



**CURRY KIDS**  
EARLY LEARNING CENTRE  
*A Service of Cloncurry Shire Council*

# Enrolment Handbook



## Welcome to Curry Kids Early Learning Centre

At Curry Kids Early Learning Centre we endeavour to provide high quality education and care service to the Cloncurry Community.

At Curry Kids we provide a welcoming environment and strive to provide the highest quality early education and care by abiding to our Centre philosophy.

We believe respect for each child and their family is paramount and is expressed through listening, observing, and interacting with families. We recognise that the family is the child's first and most important teacher. Parents are viewed as partners, collaborators, and advocates for their children.

We help children to develop a sense of belonging by creating an environment where all are able to build connections with peers, staff, community and the natural environment.

We look forward to building a strong partnership with you and your child throughout their journey here at Curry Kids Early Learning Centre.

## Contact Details

Saara Hodson  
Director - Curry Kids Early Learning Centre

Sian Cook  
Educational Leader - Curry Kids Early Learning Centre

Phone: 07 4742 1728  
Email: [currykids@bigpond.com](mailto:currykids@bigpond.com)

Yolande Smith  
Director Community Services - Cloncurry Shire Council  
Phone: 07 4742 4100  
Email: [council@cloncurry.qld.gov.au](mailto:council@cloncurry.qld.gov.au)

## PHILOSOPHY OF CURRY KIDS EARLY LEARNING CENTRE

At Curry Kids Early Learning Centre we recognise that it is in the early years of development that children form who they are as individuals, the foundation on which children base the rest of their lives on. Children are full of potential, confident and capable of building their own theories.

We believe respect for each child and their family is paramount and is expressed through listening, observing, and interacting with families. We recognise that the family is the child's first and most important teacher. Parents are viewed as partners, collaborators, and advocates for their children. We involve and invite parents into every aspect of the curriculum.

We embrace cultural diversity, respecting family's diverse values, beliefs, cultural backgrounds, traditions, life experiences and knowledge. Families are encouraged to share their culture, language and experiences with Educators and staff.

We recognise and value the relationships children have with educators. Passionate and resourceful educators are essential to providing learning environments that are inclusive and respectful to all. Our educators are seen as role models who have their own personal philosophies and ideas, supporting each individual child, and providing the best possible outcomes for children.

We help children develop a sense of belonging by creating an environment where they can build connections with peers, staff, community and their natural environment.

We are committed to professional teamwork, and ongoing professional development to extend our skills and abilities. All educators value and respect one another and the contributions they make to create a cohesive team.

We provide a learning environment where children learn and develop by exploring their world through stimulating and challenging play. We plan for children's learning around their interests and their own specific needs, guided by the National Quality Standards and the Early Years Learning Framework. This provides opportunities for children to reach their potential, in all areas of their development.

We encourage environmental sustainability by empowering people to take responsibility for making informed decisions towards an environmentally balanced future, whereby we gain knowledge and understanding of the environment as it relates to our society. We pride ourselves on promoting and involving the children in recycling, and growing seasonal foods.

We liaise with and utilise existing resources in the community, collaborating with all stake holders to generate a culture of continual reflection and high quality practices.

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# ENROLMENT AND ORIENTATION

Curry Kids uses enrolment procedures to obtain all appropriate information about the specific needs of each child and to impart appropriate information to parents/guardians.

## Procedures

- Enrolment forms will be prepared and regularly updated by Curry Kids to seek all required information in accordance with these policies and procedures.
- The Director or other appropriate staff will explain all enrolment procedures to parents as required.
- Strictly for the purposes of enabling Curry Kids to fulfil its Duty of Care responsibilities to the child and comply with these policies and procedures, the following information in relation to children is requested from all parents/guardians, and records are kept in a secure and accessible place:
  - personal details (name, address, phone number and date of birth)
  - relevant medical details
  - relevant parental/guardianship and residential details (if any)
  - details of people authorised to collect children from the program (name, address, phone number)
  - signing in and out of children at the beginning and/or end of the program
  - name, home and work address and phone numbers of parent/guardian
  - name, address and phone number of persons who may be contacted in an emergency
  - name, address and phone number of the child's doctor
  - authorisation to seek emergency medical, hospital and ambulance services
  - any special medical, physical, emotional, dietary, religious, cultural or other needs or considerations relating to the child
  - medication records
- The enrolment form shall also include the written consent of the parent/guardian signing the form to the use of the information by Curry Kids in keeping with this Information Handling Policy and the other Policies and Procedures of Curry Kids from time to time.
- Curry Kids cannot provide its services to a child and may refuse to do so if the parent/guardian refuses to give any or all of the above information, as Curry

Kids will not be able to discharge its Duty of Care and other responsibilities to the child without this information.

- All information obtained through the enrolment procedures will be kept in the strictest confidence and used only for the purposes for which it is obtained.
- Orientation consists of an interview with the Director and your child's educator, a tour of the centre and an overview of all documents provided and the centre's Policies and Procedures.

## PAYMENT OF FEES

### **Fees Policy**

Cash flow management is vital to all businesses to enable them to continue to provide a consistent level of quality. Therefore it is vital that the servicer is clear on the terms and amounts of fees required from families. This policy documents the service's procedures for fees and payments.

We ensure that all Parents' accounts are 1 week in advance. We will provide families with an accurate account statement on weekly basis to ensure that their account remains up to date and you stay informed and updated if there are any changes with the fee or the childcare benefit.

Furthermore, Child Care Benefit will not be applied to accounts for which payments are received directly from a third party, including AMEP, Department of Family Services, and employers for most salary sacrificing arrangements. In these instances, it is the third party that is deemed liable for the childcare fees; hence Child Care Benefit entitlements cannot be applied.

An exception will be made for JFA subsidy payments. In this instance only, the Child Care Benefit usage will be submitted to the FAO.

The Cloncurry Shire Council will set fees based on the annual budget required for the provision of quality childcare in keeping with Curry Kids Philosophy Statement and other goals, and these Policies and Procedures.

### **Procedures**

- The Centre's Fee Policy is explained to parents at enrolment, and the necessary paperwork relating to fees is discussed and completed.
- Statements will be issued weekly or when requested by the Parent.

- For the safety of children and staff, Curry Kids does not accept cash as a means of payment at the centre. Cash payments can be made at Cloncurry Shire Council's Administration building, 38–46 Daintree Street Cloncurry. Alternatively, payment of fees can be made by direct debit, direct deposit or EFTPOS.
- Receipts will be issued upon payment and either given to the Parent or placed in their pocket as requested.
- The Centre ensures that, wherever possible, parents of children enrolled at the Centre are notified at least 14 days in advance of any change that will affect the fees charged or the way in which fees are collected.

### **The Current Fee Schedule is as follows:**

- Babies and Toddlers Room  
Full-Day - \$95.00 per day
- Tweenies and Pre-school Room  
Full-Day - \$93.00 per day

Childcare fees are reviewed annually

*\*Full week Fee does apply – please see the Director for more information\**

- Upon enrolment, parents are required to pay a bond of two weeks, calculated by the centre's daily fees. Prior to commencement one (1) weeks fees must be received in advance.
- Two (2) weeks' written notice of intention to withdraw the child is required by Curry Kids. The bond fee is utilised for those two weeks, with any balance remaining to be refunded.
- The staff of Cloncurry Shire Council may choose to pay their fees by Salary Sacrifice, however the full fortnightly payment must be sacrificed.
- Normal fees apply to Public Holidays, sick days and any other unapproved absence. The only exception to this is when Curry Kids is closed during the Christmas closure or during a natural disaster.
- Child Care Benefit is paid for a child's absences up to 42 days per child each financial year. Curry Kids does not exchange days of care and does not arrange to make up days.
- Curry Kids charges half-price fees for up to 10 days of holidays per year, applicable after 6 months enrolment. All other absent days are charged at your regular amount. You must complete a holiday form and give at least two weeks' notice to be entitled to the discount.

