

# NQF Policy Package Contents Table

## Education and Care Services National Regulations (Reg 168)

### Reg 168 Education and care service must have policies and procedures

(1) The approved provider of an education and care service must ensure that the service has in place policies and procedures in relation to the matters set out in subregulation (2).

(2) Policies and procedures are required in relation to the following –

Section of Regulation 168 (2)	NQF POLICY Where to locate
<i>(a) health and safety, including matters relating to—</i>	
(i) <b>nutrition, food and beverages, dietary requirements;</b> and	Nutrition and Dietary Requirements Policy Food Safety Policy
(ii) <b>sun protection;</b> and	Child Safe Environment Policy Physical Environment (Workplace Safety, Learning and Administration) Policy
(iii) <b>water safety,</b> including safety during any water-based activities; and	Child Safe Environment Policy Physical Environment (Workplace Safety, Learning and Administration) Policy
(iv) the administration of <b>first aid;</b>	Child Safe Environment Policy Incident, Injury, Trauma and Illness Policy
(v) <b>sleep and rest</b> for children, including matters set out in regulation 84B	Child Safe Environment Policy Sleep, Rest, Relaxation and Clothing Policy
(b) <b>incident, injury, trauma and illness</b> procedures complying with regulation 85;	Child Safe Environment Policy Incident, Injury, Trauma and Illness Policy
(c) dealing with <b>Infectious diseases,</b> including procedures complying with regulation 88;	Child Safe Environment Policy Dealing with Infectious Diseases Policy
(d) dealing with <b>medical conditions</b> in children, including the matters set out in regulation 90;	Child Safe Environment Policy Medical Conditions Policy
(e) <b>emergency and evacuation,</b> including the matters set out in regulation 97;	Child Safe Environment Policy Emergency Management and Evacuation Policy
(f) <b>delivery of children to, and collection of children</b> from, education and care service premises, including procedures complying with regulation 99;	Child Safe Environment Policy Delivery and Collection of Children Policy
(g) <b>excursions,</b> including procedures complying with regulations 100 to 102;	Child Safe Environment Policy Excursion Policy

(ga) if the service transports or arranges transportation of children other than as part of excursions, transportation including procedures complying with Division 7 of Part 4.2 of Chapter 4;	Child Safe Environment Policy Transport Policy
(gb) the <b>safe arrival of children</b> who travel between an education and care service and any other education or early childhood service within the meaning of regulation 102AA, including the matters set out in regulation 102AAB	Child Safe Environment Policy Safe Arrival of Children Policy
<p>(h) providing a <b>child safe environment</b>; including matters related to -</p> <p>(i) the promotion of a culture of child safety and wellbeing within the service; and</p> <p>(ii) the safe use of online environments at the service;</p>	CCTV Policy Child Protection Policy Child Safe Code of Conduct Child Safe Environment Policy Child Safe Risk Management Plan Complaint Handling Policy Delivery and Collection of Children Policy Educator and Management Policy Emergency Management and Evacuation Policy Excursion Policy Family Law and Access Policy Child Safety and Family Violence Information Sharing Policy (Victoria Only) Food Safety Policy Health, Hygiene and Cleaning Policy HIV AIDS Policy Incident, Injury, Trauma and Illness Policy Dealing with Infectious Diseases Policy Lock Up Policy Medical Conditions Policy Mental Health and Wellbeing Policy Photography and Video Policy Physical Environment (Workplace Safety, Learning and Administration) Policy Positive Relationships for Children Policy Record Keeping and Retention Policy Recruitment, Induction and Training Policy Safe Arrival of Children Policy Sand Pit Policy Sleep, Rest, Relaxation and Clothing Policy Social Media Policy Staffing Arrangements Policy Technology and Device Use Policy Tobacco, Drug and Alcohol Policy Transport Policy Visitors Policy Work Health Safety Policy

