

CABONNE FAMILY DAY CARE POLICY

STRATEGIC POLICY

Responsible Department:	Cabonne Services
Responsible Section:	Community Services
Responsible Officer:	Family Day Care Coordinator

Objective

The purpose of the Cabonne Family Day Care Policy outlines the legislative requirements relating to policies and procedures of education and care services, including family day care services.

The *Education and Care Services National Regulations* require an education and care service to have policies and procedures in place, in relation to the matters outlined in *Regulation 168* and *Regulation 169*. It is essential to have clear policies and procedures in place to ensure the health, safety and wellbeing of children, families, educators, service staff and volunteers.

This Policy contains the over-arching procedural compliances relating to the operation of Cabonne Family Day Care.

Introduction

This policy governs and applies to family day care staff, educators, families, volunteers, and other stakeholders delivering, supporting, or receiving childcare services provided by Cabonne Family Day Care.

Policy

Cabonne Family Day Care commits to abide by and enforce the related procedures required under the *Education and Care National Regulations* and regularly review these procedures, along with additional requirements as set out in Cabonne Family Day Care's Procedures.

Related Procedures

- Acceptance and Refusal of Authorisations
- Access
- Administration of First Aid
- Administration of Medication
- Adventurous Play
- Attendance Records
- Advertising
- Assessment of Family Day Care Residences and Venues
- Child Enrolment and Orientation
- Child Protection
- Closing and Opening an Existing Family Day Care Service
- Code of Conduct
- Collaborative Partnerships
- Complaint Handling
- Completion of Educator Workplace Health and Safety Audit
- Confidentiality and Storage of Records
- Customer Service
- Dealing with Infectious Diseases
- Dealing with Infectious Diseases (COVID-19)
- Dental Health
- Delivery of children to, and collection of children from, education and care service premises
- Determining the Responsible Person
- Educational Program and Practice
- Educator Registration and Assessment, including Educator Assistants
- Emergency and Evacuation Procedures
- Environmental Sustainability
- Ethical Conduct
- Exclusion of Unwell Children
- Excursions
- Family Day Care Register
- Fees and Charges
- Fencing
- Fire Equipment
- Food, Nutrition and Dietary Requirements
- Governance and Management
- Guiding Children's Behaviour
- Health
- Hygiene, Cleaning, and Infection Control
- Immunisation
- Incident, Injury, Trauma, and Illness
- Inclusion and Diversity

- Interactions with Children
- Internet and Social Networking
- Managing Records
- Medical Conditions
- Nappy Changing, Toileting and Hand Washing
- Non-Compliance
- Participation of Volunteers and Students
- Persons Residing at Family Day Care Residences
- Pets and Other Animals
- Physical Activity and Screen Time
- Professional Development
- Providing a Child Safe Environment
- Relatives in Care
- Relief Educators
- Sleep and Rest
- Storage of Dangerous Substances and Equipment
- Sun Protection
- Supervision
- Supporting, Monitoring and Supervising Educators
- Tobacco, Alcohol and Other Drug Free Environment
- Transportation
- Visitors to Family Day Care Premise
- Water Safety
- Work Health and Safety

Breaches of this Policy

Breaches of this policy may result in investigation of the alleged breach in line with Council's policies and procedures and the Code of Conduct. Breaches may also be required to be notified to the Regulatory body.

References

Education and Care Services National Law 2010

Education and Care Services National Regulations 2011

The National Quality Framework 2020

Cabonne Council Policies and Procedures

Cabonne Family Day Care Procedures

History

Minute No.	Summary of Changes	New Version Date
10/03/22	Adopted by Council	15 March 2010
10/12/18-CS84/10	Updated with new version of the Child Protection Policy	20 December 2010
12/02/06-CS4/12	Readopted with an updated version at February Committee meetings	06 February 2012
13/09/30	Readopted as per s165(4)	17 September 2013
15/10/09	Readopted with an updated version titled Cabonne Blayney Family Day Care Policy (previously Family Day Care Policy)	27 October 2015
18/08/10	Updates made throughout document on pages 63, 77, 88, 89, 90, 91, 106, 107, 108, 109 and 127. Readopted as per s165(4)	28 August 2018
22/05/10	Changed Name to Cabonne Family Day Care Policy (previously titled Cabonne Blayney Family Day Care Policy) Split policies and procedures into two documents.	24 May 2022