- Curry Kids emails families a statement each week. Statements (not invoices) are issued as balances may change depending on date ranges and recalculations. Families are welcome to request a printed copy of their statement at any time.
- Receipts can be requested for all fee payments. The system generated receipt will show the child's name, the period of time for which the receipt is issued, the amount paid, and all other details required by regulations. If an overpayment is made, no change will be given but the excess will be credited to the family's account.
- Parents are advised to contact the Family Assistance Office directly to determine their eligibility for CCB before the child commences at the Centre.
- The Centre requires two (2) weeks written notice of a request to change the days or the number of days required.

### **Late collection fees**

The closing time of Curry Kids is 6.00pm (or other time which is published).

Parents who collect their children after this time will incur a Late Collection fee of \$40 for the first 5 minutes or part thereof and then \$5.00 per minute after that may be charged (per child). This fee must be paid the following day and cannot be added to the invoice of normal fees.

### **Overdue fees**

When payment lapses occur, the Centre Director will make contact to advise you of this and to discuss payment options. If the situation is not rectified within two (2) weeks after initial contact, the child's enrolment at the Centre may be cancelled.

## **DEALING WITH COMPLAINTS**

Curry Kids strives to constantly improve the delivery of care provided. Curry Kids invites comments and complaints from children, parents/guardians, staff and the community, to ensure that Curry Kids is providing its service in keeping with these Policies and Procedures and other applicable requirements. Curry Kids respects and considers all complaints, which require a resolution, seriously and attempts to find a satisfactory resolution wherever possible. Furthermore, these will help in enhancing and reviewing procedures and practices within the service and aid in our continuous improvement plan.



## Procedures

- The Director shall be the first contact for all complaints.
- However the complainant will have direct access to the Director of Community Services, and the Director will permit and, if appropriate, encourage the complainant to do so, if:
  - the complaint is about the conduct of the Director
  - the complainant is not comfortable to take the complaint to the Director
  - the complainant is not satisfied with the Director's handling of the complaint
  - the complaint is about a matter of Management and Administration Policy
- For this purpose, parents and others will be kept informed of the current contact details of the Director of Community Services through the Enrolment Booklet, newsletter or another appropriate form of communication, and otherwise will be available on request.
- The Director will make and keep a written record of the discussion at the time, or immediately afterwards, and will have other staff members, and if possible the complainant, sign that record. A copy should be provided to the complainant on request.
- The Director will seek to resolve all genuine and reasonable complaints in the most appropriate way possible in consultation with the complainant.
- Discussions with the complainant are not to be conducted in the presence of the children, other staff or parents, and heated discussions are to be avoided as far as possible.
- The Director is to promptly log all complaints, the records of relevant discussions, and the resolution of the complaint in an appropriate file and is to report to the Director of Community Services on all entries in this file.
- To protect the privacy of all individuals, and encourage openness and honesty in the handling of complaints, the complaints file is a confidential document, which will not be accessible to any person, provided that the Director will provide copies of relevant entries only to a complainant on request.
- The Director of Community Services shall have the final say on whether a matter is relevant and should be provided to a complainant on request if there is a dispute between the Director and the complainant in that respect.
- Curry Kids will have the name and telephone number of the person at the education and care service to whom complaints may be addressed displayed in the office foyer for families at all times.

- The Regulatory Authority is notified of any complaints which allege a breach of legislation. The Director will contact the Regional Manager about any complaint that alleges a breach of legislation immediately and they will be supported in reporting the matter.
- All forms of communication with families are to be done in a professional and honest manner.

## DELIVERY AND COLLECTION OF CHILDREN

Curry Kids' responsibility for the child begins when she/he enters the premises and ends when the child leaves the premises in keeping with the Policies and Procedures set out below. For the safety and protection of children, and in keeping with Duty of Care considerations, Curry Kids has strict procedures regarding the arrival and departure of children and particularly the persons who may collect children from Curry Kids.

### **Procedures**

Children are to be signed in/out by a parent/guardian or other person whom the parent/guardian has nominated on the enrolment form, or subsequently in writing or by phone, as being authorised to do so.

### **Delivery of Children**

- The person who delivers a child to Curry Kids signs the Attendance Record/iPad against the child's name, noting the time.
- In the event of an emergency evacuation or lockdown, the Attendance Records are used to account for all children in Curry Kids.
- The person delivering the child is to place the child into the care of an educator and this action be acknowledged before leaving Curry Kids.
- Children who are absent for the day will be marked on the Attendance Record as "absent" by the Team Leader.
- Educators use the Attendance Record to check that all children signed in are present throughout the day.

### **Collection of Children**

- Children are not given into the care of a parent who is prohibited by a court order from having contact with the child.
- No child is released into the care of any person not known to the educators without photo identification.
- No child will be released into the care of any person who is under the age of 18 years

- The person who collects the child from Curry Kids signs the Attendance Record against the child's name, noting the time. Children are signed out using the same Attendance Record that was used to sign them in earlier that day.
- At the end of the day, educators check that all children have been signed out. If a child has not been signed out, and an educator(s) is aware that the child has left Curry Kids safely, parents will be reminded, when the child next attends, that they must sign their child out.
- If it is discovered that a child is **not** in Curry Kids, **not** signed out, and educators are **unsure** of their departure, the family will be contacted immediately to confirm the child's whereabouts. If the child is not in their care, Curry Kids would seek immediate advice from the Police and contact the Department of Early Childhood Education and Care as soon as possible.
- At the end of each day, educators must check all beds and the premises including outdoors and indoors to ensure that no child remains on the premises after Curry Kids closes.
- Parents must give prior notice where the person collecting the child is someone other than an authorised nominee (e.g. in an emergency situation). The person nominated by the parent must be able to produce some form of photographic identification.
- In the event of an emergency (e.g. illness of a parent, car breakdown), it may be necessary for the parent to notify Curry Kids that a person other than an authorised nominee will collect the child. If this occurs, Curry Kids requires photo identification of that person before releasing the child. Reference to the photo identification will be made in the Attendance Record.
- Parents are to advise the Nominated Supervisor or the educators in their child's room on any occasion an authorised nominee will be collecting the child. If this does not occur, and educators cannot contact the parent to confirm the arrangement, the child will not be released into the care of that nominee.
- Children may be escorted from the premises in the event of an emergency, and for excursions where parents have given prior written permission.

# REFUSAL OF AUTHORISATIONS FOR A CHILD TO LEAVE THE SERVICE

## **Children Leaving Without Permission**

- Staff will, where it is possible without unreasonably endangering any person, not allow children to leave Curry Kids unaccompanied, or to be released to an unauthorised person. If in doubt, the Director will contact a parent/guardian immediately to discuss.
- If a child leaves Curry Kids in any other circumstances and for any reason without permission, the staff will assess the situation immediately and will call a parent/guardian as quickly as reasonably possible and seek advice from police if deemed necessary by the Director.
- Staff will not leave Curry Kids to pursue a child if:
  - It will or may leave the other children in Curry Kids with insufficient supervision; or
  - It will or may expose that staff member to an unacceptable risk of personal harm.

# BULLYING AND HARRASSMENT OF EDUCATORS BY THE COMMUNITY

This policy applies to everyone outside our company including parents, guardians, contractors, and any other people we are connected to or do business with. We aim to protect every employee or volunteer regardless of level, function, seniority, status or protected characteristics like race, gender and sexual orientation.

Harassment is any kind of behavior that humiliates, victimises or threatens a person, like directing racial slurs, slandered their work practices or making sexual advances. Innuendos, veiled threats and inappropriate or offensive jokes are all included in our definition.

## **Staff members have the right to:**

- Expect to be treated fairly and with respect by management, children and parents at all times
- Not be bullied using social media platforms or any carrier service, verbally or coercively.

***This will result in your child's enrolment being terminated immediately.***

## **Procedures**

All reports of bullying shall be managed in accordance with the grievance procedures which will include:

- reporting the grievance to management through appropriate channels
- documenting all conversations regarding the grievance and all alleged instances of harassment or bullying, when they occurred, who was involved, what actually happened and any witnesses or other relevant information
- management shall seek expert advice from their employer association in managing any alleged instances of harassment or bullying in the workplace
- management shall arrange for a meeting with the offender to discuss the nature of the alleged complaint and or grievance
- appropriate dispute resolutions services shall be accessed as required and upon professional advice

## **SLEEP AND REST**

Curry Kids provides regular sleep and rest periods which follow the safe sleeping recommendations of the recognised authority, the National SIDS Council of Australia (SIDS and Kids), and take into consideration the ages, development and needs of individual children and their families.

