

# CABONNE AFTER SCHOOL CARE POLICY

## STRATEGIC POLICY

<b>Responsible Department:</b>	Cabonne Services
<b>Responsible Section:</b>	Community Services
<b>Responsible Officer:</b>	Children's Services Coordinator

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### Objective

The purpose of the Cabonne After School Care Services Policy outlines the legislative requirements relating to policies and procedures of education and care services, including out of school hours 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 After School Care Services.

### Introduction

This policy governs and applies to after school care staff, educators, 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 procedures, along with additional requirements as set out in Cabonne After School Care's Procedures.

### Related Procedures

- Acceptance and Refusal of Authorisations
- Access

- Administration of First Aid
- Administration of Medication
- Advertising & Use of Social Media
- Attendance Records
- Bush Fires
- Child Enrolment and Orientation
- Child Protection
- Code of Conduct
- Collaborative Partnerships
- Complaint Handling
- Confidentiality and Storage of Records
- Customer Service
- Dealing with Infectious Diseases
- Dealing with Infectious Diseases (COVID-19)
- Delivery of children to, and collection of children from, education and care service premises
- Dental Health
- Determining the Responsible Person
- Educational Program and Practice
- Emergency and Evacuation Procedures
- Environmental Sustainability
- Ethical Conduct
- Exclusion of Unwell Children
- Excursions & Outings
- Fees and Charges
- Fire Equipment
- Food, Nutrition and Dietary Requirements
- Governance and Management
- Guiding Children's Behaviour
- Hand Washing and Toileting
- Health
- Hygiene, Cleaning, and Infection Control
- Incident, Injury, Trauma, and Illness
- Inclusion and Diversity
- Interactions with Children
- Managing Records
- Medical Conditions
- Non-Compliance
- Participation of Volunteers and Students
- Physical Activity and Screen Time
- Professional Development
- Providing a Child Safe Environment

- Rest & Relaxation
- Safe Arrival of Children
- Storage of Dangerous Substances and Equipment
- Sun Protection
- Supervision
- Supporting, Monitoring and Supervising Educators
- Tobacco, Alcohol and Other Drug Free Environment
- Visitors
- Water Safety
- Work Health and Safety
- Working In Isolation

### 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 After School Care Procedures

### 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. Readopted as per s165(4)	28 August 2018
	Strategic Policy developed. Split policy and procedures into two documents.	
	Updated with new procedures.	5 February 2024