i> • Duty of Care <p>Policies: 3.4 – Excursions, 3.5 – Transport for Excursions, 4.3 – Incident, Injury, Trauma or Illness, 7.2 – Drills and Evacuations, 7.3 – Harassment and Lockdown.</p> <p>Fairholme College Policies:</p> <ul style="list-style-type: none"> • Disabilities Policy • Lockdown Policy • Work Health & Safety Policy
NQS Area	1.1.5; 2.1.1; 2.2.2; 2.3.1 2.3.2, 2.3.3; 3.1.3; 3.2.1; 3.3.2; 4.1; 4.2.1; 5.1.2; 5.1.3; 6.1.3; 6.3.3; 7.1; 7.2.2; 7.3.1, 7.3.2, 7.3.3, 7.3.5.

Rationale

Staff/child ratios will be in keeping with, or better than, those guidelines set in the Quality Principles and *The Child Care Act 2002* (Qld). In setting staff ratios, consideration will be given to the activities undertaken, ages and abilities of the children and any special needs that the children may have.

Procedures

In setting educator ratios, we will be guided by the *Education and Care National Regulations 2011*:

- A maximum of 10 Kindergarten age children to 1 educator, as our Centre has a maximum of 20 Kindergarten age children in each of the rooms.
- Educators must be working directly with children to be included in the ratios
- At least one educator, with the required first aid qualifications, will be in attendance at any place children are being cared for, and immediately available in an emergency, at all times that children are being cared for by Fairholme Kindergarten.

Children who may require additional support, assistance or attention are considered. This may include extra educators in accordance with funding and support arrangements for that child.

Volunteers under the age of 18 must be fully supervised.

For excursions, educator ratios will be determined once a full risk assessment of the activity has been conducted.



When setting these ratios the following aspects of the excursion will be taken into account:

- the proposed route and destination for the excursion
- any water hazards and/or risks associated with water-based activities
- the transport to and from the proposed destination for the excursion
- the number of adults and children involved in the excursion
- given the risks posed by the excursion, the number of educators or other responsible adults that is appropriate to provide supervision and whether any adults with specialised skills are required
- the proposed activities and duration of the excursion

2.4 ARRIVALS AND DEPARTURES OF CHILDREN POLICY

Purpose	For the safety and protection of children, and in keeping with Duty of Care considerations, Fairholme Kindergarten has strict Procedures regarding the arrival and departure of children and particularly the persons who may collect children from Fairholme Kindergarten
References	<p>The laws and other provisions affecting this policy include:</p> <ul style="list-style-type: none"> • <i>Education and Care Services National Law Act, 2010 and Regulations 2011</i> • <i>Family and Child Commission Act 2014</i> • <i>Working with Children (Risk Management Screening) Act 2000 and Regulations 2020</i> • Australian Government Department of Education Children's Services Handbook • Duty of Care <p>Policies: 2.3 – Educator Ratios, 2.11 – Bookings and Cancellations.</p> <p>Fairholme College Policies:</p> <ul style="list-style-type: none"> • Child Protection Policy • Child Protection Management Strategy
NQS Area	2.3.1, 2.3.2; 4.1; 4.2.1; 6.1.1, 6.1.3; 6.3.2; 7.1.1, 7.1.2; 7.3.

Rationale

Fairholme Kindergarten's responsibility for the child begins when she/he enters the premises and ends when the child leaves the premises. Children remain under Fairholme Kindergarten's educators care for Kindy Before Care and Kindy After Care and when parents have signed their child in and in keeping with the policies and procedures of Fairholme College Kindergarten and Fairholme College.

For the safety and protection of children, and in keeping with Duty of Care considerations, Fairholme Kindergarten has strict procedures regarding the arrival and departure of children and particularly the persons who may collect children from Fairholme Kindergarten.

Hours of Operation

Kindergarten Program 8.30am – 3pm

Procedures

- All children will be signed in and out by the parent/guardian or other person (authorised nominee) whom the parent/guardian has nominated on the enrolment form, or subsequently in writing, as being authorised to do so.
- All children must be signed in/out by an authorised person.
- As from when the child has been duly signed in by the authorised person, Fairholme Kindergarten takes responsibility for the child until the child is duly signed out by the authorised person collecting her/him.
- Educators will, where it is possible without unreasonably endangering any person, not allow children to leave the Service unaccompanied, or to be released to a person other than the parent or guardian of the child, or to an authorised adult, nominee, as permitted under the above procedure. If in doubt, a Certified Supervisor will contact a parent/guardian immediately to discuss.
- Where no written authority has been received, the parent or guardian may give permission by – telephone and/or email for an alternative person to collect the child. The parent must provide the name and description of any such person concerned.

Late Arrivals and Departures

- If at closing time children have not been collected or parents have not made arrangements for collection within 15 minutes of normal closing time, parents/guardians will be contacted on the most recent numbers, and if necessary emergency numbers, provided by the parents/guardians.
- If a child has not been collected 15 minutes after the end of a Kindergarten program the educators will contact the parents/guardians, or if they have signed permission to use Kindy after Care the educator will take them to Kindy after Care.
- In the event there is no response from contact numbers or parents are unable to arrange collection, advice will be sought from the Nominated Supervisor and the Principal of Fairholme College.

Children Leaving Without Permission

- If a child leaves the Fairholme Kindergarten in any other circumstances and for any reason without permission, the Nominated/Certified supervisor will assess the situation immediately, and inform the Principal of Fairholme College and will call the parent/guardian and police as quickly as reasonably possible.
- Educators will not leave the Service to pursue a child if:
 - It may leave the other children in the Service with insufficient supervision
 - It may expose that staff member to an unacceptable risk of personal harm.

2.5 REPORTING OF CHILD ABUSE POLICY

Purpose	The purpose of this Policy is to provide processes which guide the appropriate process to report child abuse, involving the care and protection of children.
References	<p>The laws and other provisions affecting this policy include:</p> <ul style="list-style-type: none"> • <i>Education and Care Services National Law Act, 2010 and Regulations 2011</i> • <i>Family and Child Commission Act 2014</i> • <i>Child Protection Act 1999 and Regulations 2000</i> • <i>Child Protection (mandatory Reporting – Mason’s Law) Amendment Act 2016</i> • Duty of Care <p>Policies: 2.2 – Statement of Commitment to the Safety and Wellbeing of Children and the Protection of Children from Harm, 8.4 – Educator Professional Development and Learning</p> <p>Fairholme College Policies:</p> <ul style="list-style-type: none"> • Child Protection Policy • Child Protection Management Strategy
NQS Area	<ul style="list-style-type: none"> • 2.3.2, 2.3.4; 4.2.1; 5.1.3; 5.2.3; 7.1.1, 7.1.2; 7.2.3, 7.3.

The Fairholme Kindergarten follows the Fairholme College Child Protection Policy and Child Protection Management Strategy for reporting suspected Child Abuse.

2.6 BEHAVIOUR SUPPORT AND MANAGEMENT POLICY

Purpose	To provide behaviour support and management strategies for Fairholme Kindergarten that are vital for providing a safe and happy environment.
References	<p>The laws and other provisions affecting this policy include:</p> <ul style="list-style-type: none"> • <i>Education and Care Services National Law Act, 2010 and Regulations 2011</i> • Belonging, Being & Becoming, The Early Years Learning Framework for Australia • Duty of Care • Queensland Kindergarten Learning Guidelines <p>Policies:</p> <p>2.1 – Respect for Children, 2.3 – Educator Ratios, 2.7 – Exclusion for Behavioural Reasons, 2.10 – Including Children with Special/Additional Needs, 3.3 – Educators Practice, 4.4 – Medication Management, 9.3 – Communication with Families, 9.4 – Complaints Handling</p> <p>Fairholme College Policies:</p> <ul style="list-style-type: none"> • Medication Policy • Restorative Practices • Staff Code of Conduct
NQS Area	1.1.5, 1.1.6; 2.1.1; 2.3; 4.1; 4.2.1; 5.1; 5.2; 6.1.1, 6.1.3; 6.2; 6.3.2, 6.3.3; 7.1.2, 7.1.4, 7.1.5; 7.2.2; 7.3.1, 7.3.2, 7.3.4, 7.3.5

Rationale

Behaviour support and management strategies play a vital role in providing a safe and happy environment and are approached by:

- applying appropriate measures (in keeping with community standards)
- focusing on supporting children to develop skills to self-regulate
- preserving and promoting children's self esteem
- having regard to the other principles set out in the Philosophy Statement of Fairholme Kindergarten.

Procedures

- Educators are trained to respond to various developmental stages of the differing ages of the children who attend Fairholme Kindergarten, and will apply appropriate behaviour support and guidance techniques which will be consistent with the Philosophy Statement of Fairholme Kindergarten.
- Educators involve the children as far as reasonably possible in developing behaviour expectations for Fairholme Kindergarten.
- These behaviour expectations will be clear, child-focused, based on acceptable wider community expectations and easy to understand.

- Educators remind children of the behavioural expectations as necessary and support them to follow these

Educators are required to:

- model appropriate behaviour, including using positive language, gestures, facial expressions and tone of voice
- monitor, engage in and support children's play, pre-empting potential conflicts or challenging situations and supporting children to consider alternative behaviours
- constantly and consistently use positive guidance strategies
- support children to make choices, accept challenges, manage change, cope with frustration and to experience the consequences of their actions
- acknowledge children through encouragement when they make a positive choice in managing their own behaviour
- Educators prompt and support children who are experiencing anger, frustration or fear, to engage in another activity or move to a downtime/safe place.
- Educators are required to follow the Fairholme Kindergarten behaviour management strategies and techniques that align with Fairholme College Restorative Practices policy.

Educators are not permitted at any time to use practices that demean, humiliate, frighten or threaten a child.

Behaviour support plans will be implemented if deemed necessary by the Certified Supervisors. Support plans will be developed collaboratively with the Certified Supervisors, parent/guardian, child and other health/educational professionals as required.

Parents/guardians are not permitted to approach other children attending Fairholme Kindergarten regarding behaviour incidents and/or issues.

2.7 DEALING WITH INTENSIVE AND COMPLEX BEHAVIOURS (INCLUDING SUSPENSION)

Purpose	To provide guidelines for the exclusion of a child as a result of inappropriate behaviour whilst under the care of the Fairholme College Kindergarten Staff.
References	<p>The laws and other provisions affecting this policy include:</p> <ul style="list-style-type: none"> • <i>Education and Care Services National Law Act, 2010 and Regulations 2011</i> • <i>Working with Children (Risk Management and Screening) Act 2000</i> • <i>United Nations Convention on the Rights of the Child</i> <p>Policies: 2.1 – Respect for Children, 2.2 – Statement of Commitment to the Safety and Wellbeing of Children and the Protection of Children from Harm, 2.6 – Behaviour Support and Management.</p>
NQS Area	1 – Educational program and practice; 2 – Children’s health and safety; 4 – Staffing arrangements; 5 – Relationships with children; and 6 – Collaborative partnerships with families and communities

RATIONALE

The service is committed to ensuring children receive a high standard of positive behaviour support as they learn and develop. As a service we acknowledge, the duty to understand and effectively respond to children’s behaviour is vital for the safety and wellbeing of children and educators. We recognise, at times, children display behaviour that are unsuitable for the setting. The behaviours of serious concern are those that risk –

- the safety of the child or others; and/or
- the wellbeing of the child or others.

On these occasions, the service is committed to plan, support and reflect on opportunities for individual consideration for the best outcomes for children and families.

In responding to behaviours that the service recognises as intense or complex, parents will be invited to collaborate with the Nominated Supervisor (or delegate) to identify strategies to ensure the safety and wellbeing of everyone attending the service. Planning for behaviour support will focus on actions to guide children to learn new behaviours (e.g. appropriate communication, social skills and emotional regulation) and reduce the risk of further incidents.

While every reasonable effort will be made to address individual children’s needs, where opportunities to support the child have been exhausted or where the risks to safety are too extreme, the service may exclude the child from attending. When considering suspension, the Nominated Supervisor (or Approved Provider) will give consideration to the context surrounding the service’s capacity to meet the child needs. A decision to suspend the child can consider either a temporary, or in some cases, permanent suspension.

In supporting the behaviour of children, the service recognises its duties as outlined in the *Education and Care Services National Law section 166 and Regulations 155-156*.

PROCEDURES

IDENTIFYING INTENSIVE OR COMPLEX BEHAVIOUR

The service might find the need to support the behaviour of a child due to a range of factors, including –

- following a significant incident;
- a pattern of ongoing behaviour; or
- where relevant information (i.e. enrolment information) has identified a child's education and would be best support by the service approaching behaviour support in a planned and intentional manner.

When recognising the need for individualised support, a proportionate response will be determined by the Nominated Supervisor (or in their absence an appropriate delegate).

Initial Intensive Behaviour Support

Depending on the level of support required and the significance of behaviour, the Nominated Supervisor may choose to coordinate some initial intentional support strategies to effectively support a child before needs require escalation to a fully developed positive behaviour support plan. Monitoring the support provided to children will determine the progress to collaboration with parents/caregivers (formal Positive Behaviour Support Planning).

Initial support planning may be a range of options chosen by the Nominated Supervisor and could include:

- an informal discussion to prompt educators to be intentional in how they respond to a child's needs.
- development of specific strategies to engage the child and positively impact behaviour.
- an internal meeting with key staff members to draft an initial plan to support a child's behaviour.
- Assess the environment and resources to engage the children in preferred activities.
- Informal discussion with parents/caregivers about likes/dislikes for ideas for programmed activities.

The Nominated Supervisor will communicate the intentions and actions with parents and caregivers, ensuring transparent and collaborative communication in supporting children to meet the service's expectation. Any plans developed to support a child will be an extension of the services positive behaviour support practices (policy 2.6).

POSITIVE BEHAVIOUR SUPPORT PLANNING

In circumstances where the service requires the collaboration and support of parents (or other appropriate persons) the Nominated Supervisor (or an appropriate delegate) will invite the parent/s (or caregivers/authorised nominee) of the child to meet with the purpose of discussing strategies for supporting the child's behaviour while at OSHC. The aim of this meeting will be the development of a suitable behaviour support plan

Positive behaviour support plans have three main components: understanding the child/behaviour, a plan to support the child, steps to assist with implementation.

Suspension pending a behaviour support plan.

Where the development of a behaviour support plan has been prompted as a result of a critical incident, the Nominated Supervisor may suspend a child's attendance until a positive behaviour support plan has been established. In determining a temporary suspension, the Nominated Supervisor will consider the likelihood of another incident and the level of risk to the child and others.

Understanding the child/behaviour

1. The Nominated Supervisor will invite the parent/s or caregiver/s of the child to meet to discuss the child's behaviour and strategies to support the child. The parent should be informed of the reasons why a behaviour support plan is required.
2. The intention of the support plan is to focus on developing the child's skills and learning. Identifying the child's strengths and interests will frame how the service can best support the child's development.
3. Any relevant information about diagnoses, history, health or environmental impacts should also be identified and considered.
4. The important aspect to formulating a sound plan to respond to behaviour is understanding the drive and function of any behaviours of concern. The Nominated Supervisor, educators and parents/caregivers should identify any indications to what might lead to this behaviour and proactive strategies to reduce any escalations. Examples include but are not limited to –
 - a. How the program and routines are organised.
 - b. The child's engagement and interactions with others.
 - c. The learning environment and sensory needs.

Support strategies

5. The service's planned actions are developed to promote and encourage children to display acceptable behaviours. The service will focus on creating proactive strategies (skill development) and behaviour support responses (de-escalation techniques):
 - a. **Proactive strategies** should be an extension of the assessment of the child's behaviour. They should be developed to encourage the child to develop skills to promote more acceptable behaviours. Types of skills the service can aim to address include social skills, coping skills, and self-regulations of behaviour.
 - b. **Response strategies** are those actions educators will use to de-escalate a child's behaviour during an emerging crisis/incident. There will be an emphasis on early de-escalation to avoid an incident occurring. Reactive strategies are those actions educators will use that prompt effective responses to diffuse behaviours, prevent injury or damage and keep everyone safe.
6. Plans developed to support children's behaviour should provide an actionable and accountable collection of tasks for the service to undertake. All strategies must be consistent with positive behaviour support requirements and best-practice.

Implementation

7. Any additional resources or training to support the effective implementation of the behaviour support plan is to be identified and actioned by the Nominated Supervisor, subject to the approval of the Approved Provider.
8. Parent/s or caregivers are encouraged to collaborate throughout the planning and implementation of positive behaviour support plans. This will be continual monitoring of the effectiveness and any identified concerns will prompt a re-evaluation of the content and additional supports.

EXCLUSION/SUSPENSION BASED ON BEHAVIOUR

1. Where the Nominated Supervisor reasonably believes:
 - the risk to safety or the impact on the wellbeing of a child(ren) exceeds the capacity (or potential capacity) of the service; and
 - where the opportunity to support a child's behaviour has been exhausted,
2. Either temporary or permanent exclusion can be considered in consultation with the Approved Provider.
3. The Nominated Supervisor will review relevant reports and plans with the Approved Provider and explore an action plan up to and including the possibility of suspending a child's attendance.
4. Any decision to exclude a child will be communicated to the parent/s in writing and will outline the conditions for re-enrolment, where relevant.

EXCLUSION FROM SCHOOL

Unless explicated stated by the school, any child suspended or excluded from the school will not automatically be suspended or excluded from the service. However, the service will not operate in a manner incompatible with school instruction/direction.

2.8 INCLUSION AND ANTI-BIAS POLICY

Purpose	To support the Christian principle of equity through implementing inclusive and anti-bias practices.
References	<p>The laws and other provisions affecting this policy include:</p> <ul style="list-style-type: none"> • <i>Education and Care Services National Law Act, 2010 and Regulations 2011</i> • QLD Anti-Discrimination Act 1991 • Belonging, Being & Becoming, The Early Years Learning Framework for Australia • Queensland Kindergarten Learning Guidelines <p>Policies:</p> <p>2.1 – Respect for Children, 2.6 – Behaviour Support and Management, 2.10 – Including Children with Special/Additional Needs, 3.3 – Educators Practice, 8.3 – Recruitment and Employment of Educators, 9.3 – Communication with Families, 9.4 – Complaints Handling.</p> <p>Fairholme College Policies:</p> <ul style="list-style-type: none"> • Anti-Discrimination Policy • Disabilities Policy
NQS Area	1.1.1, 1.1.2, 1.1.5, 1.1.6; 2.2.2; 3.1.3; 3.2.1; 4.2; 5.1; 5.2; 6.1.1; 6.2.2; 6.3.3; 7.1.2, 7.1.3, 7.1.5; 7.2.1, 7.2.3; 7.3.4, 7.3.5.

Rationale

Fairholme Kindergarten supports Christian principles of equity through implementing inclusive and anti-bias practices. At Fairholme Kindergarten, the common aim in equal opportunities is:

- to achieve equal relations between nationalities, races, religions, genders and special needs
- to cultivate each child's ability to stand up for herself/himself and for others and act to promote equity and justice
- to develop programs which support the goals of an anti-bias program and for each child to be able to recognise and challenge bias
- to regularly assess the physical environment for inclusiveness and undertake to plan changes in the environment where appropriate.

Parents will:

- inform the educators of the family and child's cultural and/or language requirements at the time of enrolment
- inform the educators of the family and child's additional needs at the time of enrolment or whenever identified
- be encouraged to contribute to the program and operation of Fairholme Kindergarten by sharing information about their individual needs
- be informed via newsletter, noticeboard or other appropriate forms of communication about Fairholme Kindergarten's policies and practices

Educators will:

- ensure that their language and daily practices are inclusive and non-discriminatory
- have the opportunity to develop their understanding of inclusion principles and anti-bias through professional learning and active participation of in-service training
- self-evaluate and monitor their biases concerning gender, stereotypes or other differences between children
- ensure their behaviours comply with Fairholme Kindergarten's policies and code of conduct
- utilise the parent's expertise in relation to their child's needs and communicate effectively with parents
- be aware of the local community of Fairholme Kindergarten
- show respect for the various ways that families care for their children and be aware of different child-rearing practices and beliefs
- incorporate into the program advice identified through consultation with other professionals, the child's family and those with particular expertise in relevant areas
- ensure that their interactions with children:
 - promote gender equality
 - promote equality regardless of race, culture or differences
 - encourage children to develop to their full potential regardless of different abilities or needs
 - acknowledge and value children's unique and individual differences.
- Implement a range of practices to actively counteract bias or prejudice such as:
 - provide children with a variety of experiences from a range of social, cultural, linguistic and ability backgrounds
 - use anti-bias language when communicating with children and families
 - talking to children about differences in positive ways
 - celebrating occasions that are relevant to a variety of cultures
 - sharing information with children about different cultures and ability backgrounds
 - providing inclusive models when discussing family structures with all children
 - providing inclusive resources, experiences and materials
 - providing information for children and families in other languages when appropriate
 - displaying posters and materials that are representative of a variety of social, cultural, linguistic and ability backgrounds
 - ensuring the physical environment reflects an inclusive and anti-bias approach.

Fairholme College will:

- support Fairholme Kindergarten educators in their professional learning opportunities to ensure the provision of inclusive and anti-bias programs
- assess Fairholme Kindergarten documents and communications to ensure that they are inclusive and promote an anti-bias approach
- ensure all Fairholme Kindergarten enrolment policies and practices are inclusive
- provide the opportunity for Fairholme Kindergarten parents and educators to contribute to the review of the policy on an annual basis
- ensure that all Fairholme Kindergarten equipment and resources purchased are inclusive and anti-bias
- include in the Fairholme Kindergarten educator selection criteria the applicant's ability to accept and implement inclusive practices and an anti-bias approach.
- Include information regarding the College's commitment to inclusive practices and anti-bias in the Parent Handbook given to families on enrolment.

2.9 REPORTING GUIDELINES & DIRECTIONS FOR HANDLING DISCLOSURES & SUSPICIONS OF HARM POLICY

Purpose	The purpose of this Policy is to provide processes which guide the appropriate process to report child abuse, involving the care and protection of children.
References	<p>The laws and other provisions affecting this policy include:</p> <ul style="list-style-type: none"> • <i>Education and Care Services National Law Act, 2010 and Regulations 2011</i> • <i>Child Protection Act 1999 and Regulations 2000</i> • <i>Family and Child Commission Act 2014</i> <p>Policies: 2.1 – Respect for Children, 9.3 – Communication with Families, 9.4 – Complaints Handling.</p> <p>Fairholme College Policies:</p> <ul style="list-style-type: none"> • Child Protection Policy • Child Protection Management Strategy
NQS Area	2.3.4; 4.2.1; 5.2.3; 6.2.2; 6.3.1; 7.1.1, 7.1.2, 7.1.5; 7.3.

The Fairholme Kindergarten follows the Fairholme College Child Protection Policy and Child Protection Management Strategy for reporting suspicions of harm.

2.10 INCLUDING CHILDREN WITH SPECIAL/ADDITIONAL NEEDS POLICY

Purpose	To support the successful inclusion of children with special/additional needs through implementing practices which are conducive to a supportive environment for children, families and staff.
References	<p>The laws and other provisions affecting this policy include:</p> <ul style="list-style-type: none"> • <i>Education and Care Services National Law Act, 2010 and Regulations 2011</i> • Disability Discrimination Act 1999 • Inclusion and Professional Support Program Guidelines (2009-2012) <p>Policies:</p> <p>2.1 – Respect for Children, 2.3 – Educator Ratios, 2.8 – Inclusion and Anti-bias, 4.7 – Children’s Toileting, 9.1 – Access, 9.3 – Communicating with Families.</p> <p>Fairholme College Policies:</p> <ul style="list-style-type: none"> • Disabilities Policy
NQS Area	1.1, 1.2; 2.1.1, 2.1.2; 2.2; 2.3.1, 2.3.2; 3.1.3, 3.2; 4.1; 4.2.1; 5.1; 5.2; 6.1; 6.2; 6.3; 7.1.1, 7.1.2; 7.2.1, 7.2.3; 7.3.1, 7.3.2, 7.3.4, 7.3.5.

Rationale

Fairholme Kindergarten recognises that additional support may be required when including children with special needs into the program. These procedures will support the successful inclusion of children with special/additional needs through implementing practices which are conducive to a supportive environment for children, families and staff.

Procedures

- The family shall be required to provide relevant information upon enrolment about their child which pertains to the child’s special/additional need. This shall be in the format of appropriate questions on the enrolment form and the Fairholme Kindergarten interview procedure.
- Fairholme Kindergarten will collect appropriate information about children which may impact on their ability to participate in the program.
- Fairholme Kindergarten shall have the right to request any information in regard to the child’s needs so far as it may impact on her/his ability to participate in the program and be appropriately cared for within Fairholme Kindergarten.
- Parent permission shall be requested should Fairholme Kindergarten wish to make contact with relevant agencies or specialists.

2.11 BOOKINGS AND CANCELLATIONS POLICY

Purpose	To implement processes to ensure that the Kindergarten operates efficiently and effectively and that future planning considerations for Fairholme Kindergarten are met through maintaining appropriate records and Procedures for children's enrolments
References	<p>The laws and other provisions affecting this policy include:</p> <ul style="list-style-type: none"> Australian Government Department of Education Children's Services Handbook <p>Policies: 2.3 – Educator Ratios, 2.4 – Arrivals and Departures of Children, 3.4 – Excursions, 9.3 – Communication with Families, 10.3 – Fees.</p>
NQS Area	4.1; 6.1.1, 6.1.3; 7.3.1, 7.3.2, 7.3.4, 7.3.5.

Rationale

Fairholme Kindergarten seeks to implement processes to ensure that the Kindergarten operates efficiently and effectively and that future planning considerations for Fairholme Kindergarten are met through maintaining appropriate records and procedures for children's enrolments. This will ensure future needs of Fairholme Kindergarten can be assessed through the maintenance of appropriate waiting lists and or availability of places.

Procedures

- When enrolments are made by authorised parties for children to attend the Fairholme Kindergarten, it shall be required that:
 - the priority of access guidelines are followed
 - a complete enrolment form is received for that child prior to their attendance at Fairholme Kindergarten
 - parents are made aware of the Fairholme Kindergarten policies and procedures and have been provided with appropriate information in respect of enrolment processes.
- Fairholme College Enrolments Officer in consultation with the Head of Fairholme Junior/Nominated Supervisor is responsible for managing enrolments. This process will be recorded on appropriate forms and recorded on the Fairholme College Database System.

2.12 CHILDREN ACCESSING THE INTERNET POLICY

Purpose	Fairholme Kindergarten aims to take a proactive approach to providing safe and secure access to the internet for educational purposes. This Policy aims to establish guidelines on access to the internet, and/or online social networking, with the aim of protecting children from risk of harm.
References	<p>The laws and other provisions affecting this policy include:</p> <ul style="list-style-type: none"> • <i>Education and Care Services National Law Act, 2010 and Regulations 2011</i> • <i>Child Protection Act 1999 and Child Protection Regulations 2000</i> • <i>Family and Child Commission Act 2014</i> • <i>Privacy Act 1988 and Regulations 2013</i> • Belonging, Being & Becoming, The Early Years Learning Framework for Australia • Queensland Kindergarten Learning Guidelines • Duty of Care <p>Policies:</p> <p>2.2 – Statement of Commitment to the Safety and Wellbeing of Children and the Protection of Children from Harm, 3.1 – Educational Program Planning, 6.1 – Provision of Resources and Equipment, 9.3 – Communication with Families.</p> <p>Fairholme College Policies:</p> <ul style="list-style-type: none"> • ICT Policy and Agreement
NQS Area	1.1.1, 1.1.6; 2.3.1, 2.3.2, 2.3.4; 3.2.2; 4.2.1; 5.1.3, 5.2.2, 5.2.3; 6.1.1, 6.3.2; 7.3.5.

Rational

Fairholme Kindergarten acknowledges that children may access the internet for educational and/or recreational purposes during the operational hours of the program. Therefore Fairholme Kindergarten takes a proactive approach to educating children on safe and secure internet usage.

Definitions

‘Internet’: refers to the world wide web of computer systems that facilitates the transmission and exchange of data. Information search engines and web browsers include, but are not limited to, Google, Firefox and Internet Explorer.

‘Social Networking Media’: refers to any online tools or functions that allow people to communicate or share information via the internet. This includes, but is not limited to, applications such as Facebook, YouTube and Twitter.

Procedures

Fairholme Kindergarten Responsibilities

The Fairholme College IT department will ensure that all service computers and mobile devices with internet access are fitted with adequate security and filtering software to prevent access to inappropriate information and web sites. This includes wireless access.