### **Procedures**

- Educators speak with parents about their child's particular needs (e.g. sleep patterns and habits, need for a comforter) and family values and parenting beliefs, cultural or otherwise, associated with sleep/rest, and consider these when determining sleep /rest needs.
- Infants sleep on demand. Toddlers and older children have a scheduled sleep/rest period shortly after lunch. In addition, educators are alert to any indication that a child might need sleep/rest outside of routine. Quiet areas for children to rest or be alone are always available.
- If a family's beliefs and practices are in conflict with SIDS and Kids, then the Curry Kids will only endorse an alternative practice after written advice has been received from a medical practitioner.
- Curry Kids' sleep/rest strategies and practices are outlined in the Enrolment Booklet and in enrolment forms and newsletters. Information from SIDS and Kids on safe sleeping practices is displayed on the noticeboards, together with other useful information on sleeping (at Curry Kids or at home).
- All children are placed on their back when being settled for a rest. Children who turn onto their side or stomach during sleep are left undisturbed.
- All children rest with faces uncovered.

- Staff ratios are maintained according to the Education and Care National Regulations during sleep/rest periods.
- Educators constantly monitor the children (e.g. breathing patterns) and sleep/rest environment (e.g. room temperature).
- Students or volunteers involved are supervised at all times.
- Sleep/rest areas are kept well-ventilated, uncluttered and appropriately lit and, as with all other areas of Curry Kids, are smoke-free.
- Educators ensure children are dressed suitably for the room temperature. Some items of clothing may need to be removed for safety reasons (e.g. tops with hoods and cords that may cause choking). Educators are respectful and sensitive to cultural differences in attitudes to dressing and encourage children to be independent in dressing at these times.
- Comforters from home will be given to children who need them to settle. However, toys with ribbons, removable parts or parts that can be looped over a child's head cannot be used because of Curry Kids adherence to the SIDS and Kids guidelines.
- To help children relax for sleep/rest, educators dim the lights, play calming music, use quiet soothing voices and, sometimes, use guided relaxation techniques. While all children need time to relax at Curry Kids, some do not need to sleep during the day. Rather, they only require a quiet comfortable place to relax.
- Children help educators in setting up the sleep/rest area and the quiet activities for children who do not sleep.
- No child is made to sleep against their wishes or needs, although it is expected that all children will otherwise speak and play quietly at this time. Children are left to wake of their own accord, and educators attend to and soothe them when they do wake. In instances where families request that their child remain awake, that child will not be encouraged to sleep (e.g. patted). However, if the child should subsequently fall asleep, educators will not wake the child. On those occasions when parents do not supply a bed set, Curry Kids will provide a sheet from its stock of "spare sheets". These sheets are laundered after each child's use.
- The children's beds are cleaned/sprayed daily with a non-rinse disinfectant daily before being stored.
- Beds are positioned so that educators may walk between them to gain easy access to every bed from all four sides.
- Every child's sleep pattern for the day (e.g. time the child went to sleep and woke up) is recorded on the Daily Routine Sheet in each room.

- Educators receive regular first-aid training in resuscitation, and in the SIDS and Kids guidelines.

### **Safe resting practices for babies**

SIDS (Sudden Infant Death Syndrome) is the sudden, unexpected death of a baby during sleep. Babies under twelve months are considered to be at greater risk of SIDS than children over twelve months. Curry Kids closely follows the recommendations for safe sleeping practices from SIDS and Kids.

- All children are placed on their back when first being settled for sleep/rest. If a child younger than 6 months turns onto their side or stomach during sleep, educators return the child onto their back.
- Should a child need to sleep on their stomach or side for sound medical reasons, Curry Kids will only endorse this alternative practice upon receiving a letter from the child's doctor stating the need for this alternative sleeping practice.
- All children rest with faces uncovered. Hooded tops, bibs and shoes are removed before children are put to rest.
- Children are placed with their feet at the bottom of their cot or mattress, and bedclothes are tucked in securely.
- If parents ask for their infant to be 'wrapped' as a means of settling for sleep, educators ensure that a lightweight wrap is used, the baby is not wrapped too tightly, and that the wrap is kept away from the face.
- Quilts, doonas, duvets, pillows, cot bumpers or lambskins are not used in cots. Other materials such blankets spare sheets are not draped over the sides or ends of cots to block light or children's view of each other.
- Snugly rugs/blankets and soft toys are not given to children under the age of 12 months.
- Mobiles or toys with stretch elastic cords are not used within reach of cots.
- Cots are positioned well away from dangling electrical and curtain /blind cords, heaters, fans and other electrical appliances, and power points.
- Cots are set up at least 30cm apart as well as 30cm from any other furniture.
- After a child is placed in a cot, the cot side is pulled up and securely locked, and the educator makes a final check before leaving the cot.
- The viewing window to the cot room is kept clear of obstruction, and educators check sleeping infants every 10 minutes, and initial the Sleep and Rest Register.
- All cots in Curry Kids meet the Australian Standard, are assembled according to manufacturer's instructions, and are maintained in good condition.

- Cot mattresses meet the manufacturer's size recommendations and fit the cot base with no more than a 25mm gap between the mattress and the sides of the cot.
- No child is placed in a cot if the child has the ability to climb out.
- Electric blankets, hot water bottles or wheat bags are not used in Curry Kids.
- Cots are wiped over each day with soapy water. Cot mattresses are sprayed and wiped with a sanitiser and paper towel at the end of a full-time child's week, or after each instance a part-time child has used the cot.
- Parents are required to supply a sheet set consisting of a fitted bottom sheet and a flat top sheet for their child. Each child's sheet set is stored in a labelled draw-string bag or similar when not in use. All Curry Kids bed linen is laundered at least weekly.
- The sleep/rest area, as are all other areas of Curry Kids, is smoke-free.
- The temperature of the room is monitored to ensure children's comfort.
- Each child is always put to bed in the same cot.
- Curry Kids has a designated fire cot and Curry Kids' Evacuation and Lockdown Policy specifically addresses sleep and rest times.

### **Safe resting practices for a child who is unwell**

- Consistent with Curry Kids' Incident, Injury, Trauma and Illness and Supervision Policies, children who are unwell are constantly monitored until collected by their parent(s).

## FOOD AND NUTRITION

Good nutrition is essential to healthy living and enables children to be active participants in play and leisure. Education and care settings provide many opportunities for children to experience a range of healthy foods and to learn about food choices from educators and other children (*Early Years Learning Framework*).

This Policy details Curry Kids' approach to mealtimes when the food and beverages consumed by children while at Curry Kids are provided by their parents. It also describes the way educators use mealtimes for a happy and social occasion, and for developing lifelong healthy food choices.

Curry Kids encourages and promotes the health and wellbeing of children through a healthy nutritious diet and, in particular, through providing positive learning



experiences during meal/snack times where good nutritional foods and habits are developed in a happy, social environment. Parents are encouraged to participate in this approach to nutrition for their children.

