

Policy: *The service has in place policies and procedures that relate to the management of incident, injury, trauma and illness procedures complying with Regulation 85.*

Education and Care Services National Law (WA) Act, 2012	Section 165; 175(3)
Education and Care Services National Regulations, 2012 – ‘Regulations’	85-87; 168(2)(b); 177 (1)(b); 178(1)(b); 183(2)(a)(b)(c)
National Quality Standards for Early Childhood Education and Care and School Age Care (2010)	

Procedures:

1. If a child presents or develops one of the following presenting signs whilst in care, 3’s Plus Kindy staff will contact the parent or emergency contact as listed in the enrolment documentation.
 - (i) Ear and/or eye discharge;
 - (ii) Undiagnosed rash;
 - (iii) Body temperature of 37.5 degree Celsius or higher;
 - (iv) Persistent coughing episodes with difficulty in breathing;
 - (v) Open sore with discharge;
 - (vi) Vomiting and/or continuous loose bowel episodes.

A child with symptoms that may be infectious should be isolated where possible but not out of the sight of 3’s Plus Kindy staff.

2. 3’s Plus Kindy staff must ensure the parent of the child involved in an incident, injury, trauma or illness is notified as soon as practicable but no later than 24 hours after the occurrence.
3. 3’s Plus Kindy staff must keep an *Incident, Injury, Trauma and Illness Report* form and record this as soon as practicable, but not later than 24hrs after incident.
4. Parents must be informed and sign the *Incident, Injury, Trauma and Illness Report* form.
5. Any *serious incident*, which requires assistance from a registered medical practitioner and/or emergency medical services, or should reasonable have required this assistance, is to be recorded and reported to relevant authorities, being the 3’s Plus Kindy and Regulatory Authority, within 24 hours.
6. 3’s Plus Kindy staff should report to their insurance company as required by the conditions of their policy.
7. In the event of any injury or illness first aid will be administered and/or medical attention will be sought if required.

8. Information within *Staying Healthy in Childcare* (5th Ed.) and *Communicable Diseases Guidelines, 2010* will be implemented in regard to the prevention of illness and infectious diseases.
9. The *Incident, Injury, Trauma and Illness Report* form will be stored in a safe and secure place and kept until a child is aged 25 years.

Joondalup Family Centre

Policy in this section as required by:

Education and Care Services National Law (WA) Act, 2012	Section 3(2)(b); 3(3)(a)(b)(c)(d)(e)(f);166, 167
Education and Care Services National Regulations, 2012 – ‘Regulations’	84; 155-156, 168(j)
National Quality Standards for Early Childhood Education and Care and School Age Care (2010)	Standard 1.1; 4.1; 4.2; 5.1; 5.2; 6.2. Element 2.3.1; 2.3.4; 3.2.2; 6.3.1, 6.3.2; 6.3.3

PURPOSE:

Behaviour guidance requires a broad approach for children to be physically and psychologically safe, gradually guiding them to communicate needs verbally, and developing independence skills without the use of aggressive or destructive behaviour to resolve conflict to meet their needs.

All persons working with children will encourage acceptable forms of behaviour that build children’s self-confidence and self-esteem and provide strategies to enable children to control their own behaviours.

3’s Plus Kindy staff will create a physical and emotional environment that facilitates personal and social growth and assists children to regulate their energy to be appropriate to the task being undertaken.

SCOPE:

This Policy applies to 3’s Plus Kindy staff, volunteers and families.

PRINCIPLE:

To ensure appropriate procedures are in place that respect children’s rights and provide them with strategies and guidance to control their own behaviours.

POLICY:

3’s Plus Kindy staff will respect children’s rights and support them to develop to their full potential by encouraging acceptable social skills and allowing them to resolve conflicts using positive behaviour. 3’s Plus Kindy staff will support the children in their efforts to regulate their energy to be appropriate to the task to be undertaken.

If a 3's Plus Kindy staff member breaches any of the procedures set out under this policy, the Approved Provider is entitled to terminate their employment and the grievance procedures set out in this service policy manual will not apply.

Procedures:

The use of physical punishment by 3's Plus Kindy staff, volunteers, students and visitors as a behaviour guidance strategy is not acceptable under any circumstances.

The use of isolation, humiliation, intimidation or negative labelling is not acceptable under any circumstances.

3's Plus Kindy staff will:

1. respect the values of parents/guardians;
2. respond to and acknowledge children's emotions such as happiness, anger, sadness, anxiety, frustration and fear;
3. establish an environment that promotes positive behaviour;
4. take into account a child's age, individual needs, personality, cultural background and the context of the behaviour;
5. offer choices in the decision making processes;
6. recognise limits with an understanding of why a child may behave in a certain way;
7. encourage children to practise positive and acceptable behaviour;
8. use redirection and distraction techniques;
9. implement strategies that demonstrate an understanding and empathy towards children who display behaviours that are not always consistent with their development and temperament;
10. provide children with a clear explanation why a particular behaviour is unacceptable, and provide an alternate, acceptable behaviour;
11. provide positive feedback when an acceptable behaviour is observed [example: "I like it when you ...", "I feel happy when you ..."]; and
12. collaborate with families and 3's Plus Kindy staff in managing ongoing behavioural issues.

3's Plus Kindy will:

1. Support 3's Plus Kindy staff in developing and implementing appropriate positive guidance techniques for children in their education and care service.
2. Provide training and professional development to encourage strategies that reinforce a positive learning environment for all children.

Policy: *An approved provider must ensure that whenever parents are involved in parent roster they are informed of their responsibilities to themselves, the 3's Plus staff and children attending the session they are rostered on.*

<p>Education and Care Services National Law (WA) Act, 2012</p>	<p>Section 3(2)(a); 167; 179; 189</p>
<p>Education and Care Services National Regulations, 2012 – ‘Regulations’</p>	<p>Part 4.2 – Children's Health & Safety - 83, Part 4.3 - Physical Environment 115; Part 4.4 - Staffing Arrangements – Division 2 and 3 – 124; 166, 169(f)</p>
<p>National Quality Standards for Early Childhood Education and Care and School Age Care (2010)</p>	<p>Standard 2.1; 2.2; 2.3; Element 3.1.2; 4.1.1; 6.1.2; 6.2.2; 7.1.5 7.3.3</p>

Procedures:

1. The Programme will have a voluntary parent roster with two parents only per session on roster.
2. Parents are invited to place their names on the roster and spend a session or part of a session with their child.
3. It is the Centre's philosophy that parents are welcome at the beginning of the year to help settle their child but must be prepared to leave them by week six of 1st Term, so that the parent roster works effectively and therefore not unsettling for the other children in the group.
4. Younger siblings are more than welcome to attend whilst their parent is on roster but remain the responsibility of the parent at all times, and will not be included in Centre numbers.
5. School age children are not permitted to accompany parents on voluntary roster as they are not covered by our license.
6. Parents are also encouraged to become involved with the decision making of the Programme by joining the Management Committee.
7. Parent must complete a Declaration of Confidentiality prior to attending roster.
8. Parents must follow direction of 3's Plus Kindy staff as to duties they may be required to undertake whilst on roster.
9. Parents are encouraged to offer assistance to 3's Plus Kindy staff as requested.