Table of Contents

Connected Policy, Procedure and Form Link

Policy/Procedure	Policy	Procedure	Forms
area			
2	2.1 Interactions with children Policy	2.1 Interaction with Children 2.2 Guiding Children's Behaviour 2.3 Exclusion for Behavioural Reasons	-Behaviour Management Plan
2	2.2 Child Protection Policy	2.4 Visitors to the Educators Residence and Service Office 2.5 Supervision of Children 2.6 Identifying and Responding to Abuse 2.7. Reporting Child Abuse	-Record of Visitors to My Place FDC -Register of Visitors Staying Overnight in the Educator's Home while Children are in care -Overnight Sleeping Risk Assessment Plan -Active supervision risk minimisation plan -Children Protection Risk Management Plan -Incident, Injury, Illness and Trauma Form Report

2	2.3 Types of Care and Limits on Numbers of Children Policy	2.8. Types of CareArrangements2.9. Limited Number ofChildren	-Child Enrolment Form -Additional Child Details Form -Relative in FDC Form - Attendance records -Child Exit Form
2	2.4 Delivery and Collection of Children Policy	2.10 Delivery and Collection	-Educational Assistant Transportation Permission -Unaccompanied Child Parent/Guardian Agreement Form _ Child travelling unaccompanied risk management plan
2	2.5 Acceptance and Refusals of Authorisation Policy	2.11 Acceptance and Refusal 2.12 Unauthorised Parental Access	- Child Enrolment Form - Additional Child Details Form
3	3.1 Educational Program and Practice Policy	3.1 Education Program and Practice 3.2 Reflective Practice	- Weekly Planner - Celebration and Accomplishment Chart
3	3.2 Excursion Policy	3.3 Excursions and Transportation 3.4 Transporting Children	- Excursion/transport Risk Management Form Plan - Non-Regular Excursion/Transportation Permission Form - Regular Excursion/Transportation Permission Form

3	3.3 Diversity and Inclusion Policy	3.5 Diversity and Inclusion	-Transport sheet for Educator Logbook - All About Me
4	4.1 Hygiene and Infection Control Policy	4.1 Maintaining a Hygienic and Clean Environment 4.2 Managing Infectious Diseases and Exclusion 4.3 Management of Bodily Fluids 4.4 Handwashing and Personal Hygiene 4.5 Nappy Changing and Toileting 4.6 Dental Care 4.7 Bathing 4.8 Immunisation	- Bathing a Child Risk Management - Service Information Posters
4	4.2 Incident Injury Illness and Trauma Policy	4.9 Incident, Injury, Illness and Trauma	-Incident, Injury, Illness and Trauma Form Report
4	4.3 Serious Incident and Emergency Policy	4.10 Serious Incident and Emergency 4.11 Death of a Child 4.12 Notifications Procedure	-Incident, Injury, Illness and Trauma Form Report
4	4.4 Medical Conditions Policy	4.13 Medical Conditions4.14 AnaphylaxisManagement4.15 Asthma	-Health Management Plan -Medical Condition Risk Minimisation and Communication Plan

4	4.5 Administration of	4.16 Administration of	-Allergy/Anaphylaxis Management, Risk Minimisation & Communication Plan -Asthma/Airways Risk Minimisation & Communication Plan - Medication Record/
4	Medication Policy	Medication	Permission
4	4.6 Administration of First Aid Policy	4.17 Administration of First Aid	Incident, Injury, Illness and Trauma Form Report
4	4.7 Sun Protection Policy	4.18 Sun Safe Practices	
4	4.8 Sleep, Rest and Relaxation Policy	4.19 Safe Sleep Procedure 4.20 Rest and Relaxation	-Over Night Sleeping Risk Assessment Plan
5	5.1 Food Safety and Nutrition Policy	5.1 Food Handling and SafeFood Storage5.2 Nutrition and Beverages	
6	6.1 Child Safe Environment Policy	6.1 Assessment of Educator's Residence 6.2 Glass Safety 6.3 Smoke Alerts 6.4 Keeping Animals 6.5 Fencing 6.6 Providing a Child Safe Environment 6.7 Storage and Handling of Dangerous and Hazardous Substances and Plants	- Home Safety Checklist - Glass Management Plan -Home Miscellaneous Risk Assessment -Permanent Fixtures Home Risk Management - Pet Risk Management Plan

6	6.2 Child Safe Equipment Policy	6.8 Nursery Equipment 6.9 Toys and Learning Resources 6.10 Play Equipment	- Play Equipment Risk Management
6	6.3 Workplace Health, Safety and Risk Management Policy	6.11 Risk Assessment and Management	All Service Risk Management/Assessment forms - Home Improvement Risk Assessment
6	6.4 Water Safety Policy	6.12 Water Safety	- Empty Spa Risk Management Plan - Home Pool/Spa Risk Management Plan
6	6.5 Tobacco Alcohol and Drug Free Environment	6.13 Tobacco, Alcohol and Drug -Free Environment	
7	7.1 Emergency Management, Lock Down and Evacuation Policy	7.1 Natural Disaster Management 7.2 Loss of Power and Water 7.3 Emergency Equipment and Facilities 7.4 Emergency Drill, Lockdowns and Evacuations	-Loss of Utilities Risk Management Plan -Evacuation Lock Down Record
8	8.1 Assessment and Selection of Educators and Educator Assistant Policy	8.1 Assessment and Selection of Educators 8.2 Assessment and Selection Educator Assistant 8.3 Assessment of Fitness and Suitability of Adults	Service Forms -Medical Practitioner Statement

8	8.2 Staff, Volunteer and Student Policy	Residing at the Educators Residence 8.4 Appointing Staff and Determining Responsible Persons 8.5 Volunteer Participation and Student Placement	Service Forms
8	8.3 Roles and Responsibilities Policy	8.6 Role of the Service 8.7 Role of the Educator and Educator Assistant 8.9 Role of the Educators Family Member and Adults residing at the Residence	- Authority to deduct - Educator leave notification -Educator Own Child Management Plan
8	8.4 Induction and Professional Development Policy	8.10 Educator and Educator Assistant Professional Development and Training 8.11 Induction – Educators and Educator Assistants	
8	8.5 Monitoring and Support of Educators Policy	8.12 Support of Educators and Educator Assistants 8.13 Managing Non- Compliance or Breaches of Policy Procedure or Legislation	-Educator Quality Improvement Plan - Department visit quick reference
8	8.6 Insurance Policy	No procedure required	
9	9.1 Enrolment and Orientation	9.1 Access to Child Care Places 9.2 Enrolment and Orientation	-Child Enrolment Form -Additional Child Details Form

9	9.2 Communications and	9.3 Communication with	- Childcare needs for upcoming year - Contracted hours
J	Media Policy	Parents 9.4 Communication with Community 9.5 Media and Use of Social Media	
9	9.3 Stakeholder Participation Policy	No procedure required	
10	10.1 Governance and Management Policy	10.1 Policy Development and Implementation 10.2 Quality Improvement	
10	10.2 Grievance and Complaints Management Policy	10.3 Grievance Management 10.4 Complaints Management	
10	10.3 Confidentiality Records and Register Management Policy	10.5 Confidentiality and Privacy 10.6 Record Management and Storage 10.7 Register Management	
10	10.4 Fee Policy	10.8 Fees	-Fee Schedule Office -Fee Schedule Parents - Bank deduction & payment authority -Payment Invoice