## **Procedures**

- Parents supply all food requirements for their child while at Curry Kids and for excursions.
- Parents are encouraged to pack in their children's lunch boxes only food that is consistent with *Get Up & Grow: Healthy Eating and Physical Activity for Early Childhood*, and/or *Dietary Guidelines for Children and Adolescents in Australia*.
- Parents are invited to contact the Director at any time to discuss any comments or concerns or feedback in relation to the Food and Nutrition Policy, and of their child's particular dietary requirements for health or other reasons.
- The healthy eating message is promoted and positively reinforced amongst families through notice boards, newsletters, information nights, educator-parent meetings, and up-to-date materials from recognised authorities.
- Curry Kids maintains a list and photographs of children with special food requirements for health or medical reasons (e.g. allergies, intolerances). This information is displayed in the food preparation areas, eating areas and strategically throughout Curry Kids. Relief educators are informed of these dietary requirements when they begin their shift.
- Developmentally appropriate eating utensils and furniture are provided for each child. Children, including toddlers, are encouraged to be independent and develop social skills at mealtimes.
- Parents are informed of their child's food and beverage intake in the child's Communication Book (infants) and by the return home of unopened and uneaten food in lunch boxes and on the whiteboard displays (older children). Educators discuss face-to-face with parents any concerns about a child who has not eaten well.
- Curry Kids is a nut-free zone and an egg-aware centre, and educators take all reasonable steps to ensure this mandate is upheld. Children are actively discouraged from sharing food. Educators remove from lunch boxes any products suspected of containing nuts, and these products returned to parents when they collect their child.

The Director (and staff) will seek to accommodate all such reasonable nutritional needs of a child by giving appropriate directions to staff in relation to that child.

## **Serving of food**

- Mealtimes are relaxed, pleasant and unhurried. Children choose what to eat from their lunch boxes, and are encouraged to make healthy choices.
- Educators sit and eat with the children, maintaining good personal nutrition. They help them open any sealed containers, and talk with them on topics of interest, including, but not limited to, healthy food and nutrition.
- Independence will be fostered by encouraging children to serve food.
- Educators follow all regulatory food handling and hygiene practices at mealtimes. These include handwashing, wearing gloves, using tongs to handle food, ensuring children do not share utensils or use those that have been dropped.
- Staff will encourage children to be seated while eating and drinking.
- Whilst children are encouraged to eat healthy food from their lunch boxes, they are not required to eat food they do not like or to eat more than they want.
- Children who are hungry at other than meal times are given food from their lunch boxes.
- Educators monitor the safety and suitability of foods. They send home foods likely to cause choking such as peanuts and popcorn, and carrot sticks and celery sticks for children less than three years old.

## **Drinking Water**

- Staff will ensure that the children have ready access to safe, cool drinking water.
- Staff will encourage children to drink extra water during the warmer months.
- Staff will remind parents to provide children with extra water to take with them on excursions.

# FOOD HANDLING

All food which is handled (which includes preparing, eating or storing it) at Curry Kids is to be handled using all care to ensure that the food is not contaminated, nor allowed to become contaminated, or unfit to be eaten.

## **Procedures**

- All staff 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.

- All food preparation surfaces and utensils will be kept clean and, in particular, will be thoroughly clean before and after use.
- Staff will wash their hands, and ensure that children wash their hands, thoroughly with soap and water before handling, preparing and eating of food.
- Perishable items will be covered and refrigerated.
- Non-refrigerated items will be stored in airtight containers provided by parents.
- Perishable food brought by staff and children from home will be refrigerated as soon as possible.
- Staff will not eat, nor permit any child to eat food that has fallen on the ground, or been handled by another child.
- 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.

### **Provision of Food**

When Curry Kids provides food, staff seek to provide food:

- which is healthy, balanced and varied
- which includes a good balance of fresh foods, as opposed to pre-packaged and prepared foods
- which as far as reasonably meets the dietary needs of children with special dietary needs of which Curry Kids has been made aware, or becomes aware
- which exposes children to cuisine from a variety of cultures

The Director will discuss with all parents any food allergies and restrictions (including cultural or religious) which are required by the parent to be enforced at Curry Kids. Details of these restrictions will be noted on the enrolment form and passed on to staff and all reasonable measures will be taken to limit the risk of any allergic reactions. Food allergies or restrictions which are based on health reasons should be accompanied by a Medical Management Plan from a medical practitioner or another health professional. Where children have special dietary needs which are not reasonable that Curry Kids meet, staff will consult with parents and where necessary the meal will be supplied from home.

## **INCIDENT, INJURY, TRAUMA AND ILLNESS**

Curry Kids proactively strives to avoid injuries occurring and to minimise the impact of injuries and illnesses by responding appropriately and as quickly as

possible, to all injuries and illnesses. The rights and responsibilities of parents with respect to injuries to and illnesses of their children are acknowledged and will be taken into account in administering all procedures.

### **Procedures**

- Curry Kids maintains an up-to-date record of the First Aid and CPR status of all educators, together with their anaphylaxis and asthma management training, in its Staff Register sheet. The required number of educators with these qualifications and positioned near children meet regulatory requirements at all times, including on excursions.
- Curry Kids maintains Medical Management Plans from Medical practitioners for children with identified medical conditions. These plans are updated every six months or sooner if a change occurs. With parental consent, copies of each child's Medical Management Plan are displayed in strategic places throughout the Curry Kids, including food preparation and eating areas. With the child's right to privacy in mind, the Plans are not accessible to visitors or other families. The Plans are strictly adhered to in an emergency.
- Staff are to inform the Nominated Supervisor as soon as possible if they have an accident or are injured at work. The staff member will be asked to complete a staff incident report form for the Curry Kids' records. If the staff member seeks medical advice, this information should be added to the records. The staff member is also required to notify the Nominated Supervisor of any application for WorkCover, and to keep the Nominated Supervisor informed of any progress.

### **Parental Permission**

- Written consent will also be obtained from the parent/guardian for the use of all health and other personal information which Curry Kids has relating to the child for the purpose of enabling staff of Curry Kids to administer care and assistance to the child, including by obtaining emergency or other medical assistance or care for the child; and report any injury or illness as required by law.

### **First Aid**

- At least one staff member, with a current first-aid qualification and annually updated CPR qualification, will be on duty at all times while children are in attendance at this Service.
- Disposable gloves will be worn by staff when administering first-aid and will be disposed of immediately after use, in a way that they are reasonably secure from children and other staff.

- The Director will delegate a qualified staff member to ensure that the following are kept at Curry Kids at all times, and are accessible to the staff but not to children:
  - a fully maintained and equipped first aid kit, adequate for the number of children attending Curry Kids
  - a recognised and current first-aid manual
  - a cold pack and ice ready for use in the administering of first aid
  - a store of disposable gloves

### **Immediate procedure upon injury or illness**

- If a child becomes ill or injured while attending Curry Kids:
  - staff will comfort and calm the child
  - a staff member qualified in first aid (qualified staff member) will administer appropriate first aid and assess the child's condition
  - no staff member will administer non-prescribed oral medications to any child
  - if necessary, the Director, or qualified staff member, will ensure that the child is separated from the other children and made as comfortable as possible in a quiet, well-ventilated area
  - The Director, or qualified staff member, will contact the parents/guardians to alert the parent of an injury either text message or phone call depending on severity and if need be 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
  - where a child requires medication, consent will first be obtained from the parent/guardian - if this is not possible, consent will be obtained from the child's doctor
  
- If the child's condition is assessed as serious or deteriorates and emergency medical attention is necessary:
  - the Director, or qualified staff member, will direct a staff member to call an ambulance
  - all attempts will be made to notify the parents

- if parents are unable to accompany the child to the hospital, the Director, or qualified staff member who administered the first aid, will accompany the child provided that they leave at least one staff member who is qualified in first aid at Curry Kids
- all costs incurred in obtaining medical attention for a child will be met by the parents/guardians

### **Recording and Reporting Injuries and Illness**

- The Director or a staff member, who is a witness, write out an injury/illness sheet. This is to be done as soon as reasonably possible after a child suffers an injury or illness at Curry Kids.
- The staff member who administered care or first aid to the child must sign the report.
- The information which must be entered onto the injury/illness sheet after a child suffers an injury or illness at Curry Kids is:
  - the child's name
  - date and time of the accident
  - details of accident
  - parents/guardians contacted via text or phone call
  - treatment and outcome of the accident
  - whether the first-aid kit was used and if so what treatment
  - staff signature and witness signature
  - parent's signature confirming knowledge of the accident
- The information contained in the injury/illness record must not be used for any purpose except strictly in accordance with the Injury and Illness Policy, the Privacy Policy and any other relevant policies of Curry Kids.
- The Director will ensure that the parent of a child who is injured or ill at Curry Kids is informed of the situation, and the treatment given, on the collection of the child.
- The Director is responsible to report to the relevant State Government Department if a child dies, or suffers an injury at Curry Kids for which treatment from a medical practitioner was obtained, or ought reasonably to have been sought.

