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1) Management

1.1 Management of the Service

The Moriac Primary School Council is the sponsor of the service. The School Council has the responsibility for the financial, administration, accounting and reporting processes and tasks of the service.

The Moriac Primary Out of School Hours Care Management Group is comprised of The Principal, Assistant Principal and OHSC Coordinator.

The Moriac Primary Out of School Hours Care Management Group will ensure that the day to day management of the service meets with the requirements set by the Commonwealth’s Department of Family and Community Services and legislation set by State and Commonwealth Governments under the direction of the OSHC committee made up of school, parents and staff representation.

1.2 Records

All legally required records will be maintained in a system that complies with requirements of the Department of Family and Community Services, The Privacy Act 1988.

1. Each child has an individual file that is maintained in a system compliant with requirements of the Privacy Act 1988.

2. Families are advised of the type of information collected in regard to their child and the purpose of this.

3. The service is required to report to various government departments in order to meet funding and service requirements. All information regarding children is provided in a non-identifying way except in the case of Child Care Benefit funding.
Fees

BEFORE SCHOOL - $7.50 per session
AFTER SCHOOL - $10.00 per session

The OSHC Service operates on a non-profit basis. Any surplus will be spent on equipment and resources for the children's program, minor upgrades and service improvements as specified by the Committee of Management. Moriac Primary Out of School Hours Care aims to provide a quality service which is accessible and affordable to families.

Fees will be set on an annual basis by the Committee of Management prior to the commencement of the School year. Fees are set to cover the cost of the service. They are subject to change. Fees are charged on a per session basis, per child. Fees are charged to all booked sessions.

Parents are required to advise the Service if the children are not attending due to parent interviews, whilst on camp or for any other reasons.

Once a booking is made, parents are required to pay for this. If an after school booking is not cancelled before 2:20pm payment will be required. If a before school booking is not cancelled prior to 3:20 pm the previous day payment will be required.
Cash, cheque and credit payments can be made with the Office or cash / cheque with the coordinator. The service is unable to carry fees and charges for dishonoured cheques, therefore any cost to the service will be charged to the parent the following week.

All Payments will be acknowledged as soon as possible if not immediately with a receipt which is signed and dated.

Financial/ Management

The Moriac Primary Out of School Hours Care protects the privacy and confidentiality of individuals by ensuring that all records and information about individual children, families, staff and management are kept in a secure place and are only accessed by or disclosed to those people who need the information to fulfil their responsibilities to the centre or have a legal right to know.

The program will follow the guidelines of the Information Privacy Act (1988)
1.3 Banking Policy

All money received by the service is banked weekly.

PROCEDURE

The Moriac Primary School Business Management is responsible to ensure that:

Prior to banking, all money will be held in a secure place under their direct control.

A reconciliation of fees paid, receipts issued, fee records completed and a bank deposit slip will be completed when monies are prepared for banking.

1.4 Marketing and Service Promotion

Policy

Moriac Primary Out of School Hours Care will be promoted to the school and local community on a regular basis to ensure that all relevant parties are aware of the service and its activities.

PROCEDURE

The Coordinator is responsible to ensure that:

A range of marketing methods are used for the service including: school newsletter, brochure and information in the local paper.

Marketing material is designed to target children and parents separately.

Marketing material is promoted in community languages.

The service participates in community events and includes community visitors to the service.

1.5 Record Keeping

Policy

All legally required records will be maintained in a system that complies with requirements of the Department of Family and Community Services and The Privacy Act 1988. Records must be retained for a period of at least seven years.
Record Keeping

The Coordinator is responsible to ensure that:

A bound daily record of each child’s attendance is maintained by the service. This will include the provision of a sign in and out register. These records will be kept by the service for a period of 3 years.

A bound accident, illness and medication book is maintained by the service. These documents will be kept by the service for a period of 21 years. (Please note individual child accident records must be kept until the child has turned 24 years of age)

Records of permission to attend excursions is kept on children’s files.

A record is kept of each family’s fees paid and fees outstanding.

Statistical data is maintained and kept regarding the utilisation levels of the service.

All financial records, including records required for Child Care Benefit financial accountability are maintained by the service for a period of 3 years, from the date of the last entry.

Staff attendance records outlining sign in and out times are maintained.

Staff will not take administration records home without the permission of the coordinator.

Children’s Records

The Coordinator is responsible to ensure that:

Documentation of children’s health and development is kept in individual child files.

Families are notified of the contents of children’s files and the purpose of collecting this information. This is done through the parent handbook.

Records are secured in a locked cupboard or filing cabinet.

Records of permission to attend excursions is kept on children’s files.

Court orders are held in the child’s individual file.

Individual medical plans are kept in children’s files.

Only staff working directly with a child have access to their file.
All information kept on a child’s file is to be treated with the highest level of confidentiality.

All documentation is kept up to date on children’s files.

1.6 Privacy and Confidentiality Policy

RATIONALE

Moriac Primary Out of School Hours Care is committed to protecting the rights of children and families.

Principles of the Privacy Act 1988
Principle 1 – collection of information must be lawful and fair.
Principle 2 – telling people why information is collected
Principle 3 – ensuring personal information collected is of good quality and not too intrusive
Principle 4 – ensuring proper security of personal information.
Principle 5 – allow people to know what personal information is collected and why
Principle 6 – allow people access to their own records
Principle 7 – ensuring that personal information is of good quality and allowing people to have it changed where it is not
Principle 8 – ensuring that personal information is of good quality before use
Principle 9 – ensuring that use of personal information is relevant
Principle 10 – limiting the use of personal information
Principle 11 – preventing the disclosure of personal information outside the service

DEFINITIONS
Private information - enrolment form, Child Care Benefit information and children’s developmental records.

POLICY

Moriac Primary Out of School Hours Care has a responsibility to comply with the Privacy Act 1988, which governs the release of personal information.

1.7 Quality Assurance

Moriac Primary Out of School Hours Care will strive to meet the highest level of National Quality Standard under the National Quality Framework (NQF).
1.8 Insurance

POLICY
Management will ensure that professional indemnity, public liability, building and contents, worker’s compensation and any other necessary insurance is sufficient to cover the needs of the service, in line with State and Commonwealth Legislation.

PROCEDURE
The sponsor has the responsibility to ensure that:

Commencement and payment of all relevant insurances is undertaken.

Allocations will be made in the budget for all relevant insurances.

Insurance will be paid on time.

1.9 Dishonoured Cheques

POLICY
The service is unable to carry fees and charges for dishonoured cheques, therefore any cost to the service will be charged to the parent the following week.

PROCEDURE
Any cost incurred to the service due to dishonoured cheques will be charged to the parent the following week.