<i>(i) staffing, including—</i>	
(i) a <b>code of conduct</b> for staff members; and	Child Safe Code of Conduct Educator and Management Policy
(ii) <b>determining the responsible person</b> present at the service; and	Staffing Arrangements Policy
(iii) the participation of <b>volunteers and students</b> on practicum placements;	Educator and Management Policy
(j) <b>interactions with children</b> , including the matters set out in regulations 155 and 156;	Child Safe Environment Policy Child Safe Code of Conduct Positive Relationships for Children Policy
(k) <b>enrolment and orientation</b> ;	Enrolment Policy Orientation for Children Policy
(l) <b>governance</b> and management of the service, including confidentiality of records;	Governance Policy Privacy and Confidentiality Policy
(m) the <b>acceptance and refusal of authorisations</b> ;	Acceptance and Refusal of Authorisations Policy
(n) payment of <b>fees</b> and provision of a statement of fees charged by the education and care service;	Fees Policy
(o) dealing with <b>complaints</b> , including matters relating to - (i) the provision of a complaint handling system at the service that is child focused; and (ii) the management of a complaint that alleges a child is exhibiting harmful sexual behaviours.	Child Safe Environment Child Protection Policy Complaint Handling Policy

## All Topics (Alphabetical)

TOPIC	NQF POLICY Where to locate
<b>A</b>	
Abuse and Neglect (harm)	Child Protection Policy Child Safe Code of Conduct Child Safe Environment Policy Child Safe Risk Management Plan Complaint Handling Policy Child Safety and Family Violence Information Sharing Policy (VIC ONLY)
Additional Needs Children	Additional Needs Policy
Administration of Authorised Medication	Administration of Authorised Medication Policy
Administration of First Aid	Incident, Injury, Trauma and Illness Policy
Alcohol	Child Safe Code of Conduct Child Safe Environment Policy Tobacco, Drug and Alcohol Policy
Allergy Management	Medical Conditions Policy Food Safety Policy
Anaphylaxis Management	Medical Conditions Policy
Animal and Pet Guidelines	Animal and Pet Policy
Anti-Bias	Child Safe Code of Conduct Child Safe Environment Policy Positive Relationships for Children Policy
Asthma Management	Medical Conditions Policy
Authorisations (Acceptance and Refusal)	Acceptance and Refusal of Authorisations Policy
Authorisation for Excursion Form	Excursion Policy
<b>B</b>	
Babysitting	Child Safe Code of Conduct Child Safe Environment Policy Educator and Management Policy
Back Care and Manual Handling	Physical Environment (Workplace Safety, Learning and Administration) Policy
Bedding	Sleep, Rest, Relaxation and Clothing Policy Health, Hygiene and Cleaning Policy
Beds, Cot and Sleeping Areas Checks	Sleep, Rest, Relaxation and Clothing Policy
Behaviour Guidance	Child Safe Code of Conduct Child Safe Environment Policy Positive Relationships for Children Policy
Bikes	Bike Safety Policy
Birthday Cakes	Food Safety Policy
Biting	Positive Relationships for Children Policy
	-
Blood Spill Procedure	Health, Hygiene and Cleaning Policy

Bottles (safe storage and heating)	Food Safety Policy
Breastfeeding, Breast Milk and Bottle Warming	Food Safety Policy
Bullying (Children)	Child Safe Environment Complaint Handling Policy Positive Relationships for Children Policy
Bullying, Discrimination and Harassment (Educators and Managers)	Child Safe Environment Complaint Handling Policy Educator and Management Policy
Buses	Transportation Policy
Bush Fires	Bushfire or Grassfire Policy
Bush Fire Action Plan and Survival Kit	Bushfire or Grassfire Policy
Bush Kindy / Bush Play	Bush Kindy Policy (LDC) Bush Play Policy (OSHC)
<b>C</b>	
CCTV	CCTV Policy Child Safe Code of Conduct Child Safe Environment Policy
Cerebral Palsy	Cerebral Palsy Policy
Cert III and Diploma Qualification Requirements	Recruitment, Training and Induction Policy Staffing Arrangements Policy
Chemical Spill Procedure	Health, Hygiene and Cleaning Policy
Child Care Subsidy	Enrolment Policy Fees Policy Immunisation Policy Staffing Arrangements Policy
Child Protection laws, obligations and reporting	Child Protection Policy Child Safe Code of Conduct Child Safe Environment Policy Recruitment, Training and Induction Policy Child Safe Risk Management Plan
Child Safe Environment	CCTV Policy Child Protection Policy Child Safe Code of Conduct Child Safe Environment Policy Child Safe Risk Management Plan Complaint Handling Policy Dealing with Infectious Diseases Policy Delivery and Collection of Children Policy Educator and Management Policy Emergency Management and Evacuation Policy Excursion Policy Family Law and Access Policy Food Safety Policy Health, Hygiene and Cleaning Policy HIV AIDS Policy Incident, Injury, Trauma and Illness Policy Lock Up Policy Medical Conditions Policy Mental Health and Wellbeing Policy