Software will be installed by technically skilled persons with a record of the time and date of installation maintained. Software should be regularly updated and reviewed for efficacy.

Fairholme Kindergarten will ensure all educators are provided with training and support in managing instances of inappropriate use of the internet by children in accordance with relevant aspects of the service's behaviour support guidelines.

The Fairholme Kindergarten guidelines do not authorize independent use, children will be monitored at all times while accessing the computers and their internet usage whilst in attendance at the service.

The services will make available to children and families relevant information about protecting children online and may include such material in service newsletters or other correspondence to children and families. (See the reference list for a variety of resources where suitable and relevant information may be accessed).

The Service will have clear guidelines on the use of children's personal belongings, including mobile devices.

Educator Responsibilities

Educators will ensure their own practices role model appropriate safety measures when researching information, either individually or with the children.

Educators will ensure children are only able to access the internet at the service through authorised computers and/or mobile devices that have appropriate security and filtering software installed.

Educators will encourage children's safe use of the internet through strategies including, but not limited to:

- Monitoring what children are looking at/for when accessing the internet;
- Regular conversations with children about using the internet safely.

References

Australian Government, Stay Smart Online:

www.staysmartonline.gov.au/home_users/protect_your_children

Dept of Education, Training and Employment, Cybersafety

<http://behaviour.education.qld.gov.au/cybersafety/Pages/default.aspx>

Queensland Government:

<https://www.qld.gov.au/education/schools/health/cybersafety/pages/cybersafety-qss.html>

2.13 CHILDREN'S PARTICIPATION AND DECISION MAKING

Purpose	To develop educational programs that recognise the importance of sense of agency.
References	<p>The laws and other provisions affecting this policy include:</p> <ul style="list-style-type: none"> • <i>Education and Care Services National Law Act, 2010 and Regulations 2011</i> • <i>Anti-Discrimination Act 1991 (QLD)</i> • Belonging, Being & Becoming, The Early Years Learning Framework for Australia • Queensland Kindergarten Learning Guidelines • UN Convention on the rights of the Child <p>Policies:</p> <p>2.1 – Respect for Children, 2.10 – Including children with Special/Additional Needs, 3.1 – Educational Program Planning, 3.3 – Educators Practice, 3.4 – Excursions, 3.8 – Water Activities and Safety, 8.1 – Role and Expectations of Educators, 9.3 – Communication with Families, 10.6 – Information Handling (Privacy and Confidentiality).</p> <p>Fairholme College Policies:</p> <ul style="list-style-type: none"> • Anti-Discrimination Policy
NQS Area	1.1.1, 1.1.2, 1.1.5, 1.1.6; 1.2.2; 3.3; 5.1.1; 5.2.1, 5.2.3.

Rationale

Fairholme Kindergarten has a commitment to ensuring that children are able to develop a sense of agency through making and influencing decisions that may affect their world. This will be undertaken through children's meetings, surveys, suggestion box, newsletters, noticeboard or general conversations.

Fairholme Kindergarten respects the UN Convention on the Rights of the Child, encouraging children, staff and families to be collaborators and shared decision makers in the program at our Service. We believe that children who are capable of forming views should be given due weight in accordance with their age and maturity and that children have the right to freedom of expression through any media of their choice.

It is essential that all educators, management and other stakeholders who make decisions have a clear understanding of the views and wishes of the children in order to effectively inform the decision making process.

Procedures

Involving children in the decision making process of the service contributes to the outcomes for children as articulated in the *Queensland Kindergarten Learning Guidelines*.

The Service will:

- Ensure Children are consulted about the environment and program in which they participate;
- Ensure different communication strategies of children, such as body movement, gaze, facial expression, the manipulation of objects and talk or conversation are used to support child-initiated activities and programs;
- Ensure children participate in decision making processes;
- Record and document children's drawings, conversations, and ideas, maintaining them in the children's scrapbook. Educators or other children shall act as a scribe for what children say, making notes for further follow up;
- Ensure children's views are actively sought and discussed with their responses and perspectives planned into the program with respect and authenticity.

Educators will:

- Ensure child-initiated, shared decision making happens across all aspects of the Kindergarten;
- Empower children to access and learn from their own life experiences as well as those of their peers and adults around them;
- Be active listeners, observers, scribes and sounding boards for children;
- Respect the age and stage of the children during decision making. Educators may use different levels of participation as appropriate:
 - Child initiated, shared decision making with adults;
 - Child initiated and directed – adults provide a supportive role;
 - Adult initiated shared decision making with children.
- Consult children about how their input will be used and advised of the outcomes of the decisions made;
- Ensure children have a voice in their level of participation including:
 - Areas of interest they would like to explore;
 - Where and how they would like to play, with others, or alone;
 - What they would like to use;
 - The adults with whom they feel comfortable and secure;
 - How they prefer to sleep or rest;

3 PROGRAM

3.1 EDUCATIONAL PROGRAM PLANNING POLICY

Purpose	To develop educational programs that recognise the importance of understanding how childhood play assists in the development of children.
References	<p>The laws and other provisions affecting this policy include:</p> <ul style="list-style-type: none"> • <i>Education and Care Services National Law Act, 2010 and Regulations 2011</i> • Belonging, Being & Becoming, The Early Years Learning Framework for Australia • Queensland Kindergarten Learning Guidelines <p>Policies:</p> <p>2.10 – Including Children with Special/Additional Needs, 3.3 – Educators Practice, 8.1 – Role and Expectations of Educators, 8.2 – Educational Leader.</p> <p>Fairholme College Policies:</p> <ul style="list-style-type: none"> • Disabilities Policy
NQS Area	1.1.1, 1.1.2, 1.1.3, 1.1.5, 1.1.6; 1.2; 2.1.2, 2.1.3; 2.2; 3.1.1, 3.1.3; 3.2; 3.3; 4.1.1; 5.1.2, 5.1.3; 5.2.1, 5.2.3; 6.1.2, 6.1.3; 6.2.1; 6.3.2, 6.3.3, 6.3.4; 7.1.2, 7.1.4, 7.2.1, 7.2.3.

Rationale

Using the National Quality standard and framework, Fairholme Kindergarten plans, designs and delivers programs that cater to the diversity of ages, developmental needs, skills, interests and abilities through a variety of challenging activities. In providing opportunities for children, Fairholme Kindergarten recognises the importance of play, relationships, collaborative decision making and respect for diversity.

Procedures

A suitably qualified and experienced educator will be identified as the Educational Leader for Fairholme Kindergarten.

The Educational Leader is responsible to each educator has a written program.

The Educational Leader shall direct and monitor staff in the planning, development and implementation of programs and experiences for the children consistent with this policy and, in particular, which:

- demonstrates that learning outcomes provide a focus for the activities and experiences planned for individuals and groups of children
- takes an holistic view of children's learning, focusing on their physical, personal, social, emotional and spiritual wellbeing
- are built around routines such as arrival, hand washing, eating etc
- includes a variety of activities and experiences that promote effective hygiene practices, good nutrition and healthy lifestyles
- demonstrates flexibility in program delivery by incorporating children's ideas, culture and interests to ensure the experiences are relevant and engaging
- promotes the children's sense of belonging, connectedness and wellbeing by taking an interest in the individual needs, interests, diversity, views and abilities of the children
- provides a variety of indoor and outdoor experiences, open-ended resources, natural elements and materials suited to the age, developmental ranges and diversity of all children attending Fairholme Kindergarten
- provides appropriate opportunities for children as individuals and small groups to follow and extend their interests
- provides appropriate opportunities for children to participate in physical play, accepting and acknowledging each child's level of participation according to their abilities and interest
- provides appropriate opportunities for children to express themselves through creative and imaginative play, including elements of music, dance, drama, etc
- provides appropriate opportunities for children to develop a range of life skills such as establishing and maintaining meaningful relationships, working collaboratively with others and self-regulating their own behaviour
- takes account of necessary modification and enhancements identified through the Program and Documentation Evaluation Policy (see Policy 3.2), as well as spontaneous child-initiated opportunities and moments of intentionality when required
- provides appropriate opportunities for children to broaden their understanding of the world in which they live by reflecting the broad multicultural and multilingual nature of the local community and demonstrating a positive approach towards diversity and Australia's Aboriginal and Torres Strait Islander heritage
- encourages and provides appropriate opportunities for families to participate in shared decision making and give feedback about the program and their child's learning
- applies the principle of equal opportunity to the Fairholme Kindergarten program. Children, regardless of gender, cultural, racial, religious or other background, will be encouraged to participate in a wide range of activities.

The Educational Leader is responsible, in consultation with educators, to continually recreate and adapt the indoor and outdoor environments to:

- meet the needs and interests of all children, including their need for rest
- facilitate the inclusion of children with special needs
- respond to the developing abilities and interests of all children
- ensure that all children have positive experiences.

Children are encouraged to participate in decision making, with their ideas and opinions listened to and if possible, acted upon. This facilitates children sharing ideas and questioning what happens at their Kindergarten.

Where possible, the program allows and encourages children to complete projects they have commenced over a number of sessions.

3.2 PROGRAM DOCUMENTATION AND EVALUATION POLICY

Purpose	Provide the guidelines for the regular evaluation of the structure, process and content of the Kindergarten Program.
References	<p>The laws and other provisions affecting this policy include:</p> <ul style="list-style-type: none"> • <i>Education and Care Services National Law Act, 2010 and Regulations 2011</i> • <i>Privacy Act 1988 and Regulations 2013</i> • Belonging, Being & Becoming, The Early Years Learning Framework for Australia • Queensland Kindergarten Learning Guidelines <p>Policies: 3.1 – Educational Program Planning, 3.3 – Educators Practice, 8.1 – Role and Expectations of Educators, 8.2 – Educational Leader, 9.3 – Communication with Families.</p> <p>Fairholme College Policies:</p> <ul style="list-style-type: none"> • Privacy Policy
NQS Area	1; 2.1.1, 2.1.2, 2.1.3; 2.2; 2.3.1; 3; 4.2.1, 4.2.2; 5.1.3; 5.2.1; 6.1; 6.2.1; 6.3.2, 6.3.3, 6.3.4; 7.1.2; 7.2.1, 7.2.3; 7.3.1, 7.3.5.

Rationale

In order to ensure that its programs are effective to deliver the values and aims and objectives of Fairholme Kindergarten as reflected in these policies and procedures, Fairholme Kindergarten regularly evaluates the structure, process and content of its programs.

Procedures

The service will implement a cycle of program planning which incorporates contemporary knowledge and practice wisdom.

Educators will regularly seek feedback and information from families in relation to their child/ren and their participation in the programs delivered by Fairholme Kindergarten. This information may be gained through face to face conversations, surveys, emails, newsletters and/or other effective means.

Through regular team meetings, the Nominated Supervisor and educators will draw on the diverse knowledge, views and experiences of each other when reviewing the experiences planned for children to ensure that all children have the opportunity to achieve the learning outcomes.

Educators will be required to critically reflect on and evaluate activities, both planned and spontaneous, by using various methods including (but not limited to) observations, experience evaluations and

learning stories, to ensure the identified learning outcomes for each child are promoted. Critical reflection involves closely examining all aspects of events and experiences from different perspectives.

Children's learning experiences and activities are documented in a variety of ways to assist with ongoing reflection, evaluation and assessment of their strengths, interests, behaviours and relationships. Documented experiences will be collated and displayed for families and children.

Children's comments, suggestions and feedback are recorded in the children's scrap books which are reviewed at regular staff meetings for activities and experiences that could be implemented into the program.

Families are invited at parent information sessions and through the Fairholme Kindergarten Parent Handbook to contact the Educational Leader at any time with any comments, concerns or suggestions relating to the programs provided by Fairholme Kindergarten.

The Nominated Supervisor will, on a regular basis at staff meetings:

- seek verbal comments from educators in respect to the effectiveness of the programs delivered by Fairholme Kindergarten to ensure that the Fairholme Kindergarten philosophy and goals are guiding the program and are achieved
- discuss with educators the ways in which the program could be modified or enhanced as a result of any feedback or experience encountered in the delivery of the program
- written minutes will be taken at these meetings.

The Educational Leader will, discuss the program with educators to reflect on and evaluate the Fairholme Kindergarten planned and spontaneous activities to ensure the identified goals and learning outcomes were achieved. These discussions will assist with further programming of activities in collaboration with all educators and children.

The Nominated Supervisor and educators will, through an ongoing process of self evaluation, monitor, evaluate and review the program delivery in line with the National Quality Standards and National Quality Framework to ensure they fulfil these policies and procedures and any other relevant obligations of Fairholme Kindergarten.

Taking into account all feedback received through these procedures, the Nominated Supervisor will regularly report to the Head of Fairholme Junior on the evaluation of the effectiveness of Fairholme Kindergarten programs and the ways in which they have been modified or enhanced as a result.

In seeking feedback from parents or staff, the educators will treat all concerns relating to the program respectfully in accordance with the Complaints Handling Policy and, where necessary, will take appropriate steps to seek to address genuine concerns quickly and effectively.

3.3 EDUCATORS PRACTICE POLICY

Purpose	To apply professional standards to guide educators' practices and decision making within Fairholme Kindergarten while providing opportunities for educators to acquire the skills and knowledge necessary to enable them to successfully fulfil their role.
References	<p>The laws and other provisions affecting this policy include:</p> <ul style="list-style-type: none"> • <i>Education and Care Services National Law Act, 2010 and Regulations 2011</i> • Belonging, Being & Becoming, The Early Years Learning Framework for Australia • Queensland Kindergarten Learning Guidelines <p>Policies: 2.10 – Including Children with Special/Additional Needs, 3.1 – Educational Program Planning, 8.1 – Role and Expectations of Educators, 8.2 – Educational Leader.</p>
NQS Area	1; 2; 3; 4; 5; 6.1.1, 6.1.2; 6.2.1; 6.3.1, 6.3.2, 6.3.4; 7.1.2, 7.1.4; 7.2.1, 7.2.2; 7.3.2, 7.3.4, 7.3.5.

Rationale

Fairholme Kindergarten is committed to providing quality outcomes for children through ensuring that educators' practices reflect Fairholme Kindergarten's philosophy and goals and quality principles as outlined in the National Quality Framework. Fairholme Kindergarten applies professional standards to guide educators' practices and decision making within Fairholme Kindergarten and provides opportunities for educators to acquire the skills and knowledge to enable them to fulfil their role.

Procedures

Fairholme Kindergarten will strive to ensure that educators' practices:

- foster children's self-esteem and confidence by allowing them to investigate, imagine and explore ideas as well as experiencing pride and confidence in their achievements
- empower children to make choices, guide their own play and extend their interests with enthusiasm, energy and commitment, through supporting them to understand, self-regulate and manage their own emotions in a way that reflects the feeling and needs of others
- promote children's sense of belonging, connectedness and wellbeing through consistently positive and genuinely warm and nurturing interactions
- support children's communication through engaging them in a range of methods from sustained conversations about their ideas and experiences to providing a wide range of opportunities across all facets of learning
- respect the diversity of families within the community and allow opportunities for children to broaden their understanding of the world in which they live through the investigation of histories, cultures, languages and traditions

- demonstrate flexibility in program delivery, incorporating children's ideas, culture and interest to ensure experiences are relevant and engaging as well as being creative in the use of equipment and materials to stimulate children's interest and curiosity
- support children to explore different identities and points of view through play and everyday experiences, acknowledge each child's uniqueness and are aware of, and responsive to, children who may require additional assistance to participate
- allow and assist children to document their learning experiences using various methods such as photographs, journals and/or art and craft displays
- reflect on planning and implementation of activities in relation to the National Quality Framework for Fairholme Kindergarten and their knowledge of the children's current learning and development through regular completion of activity observations and/or learning stories
- support all aspects of children's health, ensuring that their individual health and wellbeing requirements are met and supporting them to learn about healthy food, drink and lifestyle choices
- demonstrate a commitment to children's health and safety through role modelling hygiene and sun safe practices, complying with service policies and procedures relating to the environment and / or equipment and supporting children to negotiate play spaces to ensure the safety and wellbeing of themselves and others
- support a balance of indoor, outdoor, planned and spontaneous physical activities and passive experiences for children by encouraging participation in new and/or unfamiliar activities and accepting the children's level of involvement according to their skill and ability
- demonstrate a commitment to ensuring children are protected through compliance with Fairholme Kindergarten policies and procedures relating to the safety and/or collection of children in the care of Fairholme Kindergarten
- demonstrate a commitment to regularly review and update knowledge and/or skills and practices in line with current professional standards and/or guidelines through the development and implementation of a professional development plan, in conjunction with the Head of Fairholme Junior and in line with Fairholme Kindergarten needs
- support other educators to achieve the goals as outlined in Fairholme Kindergarten philosophy and goals by sharing expertise, modelling best practice, providing feedback and leading discussions at regular meetings
- support families through creating an inclusive and welcoming environment where sharing of information about their child is encouraged, concerns are responded to in a prompt and courteous manner, suggestions and/or ideas for improvement are acknowledged and additional support agencies are accessed if required
- support and encourage families and children's involvement in their local and wider community, through participation in appropriate projects and/or events and engaging children in sustainable practices within Fairholme Kindergarten.

3.4 EXCURSIONS POLICY

Purpose	To provide guidelines to support educators decision making about excursions.
References	<p>The laws and other provisions affecting this policy include:</p> <ul style="list-style-type: none"> • <i>Education and Care Services National Law Act, 2010 and Regulations 2011</i> • <i>Family and Child Commission Act 2014</i> • <i>Work Health and Safety Act 2011 and Regulations 2011</i> • Belonging, Being & Becoming, The Early Years Learning Framework for Australia • Queensland Kindergarten Learning Guidelines • Duty of Care <p>Policies:</p> <p>2.3 – Educator Ratios, 3.1 – Educational Program Planning, 3.5 – Transport for Excursions, 3.6 – Escorting Children, 4.3 – Incident, Injury, Trauma or Illness, 10.7 – Risk Management and Compliance.</p> <p>Fairholme College Policies:</p> <ul style="list-style-type: none"> • Sun Smart Policy • Work Health and Safety Policy
NQS Area	1.1; 1.2; 2.1.1, 2.1.2; 2.3.1, 2.3.2, 2.3.3; 4.1; 6.1.2; 7.1.1, 7.1.2, 7.2.1, 7.3.1, 7.3.2, 7.3.5.

Rationale

Fairholme Kindergarten will include excursions as a valuable part of its overall program. Excursions will provide stimulation, challenge, new experiences, enjoyment and a meeting point between Fairholme Kindergarten and the wider community. Risk assessments will be conducted with all safety precautions identified and maintained and parent permission obtained before a child is taken on an excursion.

Procedures

Prior to excursion

- A risk assessment must be conducted.
- Children's age, interests and abilities will be taken into consideration when planning excursions. Alternative arrangements should be planned in case of changed weather conditions.
- Head of Fairholme Junior will approve all excursions.
- Educators will contact by phone or visit the excursion venue and perform a risk assessment. The risk assessment will include but not be limited to:
 - suitability of toilets
 - hand washing facilities
 - disabled access
 - equipment.

- Authorisation from parent or other, with authorization as per enrolment form, to take the child outside of the service will be gained.
- Parent permission forms detailing:
 - the child's name
 - the reason the child is to be taken outside the premises
 - the date the child is to be taken on the excursion
 - a description of the proposed destination for the excursion
 - the method of transport to be used for the excursion
 - the proposed activities to be undertaken by the child during the excursion
 - the period the child will be away from the premises
 - the anticipated number of children likely to be attending the excursion
 - the anticipated ratio of educators attending the excursion to the anticipated number of children attending the excursion
 - the anticipated number of staff members and any other adults who will accompany and supervise the children on the excursion
 - that a risk assessment has been prepared and is available at the service
- Adequate steps need to be taken when selecting transport.

During the Excursion

- The following items will be brought on all excursions and be readily accessible to the educators at all times:-
 - Medications and forms, and medical management plans
 - first aid kit
 - attendance record
 - emergency contact numbers and relevant medical information
 - mobile phone
- Head counts will be made at regular intervals and when moving from one area to another.
- Educators will supervise children at all times. This includes in toilets.
- Educators will satisfy themselves that the environment is safe for use before allowing the children access to it.
- Children will not be left in the sole care and custody of bus drivers or any other persons during excursions. Staff ratio policies for Fairholme Kindergarten will continue to apply during excursions.
- Staff child/ratios will be upheld at all times.
- In the event of injury occurring during an excursion, see Incident, Illness and Injury or Trauma Policy (Policy 4.3)

After the Excursion

- At the next staff meeting, the excursion will be reviewed and evaluated to ensure learning outcomes were met.

This policy works in conjunction with the Fairholme College Excursion Forms Pack which is located on the Fairholme College Website.

3.5 TRANSPORT FOR EXCURSIONS POLICY

Purpose	To provide maximum safety precautions guidelines for Fairholme Kindergarten for the purposes of arranging appropriate safe transportation for excursions.
References	<p>The laws and other provisions affecting this policy include:</p> <ul style="list-style-type: none"> • <i>Education and Care Services National Law Act, 2010 and Regulations 2011</i> • <i>Transport Operations (Road Use Management) Act, 1995 (Qld)</i> • Duty of Care <p>Policies: 2.3 – Educator Ratios, 3.4 – Excursions, 4.3 – Incident, Injury, Trauma or Illness, 10.7 – Risk Management and Compliance</p> <p>Fairholme College Policies:</p> <ul style="list-style-type: none"> • Sun Smart Policy • Work Health and Safety Policy
NQS Area	1.1.5, 2.3.1, 2.3.2, 2.3.3; 4.1; 7.3.5.

Rationale

Children have the right to be safe while travelling in transport provided by Fairholme Kindergarten. All vehicles used need to comply with the appropriate legislation and regulations and *Transport Operations (Road Use Management) Act, 1995*. Maximum safety precautions will be maintained and parent permission will be obtained before a child travels on any type of transport.

Selecting Transport

- All vehicles used must be registered in Queensland.
- Drivers are to be licensed to carry the required number of passengers for the purpose. Fairholme Kindergarten will request the transport company to provide confirmation and evidence of this fact before engaging the company for the excursion.
- In selecting transport, Fairholme Kindergarten will ensure that a communication system is available for use in the event of emergency.
- Fairholme Kindergarten will in all cases check prior to the excursion what alternative arrangements are available in the event of breakdown.
- Fairholme Kindergarten will use buses fitted with seat belts and ensure that suitable safety precautions are taken.
- Children will not be left in the sole care and custody of bus drivers or others. Educator ratios for Fairholme Kindergarten will continue to apply during transportation (see Policy 2.3 – Educator Ratios).
- Excursion Educator/child ratios will apply during transportation.

Vehicle Breakdown/Accident

- In the event of injury occurring during transporting to an excursion, procedures as set out in the Injury, Illness, Injury or Trauma Policy (see Policy 4.3) will be followed.
- While waiting for replacement transport/repairs, children will be kept safe, comfortable and occupied with suitable activities.
- In the event of a late return to Fairholme Kindergarten, every effort will be made to notify parents eg. To arrange for a notice to be displayed at Fairholme Kindergarten or to contact parents individually

3.6 ESCORTING CHILDREN POLICY

Purpose	Provide appropriate procedures for the escorting of children around the Fairholme College Campus.
References	<p>The laws and other provisions affecting this policy include:</p> <ul style="list-style-type: none"> • <i>Education and Care Services National Law Act, 2010 and Regulations 2011</i> • <i>Family and Child Commission Act 2014</i> • Duty of Care <p>Policies: <i>2.3 – Educator Ratios, 3.4 – Excursions, 9.3 – Communication with Families.</i></p> <p>Fairholme College Policies:</p> <ul style="list-style-type: none"> • Workplace Health and Safety Policy
NQS Area	2.3.1, 2.3.2; 4.1; 6.1.1; 6.2.1; 7.3.1, 7.3.2, 7.3.5.

Rationale

Fairholme Kindergarten shall ensure that appropriate procedures are implemented with regards to escorting children between a co-located or adjoining Kindergarten building and other areas at Fairholme College.

Procedures

Fairholme Kindergarten will seek written permission from a parent/guardian for any activity requiring their child/ren to be escorted to/from the Fairholme College grounds, including for the purposes of excursions (see activities escort and excursion permission forms).

Parent/guardian permission shall be obtained prior to the planned excursion or activity. Information included as part of the parent permission will include, but not be limited to:

- reason for excursion or planned activity
- date and description of planned activity
- method of transport and proposed travel time
- ratio of educators to the number of children attending.

Fairholme Kindergarten shall develop a risk assessment and implement a management plan to ensure the safety and wellbeing of all children and staff during excursions/escort periods. All educators will need to read and sign off on risk assessments prior to excursions or escorting of children.

Fairholme Kindergarten shall maintain an appropriate ratio for excursions and/or activities where children are required to be escorted to another area.

Fairholme Kindergarten shall ensure confidential storage and maintenance of parent/guardian permission relating to excursions and/or escorting of children.

3.7 ENVIRONMENTAL RESPONSIBILITY POLICY

Purpose	To establish sound environmental practices relating to all operational aspects of Fairholme Kindergarten.
References	<p>The laws and other provisions affecting this policy include:</p> <ul style="list-style-type: none"> <i>Environmental Protection Act 1994, Environmental Protection Regulation 2008</i> <p>Policies: 3.1 – Educational Program Planning, 3.3 – Educator Practices, 9.3 – Communication with Families, 9.5 – Parent and Community Participation.</p>
NQS Area	3.3

Rationale

Fairholme Kindergarten is committed to ensuring policies and procedures developed as part of the program, minimise the impact on the environment and provide children with experiences of the natural world, helping them to understand their place in it and to take responsible action to preserve it. Fairholme Kindergarten is also committed to establishing sound environmental practices relating to all operational aspects of Fairholme Kindergarten.

Procedures

The educators will be encouraged to follow sound environmental practices and understand their role in positive modelling for the children.

Educators work collaboratively with children to develop and implement sustainable practices related to Fairholme Kindergarten program and routines, including (but not limited to):

- recycling food scraps
- using recycled items in craft activities
- recycling scrap paper for use
- establishing a garden and using the produce where appropriate in the Fairholme Kindergarten
- creating play spaces for children to interact with the natural environment

Educators will encourage children to be aware of energy efficiency, particularly in relation to the use of lighting, heating and air conditioners.

3.8 WATER ACTIVITIES AND SAFETY POLICY

Purpose	To provide children with experiences that are safe and fun during water play by ensuring safety and supervision is a priority.
References	<p>The laws and other provisions affecting this policy include:</p> <ul style="list-style-type: none"> • <i>Education and Care Services National Law Act, 2010 and Regulations 2011</i> • <i>Family and Child Commission Act 2014</i> • Duty of care <p>Policies:</p> <p>2.3 – Educator Ratios, 2.10 – Including Children with Special/Additional Needs, 3.1 – Educational Program Planning, 3.3 – Educator Practices, 3.4 – Excursions, 4.6 – Sun Safety, 9.3 – Communication with Families, 10.7 – Risk Management and Compliance.</p> <p>Fairholme College Policies:</p> <ul style="list-style-type: none"> • Disabilities Policy • Sun Smart Policy
NQS Area	2.3.1, 2.3.2; 4.1.1

Rationale

Fairholme Kindergarten acknowledges that water activities are a significant part of our Queensland culture therefore we aim to provide children with experiences that are safe and fun. Fairholme Kindergarten recognises that the safety and supervision of children in and around water is of the highest priority therefore children will be closely supervised at all times during water play experiences. The scope of this policy includes water play, excursions near water, hot water and drinking water within Fairholme Kindergarten environment.

Procedures

Educators will:

- provide information and guidance to educators and families on the importance of children's safety in and around water
- ensure work, health and safety practices incorporate approaches to safe storage of water and play.
- ensure clean drinking water is available at all times
- conduct a comprehensive risk assessment for water activities taking place.
- ensure water troughs or containers for water play are filled to a safe level and emptied onto garden areas after use

- ensure buckets of water used for cleaning are emptied immediately after use. Buckets are not to be left in play areas or accessible to children unless they are being used as part of a program experience.
- encourage children to play in or near water safely, giving appropriate instructions and guidance.

If grey water systems and/or water tanks are located within Fairholme Kindergarten environment they will be labelled with 'do not drink' signage to ensure children are not accessing this water for drinking or hand washing.

