

## ABBREVIATED POLICIES

### National Quality Framework Policy NQS

Chabad Youth values and participates in the NQF, including the National Quality Standards.

The state licensing department is operated by Australian Children's Education and Care Quality Authority (ACECQA). The NQS has 7 standards: 1. Educational program and practice 2. Children's health and safety 3. Physical environment 4. Educators arrangements 5. Relationships with children 6. Collaborative partnerships with families and communities 7. Leadership services and management.

### Organisational Structure Policy

The *Nominated Supervisor* is responsible for the day to day management of our service. Our nominated supervisor is Moshe Kahn.

The *Educational Leader* leads the development and implementation of educational programs in the service. Our educational leader is Dina Kahn

The *Responsible Person* is either the approved provider / nominated supervisor/ or a certified supervisor who has been placed in day to day charge of the service. Our responsible person is \_\_\_\_\_

The *Educator in Charge* is the Educator in charge of the program that day. That person would be \_\_\_\_\_

*Diploma Educators* are educators that have or are working towards are diploma. There needs to be a ratio of 1:30 of Diploma educators.

*Educators* are the Educators that have, are working towards, or plan to study in the next six months for a Cert 3. There needs to be a ratio of 1:15 of Cert 3 Staff.

*Volunteers* are any staff members that are under 18, or are over 18 but do not have, or are not working towards or plan to study for a Diploma or Cert 3.

### Administration of Authorised Medication Policy

**NQS 2.1.1** Chabad Youth will only administer medicine to a child if authorised by a parent in writing & signed by the parent or if the child experiences an asthma or anaphylaxis emergency.

Only our Educator in charge will be able to administer authorised medicine.

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During Vacation Care, all med will be stored either in the front reception, in the main room or with the camp Director.

-All children needing med will be asked to hand it in prior to the commencement of the vacation care or upon arrival.

-Medication handed in prior to vacation care beginning will be checked by office administrator, medication handed in upon arrival will be checked by the Educator In Charge.

-Make sure all meds are current/not expired.

-We do not administer any over the counter medicine unless prescribed by a med practitioner and authorised in writing by parent.

(Note over pre-school age – may administer own med provided it has been authorised by parent.)

MED RECORD- Educator in charge will complete med record with name of child, parent authorisation, time administered, dosage administered.

Any medicine administered must be signed off by two educators.

#### Medical Conditions Policy

Families provide info about children's allergies, med conditions etc on enrolment form.

Children who require Ventolin pumps or epipens will not be allowed to attend the program unless they bring the medication (check that med is valid/not expired)

Medical plans with colour photos of the children are (a) displayed on pin-board (b) stored in office (c) held by Head Educator. The centre also develops a risk minimisation plan in consultation with the child's parent.

All Medical plans will be shown to all staff members so they may familiarise themselves with them.

#### Anaphylaxis/Allergy Management

Children requiring an epipen, the epipen will be held by the child's assigned leader, who is close to them at all times, in a bum bag.

All educators working with children with anaphylaxis should be trained in anaphylaxis by Educator in Charge.

Centre has no nuts policy

We also take steps to minimise exposure by eg not allowing children to trade food, use of non-food rewards for kids, closely supervise snack/mealtimes.

#### Asthma

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Asthmatic children provide an asthma plan

Children requiring an asthma puffer, the puffer will be held by the child's assigned leader, who is close to them at all times, in a bumbag. Children can keep their personal puffer with them, if their parents request for that option.

If a child has an asthma attack, the Educator in charge should be contacted.

Spacer should be used with asthma pump – sit child upright and shake puffer- 1 puff into spacer = 4 breaths repeat 4 times.

Sequence may be repeated every 4 mins.

The Educator in charge will complete an Incident, Injury, Trauma and Illness Record, which will need to be signed by the parents.

The Educator in charge will complete a medical record, including the dosage that is administered and how it is administered, the time and date it is administered, the name and signature of the person that administered it, and the name and signature of the person that checked the child's identity and dosage before it was administered and witnessed the administration.

All staff members will be told which children have asthma.

### Child Protection Policy

**NQS: 2.3.4** Educators need to be aware of roles and responsibilities to respond to every child at risk – ensure wellbeing of children

-No sexual behaviour – includes contact behaviour ie kissing, fondling, penetration etc and non-contact flirting, inappropriate text messaging, photography etc.

-No physical punishment. Avoid all forms of physical contact. Physical restraint may be used as a last resort.

-All staff must adhere to boundaries of role – e.g Staff may not provide unauthorised lifts home, seek contact with students outside of program, no gifts (unless prize in public manner) etc.

