

Contents



Who we are

1. Guiding Principles Policy
2. Code of Conduct Policy



Operating successfully

3. Enrolment and Attendance Policy
4. Curriculum and Assessment Policy
5. Communications and Media Policy
6. Privacy and Information Management Policy



Taking care of our people

7. Child Protection Policy
 - 7.1.1 Child Protection Procedure Contents
 - 7.1.2 Child Protection Procedure REQUIRED FOR LICENSING
 - 7.1.3 Child Protection Response Flowchart REQUIRED FOR LICENSING
 - 7.1.3.1 Child Protection Response Flowchart Sign
 - 7.1.4 Child Protection Record Form
 - 7.2.1 Safety Checking Procedure Contents
 - 7.2.2 Safety Checking Procedure REQUIRED FOR LICENSING
 - 7.2.3 Safety Checking Form
 - 7.2.4 Police Vetting Request and Consent Form
8. Positive Guidance Policy
 - 8.1 Positive Guidance Procedure REQUIRED FOR LICENSING
9. Health and Safety Policy
 - 9.1 Laundering Procedure REQUIRED FOR LICENSING
 - 9.1.1 Laundering Sign
 - 9.2 Nappy Changing and Disposal Procedure REQUIRED FOR LICENSING
 - 9.2.1 Nappy changing and Disposal Sign



- 9.3 **Sleeping Children Procedure** REQUIRED FOR LICENSING
 - 9.3.1 **Sleeping Children Sign**
 - 9.3.2 **Sleeping Child Check**
- 9.4 **Illness, Incident and Injury Contents**
 - 9.4.1 **Illness, Incident, Injury Procedure** REQUIRED FOR LICENSING
 - 9.4.1.1 **Illness Incident Injury Sign**
 - 9.4.2 **Child Washdown Procedure** REQUIRED FOR LICENSING
 - 9.4.2.1 **Child Washdown Procedure Sign**
 - 9.4.3 **Sick Child Isolation Procedure** REQUIRED FOR LICENSING
 - 9.4.3.1 **Sick Child Isolation Sign**
 - 9.4.4 **Notifiable Events Sign**
 - 9.4.5 **Infectious Diseases Card**
 - 9.4.6 **Minor injury, illness, incident**
 - 9.4.7 **Serious Harm Investigation**
- 9.5 **Medicine Administration Contents**
 - 9.5.1 **Medicine Administration Procedure** REQUIRED FOR LICENSING
 - 9.5.1.1 **Medicine Administration Agreements - Category ii**
 - 9.5.1.2 **Medicine Administration Agreements - Category iii**
 - 9.5.1.3 **Medicine Administration Register**
- 9.6 **Hazard and Risk Management Procedure** REQUIRED FOR LICENSING
 - 9.6.1 **Daily Health and Safety Checklists**
 - 9.6.2 **Hazard and Risk Register Template**
- 9.7 **Excursions Procedure** REQUIRED FOR LICENSING
 - 9.7.1 **Excursions Form**
 - 9.7.2 **Excursions Risk Assessment and Management Form**
- 9.8 **Food and Drink Procedure** REQUIRED FOR LICENSING
 - 9.8.1 **Food Record Template**
- 9.9 **Emergency Planning Procedure Contents**
 - 9.9.1 **Emergency Planning Procedure** REQUIRED FOR LICENSING
 - 9.9.2 **Fire and Evacuation Procedure** REQUIRED FOR LICENSING
 - 9.9.2.1 **Fire and Evacuation Sign**
 - 9.9.3 **Earthquake Procedure** REQUIRED FOR LICENSING
 - 9.9.3.1 **Earthquake Procedure Sign**



9.9.4 Sheltering-in Place Procedure REQUIRED FOR LICENSING

9.9.4.1 Sheltering-in Place Sign

9.9.5 Emergency Drills Quick Reference Record Form

9.9.6 Building Assistance Register

9.9.7 FENZ Fire Evacuation Report

9.9.8 Emergency Drill Education Guidelines

9.9.9 Civil Defence Kit and First Aid Kit Contents

9.9.10 Fire Action Sign

9.9.11 Earthquake Action Sign

10. Employment Policy

10.1 Employment Procedure REQUIRED FOR LICENSING



Taking Care of Our Assets

11. Brand Policy

11.1 Branding Procedure

11.2 Branded Merchandise Procedure

11.3 Signage Procedure

12. Property and Equipment Policy

12.1 National Property Fund Criteria Procedure

12.1.1 Application for Funding Project Approval

12.1.1.1 Notes to help you complete the Application for Funding Project Approval form

12.1.2 Application for Project Approval

12.1.2.1 Notes to Help You Complete the Project Approval Form

12.2 Hire of Playcentre Buildings Procedure

12.2.1 Hire of Playcentre Buildings Details form

12.2.2 Application for Hire Form

13. Finance Policy



Resolve and Evolve

14. Complaints Resolution Policy

14.1 Complaints Procedure REQUIRED FOR LICENSING

14.1.1 Complaints Procedure Sign

15. Review, Research and Evolvement Policy

