



NQF Policy Package Contents Table

Instructions

- ✓ Snapshot of National Regulation 168 and where these policies are located (Green Table)
- ✓ Ordered the full list alphabetically by TOPIC, instead of by policy (Red Table)
- ✓ Provided in a Word Document so you can edit/change if you need to

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



<p>(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;</p>	<p>Child Safe Environment Policy Transport Policy</p>
<p>(gb) the safe arrival of children 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</p>	<p>Child Safe Environment Policy Safe Arrival of Children Policy</p>
<p>(h) providing a child safe environment; including matters related to - (i) the promotion of a culture of child safety and wellbeing within the service; and (ii) the safe use of online environments at the service;</p>	<p>Access and Inclusion Policy Bullying, Harassment and Discrimination Policy CCTV Policy Child Protection Policy Child Safe Code of Conduct Child Safe Environment Policy Child Safe Risk Management Plan Child Safety and Family Violence Information Sharing Policy (Victoria Only) Clothing and Footwear Policy Complaint Handling Policy Delivery and Collection of Children Policy Emergency Management and Evacuation Policy Excursion Policy Family and Community Partnerships Policy Family Law and Access Policy Families and Visitors Code of Conduct Food Safety Policy Governance and Management 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</p>



	Staffing Arrangements Policy Staff Code of Conduct Sun Protection and Heat Safety Policy Technology and Device Use Policy Tobacco, Drug and Alcohol Policy Transport Policy Visitors Policy Volunteers and Students Policy Work Health Safety Policy
<i>(i) staffing, including—</i>	
(i) a code of conduct for staff members; and	Child Safe Code of Conduct Staff Code of Conduct
(ii) determining the responsible person present at the service; and	Staffing Arrangements Policy
(iii) the participation of volunteers and students on practicum placements;	Volunteers and Students Policy
(j) interactions with children , including the matters set out in regulations 155 and 156;	Child Safe Environment Policy Child Safe Code of Conduct Positive Relationships for Children Policy Staff Code of Conduct
(k) enrolment and orientation ;	Enrolment Policy Orientation for Children Policy
(l) governance and management of the service, including confidentiality of records;	Governance and Management Policy Privacy and Confidentiality Policy
(m) the acceptance and refusal of authorisations ;	Acceptance and Refusal of Authorisations Policy
(n) payment of fees and provision of a statement of fees charged by the education and care service;	Fees Policy
(o) dealing with complaints , 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
A	
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)
Accessibility Access and participation	Access and Inclusion Policy
Additional Needs Children	Access and Inclusion 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 Staff Code of Conduct 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	Bullying, Harassment and Discrimination Policy Child Safe Code of Conduct Child Safe Environment Policy Positive Relationships for Children Policy Staff Code of Conduct
Asthma Management	Medical Conditions Policy
Authorisations (Acceptance and Refusal)	Acceptance and Refusal of Authorisations Policy
Authorisation for Excursion Form	Excursion Policy
B	
Babysitting	Child Safe Code of Conduct Child Safe Environment 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
Blue Card (see Child and Youth Risk Management Strategy) QLD ONLY	-
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 (Staff)	Bullying, Harassment and Discrimination Policy Child Safe Environment Complaint Handling 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)
C	
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 and Youth Risk Management Strategy (Blue Card System) (QLD ONLY)	Child Safe Environment Policy Child Safe Code of Conduct Recruitment, Induction, Training Policy (incl Blue Card Check Procedure) Child Protection Policy and Procedures Child Safe Risk Management Policy
Child Care Subsidy	Enrolment Policy Fees Policy Governance and Management 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 Volunteers and Students Policy
Child Safe Environment	Access and Inclusion Policy Bullying, Harassment and Discrimination Policy CCTV Policy Child Protection Policy



	<p>Child Safe Code of Conduct Child Safe Environment Policy Child Safe Risk Management Plan Child Safety and Family Violence Information Sharing Policy (Victoria Only) Clothing and Footwear Policy Complaint Handling Policy Delivery and Collection of Children Policy Emergency Management and Evacuation Policy Excursion Policy Family and Community Partnerships Policy Family Law and Access Policy Families and Visitors Code of Conduct Food Safety Policy Governance and Management 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 Staff Code of Conduct Sun Protection and Heat Safety Policy Technology and Device Use Policy Tobacco, Drug and Alcohol Policy Transport Policy Visitors Policy Volunteers and Students Policy Work Health Safety Policy</p>
<p>Child Safe Principles/Standards NSW Child Safe Standards Child and Youth Safe Organisations Framework (Tasmania)</p>	<p>Child Safe Code of Conduct Child Safe Environment Policy Recruitment, Training and Induction Policy Child Safe Risk Management Plan</p>
<p>Child Safe Statement of Commitment</p>	<p>Child Safe Environment Policy</p>
<p>Child Safe Recruitment, Selection, Training, Management</p>	<p>Recruitment, Induction, Training Policy and Procedures (inc. WWCC Procedure)</p>



