

ROXBURGH HOMESTEAD PRIMARY SCHOOL

OUT OF SCHOOL HOURS CARE

POLICY & PROCEDURES DOCUMENT

FEBRUARY 2016

2016 POLICY DOCUMENT INDEX

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INTRODUCTION TO OUR SERVICE.

Background.

In 1996, the founding Principal of our school conducted research into the needs of our school community. This research showed that there was a definite need for an Out of School Hours Care Program at this school. The Program commenced in February 1997 and has seen many substantial changes over the years.

The National Quality Accreditation Council introduced the Quality Assurance System in 2003; we performed extremely well during this period achieving high standards in all areas.

At the beginning of 2012, the new Education and Care Services National Regulations and the new Frameworks were introduced; this will bring Out of School Hours Care Programs in line with long day care and family day care services throughout Australia. Our Service went through the Accreditation process on January 20th and have since been advised that all seven quality areas have been assessed as Meeting National Standard.

Structure of the Program.

The Out of School Hours Program operates as a permanent sub-committee of the School Council. It consists of a co-ordinator, assistant co-ordinator and a dedicated number of casual staff members. We have a School Council representative who meets regularly with Program staff and reports back to meetings. This representative is generally the Vice Principal of the School.

Service objectives.

Our aim is to provide the highest quality care for children attending our school. Our Programs are designed with working families in mind, ensuring that they can continue in their current working arrangements without being concerned about their children's well-being and safety.

Our Programs are developed with the effective implementation of the new Education and Care Services National Regulations and Frameworks to support the continued high quality operation of all three Out of School Hours Care Services for children attending the Roxburgh Homestead Primary School.

Our Program focuses on providing children with activities and experiences to enhance early and middle childhood, encouraging their individual interests, needs and personalities; we offer them a home like, comfortable and relaxed atmosphere.

We want our Program to be a happy place where children laugh, have fun and play; a place where they feel they belong and feel safe in the knowledge that all educators at the service have their best interests at heart and go out of their way to make children feel comfortable, safe, secure and valued within our Program; ensuring that their personal contributions and opinions are valued.

The Program has a wide range of policies and procedures to ensure that we will achieve the results that families expect from us.

ROXBURGH HOMESTEAD PRIMARY SCHOOL OUT OF SCHOOL HOURS CARE PHILOSOPHY

With children,

- We will provide a program that focuses on child initiated play. We will provide children with activities and experiences that enhance middle childhood while focusing on their individual interests, needs and participation levels. We will promote a relaxed home-like atmosphere.
- We will encourage and promote outdoor play.
- We will ensure that they are aware of the right to feel comfortable, secure and valued within their environment.
- We will listen and respect their input and treat their personal contributions and opinions as important to themselves and others.
- We will respect their individual personalities, beliefs and qualities.
- We will encourage children to be actively aware of sustainable practices.

With families,

- We will keep families up to date with relevant information and updates via numerous channels.
- We will respect each family's social, emotional and cultural background without bias, prejudice or question.
- We will allocate time to speak directly with parents regarding aspects of the program or their children's well-being.
- We will respect and maintain confidentiality at all times acting on personal requests where appropriate or necessary.
- We will act on input and contributions from families in a respectful manner.

With other educators,

- We will value and acknowledge the individual opinions and beliefs of each other.
- We will promote effective communication based on trust and mutual respect.
- We will support each other by demonstrating encouragement, reassurance and acceptance.

With the Community,

- We will provide and respect an inclusive environment without displaying bias or stereotype.
- We will ensure all members of the school community are treated equally regardless of race, culture, ability, family structure, class, religion, gender, age, language or appearance.
- We will encourage a sense of belonging and an understanding of the rights and responsibilities for all families in our school community.

OUR SERVICE GOALS.

We will –

- Provide choices and support Child Initiated Play.
- Provide a home-like atmosphere.
- Keep to simple routines that children can easily adapt to.
- Interact positively with children and families in a warm and friendly manner.
- Work collaboratively with other educators as part of a positive team structure.
- Listen and act upon children's needs, requests and cues.
- Treat all children's needs and requirements individually.
- Promote an inclusive service.
- Provide a safe and fully supervised environment.
- Promote physical and outdoor play.
- Promote and implement sustainable practices.
- Work collaboratively with families and children towards a high quality standard under the National Quality Standards guidelines.

Program Planning\Evaluating.

Program planning is performed weekly. The plan revolves around individual children and small groups; the children are given the opportunity to offer suggestions and have their say via the 'Our Children's Voices' sheets. These suggestions are discussed regularly with the children and acted upon where practical. The plan is on display for families to read at the service.

Our Program focuses on child initiated play; organised activities are for children wishing to participate; not forced upon an unwilling child.

Educators evaluate the organised activities for future reference and document the many Child Initiated Play experiences that children undertake. This documentation is available for parents to read at any time.

Physical/Leisure activities.

Our Program endorses physical play; we make every possible effort to play outdoors each day. If the weather does not allow this, we organise physical group games indoors.

We appreciate that some children need to be able to relax and unwind after school; we have numerous areas where children can go to relax if they prefer.

The children are never forced to participate in activities or experiences where they do not feel comfortable; they are coaxed gently into 'having a go'.

OPERATION OF THE PROGRAM.

The Roxburgh Homestead Primary School's Out of School Hours Care operates during hours that best accommodate the needs of the average working family. We offer a home like relaxed atmosphere providing children with the resources and support that helps to promote child initiated play, working to routines that meet the developmental needs of school-aged children.

We generally operate from the school's multi-purpose room; the library is available to us to take children in to read quietly or use the computers. The school gymnasium is available for the Program on days when the multi-purpose room is being used for special school functions.

PROCEDURES:

Before and After Care Programs

- The Before and After Care Programs operate on days when children would normally attend school.
- The Before School Care Program operates from 6.30am until 8.45am.
- The After School Care Program operates from 3.15pm until 6.15pm.
- Care is not provided on public-holidays or when stop-work action is called.

Vacation Care Program:

- The Vacation Care Program operates for the two-week period during the April, July and September holiday periods; the January Program operates for one week at the end of the holiday period.
- The Vacation Care Program operates from 7.00am until 6.00pm each day.

Curriculum Days:

- The Program offers care during days nominated as pupil free days by the School Council.
- Care will be provided during the hours of 6.30am and 6.15pm. Pupil free days require over 20 to operate.
- Priority of placement will be allocated to regular enrolled users.
- School Council will collaborate with the Program Co-ordinator to establish a flat rate for the day.
- Families will be notified well in advance of any impending curriculum days via newsletters and emails.