# INFECTIOUS DISEASES

Curry Kids strives to remove immediate and/or serious risks to the health of the children, from possible cross-infection, 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 Curry Kids to prevent the diseases spreading to others.

## **Procedures**

### **Monitoring**

- Curry Kids will subscribe to reasonably available alert services through the Commonwealth Government Department of Health to keep up to date information on infectious diseases within the community.

### **Reporting**

- It is the responsibility of parents/guardians to inform the Director 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 Enrolment Booklet that children who are ill are not to be brought to Curry Kids.
- It is the responsibility of staff to inform the Director of any infectious disease that the staff member, or their other immediate family members, maybe suffering.
- This Service 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 in this Service as appropriate, but having regard to the privacy of individuals concerned.
- A notice will be posted and attention is drawn to it when there has been a report of infectious disease at this Service.
- The rights of individual privacy will be respected at all times, and in particular, the Privacy Policy of Curry Kids will be observed by all staff implementing these procedures relating to infectious diseases.

## Exclusion

- All people, including children and staff, who are suffering from any infectious diseases need to be excluded from Curry Kids 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 staff* - they will immediately be released from work in order to seek immediate medical attention and for the period of the infectious disease
  - *parents or other adults* - they will be required to leave the premises of Curry Kids immediately and not re-enter the premises unless and until they are no longer suffering from the infectious disease
- If a duly qualified and registered medical practitioner diagnoses an infectious disease, the child/staff shall be excluded for the recommended period (as per the Commonwealth Government Department of Health requirements).
- For diseases which are from time to time published as requiring a doctor's certificate clearing the child/staff, the doctor's certificate will be required before the child/staff is re-admitted to Curry Kids.
- It is the right of the Director to exclude any child who presents with an illness or becomes ill to safe-guard the health and safety of other children and staff

## MEDICATIONS AND MEDICAL CONDITIONS

In the interests of health and wellbeing of the children, Curry Kids will only permit medicines to be given to a child if a medical practitioner prescribes the medicine.

### Procedures

- Parents will be requested, in the Enrolment Booklet and through the initial enrolment procedures, to respect this Medication Policy and, wherever possible, to administer any prescribed medication to their child before or after attending Curry Kids, rather than requesting staff to do so unless absolutely necessary.
- Any child whose doctor has prescribed medication for a specific health care need, allergy or relevant medical condition, cannot attend the Curry Kids without that medication.



- Before any medication –is administered, the parent or person named in the enrolment form as authorised to consent to the administration of medication must complete the Curry Kids Medication Form. The details on the form must be the same as those on the label on the medication, and the person completing the form must print and sign their name on the form. Details to be provided on the form include:
  - child's name
  - name of the medication to be administered
  - time and date the medication was last administered
  - time and date, or the circumstances under which, the medication should be next administered
  - dosage to be administered
  - the manner in which the medication is to be administered
- Educators administer medication according to the “Five Rights” (i.e. right patient, right time, right medication, right dose, right manner). Before medication is given to a child, an educator, other than the one administering the medication, verifies the accuracy of each of these Five Rights.
- Staff will only be permitted to administer medication to a child if it is:
  - a prescribed oral medication
  - in its original package with a pharmacist's label which clearly states the child's name, dosage, frequency of administration, date of dispensing and expiry date
  - accompanied by a letter of authority from the parent/guardian
- After giving the medication, the educator who administered the medication enters the following details on the Authorisation to Administer Medication Form – date, time, medication administered, dosage, the manner in which the medication was administered, name of the educator who administered it and the name of the educator who verified. The form is then signed by both educators.
- Parents are to hand medications directly to an educator. The medication of any kind is never to be left in a child's lunchbox or bag.
- All medication will be kept by the Director (or her/his nominee) and 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 the Director (or a staff member nominated by the Director who is duly qualified in first aid) and witnessed by another staff member.
- All unused medication will be returned to the parent on the collection of the child.

### **Administering Medication in an Emergency**

If a child develops a temperature of 38 degrees Celsius or above while at Curry Kids, the Parent/Authorised Emergency Contact is contacted for immediate collection of said child.

### **Other Safe Medication Practices**

- An over-the-counter, naturopathic or herbal preparation requires a letter from a registered medical practitioner before it can be administered.
- Curry Kids at this time has no children who administer their own medication. However, should a specific need arise, Curry Kids is prepared to review its practices to meet that need.

## **SUN PROTECTION**

Australia has the highest incidence of skin cancer in the world. Of all new incidents of cancer diagnosed in Australia each year, 80 per cent are skin cancers. Given that children in childcare attend during peak ultraviolet radiation (UVR) times and that they spend much of their day outdoors, childcare has a major role in minimising children's UVR exposure. Further, childcare provides the ideal opportunity to instil in children long-term positive SunSmart habits.

The service encourages and promotes the need to protect children's skin and educate them about sun-smart behaviour, thus reducing skin damage from exposure to the sun. The purpose of this Sun Safety policy is to ensure that all children attending our service are protected from the harmful effects of the sun throughout the year. The service will provide environments that support Sun Safety practices and create an awareness of the need to reschedule outdoor activities to support Sun Safety practices. The *Sun Protection Policy* is consistent with the Cancer Council's SunSmart recommendations for outdoor environments, clothing, sunscreen, scheduling of activities, and ongoing education for the children, families and staff at the Curry Kids.

## Procedures

- The Sun Protection Policy is explained to parents when they enrol their child in the Curry Kids, and their attention is specifically drawn to their responsibilities under this Policy. The Sun Protection Policy is also included in the Parent Handbook given to all parents.
- The sun safety message is promoted and positively reinforced amongst families through notice boards, newsletters, information nights, educator-parent meetings, the website and providing them with up-to-date SunSmart materials.
- Educators promote sun safety awareness in children by including it in daily routines and intentional teaching such as role-modelling, discussions, songs, stories, games, and SunSmart resources (for older children).
- The Curry Kids' outdoor playground is adequately shaded. The built and natural shade features are continuously evaluated for effectiveness and, if required, additional shade structures are built and trees planted.
- Children play outdoors at the discretion of the educators who take into account the weather and are guided by the routines and children's interests.
- Before 10am and after 2pm, educators set up activities in the shade, wherever possible, and actively encourage children to play in the shade. At times when the weather becomes too hot, educators move play to protected and shady areas, such as verandahs, or inside.
- Between 10am and 2pm, planned outdoor activities and events are minimised.
- Wherever possible, excursions to outdoor areas occur before 10am and after 2pm. Refer to the Curry Kids' *Excursion Policy*.
- All staff model positive SunSmart behaviour to the children by:
  - Wearing bucket, broad-brimmed or legionnaire styled hats and appropriate clothing for all outdoor activities
  - using SPF 30+ broad-spectrum, water-resistant sunscreen
  - seeking shade whenever possible
  - wearing sunglasses that meet the Australian Standard (AS/NZS1067:2003)
- The Curry Kids supplies 30+ broad-spectrum waterproof sunscreen for children and staff. The sunscreen is available in each room and in the outdoor play area. Parents are required to notify the Curry Kids in writing if their child is allergic to sunscreen, and to supply an alternative clearly labelled with the child's name.
- Educators ensure that all children wear a broad-brimmed hat, legionnaire style hat, or bucket hat with a deep crown that provides sun protection for the face, neck and ears when outside.