	Governance and Management Policy
Children's Clothing	Clothing and Footwear 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	Clothing and Footwear Policy
Code of Conduct (Staff)	Staff Code of Conduct
Code of Conduct (Child Protection/Safety)	Child Safe Code of Conduct
Code of Conduct (Families and Visitors)	Families and Visitors Code of Conduct
Collection and delivery of children	Delivery and Collection of Children Policy
Communicating with Families	Access and Inclusion 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 Family and Community Partnerships Policy Orientation for Children 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
Community partnerships	Family and Community Partnerships 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 Governance and Management 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	Access and Inclusion Policy Continuity of Education and Care Policy Family and Community Partnerships
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
D	
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 Policy Staffing Arrangement Policy
Disability	Access and Inclusion Policy
Disclosure of Harm	Child Protection Policy Child Safe Environment Policy
Discrimination (preventing)	Access and Inclusion Policy Bullying, Harassment and Discrimination Policy
Diseases	Dealing with Infectious Diseases Policy
Disinfectants	Physical Environment (Workplace Safety, Learning and Administration) Policy Health, Hygiene and Cleaning Policy
Diversity	Access and Inclusion Policy Bullying, Harassment and Discrimination Policy Child Safe Environment
Dress (staff)	Staff Code of Conduct
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
E	
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 Interactions	Bullying, Harassment and Discrimination Policy Staff Communication Policy Staff Code of Conduct
Educators Returning From Extended Leave	Recruitment, Induction and Training Policy
Educator Stress Management Guidelines	Governance and Management Policy Mental Health and Wellbeing 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	Governance 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	Staff Code of Conduct ECEC Code of Conduct (Early Childhood Australia)
Equity and fairness	Access and Inclusion 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
F	
Faeces Spill Procedure	Health, Hygiene and Cleaning Policy
Family Involvement	Family and Community Partnerships Policy Families and Visitors Code of Conduct
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
Footwear (children)	Clothing and Footwear Policy
Furniture	Child Safe Environment Policy Physical Environment (Workplace Safety, Learning and Administration) Policy Health, Hygiene and Cleaning Policy
G	
Governance	Governance and Management 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 safety	Sun Protection and Heat Safety Policy 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	Access and Inclusion Policy Bullying, Harassment and Discrimination Policy Child Safe Environment Policy Positive Relationships for Children Policy
Inclusion Support Program	Access and Inclusion 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 djm@djm.com.au .
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 Governance and Management Policy
Interactions with Children	Child Safe Code of Conduct Child Safe Environment Policy Positive Relationships for Children Policy Technology and Device Use Policy
J	
Jewellery (children)	Clothing and Footwear Policy
Job Descriptions	Please ask us for a quote on our HR Pack which includes job descriptions.



K	
Kitchens	Physical Environment (Workplace Safety, Learning and Administration) Policy Food Safety Policy
L	
Learning Environments	Education, Curriculum and Learning Policy
Learning Environments	Access and Inclusion 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	Access and Inclusion Policy 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
M	
Maintenance	Child Safe Environment Policy Physical Environment (Workplace Safety, Learning and Administration) Policy Health, Hygiene and Cleaning Policy
Management	Governance and Management Policy
Management Interactions and Responsibilities	Governance 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
N	
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 and Management Policy
Notifications Service Operations	Governance and Management Policy
Nutrition	Nutrition and Dietary Requirements Policy
O	
OHS	Work Health Safety Policy
Open Doors	Family and Community Partnerships Policy
Orientation for Children	Orientation for Children Policy
Orientation for Educators	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
P	
Parent and Family Involvement	Child Safe Environment Policy Family and Community Partnerships Policy Visitors Policy
Parent Grievances/Complaints	Complaint Handling Policy
Parent Survey	Child Safe Environment Policy Family and Community Partnerships Policy
Partnerships with Families and the Community	Access and Inclusion Policy Child Safe Environment Policy Continuity of Education and Care Policy Delayed Entry and Exit Policy (QLD LDC ONLY) Education, Curriculum and Learning Policy Environmental Sustainability Policy Family and Community Partnerships 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
Positive duty to eliminate harassment, sexual harassment, discrimination	Bullying, Harassment and Discrimination 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 Governance and Management Policy
Professional Support Services for Children	Access and Inclusion Policy
Q	
Qualifications for Educators	Recruitment, Induction and Training Policy Staffing Arrangements Policy
R	
Ratings	National Quality Framework Policy
Ratios	Staffing Arrangements Policy
Reasonable adjustments	Access and Inclusion Policy Bullying, Harassment and Discrimination 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 Governance and Management Policy Recruitment, Induction and Training Policy Staffing Arrangements Policy Volunteers and Students Policy
Religious and cultural inclusion	Access and Inclusion Bullying, Harassment and Discrimination Policy Child Safe Environment Clothing and Footwear Policy Nutrition and Dietary Requirements Policy



