

Policies and procedures required under the Early Childhood and Care Services National Regulations 2011 (regulation 168)

| Content of policy and/or procedure | Reference | Department of Education and Communities Policy/Procedure | Preschool Handbook, Early Learning Unit https://detwww.det.nsw.edu.au/lists/directoratesaz/earlychildhood/earlychildunit/preschool-handbook/index.htm |
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| Health and Safety | | | |
| Delivery and collection of children | Regulation 99,168(2)(f) Standard 2.3 | | Wellbeing: Arrival and Departure, pages 13-14 Wellbeing Appendix 2.5: Arrival and Departure Register, page 25 Wellbeing Appendix 2.6: Arrival and Departure Procedures, page 26 https://detwww.det.nsw.edu.au/media/downloads/directoratesaz/ecec/preschool-handbook/Wellbeing_Oct_2013.pdf |
| Excursions | Regulations 100-102, 168(2)(g) Standard 2.3 | Excursions policy PD/2004/010/V07 https://detwww.det.nsw.edu.au/policies/student_admin/excursions/excursion_pol/PD20040010_i.shtml Excursion policy implementation procedures https://detwww.det.nsw.edu.au/policies/student_admin/excursions/excursion_pol/implementation_1_PD20040010_i.shtml | Wellbeing: Excursions, page 14 Wellbeing Appendix 2.6: Risk assessment and authorisation for excursions, page 26 https://detwww.det.nsw.edu.au/media/downloads/directoratesaz/ecec/preschool-handbook/Wellbeing_Oct_2013.pdf |
| Obtaining parents' authorisation and consent Administration of medication | Regulation 92(3), 93, 102, 160, 161, 168(2)(m) Standard 7.3 | Excursion Policy PD/2004/0010/V07 https://detwww.det.nsw.edu.au/policies/student_admin/excursions/excursion_pol/PD20040010_i.shtml?query=excursion Administration of medication: Legal Issues Bulletin No.46 Jan 2012 https://detwww.det.nsw.edu.au/media/downloads/directoratesaz/legalservices/lis/legalissuesbul/bulletin46.pdf Student Health in NSW Public Schools: A summary and consolidation of policy https://detwww.det.nsw.edu.au/policies/student_serv/student_health/student_health/PD20040034.shtml | Obtaining parents' authorisation, Early Learning Unit, Oct 2013 Application to enrol in a NSW government preschool http://www.schools.nsw.edu.au/media/downloads/gotoschool/enrolment/preschoolapptoenrol.pdf |

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| Dealing with Infectious disease | Regulations 88,168(2)(c) Standard 2.1 | NEW: Infection Control Guidelines https://detwww.det.nsw.edu.au/detresources/Infection_Control_Guidelines_2_qPAUbHieXS.pdf NEW: First Aid procedures and support tools https://detwww.det.nsw.edu.au/workhealthandsafety/risk-management/first-aid | Wellbeing: Infection control pages 2-3 Wellbeing: Infectious diseases, page 6 Wellbeing Appendix 2.1: Precautions for Infection control, page 20 https://detwww.det.nsw.edu.au/media/downloads/directoratesaz/ecec/preschool-handbook/Wellbeing_Oct_2013.pdf |
| Dealing with Medical conditions | Regulations 90, 168(2)(d) Standard 2.1 | Individual students who need help with health issues http://www.schools.nsw.edu.au/studentsupport/studenthealth/individualstud/index.php Administering prescribed medication https://detwww.det.nsw.edu.au/media/downloads/proflearn/secure/apmat_jul_07.pdf Anaphylaxis NEW: https://detwww.det.nsw.edu.au/workhealthandsafety/risk-management-student-services/anaphylaxis http://www.schools.nsw.edu.au/studentsupport/studenthealth/conditions/anaphylaxis/index.php Action Plans for Anaphylaxis http://www.allergy.org.au/health-professionals/anaphylaxis-resources/ascia-action-plan-for-anaphylaxis Translated information and forms http://www.schools.nsw.edu.au/languagesupport/documents/index_a.php | Wellbeing: Supporting health care needs, page 4 Wellbeing: Giving medication, page 5 Wellbeing: Anaphylaxis, page 5 Wellbeing: Sick children, page 6 https://detwww.det.nsw.edu.au/media/downloads/directoratesaz/ecec/preschool-handbook/Wellbeing_Oct_2013.pdf |
| Emergency and evacuation | Regulations 97,168(2)(e) Standard 2.3 | Reporting school accidents policy https://www.det.nsw.edu.au/policies/student_admin/general/accidrpt/PD20020064.shtml | Wellbeing: Recording illness, accidents and incidents: page 8 Wellbeing: Accidents and emergency treatment, page |