- Curry Kids encourages parents to dress children appropriately for weather conditions. T-Shirts in summer (no singlets or singlet dresses) and jumpers etc for winter
- Any child who has not brought an appropriate hat is to play in the shade.
- Educators encourage children to wear clothes with adequate protection from UVR when playing outdoors. Any child who does not have suitable clothing is encouraged to play in the shade. The Cancer Council recommends loose-fitting clothes with collars and sleeves, closely woven natural fibre fabric, and of a dark colour.
- Water is offered to children frequently throughout the day regardless of whether they are indoors or outdoors.
- Parents are required to liberally apply a 30+ broad-spectrum water-resistant sunscreen to all exposed areas of their children's skin before arrival at the Curry Kids.
- Educators liberally apply a broad-spectrum sunscreen with an SPF of 30+ to all exposed areas of children's skin 15-20 minutes before the children go outside.
- Educators reapply sunscreen every two hours if children are outdoors for a prolonged period, or more frequently if the children are perspiring or involved with water play. Older children apply their own sunscreen under supervision
- If parents supply their child with sunglasses that are wrap-around and/or are close-fitting (that meet AS 1067-EPF 10 is best), educators will encourage children wear them during outdoor play.
- Educators are kept up-to-date with SunSmart recommendations.

## WATER SAFETY

Access to water play affords children the opportunity for an open-ended, exploratory and sensory play which contributes to their development and learning. It also develops environmental awareness. However, children can drown in as little as 5cm of water. Accordingly, their access to water requires effective management and the highest level of supervision.

- Children are closely supervised at all times they are involved in water play or are near water. They are never left alone near water.
- Educators intentionally teach children about staying safe in and around water.
- The water in troughs and containers used for water play is kept at safe levels for children, and at weights that educators can move or secure according to WHS guidelines for safe lifting.
- Children are discouraged from drinking any water used in the play activities.
- All water troughs and containers are emptied and cleaned at the end of each water play activity, allowed to dry thoroughly to prevent the build-up of potentially harmful bacteria such as mould and then stored in an area inaccessible to children.

- Educators and children wash and dry their hands after each water play activity to reduce the risk of cross-infection.
- Buckets used for cleaning are kept out of children's reach, emptied immediately after each use and stored in an area inaccessible to children.
- Curry Kids' fences and gates meet regulatory requirements, and educators ensure that items that could be used to scale the fence are kept away from the fence.
- The Nominated Supervisor completes an Excursion Risk Management Plan prior to every excursion. As part of the risk assessment, particular attention is focused upon water safety whenever the excursion is near a body of water, and upon supervision implications.
- Parents are asked to provide a spare set of clothing for their child in the event that the child engages in water play and becomes uncomfortably wet.
- Water conservation is embedded in Curry Kids' practices:
  - only the amount of water required to undertake programmed water play is used
  - water used in water play is emptied onto gardens
  - water play is reduced during water restrictions, and the reasons explained to the children
  - educators encourage children to turn taps off to avoid wastage
- Educators model and intentionally teach children water conservation and provide parents with information to continue Curry Kids' conservation message at home.

## ADMINISTRATION OF FIRST AID

### **Emergency Procedure Management Policy**

The service 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 service 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, staff may be required to administer medication to preserve the life, safety and health of a student. These emergencies may occur for children with diabetes, epilepsy, anaphylaxis and asthma. The possible medication requirements include administering inhaled medication such as "Ventolin" for asthma, and an injection of adrenalin for anaphylaxis. Injections for

diabetes and anaphylaxis are usually administered by a pen device and are not intravenous.

## **Procedures**

- All staff shall have access to information about the children's medical conditions, medication and management procedures required.
- Written procedures (management 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 a medical practitioner or recognised authority
  - medication requirements, dosage and method of administration
- Each child shall have an individual management plan provided by their medical practitioner (maintained confidentially) which further includes:
  - guidelines for participation in specific activities if required such as swimming or high-level physical games and activities
  - contact details
  - parent consent forms as required
  - medical practitioner consent forms as required
  - medication administration register
  - Medication shall be taken as required on excursions in an appropriately secured/locked 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 senior staff/management.
  - Management shall ensure that written reports are lodged with relevant authorities within the required time frame.

## ANAPHYLAXIS MANAGEMENT

The service 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, shellfish, 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**

- The service 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 the service with certification from a medical practitioner.
- The service shall develop and implement a risk management plan to identify the possible exposure to allergens and how these will be managed and monitored within the service.
- Staff shall be regularly trained in the procedures for the management of anaphylaxis.
- All children diagnosed with anaphylaxis shall have a Personal Action Plan outlining what to do in an emergency.
- Each plan shall be displayed in a clearly accessible area for staff and be approved by the child/s family/guardian and medical practitioner as required.
- Health care and management plans shall be discussed on a regular basis with all staff at staff meetings.
- Each child shall have the appropriate medication including EPIPEN accessible to staff.
- Appropriate medication shall be stored at the service for each child in clearly labelled and marked containers.
- Anaphylaxis plans shall be reviewed annually or as required by governing authorities.

## EMERGENCY EVACUATION

Curry Kids adopts a proactive approach to ensuring that staff and children are aware of, and understand, evacuation and other emergency procedures.

## **Procedures**

- All fire equipment is appropriately sign-posted and kept immediately accessible at all times.
- Curry Kids maintains up-to-date emergency contact details for every child and a compact copy of these is taken to the assembly point.
- The contact numbers of emergency services are displayed beside telephone outlets in Curry Kids.
- All educators are trained in the use of fire extinguishers, fire blankets and other emergency fire equipment and know where these items are located.
- The Nominated Supervisor ensures that all staff know Curry Kids' Policy and Procedures for emergency evacuations and that they know their roles and responsibilities. These roles and responsibilities are posted beside the emergency evacuation plans displayed throughout the Curry Kids. Students and volunteers are told about emergency procedures during induction and to follow directions from educators at these times.

- Evacuation procedures are rehearsed every three months. Rehearsal occurs at different times on different days of the week. Everyone in Curry Kids, including visitors, is expected to participate. The Nominated Supervisor sends out advance notice of each rehearsal (including the date and approximate time) to all staff to encourage their understanding and cooperation. It also ensures that staff recognise a genuine alarm activation when it occurs.
- When parents arrive to collect their children, they are purposefully informed that an evacuation rehearsal has occurred.
- The WHS Representative oversees the rehearsals and is responsible for completing the Evacuation and Lockdown Report (in conjunction with other staff members), and for implementing any improvements identified in that Report.
- In the event of a power failure, Curry Kids has a mobile phone.
- Educators intentionally teach children about fire safety (e.g. through discussions, songs, games, role-play, fire brigade visits). Parents are provided with educational material about fire safety in the home and encouraged to work in partnership with educators by continuing the fire safety message at home.
- Early Childhood Education and Care and any other government health and safety authority concerned are notified of any incident requiring evacuation at Curry Kids.
- After any incident requiring the evacuation of Curry Kids, counselling/debriefing is available to anyone affected. Children are likely to role-play the event afterwards so any debriefing will include preparing educators to respond appropriately.

## HARRASSMENT AND LOCKDOWN

Curry Kids seeks to protect children and staff from harassment by all persons. Curry Kids has a signal – distinct from the evacuation signal – to alert staff of the need for a lockdown. The signal has been chosen to take into account the need for discretion that could accompany such an event (e.g. a parent acting against a court order).

### Procedures

#### Initial notification

- The witness to the event alerts the Nominated Supervisor immediately.
- The Nominated Supervisor determines whether or not the lockdown is appropriate.
- If yes, the Nominated Supervisor activates the lockdown signal.
- Dial 000 for police/emergency services assistance, and follows the operator's instructions.
- Staff follow all directions of the Nominated Supervisor explicitly.



## **During lockdown**

- All educators and children inside are to remain in their rooms and those outside are to go inside immediately and follow lockdown procedures.
- Educators are to lock all doors and windows (draw curtains/blinds) and ensure children are kept secure (e.g. under tables).
- Educators check the sign-in sheet and ensure that all signed-in children are present, and as soon as it is safe to do so, inform the Nominated Supervisor of the names of any children unaccounted for.
- Do not use the phone for external calls. In case of a medical emergency, notify the Nominated Supervisor.
- Educators without children are to lock all external doors and windows (e.g. front door, laundry).
- Everyone is to remain in lockdown until the Nominated Supervisor announces the “All Clear.”

## **After lockdown**

- The Nominated Supervisor notifies parents as soon as possible after the lockdown has ended.
- The lockdown will be documented, and Curry Kids’ response reviewed.

