

# POLICY AND PROCEDURE

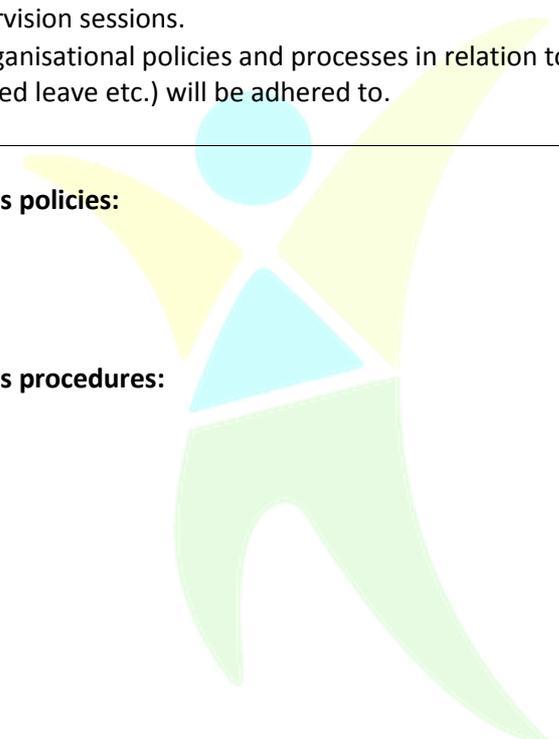
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<b>POLICY NAME</b>	<b>Health and Safety (Quality Area Two)</b>
<b>POLICY TYPE</b>	<b>Childrens Services</b>
<b>PURPOSE</b>	<p>Northside Children's Service s is committed to ensuring that each child's health and safety needs are met. This includes individual health and wellbeing requirements, through the implementation of effective hygiene practices to control the spread of infectious diseases, and the prevention and management of injuries and illness.</p> <p>Educators at Northside will promote the importance of healthy eating and physical activity by ensuring children's nutritional and physical health needs are met and that opportunities for learning about healthy lifestyles underpins everyday routines, rituals and experiences.</p> <p>Northside is committed to ensuring that staff members understand their legal, ethical and organisational obligation to act to protect any child who is at risk of abuse or neglect.</p>
<b>SCOPE</b>	<p>This policy applies to all Northside staff members. Specifically all Northside staff members who are employed in Northside's Early Childhood Education Centres. This includes all Educators, Room Leaders, Cooks, Assistants, Early Childhood Teachers and Centre Directors.</p>
<b>DEFINITIONS</b>	<p><b>Northside:</b> Northside Community Service, including all Services operated by both Community Services and Children's Services business units.</p> <p><b>Staff member:</b> Any person, paid or unpaid, engaging in work or representing the interests of Northside Community Service.</p> <p><b>Service:</b> Any Early Childhood Education Centre or activity operated by Northside Community Service.</p> <p><b>Educators:</b> early childhood practitioners who work directly with children in early childhood settings</p> <p><b>Individual health and wellbeing requirements:</b> Any and all specific requirements for children to be safe and healthy while attending an Early Childhood Centre, including (but not limited to) allergies, food intolerances, cultural requirements, toileting support, mobility support and learning support.</p> <p><b>Adequate supervision:</b> Supervision that actively involves interacting and engaging with children while maintaining an awareness of the wider environment to ensure children are safe.</p> <p><b>Routines and rituals:</b> The regular, consistent and important moments of a child's day, including (but not limited to) arrival, meal times, sleep and rest times, toileting, transitions and departure.</p>

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<b>POLICY</b>	<p>At Northside we believe that all children have the right to experience quality education and care in an environment that ensures their protection through adequate supervision, as well as safe and secure relationships, experiences and environments.</p> <p>This policy ensures that <b>at all times;</b></p> <ul style="list-style-type: none"><li>· Educator-to-child ratio and qualification requirements are maintained in line with the NQF</li><li>· All Educators work collaboratively and affirm, challenge, support and learn from each other to further develop their skills and to improve practice and relationships.</li><li>· All interactions between Educators convey mutual respect, equity and recognition of each other's strengths and skills.</li><li>· All Educators understand and can articulate their legal responsibilities as Certified Supervisors.</li></ul> <p>This policy is also to ensure that across all Northside Early Childhood Education Centres:</p> <ul style="list-style-type: none"><li>· The Centre Director is formally appointed as the Nominated Supervisor (as per National Education and Care Regulations).</li><li>· The Centre Director is formally appointed as the Educational Leader (as per National Education and Care Regulations).</li></ul>
<b>PROCEDURE</b>	<ul style="list-style-type: none"><li>· The Centre Director (Nominated Supervisor) is to ensure that all staff members at their respective Centres have read and signed this policy at the commencement of their employment.</li><li>· The Centre Director is to ensure that each centre staff member has read and understands their individual responsibilities outlined in Quality Area Four (National Quality Standard).</li><li>· The Centre Director is to ensure that each staff member has read, understands and signed off on Northside's process for raising grievances and complaints, including the Whistleblowing Policy.</li><li>· The Centre Director will ensure that all Educators have current work plans (reviewed annually) and that they have regular supervision sessions.</li><li>· The Centre Director will ensure that all organisational policies and processes in relation to employee entitlements (planned, unplanned leave etc.) will be adhered to.</li></ul>
<b>RELATED DOCUMENTS &amp; ATTACHMENTS</b>	<p><b>Northside Community Service Children's Services policies:</b></p> <ul style="list-style-type: none"><li>Code of Conduct</li><li>Child Protection</li><li>Whistleblowing</li></ul> <p><b>Northside Community Service Children's Services procedures:</b></p> <ul style="list-style-type: none"><li>Sleep, rest, relaxation</li><li>Toileting</li><li>Nappy changing</li><li>Unwell children</li><li>Administration of medication to children</li><li>Infection control procedure</li><li>Hand washing and gloves</li><li>Food and nutrition</li><li>Milk feeding</li><li>Incident Management</li></ul> 

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First Aid Management  
Excursion procedure  
Emergencies and evacuations  
Water safety and sun safety  
Collection of children  
Supervision  
Visitors to the centre

**Other relevant documents:**

The National Quality Framework, including National Care and Education Law and The Early Years Learning Framework  
The United Nations Convention on The Rights of the Child  
ECA Code of Ethics and Statement of Intent