4 HEALTH AND WELLBEING

4.1 GENERAL HEALTH AND SAFETY POLICY

Purpose	To ensure a safe, clean and healthy environment for Fairholme Kindergarten where safety and hygiene are practiced at all times to promote and support the health, wellbeing and safety of children.
References	<p>The laws and other provisions affecting this policy include:</p> <ul style="list-style-type: none"> • <i>Education and Care Services National Law Act, 2010 and Regulations 2011</i> • <i>Child Protection Act 1999 and Regulations 2000</i> • <i>Work Health and Safety Act 2011 and Regulations 2011</i> • Duty of Care <p>Policies: 4.3 – Incident, Injury, Trauma or Illness, 4.4 – Medication Management, 4.6 – Sun Safety, 5.1 – Food Handling and Storage.</p> <p>Fairholme College Policies:</p> <ul style="list-style-type: none"> • Application for Enrolment • Conditions of Entry • Sun Smart Policy
NQS Area	2.1.1, 2.1.3, 2.1.4; 2.2.1; 2.3.1, 2.3.2, 2.3.3; 3.1.1, 3.1.2; 3.2.1; 4.1; 6.1.1; 6.2.2; 6.3.3, 7.1.2; 7.3.1; 7.3.5.

Rationale

Fairholme Kindergarten strives to provide a safe, clean and healthy environment where safety and hygiene procedures are practised at all times to promote and support the health, wellbeing and safety of children, recognising particular needs of children in this respect, and of educators, staff members, parents and others coming to Fairholme Kindergarten.

Procedures

The Conditions of Entry and Application for Enrolment include the requirement that parents advise any particular health issues (including medications, special dietary or other requirements) and any other specific needs of their children.

The Certified Supervisor will ensure that all educators and other staff members are aware of all such specific notified needs.

The Nominated Supervisor will ensure that educators have appropriate education or training to enable them to undertake basic support of the health needs of children, including administering medications, allergic reactions, basic first aid and special dietary requirements.

The Nominated Supervisor must ensure that, at least one educator with the required first aid qualifications, anaphylaxis management and emergency asthma management training as prescribed under *Education and Care Services National Regulations 2011* (Part 4.4, 136(1)), is in attendance at any place children are being cared for, and immediately available in an emergency, at all times children are being cared for (i.e. children go to oval or park, then a qualified first aid person must go with them).

Educators will ensure that equipment is:

- cleaned after use
- used safely by the children
- is used for its correct purpose.

Risk assessments will be conducted for events including excursions and incursions to ensure that the educators are able to meet the needs of the children while ensuring their safety and well being.

Educators will:

- actively supervise children within their area
- ensure that they, and the children, have applied a SPF30+ sun screen and wear a hat, prior to outdoor play
- ensure that all food handling and storage procedures are followed to prevent the risk of contamination.

Parents will be called when children are unwell. They will be isolated from other children in a quiet area to await collection by parents.

4.2 INFECTIOUS DISEASES POLICY

Purpose	To identify and immediately remove any serious risk to the health of the children, staff and volunteers of Fairholme Kindergarten from possible cross-infections by adopting appropriate procedures for dealing with infectious diseases within the Kindergarten.
References	<p>The laws and other provisions affecting this policy include:</p> <ul style="list-style-type: none"> • <i>Education and Care Services National Law Act, 2010 and Regulations 2011</i> • Duty of Care • National Health and Medical Research Council 'Staying Healthy in Childcare' 5th edition <p>Policies:</p> <p>4.1 – General Health and Safety, 4.11 – Infectious Disease Response Strategy, 10.6 – Information Handling (Privacy and Confidentiality)</p> <p>Fairholme College Policies:</p> <ul style="list-style-type: none"> • Work Health and Safety Policy
NQS Area	2.1.3, 2.1.4; 4.2.1; 6.1.3; 7.3.1, 7.3.2, 7.3.5.

Rationale

Fairholme Kindergarten strives to remove immediate and/or serious risks to the health of the children, from possible cross-infections, by adopting appropriate procedures for dealing with infectious diseases*, whilst respecting the rights of individual privacy. Accordingly, all people, including children, staff and parents, with infectious diseases will be excluded from attending Fairholme Kindergarten to prevent the diseases spreading to others.

*When **infectious disease** is referred to in these policies and procedures, it means communicable diseases and notifiable diseases (see Commonwealth Department of Health at www.health.gov.au and Communicable Diseases Network Australia at <http://www.health.gov.au/cdna>).

Procedures

Monitoring

Fairholme College will subscribe to available alert services through the Commonwealth Government Department of Health and Ageing (www.health.gov.au) and Queensland Health (www.health.qld.gov.au) to keep up to date information on infectious diseases within the community.

The NHMRC resource 'Staying Healthy in Childcare' will be referred to when making any decisions in regards to communicable diseases and/or exclusion periods. Fact sheets may also be accessed through the Queensland Health website <https://conditions.health.qld.gov.au/healthconditions>

Reporting

- It is the responsibility of parents/guardians to inform the educators of any infectious disease that their child, or other immediate family members may be suffering.
- Parents/guardians will be advised through the enrolment procedures and the Parent Handbook that children who are ill are not to be brought to Fairholme Kindergarten.
- It is the responsibility of educators to inform the Nominated Supervisor of any infectious disease that the staff member, or their other immediate family members, may be suffering.
- Fairholme Kindergarten through the Fairholme College Health Centre is responsible for reporting to the State Health Authorities all notifiable diseases (as per requirements of the Commonwealth Government Department of Health) and also to report this to parents of other children at Fairholme College as appropriate, but having regard to the privacy of individuals concerned.
- Records in regard to infectious disease that have been reported to the State Health Authorities will be maintained by the Fairholme College Health Centre. These records will include the child's name, age, symptoms, date and time when educators first noticed the illness and any action taken. This record will not be available to other parents/guardians in view of the sensitive nature of a child's health information (see Policy 10.6 – Information Handling (Privacy and Confidentiality)).
- A letter will be emailed to families when there has been a report of an infectious disease at Fairholme Kindergarten and Fairholme College.
- The rights of individual privacy will be respected at all times, and in particular the Privacy Policy of Fairholme Kindergarten (see Policy 10.6 – Information Handling (Privacy and Confidentiality)) will be observed by all staff implementing these procedures relating to infectious diseases.

Exclusion

All people, including children and educators, who are suffering from any infectious diseases need to be excluded from the Fairholme Kindergarten to prevent others from being introduced to the infection. When any such person is found to be showing signs of any infectious disease:

- for children, their parents/guardians will be asked to immediately collect their child and seek medical advice
- for educators and staff, they will immediately be released from work in order to seek immediate medical attention and for the period of the infectious disease
- for parents or other adults, they will be required to leave the premises of the Fairholme Kindergarten immediately and not re-enter the premises until they are no longer suffering from the infectious disease
- if a duly qualified and registered medical practitioner diagnoses an infectious disease, the child/educator shall be excluded for the recommended period (as per NHMRC guidelines).

For diseases which are from time to time published as requiring a doctor's certificate clearing the child/educator, the doctor's certificate will be required before the child/educator is re-admitted to the Fairholme Kindergarten. Information can be obtained from the Department of Health at www.health.gov.au and the National Health and Medical Research Council at www.nhmrc.gov.au.

Immunisation

Fairholme Kindergarten encourages families to immunise their children by displaying relevant immunisation information.

To help protect the health and wellbeing of the children in our Kindergarten community, we ask parents to provide the school with up-to-date immunisation information.

Parents are required to provide the school with a copy of your child's latest immunisation record from the Australian Childhood Immunisation Register (ACIR). You can access your child's immunisation records by:

- Phoning ACIR on 1800 653 809
- Visiting www.humanservices.gov.au/onlineservices
- Emailing acir@humanservices.gov.au
- Or visiting your local Department of Human Services Centre (Medicare)
- You will need your Medicare number to access the records.

4.3 INCIDENT, INJURY, TRAUMA OR ILLNESS POLICY

Purpose	To proactively strive to avoid injuries and to minimise the impact of injuries and illnesses by responding appropriately and as quickly as possible, to all injuries, illnesses and trauma.
References	<p>The laws and other provisions affecting this policy include:</p> <ul style="list-style-type: none"> • <i>Education and Care Services National Law Act, 2010 and Regulations 2011</i> • <i>Child Protection Act 1999 and Regulations 2000</i> • <i>QLD Community Ambulance Cover Act 2003</i> • <i>First Aid Code of Practice 2004</i> • Duty of Care <p>Policies:</p> <p>4.4 – Medication Management, 4.8 – Anaphylaxis Management, 4.9 – Emergency Health and Medical Procedure Management, 4.10 – First Aid Waste Management, 4.11 – Infectious Diseases Response Strategy, 4.12 – Asthma Management, 10.6 – Information Handling (Privacy and Confidentiality).</p> <p>Fairholme College Policies:</p> <ul style="list-style-type: none"> • Medication Policy • Privacy Policy
NQS Area	2.1.1, 2.1.2, 2.1.4; 2.3.3; 4.2.1; 6.1.1; 6.2.1; 7.1.2; 7.2.3; 7.3.1, 7.3.2, 7.3.3, 7.3.5.

Rationale

Fairholme Kindergarten proactively strives to avoid injuries occurring at Fairholme Kindergarten, and to minimise the impact of injuries, illnesses and trauma by responding appropriately and as quickly as possible. The rights and responsibilities of parents with respect to injuries, illnesses and trauma of their children is acknowledged and will be taken in to account in administering all procedures.

Queensland residents are covered for ambulance transport services at any time under the Community Ambulance Cover Act 2003. Non Queensland residents must seek ambulance cover at their own cost.

Definitions

Incident: Any unplanned event resulting in or having potential for injury, ill health, damage or other loss.

Injury: Any physical damage to the body caused by violence or an incident

Trauma: An emotional wound or shock that often has long-lasting effects or any physical damage to the body caused by violence or an incident.

Minor incident: An incident that results in an injury that is small and does not require medical attention (e.g. adhesive dressing).

Serious Incident: As it occurred while a child is being educated and cared for at the service, is defined as (National Regulation 12):

- The death of a child while being educated and cared for at the service or following an incident while the child was being educated and cared for at Fairholme Kindergarten;
- A serious injury or trauma requiring urgent treatment from medical practitioner or hospitalisation (or should have attended hospital);
- A serious illness where the child attended or should have attended a hospital (e.g. asthma, seizure, anaphylaxis);
- A child appears to be missing or cannot be accounted for;
- A child appears to have been taken or removed from the premises by someone not authorised to do this;
- A child is mistakenly locked in or out of Fairholme Kindergarten; and/or
- Any emergency which emergency services attended (does not mean an incident where emergency services attended as a precaution).

Procedures

Parental Permission

Written consent from the child's parent/guardian will be sought through the enrolment process for the Educators to obtain medical attention, in keeping with the policies and procedures of the Fairholme Kindergarten, if required.

On occasion, it may be necessary for a child to have an Individual Medical Action Plan. These plans must be provided by the parent/guardian and be developed in collaboration with the family medical practitioner. Information contained may relate to management plans surrounding conditions such as anaphylaxis, asthma, diabetes, epilepsy or any other medical condition. Permission will be obtained from the parent/guardian to display this where staff can easily familiarise themselves with the health issue.

Written consent will also be obtained from the parent/guardian for the use of all health and other personal information which Fairholme Kindergarten has relating to the child, for the purpose of enabling Fairholme Kindergarten to:

- administer care and assistance to the child, including by obtaining emergency or other medical assistance or care for the child in accordance with this policy; and
- report any incident, injury, illness or trauma as required by law.

First Aid

At least one educator with a current first-aid and CPR qualification, anaphylaxis management and emergency asthma management training as required by the *Education and Care Services National Regulations 2011*, will be in attendance at any place children are being cared for, and immediately available in an emergency, at all times children are being cared for by Fairholme Kindergarten.

Where possible disposable gloves will be worn when administering first-aid, and will be disposed of immediately after use, in a way that they are reasonably secure from children and others.

The Nominated Supervisor will, or delegate a qualified educator to, ensure that the following are kept at Fairholme Kindergarten at all times, and are accessible to the educators but not to children:

- a fully maintained and equipped first aid kit, adequate for the number of children attending Fairholme Kindergarten
- a recognised and current first-aid manual
- a cold pack is ready for use in the administering of first aid
- a store of disposable gloves
- current emergency contact telephone numbers.

Immediate procedure upon incident, injury, illness or trauma

If a child becomes ill or injured while attending the Fairholme Kindergarten:

- staff will comfort and calm the child
- minor head injuries will be reported to the Certified Supervisor, monitored for safety and recorded on the relevant form. Parents/guardians may be contacted at the Certified Supervisors' discretion
- significant injuries will be reported to the parent/guardian via phone, notifying of the circumstances including:
 - the treatment administered
 - whether the child has returned to normal activities as deemed appropriate by the educators or first aid qualified educator.
- an educator, qualified in first aid, will administer appropriate first aid and assess the child's condition in conjunction with the Certified Supervisor
- non-prescribed oral medications will not be administered to any child
- if necessary, the Certified Supervisor, or qualified educator, will ensure that the child is separated from the other children and made as comfortable as possible in a quiet, well-ventilated area
- if necessary, Certified Supervisor, or qualified educator, will contact the parents/guardians to collect their child as soon as possible
- the child will be kept under adult supervision and their condition monitored until the parent's arrival.

If the child's condition is assessed as serious or deteriorates and emergency medical attention is necessary:

- if a child requires emergency medication (epipen, Ventolin etc), steps as per individual medical management plans will be immediately followed
- the Certified Supervisor, or qualified educator, will call an ambulance
- all attempts will be made to notify the parents
- if parents are unable to accompany the child to the hospital, the Certified Supervisor, or qualified educator who administered the first aid, will accompany the child provided that they leave at least one educator who is qualified in first aid at Fairholme Kindergarten and that Fairholme Kindergarten ratios are still met.

All costs incurred in obtaining medical attention for a child will be met by the parents/guardians.

Recording and reporting incidents, injuries, illness or trauma

An incident, injury, trauma or illness report must be completed, as soon as reasonably possible after a child is involved in an incident, suffers an injury, illness or trauma, by the educator who administered care or first aid to the child.

The information which must be included on the report after a child suffers an injury or illness at Fairholme Kindergarten is:

- the child's name
- date and time of incident, injury/trauma, or apparent onset of illness
- Circumstances leading to the incident, injury or trauma, or circumstances surrounding a child becoming ill and any apparent symptoms;
- Details of any incident in relation to a child, injury received or trauma to which the child has been subjected;
- Details of action taken or treatment given in relation to any incident, injury, trauma or illness (e.g. medications administered, medical personnel contacted;
- Details of persons who witnessed the incident, injury or trauma;
- The time and date that Fairholme Kindergarten notified or attempted to notify the parents/guardians;
- Name and signature of the person making the record and the time and date of the record; and
- Parent's signature confirming knowledge of incident, injury, trauma or illness.

The information contained in the incident report forms must not be used for any purpose except strictly in accordance with this Policy, the Privacy Policy (see 10.6 – Information Handling (Privacy and Confidentiality) and any other relevant policies of Fairholme Kindergarten.

For incidents that may require minor first aid, on the Kindy Incident Report form to be signed by the parents, with a copy included in the child's file and another copy is forwarded to Fairholme College Work Health and Safety Officer. The Information is included in the Fairholme College incident report data base compiled by the Fairholme College Projects and Compliance Officer.

The Certified Supervisor will ensure that the parent of a child who is injured or ill at Fairholme Kindergarten is informed of the situation, and the treatment given, on collection of the child.

The Nominated Supervisor is responsible for the obligation under section 174 (4) of the *Education and Care Services National Law Act 2010* to report to the relevant Regulatory Authority if a child dies, or suffers an injury at Fairholme Kindergarten for which treatment from a medical practitioner was obtained, or ought reasonably to have been sought.

4.4 MEDICATION ADMINISTRATION

Purpose	To provide clear direction, regarding the handling, storage and appropriate administering of prescription and over the counter medication to children at Fairholme Kindergarten and whilst on excursions. That students and staff are made familiar with some common serious allergies and are informed on how to manage an allergic reaction.
References	The laws and other provisions affecting this policy include: <ul style="list-style-type: none"> • <i>Education and Care Services National Law Act, 2010 and Regulations 2011</i> • Duty of Care Policies: 4.1 – General Health and Safety, 4.8 – Anaphylaxis Management, 4.9 – Emergency Health and Medical Procedure Management, 4.12 – Asthma Management, 10.6 – Information Handling (Privacy and Confidentiality). Fairholme College Policies: <ul style="list-style-type: none"> • Medication Policy
NQS Area	2.1.1, 2.1.4; 2.3.3; 4.2.1; 6.1.1; 6.2.1; 6.3.2; 7.1.2; 7.3.1, 7.3.2; 7.3.3, 7.3.5.

RATIONALE

In the interests of health and wellbeing of the children, Fairholme Kindergarten will only permit medication to be given to a child if it is in its original packaging with a chemist label attached. The chemist label must state the child's name, dose of medication required and expiry date.

PROCEDURES

See procedures under Policy 4.1 – General Health and Safety, regarding obligations for parents/guardians to advise Fairholme Kindergarten of particular health needs, including medication, for their children.

Parents/guardians will be requested to administer any prescribed medication to their child before or after attending Fairholme Kindergarten, rather than requesting the service to do so, unless absolutely necessary.

Educators will only be permitted to administer medication to a child if it is:

- In its original package with a pharmacist's label which clearly states the child's name, dosage, frequency of administration, date of dispensing and is within the expiry date period; and
- Accompanied by a Medication Authority and Administering Form completed by the parent/guardian.

All medication will be stored in a locked cupboard or similar storage receptacle. Storage should prevent unsupervised access and damage to medicines e.g. some may require refrigeration.

All medication will be administered by an educator who is duly qualified in first aid and witnessed by another educator. Administration of medication will be recorded and filed with the child's records. The

educator and witness, must fill out and sign the register with the parent signing acknowledgement on collection of the child.

All unused medication will be returned to the parent on collection of the child.

Individual medical management plans will be developed if necessary in conjunction with a qualified first aid educator, parent/guardian, child and other health/educational professionals as required.

4.5 KEEPING OF ANIMALS POLICY

Purpose	Any animals cared for by Fairholme Kindergarten will be given adequate care. Children will be given the opportunity to share in the responsibility of looking after any animals in care.
References	<p>The laws and other provisions affecting this policy include:</p> <ul style="list-style-type: none"> • <i>Toowoomba Regional Council Local Laws (Animal Management Act 2008)</i> • Duty of Care <p>Policies: 4.1 – General Health and Safety, 4.2 – Infectious Diseases, 9.3 – Communication with Families.</p> <p>Fairholme College Policies:</p> <ul style="list-style-type: none"> • Animal Ethics and Welfare Policy
NQS Area	2.1.3, 2.1.4; 2.3.1, 2.3.2; 3.1.1; 6.1.2; 6.2.1; 7.3.5.

Please refer directly to the Fairholme College Animal Ethics and Welfare Policy for the keeping of animals.

4.6 SUN SAFETY POLICY

Purpose	Fairholme Kindergarten encourages and promotes the need to protect children's skin and educate them about sun smart behaviour, thus reducing of skin damage from exposure to the sun.
References	<p>The laws and other provisions affecting this policy include:</p> <ul style="list-style-type: none"> • <i>Education and Care Services National Law Act, 2010 and Regulations 2011</i> • <i>Work Health and Safety Act 2011 and Regulations 2011</i> • Duty of Care • Cancer Council Queensland's SunSmart Policy Guidelines – Early Childhood Cancer Council Australia <p>Policies: 4.1 – General Health and Safety, 9.3 – Communication with Families.</p> <p>Fairholme College Policies:</p> <ul style="list-style-type: none"> • Sun Smart Policy
NQS Area	1.1.3; 2.1.1; 2.2.2; 2.3.2; 3.1.1; 4.2.1; 6.1.1, 6.1.3; 6.2.1; 7.1.2; 7.3.2; 7.3.5.

Rationale

Queensland has the highest rate of skin cancer in the world. Of all new cancers diagnosed in Australia each year, 80 per cent are skin cancers. Given that children in childcare are there during peak ultraviolet radiation (UVR) times throughout the day, education and care settings play a major role in both minimising children's UVR exposure and providing an environment where policies and procedures can positively influence long-term behaviour.

Skin damage, including skin cancer, is the result of cumulative exposure to the sun. Research shows that sunburn contributes to skin cancer and other forms of skin damage such as sunspots, blemishes and premature ageing. Most skin damage and skin cancer is therefore preventable.

Ultraviolet radiation (UVR) levels are highest during the hours that children are at childcare settings. As children will spend a portion of their day outdoors, we are committed to protecting them from harmful effects of the sun.

The rationale for this policy was provided by the Queensland Cancer Council and is consistent with their Sun Smart Policy Guidelines for Early Childhood Settings

The purpose of this Sun Safety Policy is to ensure that all children, staff and visitors attending Fairholme Kindergarten are protected from skin damage caused by harmful UVR from the sun.

Fairholme Kindergarten will provide a SunSmart environment that support Sun Safe practices and create an awareness of the need to reschedule outdoor activities to support Sun Safe practices.

Procedures

Sun safety will be practised at Fairholme Kindergarten throughout the whole year. Parents will be asked to provide Fairholme College bucket hats.

Educators will ensure that all children attending Fairholme Kindergarten are protected from the harmful UV effects of the sun.

Our Commitment

Educators will:

- inform parents of our Sun Safety policy when children are enrolled. The Sun Safety policy is on the Fairholme College website with the Fairholme College policies.
- ensure all children playing outside during the peak UV times of the day:
 - have adequate sun protection or use shaded and/or covered areas
 - wear Fairholme College bucket hats
 - have applied a SPF 30+ broad-spectrum, provided by the parents
- incorporate education programs that focus on skin cancer prevention into the program
- ensure all educators act as positive role models for children in all aspects of Sun Safety behaviour
- ensure that adequate shade is provided during outdoor events including excursions

Ongoing feedback and support will be sought from parents and the Fairholme community for the Sun Smart policy and its implementation, through newsletters, emails and parent meetings.

4.7 CHILDREN'S TOILETING POLICY

Purpose	To ensure the safety of all children whilst accessing the toilet.
References	<p>The laws and other provisions affecting this policy include:</p> <ul style="list-style-type: none"> • <i>Education and Care Services National Law Act, 2010 and Regulations 2011</i> • <i>Family and Child Commission Act 2014</i> • <i>Child Protection Act 1999 and Regulations 2000</i> • Duty of Care <p>Policies: 2.1 – Respect for Children, 2.3 – Educator Ratios, 2.10 – Including Children with Special/Additional Needs, 3.4 – Excursions, 9.3 – Communication with Families</p>
NQS Area	1.1.5; 2.1.1, 2.1.3; 2.3.1, 2.3.2; 4.1; 4.2.1; 5.2.3; 6.1.1; 6.3.3; 7.1.2; 7.3.1, 7.3.5.

Rationale

Fairholme Kindergarten recognises the need to ensure the safety of all children whilst accessing the toilet. The following procedures are to be implemented consistently by all staff to protect children from risk of harm or injury. There is an expectation that children attending the kindergarten are toilet trained.

Procedures

- educators shall check the toilet facilities for safety prior to the commencement of the daily program
- all children shall be supervised whilst accessing the toilet facilities
- educators shall be required to support the personal hygiene of children with toileting when it becomes known to them that a child is in need of assistance
- the following items will be available (at or near the toilets), to assist educators with toileting issues: gloves, wipes, hand sanitiser and appropriate bags for soiled materials
- children shall be requested to provide spare clothes to be used when required

Escorting children to the toilet

Educators shall observe practices to ensure that they are not placing themselves in a compromising situation while escorting children to the toilet area. Children shall be regularly reminded to go to the toilet.

Assisting children with toileting

Educators shall support children's emotional needs, demonstrating empathy and compassion and should not, under any circumstances, cause further embarrassment to the child. Nor should they become forceful in their assistance to children and that the dignity and rights of the child to privacy are maintained. Staff shall assist children to toilet and follow hygiene procedures by:

- encouraging children (if able) to clean themselves independently through provision of suitable wipes and means of disposal (wipes are not suitable for flushing).
- ensuring hands are cleaned and sanitized and gloves are generally worn.

Toileting during outside play time:

- children will be encouraged to use the toilet before outside play time
- children will tell educators when they need to use the toilet while playing outside
- the educator will tell the other staff they are escorting a child to the toilet
- an educator will take the child/ren upstairs and place themselves in a position where they can see and supervise the children and be aware of the outdoor environment
- the educator will escort the child/ren back outside.

Toileting on excursions

For the purposes of excursions, the following procedures shall be implemented to ensure the health and safety of children while using the toilet:

- a risk assessment will be conducted prior to the excursion with all educators required to read and sign off
- prior to use, the toilet cubicles shall be checked for safety by an educator before being used by the children.

4.8 ANAPHYLAXIS MANAGEMENT POLICY

Purpose	Provide guidance for the understanding and management of anaphylaxis at Fairholme Kindergarten.
References	<p>The laws and other provisions affecting this policy include:</p> <ul style="list-style-type: none"> • <i>Education and Care Services National Law Act, 2010 and Regulations 2011</i> • <i>Family and Child Commission Act 2014</i> • <i>Health (Drugs and Poisons) Regulation 1996</i> • Duty of Care <p>Policies: 4.3 – Incident, Injury, Trauma or Illness, 4.4 – Medication Management, 4.9 – Emergency Health and Medical Procedure Management, 5.1 – Food Handling and Storage, 10.6 – Information Handling (Privacy and Confidentiality), 10.7 – Risk Management and Compliance.</p> <p>Fairholme College Policies:</p> <ul style="list-style-type: none"> • Medication Policy
NQS Area	1.1.5; 2.1.1, 2.1.4; 2.2.1; 2.3.2, 2.3.3; 4.2.1; 6.1.1; 6.2.1; 7.1.2; 7.3.1, 7.3.2, 7.3.5.

Rationale

Fairholme Kindergarten recognises the increasing prevalence of children attending services who have been diagnosed with anaphylactic reactions. Such reactions may be the result of severe allergies to eggs, peanuts, tree nuts, cow milk, shell fish, bee or other insect stings, latex, particular medications or other allergens as identified through professional diagnosis.

It is known that reactions to allergens may occur through ingestions, skin or eye contact or inhalation of food particles.

Procedures

- parents will be requested, through the initial Application for Enrolment, to ensure that the Fairholme Kindergarten is made aware of any allergies that their child may be suffering
- information regarding the triggers and severity of allergic reactions will also be requested
- Fairholme Kindergarten shall take appropriate action to minimise, where possible, exposure to known allergens where children have been professionally diagnosed with anaphylaxis and this information has been presented to Fairholme Kindergarten with certification from a medical practitioner.
- Fairholme Kindergarten will ensure that at least one educator with a current first-aid qualification and CPR qualification, anaphylaxis management and emergency asthma management training as required by the *Education and Care Services National Regulations 2011*, will be in attendance at any

place children are being cared for, and immediately available in an emergency, at all times that children are being cared for.

- All children diagnosed with anaphylaxis shall have a Personal Action Plan, outlining what to do in an emergency, developed in consultation with families, educators and the child's medical practitioner.
- Each plan shall be displayed in a clearly accessible area and be approved by the child's family/guardian.
- Individual children's health care and management plans shall be discussed on a regular basis with all educators at team meetings.
- Each child shall have the appropriate medication including EPIPEN accessible to educators.
- All expiry dates of auto-injector devices accessible at the service will be closely monitored. Parents will be notified immediately of an impending expiry dates of these devices and provision to the service of an up to date device arranged.
- Appropriate medication shall be stored at Fairholme Kindergarten for each child in a clearly labelled and marked container.
- Anaphylaxis plans shall be reviewed annually.

In the case of a child who has not been previously diagnosed with Anaphylaxis, procedures as per the Emergency Health and Medical Policy (see Policy 4.9) will be followed.

4.9 EMERGENCY HEALTH AND MEDICAL PROCEDURE MANAGEMENT POLICY

Purpose	To provide guidance to Kindergarten Educators, in emergency situations, to administer medication to preserve the life, safety and health of a student.
References	<p>The laws and other provisions affecting this policy include:</p> <ul style="list-style-type: none"> • <i>Education and Care Services National Law Act, 2010 and Regulations 2011</i> • <i>Family and Child Commission Act 2014</i> • <i>Work Health and Safety Act 2011</i> • <i>Health (Drugs and Poisons) Regulation 1996</i> <p>Policies:</p> <p>4.4 – Medication Management, 4.8 – Anaphylaxis Management, 4.12 – Asthma Management, 10.6 – Information Handling (Privacy and Confidentiality), 10.7 – Risk Management and Compliance</p>
NQS Area	2.1.1, 2.1.4; 2.3.3; 4.2.1; 6.1.1; 6.2.1; 7.1.2; 7.3.1, 7.3.2; 7.3.5.

