

CABONNE AFTER SCHOOL CARE SERVICE POLICY

STRATEGIC POLICY

Responsible Department: Cabonne Services

Responsible Section: Community Services

Responsible Officer: Department Leader Community Services

Objective

The purpose of the Cabonne After School Care Service Policy is to outline the legislative requirements relating to policies and procedures of education and care services, including After School 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*. 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 in a **child safe environment**.

This document contains the over-arching procedural compliances to the operation of Cabonne After School Care services.

Introduction

This policy governs and applies to Cabonne before, after and vacation care services staff, families, volunteers, and other stakeholders delivering, supporting or receiving childcare services provided by Cabonne After School Care services.

Policy

Cabonne After School Care commits to abide by and enforce the related procedures required under the *Education and Care National Regulations* and regularly review these operational procedures, along with all other requirements set out in Cabonne After School Care Operational Procedures for all service locations.

Breaches of this Policy

Breaches of this policy may result in an 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.

Related Procedures

- Introduction
- Acceptance and Refusal of Authorisations
- Access
- Administration of First Aid
- Administration of Medication
- Adventurous Play
- Advertising and use of social media
- Attendance Records
- Child Enrolment and Orientation
- Child Protection
- Code of Conduct
- Collaborative Partnerships
- Complaint Handling
- Confidentiality and Storage of Records
- Customer Service
- Dealing with COVID-19
- Dealing with Infectious Diseases
- Dental Health
- Delivery to, and collection of, Children from Education and Care Premises
- Determining Responsible Person
- Educational Program and Practice
- Emergency and Evacuation Procedures
- Environmental Sustainability
- Exclusion of Unwell Children
- Excursions and Outings
- Fees and Charges
- Fire Equipment
- Food, Nutrition and Dietary Requirements
- Governance and Management of the Service
- Guiding Children's Behaviour
- Health

- Hygiene, Cleaning, and Infection Control
- Incident, Injury, Trauma, and Illness
- Inclusion and Diversity
- Interactions with Children
- Managing Records
- Medical Conditions
- Non-Compliance
- Pets and Other Animals
- Physical Activity and Screen Time
- Providing a Child Safe Environment
- Sleep and Rest
- Staff Working in Isolation
- Storage of Dangerous Substances and Equipment
- Sun Protection
- Supervision
- Supporting, Monitoring and Supervising Educators
- Tobacco, Alcohol and Other Drug-Free Environment
- Transportation
- Water Safety
- Work Health and Safety

References

Education and Care Services National Law 2010

Education and Care Services National Regulations 2011

The National Quality Framework 2020

Cabonne Council Policies & Procedures – located within the council’s Electronic Records Management System

Cabonne After School Care Service Operational Procedures – located within the council’s Electronic Records Management System

History

Minute No.	Summary of Changes	New Version Date
13/08/22	First formal adoption by Council. Will replace Mullion Creek After School hours Care Service policy.	20 August 2013

13/09/30	Readopted as per s165(4)	17 September 2013
18/08/10	Updates made throughout document. Environmental Sustainability policy added into policy. Readopted as per s165(4)	28 August 2018
22/11/15	Strategic policy development Split policies and procedures into two documents	22 November 2022