# SUPERVISION

Effective supervision is critical to the safety of children. Curry Kids design has prioritised visual supervision. Only suitably qualified, experienced and competent educators are employed, and meaningful communication between educators and parents ensures the children’s wellbeing.

## **Procedures**

- The design and layout of Curry Kids, including the entrance, perimeter fence and gates, have been approved under the Building Code of Australia and meet all other regulatory requirements. They enable the visual supervision of children at all times without compromising the children’s dignity and rights.
- Educators conduct daily safety checks of the building, equipment and general environment, and take any corrective actions necessary (e.g. remove unsafe item) and /or inform the Nominated Supervisor of any matter requiring attention so that a risk assessment can be undertaken).
- All educators employed at the Curry Kids possess qualifications which meet or exceed the regulations (e.g. academic, first aid, CPR, asthma and anaphylaxis, working with children check).
- Educator-to-child ratios comply with regulatory requirements at all times. Educators under 18 years are always supervised. Students and volunteers are never alone with an individual child or group of children.

- Children are effectively supervised at all times. The supervision takes into account the number of children, their ages and abilities, the group composition and dynamics, the area of play, and the activity (e.g. water play). Educators are actively involved in children's play so are able to anticipate hazardous situations and to respond to children who become distressed for any reason. Educators inform other team members if they need to leave the area for any reason (e.g. collect a resource, go to the bathroom). Educators' rest pauses are taken when it is safe to do so.
- During staff meetings, educators discuss each other's experience, knowledge and skills, and the need to support one another to ensure that children are effectively supervised especially during shift changes. Additional educators are employed if the Nominated Supervisor deems it necessary for effective supervision.
- Curry Kids has systems which ensure that all children are accounted for at all times. However, in the unlikely event that a child cannot be accounted for, the Nominated Supervisor is notified immediately.
- On arrival each day, parents are asked to communicate any information about their child that will assist the educators to ensure their child's wellbeing and to support consistency between the child's experiences at home and at Curry Kids. For the same reasons, parents collecting their child are encouraged to ask educators about their child's day.
- In the event of an emergency evacuation or lockdown, the Attendance Record Sheet is used to ensure all children at Curry Kids are accounted for.
- A child is only released into the care of a parent or an authorised nominee listed in the enrolment form, or to an adult who has been given written authorisation by the parent or authorised nominee.
- A child is never released to anyone under the age of 16.
- Families need to provide Curry Kids with a copy of any court orders, parenting orders and parenting plans relating to their child or to access to the child. These are kept on the child's file, and immediately accessible.
- All visitors are to complete the Students, Volunteers and Visitors Sign-in Sheet. Details to be provided are the date, printed name, address and telephone number, a brief reason for visiting, time in and time out, and to sign. All staff sign the timesheet book.
- Sleeping children are always within sight and hearing distance of an educator. The viewing window to the cot room is kept clear of obstruction. Educators enter the sleep room every 10 minutes to closely check each sleeping infant's breathing and colour, and initial the Sleep and Rest Register. Unwell children are checked more frequently.
- At the end of each day, educators check all beds and the premises including outdoors and indoors to ensure that no child remains on the premises after Curry Kids closes. In the unlikely event of a child being mistakenly locked in Curry Kids, the Regulatory Authority would be notified within 24 hours.

## RESPECT FOR CHILDREN

The children, their wellbeing, health and safety, are the main focus of Curry Kids. Children are to be treated by staff 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 e.g. creation of own Journals
- positively guiding children's behaviour e.g. children creating own rules
- the physical aesthetic environment of Curry Kids

## BEHAVIOUR GUIDELINES AND SUPPORT

Curry Kids recognises the wide range of age groups that access the centre, as well as the differing developmental needs of individual children. Behaviour guidelines support and management are approached by:

- applying appropriate measures (in keeping with community standards)
- guiding children's behaviour in a positive way
- using consistency and compassion
- having regard at all times to the respect and dignity and individual uniqueness of the child
- having regard to the other principles set out in the Philosophy Statement of Curry Kids

### **Procedures**

- The Rules of Behaviour will be clear, child-focused, based on acceptable wider community expectations and easy to understand and will be on display throughout Curry Kids, as well as in the Educator Handbook and in the Enrolment Booklet issued to all parents/guardians on enrolment.
- Staff should model appropriate behaviour to children
- Staff should direct children towards appropriate behaviour, using acceptable behaviour techniques
- Staff are not permitted at any time to humiliate or physically punish children for inappropriate behaviour (including by withdrawing food or water).

# PROTECTION OF CHILDREN

Curry Kids regards as of utmost importance its role in the protection of children in its care. This includes Curry Kids moral and legal duties to care for children associated with Curry Kids whilst not in the care of their parents or other primary carers.

## Procedures

- Staff employment and training procedures are used to ensure that Curry Kids employs suitable people
- Staff are directed to ensure that, when setting up for all activities, there is a safe physical environment as far as reasonably foreseeable by adhering to risk management plans
- Children are actively supervised by at least 1 adult at all times or 1 and 1 nearby 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
- Staff members seek to ensure that they are not alone at Curry Kids with a child, except in an emergency
- Staff and volunteers are to comply with legal requirements to apply for and hold the appropriate child worker clearances under the Commission for Children and Young People Act, 2002
- The Licensee (or in the case of a Licensee being a corporation) the executive officers will comply with legal requirements to hold a current positive suitability notice under the Commission for Children and Young People Act, 2000
- The Director acts as, or has designated an appropriate person to act as, Quality Officer for Curry Kids and in this capacity:
  - Is to keep a sighted copy of the clearances and suitability notice referred to above
  - Ensure that Curry Kids and its staff are aware of all legislative requirements and changes relating to the protection of children, including under the *Child Care Act, Commission for Children and Young People Act* and other relevant legislation

# DISCLOSURES OF HARM

Curry Kids applies the following principles:

***Curry Kids recognises that any disclosure of harm is important and must be acted upon.***

## Procedures

- Disclosure of harm occurs when someone, including a child, tells you about harm that has happened or is likely to happen
- The staff advises the child that the information must be passed to someone who will make them safe - never promising that the information will be kept a secret
- Staff should not attempt to conduct their own investigation or mediate an outcome between the parties involved
- Staff shall report all suspicious circumstances or allegations of abuse to the Director
- At the first opportunity after disclosure has been made, staff are to make a note of what occurred. Information such as:
  - dates
  - times
  - occasion
  - who is present
  - and exactly what the person disclosing said using “I said” “They said,” statements
- Relevant staff members will record all details and objective observations immediately - this record is to be kept separate from any incident book and is to remain confidential
- As per legislative and regulatory requirements the centre is legally bound to report any disclosures of harm

## MANAGEMENT OF INTOXICATED OR PERSONS UNDER THE INFLUENCE

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

On occasion, the staff of Curry Kids 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 under the influence of drugs, alcohol or other substance that are under the employ (at the time) of the service shall be referred to the “fit for work” policy and procedure. All persons who are not under the current employee of the service shall be requested to follow the policy and procedure as described.

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

## Procedures

- The family shall maintain 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 and care of children and any individual service laws that they select of their own accord to use
- Should the 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 shall:
  - Make attempt to discuss concerns with parent, guardian or authorised person
  - If not a parent, then make an attempt to contact the parent to discuss concerns
  - Only release the child as is required by law
  - Call the police if an immediate threat to the welfare and wellbeing of children/and or family exists

## STAFF CODE OF CONDUCT AND ETHICS

Curry Kids expects that all staff conduct themselves in such a way that is professional and in accordance with the philosophy and goals of the service. Staff are expected to actively demonstrate a positive attitude towards their work, the service and the service's clients. The service requires that all staff abide by the code of conduct at all times during their interaction with children, families, community members, management and other staff.

Curry Kids adopts the eight principles as outlined in the Early Childhood Australia Code of Ethics. These principles cover Essential Professional Responsibilities in relation to the following:

1. Children
2. Families
3. Colleagues
4. Communities
5. Students
6. My Employer
7. As a Professional
8. Research into Learning & Development

Compliance with the Code of Ethics will form part of the expectations of employment at the service. Copies of the Code of Ethics are to be displayed in common areas throughout the service and are available on the Early Childhood Australia Website.