Rationale

Fairholme Kindergarten recognises that occasions may arise where emergency management procedures may need to be implemented to preserve the health and safety of children and staff. Such emergency management applies to situations where a parent/caregiver requests the Fairholme Kindergarten in writing to administer prescribed medication as directed by a medical practitioner, and/or assist with managing a specific health condition as well as where a particular emergency first aid response is needed.

In emergency situations, Fairholme Kindergarten educators may be required to administer medication to preserve the life, safety and health of a student. These emergencies may occur for students with diabetes, epilepsy, anaphylaxis and asthma. The possible medication requirements include administering inhaled medication such as 'Ventolin' for asthma, rectal administration of 'Valium' for epilepsy, an injection of glucagon for diabetes and an injection of adrenalin for anaphylaxis. Injections for diabetes and anaphylaxis are usually administered by a pen device and are not intravenous.

Procedures

- Educators shall have access to information about the children's medical conditions, medication and management procedures required.
- Written procedures (action plan) shall be clearly displayed for managing emergency situations which shall include information about:
 - contact numbers for family, medical practitioner and ambulance
 - triggers, reactions, warning signs and symptoms of possible emergency
 - instructions on first aid management from medical practitioner or recognised authority
 - medication requirements, dosage and method of administration
- Each child shall have an action plan (maintained confidentially) which further includes:
 - guidelines for participation in specific activities if required such as physical games and activities

- contact details
- parent consent forms as required.
- medical practitioner consent forms as required
- medication administration register.
- All staff are appropriately trained in First Aid.
- Steps to follow in the event of a medical emergency will be clearly documented, displayed and rehearsed every 3 months.
- Medication shall be taken as required on excursions in an appropriately secured container readily accessible to administering staff members.
- Written records and reports regarding implementing emergency procedures shall be completed by the administering staff member within 24 hours and lodged with Fairholme College Project Manager
- Fairholme College Leadership shall ensure that written reports are lodged with relevant authorities .within the required time frame.

4.10 FIRST AID WASTE MANAGEMENT POLICY

Purpose	To provide guidelines to effectively manage and dispose of first aid waste to prevent cross infection and contamination from waste materials.
References	<p>The laws and other provisions affecting this policy include:</p> <ul style="list-style-type: none"> • <i>Education and Care Services National Law Act, 2010 and Regulations 2011</i> • <i>Work Health and Safety Act 2011 and Regulations 2011</i> • <i>First Aid Code of Practice 2004</i> • Duty of Care <p>Policies: 4.3 – Incident, Injury, Trauma or Illness, 4.9 – Emergency Health and Medical Procedure Management.</p>
NQS Area	2.1.1, 2.1.3, 2.1.4; 4.2.1; 7.1.2; 7.3.5.

Rationale

Fairholme Kindergarten observes the need to manage first aid waste effectively to prevent cross infection or contamination from waste materials. Such materials shall include, but not be limited to: band aids, bandages, swabs, cotton buds/balls, ice packs.

Procedures

- Fairholme Kindergarten shall provide a clearly labelled first aid waste bin.
- The first aid bin shall be cleaned and sanitised as required.
- The first aid bin shall be lined with a bag that is sealed and appropriately removed as required.
- The first aid bin shall be located in a suitable place that is not readily accessible to children.
- Staff members shall thoroughly wash hands using specified hand washing procedures before and after implementing first aid.
- Staff members shall wear suitable gloves to manage incidents of first aid involving waste materials as identified.
- Staff members shall remove items to be used to manage first aid from the non-contaminated first aid storage area.
- The injured area of the person shall be cleaned using principles of first aid as per policy/procedure and training. (Refer to First Aid Manual/Book)
- The used swab or like shall be placed into the lined first aid waste bin.
- The staff member may be required to change gloves if changing the type of activity they are managing with first aid e.g. cleaning to bandaging.

4.11 INFECTIOUS DISEASES RESPONSE STRATEGY POLICY

Purpose	Implement a response strategy in accordance with Government Health guidelines for Infectious Disease Pandemic.
References	<p>The laws and other provisions affecting this policy include:</p> <ul style="list-style-type: none"> • <i>Education and Care Services National Law Act, 2010 and Regulations 2011</i> • Australian Government Health Guidelines <p>Policies: 4.2 – Infectious Diseases, 9.3 – Communication with Families.</p>
NQS Area	2.1.1, 2.1.3, 2.1.4; 6.1.3; 7.3.1, 7.3.5.

Rationale

Fairholme Kindergarten shall implement a response strategy in accordance with Government Health guidelines for Infectious Disease Pandemic.

Procedures

- Fairholme Kindergarten shall encourage basic hygiene techniques to prevent the spread of Infectious Disease.
- Fairholme Kindergarten shall encourage children and staff to stay at home should they present with symptoms of infectious disease.
- Fairholme Kindergarten shall keep informed of current Pandemic phases and shall follow the Australian Government Guidelines.
- Fairholme College shall provide staff, families and the local community with information about the service's response to management of Infectious Disease as recommended by Health Authorities.

Supporting Information on Pandemic Phases

The Australian phases describe whether the virus is in countries overseas (OS) or in Australia (AUS). Having an Australian system means that actions can be taken in Australia before a change of phase is declared by the World Health Organisation. The description of each phase is shown in the following table.

Australian phase	Description
ALERT	A novel virus with pandemic potential causes severe disease in humans who have had contact with infected animals. There is no effective transmission between humans. Novel virus has not arrived in Australia.
DELAY	Novel virus has not arrived in Australia. OS4 Small cluster of cases in one country overseas. OS5 Large cluster(s) of cases in only one or two countries overseas. OS6 Large cluster(s) of cases in more than two countries overseas.
CONTAIN	Pandemic virus has arrived in Australia causing small number of cases and/or small number of clusters.
SUSTAIN	Pandemic virus is established in Australia and spreading in the community.
CONTROL	Customised pandemic vaccine widely available and is beginning to bring the pandemic under control.
RECOVER	Pandemic controlled in Australia but further waves may occur if the virus drifts and/or is re-imported into Australia.
PROTECT	Pandemic virus is mild in most but severe in some and moderate overall. This phase sits alongside CONTAIN and SUSTAIN phases with a greater focus on treating and caring for those more vulnerable to severe outcomes.

4.12 ASTHMA MANAGEMENT POLICY

Purpose	Provide a safe and suitable environment for all children attending the Fairholme Kindergarten through the creation of an Asthma friendly environment.
References	<p>The laws and other provisions affecting this policy include:</p> <ul style="list-style-type: none"> • <i>Education and Care Services National Law Act, 2010 and Regulations 2011</i> • <i>Work Health and Safety Act 2011 and Regulations 2011</i> • <i>Health (Drugs and Poisons) Regulation 1996</i> • Duty of Care <p>Policies:</p> <p>4.1 – General Health and Safety, 4.4 – Medication Management, 4.9 – Emergency Health and Medical Procedure Management.</p> <p>Fairholme College Policies:</p> <ul style="list-style-type: none"> • Medication Management Policy
NQS Area	2.1.1, 2.1.4; 2.2.2; 2.3.2, 2.3.3; 4.2.1; 6.1.1, 6.1.3; 6.2.1; 7.1.2; 7.3.1, 7.3.2, 7.3.5.

Rationale

Fairholme Kindergarten strives to provide a safe and suitable environment for all children attending the service. Children with particular health needs, such as Asthma will be supported through the creation of an Asthma Friendly environment in accordance with the recommendations of the Asthma Foundation of Queensland.

Fairholme Kindergarten will ensure that at least one educator with a current first-aid and CPR qualification, anaphylaxis management and emergency asthma management training as required by the *Education and Care Services National Regulations 2011*, is in attendance at any place children are being cared for, and immediately available in an emergency, at all times that children are being cared for by the Service.

Procedures

Fairholme Kindergarten shall provide opportunities for all staff to participate in and receive regular education on asthma and appropriate management strategies. As per the *Health (Drugs and Poisons) Regulation 1996*, a person is considered to have appropriate asthma management training if they have completed a training course, of at least one hour, and are issued with a certificate identifying the successful completion of training in the specific learning outcomes.

All children diagnosed with asthma must have a medical management plan outlining what to do in an emergency and developed in consultation with families, educators and the child's medical practitioner. Each plan shall be displayed in a clearly accessible area and be approved by the child's family/guardian.

A medical conditions risk minimisation plan must be developed in consultation with the parent/guardian of a child with specific health care needs, allergies or other relevant medical conditions to identify the possible exposure to allergens and how these will be managed and monitored within the service.

The service will ensure all families of children identified with asthma, and the educators at the service, receive a copy of the Medical Conditions Policy and Asthma Policy as part of their orientation/induction to the service.

Educators will be made aware of children who suffer from asthma and provided with training to recognise the relevant triggers, and to follow the risk minimisation strategies and specific management plans to manage the condition. These triggers may be food intolerances or environmental.

Fairholme Kindergarten will display a poster for asthma first aid management in prominent locations to alert educators and other participants in the service's activities.

If the procedure outlined in the child's medical management plan does not alleviate the asthma symptoms, or the child does not have a medical conditions management plan, an educator will provide first aid, which may include the steps outlined by Asthma Australia as follows:

- Sit the child upright. The educator will stay with the child and be calm and reassuring;
- Give four (4) puffs of blue reliever medication, using a spacer if there is one;
- Wait four (4) minutes. If there is no improvement, give four (4) more puffs as above;
- If there is still no improvement, call emergency services;
- Keep giving four (4) puffs every four (4) minutes until the emergency service arrive.

Fairholme Kindergarten will ensure that an emergency asthma first aid kit is stored in a location that is known to all educators, easily accessible to adults but inaccessible to children. The emergency asthma first aid kit should contain:

- An emergency supply of blue or grey reliever puffer;
- A spacer device that is compatible with the puffer.

Expiry dates of all puffers used will be closely monitored and replaced when expired.

Puffers and spacers from the emergency asthma first aid kit must be thoroughly cleaned after each use to prevent cross contamination

All asthma medication provided by families and administered by educators must be in accordance with the Medication Policy (see Policy 4.4) of this service.

Risk minimisation practices will be carried out to ensure that Fairholme Kindergarten is, to the best of our ability, providing an environment that will not trigger an asthmatic attack. These practices will be documented, discussed at team meetings and potential risks reduced, if possible.

4.13 MEDICAL CONDITIONS POLICY

Purpose	Fairholme Kindergarten is committed to ensuring our educators are equipped with knowledge and skills to manage situations to ensure all children attending the Kindergarten received the highest quality of care.
References	<p>The laws and other provisions affecting this policy include:</p> <ul style="list-style-type: none"> • <i>Education and Care Services National Law Act, 2010 and Regulations 2011</i> • Duty of Care • <i>National Law Act 2010 and National Regulations 2011</i> <p>Policies:</p> <p>2.10 – Including Children with Special/Additional Needs, 4.1 – General Health and Safety, 4.2 – Infectious Diseases, 4.3 – Incident, Injury, Trauma or Illness, 4.4 – Medication Management, 4.8 – Anaphylaxis Management, 4.9 – Emergency Health and Medical Procedure Management, 4.12 – Asthma Management, 5.1 – Food Handling and Storage, 7.1 – Emergency Equipment and Facilities, 8.4 – Educator Professional Development and Learning, 9.3 – Communication with Families, 10.7 – Risk Management and Compliance.</p> <p>Fairholme College Policies:</p> <ul style="list-style-type: none"> • Medication Management Policy
NQS Area	1.1.5; 2.1, 2.2.1; 3.1.1, 3.2.1; 4.1, 4.2.1; 5.1, 5.2; 6.1, 6.3.3; 7.2.1, 7.3.1, 7.3.2, 7.3.5.

Rationale

Fairholme Kindergarten recognises the increasing prevalence of children attending Kindergarten who have been diagnosed with medical conditions and are committed to a planned approach to the management of such medical conditions to ensure the safety and well-being of everyone at Fairholme Kindergarten.

Children's medical needs may be broadly categorised into two types:

- Short-term – which may affect their participation in activities while they are on a course of medication. Short-term medical needs are typically an illness that the child will recover from in a short period (e.g. tonsillitis, chest infection, etc.)
- Long-term – potentially limiting their participation and requiring extra care and support. Long term medical needs are typically ongoing (e.g. asthma, diabetes, anaphylaxis, celiac disease)

Fairholme Kindergarten is committed to ensuring our educators are equipped with the knowledge and skills to manage situations to ensure all children Fairholme Kindergarten receive the highest level of care and to ensure their needs are considered at all times. Providing families with ongoing information about medical conditions and their management is a key priority.

Procedures

Children's short term medical needs will be managed in accordance with the Service's Incident, Injury, Trauma or Illness Policy and the Medications Policy.

For children with long-term medical needs, Fairholme Kindergarten will minimise the risks associated with these specific health needs, allergies or other relevant medical conditions by:

- Ensuring a current **medical management plan** that is provided to the service by the parent and is accessible to all educators;
- Ensuring all educators are adequately trained and rehearsed in the Fairholme Kindergarten emergency medical management procedures and the administration of emergency medication;
- Collaborating with parents/guardians of children with specific health needs, allergies or other relevant medical conditions to reduce risk; and
- Informing all educators and volunteers, of children with specific health needs, allergies or other relevant medical conditions and the risk minimisation procedures for these.

Parents/guardians will be requested, through the initial enrolment procedures to provide details of any specific health care needs or medical conditions of the child, including asthma, diabetes, allergies and whether the child has been diagnosed at risk of anaphylaxis. It is the responsibility of parents/guardians to update Fairholme Kindergarten with any new information relating to their child's specific health care need or medical condition.

Fairholme Kindergarten will involve all educators, families and children in regular discussion about medical conditions and general health and wellbeing. Fairholme Kindergarten will adhere to privacy and confidentiality procedures when dealing with individual health needs.

To promote consistency and ensure the welfare of all children using the service, all educators will follow the health, hygiene and safe food handling policies and procedures.

If a child with a chronic illness or medical condition that requires invasive clinical procedures or support is enrolled at Fairholme Kindergarten, prior arrangements will be negotiated with the parent/guardian, coordinator and appropriate health care workers to prepare for the event that the child will require a procedure while in attendance at Fairholme Kindergarten. Such arrangement and procedures will be established in consultation with the child's medical practitioner. Arrangements shall be formalised prior to the child commencing at the service.

Identifying Children with Medical Conditions

Any information relating to individual children's health care needs, allergies or other relevant medical conditions will be shared with the coordinator, educators and other staff members of Fairholme Kindergarten.

Information relating to a child's specific health care need, allergy or other relevant medical condition, including the child's medical management plan, medical conditions risk minimisation plan and the location of the child's medication will be shared with all educators and other staff members of Fairholme Kindergarten.

As it relates to the specific children, relevant medical condition information will be displayed in the following areas of Fairholme Kindergarten to ensure all practices and procedures are followed accordingly:

- Fairholme Junior Office– in the child's enrolment record and in an area visible to the service telephone;

- The staff room or noticeboard;
- Inside the kitchen cupboard door (for children with food related conditions);
- In the Fairholme Kindergarten room (with parent/guardian permission).

All educators will be required to follow the child's Medical Management Plan in the event of an incident related to the child's specific health care need, allergy or other relevant medical condition.

All educators, other staff and volunteers must be able to identify a child with a specific health care need, allergy or other relevant medical condition and be able to locate their medication/s easily.

Medical Management Plan

To comply with regulatory requirements, the parents/guardians of children with specific health care needs, allergies or other relevant medical conditions must provide Fairholme Kindergarten with a medical management plan for their child. This medical management plan must be followed in the event of an incident relating to the child's specific health care need, allergy or relevant medical condition.

The medical management plan should be developed in consultation with the child's registered medical practitioner with the procedures to follow from the medical practitioner documented in the medical management plan.

The medical management plan should include the following:

- A photo of the child;
- Details of the specific health care need, allergy or relevant medical condition including the severity of the condition;
- Any current medication prescribed for the child;
- What may trigger the allergy or medical condition (if relevant);
- Signs and symptoms to be aware of as well as the response required from the service in relation to the emergence of symptoms;
- Any treatment/medication required to be administered in an emergency;
- The response required if the child does not respond to initial treatment;
- When to call an ambulance for assistance;
- Contact details of the doctor who signed the plan.

Copies of the child's Medical Management Plan will be kept with their medication and taken on all excursions/regular outings they attend whilst enrolled at the service.

Medical Conditions Risk Minimisation Plans

For children with a medical management plan require a risk-minimisation plan must be developed in consultation with the parent/guardian of a child with specific health care needs, allergies or other relevant medical conditions to ensure that:

- Any risks relating to the child's specific health care need, allergy or relevant medical condition are assessed and minimised; and
- If relevant, practices and procedures for the safe handling, preparation, consumption and serving of food are developed and implemented; and
- The parent/guardian is notified of any known allergens that pose a risk to a child and strategies for minimising the risk are developed and implemented; and
- All educators are able to identify the child, and know the location of the child's medical management plan and medication; and

If relevant, practices and procedures are developed and implemented to ensure that the child does not attend the service unless the child has at the service their relevant medications, if this would pose a significant risk.

Fairholme Kindergarten will provide support and information to parents/guardians and other members of the community about resources and support for managing children's specific health care needs, allergies or other relevant medical conditions.

Medical Conditions Communication Plans

To ensure regulatory compliance, the service shall develop a communication plan and implement procedures to ensure that:

- Relevant educators, staff members and volunteers are informed about the medical conditions policy and the medical conditions management plan and medical conditions risk minimisation plan for each child with a specific health care need, allergy or other relevant medical condition; and
- A parent/guardian of a child with a specific health care need, allergy or other relevant medical condition can communicate any changes to the medical conditions management plan and medical conditions risk minimisation plan for their child.

Management of Medical Conditions

Children identified with asthma or anaphylaxis allergies will be managed in accordance with the specific Asthma Management and Anaphylaxis Management Policies of Fairholme Kindergarten.

Children with other health care needs or relevant medical conditions will be managed in accordance with their individual medical conditions management plan and medical conditions risk minimization plan.

In order to effectively manage other health care needs and medical conditions the service will implement the following procedures:

Diabetes

In developing individual children's medical conditions management plans, the service will implement procedures where possible to ensure children with diabetes do not suffer any adverse effects from their condition while at the service. These include ensuring they do not suffer from hypoglycemia (have a "hypo") which occurs when blood sugar levels are too low. Things that can cause a "hypo" include:

- A delayed or missed meal, or a meal with too little carbohydrate;
- Extra strenuous or unplanned physical activity;
- Too much insulin or medication for diabetes;
- Vomiting.

Children with Type 1 diabetes may also need to limit their intake of sweet foods. Fairholme Kindergarten will ensure information about the child's diet including the types and amounts of appropriate foods is part of the child's medical conditions management plan and that this is used in developing their individual medical conditions risk minimisation plan.

Fairholme Kindergarten will ensure that educators are adequately and appropriately trained in the use of insulin injection devices (syringes, pens, pumps) used by children at the service with diabetes. In the event of major concerns regarding insulin levels of a child an ambulance will be called.

If a child is displaying symptoms of a "hypo" Fairholme Kindergarten will:

- Ensure a first aid trained educator provides immediate first aid which will be outlined in the child's medical conditions management plan and may include giving the child some quick acting and easily consumed carbohydrate;
- Call an ambulance by dialling 000 if the child does not respond to the first aid and CPR if the child stops breathing;
- Contact the parent/guardian or the person to be notified in the event of illness if the parent/guardian cannot be contacted.

Skin Rashes

Rashes are common in children which may be caused by a viral infection. It is important to assess.

When assessing a rash, educators should also consider other signs and/or symptoms. These might include (but are not limited to):

- Fever;
- Unusual behaviour (cranky or less active; cries more than usual; seems uncomfortable/irritable; just seems unwell);
- Loss of appetite
- Vomiting;
- Headache, stiff neck;
- Frequent scratching, crusty skin/discharge from skin;
- Trouble breathing.

Also when observing the rash, educators should note:

- What the rash looks like (e.g. dark red like a blood blister; small red pinheads; large red blotches; a solid red area all joined together or blisters);
- How does the rash feel to touch (e.g. raised slightly, with small lumps or swollen;

- Is the rash itchy and where on the body did the rash start (e.g. head, neck);
- Where is the rash now (e.g. head, neck, abdomen, arms, legs).

The Nominated Supervisor should be informed of any children presenting with a rash to determine whether there is cause for concern for the child's health and the health of the other children and educators. The parent/guardian will be called immediately.

All rashes should be documented on the Kindy Incident Form. Educators must regularly check the appearance of the rash and note time and any changes to inform medical attention that may be sought.

If concern is expressed about the rash then the child will be isolated from other children until the parent/guardian can collect the child from the service.

If educators are concerned about serious symptoms in conjunction with the rash or perhaps the rash being purple, or spreading very quickly, then an ambulance will be called.

Eczema

If a child suffers from eczema, parents/guardians a medical conditions management plan will be developed and implemented to enable educators to follow any treatment prescribed by the child's medical practitioner.

A child with eczema is not excluded from attending Fairholme Kindergarten.

Educator Training and Qualifications

The coordinator will ensure that educators have appropriate education or training to enable them to undertake basic support of the health needs of children, including administering medications, allergic reactions, basic first aid and special dietary requirements.

The Nominated Supervisor will ensure that, at least one educator with the required first aid qualifications, anaphylaxis management and emergency asthma management training as prescribed under *Education and Care Services National Regulations 2011* is in attendance at any place children are being care for, and immediately available in an emergency, at all times children are being cared for.

4.14 CHILDHOOD IMMUNISATION

Purpose	To provide guidelines about the collection and storage of immunisation records and management of children that are not immunised.
References	<p>The laws and other provisions affecting this policy include:</p> <ul style="list-style-type: none"> • <i>Education and Care Services National Law Act, 2010 and Regulations 2011</i> • <i>Public Health Act 2005 (QLD)</i> • <i>A New Tax System (Family Assistance) Act 1999</i> • Duty of Care <p>Policies:</p> <p>4.2 – Infectious Diseases, 4.11 – Infectious Diseases Response Strategy, 9.3 – Communication with Families, 10.6 – Information Handling (Privacy and Confidentiality), 10.7 – Risk Management and Compliance.</p>
NQS Area	1.1.5; 2.1.1, 2.1.3, 2.1.4, 2.3.2; 4.2.1; 6.1.1, 6.1.3; 7.3.1, 7.3.2, 7.3.5.

Rationale

Fairholme Kindergarten acknowledges their obligation under the *Education and Care Services National Regulation 2011*, in ensuring that children are free from risk of harm. This extends to limiting exposure to health and safety risks that may arise from the incidence of vaccine-preventable diseases. Upon enrolment, the service shall request parents/guardians to provide their child's immunisation history statement, in order to determine if enrolment and subsequent attendance will be accepted.

Procedures

Through the service enrolment procedures, parents/guardians will be requested to provide a copy of their child's immunisation history statement. The service will allow a reasonable timeframe for the parent/guardian to provide their child's immunisation history statement.

Information will be provided to families, including through the Fairholme Kindergarten Parent Handbook, about the potential consequences for their child's enrolment or attendance, if their child's immunisation status is deemed 'not up to date' (i.e. Vulnerable children).

The service will establish risk management procedures relating to monitoring and managing the spread of vaccine preventable diseases at the service. Procedures may include:

- Identifying vaccine preventable diseases as part of the enrolment form; and
- Appropriate signage for families regarding infectious disease outbreak; and
- Limiting attendance for vulnerable children during times of infectious disease outbreak.

Vulnerable Children

For child/ren who do not have a current immunisation history statement on file, their immunisation status will be considered 'unknown' or 'not up-to-date', until such time as the correct immunisation documentation is provided.

If the parent/guardian does not provide the child's immunisation history statement within the reasonable timeframe, the child's enrolment may be:

- Refused or cancelled; or
- Accepted, with attendance refused until proof of up-to-date immunisation status is provided; or
- Accepted, with specific conditions in place.

Specific conditions may include restricting attendance during an outbreak of infectious disease at the service.

Medical Contraindication

Enrolment and/or attendance for a child cannot be refused on the basis of their immunisation status if they have a medical contraindication to some or all scheduled vaccines. Whilst not technically vaccinated, these children are still classified as having an 'up-to-date' immunisation status and this should be indicated on their immunisation history statement.

Conscientious Objection

Children of families who have recorded a conscientious objection to vaccination through the 'Australian Childhood Immunisation Register' will have their immunisation status registered as 'not up-to-date'. Acceptance or refusal of enrolment will be as per the procedures of this policy relating to vulnerable children.

4.15 SLEEP AND REST POLICY

Purpose	To promote the welfare and comfort for children being educated and cared for at Fairholme Kindergarten by providing opportunities for sleep and rest and with flexible arrangements.
References	<p>The laws and other provisions affecting this policy include:</p> <ul style="list-style-type: none"> • <i>Education and Care Services National Law Act, 2010 and Regulations 2011</i> • <i>Education and Care Services National Amendment Regulations 2017</i> • Duty of Care <p>Policies: 2.1 – Respect for Children, 2.6 – Behaviour Support Management, 3.1 Educational Program Planning, 4.1 General Health and Safety, 9.2 Enrolment</p>
NQS Area	1.1; 2.1, 2.3; 3.1, 3.2; 4.1; 6.1; 7.2 7.3.

Rationale

Fairholme Kindergarten promotes the welfare and comfort for children being educated and cared for at its service by providing opportunities for sleep and rest and with flexible arrangements around this provision. The age, developmental stage and the individual needs of each child will be highly regarded.

Procedures

Opportunities for sleep, rest and relaxation will be provided following consultation with children and families and with consideration given to the child and family's sociocultural background, routines in place at home and personal preferences.

As part of the educational program, restful activities and downtime experiences will be offered throughout the session/day with children being supported by the coordinator and educators to make appropriate decisions regarding participation.

Physical spaces are thoughtfully configured and made available that provide children with downtime, restful and quiet experiences to access away from main activity areas.

Groupings of children are configured to minimise the risk of overcrowding and promote calming experiences and positive interactions.

Educators will be observant of children's needs supporting them to communicate their need for comfort, sleep and rest.

Flexibility will be demonstrated in the program with opportunities for children to engage in sleep, quiet and/or downtime experiences as needed.

4.16 SUPORTING MENTAL HEALTH AND WELL BEING

Purpose	To enable Fairholme Kindergarten educators to recognise the increasing complexity of mental health issues among our children, families and educators to positively promote long term mental health and wellbeing outcomes.
References	<p>The laws and other provisions affecting this policy include:</p> <ul style="list-style-type: none"> <i>Education and Care Services National Law Act, 2010 and Regulations 2011</i> <p>Policies: 2.1 – Respect for Children, 2.6 – Behaviour Support Management, 3.1 Educational Program Planning, 4.1 General Health and Safety, 4.20 Sleep and Rest Policy, 9.2 Enrolment</p>
NQS Area	1.1, 1.2; 2.2, 2.3; 3.2; 4.1; 5.1; 6.1, 6.2, 6.3; 7.2.

Rationale

Fairholme Kindergarten recognises the increasing complexity of mental health issues among our children, families and educators. The educators will work collaboratively with children and families to develop skills, attitudes and behaviours that promote long term mental health and wellbeing outcomes for the children who attend our program.

Procedures

Fairholme Kindergarten is committed to providing a service which acknowledges the importance of good mental health and wellbeing.

An inclusive physical and social environment will be provided that promotes fun, enjoyment and learning through play.

Educators will actively develop and form healthy and secure relationships with individual children and families by engaging in meaningful conversations with them and displaying genuine interest in their welfare.

Gain understanding of the child's interests, ideas, abilities, background and culture and draw on these when designing, planning and implementing the program.

Monitor and evaluate the mental health and wellbeing of children and colleagues providing sensitive and ethical support as needed.

At team meetings share information about the needs of children and families and reflect on appropriate practice for support.

Children will be encouraged to express and manage their emotions, thoughts and behaviour, and to interact appropriately with peers and others.

Provide opportunities for children to express their opinions on matters that affect them, to make choices and to work collaboratively with others.

Promote for each child a sense of self-worth, confidence, dignity and belonging to the group.

Actively acknowledge children's strengths, efforts and achievements

Respond to and assist children when they are experiencing difficulties or challenges, to solve problems and to experience success.

Provide children with downtime, restful experiences.

Consult with families and access professional support, training and advice in instances where children are observed to be struggling and additional support is needed.