Reporting child protection matters, incl. disclosures and suspicions of harm	Child Protection Policy and Procedures
Responsible Person	Governance and Management Policy 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
S	
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
Sexual and sex-based harassment (inc. positive duty)	Bullying, Harassment and Discrimination Policy
Sign-In / Sign-Out	Delivery and Collection of Children Policy Visitors Policy
Sleep and Rest	Sleep, Rest, Relaxation and Clothing Policy
Sleepwear	Clothing and Footwear Policy Sleep, Rest, Relaxation and Clothing Policy
Smoking	Child Safe Code of Conduct Child Safe Environment Policy Families and Visitors Code of Conduct Staff Code of Conduct 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	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	Recruitment, Induction and Training Policy Volunteers and Students Policy
Sun Protection	Sun Protection and Heat Safety Policy 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)	Governance and Management Policy 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
T	
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
Teething / sensory necklaces	Clothing and Footwear 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 Families and Visitors Code of Conduct Staff 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	Access and Inclusion Policy Continuity of Education and Care Policy



	Family and Community Partnerships Policy
Transition Transition from one room to another Transition to school	Access and Inclusion Policy Family and Community Partnerships Policy 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
U	
Unenrolled Children	Unenrolled Children Policy Families and Visitors Code of Conduct
Urine Spill Procedure	Health, Hygiene and Cleaning Policy
V	
Vehicles	Transportation Policy
Visitors	Child Safe Environment Policy Families and Visitors Code of Conduct Recruitment, Induction and Training Policy Visitors Policy
Volunteers	Child Safe Environment Policy Recruitment, Induction and Training Policy Visitors Policy Volunteers and Students Policy
Vomit Spill Procedure	Health, Hygiene and Cleaning Policy
W	
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 Volunteers and Students 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 Governance and Management Policy Recruitment, Induction and Training Policy (includes WWCC Procedure) Staffing Arrangements Policy Visitors Policy



All Policies (Alphabetical)

A

Acceptance and Refusal of Authorisations Policy

Access and Inclusion Policy

Administration of Authorised Medication Policy

Animal and Pet Policy

B

Bike Safety Policy

Bullying, Harassment and Discrimination 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

Clothing and Footwear Policy

Complaint Handling Policy

Continuity of Education and Care Policy

Cystic Fibrosis Policy

D

Death of a Child Policy

Death of an Educator Policy

Delayed Entry and Exit Policy (QLD LDC ONLY)

Delivery and Collection of Children Policy

E

Education, Curriculum and Learning Policy

Emergency Management and Evacuation Policy

Emergency Service Contact Policy

Enrolment Policy

Environmental Sustainability Policy

Epilepsy Policy

Excursion Policy



F

Family and Community Partnerships Policy

Family Law and Access Policy

Family Violence Safety Policy (Victoria Only)

Families and Visitors Code of Conduct

Fees Policy

Food Safety Policy

G

Governance and Management Policy

H

Head Lice Policy

Health, Hygiene and Cleaning Policy

HIV AIDS Policy

I

Immunisation Policy

Incident, Injury, Trauma and Illness Policy

Dealing with Infectious Diseases Policy

J

K

L

Lock Up Policy

Lockdown Policy

M

Medical Conditions Policy

Mental Health and Wellbeing Policy

N

National Quality Framework Policy

Nutrition and Dietary Requirements Policy

O

Orientation for Children Policy

P

Photography and Video Policy

Physical Activity Policy



Physical Environment (Workplace Safety, Learning and

Positive Relationships for Children Policy

Privacy and Confidentiality Policy

Q

R

Record Keeping and Retention Policy

Recruitment, Induction and Training Policy

S

Safe Arrival of Children Policy

Sand Pit Policy

Sleep, Rest, Relaxation and Clothing Policy

Social Media Policy

Staff Code of Conduct

Staff Communication Policy

Staffing Arrangements Policy

Sun Protection and Heat Safety Policy

T

Technology and Device Use Policy

Termination of Enrolment Policy

Tobacco, Drug and Alcohol Policy

Transport Policy

U

Unenrolled Children Policy

V

Visitors Policy

Volunteers and Students Policy

W

Whistleblower Policy

Work Health and Safety Policy

X

Y

Z