	Photography and Video Policy Physical Environment (Workplace Safety, Learning and Administration) Policy Positive Relationships for Children Policy Record Keeping and Retention Policy Recruitment, Induction and Training Policy Safe Arrival of Children Policy Sand Pit Policy Sleep, Rest, Relaxation and Clothing Policy Social Media Policy Staffing Arrangements Policy Technology and Device Use Policy Tobacco Drug and Alcohol Policy Transport Policy Visitors Policy Work Health and Safety Policy
Child Safe Principles/Standards NSW Child Safe Standards Child and Youth Safe Organisations Framework (Tasmania)	Child Safe Code of Conduct Child Safe Environment Policy Recruitment, Training and Induction Policy Child Safe Risk Management Plan
Child Safe Statement of Commitment	Child Safe Environment Policy
Child Safe Recruitment, Selection, Training, Management	Recruitment, Induction, Training Policy and Procedures (inc. WWCC Procedure)
Children's Clothing	Sleep, Rest, Relaxation and Clothing Policy
Choosing Appropriate Resources and Equipment	Physical Environment (Workplace Safety, Learning and Administration) Policy
Cleaning of Buildings, Premises, Furniture and Equipment	Physical Environment (Workplace Safety, Learning and Administration) Policy Health, Hygiene and Cleaning Policy
Cleaning Cots and Stretchers	Sleep, Rest, Relaxation and Clothing Policy Health, Hygiene and Cleaning Policy
Cleaning and Cleaning Schedule	Health, Hygiene and Cleaning Policy Physical Environment (Workplace Safety, Learning and Administration) Policy
Clothing	Sleep, Rest, Relaxation and Clothing Policy
Code of Conduct	Educator and Management Policy
Code of Conduct (Child Protection/Safety)	Child Safe Code of Conduct
Collection and delivery of children	Delivery and Collection of Children Policy
Communicating with Families	Additional Needs Policy Child Safe Environment Policy Child Protection Policy Continuity of Education and Care Policy Emergency Management and Evacuation Policy Excursion Policy Fees Policy