Once a booking is made, parents are required to pay for this. If an after school booking is not cancelled before 2:20pm payment will be required. If a before school booking is not cancelled prior to 3:20 pm the previous day payment will be required.

Cash, cheque and credit payments can be made with the Office or cash / cheque with coordinator.

All Payments will be acknowledged as soon as possible if not immediately with a receipt which is signed and dated.
2) **Enrolment and Fees**

2.1 **Enrolment**

All children must be enrolled before receiving care. Children must be re-enrolled every three years. It is the responsibility of the parents/carers of the child to notify the service of any changes that are to be made to their child’s enrolment records during this time.

2.2 **Waiting List – Priority of Access**

Where demand exceeds supply, it is important for services to allocate available places to those families with the greatest need for childcare support.

1. Moriac Primary Out of School Hours Care will maintain a waiting list for care in application date order and in accordance with the Commonwealth Government’s Priority of Access Guidelines listed in the Community based Outside School Hours Care Handbook.

2. The Service is provided as a first priority to children attending Moriac Primary School.

3. Consideration will be given to accepting children not enrolled at this school if places are available.

**Priority of Access – Guidelines**

Priorities as indicated in the OSHC Handbook:
- Children at risk of abuse or neglect
- Families in crisis should have support and assistance from child care services to the maximum extent possible.
- Families with work or work related needs.

2.3 **Commencement of Care**

Moriac Primary Out of School Hours Care will ensure that all children are made welcome and oriented to the service and its routines upon commencement.

2.4 **Booking**

Permanent booking
Shall be one in which a child/children are booked into the program on the same day/days each week.
Casual booking
A casual booking must be made prior to 2:30pm on any day in order to ensure a place is available.

Parents/guardians are asked to notify the service of any cancellations, changes or additions to bookings.

Notification of cancellations or changes must be made by 2:00pm of the booked day.

2.5 Cancellation of Care
Families are required to notify the service of any changes to booking arrangements.

Families who do not notify the service of intention to cancel permanent care will be charged the full session fee for a one week period.

2.6 Children who do not attend
The staff will endeavour to ensure that children booked into the service arrive as intended. The parent/guardian/authorised persons will be contacted immediately if their child does not arrive as intended.

2.7 Non Collection of Children
Moriac Primary Out of School Hours Care will ensure the safety of children not collected from the service by the closing time.

If students have not been collected by 6.30pm and have not been able to contact the parent/guardian or authorised persons, they will contact the Department of Human Services for direction or the Police.

2.8 Arrival and Departure
All children attending Moriac Primary Out of School Hours Care must be signed in and/or out by the parent/guardian/authorised person every session (signing in and out includes the date and time of arrival and departure).

The child may only leave the relevant premises if the child:

a) Is given into the care of –
   i. A parent of the child; or
   ii. An authorised nominee named in the enrolment record of the child; or
   iii. A person authorised by a parent or authorised nominee named in the child’s enrolment record to collect the child from the premises; or
b) Leaves the premises in accordance with the written authorization of the child’s parent or authorised nominee named in the child’s enrolment record; or

c) Is taken on an excursion in accordance with this Division; or

(d) is given into the care of a person or taken outside the premises—

i. Because the child requires medical, hospital or ambulance care or treatment; or

ii. Because of another emergency.

**Parent** does not include a parent who is prohibited by a court order from having contact with the child.

*(Education and Care Services National Regulations 2011)*

No child is permitted to leave the centre with a person who is not authorised by the parent/guardian. Children may not be collected by persons other than those that appear on the enrolment form, or by anyone under the age of 18, without prior agreement between a parent/guardian and the Coordinator. This person under the age of 18 is to be added to the people authorised to collect the child on the child’s enrolment record.

All parents and authorised persons have access to the Moriac Primary Out of School Hours Care and their children at all times, unless relevant Court Orders are held by the service that specify otherwise.

### DEFINITIONS

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#### 2.9 Child Care Benefit

**Definition**

Child Care Benefit (CCB) is a payment made to families to assist with the costs of child care. Families using approved child care are able to receive CCB through a reduction in their fees, or as a lump sum after the Australian Taxation Office has processed their tax return.

**Policy**

All families will be notified of the availability of Child Care Benefit (CCB) and their responsibilities in accepting this funding.

It is the responsibility of the parents to:

- Complete and lodge the CCB application form within seven days of commencing care.
- Lodge a new CCB application annually or as required.
- Paying their portion of the service fee on a fortnightly basis.
2.10 Allowable Absences Policy

Moriac Primary Out of School Hours Care will comply with the requirements of the funding guidelines as outlined in the Community Based - Outside School Hours Care Handbook for allowable absences.

2.11 Fee Policy

RATIONALE

Moriac Primary Out of School Hours Care operates on a non-profit basis. Any surplus will be expended on equipment and resources for the children’s program, minor upgrades and service improvements as specified by the OSH Committee and Moriac Primary School Council. Moriac Primary Out of School Hours Care aims to provide a quality service which is accessible and affordable to families.

POLICY

1. Fees will be set annually by the School Council prior to the commencement of the school year. Fees are set to cover the cost of the service and to meet the projected budget for the service. They are subject to change.

2. Moriac Primary Out of School Hours Care aims to provide a quality service which is accessible and affordable to families.

2.12 Activity and Excursion Cost Policy

In order to meet the developmental needs and interests of school aged children incursions and excursions will form part of the program. Parents are asked to contribute to the cost of these extra activities.

2.13 Late Pick Up Fees

RATIONALE

This policy has been put into place to prevent any family from continually attending the service after the advertised closing time. The policy ensures that staff are paid for the additional hours they are required to work due to the late pick up of children.

POLICY
The service charges the family $10 per 10 minutes or part thereof. The late fee is added to the child’s weekly invoice for care.

2.14 Handling of Fee Income

The OSHC coordinator and school office administration staff are the only people able to accept payment from families for care.

All families will be provided with a receipt as soon as is practicable after payment is made. All receipts will be provided in a format that meets the requirements of the FACS – Outside School Hours Care Handbook Section 9.3.5 Receipts.

2.15 Late Payment/Non Payment of Fees

Failure to pay fees may result in exclusion from the service.
3) Working with Families

Moriac Primary Out of School Hours Care is committed to working with families in a collaborative manner in order to provide a high quality child care service that meets the needs of children, families and the community. Parent participation and communication is critical to the success of the service and its programs. “Services should provide for adequate parent and staff participation in the management and in the development of the services policies and programs.” FACS, 2000

3.1 Family Involvement

Moriac Primary Out of School Hours Care actively encourages family involvement in the development of the program and Management of the service. Families are welcome to attend the program at any time.