Raise awareness of mental health issues with children, families and staff through conversation and thoughtful and sensitively presented displays and promotions.

5 FOOD AND NUTRITION

5.1 FOOD HANDLING AND STORAGE POLICY

Purpose	Fairholme Kindergarten recognises the need for effective food handling and storage practices to ensure that the food is not contaminated, nor allowed to become contaminated, or unfit to be eaten.
References	<p>The laws and other provisions affecting this policy include:</p> <ul style="list-style-type: none"> • <i>Education and Care Services National Law Act, 2010 and Regulations 2011</i> • Local Authority (Toowoomba Regional Council) Food Handling By-laws • Duty of Care • Australian and New Zealand Food Standards – chapter 3 Food Safety Standards (Australia only) <p>Policies: 4.1 – General Health and Safety, 4.18 – Anaphylaxis Management, 5.2 – Cleaning and Sanitising, 8.12 – Employee Health.</p>
NQS Area	2.1.1, 2.1.3, 2.1.4; 2.2.1; 2.3.2; 3.1.2; 3.3.1; 4.2.1; 6.1.1; 7.1.2; 7.3.5.

Rationale

Fairholme Kindergarten recognises the need for effective food handling and storage practices to ensure that the food is not contaminated, nor allowed to become contaminated, or unfit to be eaten. All food which is handled (including preparing, eating or storing) at Fairholme Kindergarten is to be handled according to the recommended food handling and storage guidelines as set out in the Australian and New Zealand Food Standards Code.

Procedures

- Educators will be responsible to ensure that all food preparation and preparation areas comply with all laws and regulations, including Local Council by-laws (or equivalent) where applicable.
- Fairholme College will provide the necessary food handling equipment and/or utensils (e.g. gloves), including colour-coded cutting boards to prevent cross contamination.
- All food preparation surfaces and utensils will be kept clean and, in particular, will be thoroughly clean before use. Food preparation equipment and surfaces will be cleaned and sanitised in accordance with Fairholme Kindergarten Cleaning and Sanitising Policy (see Policy 5.2).
- Educators will ensure that they, and the children, use effective hand hygiene before handling, preparing and eating of food.
- Educators will be made aware of, and kept up to date about children who may suffer dietary issues and/or allergies relating to food and/or particular food ingredients through signs in the kitchen area and regular discussions at team meetings. All care and attention will be taken

when preparing, serving and storing food for children with particular dietary and/or allergy issues.

- Children will not be in the food preparation area.
- Educators and/or children who are unwell will not be permitted to handle food.
- After opening, perishable items will be suitably covered and refrigerated, and non-perishable items will be stored in airtight containers in the food storage/pantry area. All items will be clearly labelled to include food items name and date stored and/or use by/expiry date.
- Fairholme Kindergarten will ensure regular pest and vermin maintenance is conducted to prevent contamination.
- Food that is not fit to be eaten is to be immediately disposed of, in an appropriate manner, so that it will not be eaten.

Please note: This policy has been developed in accordance with the recommendations of the Australia and New Zealand Food Standards. Further information can be accessed from

<http://www.foodstandards.gov.au/foodstandards/foodstandardscode.cfm>

5.2 CLEANING AND SANITISING POLICY

Purpose	Fairholme Kindergarten strives to provide a healthy and safe environment and workplace for staff, children, families and visiting community members.
References	<p>The laws and other provisions affecting this policy include:</p> <ul style="list-style-type: none"> • <i>Australia and New Zealand Food Standards – Chapter 3 Food Safety Standards (Australia only)</i> • <i>Education and Care Services National Law Act, 2010 and Regulations 2011</i> • <i>Food Act 2006</i> • <i>Work Health and Safety Act 2011</i> • Duty of Care <p>Policies: 5.1 – Food Handling and Storage.</p>
NQS Area	2.1.3, 2.1.4; 3.1.2; 4.2.1; 7.1.2, 7.2.3, 7.3.2, 7.3.5.

Rationale

Fairholme Kindergarten strives to provide a healthy and safe environment and workplace for staff, children, families and visiting community members. Cleaning and Sanitising is an important aspect of this process and will be applied to all 'high risk' areas within the service.

Procedures

Fairholme Kindergarten will ensure that regular cleaning and sanitising to ensure all equipment, toys and furniture are clean and hygienic for use.

An appropriate cleaning and sanitising process shall be applied in the following 'high risk' areas/circumstances:

- Food preparation surfaces, utensils and eating equipment
- bathrooms, toilets and basins
- First Aid Waste Management
- areas where bodily fluids have been spilt.

Educators will be trained in the cleaning and sanitising processes to be applied to food preparation surfaces i.e. benches and cutting boards:

- Cleaning – applying soap and water to the surfaces to remove dirt and grime; and
- Sanitising – applying food grade disinfecting agent to remove residual dirt and germs

The process for cleaning and sanitising food utensils will occur in the following way:

- pre-clean – scrape, wipe or sweep away any food scraps and rinse with water
- wash – use hot water and detergent to take off any grease and dirt, soak if needed
- rinse – wash off any loose dirt or detergent foam
- dry – allow dishes to drip dry.

Reference *Australia and New Zealand Food Standards – Chapter 3 (Appendix 4) – Cleaning and Sanitising Surfaces and Utensils*

6 PROVISION AND SAFETY OF FACILITIES

6.1 PROVISION OF RESOURCES AND EQUIPMENT POLICY

Purpose	Fairholme Kindergarten will provide safe equipment that is suitable to the developmental and recreational needs of the children in care.
References	<p>The laws and other provisions affecting this policy include:</p> <ul style="list-style-type: none"> • <i>Education and Care Services National Law Act, 2010 and Regulations 2011</i> • Duty of Care <p>Policies: 3.1 – Educational Program Planning.</p>
NQS Area	1.1.5; 1.2.2; 2.2.2; 3.1.1, 3.1.3; 3.2; 3.3; 6.1.2; 7.3.5.

Rationale

Fairholme Kindergarten will provide safe equipment that is suitable to the developmental and recreational needs of the children in care.

Procedures

Care will be taken when purchasing equipment to ensure it complies with relevant Australian Standards (available from Standards Australia) and is suitable for the purpose for which it is intended.

Equipment provided will be appropriate to the interest, developmental and cultural needs of the children, is flexible and able to be rearranged or adjusted to provide additional interest, variety, challenge and support the inclusion of children with special / additional needs.

Educators will ensure that all equipment is regularly checked, cleaned and maintained in accordance with manufacturer's instructions and, otherwise as reasonably necessary to ensure that it remains in a safe and good working order.

Children will be encouraged to access outdoor areas which include natural elements such as trees, plants, edible gardens, sand, rocks and water.

Safe storage and shelving will be provided to allow children to independently access equipment and resources.

Educators will ensure that a wide range of real, commercial, natural, recycled and simple homemade materials are provided to support the children's learning in a range of ways.

6.2 WORKPLACE HEALTH AND SAFETY POLICY

Purpose	For the protection of children and staff, Fairholme College for Fairholme Kindergarten will ensure that its equipment, facilities and premises are safe and clean in keeping with the requirements of the <i>Work Health and Safety Act 2011</i> (Qld).
References	<p>The laws and other provisions affecting this policy include:</p> <ul style="list-style-type: none"> • <i>Education and Care Services National Law Act, 2010 and Regulations 2011</i> • <i>Work Health and Safety Act 2011, Manual Tasks Code of Practice 2010, Hazardous Substances Code of Practice 2003, Manual Tasks Involving the Handling of People 2001.</i> • <i>Fire and Rescue Service Act 1990 and Building Fire Safety Regulation 2008 (Queensland), Electrical Safety Act 2002.</i> • Duty of Care <p>Policies: 6.1 – Provision of Resources and Equipment, 10.7 – Risk Management and Compliance.</p> <p>Fairholme College Policies:</p> <ul style="list-style-type: none"> • Work Health and Safety Policy
NQS Area	2.3.2, 2.3.3; 3.1.1, 3.1.2; 3.2.1, 4.2.1; 7.1.1, 7.1.2; 7.2.1, 7.2.2; 7.3.1, 7.3.2, 7.3.5.

Please refer directly to the Fairholme College Work Health and Safety Policy.

6.3 MANAGEMENT OF POISONOUS PLANTS AND FUNGI POLICY

Purpose	Fairholme Kindergarten understands the need to maintain a healthy and safe environment for children and staff whilst at the same time valuing the aesthetic appeal of the natural environment
References	<p>The laws and other provisions affecting this policy include:</p> <ul style="list-style-type: none"> • <i>Education and Care Services National Law Act, 2010 and Regulations 2011</i> • <i>Work Health and Safety Act 2011</i> • Duty of Care • Plants and Fungi Poisonous to People in Queensland <p>Fairholme College Policies:</p> <ul style="list-style-type: none"> • Work Health and Safety Policy
NQS Area	2.3.2; 7.1.1

Rationale

Fairholme Kindergarten understands the need to maintain a healthy and safe environment for children and staff whilst at the same time valuing the aesthetic appeal of the natural environment. A number of plants and fungi are known to be poisonous to people and may pose significant risk if consumed, or in some cases handled. Fairholme Kindergarten shall endeavour to ensure the environment is free of potentially poisonous plants and fungi.

Procedures

Fairholme Kindergarten shall maintain a current copy of the Queensland Government Resource 'Plants and fungi poisonous to people in Queensland' produced by the Queensland Health Environment Protection Agency. This resource will be made accessible to all members of staff and management. For descriptions and photos of a number of local plants and fungi that can be poisonous to people visit the website https://www.health.qld.gov.au/poisonsinformationcentre/plants_fungi/

Fairholme Kindergarten shall keep in a visually accessible location the number for the Poisons Information Centre 131 126.

Fairholme Kindergarten's environment will be maintained free from highly poisonous plants and fungi through:

- negotiating with Fairholme College gardeners, the removal and planting of suitable trees, plants and shrubs
- regularly checking the Fairholme Kindergarten environment for growth of potentially poisonous plants, in particular weeds and fungi
- immediately removing any recognised highly poisonous plants from Fairholme Kindergarten environment using appropriate gardening gloves and tools and disposing of these in a safe manner
- supervising children at all times to ensure that they are not using plants in a dangerous way.

7 EMERGENCIES

7.1 EMERGENCY EQUIPMENT AND FACILITIES POLICY

Purpose	To manage emergencies, develop emergency procedures and equip staff and children with sound knowledge of them.
References	<p>The laws and other provisions affecting this policy include:</p> <ul style="list-style-type: none"> • <i>Education and Care Services National Law Act, 2010 and Regulations 2011</i> • <i>Family and Child Commission Act 2014</i> • <i>Work Health and Safety Act 2011 and Regulations 2011</i> • <i>Building Fire Safety Regulation 2008</i> • Duty of Care <p>Policies: 4.1 – General Health and Safety, 7.2 – Drills and Evacuations, 7.4 – Fire Safety Compliance.</p>
NQS Area	2.3.1, 2.3.2, 2.3.3; 3.1.2; 7.1.1, 7.1.2; 7.3.5

Rationale

Personal safety and security of children, staff and volunteers (all persons on the premises) are of prime importance whilst in attendance at Fairholme Kindergarten. Fairholme Kindergarten therefore takes a proactive approach to managing emergencies, developing emergency procedures and equipping staff and children with sound knowledge of them.

Procedures

Smoke alarms are fitted in each room and the Fairholme College Projects and Compliance Manager or a delegate will test them regularly in accordance with the manufacturer's instructions.

Fairholme College Projects and Compliance Manager in conjunction with the Workplace Health and Safety Representative will be responsible to ensure that:

- There is a Fairholme College alarm system for sounding warnings of an emergency, which is kept in good working order, and tested regularly.
- Exits are easily opened and clearly marked with evacuation plans.
- There are appropriate fire extinguishers, properly installed and maintained and that educators have basic training in the use of the fire blankets and fire extinguishers kept at Fairholme Kindergarten. Locations will be clearly indicated by appropriate signage.

At each exit of the indoor areas accessed by the Fairholme Kindergarten, doors can be easily opened, are clearly sign-posted, and that emergency and evacuation floor plans and instructions are prominently displayed near each of these exits.

Fairholme College for Fairholme Kindergarten calls upon the advice of the Queensland Fire Service (or another appropriate Authority) to provide up-to-date information on the appropriate measures which are required to comply with this aspect of this policy.

7.2 DRILLS AND EVACUATIONS POLICY

Purpose	To take a proactive approach to Evacuation and Drills through the regular implementation of practice drills and evaluations.
References	<p>The laws and other provisions affecting this policy include:</p> <ul style="list-style-type: none"> • <i>Education and Care Services National Law Act, 2010 and Regulations 2011</i> • <i>Family and Child Commission Act 2014</i> • <i>Work Health and Safety Act 2011 and Regulations 2011</i> • Duty of Care <p>Policies: 7.1 – Emergency Equipment and Facilities, 7.4 – Fire Safety Compliance.</p> <p>Fairholme College Policies:</p> <ul style="list-style-type: none"> • Building Evacuation Policy and Procedures • Lockdown Policy
NQS Area	2.3.1, 2.3.2, 2.3.3; 4.2.1; 7.1.1, 7.1.2; 7.2.3; 7.3.1, 7.3.2, 7.3.3, 7.3.5.

Rationale

Fairholme Kindergarten understands the need to ensure that educators and children are aware of, and understand, evacuation and other procedures in the case of an emergency. Fairholme Kindergarten therefore takes a proactive approach through the regular implementation of practice drills and evaluations of the procedures followed.

Procedures

- The Coordinator will work collaboratively with the community and relevant authorities to identify events that may occur at the service which require evacuation (e.g. fire, bomb threat, storm, intruder etc.), and conduct a risk assessment for each of these events.
- Evacuation instructions for what must be done and a floor plan to follow in the case of an emergency event, will be prominently displayed near each exit of each room utilised at the service. Evacuation plans will be child friendly and displayed at child height.
- Educators must ensure that all exits are kept clear and unlocked to enable a quick departure.
- Emergency evacuation and lockdown procedures will be carried out at least once a term. This drill will occur on different days of the week so that all educators and children are familiar with the procedures.
- Emergency telephone numbers will be clearly displayed within the Fairholme Kindergarten.
- In an emergency situation, in Fairholme Kindergarten, the educator who first discovers the emergency will sound the alarm system which will activate an alarm in the Fairholme Junior School Administration Office.
- Fairholme College Building and Evacuation Policy and Procedures will be followed
- Educators will complete a fire evacuation record after each drill or evacuation.

The educators will take charge of the situation and:

- check and evacuate all rooms including the toilets
- collect sign-in sheets
- once at the designated assembly area, check the roll to make sure that all children and staff are accounted for
- attempts to extinguish fires will occur only when the room is evacuated, if the fire is very small, and the person trained in using the extinguisher is in no immediate danger
- no one will re-enter, nor be permitted to re-enter, a building in which there is or has been a fire, under any circumstances, unless and until the emergency service advises that it is safe to do so.

Bomb Threat

In the event of a bomb threat, the following information will be recorded by the person who answers the call:

- time and date of the call
- the wording of the threat
- other specific details.

DO NOT hang up the phone.

- Without alerting the caller indicate for another person to use a separate phone to call the Principal of Fairholme College or her delegate who will call police to report the threat.
- Implement an evacuation of the building according to Fairholme College's emergency evacuation procedure.
- When safe, complete an incident report on the situation, attach the bomb threat checklist and forward to Fairholme College Project Manager.

Evaluation

A Fire Evacuation and Lockdown Practice Record will to be completed by the Fairholme College Project Manager as soon as possible after the drill.

Issues identified through this evaluation will be discussed at the next Fairholme College Leadership meeting. Feedback should also be provided to the staff.

7.3 HARASSMENT AND LOCKDOWN POLICY

Purpose	To take a proactive approach to Evacuation and Drills through the regular implementation of practice drills and evaluations.
References	<p>The laws and other provisions affecting this policy include:</p> <ul style="list-style-type: none"> • <i>Education and Care Services National Law Act, 2010 and Regulations 2011</i> • <i>Family and Child Commission Act 2014</i> • <i>Work Health and Safety Act 2011 and Regulations 2011</i> • <i>Child Protection Act 1999 and Regulations 2000</i> • Duty of Care <p>Policies:</p> <p>7.1 – Emergency Equipment and Facilities, 7.2 – Drills and Evacuations, 7.4 – Fire Safety Compliance.</p> <p>Fairholme College Policies:</p> <ul style="list-style-type: none"> • Building Evacuation Policy and Procedures • Lockdown Policy
NQS Area	2.3.1, 2.3.2, 2.3.3; 4.2.1; 7.1.1, 7.1.2; 7.3.1, 7.3.2, 7.3.3, 7.3.5.

Please refer directly to the Fairholme College Lockdown Policy.

7.4 FIRE SAFETY COMPLIANCE POLICY

Purpose	Recognise the need to ensure that systems, equipment and premises comply with the regulatory requirements in relation to fire safety. To ensure educators are aware of their responsibilities in relation fire safety.
References	<p>The laws and other provisions affecting this policy include:</p> <ul style="list-style-type: none"> • <i>Education and Care Services National Law Act, 2010 and Regulations 2011</i> • <i>National Construction code 2011 - Building Code of Australia, volume 1 (class 1 – 9 buildings)</i> • <i>Fire and Rescue Service Act 1990 and Building Fire Safety Regulation 2008 (Queensland)</i> • Duty of Care <p>Policies: 7.1 – Emergency Equipment and Facilities, 7.2 – Drills and Evacuations, 10.7 – Risk Management and Compliance.</p>
NQS Area	2.3.2; 7.1.1, 7.1.2; 7.3.2, 7.3.5.

Rationale

In order to ensure the safety and wellbeing of children, families and educators, Fairholme College for Fairholme Kindergarten recognises the need to ensure that systems, equipment and premises comply with the regulatory requirements in relation to fire safety. Fairholme College will ensure educators are aware of their responsibilities in relation fire safety.

Procedures

Fairholme College Projects and Compliance Manager will ensure that the premises used are compliant with *Building Fire Safety Regulations 2008 (Queensland)*.

Fairholme College Projects and Compliance Manager in consultation with the educators will be responsible to:

- keep emergency exits clear and unlocked at all times while the Kindy is operating
- ensure emergency evacuation signs and posters are displayed, including a site map showing the position/location of the building on the grounds, the assembly points and the routes to them
- have a developed evacuation procedure with allocated tasks for educators
- conduct emergency evacuation drills on a regular basis
- ensure fire safety equipment is maintained regularly.

8 EDUCATORS, STAFF MEMBERS AND VOLUNTEERS

8.1 ROLE AND EXPECTATIONS OF EDUCATORS POLICY

Purpose	To provide guidelines to educators on their roles and expectations.
References	<p>The laws and other provisions affecting this policy include:</p> <ul style="list-style-type: none"> • <i>Education and Care Services National Law Act, 2010 and Regulations 2011</i> • <i>Child Protection Act 1999 and Regulations 2000</i> • <i>Family and Child Commission Act 2014</i> • <i>Working with Children (Risk Management Screening) Act 2000 and Regulations 2020</i> • Duty of Care <p>Policies: 2.1 – Respect for Children, 2.3 – Educator Ratios, 3.3 – Educators Practice, 8.3 – Recruitment and Employment of Educators, 8.8 – Employee Performance Monitoring, Review and Management.</p>
NQS Area	1.1.5, 1.1.6; 1.2; 2; 3; 4.1; 4.2; 5; 6.2.1; 6.3.2; 6.3.4; 7.1; 7.2; 7.3.1, 7.3.5

Rationale

Fairholme College encourages the building of skilled, qualified, motivated educators who are provided with resources, training and support enabling them to engage in their role effectively as the educators of children at Fairholme Kindergarten.

Procedures

The Education and Care Services National Law 2010 states that an Approved Provider must not operate a service without a Nominated Supervisor for that service. The Approved Provider, as holder of the service supervisor certificate, appoints an educator whom they deem to be fit, proper, suitably qualified and/or experienced, and with their consent, to be the Nominated Supervisor of a service.

Fairholme College shall require that all persons employed (whether for financial remuneration or as volunteers) in Fairholme Kindergarten are fit and proper to undertake the work for which they are engaged in the Fairholme Kindergarten. It is a condition of all employment that staff sign and adhere to the Fairholme College Code of Conduct upon employment. It shall be a condition of all employment (including for volunteers) that their employment ceases immediately if they cease to be fit and proper for any reason.

The *Education and Care National Law 2010* states that an Approved Provider must not operate a service without a Nominated Supervisor for that service. Educators who hold a Supervisor Certificate are eligible, with their consent, to be the Nominated Supervisor of a service.

As the person responsible for the day-to-day management of an Approved Service, a Nominated Supervisor has a range of responsibilities including:

- ensuring educational programs are delivered in accordance with approved frameworks, based on the developmental needs of children and designed to take into account the individual differences of each child
- ensuring children are adequately supervised, not subject to inappropriate discipline and protected from harm or hazards
- ensuring appropriate health and hygiene practices are developed, implemented and practised by educators and children
- ensuring the prescribed levels of educator to child ratios are met and each educator at Fairholme Kindergarten meets the qualification requirement relevant to their role

Fairholme Kindergarten shall require that all persons employed (whether for financial remuneration or as volunteers) in the Kindy are fit and proper to undertake the work for which that are engaged in the service. It shall be a condition of all employment (including for volunteers) that their employment ceases immediately if they cease to be fit and proper for any reason.

A person is considered fit and proper if, in the reasonable opinion of the Nominated Supervisor (or other appropriate delegate of the Approved Provider of the Service) they:

- are capable of providing an adequate standard of child care in the kindergarten age setting
- are of good character and suitable to be entrusted with the care and protection of children
- have obtained and given to the Approved Provider of the Service, as appropriate, a current positive suitability notice (or copy of paid application), under the *Commission for Children and Young People Act, 2000*.

The Approved Provider shall ensure that all educators have a current position description detailing their role and duties as per their position.

The Nominated Supervisor shall ensure that educators are fully informed of the policies and procedures of Fairholme Kindergarten, including all changes to them, by providing an Staff Handbook, information on the Fairholme website or by email and or at staff meetings to provide feedback and ideas for the ongoing improvement of Fairholme Kindergarten.

The Nominated Supervisor shall ensure that there is an up-to-date copy of the *Education and Care Services National Law 2010 and Regulations 2013* at Fairholme Kindergarten (refer to www.acecqa.gov.au to obtain a copy) for reference by educators and so that educators are made and kept aware of its relevance and application to them.

The Nominated Supervisor shall convene regular meetings with educators to keep them informed of all matters of concern relating to Fairholme Kindergarten which it is relevant or necessary for them to know in order to do their job confidently. Minutes of these meetings will be recorded.

Educators will not be permitted to consume alcohol, drugs or cigarettes, or be affected by them during the hours children are in their care.

Educators have a responsibility to:

- adhere to the policies and procedures of Fairholme College and Fairholme Kindergarten as well as any direction given by the Principal of Fairholme College or delegate in relation to their job role

- actively supervise children in all areas of Fairholme Kindergarten by being within sight and/or hearing distance
- respect the diversity of all children's backgrounds and abilities and accommodate the individual needs of each child
- foster all children's self-esteem and confidence, empowering them to make choices and guide their own play
- promote children's sense of belonging, connectedness and wellbeing by interacting in a consistently positive and genuinely warm and nurturing manner
- treat all children equitably and respond positively to all children who require their attention
- communicate with children respectfully, taking the time to listen and value what they say
- work collaboratively to challenge, support, reflect and learn from other educators in order to further develop own skills and practices
- consistently implement and reflect on individual practices as documented in the Early Years Learning Framework and the Queensland Kindergarten Learning Guidelines:
 - Holistic Approaches
 - Collaboration with Children
 - Learning Through Play
 - Intentionality
 - Environments
 - Cultural Competence
 - Continuity and Transitions
 - Evaluation for Well-being and Learning.

Educators have a right to:

- be respected
- be treated courteously by children, parents and other educators
- work in a safe, clean and supportive environment
- be valued and supported as a professional
- be offered professional development opportunities
- have ideas and opinions valued.

8.2 EDUCATIONAL LEADER POLICY

Purpose	To have a qualified and experienced Educator to lead and to ensure the establishment of clear goals and expectations for teaching and learning.
References	<p>The laws and other provisions affecting this policy include:</p> <ul style="list-style-type: none"> • <i>Education and Care Services National Law Act, 2010 and Regulations 2011</i> • Duty of Care <p>Policies: 2.1 – Respect for Children, 2.3 – Educator Ratios, 3.3 – Educators Practice, 8.1 – Role and Expectations of Educators, 8.3 – Recruitment and Employment of Educators, 8.8 – Employee Performance Monitoring, Review and Management, 10.1 – Quality Compliance, 10.4 – Approval Requirements under Legislation.</p>
NQS Area	1; 2.2.2; 3.1.3; 3.2; 3.3; 4.2; 5.2.1, 5.2.3; 6.1.2, 6.1.3; 6.2.1; 6.3; 7.1; 7.2; 7.3.1, 7.3.2, 7.3.3, 7.3.5.

Rationale

Fairholme Kindergarten acknowledges the need to have a suitably qualified and experienced Educator to lead the development of the program and to ensure the establishment of clear goals and expectations for teaching and learning. The Nominated Supervisor will oversee the development and implementation of the educational program for Fairholme Kindergarten.

Procedures

The Approved Provider designate, in writing, a suitably qualified and/or experienced educator as the Educational Leader for Fairholme Kindergarten, and to note this designation on the staff record.

The Educational Leader will be responsible to:

- lead the development of the Fairholme Kindergarten program, using the approved learning framework to inform and guide children's learning and development, and ensuring that clear goals and expectations have been established
- ensure that curriculum decision making is informed by the context, setting and cultural diversity of the families and the community
- ensure that the foundation for the program is based on the children's current knowledge, ideas, culture and interests
- ensure that each child's learning and development is assessed as part of an ongoing cycle of planning, documenting and evaluating
- ensure that critical reflection and evaluation of children's learning and development is used for planning and to improve the effectiveness of the program
- mentor educators in the implementation of the program, provide professional support to assist with further skills and knowledge and provide opportunities for ongoing reflection and feedback on current practices

- ensure that families have opportunities and support to be involved in the program and Fairholme Kindergarten activities as well as contributing to the review of Fairholme Kindergarten policies and decisions.

8.3 RECRUITMENT AND EMPLOYMENT OF EDUCATORS POLICY

Purpose	To ensure the best possible outcomes through the recruitment and selection process and to implement practices and procedures to ensure suitable candidates for positions are employed.
References	<p>The laws and other provisions affecting this policy include:</p> <ul style="list-style-type: none"> • <i>Education and Care Services National Law Act, 2010 and Regulations 2011</i> • <i>Family and Child Commission Act 2014</i> • <i>Working with Children (Risk Management Screening) Act 2000 and Regulations 2020</i> • <i>Anti-Discrimination Act 1991 (QLD)</i> • <i>Fair Work Act 2009 and National Employment Standards (for services not operated by P&C Associations)</i> • Duty of Care • Fairholme College Enterprise Agreement <p>Policies: 2.3 – Educator Ratios, 3.3 – Educators Practice, 8.1 – Role and Expectations of Educators, 8.2 – Educational Leader, 8.10 – Employee Orientation and Induction.</p> <p>Fairholme College Policies:</p> <ul style="list-style-type: none"> • Recruitment Policy • Induction and Orientation Policy
NQS Area	4.1; 4.2.1; 7.1; 7.3.1, 7.3.2, 7.3.5.

Please refer directly to the Fairholme College Recruitment Policy.

8.4 EDUCATOR PROFESSIONAL DEVELOPMENT AND LEARNING POLICY

Purpose	To ensure adequate training and professional learning is provided to the Educators at Fairholme Kindergarten to enable them to do their job confidently and to properly comply with the policies and procedures and other requirements of Fairholme College.
References	<p>The laws and other provisions affecting this policy include:</p> <ul style="list-style-type: none"> • <i>Education and Care Services National Law Act, 2010 and Regulations 2011</i> • Queensland Kindergarten Learning Guidelines • Duty of Care <p>Policies: 3.3 – Educators Practice, 8.1 – Role and Expectations of Educators, 8.2 – Educational Leader, 8.8 – Performance Monitoring, Review and Management, 10.1 – Quality Compliance.</p> <p>Fairholme College Policies:</p> <ul style="list-style-type: none"> • Application for Professional Learning
NQS Area	2.3.4; 4.1; 4.2.1, 4.2.2; 7.1.2, 7.1.3, 7.1.4, 7.2; 7.3.1, 7.3.2, 7.3.5.