	Complaint Handling Policy Dealing with Infectious Diseases Policy Orientation for Children Policy Parental Interaction and Involvement in the Service Policy Policy and Procedure Review Policy Safe Arrival of Children Policy Sleep, Rest, Relaxation and Clothing Policy Social Media Policy Technology and Device Use Policy Visitors Policy
Communication (staff/internal)	Staff Communication Policy
Complaints	Complaint Handling Policy Child Safe Code of Conduct Child Safe Environment Policy Incident, Injury, Trauma and Illness Policy
Computer and Related Technology Usage	Child Safe Code of Conduct Child Safe Environment Policy Technology and Device Use Policy
Confidentiality and Storage of Records	Child Safe Environment Policy Privacy and Confidentiality Records Record Keeping and Retention Policy Technology and Device Use Policy
Consultation, Cooperation and Coordination	Work Health and Safety Policy
Continuity of Care	Continuity of Education and Care Policy
Cooking with Children	Food Safety Policy
Coronavirus / COVID	Dealing with Infectious Diseases Policy
Cots	Sleep, Rest, Relaxation and Clothing Policy Health, Hygiene and Cleaning Policy
Curriculum	Education, Curriculum and Learning Policy
Cystic Fibrosis	Cystic Fibrosis Policy
<b>D</b>	
Data breaches	Privacy and Confidentiality Policy Technology and Device Use Policy
Death of a Child Procedure	Death of a Child Policy
Death of an Educator Procedure	Death of an Educator Policy
Delivery and Collection of Children	Delivery and Collection of Children Policy
Dental Accidents	Incident, Injury, Trauma and Illness Policy
Dental Hygiene and Care	Health, Hygiene and Cleaning Policy
Detergents	Physical Environment (Workplace Safety, Learning and Administration) Policy Health, Hygiene and Cleaning Policy
Devices (including smartphones, tablets, laptops)	Technology and Device Use Policy Photography and Video Policy Social Media Policy Visitors Policy
Diabetes Management	Medical Conditions Policy
Digital learning/communication apps (e.g., StoryPark)	Technology and Device Use Policy



Diploma Qualification Requirements	Recruitment, Induction and Training Staffing Arrangement Policy
Disclosure of Harm	Child Protection Policy Child Safe Environment Policy
Diseases	Dealing with Infectious Diseases Policy
Disinfectants	Physical Environment (Workplace Safety, Learning and Administration) Policy Health, Hygiene and Cleaning Policy
Dress	Dress Code Policy
Drivers	Transportation Policy
Drop off / Pick Up	Delivery and Collection of Children Policy
Drugs	Tobacco, Drug and Alcohol Policy
Duty of Care	Child Protection Policy Child Safe Environment Policy Work Health and Safety Policy Dealing with Infectious Diseases Policy Health, Hygiene and Cleaning Policy
<b>E</b>	
Early Childhood Teacher (ECT) Requirements	Recruitment, Induction and Training Policy Staffing Arrangements Policy
Early Years Learning Framework (EYLF)	Education, Curriculum and Learning Policy
Educator Meetings	Staff Communication Policy Educator and Management Policy
Educator Interactions	Educator and Management Policy
Educators Returning From Extended Leave	Recruitment, Induction and Training Policy Educator and Management Policy
Educator Stress Management Guidelines	Educator and Management Policy
Educator Training and Qualifications	Recruitment, Induction and Training Policy Staffing Arrangements Policy
Emergency Administration of Medication	Administration of Authorised Medication Policy
Emergency Communication Plan	Emergency Management and Evacuation Policy
Emergency Service Contact Procedure	Emergency Service Contact Policy
Emergency Evacuation Procedures and Drills	Emergency Management and Evacuation Policy
Emergency Involving Anaphylaxis or Asthma	Administration of Authorised Medication Policy Medical Conditions Policy
Emergency Kit	Emergency Management and Evacuation Policy
Emergency Management Plan	Emergency Management and Evacuation Policy
Employee Support	Educator and Management Policy
Employment of Regular Educators	Continuity of Education and Care Policy
Enrolment	Enrolment Policy

