

# Policies and Procedures

## Policy & Procedure Review Schedule

Name	Last Reviewed	Familiarisation 2019/20	Scheduled for next review			Updated Version due to be released
			2020	2021	2022	
1. Philosophy Policy	July 2019		Feb		Feb	Apr-22
2. Code of Conduct Policy	July 2019	Nov			Mar	May-22
3. Enrolment and Attendance Policy	July 2019			Mar		May-21
4. Curriculum Policy	July 2019			Apr		Jun-21
5. Communications and Media Policy	July 2019	Nov	Sept	Sept		Nov-20
6. Privacy and Information Policy	July 2019				Apr	Jun-22
7. Child Protection Policy	July 2019	Oct			May	Jul-22
7.1.2 Child Protection Procedures	July 2019	Oct			May	Jul-22
7.2.2 Safety Checking Procedures	July 2019	Oct			June	Aug-22
8. Positive Guidance Policy	July 2019			May		Jul-21
8.1 Positive Guidance Procedure	July 2019			May		Jul-21
9. Health and Safety Policy	July 2019		Feb	Feb	Feb	Apr-20
9.1 Laundering Procedure	July 2019		Mar		Aug	May-20
9.2 Nappy Changing and Disposal Procedure	July 2019		Mar		Aug	May-20
9.3 Sleeping Children Procedures	July 2019		Mar		Aug	May-20
9.4.1 Illness, Incident and Injury Procedures	July 2019		Apr		Sept	Jun-20
9.4.2 Child Washdown Procedure	July 2019		Apr		Sept	Jun-20
9.4.3 Sick Child Isolation Procedure	July 2019		Apr		Sept	Jun-20
9.5.1 Medicine Administration Procedures	July 2019		May		Oct	Jul-20
9.6 Hazard and Risk Management Procedures	July 2019		May		Oct	Jul-20



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9.7 Excursions Procedure	July 2019		June		Nov	Aug-20
9.8 Food and Drink Procedure	July 2019		June		Nov	Aug-20
9.9.1 Emergency Planning Procedures	July 2019		July		Apr	Sep-20
9.9.2 Fire and Evacuation Procedure	July 2019		July		Apr	Sep-20
9.9.3 Earthquake Procedure	July 2019		July		Apr	Sep-20
9.9.4 Sheltering-in Place Procedure	July 2019		July		Apr	Sep-20
<b>10. Employment Policy</b>	July 2019	Sept	August	Sept		Oct-20
10.1 Employment Procedures	July 2019		August			Oct-20
<b>11. Branding Policy</b>	July 2019			June		Aug-21
11.1 Branding Procedures	July 2019			June		Aug-21
11.2 Branded Merchandise Procedures	July 2019			July		Sep-21
11.3 Signage Procedures	July 2019			July		Sep-21
<b>12. Property Policy</b>	July 2019			August		Oct-21
12.1 National Property Fund Criteria Procedure	July 2019			September		Nov-21
12.2 Hire of Playcentre Buildings Procedure	July 2019			August		Oct-21
<b>13. Finance Policy</b>	July 2019			Oct		Dec-21
<b>14. Complaints Resolution Policy</b>	July 2019	Sept		Nov		Feb-22
14.1 Complaints Procedure	July 2019			Nov		Feb-22
<b>15. Review, Research and Evolvment Policy</b>	July 2019				July	Sep-22