Booking Procedure:

- Permanent bookings are made upon enrolment; these are bookings where children will be attending each day and will remain until we are notified of any changes or at the end of each calendar year.
- Families are charged for permanent bookings regardless of attendance unless we have been informed of the impending absence before 9.00am on the day of the booked session.
- Casual bookings must be made as soon as possible; casual bookings received after 9.00am on day of wanting to attend will incur a casual booking fee.
- We must be advised if a child will be absent from an afternoon session. Failure to do so results in educators being taken away from the children to find the missing child.
- Vacation Care bookings will be accepted during the allocated booking sessions only. Payment for additional activities/experiences must be made at the time of the booking. Refunds will not be offered.

Arrival and Departure of Children.

Morning Attendance/Departure.

- All children attending the Before Care Program must be escorted into the Program and signed in.
- Children will be dismissed after each morning session by the Co-ordinator or the Nominated Supervisor.
- Prep children will be escorted to their classrooms by an educator after each morning session for the first term and then at the request of families.

Afternoon Attendance/Departure.

- The Co-ordinator or Nominated Supervisor will actively seek all children listed on the attendance register each day.
- If a child does not attend, educators will take actions to contact parents/guardians until we are satisfied that the child is accounted for.
- Prep children will be collected from their classrooms for the first term or at the request of families.
- Children are not permitted to leave the Program without being collected and signed out by a parent, guardian or authorised person.
- If there is any doubt about the collection being authorised, the Co-ordinator or Nominated Supervisor will contact the parent or guardian.
- If a parent wishes an older sibling under the age of 16 to collect a child, they will need to authorise this on the enrolment and supply the Program with a written and signed letter of consent to be kept in the child's file.

Emergency Evacuation Procedures.

- The Program follows the same emergency evacuation procedures to cover fire, natural disaster or similar as set out by the School.
- All educators and children are kept up to date by the Co-ordinator or the Nominated Supervisor of the current emergency procedures.
- The Co-ordinator or Nominated Supervisor ensures that the emergency procedures are practised with children and educators at least once per term per service.
- Emergency evacuation procedures will be clearly displayed.

Reports.

The co-ordinator will meet regularly with the Program's School Council Representative who in turn will report to School Council on any issues or information needed to operate a successful and financially viable Program.

Program Budget.

The Co-ordinator will work with the School's Business Manager to create a budget for the Program that will satisfy the day-to-day requirements ensuring that policy objectives are met financially.

Confidentiality.

- All records and information received at the Program will be treated as personal and confidential.
- Information will not be used for any other purpose other than contacting parents or guardians for specific Program related purposes.
- Educators do not pass on personal or private information to any unauthorised person at any time.
- Personal information collected and no longer required is shredded.

National Quality Standard, 2.3.3, 6.1.1, 7.3.1
Education and Care Services National Regulation 97, 99, 107(2)(3), 181.

Policy Reviewed February 2016; next review February 2017.

VACATION CARE PROGRAM.

POLICY STATEMENT.

Every child attending the Roxburgh Homestead Primary School is eligible to enrol in the Vacation Care Program. The Vacation Care Program is run independently from the Before and After care Program.

We provide an affordable, comfortable, relaxed Program in a home like atmosphere, focusing on the individual needs of children and their families.

PROCEDURES.

- The Vacation Care Program runs for a two-week period during the three mid-term breaks and a one week period during the January break.
- Dates and booking procedures are organised and advertised well in advance via the School and Program newsletters and emailed to parents.
- Our Program has government funding for 50 places; for staffing and costing purposes, excursions are limited to 48. Preference is given to children at risk of harm or neglect and working parents enrolled at the Before and After Care Program.

Excursions.

- The Program will ensure that educator to child ratios are adhered to in accordance with the Education and Care Services National Regulations; 1 educator to 15 children on site; 1 educator to 8 children for excursions and 1 educator to 5 children for all water based activities.
- If an excursion is to be conducted in a pool area, the service will ensure that the venue arranges a fully qualified and competent lifesaver to be in attendance at all times while the children are in the water.
- Parents will be required to fill out, sign and date the relevant excursion permission form and abide by the terms and conditions of the excursion, noting any special requirements for the day.
- The excursion bag will be accessible at all times. This bag will consist of a mobile telephone; the children's and educator's emergency contact numbers; basic first aid supplies; sunscreen (seasonal); attendance roll and contact numbers for Senior School Staff.
- There will be at least one first-aid, anaphylaxis and asthma trained educator on excursions at all times.
- An extensive risk assessment of any excursion will be conducted; this assessment will consist of: date of the visit; venue being visited; summary of activity or experience; possible hazard or risk; number of children and educators attending; type of transport and available facilities.
- Buses organised must have an individual seat for each person and be equipped with a securely fitted seatbelt.
- In the event of any unforeseen incident, the Co-ordinator or Nominated Supervisor will notify the School Principal or Senior School Staff. Educators will ensure that the children are kept safe and will contact parents to collect their children if necessary.

The following information will be on hand at the Program to be used in case of an emergency:-

- A copy of the proposed route of travel for the destination.
- A copy of the schedule that includes arrival and departure times from the destination as well as an estimated time of arrival back at the Service.
- A list of the names of children and educators attending the excursion.

National Quality Standard, 4.1.1, 6.1.1, 7.1, 7.3
Education and Care Services National Regulation 100, 101, 102.

Policy Reviewed February 2016; next review February 2017.

FEES/ACCOUNTS.

POLICY STATEMENT.

The Roxburgh Homestead Primary School's Out of School Hours Care Program provides an affordable fee structure and a payment system that is convenient for families using the Program.

The fee structure is discussed at School Council each financial year to ensure that prices are affordable for the average family and are kept in line with the current Government Indexation.

PROCEDURES.

Amount.

- The session fee for Before and After Care and the daily fee for Vacation Care will be determined by School Council and reviewed annually.
- The fee shall be set in order to cover current operating expenses of the Program.
- The fee is set at a standard rate; half session fees or hourly rates are not available.

Accounts/Statements.

- Statements will be issued fortnightly via email.
- All accounts shall be settled on a weekly/fortnightly basis.
- Monthly payments may be pre-organised with the co-ordinator or Nominated Supervisor but are not encouraged.

Fee Payment.

- The program uses the Direct Debit system; families must nominate whether they wish to have their fees deducted from their credit card or bank account weekly or fortnightly.
- Cash payments will be phased out at the end of term one.

Late Payment.

- Fee reminder notices will be issued for any outstanding payments; if we do not receive payment within seven days of the late payment advice, School Council will be asked to intervene.
- If the payment has not been received after School Council intervention, the family will be excluded from the Program until further notice.
- All cases of genuine difficulty should be raised with the Co-ordinator or Nominated Supervisor to allow us to negotiate a satisfactory arrangement.

Additional Late Collection Fees.