Rationale

Fairholme College endeavours to provide adequate and relevant ongoing training and professional learning for educators at Fairholme Kindergarten to enable them to do their job confidently and to properly comply with these policies and procedures and other requirements of Fairholme College and of Fairholme Kindergarten.

Procedures

Fairholme College will facilitate opportunities for educators to access information for professional learning on a regular basis about issues relevant to:

- the operation of Fairholme Kindergarten and its policies and procedures
- legal or other regulatory requirements
- other issues of interest or benefit to educators to help them better do their job in the overall interests of Fairholme Kindergarten and the children.

Professional learning maybe be accessible through:

- meetings
- training or information sessions
- workshops and or conferences
- information sheets or newsletters
- online presentations
- professional reading
- webinars.

Wherever possible within the resources of Fairholme College, specialist or expert presenters provide training to educators on issues requiring expert knowledge.

Head of Fairholme Junior will liaise with the educators on a regular basis to contribute suggestions for professional learning.

Head of Fairholme Junior will be responsible to ensure that a written application for all professional learning for the educators is completed and will be filed for Fairholme College records.

Fairholme College shall allocate funds within the budget for training and professional learning for educators.

8.5 VOLUNTEER POLICY

Purpose	To manage volunteers in a consistent and professional manner, in accordance with the other policies of Fairholme Kindergarten.
References	<p>The laws and other provisions affecting this policy include:</p> <ul style="list-style-type: none"> • <i>Education and Care Services National Law Act, 2010 and Regulations 2011</i> • <i>Working with Children (Risk Management Screening) Act 2000 and Regulations 2020</i> • Duty of Care <p>Policies: 3.3 – Educators Practice, 8.1 – Role and Expectations of Educators, 10.1 – Quality Compliance, 10.7 – Risk Management and Compliance.</p> <p>Fairholme College Policies:</p> <ul style="list-style-type: none"> • Community Code of Conduct • Privacy Policy • Privacy Notice – Contractor/Volunteer
NQS Area	4.1; 4.2.1; 7.1.1, 7.1.2, 7.1.3, 7.1.5; 7.3.1, 7.3.2, 7.3.5.

Rationale

Volunteers are a valued and integral part of the staffing of Fairholme Kindergarten and are managed in a consistent and professional manner. For the purpose of this policy, volunteers also refer to students who are unpaid and volunteering for skill/knowledge acquisition.

Procedures

All procedures of Fairholme College which are applicable to employees, apply to volunteers except where expressly provided otherwise, or with such necessary modifications to reflect the voluntary nature of the role.

Volunteers over the age of 18 must hold a blue card before they begin volunteering. Certified copies of their Suitability Card and / or Positive Notice will be kept on file for all volunteers who volunteer at the Fairholme Kindergarten. A Verification to Authorise Blue Card form will be completed by the volunteer.

Volunteers under the age of 18 must be fully supervised. Risk assessments will be conducted, as necessary, when utilising volunteers.

8.6 EMPLOYEE AND VOLUNTEER GRIEVANCE POLICY

Purpose	To ensure that grievances are resolved through discussion between both parties, through an internal process or, if necessary resolved externally in the interest of good relationships/transparency.
References	<p>The laws and other provisions affecting this policy include:</p> <ul style="list-style-type: none"> • <i>Education and Care Services National Law Act, 2010 and Regulations 2011</i> • <i>Privacy Act 1988 and Regulations 2013</i> • <i>Work Health and Safety Act 2011 and Regulations 2011</i> • Duty of Care <p>Policies:</p> <p>8.3 – Recruitment and Employment of Educators, 8.5 – Volunteers Policy.</p> <p>Fairholme College Policies:</p> <ul style="list-style-type: none"> • Complaints and Dispute Resolution Policy
NQS Area	4.2; 7.1.1, 7.1.2, 7.1.3, 7.1.5; 7.2.2; 7.3;

Please refer directly to the Fairholme College Complaints and Dispute Resolution Policy.

8.7 WORKPLACE HARASSMENT AND BULLYING POLICY

Purpose	To ensure that all employees have the basic right to work in a place where they are valued, respected and appreciated by their colleagues, supervisors and employers.
References	<p>The laws and other provisions affecting this policy include:</p> <ul style="list-style-type: none"> • <i>Education and Care Services National Law Act, 2010 and Regulations 2011</i> • <i>Family and Child Commission Act 2014</i> • <i>Anti-Discrimination Act 1991 (QLD)</i> • <i>Work Health and Safety Act 2011</i> • <i>Prevention of Workplace Harassment Advisory Standard 2004</i> • Duty of Care <p>Policies: 8.1 – Role and Expectations of Educators.</p> <p>Fairholme College Policies:</p> <ul style="list-style-type: none"> • Workplace Bullying Policy • Complaints and Dispute Resolution Policy
NQS Area	4.2; 7.1.1, 7.1.2, 7.1.3; 7.3.1, 7.3.2, 7.3.4, 7.3.5.

Please refer directly to the Fairholme College Workplace Bullying Policy.

8.8 EMPLOYEE PERFORMANCE MONITORING, REVIEW AND MANAGEMENT POLICY

Purpose	To take an active approach in relation to monitoring and managing the ongoing performance of employees to ensure that appropriate knowledge, skill and capacity to perform the position effectively are maintained.
References	<p>The laws and other provisions affecting this policy include:</p> <ul style="list-style-type: none"> <i>Education and Care Services National Law Act, 2010 and Regulations 2011</i> <p>Policies:</p> <p>3.3 – Educators Practice, 8.1 – Role and Expectations of Educators, 8.3 – Recruitment and Employment of Educators, 8.4 – Educator Professional Development and Learning, 10.1 – Quality Compliance.</p>
NQS Area	4.2; 7.1; 7.2.2, 7.2.3; 7.3.1, 7.3.2, 7.3.4, 7.3.5.

Rationale

Fairholme College acknowledges that to ensure the provision of high quality child care at Fairholme Kindergarten, an active approach is needed in relation to monitoring and managing the ongoing performance of employees to ensure that appropriate knowledge, skill and capacity to perform the position effectively are maintained.

Procedures

Employee performance shall be managed by the Head of Fairholme Junior/Nominated Supervisor, and for the Nominated Supervisor, performance will be managed by the Principal of Fairholme College. Professional Learning opportunities will be made available throughout each year to enhance and grow practice effectiveness.

Employee performance will be conducted through an annual review process. Such a process involves:

- employee completing a performance review self-assessment prior to interview with Head of Fairholme Junior/Nominated Supervisor/or delegate
- a formal interview where aspects of performance and assessments are discussed and will include the identification of strengths, aspirations and areas for improvement; and
- individual development plans are developed and documented to support performance improvement for each employee.

Part of the performance review will include a commitment to ongoing Professional Learning where opportunities for enhancing knowledge and skill based on the needs and goals of Fairholme Kindergarten and its stakeholders are discussed.

Ongoing feedback about performance will be provided and professional learning opportunities monitored and reviewed throughout the forthcoming year. Individual performance progress will be noted on individual performance and/or training plans.

8.9 EMPLOYEE CODE OF CONDUCT POLICY

Purpose	The purpose of this policy is to provide processes which guide the appropriate conduct of College staff, contractors and volunteers.
References	<p>The laws and other provisions affecting this policy include:</p> <ul style="list-style-type: none"> • <i>Education and Care Services National Law Act, 2010 and Regulations 2011</i> • <i>Family and Child Commission Act 2014</i> • <i>Anti-Discrimination Act 1991 (QLD)</i> <p>Policies: 8.1 – Role and Expectations of Educators, 8.3 – Recruitment and Employment of Educators, 8.5 – Volunteers.</p> <p>Fairholme College Policies:</p> <ul style="list-style-type: none"> • Staff Code of Conduct
NQS Area	4.2; 7.1.2, 7.1.3, 7.1.4, 7.1.5; 7.2.1, 7.2.2; 7.3.2, 7.3.3, 7.3.4, 7.3.5.

Please refer directly to the Fairholme College Staff Code of Conduct.

8.10 EMPLOYEE ORIENTATION AND INDUCTION POLICY

Purpose	To ensure all Fairholme Kindergarten staff receive appropriate orientation and induction which prepares, supports and facilitates their working performance and ongoing capacity for employment.
References	<p>The laws and other provisions affecting this policy include:</p> <ul style="list-style-type: none"> • <i>Education and Care Services National Law Act, 2010 and Regulations 2011</i> • <i>Work Health and Safety Act 2011 and Regulations 2011</i> <p>Policies: 3.3 – Educators Practice, 8.1 – Role and Expectations of Educators, 8.3 – Recruitment and Employment of Educators.</p> <p>Fairholme College Policies:</p> <ul style="list-style-type: none"> • Induction and Orientation Policy • Induction and Orientation Process
NQS Area	1; 2; 3; 4; 5; 6.1.2; 6.2.1; 6.3.2; 7.1; 7.2.2, 7.2.3; 7.3.1, 7.3.2, 7.3.5.

Please refer directly to the Fairholme College Staff Induction and Orientation Process.

8.11 EMPLOYEE LEAVE POLICY

Purpose	Fairholme College seeks to ensure that all Fairholme Kindergarten employee leave and entitlements are managed in accordance with clearly articulated guidelines so as not to negatively impact on the operations of Fairholme Kindergarten.
References	<p>The laws and other provisions affecting this policy include:</p> <ul style="list-style-type: none"> • <i>Education and Care Services National Law Act, 2010 and Regulations 2011</i> • <i>Fair Work Act 2009 and National Employment Standards</i> • <i>Children Services Award (State) 2012</i> • Fairholme College Enterprise Agreement <p>Policies: 2.3 – Educator Ratios, 8.1 – Role and Expectations of Educators, 8.3 – Recruitment and Employment of Educators, 10.1 – Quality Compliance Policy.</p> <p>Fairholme College Policies:</p> <ul style="list-style-type: none"> • Leave Policy
NQS Area	4.1; 7.1.1, 7.1.2, 7.1.3; 7.3.1, 7.3.2, 7.3.4, 7.3.5.

Please refer directly to the Fairholme College Leave Policy.

8.12 EMPLOYEE HEALTH POLICY

Purpose	To ensure staff and volunteers take a conscientious approach to managing their own health and in protecting the health and well-being of children, staff and others engaged in Fairholme Kindergarten's program and activities.
References	<p>The laws and other provisions affecting this policy include:</p> <ul style="list-style-type: none"> • <i>Education and Care Services National Law Act, 2010 and Regulations 2011</i> • <i>Work Health and Safety Act 2011 and Regulations 2011</i> • Duty of Care <p>Policies: 2.3 – Educator Ratios, 4.1 – General Health and Safety, 4.2 – Infectious Diseases</p> <p>Fairholme College Policies:</p> <ul style="list-style-type: none"> • Alcohol, Tobacco and Illicit Drugs Policy
NQS Area	4.1; 7.1.2, 7.1.3, 7.1.4, 7.1.5; 7.3.1, 7.3.1, 7.3.2, 7.3.4, 7.3.5.

Rationale

Fairholme College expects that staff and volunteers shall take a conscientious approach to managing their own health and in protecting the health and well-being of children, staff and others engaged in Fairholme Kindergarten's program and activities.

Procedures

- Staff and volunteers shall not attend to work under the influence of any drugs or alcohol which may impact on their individual capacity to perform duties as expected of them in their position.
- Employees who are unwell should not attend to work and should notify their supervisor at their earliest convenience that they are unfit for work. (Medical certificates may be required.)
- Employees may be requested to undertake a health check or medical to verify that they are fit for work as expected of them in their role. This process will be non-discriminatory and implemented without bias or prejudice.
- Employees who become unwell whilst on the job shall report immediately to their supervisor and may be relieved from duties.
- Employees who are injured whilst on the job shall report immediately to their supervisor and may be relieved from duties. A Fairholme College Incident online form should be completed. The Work Health and Safety Officer will guide and relevant notification in the event of the injury escalating to a workcover claim or a notifiable incident.
- Employees who have been diagnosed with or suspect that their illness is due to infectious disease shall follow the guidelines as specified by the service in regards to exclusion periods.

8.13 EMPLOYEE ONLINE SOCIAL NETWORKING POLICY

Purpose	Provide guidance to staff in making sound choices in respect to their online communications.
References	<p>The laws and other provisions affecting this policy include:</p> <ul style="list-style-type: none"> • <i>Education and Care Services National Law Act, 2010 and Regulations 2011</i> • <i>Privacy Act 1988 and Regulations 2013</i> • Duty of Care <p>Policies:</p> <p>8.1 – Role and Expectations of Educators.</p> <p>Fairholme College Policies:</p> <ul style="list-style-type: none"> • Staff Code of Conduct • Staff Use of Information and Communication Technologies (ICT) Policy and Agreement
NQS Area	4.3.1; 7.2.3, 7.3.2.

Rationale

Fairholme Kindergarten acknowledges that its staff may access online social networking sites such as facebook, twitter, msn and various chatrooms to interact with friends, family and colleagues. This policy provides guidance to staff in making sound choices in respect to their online communications. This is to be read in conjunction with the Fairholme College Code of Conduct and Fairholme College Staff Use of ICT Policy and Agreement.

Procedures

Definition

‘Social Networking Media’: refers to any online tools or functions that allow people to communicate via the internet. This includes, but is not limited to, applications such as:

- Social networking sites: Facebook and LinkedIn
- Video and photo sharing websites: YouTube, Flickr
- Blogging and micro blogging sites: Twitter and Bebo
- All forums and discussion boards
- Wiki’s: Wikipedia
- E-learning portals.

Responsibilities

Good judgement and common sense must be used to ensure the reputation of Fairholme Kindergarten, its employees and stakeholders are not harmed during the use of social networking media. Once something is placed online, it spreads quickly and cannot be retracted.

Fairholme College Staff Use of ICT Policy and Agreement will have been signed by staff on their employment at Fairholme College in their role as a staff member at Fairholme Kindergarten. This policy specifies conditions which apply to the use of Fairholme College ICT. It includes use of the network, Fairholme College devices and other devices used to access Fairholme College ICT. Furthermore, it encompasses use of Fairholme College ICT for any communication purposes and related applications.

If something potentially dangerous to the image or people of Fairholme Kindergarten is found online, the educators are to bring this to the attention of the Head of Fairholme Junior/or Nominated Supervisor who will refer to the Fairholme Code of Conduct Policy, and the Fairholme College Staff Use of ICT Policy and Agreement. This should be done immediately and the information should not be shared with others. The Fairholme College Principal and the Publicity and Promotions Manager will be notified.

8.14 CHILDREN OF EMPLOYEES POLICY

Purpose	To articulate a model for best practice when staff are providing direct care to their own children in the course of their employment within Fairholme Kindergarten.
References	<p>The laws and other provisions affecting this policy include:</p> <ul style="list-style-type: none"> • <i>Education and Care Services National Law Act, 2010 and Regulations 2011</i> • Duty of Care <p>Policies: 2.6 – Behaviour Support and Management, 2.7 – Exclusion for Behavioural Reasons, 8.1 – Role and Expectations of Educators, 8.3 – Recruitment and Employment of Educators.</p>
NQS Area	1.1.5; 4.2.1; 5; 7.1.2; 7.3.1, 7.3.2, 7.3.4, 7.3.5.

Rationale

Fairholme Kindergarten strives to provide a supportive environment for all families and children using Fairholme Kindergarten. This is extended to the children of staff who attend Fairholme Kindergarten. However, Fairholme Kindergarten also acknowledges the complexities that may arise when the children of staff are participating in the Fairholme Kindergarten program and activities. This policy strives to articulate a model for best practice when staff are providing direct care to their own children in the course of their employment within Fairholme Kindergarten.

Procedures

Children of staff shall be permitted to be enrolled in and attend Fairholme Kindergarten in accordance with the College enrolment process.

Children of staff must be eligible to attend as described by relevant legislative instruments, namely the *Education and Care Services National Law 2010 and Regulations 2011*.

Staff shall be expected to professionally carry out all duties as expect of them while they are employed in the Fairholme Kindergarten regardless of the attendance of their own children.

Children of staff shall be provided with consistent care, consideration and involvement in Fairholme Kindergarten as any other child participating in the program.

The behaviour of children of staff shall be managed as it would any other child participating in the program.

8.15 WORKPLACE SEXUAL HARASSMENT POLICY

Purpose	The purpose of this policy is to protect students and employees from sexual harassment.
References	<p>The laws and other provisions affecting this policy include:</p> <ul style="list-style-type: none"> • <i>Sexual Discrimination Act 1984</i> • <i>Anti-Discrimination Act 1991 (QLD)</i> • <i>Fair Work Act and Regulations 2009</i> • <i>Work Health and Safety Act 2011 and Regulations 2011</i> <p>Policies: 8.1 – Role and Expectations of Educators, 8.3 – Recruitment and Employment of Educators, 10.6 – Information Handling (Privacy and Confidentiality)</p> <p>Fairholme College Policies:</p> <ul style="list-style-type: none"> • Complaints and Dispute Resolution Policy • Sexual Harassment Policy
NQS Area	4.1; 4.2; 7.1.2, 7.1.3; 7.2.2; 7.3.1, 7.3.2, 7.3.5.

Please refer directly to the Fairholme College Sexual Harassment Policy

8.16 EDUCATOR UNIFORM AND PERSONAL PRESENTATION POLICY

Purpose	The purpose of this document is to provide understanding of the dress standards at the College, recognising the high expectations of our own school community and the wider community in general.
References	<p>The laws and other provisions affecting this policy include:</p> <ul style="list-style-type: none"> • <i>Work Health and Safety Act 2011 and Regulations 2011</i> • Fairholme College Enterprise Agreement <p>Policies: 8.1 – Role and Expectations of Educators, 8.3 – Recruitment and Employment of Educators, 8.5 – Volunteers.</p> <p>Fairholme College Policies:</p> <ul style="list-style-type: none"> • Dress Code Responsibilities for Fairholme College Staff
NQS Area	4.2.1; 7.1.2, 7.3.5

Please refer directly to Dress Code Responsibilities for Fairholme College Staff.

9 PARENT, FAMILY AND COMMUNITY RELATIONSHIPS

9.1 ACCESS POLICY

Purpose	To identify the criteria for entry into Fairholme Kindergarten.
References	<p>The laws and other provisions affecting this policy include:</p> <ul style="list-style-type: none"> • <i>Education and Care Services National Law Act, 2010 and Regulations 2011</i> • Australian Government Department of Education Children's Services Handbook • Duty of Care <p>Policies: 2.10 – Including Children with Special/Additional Needs, 9.3 – Communication with Families.</p> <p>Fairholme College Policies:</p> <ul style="list-style-type: none"> • Conditions of Entry
NQS Area	1.1.5; 3.1.3; 4.2.1; 6.1.1, 6.1.3; 6.3.1, 6.3.3; 7.1.1; 7.2.1; 7.3.2, 7.3.4, 7.3.5.

Rationale

Fairholme Kindergarten which is a part of Fairholme College, caters for children who have turned three years of age prior to the commencement of Kindergarten.

Procedures

If demand for places provided at Fairholme Kindergarten exceed those available, priority of access will be given based on Fairholme College Enrolment process.

Fairholme Kindergarten and its employees will promote equality, cultural diversity and will be actively encouraged to understand individual children's backgrounds and provide opportunities and sensitivity to their needs.

To enable children with special/additional needs to attend, Fairholme Kindergarten will facilitate access to inclusion and support assistance as necessary.

To enable children to participate in the range of activities at Fairholme Kindergarten, the Head of Junior School/Nominated Supervisor will invite and encourage all parents/guardians and their child to meet with educators regularly to review and evaluate how Fairholme Kindergarten is meeting the needs of the particular child.

9.2 ENROLMENT POLICY

Purpose	To ensure accurate and relevant information relating to the specific needs of each Kindergarten child is available.
References	<p>The laws and other provisions affecting this policy include:</p> <ul style="list-style-type: none"> • <i>Education and Care Services National Law Act, 2010 and Regulations 2011</i> • Australian Government Department of Education Children's Services Handbook • Duty of Care <p>Policies:</p> <p>2.4 – Arrivals and Departures of Children, 2.10 – Including Children with Special/Additional Needs, 3.4 – Excursions, 4.4 – Medication Management, 4.6 – Sun Safety, 4.8 – Anaphylaxis Management, 8.14 - Children of Employees, 9.1 – Access</p> <p>Fairholme College Policies:</p> <ul style="list-style-type: none"> • Application for Enrolment • Conditions of Entry • Privacy Policy • Privacy Notice – Standard Collection
NQS Area	1.1.5; 2.1.1; 2.2.1; 2.3.4; 4.1.1; 4.2.1; 6.1; 6.2.1; 6.3.2, 6.3.3;; 7.2.1, 7.2.3; 7.3.1, 7.3.2, 7.3.4, 7.3.5.

Please refer directly to the Fairholme College Conditions of Entry and Fairholme College Application for Enrolment.

9.3 COMMUNICATION WITH FAMILIES POLICY

Purpose	To ensure effective communication with families and strive to encourage participation to enhance the service provided.
References	<p>The laws and other provisions affecting this policy include:</p> <ul style="list-style-type: none"> • <i>Education and Care Services National Law Act, 2010 and Regulations 2011</i> • <i>Privacy Act 1988 and Regulations 2013</i> <p>Policies:</p> <p>2.4 – Arrivals and Departures of Children, 2.6 – Behaviour Support and Management, 2.7 – Exclusion for Behavioural Reasons, 2.10 – Including Children with Special/Additional Needs, 2.11 - Bookings and Cancellations, 3.4 – Excursions, 3.6 – Escorting Children, 4.2 – Infectious Diseases, 4.4 – Medication Management, 4.6 – Sun Safety, 4.8 – Anaphylaxis Management, 4.12 – Asthma Management, 9.4 – Complaints Handling, 10.3 – Fees, 10.6 – Information Handling (Privacy and Confidentiality), 10.12 – Court Orders and the Release of Children in Care.</p>
NQS Area	1.1.4, 1.1.5; 2.1.1, 2.1.4; 2.2.1, 2.2.2; 4.1; 4.2.1; 6.1; 6.2; 6.3.2, 6.3.3; 7.1.5; 7.2.1, 7.2.3; 7.3.1, 7.3.2, 7.3.4, 7.3.5.

Rationale

Fairholme Kindergarten recognises and acknowledges the importance of effective communication with families and strives to encourage their participation to enhance the service provided. Families are welcome to attend Fairholme Kindergarten or talk to educators during operation. We encourage families to voice any concerns in a way that will assist us to provide a better service.

Procedures

For new families at Fairholme Kindergarten, the first point of contact will be Fairholme College Enrolment Officer or Head of Fairholme Junior who will meet with the parents/guardians and the child to discuss Fairholme Kindergarten, the child's needs and to answer any questions.

On enrolment, a Fairholme Kindergarten Parent Handbook will be provided as part of the Fairholme Kindergarten enrolment procedure. The information contained in this Handbook is based on Fairholme Kindergarten policies and procedures and should be used as a reference.

Parents/guardians will have access to meet with the Head of Fairholme Junior School/Nominated Supervisor/Certified Supervisors by appointment, to discuss any issues or concerns with respect to their child and/or Fairholme Kindergarten. Information is available to families about their child which includes documentation of their child's learning, development and participation in the program.

Information provided by families relating to their child's participation in the program will be documented and stored as appropriate.

Certified Supervisors/Nominated Supervisor/or Head of Fairholme Junior will treat all enquiries and concerns, and the persons making them, seriously and with respect and will endeavour wherever possible to answer questions and provide required information.

Any concerns with Fairholme Kindergarten which are identified through this process, and can be rectified, will be taken into account by modifying or enhancing these policies and procedures, or the program, as appropriate.

The Certified Supervisor may refer families to information relating to appropriate community support and resource agencies that are accessible and available at the parent sign in/notice board area.

Information for parents will also be communicated through:

- emails
- newsletters
- parent sign in and noticeboard area
- regular meetings between educators and parents/guardians
- emails will be sent to parents/guardians when there are matters of changed procedures if the change impacts on families or children.

9.4 COMPLAINTS HANDLING POLICY

Purpose	To ensure service provision is in keeping with the Policies and Procedures and other applicable requirements, Fairholme Kindergarten is open to comments and concerns from children, parents/guardians, staff and the community.
References	<p>The laws and other provisions affecting this policy include:</p> <ul style="list-style-type: none"> • <i>Education and Care Services National Law Act, 2010 and Regulations 2011</i> • <i>Privacy Act 1988 and Regulations 2013</i> <p>Policies: 9.3 – Communication with Families, 10.6 – Information Handling (Privacy and Confidentiality)</p> <p>Fairholme College Policies:</p> <ul style="list-style-type: none"> • Community code of Conduct • Complaints and Dispute Resolution Policy
NQS Area	4.2.1; 4.2.2, 4.2.3; 6.1.1, 6.1.3; 7.1.1, 7.1.2, 7.1.3, 7.1.5; 7.2; 7.3.

Rationale

To ensure service provision is in keeping with the policies and procedures and other applicable requirements, Fairholme Kindergarten is open to comments and concerns from children, parents/guardians, staff and the community. Fairholme Kindergarten respects and considers all complaints, which require a resolution, seriously and attempts to find a satisfactory resolution wherever possible.

Procedures

Certified Supervisors shall be the first contact for all comments and/or complaints. The complainant will have access to the Head of Fairholme Junior and the Principal of Fairholme College.

The Certified Supervisor or Nominated Supervisor or Head of Fairholme Junior will record all details of the complaint, any relevant discussions, and the resolution. A copy of this will be placed in the Complaint Book which will be kept in the Fairholme Kindergarten office.

Certified Supervisors/Nominated Supervisor/Head of Fairholme Junior will seek to resolve all genuine and reasonable concerns in the most appropriate way possible in consultation with the complainant. Discussions with the complainant are not to be conducted in presence of the children, other staff or parents. Any matters of complaint can be referred to the Principal of Fairholme College or the relevant Regulatory Body for further guidance and/or assistance.

9.5 PARENT AND COMMUNITY PARTICIPATION POLICY

Purpose	Fairholme Kindergarten shall endeavour to encourage parent participation and partnerships and engage with the local and wider community in mutually beneficial and supportive relationships in an effort to support children's lifelong learning and recreational enrichment.
References	<p>The laws and other provisions affecting this policy include:</p> <ul style="list-style-type: none"> • <i>Education and Care Services National Law Act, 2010 and Regulations 2011</i> • <i>Family and Child Commission Act 2014</i> • <i>Working with Children (Risk Management Screening) Act 2000 and Regulations 2020</i> • Public Liability Insurance <p>Policies: 3.4 – Excursions, 8.5 – Volunteers, 9.3 – Communication with Families, 9.4 – Communication with Community, 10.7 – Risk Management and Compliance</p> <p>Fairholme College Policies:</p> <ul style="list-style-type: none"> • Community Code of Conduct
NQS Area	2.2.2; 2.3.3; 4.2.1; 6.1.1, 6.1.2; 6.2.1, 6.2.2; 6.3.1, 6.3.3, 6.3.4; 7.1.5; 7.2.1, 7.2.3; 7.3.2, 7.3.4, 7.3.5.

Rationale

Fairholme College values the important role that parents and the community take in the overall development, understanding and awareness of children. For this reason, Fairholme Kindergarten shall endeavour to encourage parent participation and partnerships and engage with the local and wider community in mutually beneficial and supportive relationships in an effort to support children's lifelong learning and recreational enrichment.

Procedures Parents

Fairholme Kindergarten shall develop and implement strategies and processes that identify:

- parent skills and interests suitable to the program
- how such parent involvement will support the overall objectives of Fairholme Kindergarten and in particular program delivery
- when such parent skills and interests may be utilised as part of the program throughout the year
- ways that parents can contribute to Fairholme Kindergarten's learning goals and the program.

Parents will be encouraged to participate in Fairholme Kindergarten through attendance at Fairholme College and Fairholme Kindergarten events.

Community

Fairholme Kindergarten shall develop and implement strategies and processes that identify:

- accessible community resources
- the methods in which such resources can be utilised eg excursions, incursions, support activities
- how such community engagement will support the overall objectives of Fairholme Kindergarten and in particular program delivery
- when such community resources may be able utilised throughout the year.

Local and wider community resources, shall be identified where mutually beneficial and supportive relationships require establishment or enhancement.

Families of Fairholme Kindergarten will be encouraged to suggest suitable and appropriate community venues that may be considered for excursions and incursions.