Staff will consider all requests from families in regard to their children. Where a parental request cannot be fulfilled explanation will be provided.

3.2 Child Protection

RATIONALE

“Children have the right to protection from physical, emotional, verbal and sexual abuse and neglect” FACS 2000. Staff working with children take on a duty of care to ensure that all children are safe from harm.

POLICY

The health and welfare of all children in care is paramount. Moriac Primary Out of School Hours Care will act on behalf of children to protect their rights to safety and security in accordance with Section 64 of the Children and Young Persons Act 1989.

3.3 Communication with Parents

RATIONALE

The role of the family in the Outside School Hours Service is paramount to its success and outcomes for children. Family members have a great deal of knowledge about their child which can be shared with the service. Communication must be two-way in order to ensure maximum benefit to the child and family. Staff will tell families about their child’s day in return families will share relevant changes, issues, needs and interests of the child with the staff. This two-way communication should occur on a regular basis.
POLICY

Moriac Primary Out of School Hours Care will provide information to families on a regular basis via a range of methods including: newsletter, notice boards and face to face communication with staff.

3.4 Complaint Policy

All parents/guardians have the right to have their concerns heard by the management team. Families are encouraged to discuss with the Coordinator any complaints or concerns they have about the service or staff. The Coordinator is expected to address complaints promptly, respectfully and in a confidential manner.

The staff will endeavour to respond to families verbally within 24 hours and in writing within 5 working days.

Complaints, which are not resolved to the family's satisfaction, will be referred to the Committee of Management. If this does not ensure the complaint is resolved the matter will then be referred School Council. School Council will discuss the situation and respond accordingly.

3.5 Grievance Procedure

A grievance is defined as any type of problem, concern or complaint which causes concern or distress. A grievance may arise from any decision, act or omission which is perceived as wrong, unjust or discriminatory. Anyone who has a grievance is encouraged to communicate this with the Coordinator, Principal or Assistant Principal who will take the following steps:

1) Explain the grievance handling procedure including:
   • what may happen if there is enough evidence to support your complaint, or what may happen if there is not enough evidence to support your complaint.
   • where you can go if you are not happy with the way Management is dealing with the complaint.
   • where to go for more information.

b) Take a written record of the complaint

c) Talk to the other person / people involved separately and impartially to hear their side of the story.

d) Tell you what the other person / people said and discuss what should be done to sort out the complaint.

e) Make sure whatever you have agreed / decided upon happens.

f) Follow up, including periodical assessments of the effectiveness of the agreed strategies.

If your complaint has not been properly dealt with by management, you may wish to take it to an external agency to see if they can help.
4) Children

Moriac Primary Out of School Hours Care is committed to nurturing and extending each child’s social, physical, emotional and intellectual development in a child-friendly, supportive and fun environment.

4.1 Program Planning

Moriac Primary Out of School Hours Care will offer a planned, flexible and balanced program which will respond to children’s interests, needs and stages of development.

The program will be developed in collaboration with children, parents and staff.

Moriac Primary Out of School Hours Care believes that planning is an integral part of the service, and encourages all stakeholders (children, parents, and staff) to be involved in its development.

The My Time, Our Place – Framework for School Aged Care in Australia will be used to inform program planning at the service.

4.2 Positive Guidance of Children

Moriac Primary Out of School Hours Care is committed to developing a safe, secure, caring and stimulating environment, which enhances children’s self esteem and encourages them to interact positively and to co-operate with others.

4.3 Anti-Bullying Policy

Moriac Primary Out of School Hours Care is committed to developing a safe and secure environment, which encourages children to interact positively with respect for others. Children are encouraged to report bullying and are made aware of the consequences of bullying.

Children are encouraged to be considerate and supportive to each other and assisted in developing friendship skills. The safety and security of all children is ensured by supervising them at all times, monitoring, modelling, teaching and reinforcing. Children are taught ways to resolve arguments without violent words or actions.

Children are asked to assist by refusing to watch bullying, reporting bullying incidents, persuading the person being bullied to talk to them or an adult about what is happening, they will also offer to speak to an adult on the behalf of the bullied person.
4.4 Outdoor Play (6.7)

Moriac Primary Out of School Hours Care encourages all children to participate in a variety of outdoor play and recreational activities on a daily basis.

**Water Based Activities**

Children are to be kept under constant direct visual supervision by staff when engaging in water based activities. Supervising staff must have current first aid and CPR training.

Activities considered to be water based include any activities involving:

- Wading pools
- Equipment that could contain 5 centimetres of water or more and would allow a child to submerge both nose and mouth at the same time

Both wading pools and equipment are to be isolated and emptied when not in use.

References:


http://www.kidsafensw.org/imagesDB/wysiwyg/KidsinandAroundWater2012_2.pdf

4.5 Excursion Policy

Moriac Primary Out of School Hours Care considers age appropriate excursions/ incursions to be an integral part of the OSHC service as they provide variety which adds to children’s life experiences.

- A risk assessment must be conducted before an excursion
- It is the responsibility of the approved provider and nominated supervisor to ensure a risk assessment has been conducted
- A risk assessment is not required for an excursion if-
  a) The excursion is a regular outing; and
  b) A risk assessment has been conducted for the excursion
- On all excursions staff must ensure to take:
  i. attendance roll
  ii. a first aid kit
  iii. any medications
  iv. a list of children’s additional needs including medical conditions
  v. parent/carer contact details for all children attending the excursion
  vi. mobile phone / other means of communicating with the service and emergency services
• Staff must always count children on and off transport as well as conduct regular counts at reasonable intervals. For example, staff walking with children anywhere outside of school grounds should conduct regular counts to ensure children are not lost along the way.

• If crossing roads, children are to use designated crossing points. Staff are to walk to the middle of the crossing to ensure visibility and orderly crossing. Other staff are to control the flow of students across the road.

• A child being educated and cared for by the service may only be taken outside the service on an excursion provided that child has written authorisation from a parent or other person named in the child’s enrolment record as having authority to authorise the taking of the child outside the education and care services premises by a staff member.

• Regular excursions only require written authorisation once every twelve months.

(Education and Care Services National Regulations 2011)

4.6 Evacuation Policy

The personal safety and security of children and staff while attending the service is paramount. Therefore the centre has emergency procedures which are known and practiced regularly by staff and children. The service has written procedures for dealing with emergencies such as dealing with, a medical emergency, a fire, threats to staff or children, a bomb threat and robbery. Please refer to the Emergency Management Plan.