A late pick-up fee will be charged to families at the rate of \$1.00 per minute per child after 6.15pm; this additional fee will be strictly enforced and is not eligible for Centrelink Rebates.

Centrelink Entitlements.

All families may apply to the Department of Human Services (formerly Centrelink) for a reduction in fees. Childcare Benefits may be available for eligible families; Childcare Rebate is available to all families; families will need to contact DHS to discuss their personal circumstances and options with them.

- There are two methods to claim this rebate; families may choose to have their Childcare Benefit and/or Childcare Rebate deducted from their account or may apply for a lump-sum payment directly from DHS.
- Parents must supply us with the correct Customer Reference Number (CRN) for the child and the claiming parent for us to be able to claim their entitlements on their behalf.
- If parents are first time childcare users, they must contact DHS to apply for Centrelink entitlements.
- It is the family's responsibility to check any documentation received from DHS; we do not have control over family's entitlements, this is controlled electronically through DHS.
- Families assessed as eligible for Jobs Education Training scheme must supply written notification from DHS before we can process this.

FACILITIES AND ENVIRONMENT.

POLICY STATEMENT.

The out of School Hours Care Program is licensed to operate in the schools multi-purpose room, library and gymnasium.

All indoor areas of the Program are well ventilated and have appropriate heating and cooling facilities. The indoor and outdoor areas are smoke-free; this includes any area within sight of the children.

The equipment is maintained on a regular basis to ensure the children's safety and well-being. Facilities have easy access for persons with a disability. Educators will ensure that outdoor play equipment and the surrounding environment are safe and free of hazards.

PROCEDURE.

- As per Government Regulations, all areas of the Program will be smoke, drug and alcohol free.
- Educators maintain a suitable temperature according to the season. We take individual needs and specific activities into account when ensuring that lighting, heating, cooling and noise levels are appropriate.
- In the interests of children's health, educators are encouraged to use and purchase environmentally friendly products wherever possible.
- Rubbish is disposed of appropriately and products recycled wherever possible.
- The multi-purpose room has internal toilet facilities that are easily assessable for those with special needs from both the indoor and outdoor areas.
- The canteen area is available for educators to prepare the daily snack. They will ensure that the canteen area remains a child free zone.
- All furniture, facilities, equipment and premises used by the Program will be kept clean and in good repair.

National Quality Standard, 3.1, 3.2, 3.3

Education and Care Services National Regulation 82(1), 103(1), 107, 109, 110

Policy Reviewed February 2016; next review February 2017.

SUSTAINABILITY.

POLICY STATEMENT.

The Out of School Hours Care Program works in conjunction with the Roxburgh Homestead Primary School in caring for the environment and promoting sustainability.

We are committed to helping the community, families and children to be aware of our surroundings by reducing environmental impacts on our everyday routines and embedding sustainable practice routines.

PROCEDURES.

- We have our own composting system; food scraps suitable for composting are placed in the bin and used as compost for our vegetable and flower garden.
- The children participate in growing vegetables and flowers in our garden; suitable vegetables are planted to use for our afternoon snack.
- We use filtered tank water in the toilet blocks, cleaning equipment and watering the garden.
- We use bio-degradable products at every opportunity.
- We encourage families to save suitable items such as toys, boxes etc for use by the children.
- We minimise the use of paper and office products; we encourage children to use recycled paper or personal work books for drawing etc.
- We utilise separate rubbish bins; one for compost and one for rubbish.
- The children are encouraged to use natural resources eg., gumnuts, pinecones, autumn leaves in everyday activities.
- The children are actively involved in picking up rubbish and papers in and around the service.

National Quality Standard, 3.3.1; 3.3.2.

The EYLF & NQS without tears – Page 41.

www.know.vic.gov.au/seedlings

Policy Reviewed February 2016; next review February 2017.

ENROLMENT & PRIORITY OF ACCESS.

POLICY STATEMENT.

Families attending the Roxburgh Homestead Primary School are eligible to apply for one of the positions available in the Out of School Hours Care Program.

Priority of access shall be given to children at risk of serious abuse or neglect; children of working or studying parents; children of Aboriginal or Torres Strait Islander families and families with permanent enrolments. Casual access shall be granted if or when allocated subsidised places are available.

PROCEDURES.

- All children must be formally enrolled in the Program before they are eligible to attend.
- A new enrolment is required for each family at the beginning of each calendar year.
- A parent information leaflet will be issued to new families upon enrolment at the Program.
- New families to the Program will be shown around and given a tour of the facilities.
- Enrolment details will be maintained by the Co-ordinator of the Program and filed in the office of the Out of School Hours Care Program. All information is treated confidentially in accordance with the Education and Care Services National Regulations.
- Parents have an obligation to complete all details listed on the enrolment form. The co-ordinator reserves the right to deny enrolment for families that have not completed their enrolment form correctly.
- Parents must ensure that any health issues or concerns are recorded on the enrolment form.
- The Program will keep all documentation supplied according to Government Requirements.

National Quality Standard, 6.1.1
Education and Care Services National Regulation 160, 161, 162, 183(2)

Policy Reviewed February 2016; next review February 2017.

CHILDREN'S HEALTH AND SAFETY.

The Roxburgh Homestead Primary School's Out of School Hours Care Program prides itself in being able to ensure families that their children feel safe, secure and stay in good health while attending our Program.

We have policies and procedures in place to safeguard all children while attending the service.

MEDICAL CONDITIONS.

ANAPHYLAXIS MANAGEMENT.

Anaphylaxis is a severe, rapidly progressive allergic reaction that is potentially life threatening. The key to prevention is the knowledge of those children who have been diagnosed as at risk, awareness of triggers and prevention of exposure to these triggers. Partnerships between our service and parents are important in ensuring that certain foods or triggers are kept away from the children in care who are at risk of anaphylaxis.

Our aim is to provide a safe and caring environment in which children at risk can participate equally in all aspects of the Program and to ensure that educators have adequate training and knowledge about allergies and anaphylaxis and how to respond to a severe anaphylactic reaction.

PROCEDURES.

The Program will –

- Provide a copy of the Anaphylaxis Policy to Parents/Guardians of a child diagnosed as at risk of anaphylaxis.
- Ensure that a copy of the child's action plan is visible and known to all educators at the service. A copy will be attached to the child's enrolment.
- Devise a risk minimisation plan after discussions between the service staff and the parents/guardians.
- Ensure that the *epipen* or *anapen* is stored within easy access away from children and the location is known to all educators.
- Practice the administration procedures of the *epipen* and *anapen* regularly.
- Ensure that the *epipen* or *anapen* and action plan is taken on all excursions when the child attends.
- Regularly check the pen's expiry date.
- Keep a spare epipen on the premises for emergency use.

