

# Policies and Procedures

## Policy & Procedure Review Schedule

Name	Last Reviewed or Updated	Scheduled for next review			Updated Version due to be released
		2022	2023	2024	
1. Guiding Principles Policy	July 2019				July 22
2. Code of Conduct Policy	July 2019	Mar			May 22
3. Enrolment and Attendance Policy	Dec 2021		Oct		May 22
4. Curriculum Policy	Dec 2021		May		Jun 23
5. Communications and Media Policy	Sept 2021	Sept	Sept	Sept	Nov 22
6. Privacy and Information Policy	Sept 2021	Apr			Jun 22
7. Child Protection Policy	Dec 2021	May	May	May	May 22
7.1.2 Child Protection Procedures					May 22
7.1.3 Child Protection Response Flowchart					May 22
7.1.3.1 Child Protection Flowchart Sign					May 22
7.1.4 Child Protection Record Form					May 22
7.2.2 Safety Checking Procedure Contents					May 22
7.2.2 Safety Checking Procedure					May 22
7.2.3a Safety Checking New Applicant Form					May 22
7.2.3b Safety Checking Renewal Form					May 22
8. Positive Guidance Policy	Nov 2021		May		Jul 23
8.1 Positive Guidance Procedure	Nov 2021				Jul 23
9. Health and Safety Policy	July 2019	Feb	Feb	Feb	Apr 20
9.1 Laundering Procedure	July 2019	Mar			May 20
9.1.1 Laundering Sign	July 2019	Mar			
9.2 Nappy Changing and Disposal Procedure	July 2019	Mar			May 20



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9.2.1 Nappy Changing and Disposal Sign	July 2019	Mar	
9.3 Sleeping Children Procedures	July 2019	Mar	May 20
9.3.1 Sleeping Children Sign	July 2019	Mar	
9.3.2 Sleeping Children Check	July 2019	Mar	
9.4.1 Illness, Incident and Injury Procedures	July 2019	Apr	Jun 20
9.4.1.1 Illness Incident Sign	July 2019	Apr	
9.4.2 Child Washdown Procedure	July 2019	Apr	Jun 20
9.4.2.1 Child Washdown Procedure Sign	July 2019	Apr	
9.4.3 Sick Child Isolation Procedure	July 2019	Apr	Jun 20
9.4.4 Notifiable Events Sign	July 2019		
9.4.5 Infectious Diseases Card	July 2019		
9.4.6 Minor Injury, Illness, Incident	July 2019		
9.4.7 Serious Injury, illness and Incident Form	July 2019		
9.5 Medicine Administration Contents	July 2019	May	
9.5.1 Medicine Administration Procedures	July 2019	May	Jul 20
9.5.1.1 Medicine Administration Agreements - Category ii	July 2019	May	
9.5.1.2 Medicine Administration Agreements - Category iii	July 2019	May	
9.5.1.3 Medicine Administration Register	July 2019	May	
9.6 Hazard and Risk Management Procedures	Sept 2019	May	Jul 20
9.6.1 Daily Health and Safety Checklists	July 2019	May	
9.6.2 Hazard and Risk Register Template	July 2019	May	
9.7 Excursions Procedure	July 2019	Jun	Aug 20
9.7.1 Excursions Form	July 2019	Jun	
9.7.2 Excursions Risk Assessment and Management Form	July 2019	Jun	
9.8 Food and Drink Procedure	July 2019	Jun	Aug 20



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9.8.1 Food Record Template	July 2019	Jun			
9.8.2 Allergy and Dietary Requirements Register	July 2019	Jun			
9.9 Emergency Planning Procedure Contents	July 2019	July			
9.9.1 Emergency Planning Procedures	July 2019	July			Sep 20
9.9.2 Fire and Evacuation Procedure	July 2019	July			Sep 20
9.9.2.1 Fire and Evacuation Sign	July 2019	July			
9.9.3 Earthquake Procedure	July 2019	July			Sep 20
9.9.4 Sheltering-in Place Procedure	July 2019	July			Sep 20
9.9.4.1 Sheltering-in Place Sign	July 2019	July			
9.9.5 Emergency Drills Quick Reference Record Form	July 2019	July			
9.9.6 Building Assistance Register	July 2019	July			
9.9.7 FENZ Fire Evacuation Report	July 2019	July			
9.9.8 Emergency Drill Education Guidelines	July 2019	July			
9.9.9 Civil Defence Kit and First Aid Kit Contents	July 2019	July			
9.9.10 Fire Action Sign	July 2019	July			
9.9.11 Earthquake Action Sign	July 2019	July			
<b>9.10 Covid 19 Vaccination Policy</b>	<b>Nov 2021</b>	<b>Nov</b>			
9.10.1 Covid 19 Risk Assessment	Dec 2021	Jan			
9.10.2 Centre Covid 19 Cleaning Protocol	Dec 2021	Jan			
9.10.3 Offices Covid 19 Cleaning Protocol	Dec 2021	Jan			
Hire Covid 19 Cleaning Protocol Rev 1	Dec 2021	Jan			
<b>10. Employment Policy</b>	<b>July 2021</b>	<b>June</b>	<b>June</b>	<b>June</b>	<b>Aug 22</b>
10.1 Employment Procedures	July 2021	June			Aug 22
<b>11. Branding Policy</b>	<b>July 2021</b>		<b>June</b>		<b>Aug 23</b>
11.1 Branding Procedures	July 2021		June		Aug 23



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11.2 Branded Merchandise Procedures	July 2021	June	Aug 23
11.3 Signage Procedures	July 2021	June	Aug 23
<b>12. Property Policy</b>	<b>July 2021</b>	<b>May</b>	<b>July 23</b>
12.1 National Property Fund Criteria Procedure	July 2021	May	July 23
12.1.1 Application for Funding Project Approval	July 2021	May	July 23
12.1.1.1 Notes to help you complete the Application for Funding Project Approval form	July 2021	May	July 2023
12.1.2 Application for Project Approval	July 2021	May	July 2023
12.1.2.1 Notes to help you complete the Project Approval Form	July 2021	May	July 2023
12.2 Hire of Playcentre Buildings Procedure	July 2021	May	July 2023
12.2.1 Hire of Playcentre Buildings Details form	July 2021	May	July 2023
12.2.2 Application for Hire Form	July 2021	May	July 2023
<b>13. Finance Policy</b>	<b>Aug 2021</b>	<b>June</b>	<b>Aug 23</b>
<b>14. Complaints Resolution Policy</b>	<b>Nov 2021</b>		<b>Apr 22</b>
14.1 Complaints Procedure	Nov 2021		Apr 22
14.1.1 Complaints Procedure Sign	Nov 2021		Apr 22
<b>15. Review, Research and Evolvment Policy</b>	<b>Nov 2021</b>		<b>June 22</b>