4.7 Children’s Individual Needs

The service will ensure that all children are catered for within the weekly program plan. They have equal access to equipment, resources and play spaces within the service. Planning for children focuses on strengths and interests and ways to extend and challenge existing skills for all children.

The staff will ensure that this occurs by offering a balance of activities, ensuring flexibility and providing for child-initiated activities. Experiences provided will be able to be adapted to meet the needs of individual children.

4.8 Equity Policy

All children have equal access to equipment, resources and play spaces within the service. The service will ensure that all experiences and materials are non-stereotypical in their presentation.
4.9 Cultural Inclusion and Religious Beliefs

Moria Primary Out of School Hours Care offers an anti-biased approach to programming which is sensitive to all cultures, religions and ethnic groups. Moria Primary Out of School Hours Care provides materials which depict the multicultural and diverse society that we live in. Staff encourage children to respect and value each other. Staff are aware of the diverse family structures that are present within the service.

4.10 Resources and Equipment Policy

RATIONALE

Moria Primary Out of School Hours Care recognizes that in order to effectively coordinate a service, safe and secure storage facilities need to be provided for the following items:
- Administration requirements including children’s records
- Children’s Games and equipment- large and small items
- First aid equipment
- Cleaning materials as well as other dangerous items.

POLICY

Moria Primary Out of School Hours Care believes that children should have access to a range of equipment which is developmentally appropriate, safe and well maintained.

A range of equipment will be provided to allow for a balanced program meeting the developmental, recreation needs and interests of all children.

4.11 Videos, Television, Computers and Electronic Games

Moria Primary Out of School Hours Care is an extension of home and children’s leisure time. The service endeavours to reflect children’s interests, therefore activities such as videos, television, computers, and electronic games will be offered in a balanced program of activities.

4.12 Toys From Home

Moria Primary Out of School Hours Care recognises that children sometimes bring their own toys to school, however children are responsible for these toys whilst at the service.
4.13 Induction/Orientation

Staff will ensure that children are oriented into the program. This includes showing them where bags are kept, areas they may play in whilst at the service, telling them about snack times, expectations and linking them with other children in the program if they do not know anyone else.

4.14 Interactions with Children

The quality of interactions between staff and children attending Out of School Hours Care contributes to how children experience the service and influences their sense of belonging and developing sense of self. Meaningful relationships are developed through positive, genuine interactions between staff and children as well as between children themselves.

Moriac Primary Out of School Hours Care will develop meaningful relationships by making children feel welcome, connected and respected at the service. Staff will use positive behaviour guidance and promote cohesive groups to further contribute to the quality of the interactions experienced by the children at the service.

Staff will be aware of individual children’s development, characteristic and needs. Training and professional development will be provided to staff to assist them in engaging and building positive interactions and develop meaningful relationships with individual children.

Staff will guide children’s behaviour positively by:

1. Being aware of individual children’s relationships, interests and needs
2. Involving children in discussions about desirable behaviour and in setting limits and rules
3. Modelling positive communication and behaviour
4. Discussing emotions with children and acknowledging their feelings
5. Having appropriate expectations of children’s behaviour
6. Giving explanations to children when limits are enforced
7. Preventing conflicts and inappropriate behaviour rather than punishing them
8. Allowing children to make decisions and involving them in planning the experiences at the service
9. Encouraging children to negotiate and find solutions during disagreements
10. Providing adequate equipment and space, and organising the environment to promote harmonious play
11. Allow older and younger children to play separately at least some of the time
12. Foster friendships between children
13. Encouraging children to express themselves and their opinions
14. Maintain, at all times, the dignity and rights of each child
15. Give children the opportunity to become self-reliant and develop self-esteem
16. Have regard to the family and cultural values, age, physical and intellectual development and abilities of each child being educated and cared for by the service

4.15 Environmental and Sustainability Strategy

Moriac Out of School Hours Care educators will promote sustainable practices when possible by working together with children and their families to promote the sustainable use of resources and to develop and implement sustainable practices. We aim to develop positive attitudes and values by engaging children and families in learning experiences, joining in discussions and watching educators model sustainable practices. -

Out of School Hours Care will implement sustainable practices such as:

1. Use of recycled materials
2. Conserving water
3. Turning off lights when they are not required
4. Only using heaters and fans when really necessary
5. Keeping waste to a minimum
6. The use of a compost bin

Staff will share information and involve children and families in the implementation of sustainable practices.

5) Staffing

Through service agreements sponsors are responsible to maintain National Standards and State and Commonwealth legislation. Job descriptions ensure committees of management and service staff are clear about their duties, accountability and standard of performance allowing for the maintenance of appropriate standards.

There is a general acceptance within the children’s service’s industry of the principle that quality care is dependent on relevant staff training. The need for qualified staff is based on recognition of the fact that the care of children requires specialist knowledge and skills.

5.1 Equal Opportunity

The School Council will ensure that the workplace operates on the principles of fairness, equality, and merit in all aspects of employment and team work.

The School Council will provide appropriate staff for the service as per the National Standards for Outside School Hours
5.2 Position Description Policy

1. All OSHC employees have a position description, which accurately reflects their duties, accountability and standard of performance.

2. The OSHC employees have appropriate qualifications as outlined in the National Standards for Outside School Hours Care.

3. Staff: child ratios are in accordance with the National Standards for Outside School Hours Care.

4. All staff hold a current Working with Children’s check and/or VIT registration.

5.3 Induction/Orientation

The Principal and Program Co-ordinator will provide a work induction for all new staff members and provide them with a Staff Handbook.

5.4 Communication and Team Work

1. Staff will inform each other of any matters which impact on their work as soon as is practicable either in writing or verbally.

2. Staff meetings are utilised to ensure that all staff have the opportunity to work together and receive the same information.

3. Staff will develop effective communication techniques for their daily work to ensure that all members are clear about their responsibilities.

5.5 Staff Appraisal / Performance Management

1. The Principal shall conduct an annual appraisal with the coordinator to ensure service obligations are properly met and also allow the coordinator to make comments.

2. The coordinator shall conduct staff appraisals with assistants to ensure obligations are properly met and allow staff to make comments.

3. Staff appraisals are an opportunity for staff to receive feedback on their performance and plan for professional and career development.
5.6 Training/Professional Development

The Committee of Management will ensure that all OSHC employees are offered training appropriate to their position, to increase work satisfaction and provide an effective service.

5.7 Caring For Staff Members Children

Staff members’ children are able to enrol and attend the service as with all other children in the community.

5.8 Occupational Health and Safety

The management body ensures that all staff and the management team abide by State and Commonwealth Legislation in regard to health and safety of all staff, children and visitors to the service.

5.9 Health of Staff

The management body will ensure that staff employed by Moriac Primary School are free from the influence of drugs or alcohol and are fit and proper persons able to care for children.