In a situation where a child who has not been diagnosed as allergic, but who appears to be having an anaphylactic reaction, educators will –

- Immediately commence first aid procedures
- Organise for another educator to call an ambulance
- Notify the Parents/Guardians
- Notify Senior School Staff members of the incident.

ASTHMA MANAGEMENT.

Asthma affects up to one in four primary school aged children; it is important that all educators be aware of its symptoms, triggers and management while in charge of children in the service environment.

- Professional development and training is provided for educators to recognise the symptoms of an asthma attack and the management of asthma.
- Children with asthma must have an up to date asthma management plan at the Program.
- Management plans will be located within easy access to all educators for reference and one will be attached to the child's enrolment.
- A risk minimisation plan will be established between the service staff and the parents/guardians and kept with the management plan; a copy will be attached to the child's enrolment.
- Parents/guardians are responsible for ensuring that their child has an adequate supply of asthma medication on them at all times.
- Parents/guardians are responsible for checking the expiry date of all medication.
- The Program has a Ventolin puffer and spacer on hand for emergencies.

DIABETES MANAGEMENT.

Children with diabetes can enjoy and participate in school life to the fullest, but it is important that the appropriate information is provided to those people who are responsible for their wellbeing while at school.

Type 1 diabetes is the form of diabetes most likely to be seen in children; however type 2 diabetes is increasingly being seen in school-age children.

The following information has been taken from the Diabetes Victoria Website –

- Professional development and training is provided for educators to recognise the symptoms.
- Parents must supply the Program with an up to date diabetes management plan of action.
- Management plans will be located within easy access to all educators for reference.
- Service staff and parents/guardians will establish a risk minimisation plan to be kept on file.
- Provisions will be made to store medication at the Program.

Education and Care Services Update – Issue 1
National Quality Standard, 2.1.1
www.diabetesvic.org.au
Education and Care Services National Regulations, 90.

Policy Reviewed February 2016; next review February 2017.

SUN SMART.

A healthy balance of ultraviolet radiation exposure is important for health. Too much of the sun's UV rays can cause sunburn, skin and eye damage and skin cancer. Overexposure to UV during childhood is a major factor in determining future skin cancer risk. Too little UV from the sun can lead to low vitamin D levels. Vitamin D is necessary for the development and maintenance of healthy bones and muscles, and for general health.

Our Program –

- Displays the Sun Smart policy for parents and educators.
- Has regular discussions with the children regarding expectations required of them.
- Reinforces Sun Smart behaviour; children are required to wear protective sun-smart hats between the hours of 11.00am and 3.00pm each day when outdoors or at the discretion of the Co-ordinator or Nominated Supervisor after these hours.
- Ensures information about the Sun Smart policy is included in the parent handbook.
- Supply SPF 30+ broad-spectrum water resistant sunscreen and ensure that it is not out of date.
- Ensure that all educators role model correct procedures.

The Cancer Council advises –

When average UV Index levels reach 3 and above, a combination of sun protection methods are used whenever outdoors during terms one and four between the hours of 11am to 3pm, or at the discretion of the supervisor.

Protective measures are as follows -

- Management ensures there is sufficient shelter providing shade in the outdoor areas.
- The availability of shade is considered when planning excursions and other outdoor activities.
- Children are encouraged to use available areas of shade when outdoors.
- Children not wearing appropriate hats or clothing are directed to play undercover.
- Children are required to wear suitable clothing to cover as much exposed skin as possible.
- Children are required to wear hats that protect their face, neck and ears whenever necessary.
- SPF 30+ sun-screen is to be made available for children's use and the 'use by date' should be checked regularly.

ILLNESS, ACCIDENT, TRAUMA & INJURIES.

- Children regarded as ill on arrival at the Program in the morning are not permitted to attend the Program; parents will be asked to make alternate arrangements for the care of the child.
- Children regarded as ill on arrival at the Program from school in the afternoon will be cared for until their parents/guardians/emergency contact person has been contacted to collect the child.
- In the case of an accident, a first aid trained educator will administer the necessary first aid treatment.
- Injuries to any part of the head or facial area will be reported to parents as soon as possible.
- Parents/guardians will be contacted immediately and arrangements for the care of the injured or traumatised child will be made.
- An Accident/Injury/Trauma record will be filled out by educators for parents to sign upon arrival to collect the child.
- In the event that we are unable to contact the appropriate parent or emergency contact, and the accident is of a serious nature, the Co-ordinator or the Nominated Supervisor will contact Ambulance Victoria.
- If the Co-ordinator or Nominated Supervisor believes that a serious or life-threatening situation has occurred, medical assistance will be the priority.
- Senior School Staff members will be notified in the event of such medical attention being required.
- The Department of Education & Early Childhood Development will be notified by telephone within twenty-four hours of the incident, followed by written notification.

National Quality Standards, 2.1.4, 7.3.3
Education and Care Services National Regulations 85, 86, 87 136(1)(2)

Policy Reviewed February 2016; next review February 2017.

FIRST AID FACILITIES.

- A correctly maintained first aid kit will be kept in the Program office at all times; the Co-ordinator will ensure that the kit is properly equipped.
- The kit will be kept out of the direct reach of children but easily accessed by educators.
- Before placing a band-aid on a child, educators must check their medical records to ensure that he or she does not suffer from an allergic reaction before filling out the band-aid register.
- Educators have easy access to information on children with medical problems or allergies.
- A basic kit in the form of a 'bum-bag' will be taken with us when the children have outdoor play.
- If a child requires first aid treatment, an Accident/Injury/Trauma sheet will be filled in for parents and the attending educator will sign it.

ADMINISTERING MEDICATION.

- Parents are to fill in the Medication book on arrival when requesting educators to administer medication of any description.
- Prescription medication should be supplied in its original packaging, clearly marked with the name of the medication, dosage, time of previous dosage and person receiving the medication.
- Non-prescription medication, e.g. Panadol, will only be administered for a 48 hour period.

National Quality Standard 2.1.4
Education and Care Services National Regulation 87, 89, 92, 93, 95.

Policy Reviewed February 2016; next review February 2017.

INFECTIOUS DISEASE.

The Program works in conjunction with the School in relation to the spread of infectious diseases. The Program follows guidelines as set out in the Staying Healthy in Childcare publication.

Infections are common in children and often lead to illness. At home, children are reasonably well protected from infectious diseases because they don't come in contact with many people. The adults they meet are generally immune to many childhood illnesses because they have had them as children or they have been vaccinated.

Spending time in care and being exposed to a large number of children for some time provides an opportunity for infectious diseases to spread. It is not possible to prevent the spread of all infections and illnesses within a school environment; however, a lot of illnesses from infectious diseases can be prevented.

The 3 most important ways of preventing the spread of infectious diseases are –

- Effective hand washing.
- Exclusion of sick children and educators.
- Immunisation.