### **Procedures**

- Staff shall be provided with a copy of the service's code of conduct prior to commencing employment.
- Staff shall be expected to read the document and indicate that they have understood all of the conduct requirements by signing the agreement.
- Staff shall be expected to consistently uphold the agreement during their employment with the service.
- Breaches to the agreement shall be taken seriously which may result in appropriate action taken on behalf of the employer/service.

### **Staff members have the right to:**

- Expect to be treated fairly and with respect by management, children and parents at all times.
- Not be bullied using social media platforms or any carrier service, verbally or coercively. This will result in enrolment terminated immediately
- Expect to be supported in learning about all expectations put on staff. This includes any expectations in relation to the Education and Care Services National Law Act 2010, Education and Care Services National Regulations 2011 and the National Quality Standards.
- Be provided with policies and procedures to ensure they understand not only their duties in the Service and their duty of care but ensuring that continuity and quality practices are observed throughout the service.
- Expect to work in an environment that is safe from harm and where the physical environment is set up to ensure the safety of all within the environment.
- Receive a job description upon employment that will outline the duties that are expected of them.
- Have access to resources and information within the service. The service will also receive many fact sheets from various organisations that will be made available to staff.
- Receive an induction process when commencing employment. This will enable them to familiarise themselves with the basic running of the service.
- Be accepted and appreciated for their individual differences. This will include cultural, religious, language, socio-economic or lifestyle choice.
- Expect that any grievances will be dealt with in a professional manner and all policy guidelines and procedures will be followed.
- Any personal information kept on staff or discussed with staff will be held in the strictest confidence.

**Staff Members are expected to:**

- Ensure that the environment is safe and that everyone in the environment can feel supported.
- Attend all staff meetings and professional development to ensure the consistency of the service and demonstrate a commitment to continual personal development and learning.
- Be available for service events and functions such as Christmas Party and Open Days.
- Ensure that confidentiality is maintained with all information gathered whilst employed by the service and when finishing employment at the service.
- Staff must always act in the best interest of the service, staff, children and families.
- All staff must be involved in performance appraisals to ensure continuous improvement of skills.
- Staff need to be reliable and take initiative wherever possible.
- Staff need to ensure they are always sensitive to others needs.
- Staff must be punctual at all times. Where circumstance occurs where this is not possible staff must inform the service as soon as possible so arrangements can be made.
- Staff must actively participate and be committed to the Quality Improvement process.
- Staff need to understand their duty of care and always act in a way that promotes this.
- Always act ethically within the requirements of Early Childhood Australia's Code of Ethics, Education and Care Services National Regulations 2011 and Education and Care Services National Law Act 2010.
- Staff will be required to deal with the Nominated Supervisor directly if they become aware of any negligence or breaches of service policies and procedures.
- All facilities and resources must be used in an appropriate manner.
- Staff can incorporate humour into every facet of their day, especially when educating children.
- Staff need to be flexible, show initiative, work effectively with change, especially when engaging children in programs.
- Ensure that appropriate language is used at all times. Swearing, labelling and offensive statements will not be tolerated.
- Staff must actively develop trusting relationships with families, ensuring the Parent / Staff relationship is maintained and never overstepped.
- Interactions with children, families, staff and management must always be free from humiliation, criticism, belittling and teasing.
- Always ensure you are using warm and accepting body language with children.
- When interacting with children regarding inappropriate behaviour ensure that it is the behaviour rather than the child that is being referred to as inappropriate.



- All people need to be treated with respect.
- All interactions with any person involved in the service must be appropriate.
- Staff are expected to conduct themselves in a professional and respectful manner.

## USE OF PHOTOGRAPHIC AND VIDEO IMAGES OF CHILDREN POLICY

Curry Kids encourages the appropriate use of photographic and video images of children attending the service to support and promote their involvement in relevant programs and activities. This Policy sets out the way Curry Kids uses photographs and videos of children taken at Curry Kids. It ensures that no child or family is compromised in any way at any time. Photographs and videos are generally used to document the program, to communicate a child's learning to parents and as an intentional teaching tool to revisit learning.

### Procedures

- When a child starts at Curry Kids, parents are asked to agree in writing to their child being photographed and videoed by educators but not by students or relief staff.
- Curry Kids uses the images for child development profiles, portfolios, Curry Kids displays, and to share information about Curry Kids activities such as special occasions, birthdays and excursions. From time to time, where relevant to the observation and after careful consideration, a child's photograph may also be included in another child's profile.
- Only Curry Kids cameras and iPad's are used, and these cameras are kept secure at Curry Kids. No private cameras, mobile phones or other devices are used.
- Curry Kids will respect the wishes of any parent who does not wish their child to be photographed and ensure that this does not occur while ever the child is in attendance at Curry Kids.
- Curry Kids does not allow any other party other than Curry Kids staff to video children, without written permission from the child's parent or authorised nominee.
- Curry Kids does not allow any other individual (e.g. school photographer) to photograph any child at Curry Kids without written permission from the child's parent or authorised nominee.
- Parents or family members visiting Curry Kids with the intention of taking photographs may only photograph their own child unless they have provided the Nominated Supervisor with written permission from the parents of any other participating child.

- Where a parent has given permission for their child to be photographed at Curry Kids by anyone other than Curry Kids staff, Curry Kids does not accept responsibility for the distribution or use of any photograph taken.
- If Curry Kids wishes to take photographs of a child for promotional purposes, the parents will be approached personally. The photographs will only be taken after written permission has been obtained from them.

## CONFIDENTIALITY OF RECORDS

In order to protect children and better provide its services, Curry Kids seeks and deals with personal and sensitive information relating to families, children and others. Curry Kids 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.

### Procedures

- Curry Kids gathers only the information it needs in order to provide its services and protect and care for children and staff
- Curry Kids obtains the written consent of persons to the use of the information by Curry Kids in connection with providing services, delivering the program and complying with its Duty of Care to children, staff and other persons, including those giving the information. This is done through the enrolment and other related procedures as new information is received
- Curry Kids protects the rights of the individual's privacy by ensuring that information collected is stored securely in a locked filing cabinet
- Records of Curry Kids are only to be accessed by persons who need them for a reason for which the person giving the information has consented to it being used or, strictly in the case of emergency, to fulfil Curry Kids Duty of Care and responsibilities to the children
- All records pertaining to any child injury or illness will be kept until the child reaches the age of 24 or as is directed to Archiving laws with respect to children
- The Director will ensure that children's records are reviewed and updated at least once per year and otherwise immediately after receiving a request from a parent/guardian to update any detail in the child's record

## ADDITIONAL POLICIES IN OUR POLICIES AND PROCEDURES MANUAL

- Access Policy
- Communication with Community Policy
- Communication with Parents Policy
- Creativity and Expressive Arts Policy
- Determining The Responsible Person Present
- Emergency Equipment And Facilities Policy
- Emergency Procedure Management Policy
- Employee Leave Policy
- Equity Policy
- Excursions Policy
- General Health and Safety Policy
- Hygiene Policy
- Including Children With Special/Additional Needs Policy
- Inclusion And Non-Discriminatory Policy
- Maintenance Policy
- Management Code of Conduct Policy
- Management of Poisonous Plants and Fungi Policy
- Managing Breaches of the Risk Management Strategy Policy
- Managing Crisis and Critical Events Policy
- Monitoring Staff Studying Policy
- Participation Of Children And Volunteers Policy
- Physical Activity Policy
- Preventative Health and Wellbeing Policy
- Program (Development and Conduct) Policy
- Program Evaluation Policy
- Provision of Equipment Policy
- Purchasing Policy
- Risk Management and Compliance Policy
- Risk Management Policy for Planning High Risk Activities and Special Events
- Space and Facilities Requirement Policy
- Staff Performance Monitoring and Management Policy
- Staff Training Policy
- Transport For Excursions Policy
- Workplace Harassment and Bullying Policy
- Workplace Health and Safety Policy