5.10 Complaints/ Issue Resolution

All parents/guardians have the right to have their concerns heard by the management team. Families are encouraged to discuss with the Coordinator any complaints or concerns they have about the service or staff. The Coordinator is expected to address complaints promptly, respectfully and in a confidential manner.

The staff will endeavor to respond to families verbally within 24 hours and in writing within 5 working days.

Complaints, which are not resolved to the family's satisfaction, will be referred to the Committee of Management. If this does not ensure the complaint is resolved the matter will then be referred School Council
5.11 Disciplinary Procedures Policy

RATIONALE

Disciplinary procedures are used when a staff member is not following the requirements of the workplace policies and procedures and the duties outlined in the position statement. The Principal is responsible for ensuring that staff are clear of their responsibilities and the outcome if they are not followed.

POLICY

Moriac Primary Out of School Hours Care is committed to ensuring that disciplinary procedures are fair and are practiced in accordance with the appropriate award.

5.12 Student Policy

Students in appropriate fields of study will be accepted to undertake their placement in the service.

5.13 Volunteer Policy

Volunteers will not be permitted to assist with staff: child ratios. All volunteers will be inducted into the program by the Coordinator prior to volunteering in Out of School Hours Care.

5.14 Visitors to the Centre

All visitors are required to sign in and report to the office. They are also required to report to an Out of School Hours Care staff member and show identification if appropriate/available.
6) Health and Safety

The Health and Safety of the children, staff and families of the service is paramount. Moriack Primary Out of School Hours Care will ensure that the Health and Safety needs of all concerned are met.

6.1 Medication

**DEFINITION**

Medication Includes but is not limited to; eye drops, cough mixture, panadol, and asthma medication. Medication includes all prescription and over the counter drugs.

**Definition — Lawful Authority**

A power, duty, responsibility or authority conferred at common law or under an Act to make a decision regarding the health, welfare or other aspect of a child's care. Parents have lawful authority over their child unless a court order states otherwise.

Good practice with regard to the staff giving children medication is essential to ensure that appropriate doses of correct medicines are given to the child.

**POLICY**

1. All Medication will be administered in accordance with the National Standards for Outside School Hours Care.

2. In order to ensure that the interests of staff, children and parents/guardians/approved persons are not compromised, medication will only be administered with explicit permission from parent/guardian/approved person or in the case of an emergency, with permission of a medical practitioner.

   This procedure is in line with the National Standards for Outside School Hours Care. Authorisation, in writing, from a parent/guardian/person with lawful authority will include the child's name, the name of the medication, the dosage and times and/or circumstances of administration, along with details of last dosage taken prior to attending the service.

   Where children require medication regularly, approval, in writing, from parents/guardians/person with lawful authority will be updated on a regular basis. Notification, in writing, will also need to be obtained from parents/guardians/person with lawful authority where a child self-administers the medication.
3. Medication will be kept out of reach of children in keeping with the environmental conditions required of the medication (fridge or locked cabinet). Where staff have been notified all personal medication including asthma pumps will be stored in a manner which prevents access by other children.

4. Medication will only be given if it is clearly marked with the child's name, contained in the original container, within its due date and kept in appropriate storage. Children will not be given a higher dosage than that written on the label.

5. In an emergency, if the parent/guardian/person with lawful authority is unable to be contacted, the service will contact the family doctor first and then a registered medical practitioner.

6. Parents will be notified if any required medication was not administered for any reason as soon as possible.

7. A medical register will be maintained by the service containing the date, time and dosage of medication that was administered as well as the name of the person who administered it.

6.2 Children’s Individual Medical Plan Policy

1. Enrolment forms provide families with the opportunity to share their child’s medical information with the service staff.

2. Medical details are kept in accordance with the Privacy Act 1988.

3. Individual medical health plans are designed for children with serious health conditions including asthma, diabetes and children diagnosed at risk of anaphylaxis.

4. Parents/Carers along with staff and health professionals will develop a medical management plan for the child if the child has a serious health condition including asthma, diabetes or is diagnosed at risk of anaphylaxis.

5. Individual medical health plans are reviewed on an annual basis (to ensure relevance and accuracy) unless there is a change of condition.

6. A risk minimisation plan is developed by staff in consultation with parents/carers to ensure that risks relating to a child’s specific health care need, allergy or relevant medical condition are assessed and minimised.
7. All staff within the service are aware of children’s individual medical health plans and have received appropriate training.

8. In the event of an incident relating to a child’s specific healthcare need, allergy or relevant medical condition the child’s individual emergency management plan is to be followed by staff.

(Education and Care Services National Regulations 2011)

Parents/Carers are responsible for ensuring that –

- The service is notified of their child’s medical condition of which a medical plan is required.
- Their child is enrolled with a completed medical plan.
- The child brings their medication to the service each day.
- If the medical condition no longer exists, the parent/carer must provide the program with a doctor’s letter confirming this.

6.3 Asthma Policy

Rationale:
Asthma is a chronic health condition affecting approximately 15% of children. It is one of the most common reasons for childhood admission to hospital. While an average of two people die in Victoria each week from asthma, many of these deaths are thought to be preventable. Community education and correct asthma management will assist to minimise the impact of asthma.

It is generally accepted that children under the age of six do not have the skills and ability to recognise and manage their own asthma effectively. With this in mind, Moriac Primary School recognises the need to educate its staff and parents/carers about asthma and to promote responsible asthma management strategies.

Aims:
- Raise the awareness of asthma amongst those involved with the Children’s Service
- Provide the necessary strategies to ensure the health and safety of all persons with asthma involved with the Children’s Service
- Provide an environment in which children with asthma can participate in all activities to the full extent of their capabilities
- Provide a clear set of guidelines and expectations to be followed with regard to the management of asthma.
- Asthma management should be viewed as a shared responsibility.

Implementation:
The approved provider will ensure:
- Ensure that all staff members have completed appropriate training.
- Provide an Asthma Action Plan to all parents of children with asthma upon enrolment. The completed Asthma Action Plan is to be returned within 7 days.
• Formalise and document the internal procedures for emergency Asthma First Aid.
• Children with asthma are identified during the enrolment process.

The coordinator and staff of the service will:
• Store Asthma Action Plans in the child’s enrolment record.
• Ensure that all staff are informed of the children with asthma.
• Ensure that an emergency Asthma First Aid poster is displayed in key locations.
• Ensure that they maintain current accreditation in Emergency Asthma Management
• Administer emergency asthma medication if required according to the child’s written Asthma Action Plan. If no written Asthma Action Plan (in an emergency situation only i.e. where a child has not previously been diagnosed with Asthma) is available the asthma emergency procedures outlined in this document should be followed immediately.