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| | | Reporting school accidents support document https://www.det.nsw.edu.au/policies/student_admin/general/accidrpt/sup_doc.pdf NEW: Emergency management guidelines https://detwww.det.nsw.edu.au/detresources/Emergency_Management_Guidelines_QQYTggoHcD.pdf | 15 Wellbeing: Emergency evacuation, page 16 https://detwww.det.nsw.edu.au/media/downloads/directoratesaz/ecec/preschool-handbook/Wellbeing_Oct_2013.pdf |
| Health and safety, including matters relating to: -nutrition, food and beverages and dietary requirements -sun protection -water safety -administration of first aid | Regulation 168(2)(a) Standard 2.2 Standard 2.3 Standard 2.3 Standard 2.1 | Student Health in NSW Public Schools https://detwww.det.nsw.edu.au/policies/student_serv/student_health/student_health/PD20040034.shtml Developing Individual health care plans http://www.schools.nsw.edu.au/studentsupport/studenthealth/individualstud/index.php NEW: Nutrition in Schools Policy PD/2011/0420/V01 https://www.det.nsw.edu.au/policies/student_serv/student_health/nutrition/PD20110420.shtml?query=nutrition Protection from the sun: Guidelines to Assist in Implementing the Student Welfare Policy PD/2002/0055/V01 https://www.det.nsw.edu.au/policies/student_serv/student_health/protect_sun/PD20020055.shtml?query=Protection+from+the+sun%3A+Guidelines+to+Assist+in+Implementing+the+Student+Welfare+Policy+Information+on+a+wide+range+of+health+issues+and+their+management http://www.schools.nsw.edu.au/studentsupport/studenthealth/index.php Cancer Council NSW SunSmart http://www.cancercouncil.com.au/editorial.asp?pageid=1920 Chemical safety in schools: Overview of Chemical safety In Schools(CSIS), Activity C2.2: Storing chemicals safely | Wellbeing: Food and nutrition, page 8 Wellbeing: Food preparation and handling, page 10 Wellbeing: Health, page 2 Wellbeing: Sun protection, page16 Wellbeing Appendix 2.8: Sun protection procedures, page 27 Wellbeing: Chemical safety, page 18 Wellbeing: Water safety, page 19 Wellbeing: Recording illness, accidents and incidents page 8 https://detwww.det.nsw.edu.au/media/downloads/directoratesaz/ecec/preschool-handbook/Wellbeing_Oct_2013.pdf |