Enrolment Checklist	Enrolment Policy
Environmental Sustainability and our Curriculum	Environmental Sustainability Policy
Epilepsy	Epilepsy Policy
Ethical Code of Conduct	Educator and Management Policy
Equipment and Environment	Physical Environment (Workplace Safety, Learning and Administration) Policy
Evacuation	Emergency Management and Evacuation Policy
Exclusion Periods	Immunisation Policy Dealing with Infectious Diseases Policy
Excursions	Excursion Policy
Excursion Transport	Transportation Policy
EYLF Learning Outcomes	Education, Curriculum and Learning Policy
<b>F</b>	
Faeces Spill Procedure	Health, Hygiene and Cleaning Policy
Family Involvement	Parental Interaction and Involvement in the Service Policy
Family Violence	Child Safe Environment Child Protection Policy Child Safety and Family Violence Information Sharing Policy (Victoria Only)
Fees and Charges	Fees Policy
Fevers	Dealing with Infectious Diseases Policy
Fire Danger Ratings	Bushfire or Grassfire Policy
Fire Equipment	Physical Environment (Workplace Safety, Learning and Administration) Policy
First Aid Kit Guidelines First Aid Kit Checklist	Incident, Injury, Trauma and Illness Policy
Food and Beverages	Nutrition and Dietary Requirements Policy Food Safety Policy
Food Standards including: Food Preparation and Food Hygiene Procedure Food Safety, Temperature Control and Transport Procedure Food Storage Procedure Food Handler Health and Hygiene	Food Safety Policy
Furniture	Child Safe Environment Policy Physical Environment (Workplace Safety, Learning and Administration) Policy Health, Hygiene and Cleaning Policy
<b>G</b>	
Governance	Governance Policy
Grievance Guidelines	Complaint Handling Policy
Group Relationships	Child Safe Environment Policy Positive Relationships for Children Policy
Groupings	Physical Environment (Workplace Safety, Learning and Administration) Policy

## H

Hand Washing Procedure	Health, Hygiene and Cleaning Food Policy
Hazardous Substances	Physical Environment (Workplace Safety, Learning and Administration) Policy Health, Hygiene and Cleaning Policy
Head Lice	Head Lice Policy
Health and safety representatives Health and Safety Committees	Work Health and Safety Policy
Healthy Living	Nutrition and Dietary Requirements Policy
Heat	Physical Environment (Workplace Safety, Learning and Administration) Policy
HIV/AIDS	HIV AIDS Policy
Hygiene	Health, Hygiene and Cleaning Policy Food Safety Policy Dealing with Infectious Diseases Policy Sleep, Rest, Relaxation and Clothing Policy

## I

Illness Record	Incident, Injury, Trauma and Illness Policy Dealing with Infectious Diseases Policy
Immunisation Children and Educators	Immunisation Policy
Immunisation Records	Immunisation Policy
Incident, Injury, Trauma and Illness Record	Incident, Injury, Trauma and Illness Policy
Inclusion	Child Safe Environment Policy Positive Relationships for Children Policy
Inclusion Support Program	Additional Needs Policy
Indoor Space Requirements	Physical Environment (Workplace Safety, Learning and Administration) Policy
Industrial Relations issues	Centre Support does not provide Industrial Relations advice. You may wish to David Morphett from DJMIR on (02) 6236 8966 or <a href="mailto:djm@djm.com.au">djm@djm.com.au</a> .
Infectious Diseases	Dealing with Infectious Diseases Policy
Injury	Incident, Injury, Trauma and Illness Policy
Inspection and testing of electrical equipment	Physical Environment (Workplace Safety, Learning and Administration) Policy Health, Hygiene and Cleaning Policy
Insurance	Excursion Policy
Interactions with Children	Child Safe Code of Conduct Child Safe Environment Policy Positive Relationships for Children Policy Technology and Device Use Policy

## J

Job Descriptions	Please ask us for a quote on our HR Pack which includes job descriptions.
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<b>K</b>	
Kitchens	Physical Environment (Workplace Safety, Learning and Administration) Policy Food Safety Policy
<b>L</b>	
Learning Environments	Education, Curriculum and Learning Policy
Learning Environments	Additional Needs Policy Physical Environment (Workplace Safety, Learning and Administration) Policy
Learning and Play	Education, Curriculum and Learning Policy Physical Environment (Workplace Safety, Learning and Administration) Policy
Learning and Transitions	Continuity of Education and Care Policy
Length of Time Records must be Kept	Child Protection Policy Record Keeping and Retention Policy
Lightning	Physical Environment (Workplace Safety, Learning and Administration) Policy
Lockdown	Lockdown Policy
Lock Up	Lock Up Policy
<b>M</b>	
Maintenance	Child Safe Environment Policy Physical Environment (Workplace Safety, Learning and Administration) Policy Health, Hygiene and Cleaning Policy
Management	Governance Policy
Management Interactions and Responsibilities	Educator and Management Policy
Managing Breaches and Complaints/Grievances	Child Safe Environment Policy Child Safe Code of Conduct Child Protection Policy Complaint Handling Policy
Manual Handling	Physical Environment (Workplace Safety, Learning and Administration) Policy
Medical Conditions Management Plan	Medical Conditions Policy
Medical Conditions Risk Minimisation Plan	Medical Conditions Policy
Medical Conditions Communication Plan	Medical Conditions Policy
Medication	Administration of Authorised Medication Policy Tobacco, Drug and Alcohol Policy
Mental health (children)	Mental Health and Wellbeing Policy
Minimising Potentially Dangerous Substances	Physical Environment (Workplace Safety, Learning and Administration) Policy
<b>N</b>	
National Model Code	Technology and Device Use Policy Social Media Policy Photography and Video Policy
NQF Ratings	National Quality Framework Policy
Nappy Change	Child Safe Environment Policy