9.6 MANAGEMENT OF INTOXICATED OR PERSONS UNDER THE INFLUENCE POLICY

Purpose	On occasion, employees of Fairholme College may need to exercise duty of care in managing particular situations. These occasions as described by such policy may include those in which it is suspected that children may be released into the care of intoxicated or under the influence persons.
References	<p>The laws and other provisions affecting this policy include:</p> <ul style="list-style-type: none"> • <i>Education and Care Services National Law Act, 2010 and Regulations 2011</i> • <i>Child Protection Act 1999 and Regulations 2000</i> • <i>Family and Child Commission Act 2014</i> • <i>Work Health and Safety Act 2011</i> • Duty of Care <p>Policies: 2.2 – Statement of Commitment to the Safety and Wellbeing of Children and the Protection of Children from Harm, 2.4 – Arrivals and Departures of Children, 9.3 – Communication with Families.</p> <p>Fairholme College Policies:</p> <ul style="list-style-type: none"> • Alcohol, Tobacco and Illicit Drugs Policy • Community Code of Conduct
NQS Area	2.3.2; 4.2.1; 7.1.1, 7.1.2; 7.3.2, 7.3.4, 7.3.5..

The following policy and procedure are written and described without prejudice:

Rationale

On occasion, employees of Fairholme College may need to exercise duty of care in managing particular situations. These occasions as described by such policy may include those in which it is suspected that children may be released into the care of intoxicated or under the influence persons. All persons considered or expected under the influence of drugs, alcohol or other substance that are under the employ (at the time) of the Fairholme College shall be referred to the 'fit for work' policy and procedure. All persons who are not under the current employee of Fairholme College shall be requested to follow the policy and procedure as described.

Under no circumstances would Fairholme College recommend that unfit persons take on duty of care for children unless the following procedures have been duly considered.

Procedures

The family shall maintain the parental responsibility under the relevant acts and provisions to care for their children. In this case the parent shall understand and follow all laws regarding the collection of Kindy age children and any individual service laws that they select of their own accord to use.

Should the Principal of Fairholme College or delegate or Nominated Supervisor reasonably suspect that the relevant parent, guardian or person authorised to collect the child is under the immediate influence of alcohol, drug or other substance, they shall:

- make attempt to discuss concerns with parent, guardian or authorised person
- if not parent, then make attempt to contact parent to discuss concerns
- call the police to advise of the situation and/or if staff/volunteers feel threatened or unsafe or there is an immediate threat to the welfare and wellbeing of children/and or family exists
- only release the child if required to under the direction of the Police.

9.7 PARENT CONDUCT POLICY

Purpose	To provide a safe and healthy workplace for staff and a caring and supportive environment for children and families.
References	<p>The laws and other provisions affecting this policy include:</p> <ul style="list-style-type: none"> • <i>Education and Care Services National Law Act, 2010 and Regulations 2011</i> • <i>Child Protection Act 1999 and Regulations 2000</i> • Duty of Care <p>Policies:</p> <p>2.2 – Statement of Commitment to the Safety and Wellbeing of Children and the Protection of Children from Harm, 2.4 – Arrivals and Departures of Children, 7.3 – Harassment and Lockdown, 9.3 – Communication with Families, 9.5 – Parent and Community Participation, 9.6 – Management of Intoxicated or Persons Under the Influence</p> <p>Fairholme College Policies:</p> <ul style="list-style-type: none"> • Community Code of Conduct
NQS Area	6.1.1; 7.1.1; 7.3.2, 7.3.4.

Please refer directly to the Fairholme College Community Code of Conduct.

10 MANAGEMENT AND ADMINISTRATION

10.1 QUALITY COMPLIANCE POLICY

Purpose	To provide guidelines for quality compliance and policy review development that will meet the National Quality Standards.
References	<p>The laws and other provisions affecting this policy include:</p> <ul style="list-style-type: none"> • <i>Education and Care Services National Law Act, 2010 and Regulations 2011</i> • Belonging, Being & Becoming, The Early Years Learning Framework for Australia • Queensland Kindergarten Learning Guidelines <p>Policies:</p> <p>1.1 – Philosophy Statement, 1.2 – Goals, 3.1 – Educational Program Planning, 3.3 – Educators Practice, 7.1 – Emergency Equipment and Facilities, 8.2 – Educational Leader, 10.4 – Approval Requirements under Legislation, 10.7 – Risk Management and Compliance, 10.8 – Managing Compliance within the Service.</p> <p>Fairholme College Policies:</p> <ul style="list-style-type: none"> • Child Protection Policy
NQS Area	4.1; 7.1; 7.2; 7.3.

Rationale

Fairholme Kindergarten strives to meet the National Quality Standard for Early Childhood Education and Care and the requirements for Approved Providers of Early Childhood Education care services under the *Education and Care Services National Law Act, 2010 and Regulations 2011* in such a way as to best fulfil its ability to care for children and to carry out the agreed policies and procedures of Fairholme Kindergarten.

Procedures

Fairholme Kindergarten has developed, and will regularly review and update, written policies for conduct of Fairholme Kindergarten.

Fairholme College requires the Head of Fairholme Junior or nominated delegate to act as Quality Officer to:

- ensure and monitor the implementation of this Quality Compliance Policy
- check for, record and act on any non-compliances by Fairholme Kindergarten or its staff with this Quality Compliance Policy or any Quality Areas
- to monitor changes in the *Education and Care National Law Act, 2010 and the National Quality Standards* (or any specific quality elements) which may affect or require a change to any of the policies and procedures of Fairholme Kindergarten

- the Head of Fairholme Junior will report on all such matters to the Principal of Fairholme College
- Fairholme Kindergarten adopts a statement of 'Service Philosophy' (see Policy 1), as part of its policies and procedures, which reflects 'Satisfactory' compliance with the Quality Standards as a minimum, but which truthfully reflects the values promoted by Fairholme College including Fairholme Kindergarten.

Staff are an important part of Fairholme Kindergarten and:

- are consulted as appropriate in the development and modification of all policies and procedures
- are provided with up-to-date Staff information necessary to enable staff to abide by the Fairholme Kindergarten policies and procedures
- agree to adhere to all values, policies and procedures, through written terms of employment and role statements
- the Head of Fairholme Junior or delegate/s is responsible to conduct regular informal meetings, and Professional Conversations as part of Fairholme College Learning Framework.
- the Statement of 'Service Philosophy' is displayed on the wall of Fairholme Kindergarten, in the Staff Handbook, and in the parent handbook
- children and families are an important part of Fairholme Kindergarten and:
 - are invited to contribute in Policy development wherever appropriate
 - are informed of Policies and Procedure changes, and their means of communicating with Fairholme Kindergarten, through Fairholme College newsletters and emails

10.2 ROLE AND COMPOSITION OF MANAGEMENT COMMITTEE POLICY

Purpose	Fairholme College defines clearly in writing its own role and communicated with the parents, the community, staff and other stakeholders to ensure that the Fairholme College effectively fulfils its role.
References	<p>The laws and other provisions affecting this policy include:</p> <ul style="list-style-type: none"> • <i>Working with Children (Risk Management Screening) Act 2000 and Regulations 2020</i> • <i>Family and Child Commission Act 2014</i> • <i>Associations Incorporation Act, 1981, (Qld) or Corporations Act, 2001</i> • Constitution of Fairholme College (Toowoomba) Pty Ltd <p>Policies: 8.3 – Recruitment and Employment of Educators, 8.8 – Performance Monitoring, Review and Management, 9.4 – Complaints Handling, 10.1 – Quality Compliance Policy.</p>
NQS Area	7.1.1, 7.1.5; 7.3

Rationale

Fairholme College defines clearly in writing its own role and communicated with the parents, the community, staff and other stakeholders to ensure that the Fairholme College effectively fulfils its role.

Procedures

The Board of Directors Fairholme College Toowoomba is responsible for the educational and financial management of the College. The Board sets policy, approves the annual budget and appoints the Principal who is responsible for the day to day operations and management of Fairholme College, within these policies and the budget. Fairholme Kindergarten is a part of Fairholme College.

The Head of Fairholme Junior, who reports to the Principal of Fairholme College, oversees the organisation and day to day running of Fairholme Kindergarten.

The Head of Fairholme Junior appoints an approved delegate as the Nominated Supervisor for Fairholme Kindergarten.

The Nominated Supervisor is responsible to ensure that:

- the philosophy and goals of Fairholme Kindergarten are developed and updated as appropriate in consultation with the Fairholme Kindergarten Educators
- Fairholme Kindergarten philosophy and goals are available to all through the Fairholme Kindergarten Parent Handbook, the Staff Handbook and other relevant publications
- the budgeting and planning process for Fairholme Kindergarten is approved and monitored as part of the Fairholme College planning and budgeting process
- families and staff may contact the Principal of Fairholme College regarding grievances and or complaints.

10.3 FEES POLICY

Purpose	Fairholme College will set fees based on the annual budget required for the provision of quality child care in keeping with Fairholme Kindergarten Philosophy Statement and other goals, and these policies and procedures.
References	The laws and other provisions affecting this policy include: <ul style="list-style-type: none"> Australian Government Department of Education Children’s Services Handbook Policies: 3.4 – Excursions Policy, 9.3 – Communication with Families Policy. Fairholme College Policies: <ul style="list-style-type: none"> Conditions of Entry Notice of Fees
NQS Area	6.1; 7.1.1; 7.3.1, 7.3.2, 7.3.4, 7.3.5.

Rationale

Fairholme College will set fees based on the annual budget required for the provision of quality child care in keeping with Fairholme Kindergarten Philosophy Statement and other goals, and these policies and procedures.

Procedures

Financial Policies Related to Fees are included in the Fairholme College Notice of Fees Information which is located on the Fairholme College Website.

Fairholme Kindergarten fees are charged according to the Fairholme College Notice of Fees for the current year. Fairholme Kindergarten is registered with Centrelink as a Care Provider for Fairholme College Kindergarten.

10.4 APPROVAL REQUIREMENTS UNDER LEGISLATION POLICY

Purpose	To ensure that the Fairholme Kindergarten complies with the Approval requirements under the <i>Education and Care Services National Law 2010 and Regulations 2011</i> .
References	<p>The laws and other provisions affecting this policy include:</p> <ul style="list-style-type: none"> <i>Education and Care Services National Law Act, 2010 and Regulations 2011</i> <p>Policies: 10.1 – Quality Compliance, 10.2 – Role and Composition of Management Committee, 10.6 – Information Handling (Privacy and Confidentiality).</p>
NQS Area	7.1.1, 7.1.4; 7.2.1; 7.3.1, 7.3.2, 7.3.3.

Rationale

As part of the Fairholme Kindergarten risk management and compliance obligations, Fairholme College shall be responsible to ensure that the Fairholme Kindergarten complies with the Approval requirements under the *Education and Care Services National Law 2010 and Regulations 2011*.

Procedures

An application for Provider Approval was made, in writing, to the relevant Regulatory Authority prior to Fairholme Kindergarten being operational.

An Approved Provider may apply, in writing, to the Regulatory Authority for Fairholme Kindergarten Approval to operate an education service if the Approved Provider is or will be the operator and will be responsible for the management of the staff members and nominated supervisor for Fairholme Kindergarten.

Information required to be provided to the Regulatory Authority as part of Fairholme Kindergarten Approval process includes, but is not limited to:

- the location and street address of Fairholme Kindergarten
- Plans prepared by a building practitioner showing the location of:
 - all buildings, structures, outdoor play and shaded areas
 - location of entry and exits
 - location of toilets and hand washing facilities
 - floor plan showing unencumbered indoor and outdoor spaces
 - calculations verifying regulated space requirements.

As part of Fairholme Kindergarten Approval process, a Nominated Supervisor for Fairholme Kindergarten must be delegated, in writing and with their consent, to the Regulatory Authority.

Whilst Fairholme Kindergarten provides, or aims to provide, regular child care to Fairholme Kindergarten age children, Fairholme College is responsible to ensure that Fairholme Kindergarten will not operate at any time if some person or body does not hold a current approval in respect of Fairholme Kindergarten.

Whilst Fairholme College is approved to provide Kindergarten services, Fairholme College is responsible to ensure that:

- Fairholme Kindergarten complies at all times with the specific conditions of the approval applicable to Fairholme Kindergarten
- The approval is renewed and kept current in accordance with the legislation
- The relevant current Service Approval is kept on display at Fairholme Kindergarten.

10.5 INSURING RISKS POLICY

Purpose	Fairholme College recognises and acknowledges the need for a responsible approach to identifying and managing risks and will endeavour to have adequate insurance protection at all times.
References	The laws and other provisions affecting this policy include: <ul style="list-style-type: none"> <i>Education and Care Services National Law Act, 2010 and Regulations 2011</i> <i>Associations Incorporation Act, 1981, (Qld) or Corporations Act, 2001</i> <i>Work Health and Safety Act 2011 and Regulations 2011</i> Policies: 10.1 – Quality Compliance Policy, 10.4 – Approval Requirements under Legislation, 10.7 – Risk Management and Compliance Policy
NQS Area	2.3.2; 4.2.1; 7.1.1; 7.3.1, 7.3.2, 7.3.3, 7.3.5.

Rationale

Fairholme College recognises and acknowledges the need for a responsible approach to identifying and managing risks and will endeavour to have adequate insurance protection at all times. Employees, children and parents will be protected from the financial repercussion of public liability.

Procedures

As per the *Education and Care Services National Law 2010* responsibility rests with the Approved Provider to take out and keep current adequate public liability insurance.

Fairholme College will gather such information as necessary to make an informed assessment and make decisions on the insurance needs of Fairholme College.

A certificate of currency shall be kept on file at Fairholme Kindergarten and updated annually.

Fairholme College is responsible to ensure that it has adequate Worker's Compensation Insurance for all staff including volunteers.

10.6 NOMINATED SUPERVISOR POLICY

Purpose	
References	<p>The laws and other provisions affecting this policy include:</p> <ul style="list-style-type: none"> <i>Education and Care Services National Law Act, 2010 and Regulations 2011</i> <i>Education and Care Services National Amendment Regulations 2017</i> <p>Policies: 8.1 – Role and Expectations of Educators, 8.3 – Recruitment and Employment of Educators, 10.1 – Quality Compliance, 10.4 – Approval Requirements under Legislation, 10.7 – Information Handling (Privacy and Confidentiality), 10.14 – Determining the Responsible Person.</p>
NQS Area	4.2; 7.1, 7.3

Rationale

Fairholme College as the approved provider of Fairholme Kindergarten, acknowledges its obligation to appoint one or more individuals as Nominated Supervisor/s at the service (National Regulation 24) following a determination of the person/s suitability to act as the responsible person/s in charge of the day to day operations at the service. In the absence of the Nominated Supervisor/s, other educators working at the service deemed suitable to perform the responsible person duties, will also be appointed.

Procedures

Prior to the appointment of one or more individuals to be Nominated Supervisor/s at their OSHC service, the Approved Provider will determine a person/s suitability to be a Nominated Supervisor and to record and keep sufficient information as evidence of this determination (refer to 10.6.1 Determining the Nominated Supervisor Checklist, Delegation and Consent).

In determining a person's suitability to act as Nominated Supervisor, the Approved Provider will ensure that the person/s:

- Be 18 years or over;
- Have adequate knowledge and understanding of the provision of education and care to children (qualifications, skills and work experience); and
- Have ability to effectively supervise and manage an education and care service.

In determining a person's suitability to act as Nominated Supervisor, the Approved Provider will have regard to the person/s:

- Compliance history with the National law and other relevant laws (refer to Compliance History Statement template - <http://files.acecqa.gov.au/files/Templates/ComplianceHistoryStatement.pdf>)
- Prohibition history (refer to Prohibition Notice Declaration template - <http://files.acecqa.gov.au/files/Templates/ProhibitionNoticeDeclarationForProspectiveStaffMembers.pdf>)
- Candidate references and referee checks

Written consent will be gained from individuals appointed as a Nominated Supervisor. The Nominated Supervisor Consent Form accessed on www.acecqa.gov.au/applications, will be completed and submitted to the Regulatory Authority via the National Quality Agenda IT System (NQA IT System).

When changes occur to Nominated Supervisor appointments at the OSHC service the Regulatory Authority will be notified through the NQA IT System by submitting a Notification of Change to Nominated Supervisor Form (www.acecqa.gov.au/applications) [National Regulation 35].

If uncertainty or concern arises about a candidate's compliance history the Approved Provider will contact the Regulatory Authority and enquire if the person is subject to a prohibition notice in any state or territory.

If a matter or incident arises affecting the Nominated Supervisor's ability to meet minimum requirements a reassessment will be made of the person's suitability to be in the position.

The Approved Provider, and the Nominated Supervisor/s, may appoint other educators at the service deemed to have the skill and ability, to act as the responsible person in day to day charge of the service in the absence of the Nominated Supervisor/s. (Refer Policy 10.22 – Determining the Responsible Person).

Information regarding the appointment of the Nominated Supervisor/s and Responsible Persons in Charge will be documented on the staff record of the service (National Regulation 145 and 146).

10.7 INFORMATION HANDLING (PRIVACY AND CONFIDENTIALITY) POLICY

Purpose	In order to protect children and better provide its services, Fairholme College seeks and deals with personal and sensitive information relating to families, children and others.
References	<p>The laws and other provisions affecting this policy include:</p> <ul style="list-style-type: none"> • <i>Education and Care Services National Law Act, 2010 and Regulations 2011</i> • <i>Family and Child Commission Act 2014</i> • <i>Privacy Act 1988 and Regulations 2013</i> <p>Policies:</p> <p>8.3 – Recruitment and Employment of Educators, 8.8 – Employee Performance Monitoring, Review and Management, 9.3 – Communication with Families, 9.4 – Complaints Handling.</p> <p>Fairholme College Policies:</p> <ul style="list-style-type: none"> • Privacy Policy
NQS Area	1.1.4; 1.2.1, 1.2.3; 2.1.1; 2.3.3, 2.3.4; 4.2.1; 6.1.1, 6.1.3; 6.2.1; 6.3.2, 6.3.3, 7.1.1, 7.1.2, 7.1.5; 7.2.1; 7.3.1, 7.3.2, 7.3.4, 7.3.5.

Rationale

In order to protect children and better provide its services, Fairholme College seeks and deals with personal and sensitive information relating to families, children and others. Fairholme Kindergarten respects the privacy of all individuals and seeks only information which it needs for these purposes and handles that information with confidentiality and sensitivity and in keeping with legal requirements.

Fairholme College supports the principles of privacy and confidentiality. Types of Information we collect includes personal information on employees, children and families which is used in the operation of our service. Personal information collected includes: Names, addresses and contact numbers for family members, children's medical details, qualifications, recognised training and/or positions, places of employment.

Procedures

Fairholme College complies with the Privacy Principles under the *Privacy Act, 2000* (Commonwealth) through this policy. Fairholme College gathers only the information it needs in order to provide its services and protect and care for children and staff. All records pertaining to any child incident, illness, injury or trauma will be kept until the child reaches the age of 25.

10.8 RISK MANAGEMENT AND COMPLIANCE POLICY

Purpose	Identifying and managing material risks and ensuring compliance as far as reasonably possible with all such requirements.
References	<p>The laws and other provisions affecting this policy include:</p> <ul style="list-style-type: none"> • <i>Education and Care Services National Law Act, 2010 and Regulations 2011</i> • <i>Family and Child Commission Act 2014</i> • <i>Working with Children (Risk Management Screening) Act 2000 and Regulations 2020</i> • <i>Work Health and Safety Act 2011 and Regulations 2011</i> • <i>Australian Standard on Risk Management - AS/NZ ISO 31000:2009</i> • <i>Australian Standard on Compliance - AS/NZ 3806-2006</i> • <i>Associations Incorporation Act, 1981, (Qld) or Corporations Act, 2001</i> • Duty of Care <p>Policies:</p> <p>3.4 – Excursions, 3.5 – Transport for Excursions, 5.1 – Food Handling and Storage, 7.1 – Emergency Equipment and Facilities, 8.1 – Role and Expectations of Educators, 10.1 – Quality Compliance, 10.4 – Approval Requirements under Legislation.</p> <p>Fairholme College Policies:</p> <ul style="list-style-type: none"> • Critical Incident Policy and Management Plan • Risk Management Policy and Strategy • Work Health and Safety Policy
NQS Area	2.1.4; 2.2.2; 2.3; 4.1; 4.2.1; 7.1.1, 7.1.4, 7.1.5; 7.2.3; 7.3.1, 7.3.2, 7.3.3, 7.3.5.

Rationale

Fairholme College is, like all other enterprises, subject to a number of risks as well as important legal, regulatory, industry and policy requirements. Fairholme College is a responsible organisation and seeks to demonstrate a risk awareness, including by identifying and managing material risks and ensuring compliance as far as reasonably possible with all such requirements.

Procedures

Fairholme College takes responsibility to develop, maintain and monitor a risk management program appropriate to Fairholme College, including a method of ensuring that Fairholme Kindergarten takes appropriate steps to comply with:

- the policies and procedures of Fairholme Kindergarten
- Commission for Children Young People and Child Guardian requirements
- Work Health and Safety Practices
- Equal Opportunity Employment
- Adequate Insurance
- the Service Approval status applicable to Fairholme Kindergarten (see Policy 10.4 – Approval Requirements under Legislation) and other relevant laws applicable to Fairholme Kindergarten
- Maintenance of equipment and facilities

Fairholme College will develop and manage, reviews of all of the policies and procedures of Fairholme College, to ensure that they comply with relevant requirements.

Fairholme College Leadership in conjunction with the Fairholme College Compliance Officer are responsible to monitor changes in current laws and other regulatory requirements.

The Head of Fairholme Junior/Nominated Supervisor informs educators of all such changes and requirements through regular team meetings.

High Risk Activities and Special Events

High level risks and special events shall be identified from time to time within the program, through consultation with educators, Fairholme College Management and other relevant stakeholders. Such events may include but are not limited to excursions and/or incursions.

The risk management process shall be conducted for each of the activities and shall be conducted prior to the scheduled timeframe for the event or activity.

All relevant stakeholders shall be informed of how Fairholme Kindergarten intends to manage activities and appropriate training and support for stakeholders will be made accessible.

Critical Incidents

Preventative measures shall be taken to prepare for critical incidents to prepare and plan for possible emergency situation to reduce the risk for the College community.

Fairholme College Critical Incident Policy and Management Policy details of the immediate, follow up and ongoing actions in the event of a critical incident.

Managing breaches of the Risk Management Strategy

Risk Management Plans for high risk activities and special events shall be monitored on a regular basis by the Fairholme College Risk Management Committee.

Information regarding Fairholme College's risk management strategy shall be shared with all relevant stakeholders including employees and families on a regular basis.

Fairholme College shall have overriding responsibility for overseeing the implementation of the process and for ensuring that any breaches of Fairholme College strategy are immediately rectified.

Communication and support

Information shall be made accessible to families, volunteers and employees regarding Fairholme College policies and Fairholme Kindergarten policies and procedures. Fairholme College Policies are located on the Fairholme College Website and the Fairholme Kindergarten policies and procedures are available in the Fairholme Kindergarten for viewing.

Information shall be dispersed to families, volunteers and employees through appropriate newsletters, emails and other methods of communication.

Training materials and strategies shall be made available and accessible to help employees, volunteers and parents identify and manage risks of harm.

10.9 MANAGING COMPLIANCE WITHIN THE SERVICE POLICY

Purpose	Identify the various legislation and government authorities where compliance is required and clear strategies for ensuring Fairholme Kindergarten actively monitors compliance aspects.
References	<p>The laws and other provisions affecting this policy include:</p> <ul style="list-style-type: none"> • <i>Education and Care Services National Law Act, 2010 and Regulations 2011</i> • <i>Family and Child Commission Act 2014</i> • <i>Working with Children (Risk Management Screening) Act 2000 and Regulations 2020</i> • <i>Privacy Act 1988 and Regulations 2013</i> • <i>Work Health and Safety Act 2011 and Regulations 2011</i> • Australian Government Department of Education Children's Services Handbook • Duty of Care <p>Policies: 8.2 – Educational Leader Policy, 10.1 – Quality Compliance Policy, 10.4 – Approval Requirements under Legislation Policy, 10.5 – Insuring Risks Policy, 10.7 – Risk Management and Compliance Policy.</p>
NQS Area	6.1.3; 7.1; 7.2.2, 7.2.3; 7.3.

Rationale

Fairholme Kindergarten recognises that strategies must be in place to ensure ongoing compliance with relevant legislation. This policy is designed to identify the various legislation and government authorities where compliance is required and clear strategies for ensuring Fairholme Kindergarten actively monitors compliance aspects.

Procedures

Fairholme Kindergarten shall actively work towards compliance with:

- *Education and Care Services National Law, 2010 and Regulations 2011*
- *National Quality Standards for Education and Care Services and School Age Care*
- *Commonwealth Child Care Act 1972 (Child Care Benefit)*
- *Commission for Children and Young People and Child Guardian Act 2002*
- *Commission for Children and Young People Amendment Regulation (No 1) 2006*
- *Work Health and Safety Legislation*
- *Child Protection Legislation.*

Compliance monitoring strategies shall be implemented including:

- developing compliance checklists for use within Fairholme Kindergarten on a regular basis such as, safety checklists
- updating the compliance checklists on a regular basis or as new information regarding changes to the implementation of regulations, legislation or standards becomes available
- seeking reputable organisations to conduct external audits and to provide reports regarding compliance issues to Fairholme College on a regular basis
- acting on any relevant recommendations or notification to changes in compliance requirements immediately.
- end of term Fairholme Kindergarten facilities are checked to identify any shortfalls and rectified for the start of the next term. This will be used as a maintenance record.

Information shall be made accessible to families, volunteers and employees regarding Fairholme Kindergarten policies and procedures as well as having access to a copy of Fairholme Kindergarten policies and procedures located in the Fairholme Kindergarten.

Information shall be dispersed to families, volunteers and employees through appropriate emails, newsletters, flyers and other methods of communication.

Working with Children Check Blue Card Compliance

All employees, volunteers, the Principal of Fairholme College and the Fairholme College Board must hold a current and valid Positive Notice for Child related Employment.

Prospective paid employees shall not be engaged to work at Fairholme Kindergarten until appropriate application for a blue card has been made. Required evidence of such application shall be maintained at Fairholme Kindergarten.

A blue card register will be maintained at Fairholme Kindergarten containing certified copies of blue cards of all employees, volunteers and Fairholme College Board Members. The Fairholme College Blue Card Register is maintained by the Fairholme College Business Manager or delegate.

All employees, volunteers and Fairholme College management holding existing blue cards prior to their involvement with Fairholme Kindergarten shall be required to complete appropriate documentation to have their engagement with Fairholme Kindergarten recorded e.g. Authorisation to confirm a valid blue card.

All employees, volunteers and Fairholme College Management shall be provided with information regarding their responsibilities in holding a blue card.

10.10 INFORMATION TECHNOLOGY POLICY

Purpose	To ensure that information technology is used appropriately and in the best interests of the children, families and staff who use Fairholme Kindergarten.
References	<p>The laws and other provisions affecting this policy include:</p> <ul style="list-style-type: none"> <i>Education and Care Services National Law Act, 2010 and Regulations 2011</i> <i>Child Protection Act 1999 and Regulations 2000</i> <i>Family and Child Commission Act 2014</i> <i>Privacy Act 1988 and Regulations 2013</i> Duty of Care <p>Policies: 3.1 – Educational Program Planning, 6.1 – Provision of Resources and Equipment, 8.13 – Employee Online Social Networking, 10.6 – Information Handling (Privacy and Confidentiality).</p> <p>Fairholme College Policies:</p> <ul style="list-style-type: none"> Staff Use of Information and Communication Technologies Policy and Agreement
NQS Area	1.1.1, 1.1.2, 1.1.5; 1.2.2; 3.2.2; 4.2.1; 5.2.1; 6.1.2; 6.2.1; 7.1.2; 7.2.1; 7.3.5.

Please refer directly to the Fairholme College Staff Use of Information and Communication Technologies Policy and Agreement.

10.11 RECORD BACK-UP AND OFF-SITE INFORMATION HANDLING POLICY

Purpose	Storage and long term maintenance of this information is vital in the monitoring of compliance activities and to prevent Fairholme Kindergarten from losing valuable information, therefore it is important to maintain effective storage procedures.
References	<p>The laws and other provisions affecting this policy include:</p> <ul style="list-style-type: none"> • <i>Privacy Act 1988 and Regulations 2013</i> • <i>Commonwealth Child Care Act 1972 (Child Care Benefit)</i> <p>Policies: 10.1 – Quality Compliance, 10.6 – Information Handling (Privacy and Confidentiality).</p> <p>Fairholme College Policies:</p> <ul style="list-style-type: none"> • Document Management Policy
NQS Area	7.1.1; 7.3.1, 7.3.2, 7.3.5.