Moriac Primary School will:
• Ensure that the First Aid Kit contains a blue reliever puffer (e.g. Airomir, Asmol, Epaq or Ventolin), a spacer device, concise written instructions on Asthma First Aid procedures and 70% alcohol swabs.
• Ensure that an accredited staff member correctly maintains the asthma component of the First Aid Kit.
• Provide a mobile Asthma First Aid Kit for use at activities outside school.
• Encourage open communication between parents/guardians and staff regarding the status and impact of a child’s asthma.

Parents/guardians will:
✓ Inform staff, either upon enrolment or on initial diagnosis, that their child has a history of asthma.
✓ Provide all relevant information regarding the child’s asthma via the Asthma Action Plan.
✓ Notify the staff, in writing, of any changes to the Asthma Action Plan during the year.
✓ Ensure that their child has an adequate supply of appropriate asthma medication (including reliever) at all times.
✓ Ensure that their child has their own spacer device.
✓ Ensure that they comply with all requirements and procedures in relation to the Medication Policy.
✓ Communicate all relevant information and concerns to staff as the need arises e.g. if asthma symptoms were present last night.
✓ Ensure, in consultation with the staff, the health and safety of their child through supervised management of the child’s asthma.

Emergency Treatment of an Asthma Attack

Action to be taken if a child suddenly collapses or has difficulty breathing
with a possible asthma attack

Children with a known asthma condition: Staff will follow the agreed plan of action for the child for the emergency treatment of an asthma attack as detailed in the Asthma Action Plan.

Children with previously known asthma conditions, but have had a medical letter to state they no longer pertain to the condition: staff should immediately commence the standard asthma emergency protocol detailed below:

1. **Sit the child upright**
   - Remain calm and reassure the child
   - Do not leave the child alone

2. **Give 4 puffs of the blue reliever puffer medication**
   - Use a spacer
   - Shake puffer
   - Put 1 puff into spacer

Repeat until 4 puffs have been taken

Remember: shake, 1 puff, 4 breaths

3. **Wait 4 minutes**
   - If there is no improvement, give 4 more puffs as above

4. **If there is still no improvement call emergency assistance (dial 000)**
   - Say ‘ambulance’ and state clearly that someone is having an asthma attack
   - Follow emergency services instructions


**6.4 Diabetes Policy**

Family, parent or guardian must provide the school/service with:
- Details of the child’s health problem including information on treatment, medications and allergies
- The name, address and phone number of the child’s doctor, for contact in case of an emergency
- Student specific emergency contact details
- An Emergency Medical Plan following enrolment and prior to the child commencing care at the service which includes:
  ✔ The child’s name and condition
  ✔ Signs and symptoms of the condition
  ✔ Action to be taken if these signs or symptoms should occur
  ✔ Details on when, how and how often the child is to have finger-prick or urinalysis glucose or ketone monitoring
  ✔ Emergency contacts

The parents/carers must ensure:
- The child brings with them to the service all necessary glucose monitoring and management equipment.

The service must ensure:
- All staff are aware of children within the service with diabetes
- All staff understand how to manage an individual child’s diabetic condition
- The family supplies all necessary glucose monitoring and management equipment – a child must have this equipment if they are to attend the service
- There are glucose foods or sweetened drinks readily available to treat hypoglycaemia (low blood glucose), eg. Glucose tablets, glucose jelly beans, Lucozade.
- If a child has had an episode of hypoglycaemia and needed glucose food or drink, to also provide the child with a slow-acting carbohydrate food to help maintain blood glucose levels, eg. Milk, raisin toast, yoghurt, fruit.
- A location in the service is available for privacy for the child to do their own glucose monitoring or insulin administration if the child is able.
- The availability of meals, snacks and drinks that are appropriate for the child and are in accordance with the child’s Diabetes Care Plan.
- The opportunity for the child to participate in any activity, exercise or excursion that is appropriate and in accordance with their Diabetes Care Plan.

6.5 Anaphylaxis Policy

RATIONALE
Anaphylaxis is a severe, rapidly progressive allergic reaction that is potentially life threatening. The most common allergens in school aged children are peanuts, eggs, tree nuts (e.g. cashews), cow’s milk, fish and shellfish, wheat, soy, sesame, latex, certain insect stings and medication.

The key to prevention of anaphylaxis in schools is knowledge of those students who have been diagnosed at risk, awareness of triggers (allergens), and prevention of exposure to these triggers. Partnerships between schools and parents are important in ensuring that certain foods or items are kept away from the student while at school.
Adrenaline given through an EpiPen® autoinjector to the muscle of the outer mid thigh is the most effective first aid treatment for anaphylaxis.

AIMS

- To provide, as far as practicable, a safe and supportive environment in which students at risk of anaphylaxis can participate equally in all aspects of the service.
- To raise awareness about anaphylaxis and the school’s anaphylaxis management policy in the school community.
- To engage with parents/carers of students at risk of anaphylaxis in assessing risks, developing risk minimisation strategies and management strategies for the student.
- To ensure that each staff member has adequate knowledge about allergies, anaphylaxis and the services policy and procedures in responding to an anaphylactic reaction.

INDIVIDUAL ANAPHYLAXIS MANAGEMENT PLANS

The Approved Provider will ensure that an individual management plan is developed, in consultation with the student’s parents, for any student who has been diagnosed by a medical practitioner as being at risk of anaphylaxis.

The individual anaphylaxis management plan will be in place as soon as practicable after the student enrols, and where possible before their first day of school.

The individual anaphylaxis management plan will set out the following:

- Information about the diagnosis, including the type of allergy or allergies the student has (based on a diagnosis from a medical practitioner).
- Strategies to minimise the risk of exposure to allergens while the student is under the care or supervision of school staff, for in-school and out of school settings.
- The name of the person/s responsible for implementing the strategies.
- Information on where the student’s medication will be stored.
- The student’s emergency contact details.
- An emergency procedures plan (ASCIA Action Plan), provided by the parent, that:
  - Sets out the emergency procedures to be taken in the event of an allergic reaction;
  - Is signed by a medical practitioner who was treating the child on the date the practitioner signs the emergency procedures plan; and includes an up to date photograph of the student.
The student’s individual management plan will be reviewed, in consultation with the student’s parents/carer:
- annually, and as applicable,
- if the student’s condition changes, or
- immediately after a student has an anaphylactic reaction at school.