	Health, Hygiene and Cleaning Policy
Nits	Head Lice Policy
Notification of Serious Incidents and Complaints	Child Protection Policy Death of a Child Policy Incident, Injury, Trauma and Illness Policy Work Health and Safety Policy
Notifications Family Assistance Law (CCS)	Governance Policy
Notifications Service Operations	Governance Policy
Nutrition	Nutrition and Dietary Requirements Policy
<b>O</b>	
OHS	Work Health Safety Policy
Open Doors	Parental Interaction and Involvement in the Service Policy
Orientation for Children	Orientation for Children Policy
Orientation for Educators	Educator and Management Policy Recruitment, Induction and Training Policy
Outdoor Space Requirements	Physical Environment (Workplace Safety, Learning and Administration) Policy
Overdue Fees	Fees Policy
Overseas Immunisation Records	Immunisation Policy
<b>P</b>	
Parent and Family Involvement	Child Safe Environment Policy Parental Interaction and Involvement in the Service Policy Visitors Policy
Parent Grievances/Complaints	Complaint Handling Policy
Parent Survey	Child Safe Environment Policy Parental Interaction and Involvement in the Service Policy
Partnerships with Families and the Community	Additional Needs Policy Child Safe Environment Policy Continuity of Education and Care Policy <b>Delayed Entry and Exit Policy (QLD LDC ONLY)</b> Education, Curriculum and Learning Policy Environmental Sustainability Policy Parental Interaction and Involvement in the Service Policy Visitors Policy
Personal Information	Child Protection Policy Privacy and Confidentiality Policy
Pest Inspections	Physical Environment (Workplace Safety, Learning and Administration) Policy
Photography	Child Safe Code of Conduct Child Safe Environment Policy Photography and Video Policy
Physical Activity	Physical Activity Policy

	Bike Safety Policy
Play Dough	Health, Hygiene and Cleaning Policy
Poison Safety Checklist	Physical Environment (Workplace Safety, Learning and Administration) Policy
Priority of Access Guidelines	Enrolment Policy
Privacy	CCTV Policy Child Safe Environment Policy Child Safe Code of Conduct Privacy and Confidentiality Policy Social Media Policy Technology and Device Use Photography and Video Policy
Professional Development Requirements	Recruitment, Induction and Training Policy Educator and Management Policy
Professional Support Services for Children	Additional Needs Policy
<b>Q</b>	
Qualifications for Educators	Recruitment, Induction and Training Policy Staffing Arrangements Policy
<b>R</b>	
Ratings	National Quality Framework Policy
Ratios	Staffing Arrangements Policy
Rearranging, Adding or Removing Furniture	Child Safe Environment Policy Physical Environment (Workplace Safety, Learning and Administration) Policy
Records Relating to Enrolled Children	Child Protection Policy Record Keeping and Retention Policy
Records to be Kept in Relation to Staff	Record Keeping and Retention Policy Recruitment, Induction and Training Policy
Recruitment, Selection, Management and Training of Staff, Students and Volunteers	Child Safe Environment Policy Child Protection Policy Recruitment, Induction and Training Policy Staffing Arrangements Policy
Reporting child protection matters, incl. disclosures and suspicions of harm	Child Protection Policy and Procedures
Responsible Person	Staffing Arrangements Policy
Rest Environment	Sleep, Rest, Relaxation and Clothing Policy
Right to Disconnect laws	Staff Communication Policy
Risk Management (harm or risk of harm to a child)	Child Safe Environment Policy Child Safe Risk Management Plan
Road Safety	Transportation Policy
Rostering	Staffing Arrangements Policy
Routine to Promote Continuity	Continuity of Education and Care Policy
<b>S</b>	