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| | | <p>https://detwww.det.nsw.edu.au/assetmanagement/safecomp/chemschool.htm</p> <hr/> <p><i>ADDITIONAL REFERENCES</i></p> <p>Healthy eating http://www.healthykids.nsw.gov.au/</p> <p>Get up and Grow Healthy Eating and Physical Activity for Early Childhood - Resource and Ordering Guide http://www.health.gov.au/internet/main/publishing.nsf/Content/get-up-grow-resource-order-guide</p> <p>Get Up and Grow: Healthy eating and physical activity for early childhood posters http://www.health.gov.au/internet/main/publishing.nsf/Content/phd-gug-posters</p> <p>Munch and Move resource Manual. NSW Department of health 2008 www.healthykids.nsw.gov.au/campaigns-programs/munch-move-resources/resource-manual.aspx</p> <p>Anaphylaxis guide lines for children services 2007 http://www.community.nsw.gov.au/DOCSWR/assets/main/document/s/anaphylaxis_guidelines.pdf</p> <p>NSW food authority www.foodauthority.nsw.gov.au</p> | |
| Incident, injury, trauma and illness | Regulations 85, 168(2)(b) Standard 2.1 | <p>Reporting school accidents PD/2002/0064/V03 https://detwww.det.nsw.edu.au/policies/student_admin/general/accident/PD20020064_i.shtml</p> <p>Incident reporting Policy PD 2007/0362/V01 https://detwww.det.nsw.edu.au/policies/administrative/reporting/inci</p> | |

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| | | dent_reporting/PD20070362_i.shtml NEW: First Aid procedures and support tools https://detwww.det.nsw.edu.au/workhealthandsafety/risk-management/first-aid | |
| Child-safe environment | Regulations 168(2)(h) Standard 2.3,7.1 | Protecting and Supporting Children and Young People Policy PD/2002/0067/V02 https://detwww.det.nsw.edu.au/policies/student_serv/child_protection/prot_children/PD20020067_i.shtml?level= Protecting and Supporting Children and Young People Procedures https://detwww.det.nsw.edu.au/policies/student_serv/child_protection/prot_children/protecting_proced.pdf NEW: Student Safety https://detwww.det.nsw.edu.au/workhealthandsafety/risk-management-student-services/student-safety NEW: Infection Control Standard Precautions https://detwww.det.nsw.edu.au/detresources/Standard_precautions_for_infection_control_imdvCOOrWUj.pdf | Wellbeing: Safety, page 11 https://detwww.det.nsw.edu.au/media/downloads/directoratesaz/ecec/preschool-handbook/Wellbeing_Oct_2013.pdf |
| Staffing arrangements | | | |
| Staffing, including: -Code of conduct -Determining the responsible person present -Participation of volunteers and | Regulations 168(2)(i) Standard 4.2 | Code of Conduct Policy PD/2004/0020/V03 https://detwww.det.nsw.edu.au/policies/staff/ethical_behav/conduct/PD20040020_i.shtml Code of Conduct procedures PD/2004/0020/V02 https://detwww.det.nsw.edu.au/policies/staff/ethical_behav/conduct/PD20040020_i.shtml | Staffing: Teacher; Preschool support staff, pages 2-3 Staffing: Employment of casual and/or temporary teachers, page 3 Staffing: Staffing for excursions, page 4 Staffing: Supervision of the Preschool, page 5 https://detwww.det.nsw.edu.au/media/downloads/directoratesaz/ecec/preschool- |

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| Content of policy and/or procedure | Reference | Department of Education and Communities Policy/Procedure | Preschool Handbook, Early Learning Unit https://detwww.det.nsw.edu.au/lists/directoratesaz/earlychildhood/earlychildunit/preschool-handbook/index.htm |
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| students | | Working with Children Check policy PD/2005/0264/V07 https://detwww.det.nsw.edu.au/policies/student_serv/child_protection/work_child/PD20050264_i.shtml | handbook/Staffing_Oct_2013.pdf |
| Relationships with children | | | |
| Interactions with children | Regulations 155-156, 168(2)(j) Standard 5.1, 5.2 | Aboriginal Education and Training Policy PD/2008/0385/V02 (under review) https://detwww.det.nsw.edu.au/policies/students/access_equity/aboriginal_edu/PD20080385_i.shtml Anti-racism policy PD/2005/0235/V05 https://detwww.det.nsw.edu.au/policies/student_serv/equity/antiracism/PD20050235.shtml Bullying: Preventing and Responding to Student Bullying in Schools Policy PD/2010/0415/V01 https://www.det.nsw.edu.au/policies/student_serv/discipline/bullying/PD20100415.shtml Code of Conduct PD/2004/0020/V06 https://detwww.det.nsw.edu.au/policies/staff/ethical_behav/conduct/PD20040020_i.shtml Multicultural Education Policy PD/2005/0234/V01 https://detwww.det.nsw.edu.au/policies/student_serv/equity/comm_rela/PD20050234_i.shtml People with Disabilities- Statement of Commitment PD/2005/0243/V01 (under review) | Staffing: Preschool support staff, pages 2-3 https://detwww.det.nsw.edu.au/media/downloads/directoratesaz/ecec/preschool-handbook/Staffing_Oct_2013.pdf Interactions with children, Early Learning Unit, Oct 2013 |