If these preventions are not carried out correctly, the many other processes that support infection control, such as cleaning and food safety procedures, will not work well unless the following procedures are followed –

- Educators and children will be excluded from the Program if they develop or show signs of an infectious disease. They will not be allowed to return without a Doctor's Certificate.
- Children and educators must practice good hand washing procedures using liquid soap and paper towels.
- Educators use gloves when administering first-aid.
- Children and educators use gloves when handling food.
- Children are suitably immunised or have the relevant exemption before commencing care.
- If an educator suspects a child has developed an infectious disease, they will separate the child and then contact the Parent/Guardian immediately to have the child taken home to reduce the risk of infection to other children and educators.
- Parents will be informed of any outbreak of an infectious disease at the Program.

Head Lice.

Educators are not permitted to manually search a child for head lice. If head lice are visible to the naked eye, educators will discretely separate the child from others and contact the Parents or Guardians to collect the child.

National Quality Standard, 2.1.4
Staying Healthy in Childcare 2006 publication
Education and Care Services National Regulation 88

Policy Reviewed February 2016; next review February 2017.

BULLYING/HARRASSMENT.

Any person known or unknown to the Program who harasses or makes threats to the children or educators at the Program or while on an excursion will be asked calmly but firmly to leave the premises and/or the vicinity of the children.

Bullying amongst children attending the Program will not be tolerated. Educators will endeavour to diffuse any unacceptable behaviour or situations before they occur:

- Educators will immediately remove children from the situation to a nominated safe area.
- Refusal of the perpetrator to leave the premises will necessitate the Co-ordinator or Nominated Supervisor to call the Police to have the perpetrator removed.
- The School Principal will be contacted for guidance or informed of the action taken.
- Children are encouraged to use the School's 3-step policy in the case of bullying.
 1. Look the person responsible in the eye and tell them to stop!
 2. Move away
 3. If the problem persists, inform the closest educator

CHILD PROTECTION.

POLICY STATEMENT.

The safety and welfare of the children attending the Roxburgh Homestead Primary School OSHC Program is vital at all times. Educators and management of the Program have a moral and legal obligation to ensure the safety and well-being of our children at all times.

Conditions of Enrolment.

- It is a condition of enrolment at this service that all children attending be signed in and out of each session.
- Children are not permitted to enter the Program in the morning unescorted. They will not be permitted to leave in the afternoon without a parent or authorised person signing them out and escorting them from the premises.
- Children are not permitted to leave the Program with a person other than those entered on the current enrolment unless prior notice has been received by the Co-ordinator, Nominated Supervisor or the School Office.
- If a child under the age of 16 is required to collect a child, written permission is required. If this is going to be an ongoing occurrence, a cover letter from the parent or guardian will be kept on file.
- Custody issues must be discussed with the Co-ordinator or Nominated Supervisor; any relevant court orders or paper work must be supplied; this information will be kept in the child's personal file. The Program will work in conjunction with Senior School Staff where custodial issues occur.

Parents Under the Influence of Alcohol or Drugs.

- Educators at this Program will not put themselves, other educators, parents or any child in danger of physical or verbal abuse by attempting to physically prevent an intoxicated or drug affected person from collecting a child.
- If a visibly affected person arrives to collect a child and educators are aware that the person will be driving, they will strongly suggest that the affected person walk the child home or offer to phone for a taxi.
- If the person does not accept the suggestion, educators will discreetly record the registration number and maker of vehicle and contact the Police immediately.
- The Co-ordinator or Nominated Supervisor will contact the School Principal or Senior School Staff to inform them of the incident and to seek further guidance.

Unauthorised Collection of Children.

Educators at this Program will not put themselves, other educators, parents or any child in danger of physical or verbal abuse by attempting to physically prevent an unauthorised person collecting a child from the service. If this situation occurs at any time educators will –

- Immediately contact the custodial parent/guardian to verify whether they have requested the unauthorised person to collect their child on their behalf.
- Contact the custodial parent/guardian to verify the conditions of any Intervention Orders if they have been put into practice or if there have been any changes to the order and the Program has not been notified.
- Calmly try to diffuse an unpleasant situation by explaining the consequences of breaking an Intervention Order; the unauthorised person will be advised that we are obliged to contact the Police if they decide to leave the premises with the child.

If a non-custodial parent insists on removing a child, educators will not be able to prevent this from occurring; they will note the maker of vehicle and registration number and contact the Police immediately.

The School Principal or Senior School Staff and the Department of Education & Early Childhood Development will be notified immediately of any actions taken.

Late Collection of Children.

The Program closes at 6.15pm; if a child has not been collected by that time and educators have not been notified by the parent/guardian that they may be late collecting their child, we will try to contact the custodial parent for advice. If the custodial parent is unable to be contacted, the numbers listed on the enrolment as emergency contacts will be phoned.

If we are unable to speak with an emergency contact, we will contact the School Principal or the most senior member available to advise them of the circumstances and ask for guidance before contacting the Police.

Continuous late collection of children will result in loss of attendance at the Program.

Children not collected after school.

Children are supervised outdoors after the bell until 3.30pm by the teaching staff. Any child that has not been picked up by then is escorted to the general office. If the children are not promptly collected they will be sent to the after school care program because teacher supervision is not available.

- If the children are not collected after school, children are escorted to the office area to wait for their parents.
- The children are signed over to the after school care staff and signed in accordingly.
- Upon collection, parents are expected to fill in the relevant enrolment information; if parents require Centrelink entitlements, they must be able to supply the program with the relevant information when collecting their children.
- Parents are expected to pay any fees involved before leaving the premises.

Reporting of Child Abuse.

Educators at the Out of School Hours Program believe that children have the right to be physically and emotionally safe at all times. Children are vulnerable members of our community who do not have the power to stop abuse.

Although only mandated notifiers have a legal responsibility to report child abuse, we all have a moral responsibility to report all types of possible or known abuse. Out of School Hours educators are not mandated to report child abuse, but it is our 'duty of care' to act on information and pass this onto senior school staff if we suspect abuse of any nature.

Meeting the needs of children and making sure that they are safe in the family structure is a shared responsibility between individuals, the family, the Community and the Government. When adults caring for children do not follow through with their responsibilities, are abusive or exploit their positions of power, then it is the child protection system that becomes responsible for taking action.

Professionals such as doctors, nurses, police and school teachers are legally obliged to report suspected child abuse. In addition, any person who believes, on reasonable grounds, that a child needs protection, can make a report to the Victorian Child Protection Service:

- If an educator notices a change of behaviour out of character to any particular child, this may be an indication of abuse and should be documented and the information shared with the Co-ordinator, Nominated Supervisor and Senior School Staff.
- If a child confides with an educator or voices their concerns, the educator will immediately inform the Co-ordinator or Nominated Supervisor.
- The Co-ordinator or Nominated Supervisor will report their concerns to the School's Welfare Officer or Senior School Staff; all documentation will be handed over.
- It is important for educators to remain calm and in control of their feelings in order to reassure the child involved that everything is being done to keep him or her safe.
- Educators will continue to monitor the situation documenting any further instances and reporting back to the mandated notifier.

