



# Tiwi Islands Regional Council

<b>Title</b>	<b>Children's Service Policy</b>
Policy No	51
Adopted By	Council
Next Review Date	September 2021
Responsibility	Coordinator of Children's Service
MagiQ Document Number	222015

Version	Decision Number	Adoption Date	History
1	Resolution 10 on 27 September 2018	27 September 2018	Original

## Purpose

This policy applies to all Children's Service staff, Tiwi islands Regional Council (TIRC) staff accessing our childcare facilities, families, visitors, volunteers, tradesmen working in and around our childcare facilities.

## Summary

TIRC operates two Long Day Care services at Wurrumiyanga Community and Pirlangimpi Community. TIRC Children's Service has transitioned into the new childcare system from 2 July 2018, and to comply with legislative requirements this Policy and the Instruction and Procedures Manual, are aligned with the new childcare system. The TIRC Children's Service Instruction and Procedures Manual contain all of the requisite information.

## Objectives

- To ensure that the Instruction and Procedures comply with the legislative requirements of the Education and Care Services National Regulations, the National Quality Standards for Early Childhood Education and Care and Early Years Learning Framework.
- To ensure staff are trained about our new policies, and followed by staff in their daily practices.
- To ensure staff inform families in reference to the policies and procedures of our Centre's.

A manual will be located at our childcare centres so they are readily available for staff and families to view and give input and an electronic copy stored in Magiq Docs.

## Background



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The Children's Service Policy 51 is the over arching policy for the Children's Service Instruction and Procedures Manual. Our instruction and procedures spans all seven Quality Areas and each is written with reference and consideration to the Early Years Learning Framework, revised National Quality Standard and Education and Care Services National Regulations.

The Children's Service Instruction & Procedure Manual have been developed by the *Childcare Centre Desktop* to meet the new requirements of the Education and Care Services National Regulations, the National Quality Standards for Early Childhood Education and Care and Early Years Learning Framework.

All of the Instruction and Procedures have been modified to meet the needs of TIRC childcare services. The link below for all policies obtained were from a childcare policy specialist the Childcare Centre Desktop;

<https://www.childcarecentredesktop.com.au/members/childcare-policies/>

Below is the list of childcare Instructions and Procedures in the national quality standard order, areas 1 to 7. The Manual also contains compliant documents, childcare letters and childcare forms, which are regularly revised to keep up to dated with the constant changes to childcare regulations.

## **Children's Service Instruction & Procedure Manual**

- Instruction & Procedure 1: Additional Needs Policy - QA1
- Instruction & Procedure 2: Celebrations Policy - QA1
- Instruction & Procedure 3: Multicultural Policy - QA1
- Instruction & Procedure 4: Programming Policy - QA1
- Instruction & Procedure 5: Technology Policy - QA1
- Instruction & Procedure 6: Acceptance and Refusal of Authorisations Policy - QA2
- Instruction & Procedure 7: Administration of First Aid Policy - QA2
- Instruction & Procedure 8: Administration of Medication Policy - QA2
- Instruction & Procedure 9: Anaphylaxis Management Policy - QA2
- Instruction & Procedure 10: Arrival and Departure Policy - QA2
- Instruction & Procedure 11: Asthma Management Policy - QA2
- Instruction & Procedure 12: Bottled Breast Milk Policy - QA2
- Instruction & Procedure 13: Child Protection Policy - QA2
- Instruction & Procedure 14: Children's Belongings Policy - QA2
- Instruction & Procedure 15: Control of Infectious Diseases Policy - QA2