-Language- gentle tone of voice, don't be derogatory, abusive, threatening, profane

-Supervision – no out of sight one-on-one with a child/educator

-Electronic communication – staff must communicate through parents- communication must only relate to upcoming events.

-Change rooms- avoid one-on-one situations, staff must provide some supervision to ensure that children aren't at risk of abuse from members of the public. But, children's privacy must also be respected. Male staff = male changing rooms, female staff = female changing rooms.

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Staff should use the allocated staff toilets only.

#### Indicators of harm

Look out for following indicators: Child tells you somebody has hurt him/her, history of injury –points to physical abuse, discomfort in toileting- points to sexual abuse, failure to thrive or low self-esteem – points to emotional abuse, poor hygiene ,hunger, inappropriate clothing (e.g shorts in winter) points to neglect.

Staff should inform the Head Educator immediately if they have any concerns.

Imminent harm of child- contact VIC police or Vic Dep of Human Services 1300360391

#### Immunisation and Disease Prevention Policy

**NQS 2.1.1** Child's health needs to be supported

Immunisation is a simple, safe and effective way of protecting against harmful diseases before they come into contact with them in the community. We have a copy of every enrolled child's immunisation record. A list of conscientious objectors in case of a break out is stored in the office.

#### First Aid

First aid kits are available on every level of the building.

First aid kits are taken on every excursion.

Only first aid trained staff may administer first aid. If any child requires first aid, please contact the Educator in Charge.

If first aid is administered, the Educator in charge will complete an Incident, Injury, Trauma and Illness Record, which will need to be signed by the parents.

#### Photography policy

**QA4.2.1** Professional standards

Before we take and distribute photographs of children using the service we obtain appropriate authorisations.

Please check authorisations with the Educator in Charge.

#### Death of child policy

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### **NQS 2.3.3 Managing incidents- emergencies**

Attempt CPR, call ambulance, nominated supervisor will call parents/guardian and meet at hospital facility, contact insurance, notify police and regulatory authority.

### **Additional Needs Policy**

**NQS3.1.3** Centre designed to provide access/accommodate every child- flexible indoor outdoor space.

Our commitment is to ensure that each child can fully participate in education provided at our centre.

Educators remain holistic and open minded in their approach to additional needs. We work closely with the families and Support services of additional needs students so that we can promote the continuity of learning for each child.

**NQS 5.1.3** every child feels secure, confident and included

Notes: Chabad Youth OSCH is registered with Port Phillip Council – Joint Councils for All Abilities program. We are committed to providing one-on-one assistance for children with additional needs (intellectual, emotional, physical).

### **Delivery and Collection of Children Policy**

**NQS: 2.3.2 Protect children from injury harm**

Only Diploma staff manage sign in/sign out. Children may only be signed out by parent (subject to possible court orders) , authorised nominee or themselves (if they have signed authorisation for that.)

### **Emergency Management and Evacuation Policy**

**NQS 2.3.3** Manage incidents and emergencies

Head educator will lead evacuation. Emergency evacuation drills are carried out each term

Emergency numbers on display throughout building

Our evacuation procedure and picture are hanging near each exit and are included in parent and staff handbook.

ON-SITE EVACUATION: Sound alarm, Call 000, carry out evacuation plan- take a roll call of all the children, checking each area of building, take all paperwork including camper lists, medical info etc, take first aid and medications, keep children calm and walk to assembly area. Once in assembly area make sure everybody is accounted for. ASSEMBLY IN YOUR NOMINATED ASSEMBLY AREA.

### **Lockdown policy**

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**NQS 2.3.3** Manage incidents and emergencies

If service under threat may be necessary to lockdown – ie nobody in.

Carry out lock down procedure – take a roll call of all the children, take all paperwork including camper lists, medical info etc, take first aid and medications ensure all windows are closed, make sure all lights and electronics are turned off, stay low and quiet in an area that is not visible from the corridor, put all phones on silent, keep children calm and remain in this position until you hear an “All Clear” announcement on the intercom.

Main entrance to be only access point. The entrance must be constantly monitored and no unauthorised people allowed access.

Our lockdown procedure is included in parent and staff handbook.

**Chemical spills Policy****NQS: 2.3.2** Protect children from injury harm.

Remove children from area. Contain spill. Approach with care when cleaning. Contact the cleaners to come and clean the area. Dispose of any dangerous equipment.

**Water safety**

Closely supervise children at all times – never let child unattended by water.

There must be an accredited lifeguard watching the children when they go swimming.

Increase staffing ratios.