Rationale

Fairholme College acknowledges and recognises that considerable amounts of information pertaining to the daily and historical operations of Fairholme Kindergarten are stored on computer or other files.

The storage and long term maintenance of this information is vital in the monitoring of compliance activities and to prevent Fairholme Kindergarten from losing valuable information, therefore it is important to maintain effective storage procedures.

Procedures

- Fairholme College shall be responsible for conducting a daily backup of the entire computer system.
- A back-up of the entire service files shall be written to tape.
- The backup shall be taken off-site by the Fairholme College Network Administrator weekly, and sets are rotated such that any particular backup is kept for a full month.
- Storage of computer data shall be carried out in accordance with any requirements of Fairholme College's insurer. This may involve completion of a risk management plan to ensure all foreseeable risks to data security are considered and managed appropriately.
- Any data or memory sticks, or other computer storage devices purchased by Fairholme College, shall remain the property of Fairholme College.
- Data storage devices shall be checked regularly to ensure appropriate functioning.

10.12 INTELLECTUAL PROPERTY AND COPYRIGHT POLICY

Purpose	Fairholme College recognises that for the purposes of operating Fairholme Kindergarten many written materials need to be developed to ensure compliance with relevant legislation.
References	<p>The laws and other provisions affecting this policy include:</p> <ul style="list-style-type: none"> • <i>Education and Care Services National Law Act, 2010 and Regulations 2011</i> • <i>Copyright Act 1968</i> <p>Policies: 8.2 – Educational Leader, 10.1 – Quality Compliance</p> <p>Fairholme College Policies:</p> <ul style="list-style-type: none"> • Copyright Policy
NQS Area	7.1.2; 7.1.4; 7.3.2, 7.3.4.

Please refer directly to the Fairholme College Copyright Policy.

10.13 COURT ORDERS AND THE RELEASE OF CHILDREN IN CARE POLICY

Purpose	Fairholme Kindergarten recognises and acknowledges the diverse and changing circumstances of children's families and shall endeavour to implement a best practice approach to managing the duty of care, whilst respecting the needs of parents and the legal environment surrounding family obligations.
References	<p>The laws and other provisions affecting this policy include:</p> <ul style="list-style-type: none"> • <i>Education and Care Services National Law Act, 2010 and Regulations 2011</i> • <i>Child Protection Act 1999 and Regulations 2000</i> • <i>Family and Child Commission Act 2014</i> • <i>Family Law Act 1975</i> • <i>Privacy Act 1988 and Regulations 2013</i> • Duty of Care <p>Policies: 2.4 – Arrivals and Departures of Children, 9.3 – Communication with Families, 10.6 – Information Handling (Privacy and Confidentiality).</p>
NQS Area	2.3.2; 4.2.1; 6.1.1, 6.1.3; 6.2.2; 7.1.1, 7.1.2; 7.3.1, 7.3.2, 7.3.4, 7.3.5.

Rationale

Fairholme Kindergarten recognises and acknowledges the diverse and changing circumstances of children's families and shall endeavour to implement a best practice approach to managing the duty of care, whilst respecting the needs of parents and the legal environment surrounding family obligations.

Procedures

- Fairholme College shall request that all families provide, upon enrolment of their child, certified copies of any legal documents and orders which may impact on Fairholme Kindergarten to implement a duty of care.
- Fairholme College shall request that all families, upon changing circumstances within the family unit, update their enrolment and provide certified copies of any legal documents and orders which may impact on Fairholme Kindergarten to implement a duty of care.
- Fairholme College shall inform all employees of the intent of the court orders whereas it applies to them and impact on their capacity to manage their own duty of care and that of Fairholme Kindergarten the service towards the child/ren and family.
- Fairholme College shall endeavour to release children within the conditions as outlined in the certified documents and/or orders.
- Fairholme Kindergarten staff shall respect and maintain the confidential nature of the documents through application of privacy laws.

10.14 ENVIRONMENTAL MANAGEMENT POLICY

Purpose	Fairholme Kindergarten recognise the need to ensure that activities undertaken through the program minimise the impact on the environment and are committed to establishing procedures that respect and care for our land and its resources.
References	<p>The laws and other provisions affecting this policy include:</p> <ul style="list-style-type: none"> • <i>Environmental Protection Act 1994, Environmental Protection Regulation 2008</i> • <i>Work Health and Safety Act 2011 and Regulations 2011</i> <p>Policies: 3.1 – Educational Program Planning, 3.3 – Educator Practices, 4.10 – First Aid Waste Management, 5.2 – Cleaning and Sanitising, 9.3 – Communication with Community, 9.5 – Parent and Community Participation, 10.1 – Quality Compliance</p>
NQS Area	3

Rationale

Fairholme Kindergarten recognise the need to ensure that activities undertaken through the program minimise the impact on the environment and are committed to establishing procedures that respect and care for our land and its resources.

Procedures

Fairholme College will develop procedures for relevant areas relating to environmental management and sustainability. Areas may include (but are not limited to):

- water usage
- energy efficiency
- waste management
- use of chemicals
- air quality
- care of vegetation
- consideration of the local environment.

Information will be provided to staff and parents in regards to issues affecting the way Fairholme Kindergarten is dealing with environmental issues. Fairholme Kindergarten will encourage links and networking with parents and the community on environmental issues by keeping them informed of what Fairholme Kindergarten is doing and being aware of what others can bring to Fairholme Kindergarten.

10.15 DETERMINING THE RESPONSIBLE PERSON POLICY

Purpose	Fairholme College must ensure that the education and care at Fairholme Kindergarten has a Responsible Person in day to day charge of Fairholme Kindergarten. This policy outlines the process for determining the responsible person
References	<p>The laws and other provisions affecting this policy include:</p> <ul style="list-style-type: none"> • <i>Education and Care Services National Law Act, 2010 and Regulations 2011</i> • <i>Family and Child Commission Act 2014</i> • <i>Working with Children (Risk Management Screening) Act 2000 and Regulations 2020</i> <p>Policies: 8.1 – Role and Expectations of Educators, 8.3 – Recruitment and Employment of Educators, 10.1 – Quality Compliance, 10.4 – Approval Requirements under Legislation, 10.6 – Information Handling (Privacy and Confidentiality).</p>
NQS Area	4.2.1; 7.1; 7.3.1, 7.3.2, 7.3.3, 7.3.5.

Rationale

Fairholme College must ensure that the education and care at Fairholme Kindergarten has a Responsible Person in day to day charge of Fairholme Kindergarten. This policy outlines the process for determining the responsible person.

Procedures

A Responsible Person must be present at all times when the Fairholme Kindergarten is educating and caring for children. If the Approved Provider or Nominated Supervisor is absent, an appointed Responsible Person will be placed in day-to-day charge of Fairholme Kindergarten.

The Nominated Supervisor of Fairholme Kindergarten must meet the requirements/conditions of the the *Education and Care Services National Law 2010 and Regulations 2011*.

In the absence of the Nominated Supervisor, the Approved Provider or Nominated Supervisor will designate an educator, with their written consent, to be placed in the day to day charge of Fairholme Kindergarten. This person must meet the requirements/conditions of the the *Education and Care Services National Law 2010 and Regulations 2011* with regard to ensuring suitability and that they are not prohibited under the National Law.

In determining the Responsible Person, Fairholme College must determine if that person is suitable. This means considering the capacity of this person to ensure the children's safety and wellbeing, having regard to their qualifications, skills knowledge, work experience and age. This includes the person's:

- Understanding of the *Education and Care Services National Law 2010 and Regulations 2011* compliance;
- Understanding of other relevant laws and provisions such as Child Protection, Confidentiality, Grievance Management, Work Health, Food Handling etc.;

- Capacity to implement emergency and evacuation procedures;
- Ability to attend to parent inquiries
- Capacity to supervise, manage and lead other educators;
- Ability to respond to incidents involving children's health and safety;
- Ability to respond to incidents involving the health and safety of educators, volunteers and family members present at the service;
- Knowledge (extensive) of Fairholme Kindergarten's policies and procedures including opening/closing procedures;
- Capacity to ensure the safety and wellbeing of all children being educated and cared for while they are the responsible person;
- Ability to effectively make written records of incidents;
- Ability to effectively communicate with children, families, staff, school and relevant authorities;
- Ability to reflect and evaluate their performance as the responsible person; and
- Ability to understand and articulate practice.

The Approved Provider (or Nominated Supervisor on their behalf) will maintain a record with sufficient evidence of the educator's assessed capability, and keep it on file to demonstrate compliance to the Regulatory Authority e.g. Determining the Responsible Person Checklist, Delegation and Consent form. This will help to show that reasonable steps have been taken to comply with obligations under the *National Law*.

The Approved Provider (or Nominated Supervisor on their behalf) will maintain a staff record including the name of the responsible person at the service for each time that children are being educated and cared for by the service.

In accordance with regulatory requirements, a sign stating the name and position of the responsible person in charge must be displayed at all times children are being educated and cared for.



SMOKE, DRUG, ALCOHOL AND VAPE FREE ENVIRONMENT

	Fairholme College ABN 16 917 099 053 CRICOS Provider Code 03726D		
Purpose	To provide guidance and clear direction in regard to the regulations and policies governing the operation of the Fairholme College Kindergarten in accordance with the National Quality and Education Standards and the Early Years Learning Framework.		
Scope	This policy applies to all members of the Fairholme College community, including: All employees (including those working within the Kindergarten), Students, Volunteers (including pre-service teachers), Scholarship recipients, College students, and Parents, guardians, and carers		
NQS Area	2.1, 2.2, 3.1.2, 4.2		
Policy Type	Public		
Policy Location	College Website		
Version	1.0		
Supersedes	New Policy		
Policy Owner	Nominated Supervisor, Head of Junior School		
Revision Date	29 August 2025	Next Review Date	1 August 2027
Authorised By	Compliance and Workplace Health and Safety Adviser	Date of Authorisation	29 August 2025

Version History

Version	Action/Amendments	Date
1	New Policy and integration with CELA policies. Integration of 2025 child safe standards and staff consultation.	August 2025



INTRODUCTION

With the extension of Regulation 82 to include vaping-free areas Fairholme Kindergarten reaffirms its commitment to the health and safety of all children, families, educators and visitors' stakeholders within our service community. Smoking and vaping are banned within the grounds of Fairholme College and Fairholme Kindergarten and five metres beyond their boundaries. This ban applies at all times during and after service hours, on weekends and during School holidays. Smoking and using e-cigarettes (vapes) are banned in all enclosed public areas and certain outdoor public areas, under the Tobacco and Other Smoking Products (Smoke-free Places) Amendment Act 2016 (Qld). These bans protect people from harmful second-hand tobacco smoke. There is no safe level of exposure to second-hand smoke.

All workplaces have a regulatory and legislative duty of care to provide a safe and healthy environment that is smoke, drug, alcohol and vape-free. Children, educators and families will not be exposed to the harmful effects of second-hand smoke while on education and care service premises.

GOALS

The education and care service has adopted a smoke, drug and alcohol-free environment policy to protect all persons who access the service from the effects of environmental tobacco smoke, drugs and alcohol. E-cigarettes can contain the same harmful chemicals found in cleaning products, nail polish remover, weed killer and bug spray. Our early education and care service strictly prohibits smoking, drug use, and alcohol consumption within our centre. Additionally, educators, students and volunteers are not permitted to use drugs or alcohol while working with children to ensure a safe and healthy environment for all.

STRATEGIES

The philosophy of the education and care service will guide educator interactions and practices by providing a vision, a purpose and meaningful direction regarding goals for children and families.

Fairholme College will:

- According to National Regulations, ensure the environment is free from tobacco, illicit drugs, and alcohol, and that employees, students and volunteers are not impaired by these substances, including prescription medication, while supervising or providing care to children.
- Take precautions to promote the health and wellbeing of children being cared for at the education and care service by protecting them from exposure to tobacco and other harmful substances in e-cigarettes.
- Take precautions to ensure the health and well-being of children being cared for at the education and care service by ensuring that all staff, educators, students and volunteers are not under the influence of drugs and alcohol.
- Designate all areas of the education and care service including the building, outdoor areas and the car park as smoke, drug and alcohol-free zones.



The nominated supervisor will:

- Seek to protect children from passive smoking (including e-cigarettes) environments during excursions.
- Ensure that educators receive an induction to the education and care service where they are informed of the Smoke, Alcohol and Drug-Free Environment Policy.
- Inform educators who choose to smoke while employed at the education and care service that they are only able to leave the premises during allocated break periods. They must inform the nominated supervisor or colleagues that they are leaving the premises and if smoking, must be 5 metres away from the boundary of Fairholme College according to Smoke-free environment Act 2000. At such times, educators must sign in and out of the service. When educators return to the service after smoking and/or vaping, they must wash their hands thoroughly.
- Ensure that during orientation and enrolment visits, families are reminded that the education and care service is a smoke, drug and alcohol-free environment.
- Encourage educators and families to dispose of cigarette butts appropriately to ensure the safety of all children.
- Ensure there are 'No Smoking' signs displayed in all areas of the education and care service through the WHS checklists. Ensure universal signage is available to indicate a smoke, drug and alcohol-free environment.
- Ensure information is available at enrolment such as in the family handbook, advising families of this policy.
- Make Information available about the effects of smoking and ensure that 'The Quit' line number will be displayed on all 'No Smoking' signs.

Educators will:

- Read and follow this policy and abide by the smoke-free legislation for the relevant state or territory, which may prohibit smoking in childcare facilities and within up to 5 metres of the boundary of Fairholme College.
- Only leave the premises during allocated break periods and after informing the Nominated supervisor or colleagues that they are leaving. At such times, educators must sign in and out of the service.
- Refrain from smoking and/or vaping in view of the service.
- Wash their hands thoroughly and minimise the smell of tobacco on their clothing when returning to the service after smoking and/or vaping.
- Dispose of any cigarettes and e-cigarettes appropriately.
- Not be under the influence of, or consume drugs or alcohol, when working at the service.

Families will:

- Read and follow this policy and abide by the smoke, drug and alcohol-free policy for the relevant state or territory, which may prohibit smoking in childcare facilities and within up to 5 metres of the boundary of Fairholme College.
- Dispose of any cigarette butts appropriately.



EVALUATION

The education and care service is a Smoke, Drug and Alcohol-Free Environment. Educators and families will not expose other adults and children to the effects of passive smoking. The health benefits of smoke-free environments will be promoted.

DEFINITIONS

What is smoking? When people smoke tobacco, they burn it so they can breathe it in or taste the smoke. People smoke tobacco in different ways.

Cigarettes: Tobacco wrapped in a roll of paper. You can buy cigarettes ready-made or you can roll your own. When you smoke a cigarette, you breathe in the smoke.

Cigars: Tobacco wrapped in a tobacco leaf or the leaf of another plant.

Pipes: Loose-leaf tobacco smoked in a pipe.

Waterpipes or shisha: A device used to smoke tobacco, consisting of a base filled with water, a tube, and a bowl where you burn tobacco. When you inhale through the tube, the smoke from the burning tobacco passes through the water in the base first. Then it enters your mouth and lungs.

Illegal drugs: Drugs such as, but not limited to, cannabis, amphetamines, ecstasy, cocaine and heroin, are illegal. They are not subject to quality or price controls, and the amount of active ingredient varies. It is against the law to possess, use, make, import or sell illegal drugs. The penalties for drug offences vary depending on the age of the offender (adult or minor), type of drug, quantities involved, previous offences, and the state or territory in which the offence happened.

Illicit drugs: Illicit drugs include:

- illegal drugs
- prescription medicines that have been obtained illegally or are not being used for medicinal purposes
- other substances that are being used inappropriately – for example, sniffing glue or inhaling paint thinner.

Alcohol: Like other drugs, alcohol affects the way your body works. It can also be toxic and addictive. In Australia:

- beer contains 0.9% to 6% alcohol
- wine contains 12% to 14%
- fortified wines such as sherry and port contain 18% to 20%
- spirits such as scotch, rum, vodka and bourbon contain 40% to 50%.

Vapes: E-cigarettes, also known as vapes, are battery-operated devices that deliver an aerosol by heating a liquid that users breathe in. People commonly refer to this aerosol as 'vapour', and to using an e-cigarette as 'vaping'.

Illegal e-cigarettes:

- may not always list the ingredients of the liquids



- contain a range of chemicals that have not been tested for safety, including those that add flavour
- may contain nicotine even if labelled as 'nicotine free'
- may look like cigarettes, cigars, pipes, pens or memory sticks.

E-cigarettes may also be known as:

- electronic cigarettes
- e-cigs
- electronic nicotine delivery systems (ENDS)
- electronic non-nicotine delivery systems (ENNDS)
- alternative nicotine delivery systems (ANDS)
- nicotine vaping products (NVP)
- personal vaporisers
- e-hookahs
- vape pens
- vapes.

REFERENCES

Legislation

- *Education and Care Services National Law Act 2010*
- *Education and Care Services National Regulations*
- *Tobacco and Other Smoking Products (Smoke-free Places) Amendment Act 2016 (Qld).*
- *Tobacco and Other Smoking Products Act 1998 (Qld)*
- *Tobacco and Other Smoking Products Regulation 2021*
- *Work Health and Safety Act 2011*

Fairholme College Policies

Alcohol, Tobacco and Illicit Drugs Policy

Community Code of Conduct

Kindergarten Policy Suite

Staff Code of Conduct

Work Health and Safety Policy Suite



SAFE AND RESPONSIBLE USE OF DIGITAL TECHNOLOGIES AND ONLINE ENVIRONMENTS

	Fairholme College ABN 16 917 099 053 CRICOS Provider Code 03726D		
Purpose	To provide guidance and clear direction in regard to the regulations and policies governing the operation of the Fairholme College Kindergarten in accordance with the National Quality and Education Standards and the Early Years Learning Framework.		
Scope	This policy applies to all members of the Fairholme College community, including: All employees (including those working within the Kindergarten), Students, Volunteers (including pre-service teachers), Scholarship recipients, College students, and Parents, guardians, and carers		
NQS Area	2, 2.2, 2.2.3, 4, 5, 5.1, 5.1.2, 7, 7.1, 7.1.2, 7.1.3		
Policy Type	Public		
Policy Location	College Website		
Version	1.0		
Supersedes	New Policy		
Policy Owner	Nominated Supervisor, Head of Junior School		
Revision Date	29 August 2025	Next Review Date	1 August 2026
Authorised By	Compliance and Workplace Health and Safety Adviser	Date of Authorisation	29 August 2025

Version History

Version	Action/Amendments	Date
1	New with CELA policies. Integration of 2025 child safe standards and staff consultation.	August 2025



INTRODUCTION

In today's digitally connected world, the safe and responsible use of digital technologies in early childhood education and care is paramount. This policy outlines Fairholme Kindergarten's commitment to ensuring the safety and well-being of children.

Key considerations for educators, students and volunteers utilising digital devices in the service context include:

- Supporting the implementation of child-safe practices when using electronic devices to capture images or videos of children enrolled in early education and care services.
- Increasing awareness of educators, students, volunteers, and families regarding safety risks associated with using electronic devices in the service and implementing strategies to support child safety.
- Implementing child-safe practices regarding the use of electronic devices across the service context in preparation for the potential regulatory changes predicted by the Education and Care Services National Law 2010, in line with the National Model Code in response to the Review of Child Safety Arrangements under the NQF.

GOALS

Children have the fundamental right to be safe and protected from digital exploitation. All staff have a responsibility to ensure that children's interactions with digital technologies are secure and their personal information and any images or videos used in the service are safeguarded.

Fairholme Kindergarten is committed to exercising its duty of care, to do everything that is reasonably practicable to avoid potential digital threats and maintain children's right to digital safety and privacy. Our team members will exercise their duty of care by:

- Creating a safe, supportive, and informed environment where digital technologies can enhance learning whilst prioritising the safety and security of every child in care.
- Establishing a nurturing and secure environment prioritising every child's well-being, safety, and development.
- Committing to fostering a culture of vigilance and care in which all children feel protected, supported, and valued.
- Providing children with the opportunity to maintain their rights and dignity, express their autonomy, and have the right to say no if they do not want their photo or video taken.
- Using devices with the purpose of enhancing learning and supporting development.
- Recognising that digital technology is a valuable tool when used intentionally with children to extend and support active, practical, creative, and authentic engagement with their surroundings, the community and the world.
- Supporting children to use digital technology, when applicable, with intentionality to inform and educate children on how to safely use digital devices and support children's positive relationships with different forms of technology.

STRATEGIES

The service adopts the National Model Code and the accompanying Guidelines developed by ACECQA (Australian Children's Education and Care Quality Authority). These resources will be used in the service



to implement child-safe practices and enhance awareness of the associated risks and considerations when educators, students, and volunteers use personal and service devices.

To create a digitally safe environment for the children in care, Fairholme Kindergarten will:

- Provide and enforce the use of centre-owned devices for all digital activities involving children.
- Regularly update and maintain these devices with the latest security software and firmware.
- Not permit personal devices for work-related tasks to minimise the risk of data breaches.
- Develop and enforce strict privacy policies that govern the collection, storage, and sharing of children's digital information.
- Ensure that all digital content, such as photos and videos, is stored securely and access is limited to authorised personnel only.
- Obtain consent from parents and guardians before capturing or sharing any digital media involving their children.
- Only sharing children's images and digital media in online platforms if parent permission is given.
- Conduct regular professional development for staff on digital safety best practices, including recognising and mitigating online risks.
- Keep staff updated on the latest trends and threats in digital safety to ensure they remain vigilant and informed.
- Implement continuous audits of digital device usage to ensure compliance with established policies and procedures.
- Use monitoring software to track and review online activities on centre-owned devices.
- Conduct regular digital content and storage audits to identify and address potential security vulnerabilities.

When children are supported to use digital technology, Fairholme Kindergarten will:

- Ensure age-appropriate, active, and engaging use of technology accompanied by an educator.
- Service the interests of the children and their provocations identified through play.
- Encourage exploratory play and enhance children's learning using technology.
- Educate children on how to use digital platforms safely. For example, tell children to always communicate with team members and educators if they feel unsafe using digital devices.
- Support a positive relationship with digital technologies and devices, avoiding glorifying and condemning its use in the program.

ROLES AND RESPONSIBILITIES

Fairholme Kindergarten will:

- Apply the National Model Code and Guidelines for taking images or videos of Children while enrolled and providing education and care in the service.
- Ensure all educators, students and volunteers sign and adhere to the Fairholme College IT agreement.
- Establish and maintain processes for the ongoing monitoring and review of any authorised use of service and personal electronic devices.
- Ensure that all related policies, including but not limited to privacy and confidentiality, child-safe environments, child protection, relationships with families and record keeping, are in line with this policy.



- Continuously review and update digital safety policies and procedures to keep up with technological advancements and emerging risks.
- Establish procedures for the ongoing monitoring and review of personal and centre-owned electronic devices to ensure their use aligns with authorised guidelines and remains appropriate.
- Provide educators, students, and volunteers, with regular training and professional development on digital safety practices, including recognising and mitigating risks associated with digital technologies.
- Establish secure access controls used to manage who can use digital devices and access digital content, ensuring that only authorised individuals can access sensitive information and technology.
- Establish protocols for safe online interactions, including supervision of children's online activities and the use of appropriate filters and monitoring software.
- Update software and security measures on all digital devices regularly to protect against viruses, malware, and other cybersecurity threats.
- Encourage responsible and respectful use of technology to promote a culture of digital responsibility among educators, students, and volunteers.
- Maintain clear documentation of any digital safety incidents and establish a protocol for reporting and addressing these incidents promptly, as part of the governance duty of care.
- Establish processes for safe digital record keeping, in line with the recommendations of the Royal Commission into Institutional Responses to Child Sexual Abuse; Section 175 of the National Law: Offence relating to requirement to keep enrolment and other documents; and Regulation 177 of the National Regulations: Prescribed enrolment and other documents to be kept by approved provider.

The nominated supervisor will:

- Support the approved provider in applying the National Model Code and Guidelines for taking images or videos of children while enrolled and providing education and care in our service.
- Support the Fairholme College IT agreement by educators, students and volunteers.
- Ensure all educators, students and volunteers sign and adhere to this statement.
- Support the approved provider to develop and maintain service policies and procedures.
- Ensure that all digital safety policies and procedures are effectively implemented and adhered to within the service.
- Coordinate and provide ongoing training and education for educators, students, and volunteers on digital safety practices, including responsible use of electronic devices and recognising potential risks.
- Facilitate regular reviews and audits of digital device usage, ensuring that authorisations are current, and devices are used appropriately and safely.
- As part of the service's child-safe practices, encourage a culture of digital responsibility and safety among educators, students, volunteers, children, and families, fostering an environment where all stakeholders understand the importance of digital safety.
- Stay current with the latest developments in digital safety and cybersecurity and ensure this knowledge is shared with educators, students, and volunteers and incorporated into practice.
- Ensure that appropriate access controls, such as passwords and user permissions, are in place to protect sensitive information and limit access to authorised personnel only.
- Promptly address digital safety incidents, documenting them accurately and taking necessary actions to mitigate risks and prevent future occurrences.



- Provide feedback to educators, students, and volunteers who are found using personal devices during work hours and implement appropriate action for non-compliance of policies and procedures.
- Work closely with the approved provider to regularly review and update digital safety policies and procedures, ensuring they remain practical and relevant.
- Implement and monitor the processes for safe digital record keeping, in line with the recommendations of the Royal Commission into Institutional Responses to Child Sexual Abuse, Section 175 of the National Law: Offence relating to requirement to keep enrolment and other documents and Regulation 177 of the National Regulations: Prescribed enrolment and other documents to be kept by approved provider.

Educators will:

- Adopt the services implementation of the National Model Code and Guidelines for taking images or videos of children while enrolled and providing education and care in the service.
- Complete a Child-safe code of conduct that emphasises the importance of child safety in the service, including using digital technologies safely.
- Read and acknowledge the Fairholme College IT agreement.
- Ensure digital safety when taking photos and video materials and documenting children's development while avoiding accessing centre information using personal devices during and outside work hours.
- Use centre-provided cameras or devices to take photos and document children's development, not personal devices.
- Ensure that written consent is obtained from parents or guardians and children, when applicable, before taking any photos or videos of children using the centre devices.
- Adhere to the centre's privacy policies when documenting children's development, ensuring that images and videos are stored securely and shared only with authorised individuals.
- Store all photos, videos, and documentation on secure, password-protected devices or cloud services provided by the centre. Regularly back up data and ensure it is accessible only to authorised personnel.
- Be prohibited from using personal devices to obtain, access or store centre information.
- Utilise only secure, centre-approved platforms and applications for accessing and sharing information. Ensure that these platforms are used exclusively on school-owned devices.
- Comply with regular reminders from your nominated supervisor about the importance of not using personal devices for work-related tasks and the potential risks involved.
- Follow clear rules and guidelines that personal devices should not be present in areas where children are being cared for.
- Have designated areas where educators, students, and volunteers can use their devices during breaks.
- Lead by example by not using personal devices in the presence of children and encourage a culture of full engagement and attention while interacting with children.
- Provide feedback to staff who are found using personal devices during work hours and will face disciplinary action for repeated non-compliance.
- Inform nominated supervisor of non-compliance with this policy.
- Not be permitted to document or record conversations and information that is private and confidential using personal devices.



- Not be permitted to obtain, access and store images and videos relating to educators, students, volunteers, children and families from personal devices.
- Educate children in acceptable and unacceptable behaviours (from adults and children) when children use digital devices and engage in digital platforms.
- Support children using digital devices to enhance their skills and development while cultivating a positive relationship with digital devices and platforms.

MONITORING, EVALUATION, AND REVIEW

This policy will be monitored to ensure compliance with legislative requirements and unless deemed necessary through the identification of practice gaps, the service will review this policy every 24 months or when legislative changes have been identified.

REFERENCES

Legislation

- *Education and Care Services National Law Act 2010: 161, 161A, 162, 162A, 165, 167*
- *Education and Care Services National Regulation 2011: 84, 117A, 117B, 117C, 161, 168, 170, 171, 172, 181, 183*
- *Australian Child Protection Legislation* aifs.gov.au/resources/resource-sheets/australian-child-protection-legislation
- *Australian Privacy Principles* - www.oaic.gov.au
- *Privacy Act 1988 (Privacy Act)* – www.oaic.gov.au/privacy/privacy-legislation/the-privacy-act