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- Instruction & Procedure 16: Dental Health Policy - QA2
- Instruction & Procedure 17: Diabetes Management Policy - QA2
- Instruction & Procedure 18: Emergency & Evacuation Procedures Policy - QA2
- Instruction & Procedure 19: Epilepsy Management Policy - QA2
- Instruction & Procedure 20: Excursions Policy - QA2
- Instruction & Procedure 21: Hand Washing Policy - QA2
- Instruction & Procedure 22: Head Lice Policy - QA2
- Instruction & Procedure 23: Health and Safety - QA2
- Instruction & Procedure 24: Hazardous and Dangerous Goods Policy - QA2
- Instruction & Procedure 25: Immunisation Policy - QA2
- Instruction & Procedure 26: Incident, Illness, Accident and Trauma Policy - QA2
- Instruction & Procedure 27: Infant Bottle Feed Policy - QA2
- Instruction & Procedure 28: Lockdown Policy - QA2
- Instruction & Procedure 29: Medical Conditions Policy - QA2
- Instruction & Procedure 30: Nappy Change and Toilet Training Policy - QA2
- Instruction & Procedure 31: Nursery Furniture and Equipment Safety Policy - QA2
- Instruction & Procedure 32: Nutrition, Food and Beverage Policy - QA2
- Instruction & Procedure 33: Photograph Policy - QA2
- Instruction & Procedure 34: Physical Environments Policy - QA2
- Instruction & Procedure 35: Pregnancy in Early Childhood Policy - QA2
- Instruction & Procedure 36: Rest Time Policy - QA2
- Instruction & Procedure 37: Road Safety Policy - QA2
- Instruction & Procedure 38: Safe Storage of Hazardous Substances Policy - QA2
- Instruction & Procedure 39: Sick Children Policy - QA2
- Instruction & Procedure 40: Sleeping and Rest Requirements Policy - QA2
- Instruction & Procedure 41: Sterilising Bottles and Teats Policy - QA2
- Instruction & Procedure 42: Sun Safety Policy - QA2
- Instruction & Procedure 43: Supervision Policy - QA2
- Instruction & Procedure 44: Termination of Enrolment Policy - QA2
- Instruction & Procedure 45: Unexpected Death of a Child Policy - QA2
- Instruction & Procedure 46: Water Safety Policy - QA2
- Instruction & Procedure 47: Work Health Safety Policy - QA2
- Instruction & Procedure 48: Animal and Pet Policy - QA3
- Instruction & Procedure 49: Environmental Sustainability Policy - QA3



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- Instruction & Procedure 50: Bullying, Discrimination and Harassment Policy - QA4
- Instruction & Procedure 51: Code of Conduct Policy - QA4
- Instruction & Procedure 52: Grievance Policy (Staff) - QA4
- Instruction & Procedure 53: Out of Hours Babysitting Policy - QA4
- Instruction & Procedure 54: Responsible Persons Policy - QA4
- Instruction & Procedure 55: Staffing Arrangement Policy - QA4
- Instruction & Procedure 56: Anti-Bias Inclusion Policy - QA5
- Instruction & Procedure 57: Behaviour Guidance Policy - QA5
- Instruction & Procedure 58: Gender Equity Policy - QA5
- Instruction & Procedure 59: Interactions with Children Family and Staff Policy - QA5
- Instruction & Procedure 60: Respect for Children - QA5
- Instruction & Procedure 61: Enrolment Policy - QA6
- Instruction & Procedure 62: Family Communication Policy - QA6
- Instruction & Procedure 63: Grievance Policy for Families - QA6
- Instruction & Procedure 64: Grievance Policy (General) - QA6
- Instruction & Procedure 65: Non-English Speaking Background Policy - QA6
- Instruction & Procedure 66: Open Door Policy - QA6
- Instruction & Procedure 67: Orientation of Families Policy - QA6
- Instruction & Procedure 68: Transition Policy - QA6
- Instruction & Procedure 69: Curriculum (Pedagogy) and Educators Development Training Policy - QA7
- Instruction & Procedure 70: Facebook Policy - QA7
- Instruction & Procedure 71: Governance Policy - QA7
- Instruction & Procedure 72: In-service and Staff Development Policy - QA7
- Instruction & Procedure 73: Make-Up Day Policy - QA7
- Instruction & Procedure 74: Management Committee Policy - QA7
- Instruction & Procedure 75: Payment of Fees Policy - QA7
- Instruction & Procedure 76: Privacy and Confidentiality Policy - QA7
- Instruction & Procedure 77: Confidentiality Policy - QA7
- Instruction & Procedure 78: Grievance and Staff Conflict Policy - QA7
- Instruction & Procedure 79: Record Keeping and Retention Policy - QA7
- Instruction & Procedure 80: Relief Staff Policy - QA7
- Instruction & Procedure 81: Student and Voluntary Workers Policy - QA7
- Instruction & Procedure 82: Withdrawal of a Child Policy - QA7
- Instruction & Procedure 83: Writing Reviewing and Maintaining Policies - QA7



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## **Review**

This policy will be reviewed in September 2021. Instructions and Procedures are regularly updated to meet changing legislation and legal requirements. Each procedure will be updated as required to reflect changes and ensure compliance with Commonwealth and Territory law.