**Excursion risk management plans**

Detailed plans drafted for every excursion- plans highlights risks and how risks will be responded to. Chabad Youth has a comprehensive risk minimisation/child protection strategy. Copies available from office.

**Incursions/excursions****NQS 2.3.1** Children are adequately supervised at all times

Chabad Youth acknowledges the value of excursions/incursions in allowing children to gain a greater insight of society in which they live, and learn from these experiences.

We actively seek to minimise any risks whilst on excursion. Excursion checklist includes; first aid kit, attendance records, emergency contact details, hand sanitiser.

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Ensure that the first aid kits contains a spare epipen, Ventolin and spacer.

All children needing to go to the toilet on an excursion must go in pairs and must be accompanied by a staff member.

#### Animal and Pet Policy

**NQS: 2.3.2** Protect children from injury harm- Children will be closely supervised around animals.

Children will wash their hands with soap or Hand Sanitiser after touching animals.

#### Recruitment

Process involves: (a) face to face interview (b) identity check (c) Third party reference checks (d) Clear job agreement- establishment of roles. (e) interview questions.

All staff must fill in a staff register which includes signing agreements, interview questions, bank details, etc

They must hand in their credentials, working with children check and SCP certificate.

#### Staff Professional development and performance management

Regular educator meetings, run approx 1.5 hours. Nominated supervisor chairs meeting. Discuss policies, strategies ideas, receive share and discuss info. Formal appraisal of permanent staff takes place one every 12 months.

Staff go through training and orientation- shown around service, integrated into service, understand roles etc

#### Parental and family involvement

Our parent communication is face to face, weekly newsletter, notice boards, suggestions box (admin office), short feedback surveys.

#### Continuity of care policy

**NQS 6.3.2** Continuity of learning & transitions for each child are supported – we use a lot of the same staff each vacation care, the children are familiar with the staff from school, the community, etc, we try to use same staff each day, communicate with children, tell children what is happening next etc. Aim = make child feel safe & secure.

#### Education Curriculum and Learning Policy

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**NQS Area 1:** Curriculum decision making contributes to child's learning and development outcomes in relation to their identity, connection with community, wellbeing, and confidence as learners and effectiveness as communicator.

Children encouraged to explore, build relationships, be creative, develop their curiosity in our indoor/outdoor spaces.

We base our program around the children's interests and needs.

Strong focus on energetic physical activity. Programs engage children's fine and gross motor skills.

#### Physical activity promotion policy

QA2.2.2 Physical activity is promoted through planned and spontaneous experiences and is appropriate for each child.

Listen to children's suggestions on what physical activities they would like to participate in.

Set up indoor/outdoor areas for safe physical play.

#### Physical environment – Workplace safety

NQS 2.3.2 Every reasonable precaution is taken to protect children from harm/hazard

Provide adequate facilities for hand-washing, toileting, eating. Children must wash hands with soap before touching food, after playing outdoors, after getting their hands dirty etc.

Clean drinking water at all times.

Hygienic areas for food preparation- wash hands with soap, use gloves and tongs.

Use both indoor and outdoor space

Building to be kept clean – use of disinfectants and chemicals should be limited.

#### Relationships with children policy

Chabad Youth philosophy:

Key words: Quality care, cultural pride, value a child's self- worth, positive environment, safe environment, holistic, allow children to shape their own identities.

Educators promote: groups relationships – promotion of children's interrelations/interactions, connectedness and interdependence as learners.

Food should not be used as a reward or punishment.

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Promotion of positive behaviour: encourage helpfulness, listening, empathy, social skills, social play, role play, independence.

Inclusion: We value cultural diversity and equity for all children/families. Explores similarities and differences, establish sense of heritage and belonging.

#### Rest, Relaxation

Children must be given the option of a calm rest environment so that they can relax in a calm and safe place. A rest area will be available with books, activity sheets, arts and bean bags.

#### Technology guidelines

We have protocols for logging into computers (system passwords etc)

We only use computers, TVs etc to assist in expanding childrens' development and learning.

#### Transportation Policy

Seatbelts and restraints per Australian standard

Children are never left unattended

Nominated supervisor responsible for ensuring safety of vehicle etc.

Crossing roads- children hold hands. Staff members at front and rear.

#### Grievance Policy

- If any staff members, family or children have a complaint or allegation, they may voice their complaint or concern with the person concerned or the head educator. If this does not resolve, they may approach the Nominated Supervisor.
- All complainants will be asked to fill in a Complaints form, all the details will be documented in the Grievance Register.

If the complainant is still not satisfied, they may contact the Department of Education and Training

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