National Quality Standard, 2.3

Education and Care Services Nation Regulation 84.

Dept. Of Human Services – www.dhs.vic.gov.au

Dept. of Families and Community Services – www.fahcsia.gov.au

Protecting Children – Mandatory Reporting & Other Obligations eLearning Module

Policy Reviewed February 2016; next review February 2017.

CHILDREN'S BEHAVIOUR.

POLICY STATEMENT.

Children attending the Program are expected to behave according to the values of our school. If a child attending the Program continuously displays unacceptable behaviour at any of our three services, or makes attending the Program uncomfortable for other children or educators, they risk losing the privilege of attending. Educators have access to senior school staff to help support families dealing with inappropriate behaviour.

BEHAVIOUR MANAGEMENT.

Our Program operates in line with the processes that have been introduced into the classrooms, we have liaised with Senior School Staff to modify the process to suit the Out of School Hours environment, and they work as follows –

<u>Green</u>	Name recorded; Reminders (<i>2 Hints, verbal & non-verbal</i>)
<u>Yellow</u>	Name moved across; Reasoning & Warning (<i>Direct warning of intention to move</i>)
<u>Orange</u>	Name moved across; Relocation & Warning (<i>Child is moved to another setting</i>)
<u>Red</u>	Name moved across; Removal, 20 mins at homework table; discussion with parents. (<i>No direct contact with other children</i>)
<u>Green</u>	Re-connect with others; Discussion with parents (<i>Co-ordinator will organise formal meeting with parents and senior school staff</i>).

PROCEDURES.

- Children are expected to follow the Programs code of conduct.
- Children are put on a Behaviour Management Contract after three instances of their behaviour being recorded under the red section.
- Extraordinary unacceptable behaviour during any session or Vacation Care Program will automatically result in a child being put on a Behaviour Management Contract without prior warning or suspended for one week, depending on the severity of the behaviour. Suspension will be approved after deliberation with Senior School Staff.

Children's Code of Conduct.

- Children will follow direction from any member of the OSHC staff members without displaying undesirable behaviour or attitude.
- Children will treat all Out of School Hours educators with respect.
- Children will treat other children in our Program in the same manner as they wish to be treated.
- Children will use all equipment in the manner for which it is intended.
- Children will use the School's 'three step' policy if they find themselves in conflict with others.

Behaviour Support.

- In extreme cases, the School's Welfare Officer or Senior School Staff will be asked to offer solutions and strategies when dealing with behaviour problems.
- Individual behaviour plans will be set up in conjunction with parents, School and OSHC staff.
- Program and Senior School Staff will help guide the child to make positive choices.
- One on one assistance will be offered where necessary and appropriate.

Roxburgh Homestead Primary School Behaviour Management Policy
National Quality Standard, 1.1.5, 5.2.2

Policy Reviewed February 2016; next review February 2017.

SOCIAL MEDIA, CYBERSAFE & LAPTOP USE.

The Roxburgh Homestead OSHC Program in partnership with the School believes the teaching of cybersafe and responsible online behaviour is essential in the lives of children and is best taught in partnership between home and school.

Children of the twenty first century spend increasing amounts of time online learning and collaborating. To be safe whilst online and to gain the greatest benefit from the opportunities provided through an online environment, children need to do the right thing by themselves and others online, particularly when no one is watching.

Safe and responsible behaviour is explicitly taught at our School and parents/guardians/carers are requested to reinforce this behaviour at home.

Some online activities are illegal and as such will be reported to Police.

Behaviours on Social Media sites that harass, threaten and bully people are unreasonable, disrespectful and will not be tolerated for the following reasons –

- It is contrary to Departmental and school policies.
- It is contrary to the terms and conditions of Facebook.
- It may also amount to a criminal offence under State and/or Federal Law.

This may include the following –

- Using a carriage service to menace, harass or cause offence (*Criminal Code Act 1995*)
- Stalking (*Crimes Act 1958 Vic*)
- Using an on-line information service to publish or transmit objectionable material (*Classification [Publications, Films and Computer Games] (Enforcement) Act 1995*).
- It may be grounds for other legal action such as defamation proceedings.

Social Media Network Sites such as Facebook or Twitter should not be used under any circumstances to pass on information, photographs or comments regarding educators, children or families at this Program; to do so is a breach of the above policy.

Handheld electronic games are permitted during the Vacation Care Periods and may be used at the discretion of the Co-ordinator or the Nominated Supervisor.

LAPTOP USE.

Personal laptops have been introduced into the school to year levels four, five and six. Children who have these are to leave them in the secure cabinet supplied by the Program at all times while attending the Program.

Senior school staff have given permission for children to access their laptops to complete set homework tasks; the children must work on their own without other children in attendance. Games are not permitted to be played during program hours at any time.

DEECD Policy www.education.vic.edu.au

Policy Reviewed February 2016; next review February 2017.

PARENTAL INVOLVEMENT.

POLICY STATEMENT.

The Roxburgh Homestead OSHC Program offers a warm and inviting environment where all educators assume direct responsibility for the welfare and care of children and families using this Program.

The Program maintains relationships with the school community by encouraging parents to spend time with their child during Program Hours.

PROCEDURES.

- To ensure the continuity of the Program, the parent must make their intentions known to the Co-ordinator or Nominated Supervisor if they intend to stay for an extended length of time.
- The parent must sign in if staying for an extended length of time, and then sign out when leaving.
- The parent must remain under the direct supervision of the Co-ordinator or Nominated Supervisor at all times.
- The parent must spend time with their own child unless prior approval has been granted by the Co-ordinator or Nominated Supervisor.
- While in attendance, parents should maintain appropriate standards of conduct at all times, this includes verbal mannerisms, respect for personal space and care with any physical contact.
- Parents are required to participate in a manner consistent with the School's and Services expectations and values.
- Parents are not to approach educators on controversial issues; such issues are to be addressed through the Co-ordinator or the School Principal.
- Parents are expected to follow direction from educators at all times.

National Quality Standards, 6.1.2, 6.2.1
Education and Care Services National Regulation 157
Roxburgh Homestead Primary School Parent Helper Policy.

Policy Reviewed February 2016; next review February 2017.

PARENTAL CONDUCT.

POLICY STATEMENT.

The Roxburgh Homestead OSHC Program will ensure that any parent or guardian of a child being cared for may enter the premises at any time during the hours of operation to spend time with their child and exchange information about the child with educators.

