

# Regulation 168 Policies

## **NQS1 Educational program and practice**

*This policy relates to the Quality Area 1 of the National Quality Standard: focusing on ensuring that the educational program and practice is stimulating and engaging and enhances children's learning and development*

- Supporting Participation – Requirement

## **NQS2 Children's health and safety**

*This policy relates to Quality Area 2 of the National Quality Standard: focusing on safeguarding and promoting children's health and safety.*

- Administration of Medication to Children – Procedure
- Allergy and anaphylaxis enrolment and management – Requirement
- Asthma enrolment and management – Requirement
- Child safe environment – Requirement
- Diabetes enrolment and management – Requirement
- Epilepsy and seizures enrolment and management – Requirement
- Excursions – Procedure
- Food and nutrition - Requirement
- Infection control – Procedure
- Medical conditions - Requirement
- Milk feeding - Procedure
- Sun safety and heat stress - Procedure
- Sun safety and heat stress – Requirement
- Transporting children – Procedure
- Unwell children – Procedure
- Visitors to the centre – Procedure
- Water safety – Requirement
- Sleep, Rest and Relaxation – Requirement

## **NQS3 Physical environment**

*This policy relates to Quality Area 3 of the National Quality Standard: focusing on the physical environment and ensuring that it is safe, suitable and provides a rich and diverse range of experiences that promote children's learning and development.*

## **NQS4 Staffing arrangements**

*This policy relates to Quality Area 4 of the National Quality Standard: focusing on the provision of qualified and experienced educators, co-ordinators and nominated supervisors who are able to develop warm, respectful relationships with children, create safe and predictable environments and encourage children's active engagement in the learning program.*

- Student and volunteers in centres – Procedure
- Student and volunteers – Requirement

## **NQS5 Relationship with children**

*This policy relates to Quality Area 5 of the National Quality Standard: focusing on relationships with children being responsive and respectful and promoting children's sense of security and belonging. Relationships of this kind free children to explore the environment and engage in play and learning.*

- Guiding Children's Behaviour – Requirement

## **NQS6 Collaborative partnerships with families and communities**

*This policy relates to Quality Area 6 of the National Quality Standard: focusing on collaborative relationships with families that are fundamental to achieving quality outcomes for children and community partnerships that are based on active communication, consultation and collaboration*

- Collection of children – Procedure
- Children's belongings – Requirement
- Enrolment and orientation – Procedure
- Family complaint – Procedure
- Family rights and responsibility – Requirement

## **NQS7 Leadership, service management and effective administration**

*This policy relates to Quality Area 7 of the National Quality Standard: focusing on effective leadership and management of the service that contributes to quality environments for children's learning and development. Well-documented policies and procedures, well-maintained records, shared values, clear direction and reflective practices enable the service to function as a learning community. An ongoing cycle of planning and review, including engagement with families, creates the climate for continuous improvement.*

- Absence from the centre – Requirement

- Confidentiality, privacy and digital information security – Requirement
- End of care – Requirement
- Family account management – Procedure
- Family entitlements – Requirement
- Responsible person – Procedure (All states and territories except WA)
- Responsible person – Procedure (WA only)
- Responsible person – Requirement (All states and territories except WA)
- Responsible person – Requirement (WA only)

## Business Management Polices

### BM1 Code of conduct

*This policy applies to; vision and values; responsibilities and expectations; business standards and quality; communication – all mediums; professionalism; conflict of interest and misconduct; company property and confidentiality.*

### BM5 Employment conditions

*This policy applies to; **Leave:** annual; community services; without pay; long service; parental; personal/carers'; compassionate; purchased additional. **Other conditions:** hours of work; employee discount on childcare fees; use of company motor vehicle; breastfeeding at work; references and statements of service; resignation and termination of employment.*

- Hours of work – Requirement
- Meal breaks and rest pauses Qld – Procedure
- Rostering staff – Procedure
- Taking time off in lieu (TOIL) - Procedure

### BM10 Workplace health and safety

*This policy applies to; occupational health and safety - management and administration; manual handling; hazardous materials; rehabilitation and safe return to work; health and wellbeing; managing emergencies; electrical safety.*

- Emergency preparedness and evacuation drills – centres – Requirement
- First aid kits – Requirement
- First aid management – Requirement
- Infectious disease and immunisation - Requirement
- Infectious disease identification, management and exclusion – Procedure
- Managing a natural disaster – Procedure
- Managing a robbery, hold up or threatening situation – Procedure
- Staff medication notification and management – Requirement

## Parent support documents

The following documents are available for families to preprint at home to provide to the centre director when required.

### NQS2 Children's health and safety

- Anaphylaxis risk minimisation plan
- Asthma management plan
- Diabetes management plan
- Epilepsy and seizures management plan
- Medical management plan

### NQS6 Collaborative partnerships with families and communities

- Enrolment form - emergency contact details