

Centre Policies



Policy

Parents have a right to know the policies and practices operating in our centre so that they may make an informed decision as to the appropriateness of our centre in relation to the care of their child. Members of staff are to make themselves familiar with and implement all current policies.

Background

The availability of written policies and strategies will ensure the effective implementation of centre policies. Access to written policies will provide tangible evidence of intended practices. Written policies also afford a protection for our centre in the case of a consumer having an expectation that was not offered by us. All adopted policies are available on the Janelle Street Centre website or can be accessed via internet at the Centre office.

Practices

This Centre has policies available to staff and parents in the following areas:

Policy Name	Policy No.
Acceptance and Refusal of Authorisation	4.1
Access to Children	4.2
Administration of Medication	7.5
Anaphylaxis Management	7.6
Arrival and Departure of Children	4.4
Asthma Management	7.7
Bottle Feeding	8.6
Building and Equipment	11.1
CCTV	11.3
Centre Management	1.1
Centre Policies	1.4
Child Health	7.1
Child Protection	6.1
Child Self-Reliance and Self-Esteem	6.3
Children with Additional Needs	6.8
Clothing	8.5
Confidentiality of Records	2.3
Cultural Diversity	6.9
Determining Responsible Person	3.6
Development and Education	9.2
Diabetes Management	7.8
Discipline and Safety	6.10

Policy Name	Policy No.
Educational Program	9.3
Emergency and Evacuation (incl. 2 appendices)	12.1
Enrolment and Orientation	4.3
Ethical Conduct	3.4
Excursions	9.4
Fees and Debt Recovery	5.2
First-Aid	7.9
Food and Nutrition	8.1
Gender Equity	6.5
Governance and Management	1.2
Grievance Policy (Internal and External)	2.4
Health and Safety	7.2
Illness, Accident, Incident, Trauma and Emergencies	7.4
Inclusion of Children	6.6
Infectious Diseases	7.10
Interactions with Children	6.7
Medical Conditions	7.3
Parental Involvement	10.1
Physical Activity and Digital Media	9.1
Policy Preamble	1.3
Policy Review Schedule	13.1
Positive Guidance and Behaviour Management	6.4
Privacy and Confidentiality	2.2
Privacy Collection Statement	2.1
Providing a Child Safe Environment	6.2
Schedule of Delegations	1.6
Sleep	8.2
Staff	3.2
Staff Code of Conduct	3.3
Staff Recruitment	3.1
Staff Training and Development	3.5
Storage of Dangerous Substances and Equipment	11.2
Sun Protection	8.3
Visitors and Students	10.2
Volunteers	10.3
Water Safety	8.4
Whistle-blower Protection	3.7

These policies are provided to assist in the smooth running of our Centre and are available for reference. Copies can be downloaded from our website www.janellestreetcentre.com.au.

Sources

- www.acecqa.gov.au/nqf/about/guide (accessed January 20, 2023)

Adopted: February 01, 2012

Review No. 13: January 25, 2023