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| | | <p>Student Discipline in Government Schools PD/2006/0316/V03 https://www.det.nsw.edu.au/policies/student_serv/discipline/stu_discip_gov/PD20060316.shtml https://detwww.det.nsw.edu.au/policies/student_serv/discipline/stu_discip_gov/PD20060316_additional_i.shtml</p> <p>Student Welfare Policy PD/2002/0052/V001 https://www.det.nsw.edu.au/policies/student_serv/student_welfare/student_welf/PD20020052.shtml</p> <p>Teachers Handbook 2003 Professional and Legal Responsibilities of Teachers, Care and Supervision of Students page 5-5 https://www.det.nsw.edu.au/media/documents/about-us/careers-centre/resources/teachers-handbook/handbook_ch5.pdf</p> <p>Values in NSW public schools PD/2005/0131/V01 (under review)</p> | |
| Service management | | | |
| Governance and management of the service, including confidentiality of records | Regulation 168(2)(l) Standard 7.3 | <p>Applying Appropriate Security to Records: What Should and Should Not be Regarded as "Confidential" Records? DET Records Management Unit Advice 16 https://detwww.det.nsw.edu.au/admiserv/admipolp/rmp/procedures/advice16.doc</p> <p>DET Privacy Code of Practice</p> <p>Functional Disposal Authority, Schools Disposal Schedule DA60 https://detwww.det.nsw.edu.au/admiserv/admipolp/rmp/disposalauthorities/da60/da60.pdf</p> | Access: Records management, page 5-6 https://detwww.det.nsw.edu.au/media/downloads/directoratesaz/ecec/preschool-handbook/Access_Oct_2013.pdf |
| Enrolment and orientation | Regulation 168(2)(k) Standard 6.1 | <p>Application to enrol in a NSW government preschool http://www.schools.nsw.edu.au/gotoschool/enrolment/preschool.php</p> <p>Schedule of visa subclasses and enrolment conditions</p> | Access: Enrolment in NSW government preschool, Process for enrolment, pages 2-3 https://detwww.det.nsw.edu.au/media/downloads/dire |

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| | | http://www.detinternational.nsw.edu.au/media-assets/trp/visa-subclasses.pdf | https://detwww.det.nsw.edu.au/lists/directories/earlychildhood/earlychildunit/preschool-handbook/Access_Oct_2013.pdf |
| Payment of fees | Regulation 168(2)(n) Standard 7.3 | Preschool Class Fees in Government Schools PD/2011/0423/V01 https://www.det.nsw.edu.au/policies/administrative/financial/preschool_fees/PD20110423.shtml | |
| Dealing with complaints | Regulation 168(2)(o) Standard 7.3 | Complaints Handling Policy PD/2002/0051/V04 https://www.det.nsw.edu.au/policies/general_man/complaints/responses/PD20020051.shtml Complaints Handling Policy Guidelines https://www.det.nsw.edu.au/policies/general_man/complaints/responses/April2011_Complaints%20Handling%20Policy%20guidelines.pdf | Guidelines and procedures for the collection of preschool class fees in OASIS https://detwww.det.nsw.edu.au/finance/schools/smfm/chapter15/Appendix_15.pdf |