It is the responsibility of the parent/carer to:
- Provide the emergency procedures plan (ASCIA Action Plan).
- Inform the service if their child’s medical condition changes, and if relevant prove an updated emergency procedures plan (ASCIA Action Plan).
- Provide an up to date photo for the emergency procedures plan (ASCIA Action Plan) when the plan is provided to the school and when it is reviewed.
- The child comes to the service with the appropriate medication.

COMMUNICATION PLAN

Note: Page 15 of the Anaphylaxis Guidelines for Victorian Government Schools has advice about strategies to raise staff and student awareness, working with parents/carers and engaging the broader school community. The principal will be responsible for ensuring that a communication plan is developed to provide information to all staff, students and parents about anaphylaxis and the school’s anaphylaxis management policy.

The communication plan will include information about what steps will be taken to respond to an anaphylactic reaction by a student in a classroom, in the school yard, on school excursions, on school camps and special event days.
Volunteers and casual relief staff of students at risk of anaphylaxis will be informed of the students at risk of anaphylaxis and their role in responding to an anaphylactic reaction by a student in their care.

STAFF TRAINING AND EMERGENCY RESPONSE

All staff will have completed an anaphylaxis management training course.

Moriac Primary School’s first aid procedures and student’s emergency procedures plan (ASCIA Action Plan) will be followed in responding to an anaphylactic reaction.
6.6 First Aid

Rationale:
All students have the right to feel safe and well, and know that they will be attended to with due care when in need of first aid. There are a number of health-related documents included in the Polices and Procedures Manual that are more specific to particular issues (e.g., Anaphylaxis, Asthma, etc). Staff need to become familiar with these documents.

Aims:
- To administer first aid when in need in a competent and timely manner.
- To communicate student’s health problems to parents when considered necessary.
- To provide supplies and facilities to cater for the administering of first aid.
- To maintain a sufficient number of staff members trained with a Level 2 First Aid Certificate.

Implementation:
- At least one staff member on duty holds a current Level Two First Aid Certificate with up-to-date CPR qualifications, Anaphylaxis Training and Emergency Asthma Management.
- All staff will complete CPR and Anaphylaxis updates annually. The school will organise this.
- A comprehensive supply of basic first aid materials will be stored in the first aid box located in the OSHC storeroom.
- A confidential up-to-date register located in the OSHC storeroom will be kept of all injuries or illnesses experienced by student that require first aid.
- The First Aid kits will contain appropriate supplies of equipment and protective disposable gloves will be available for use by staff.
- Minor injuries only will be treated by staff members on duty, while more serious injuries—including those requiring parents to be notified or suspected treatment by a doctor—require a Level 2 first aid trained staff member to provide first aid.
- Any student with injuries involving blood must have the wound covered at all times.
- No medication, including headache tablets, will be administered to student without the express written permission of parents or guardians.
- Parents of all students who receive first aid, will receive a completed form indicating the nature of the injury, any treatment given, and the name of the staff member providing the first aid. For more serious injuries/illnesses, the parents/guardians must be contacted by the administration staff so that professional treatment may be organized. Any injuries to a child’s head, face, neck or back must be reported to parents/guardians.
• Any student who is collected from OSHC by parents/guardians as a result of an injury, or who is administered treatment by a doctor/hospital or ambulance officer as a result of an injury, or has an injury to the head, face, neck or back, or where a teacher considers the injury to be greater than “minor” will be reported on DEECD’s emergency notification number (95896266).
• Parents of ill students will be contacted to take the student home.
• All staff have authority to call an ambulance immediately in an emergency. If the situation and time permit, a staff member may confer with others before deciding on an appropriate course of action.
• All students attending excursions will have provided a signed medical form providing medical detail and giving staff permission to contact a doctor or ambulance should instances arise where their child requires treatment. Copies of the signed medical forms to be taken on excursions, as well as kept at the service.
• All students, especially those with the documented asthma management plan, will have access to Ventolin and a spacer at all times.
• A member of staff is to be responsible for the purchase and maintenance of first aid supplies, first aid kits, ice packs and the general upkeep of the first aid room.
• At the commencement of each year, request for updated first aid information will be sent home including request for any asthma management plans, high priority medical forms, and reminders to parents of the policies and practices used by the school to manage first aid, illnesses and medications throughout the year.
• General organizational matters relating to first aid will be communicated to staff at the beginning of each year. Revisions of recommended procedures for administering asthma medication will also be given at that time.

6.7 Hygiene Policy

1. Staff will model a high level of personal hygiene.

2. Staff will encourage children to follow personal hygiene practices such as washing and drying their hands before and after meal times, after using the toilet, blowing their nose, handling animals and other unhygienic practices.

3. Hygiene practices will be followed to ensure cross infection is prevented.

6.8 Infection Control Policy

1. Staff will follow universal precautions in regard to the management of blood/bodily fluids.
2. A blood spills kit is provided within the facility and any used syringes found on the premises are placed in a syringe container. Children are encouraged to report any syringes found and not to touch them.

3. All spills of bodily fluids will be mopped up with paper towel, placed in a sealed bag along with the gloves the staff member was wearing and disposed of in a bin with a lid. (All items can be found in the blood spills kit). Gloves (provided by the service) will be worn when dealing with spills of bodily fluids. Spills will be cleaned with a bleach solution. Hands are washed in hot soapy water after cleaning up a spill. Equipment exposed to blood or bodily fluids will be cleaned with hot soapy water and bleach as soon as possible.

4. In order to ensure all staff and children are safe whilst at the centre sound hygiene and infection control guidelines are followed at all times.

6.9 Communicable Diseases

Moriac Primary Out of School Hours Care’s policy on infectious diseases is consistent with Commonwealth and State legislation, which outlines the exclusion practices for children who have an infectious disease or who have been exposed to an infectious disease. Moriac Primary Out of School Hours Care will ensure that the policy is practiced.

- If there is an occurrence of an infectious disease at the service, the approved provider of the service must ensure that a parent or an authorised emergency contact of each child being educated and cared for by the service is notified of the occurrence as soon as practicable.
- Parents/carers are responsible for ensuring the service is notified as soon as possible if their child has contracted an infectious disease

(Education and Care Services National Regulations 2011)

6.10 HIV/ AIDS/ Hepatitis policy

1. All medical details of staff, parents or children attending the centre will be kept confidential.

2. The number of staff aware of a child’s medical condition will be restricted to those working directly with the child who will need to detect situations where there is the potential for transmission.
3. Children with moist skin lesions or abrasions are asked to cover them with a waterproof bandage whilst attending the service.

6.11 Illness Policy

When a child becomes ill the child’s parent/guardian will be contacted by service staff to make arrangements for the child to be taken home as soon as possible. Whilst the child is awaiting the arrival of a parent/guardian/authorised person they will be made as comfortable as possible and signs and symptoms of the illness will be recorded. This information will be placed on your child's file.