Our Program is a positive environment in which all educators assume direct responsibility for the welfare and care of the children attending; where educators and children feel safe and secure in a calm and supportive environment; where a sense of belonging and well-being are strengthened.

Our aim is to provide the highest quality care for all children attending our school. Educators, children and parents have a right to be part of a calm and secure environment without intimidation, bullying or harassment of any kind.

Our intention is for children and parents to behave in a manner that will be tolerated by all.

PROCEDURES.

- Mutual respect is encouraged between educators, parents/guardians and children.
- Parents/guardians will be informed of any issues or concerns that may arise during Program hours.
- Educators will encourage positive communication.
- The Program has strategies in place to reduce any probable risks pertaining to children; if a parent witnesses a breach of procedure, they are encouraged to discuss this with the Co-ordinator or Nominated Supervisor in an appropriate manner and in an appropriate setting.
- Parents are invited to discuss matters relating to the direct welfare and safety of their children with educators; this should be conducted in an appropriate and confidential manner at all times.
- If parents fail to follow the procedures set out in this Policy Document, School Council will be asked to intervene.
- Constant failure to follow procedures will be reported to the School Principal and may result in parent being banned from entering the service.

National Quality Standard, 6.1
Education and Care Services National Regulation 157 (4a)

Policy Reviewed February 2016; next review February 2017.

HYGIENE AND SAFE FOOD PRACTICES.

POLICY STATEMENT.

All food and beverages provided at the Program will be hygienically prepared and stored in accordance with the current Food Regulations Act.

Menus are planned using information from training sessions and guidelines specifically written for Outside School Hours Programs by the Heart Foundation.

Food provided is nutritious and varied. Families and children are consulted and encouraged to contribute to the planning of snacks. Multi-cultural ideas and knowledge are part of our preparation to help enrich the variety and enjoyment of food to meet the children's nutritional needs and eating experiences.

Food allergy information is recorded by families on the enrolment; this information is transferred onto the Program computer for referral by educators.

Snack times and experiences involving food preparation will provide positive learning for children, encouraging them to develop healthy eating habits.

PROCEDURES.

- The Co-ordinator is the Food Safety Supervisor; the Assistant Co-ordinator has the Food Safety Certificate; they are responsible for guiding, training and overseeing educators in the correct procedures for food preparation.
 - All food preparation surfaces are washed and sanitised before preparing food.
 - Fresh drinking water is available at all times.
 - Fresh produce is used when preparing snacks.
 - Gloves are worn and hair tied back when preparing food.
 - The food pyramid and traffic light system is used when preparing balanced snacks to ensure that we meet the nutritional needs of the children.
 - Weekly menus are displayed for referral by children and families.
 - Snack times are treated as social occasions. Educators are encouraged to sit with children to encourage good manners and appropriate eating habits.
 - Snacks and drinks will reflect the cultural backgrounds of families within the local school community where possible.
 - Children will be encouraged to try various foods; the Program will respect families various religious and cultural beliefs when preparing snacks.
 - Individual diets are taken into consideration when organising snacks.
-
- A nutritious breakfast consisting of toast and cereal is available at the Before Care Program prior to 8.00am each day.

- The Program maintains its own refrigerator and food storage facilities; educators are responsible for monitoring, cleaning and recording the appropriate documentation of these facilities.
- If food is being prepared as part of the daily activity, the ingredients and preparation techniques used will be hygienic and safe and contribute to the children's nutritional needs; the preparation will be well supervised by educators.
- The Program has a current Food Safety Program that is readily available for perusal by the Hume City Council Health Department.
- The denial of food will never be used as a form of reprimand.

National Quality Standards, 2.1, 2.2

Food Pyramid/Traffic light system

Heart Foundation – Eat Smart, Play Smart

Food Regulations Act.

Education and Care Services National Regulations, 77,78,79,80

Policy Reviewed February 2016; next review February 2017.

INCLUSION & DIVERSITY.

POLICY STATEMENT.

The Roxburgh Homestead Out of School Hours Program provides an inclusive environment without demonstrating signs of bias or stereotype, ensuring all members of the community are treated equally, regardless of race, culture, ability, family structure, class, religion, gender, age, language or appearance.

PROCEDURE.

- Educators model respectful behaviour.
- Educators acknowledge all children and their families as unique individuals; valuing their cultures, beliefs, opinions, knowledge and experiences.
- Educators actively discourage bullying, victimisation or demeaning humour amongst children and their families attending our service.
- Educators will use and encourage children to use appropriate language that will not offend others.
- Educators will encourage children to recognise discrimination and prejudice and offer solutions to rectify the behaviour.
- Educators will seek equitable solutions in collaboration with senior school staff if problems or issues arise.

National Quality Standards, 1.1.3, 1.1.5, 5.1

Policy Reviewed February 2016; next review February 2017.

OCCUPATIONAL HEALTH AND SAFETY

POLICY STATEMENT.

The Out of School Hours Care Program is under the umbrella of the School Council and follows the Occupational Health & Safety guidelines as set out by the School.

The School has a responsibility to provide and maintain an environment that is safe, without posing risks to anyone's health and welfare; this responsibility extends to employees, children, parents and all visitors to any area of the School. Management is committed to providing a safe working environment by implementing risk prevention strategies.

A common-sense attitude is used when working within the Program.

PROCEDURES.

- Educators are supplied with information on Occupational Health & Safety on appointment and informed of the identity of the School's current Occupational Health & Safety Officer.
- Educators are kept up to date by the Co-ordinator of any changes implemented by the Department of Education & Early Childhood Development or the School.
- Educators attend internal Professional Development sessions.
- Dangerous lifting or reaching is not attempted; the two person lift is applied.
- Correct equipment is used for high storage areas.
- Storage facilities are kept clean and clutter free.
- Signage is used to advise of spills, wet floors or danger.
- Hazards are identified and reported to the school's Occupational Health and Safety Officer for action.
- Appropriate footwear and clothing is encouraged.
- Child-free zones are clearly marked.

National Quality Standard, 7.1.1
Compliance Guidelines for Schools, (Dept. Of Education & Training)

Policy Reviewed February 2016; next review February 2017.

GRIEVANCE PROCEDURES.

POLICY STATEMENT

At the Roxburgh Homestead Primary School OSHC we take pride in having long-term professional relationships with families. Sometimes relationships fail; if this occurs at any stage, we will work diligently with Senior School Staff to reconcile with families and continue to work to the high standards that we have achieved over the past 18 years.

PROCEDURES.