Safe Sleep Practices	Sleep, Rest, Relaxation and Clothing Policy
Safety Checks	Physical Environment (Workplace Safety, Learning and Administration) Policy
Sand Pit	Sand Pit Policy Health, Hygiene and Cleaning Policy
Screen Time	Technology and Device Use Policy
Seatbelts	Transportation Policy
Serious Incidents	Child Protection Policy Incident, Injury, Trauma and Illness Policy
Sign-In / Sign-Out	Delivery and Collection of Children Policy Visitors Policy
Sleep and Rest	Sleep, Rest, Relaxation and Clothing Policy
Sleepwear	Sleep, Rest, Relaxation and Clothing Policy
Smoking	Child Safe Code of Conduct Child Safe Environment Policy Tobacco, Drug and Alcohol Policy
Social Media	Child Safe Code of Conduct Child Safe Environment Policy Social Media Policy
Soiled Items	Physical Environment (Workplace Safety, Learning and Administration) Policy Health, Hygiene and Cleaning Policy
Staff Meetings	Educator and Management Policy Recruitment, Induction and Training Policy Staff Communication Policy
Sterilisation of Bottles/ Dummies/Pacifiers	Health, Hygiene and Cleaning Policy
Storage of Medication	Administration of Authorised Medication Policy
Storage of Records	Record Keeping and Retention Policy
Storms	Physical Environment (Workplace Safety, Learning and Administration) Policy
Students	Educator and Management Policy Recruitment, Induction and Training Policy
Sun Protection	Physical Environment (Workplace Safety, Learning and Administration) Policy
Supervised Self-Administration of Medication by Children over Preschool Age	Administration of Authorised Medication Policy
Supervision of Services (determining the responsible person present)	Staffing Arrangements Policy
Supporting Children through Difficult Situations	Child Protection Policy Child Safe Environment Policy Positive Relationships for Children Policy
Surveillance	CCTV Policy Child Safe Environment Policy Child Safe Code of Conduct
Suspicion of Harm	Child Protection Policy

	Child Safe Environment Policy Child Safe Code of Conduct
Sustainability	Environmental Sustainability Policy
<b>T</b>	
Tagging Electricals	Physical Environment (Workplace Safety, Learning and Administration) Policy Health, Hygiene and Cleaning Policy
Technology	Child Safe Environment Policy Child Safe Code of Conduct Technology and Device Use Policy Photography and Video Policy Social Media Policy
Television and DVD Player Usage	Child Safe Environment Policy Child Safe Code of Conduct Technology and Device Use Policy
Termination of Enrolment	Termination of Enrolment Policy
Ticks	Incident, Injury, Trauma and Illness Policy
Tobacco, Drug and Alcohol	Child Safe Environment Policy Child Safe Code of Conduct Tobacco, Drug and Alcohol Policy
Toileting Procedure	Child Safe Environment Policy Child Safe Code of Conduct Health, Hygiene and Cleaning Policy
Toy Cleaning	Physical Environment (Workplace Safety, Learning and Administration) Policy Health, Hygiene and Cleaning Policy
Transitions	Continuity of Education and Care Policy
Transition Transition from one room to another Transition to school	Orientation for Children Policy
Transport Considerations	Child Safe Environment Policy Excursion Policy Transport Policy
Travelling between education and care services (incl. schools)	Child Safe Environment Policy Safe Arrival of Children Policy
<b>U</b>	
Unenrolled Children	Unenrolled Children Policy
Urine Spill Procedure	Health, Hygiene and Cleaning Policy
<b>V</b>	
Vehicles	Transportation Policy
Visitors	Child Safe Environment Policy Educator and Management Policy Recruitment, Induction and Training Policy Visitors Policy
Volunteers	Child Safe Environment Policy Educator and Management Policy