6.12 Accident and Injury Policy

RATIONALE

It is vital that sound accident prevention strategies are developed, monitored and practiced by staff. These strategies are designed to provide for a safe and healthy environment for staff, children and parents and thereby reduce the incidence of any accidents occurring. The coordinator will ensure all preventative strategies are put in place and that reporting of an accident or injury is properly documented. In most cases the Coordinator will record the incident details, carry out an investigation and follow through on any recommendations arising from the investigation. The purpose of an investigation is not to lay blame, though at times the facts may indicate where fault may be found.

POLICY

1. The child’s well being is of prime concern and first aid will be administered immediately by staff to ensure the best outcome.

2. Every attempt will be made to contain the situation.

3. Parents will be informed immediately if medical aid or hospitalisation is required.

4. If required an investigation of the cause will be completed.

5. The Service will ensure that staff, families and children are provided with counselling services to assist in managing stress or grief associated with a trauma or death.

6.13 Incident and Trauma Management Policy

In the event of a critical incident, Moriac Primary Out of School Hours Care recognises that appropriate infrastructure must be in place to ensure the provision of all necessary support services.
RATIONALE

A critical incident is considered by Moriac Out of School Hours Care to be a traumatic event, or the threat of such (within or outside Australia), which causes extreme stress, fear or injury.

Critical incidents may include, but are not limited to:
- serious injury, illness, or death of a student or staff
- students or staff lost or injured during fieldwork experiences
- a missing student
- severe verbal or psychological aggression
- physical assault
- student or staff witnessing a serious accident or incidence of violence
- natural disaster e.g. earthquake, flood, windstorm, hailstorm, or extremes of temperature
- fire, bomb-threat, explosion, gas or chemical hazard
- social issues e.g. sexual assault, drug use, alcohol abuse.

POLICY

1. Immediate Response [within 24 hours]
   1.1 identify the nature of the critical incident
   1.2 contact emergency services [under no circumstances are students/staff to be transported in private vehicles]
   1.3 if applicable secure the area
   1.4 ensure safety and welfare of staff and students
   1.5 notification of the critical incident to School Principal
   1.6 implementation of appropriate critical incident plan
   1.7 liaison with emergency services, hospital and medical services
   1.8 contact and inform parents and family members
   1.9 identify students and staff members most closely involved and at risk
   1.10 assess the need for support and counselling for those directly and indirectly involved

2. Secondary Response [48–72 hours]
   2.1 assess the need for support and counselling for those directly and indirectly involved [ongoing]
   2.2 provide staff, students, and wider community, with factual information as appropriate
   2.3 arrange debriefing for all students and staff most closely involved and at risk
   2.4 restore Out of School Hours Care to regular routine, program delivery, and community life as soon as practicable
   2.5 completion of critical incident report

3. Ongoing Follow-up Response
   3.1 identification of any other persons who may be affected by the critical incident and provide access to support services for community members
3.2 provision of accurate information to students and staff
3.3 arrangement of a memorial service and occasional worship as appropriate
3.4 maintain contact with any injured and affected parties to provide support and to monitor progress
3.5 monitor staff and students for signs of delayed stress and the onset of posttraumatic stress disorder; providing specialised treatment as necessary
3.6 evaluation of critical incident management
3.7 plan for and be sensitive to anniversaries
3.8 manage any possible longer term disturbances e.g. inquests, legal Proceedings

6.14 Emergency Management

RATIONALE

The personal safety and security of children and staff is of primary importance while attending the service.

POLICY

1. Emergency procedures will be known and practiced regularly by staff and children.

2. Staff will be trained to use necessary equipment i.e. fire extinguishers

3. The service has written procedures for dealing with emergencies such as:
   - Dealing with a medical emergency
   - Dealing with a fire
   - Dealing with threats to staff or children
   - Dealing with a bomb threat
   - Robbery

6.15 Sunsmart Policy

RATIONALE

“It is the ultraviolet radiation (UV) in the sun’s rays that causes sunburn and long term skin damage. UV levels begin to rise early in September and stay high until the end of April, so skin should be protected throughout this period, not just summer. UV is not related to temperature so you can still get sunburnt even on cool or cloudy days – in fact most people who get sunburnt do so when the temperature is between 19 and 27oC.”

POLICY

Staff will observe strict health, hygiene and sun protection practices in
according to relevant government guidelines to minimise risks to themselves and the children. All children and staff are required to wear a suitable hat and apply sunscreen (factor 30 or greater) before they go outdoors during terms 1 and 4.

A suitable hat is the Schools broad brimmed style (the brim should be between 8-10cm) that shade the face, ears and neck. Clothing should provide adequate protection from the sun which means that shirts that cover the shoulders, have collars and have sleeves that are at least elbow length are recommended. Longer style shorts and skirts are recommended.

Children are encouraged to play in shaded areas. The availability of shade will be considered at excursion venues.

Children are encouraged to apply their own sunscreen approximately 20 minutes prior to going outdoors. Even children playing in shaded areas must wear sunscreen.

6.16 Food Preparation

1. Moriac Primary Out of School Hours Care will comply with State and Local Authority legislation in relation to all food handling requirements.

2. Moriac Primary Out of School Hours Care is committed to providing safe and hygienic facilities for the preparation, storage cooking and cooling of children’s food.

3. Moriac Primary Out of School Hours Care will wash down surfaces with warm, soapy water prior to being sanitised.

4. All staff and children are encouraged to wash and dry their hands prior to eating.

6.17 Transport

Moriac Primary Out of School Hours Care will ensure any child, while in transit, will be safe.

6.18 Venue Policy

The personal safety and security of children, staff and parents/guardians/authorised persons while at the service is of primary importance. To ensure this safety, the service will provide a safe and secure environment.
6.19 Cleaning and Maintenance

The provision of a clean and well-maintained facility is essential in ensuring that parents and children using the service are provided with a high quality service.

The approved provider is responsible for ensuring that:

- The venue, grounds and all equipment and furnishing used by the service are maintained and in good repair

A daily safety checklist must be conducted by staff to ensure the facility is clean and well maintained.

6.20 Storage of Dangerous Products

1. Moriac Primary Out of School Hours Care will store all dangerous products in a lockable cupboard/ cabinet.

2. Less toxic products will be selected for cleaning and other purposes where appropriate.

3. All staff will be trained in the storage, preparation and first aid of all dangerous products held at Moriac Primary Out of School Hours Care.

6.21 Smoke Free Environment

Moriac Primary Out of School Hours Care operates in a smoke-free environment as per National Standards.