- If a family has a grievance or concern with the Program or any individual member of the Program, they should direct their concerns to the Co-ordinator or the Nominated Supervisor.
- If the Co-ordinator or Nominated Supervisor is unable to mitigate the problem, or is the person responsible for the problem, the family should direct their concerns to Senior School Staff.
- Major grievances about the Program must be put in writing and directed to School Council for referral.
- If necessary, the Co-ordinator, educators and Senior School Staff will convene an extra-ordinary meeting to manage the grievance and work out a viable solution. It is the intention of all School and Program staff that grievances be settled with friendly negotiation in the first instance rather than by formal complaint to School Council.
- If the family is not satisfied with the outcome, they will have due course to direct their grievance to the School Council through the School Principal. The School Council shall give regard to the matter and arbitrate accordingly.
- The Program must notify the Department within 48 hours followed by written notification as soon as practicable after a complaint alleges that the health, safety or wellbeing of any child being cared for may have been compromised.

National Quality Standards, 7.3.3, 7.3.4

Policy Reviewed February 2016; next review February 2017.

STAFFING.

POLICY STATEMENT.

All educators employed by the Roxburgh Homestead OSHC will have the relevant qualifications needed under the Education and Care Services National Regulations. They will display the ability to work as part of a team and have the appropriate experience to work with school aged children.

PROCEDURE.

- The three services within the Program will operate with a ratio of one educator to fifteen children; there will be a minimum of two educators present at any one time.
- The Co-ordinator will nominate a suitably qualified educator as the Nominated Supervisor for the day.
- The Co-ordinator has been nominated as the Educational Leader of the Service.
- The Program will operate with one diploma qualified educator for every thirty children or a fraction of that number in attendance. A diploma qualified educator is one who –
 - Holds a primary school teaching qualification.
 - Has successfully completed a two year post secondary early childhood qualification.
 - Has successfully completed a two year post secondary childcare or youth recreation qualification.
 - Is actively working towards obtaining a recognised qualification.
 - Holds a similar qualification that will satisfy the Dept of Education & Early Childhood Development.
- All Out of School Hours educators must meet the minimum training requirements; which are –
 - Certificate 3 in early childhood
 - Certificate 4 in out of school hours care
- A newly appointed educator must begin to obtain an appropriate qualification within six months of commencing employment at the service.
- The Co-ordinator will ensure that an educator completes the relevant Staff Record which must include name; address; date of birth and relevant qualifications.
- All educators are to undergo a Victorian Police Check prior to caring for children at this Program and must be able to produce their current Working with Children's Check when asked. **These conditions of employment are mandatory and will not be waived for any reason.**
- There will be at least one educator holding a current level 2 First Aid Certificate suitable for and Education and Care Service on duty at all times. Educators will have relevant Anaphylaxis and Asthma training.
- The Co-ordinator reports to the School Council for the implementation of this policy and the continued compliance with the current position descriptions.
- Educators will work collaboratively as part of a team to achieve a High Standard to meet the requirements of the National Quality Standards.
- Educators will meet on a regular basis to evaluate the Program and to discuss future planning and issues to be raised at School Council level.

National Quality Standards, 4.1, 7.1; DEECD factsheet – Transitional Arrangements; updated March 2011.
Education and Care Services National Regulation 123(1d), 147, 355, 358, 359.

Policy Reviewed February 2016; next review February 2017.

Interactions with children.

Educators at the Out of School Hours Care Program will interact positively with children in a warm, friendly and respectful manner; they will listen and act upon children's individual needs, requests and cues in a fully supervised, safe and inviting environment.

The dignity and the rights of each child being cared for by the Program are maintained at all times.

Educators will –

- Act in the best interests of all children.
- Encourage children to express themselves and their opinions.
- Give children opportunities to become independent and self-reliant.
- Help to develop children's self-esteem.
- Give positive guidance and encourage acceptable behaviour.
- Nurture and develop the individual abilities of each child in care.
- Respect the relationship between the children and their families.
- Create and maintain safe, healthy environments, spaces and places to enhance children learning abilities.
- Ensure children are not discriminated against on the basis of their gender, age, ability, culture or family structure.
- Encourage their right to play as a process for promoting life skills.

National Quality Standards, 5.1, 5.2
Early Childhood Australia – Code of Ethics
My Time, Our Place – Framework for School Aged Children DEEWR
Education and Care Services National Regulation 155, 156.

Policy Reviewed February 2016; next review February 2017.

Code of Conduct for Educators.

The Out of School Hours Care Program supports educators to demonstrate a high standard of professional conduct at all times in their work with children. Our basic principle is that the interests of the children is placed before all else.

Educators –

- Will communicate respectfully and tolerantly with children, parents and other educator at all times.
- Must be sensitive and attentive to all children's needs.
- Should be accepting of the diversities of all children, families and educator.
- Must have a current Police Check upon employment and an up to date Working with Children Check at all times while employed at the Program. ***This is not negotiable.***
- Are expected to attend regular staff meetings and extraordinary meetings to allow management to share relevant information about the Program.
- Should promote the sun-smart policy and wear appropriate clothing.
- Should familiarise themselves with the children unable to participate in some activities due to health, religious or personal reasons.
- Will respect confidentiality at all times.
- Will not access social network sites during contact hours with the children.
- Will not exchange personal or indiscreet information via a social network site.
- Will use personal mobile phones for emergencies only.
- Will be asked to leave the premises if they are found to be affected by alcohol or drugs.
- Will not smoke in any area of the school or in the direct sight of the children.

National Quality Standards, 1.1.5, 5.1, 7.3.1
Early Childhood Australia – Code of Ethics
My Time, Our Place – Framework for School Aged Children DEEWR
Education and Care Services National Regulation 83, 155, 358, 359

Policy Reviewed February 2016; next review February 2017.

Volunteers and Practicum Placement of Students.

The Program may be asked occasionally to accommodate volunteers or students undertaking studies relating to child care. If the Program is in a position to accept these volunteers or students, we will ask for permission from the School Principal before we agree to accept them.

Any volunteer or student on practicum placement must fill out a record including their full name, address and date of birth and have a current volunteer Working with Children's Check.

Determining the Nominated Supervisor.

The Program Co-ordinator will be deemed the Nominated Supervisor of the Program. In the Co-ordinators absence, or if the Co-ordinator is not in direct contact of the children at the time, the assistant Co-ordinator will be the Nominated Supervisor. If both are absent or not in direct contact with the children, the person who has the relevant qualifications and has been deemed fit and proper will be the Nominated Supervisor.

Recruitment of new staff.

- The recruitment of educators for the Program will be advertised on line.
- Available relief educators at other Programs will be considered where there is a staff shortage.
- The School Council at the recommendation of the Co-ordinator will appoint educators.
- Each new educator shall have a probationary period of three months; ongoing casual employment shall be subject to satisfactory performance and the continuation of the Program.
- New educators must have the relevant qualification or agree to obtain the appropriate qualification within six months of commencing employment.