	Recruitment, Induction and Training Policy Visitors Policy
Vomit Spill Procedure	Health, Hygiene and Cleaning Policy
<b>W</b>	
Water Safety	Child Safe Environment Policy Physical Environment (Workplace Safety, Learning and Administration) Policy
Whistleblowing	Complaint Handling Policy Whistleblower Policy
Work Experience	Child Safe Environment Policy Recruitment, Induction and Training Policy Educator and Management Policy
Work Health Safety (WHS)	Child Safe Environment Policy Work Health Safety Policy
Work Health and Safety (WHS) incidents	Incident, Injury, Trauma and Illness Policy
Working with Children/Vulnerable People Checks/ Blue Card	Child Safe Environment Policy Recruitment, Induction and Training Policy (includes WWCC Procedure) Staffing Arrangements Policy Visitors Policy

## All Policies (Alphabetical)

### A

Acceptance and Refusal of Authorisations Policy

Additional Needs Policy

Administration of Authorised Medication Policy

Animal and Pet Policy

### B

Bike Safety Policy

Bushfire or Grassfire Policy

Bush Kindy Policy (LDC) / Bush Play Policy (OSHC)

### C

CCTV Policy

Cerebral Palsy Policy

Child Protection Policy

Child Safe Code of Conduct

Child Safe Environment Policy

Child Safe Risk Management Plan

Complaint Handling Policy

Continuity of Education and Care Policy
Cystic Fibrosis Policy
<b>D</b>
Death of a Child Policy
Death of an Educator Policy
Delayed Entry and Exit Policy (QLD LDC ONLY)
Delivery and Collection of Children Policy
Dress Code Policy
<b>E</b>
Education, Curriculum and Learning Policy
Educator and Management Policy
Emergency Management and Evacuation Policy
Emergency Service Contact Policy
Enrolment Policy
Environmental Sustainability Policy
Epilepsy Policy
Excursion Policy
<b>F</b>
Family Law and Access Policy
Family Violence Safety Policy (Victoria Only)
Fees Policy
Food Safety Policy
<b>G</b>
Governance Policy
<b>H</b>
Head Lice Policy
Health, Hygiene and Cleaning Policy
HIV AIDS Policy
<b>I</b>
Immunisation Policy
Incident, Injury, Trauma and Illness Policy
Dealing with Infectious Diseases Policy
<b>J</b>
<b>K</b>
<b>L</b>

Lock Up Policy
Lockdown Policy
<b>M</b>
Medical Conditions Policy
Mental Health and Wellbeing Policy
<b>N</b>
National Quality Framework Policy
Nutrition and Dietary Requirements Policy
<b>O</b>
Orientation for Children Policy
<b>P</b>
Parental Interaction and Involvement in the Service Policy
Photography and Video Policy
Physical Activity Policy
Physical Environment (Workplace Safety, Learning and
Policy and Procedure Review Policy
Positive Relationships for Children Policy
Privacy and Confidentiality Policy
<b>Q</b>
<b>R</b>
Record Keeping and Retention Policy
Recruitment, Induction and Training Policy
<b>S</b>
Safe Arrival of Children Policy
Sand Pit Policy
Sleep, Rest, Relaxation and Clothing Policy
Social Media Policy
Staff Communication Policy
Staffing Arrangements Policy
<b>T</b>
Technology and Device Use Policy
Termination of Enrolment Policy
Tobacco, Drug and Alcohol Policy
Transport Policy

## **U**

Unenrolled Children Policy

## **V**

Visitors Policy

## **W**

Whistleblower Policy

Work Health and Safety Policy

## **X**

## **Y**

## **Z**