

Overview of updates to Policies and Procedures

February 2020

Following feedback from Centres, ERO and the Ministry of Education the following Policies and Procedures have been updated. Many of these changes are further or amended wording to clarify points, some are minor, and others are more significant.

Please ensure you are using the updated policies and procedures.

| No. | Policy or Procedure Update | What was updated |
|---------|---------------------------------|---|
| 3 | Enrolment Policy | Sentence around Centres allowing home-based providers to attend with their children amended to read: "- Possibility of tamariki not enrolled, but attending Playcentre with a home-based caregiver, in order for the enrolled child to attend and/or the caregiver to supervise on session" |
| 4 | Curriculum & Assessment Policy | Minor updates to macrons/ spelling |
| 7.1.3 | Child Protection Flowchart | Updated first point to reflect that you should reassure a child they have done the right thing by telling you, but cannot reassure them that they will receive help. |
| 7.1.3.1 | Child Protection Flowchart Sign | |
| 7.2.3 | Safety Checking Form | Format changed so all parts to be completed by potential student/employee are on same page. Also wording to make clear that all sections must be fully filled in - especially outcome of risk assessment. Also wording added to clarify that police vet and outcome of safety check will be kept by Playcentre Aotearoa for a period. |
| 9 | Health and Safety Policy | Health and Safety Roles and Duties: Wording around who holds the primary duty of care amended to reflect that the organisation as a whole holds this duty. Worker participation in health and safety clarified |
| | | Vaping added to the 'Smoke Free' statement. Clarification that the exceptions to being smoke free are only for spaces that are not primarily for the use of Playcentre - such as home offices or personal cars. |



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Point added regarding ensuring personnel are in a fit state to be at the centre. Reflects the requirements of Regulations that if a person is in a physical or mental state, or is infectious or contagious, they must be excluded from the centre.

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| 9.1 | Laundering Procedure | Wording added to reflect that loads do not need to be done each day, but must still be removed from play/use |
| 9.1.1 | Laundering Procedure Sign | |
| 9.2 | Nappy Changing and Disposal Procedure | Wording added to reflect that steps can be done in a different order if needed to ensure safety of child (e.g. where toilet/ rubbish bin are further away from change table) |
| 9.2.1 | Nappy Changing and Disposal Sign | The words 'or caregiver' added to the procedure to reflect that if it is a grandparent/ whanau member/ nanny who attends with the child rather than their parent this person is also able to change the child's nappy without needing a second person in line of sight |
| | | Clarified that hospital grade disinfectant wipes may be used. |
| 9.3 | Sleeping Children Procedure | Wording added to Clause 2.3 (1.1 on sign) to make clear that children who can stand should not use the top 'bunk' when multi level cots or beds are used. |
| 9.3.1 | Sleeping Children Sign | |
| 9.4 | Injury, Illness, Incident Content page | Updated to reflect new names of procedures and forms |
| 9.4.1 | Injury, Illness and Incident Procedure | Flow chart altered to better reflect the necessary steps, and include information on staying home from centre if unwell. |
| | | Clarified that the Minor Injury, Illness, Incident form should be used for all minor situations, including for adults. Serious form to be used for all more serious and/or notifiable situations. |
| | | Added further information on steps to take in the case of an infectious disease outbreak, and privacy issues regarding the immunisation register. |



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| 9.4.2 | Child Washdown Procedure | Washdown Procedure B - where there is no tub or shower (plumbed in) amended to include steps around filling the bath/bucket, especially health and safety requirements |
| 9.4.2.1 | Child Washdown Procedure Sign | |
| 9.4.3 | Sick Child Isolation Procedure | Name of Serious Injury, Illness or Incident form updated |
| 9.4.3.1 | Sick Child Isolation Sign | |
| 9.4.4 | Notifiable Events | Clause 1.5 added to include other events which are notifiable. Additional info also added to 1.6 |
| 9.4.6 | Minor Injury, Illness and Incident Notice | Wording added to ensure we capture who provided treatment/support to the injured person |
| 9.4.7 | Serious Injury, Illness and Incident Notice | Wording updated to reflect that it should not be used for all adult situations Name altered to remove the phrase "Serious Harm" as that is no longer in legislation. Wording now reflects that used by MoE. Regional Office Use section added to record steps taken. Clarification added that you must contact the Regional Office as soon as possible and they in turn must contact Worksafe (or appropriate agency) AND MoE as soon as possible. |
| 9.6 | Hazard and Risk Management Procedure | Removed reference to "Monthly" Centre meeting Added section 3.0 on Hazardous substances |
| 9.6.1 | Daily Health and Safety Checklist | Further updated so that all answers should be 'positive'. E.g. a tick means that things are as they should be. Now fits on 2 pages, with one page being Indoor and the other Outdoor Has spaces for some centre specific hazards on page 2 |



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| 9.7 | Excursions Procedure | Clarification that a regular outdoor session, where the risks are agreed to at the time of enrolment, can be considered a regular excursion |
| | | Clarification added when some members are staying at the centre - whether on a regular excursion or a special excursion, what are the requirements in terms of ratios, qualifications etc. |
| 9.7.1 | Excursion Form | Statement added to ensure drivers are clear that all children travelling in a vehicle must be restrained as per legislation (i.e. be in car seats) |
| | | Timeframe to keep the form added to sentences at the top of the page |
| 9.8 | Food And Drink Procedure | Points added around considering healthy eating when choosing food and not using teatowels to dry dishes |
| 9.8.2 | Allergies and Dietary Requirements register | NEW - optional register to record any allergies and/or dietary requirements in the centre |
| 9.9.5 | Emergency Drills Quick Reference Record | Updated to reflect that you should also sign when adding the date that the drill was completed. Also added the length of time the form should be kept for |
| 9.9.9 | Civil Defence Kit and First Aid Kit Contents | Additional information added in the notes regarding the use of the hot water cylinder - namely that if using for water you need to ensure you turn off both the power and water supplies to the cylinder |
| 10.1 | Employment Procedure | Clause 5.5 added - definition of Serious Misconduct |
| - | Retention of Records and Documents | Updated to include Building Compliance Schedule/ Warrant of Fitness information and to update name of Serious Injury, Illness and Incident Form |
| - | What Needs to be Displayed at every centre | Updated to include Building Warrant of Fitness and IQP information |



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