

Site Specific Policies 2017



Dernancourt Kindergarten

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Policy Preamble 2017

Dernancourt Kindergarten is a vibrant, welcoming and community focused kindergarten. Nestled away in the peaceful and leafy suburb of Highbury we welcome opportunities for positive interactions and involvement with our local community. We acknowledge the contribution our diverse community has to offer and invite the children, carers, parents, relatives and community members to participate in the running of this centre. Here are just a few suggestions of how those who share our common goals can be involved.

Volunteering

Volunteers can support the centre in a variety of ways, including;

- ❖ Joining the Governing Council
- ❖ Fundraising
- ❖ Preparing or providing resources
- ❖ Reading to children, sharing cooking experiences, cultural activities, specialist expertise, or gardening
- ❖ Playing
- ❖ Joining working bees
- ❖ Removal of hard rubbish
- ❖ Visiting during special occasions or events such as graduations, family nights, special visitor days, or to share the excitement of a new baby or pet.

Community Feedback

Our commitment to continual improvement, ongoing learning and reflection is improved by the feedback and responses of others. We invite and encourage families and individuals engaged with our program to share their thoughts about their child's experiences. We welcome feedback through various means such as email, our Facebook Business Page, message box, or learning journal (available for all families to access at anytime).

Policy Development and Review

Policies of the Kindergarten have been developed by the Governing Council with input from families and educators. These are accessible at our parent information table, our website and through the DECD website <http://www.decd.sa.gov.au/department/policies/departmental-policies>

Policies are reviewed regularly and within a two year cycle, and updated if necessary. Families, educators and community members join this process to share understanding and development of practices. Families attending kindergarten are given at least 2 weeks notice of any changes to policies.

We welcome families and carers to meet with staff at either end of their child's kindergarten session. If you would like additional time to speak with staff an appropriate time can be arranged by phoning to make an appointment or by contacting the Director by email. For further information regarding policies feel free to speak with staff or a member of the Governing Council.

Dernancourt Kindergarten

Allergy Awareness Policy

Rationale:

At Dernancourt Kindergarten we promote a healthy and safe environment. We promote awareness amongst children and parents/caregivers about allergic reactions suffered by certain children after coming into contact with these products. The policy also aims to alert parents to the potential severity of ANAPHYLACTIC reactions and provide information on how parents can help prevent such reactions by being aware of which products to avoid.

Guidelines and Procedures:

Parent's responsibilities:

- The kindy must be informed of all allergies, if any, upon enrolment of a child.
- Parents and the medical practitioner of children with allergies must fill out a CARE PLAN and EMERGENCY PROCEDURE PLAN. Information on whether or not a child wears Medic Alert identification also needs to be provided.
- Parents/caregivers of an anaphylactic child must make sure the appropriate medication is made available to the Kindy to use in the event of an emergency.
- All medication eg. Anti-histamines, Epipens used for the treatment of anaphylaxis must have clear instructions on a pharmacy label, including the child's name and stored in the medical buddy behind the office door. Each child with an allergy or medical needs will have their own pouch easily identifiable as theirs. All staff must know the location of the buddy in the event of an emergency.
- Parents /caregivers must make arrangements with staff for medication to be taken on any excursions out of the centre.
- Any suspicions of allergies the parents/caregivers have noted must be further investigated by a qualified practitioner.
- The Kindy must be notified of any changes to a child's condition that may affect their existing care at the Centre.
- The anaphylactic child should be encouraged by his/her family (and Kindy staff) not to accept food from anyone other than their own family.
- All families will be asked not to send snacks containing nuts (or identified allergen) of any kind to Kindy.
- Parents will be requested not to send cakes or chocolates for birthdays. If a child wishes to share something, non- food items such as balloons or stickers are suitable.

Staff responsibilities:

- All children will be encouraged not to share food with each other and to sit down when eating.
- Kindy staff will supervise children (and including the anaphylactic child) whilst eating their snack. Support will be sought in the case of severe allergies for additional staff support.
- Staff are required to update the "Allergy and Medical Conditions Report" on an ongoing basis. This is located in a confidential area ie/ kitchen cupboard. The child's photo is displayed separately.
- Staff are required to inform all relief staff of all children with allergies/medical conditions via induction.
- Children's lunches and snacks are to be monitored regularly by a staff member in order to assess potential risks and to educate the children on the necessity of eating 'nut free' food at kindy.
- In the event that a child brings a snack containing nuts, the snack will be placed in a safe place by staff and then given back to the parents at the end of the session. An alternate snack provided by the kindergarten will be offered in the event the child doesn't have other food.

- Kindy staff will ensure any activities provided for the Centre will be nut free (eg. cooking or seed play).
- Kindy staff will ensure that any soaps and sunscreens used at the Centre are free from "nut oil" (eg. do not contain peanut or nut oil). Parents are welcome to provide an alternate soap or sunscreen for their children.
- Kindergarten staff will remind parents/caregivers and children about the policy regularly (eg in newsletters).
- All staff will undergo required training in the use of Epipens and managing anaphylaxis.
- Anaphylactic children need to be identified to any relief and volunteer workers and made aware of their action plans.

Information on Allergies:

- Many children have allergies. If exposed, allergic reactions include hives, swollen eyes, wheezing and asthma symptoms. A few reactions however are life threatening. Some children are severely allergic to PEANUT BUTTER, even a tiny amount could be fatal within minutes.
- Children who have severe allergies to such food substances are exposed to a health risk not only when peanut products are consumed in their environment or shared with them, but from residue left on toys, play surfaces and other equipment (cross-contamination). These children are termed ANAPHYLACTIC ie suffer from ANAPHYLAXIS .
- What is ANAPHYLAXIS? (A big word for a big reaction)
- ANAPHYLAXIS (pronounced ana-f il-ax-is) is the most severe form of an allergic reaction that can result in death. An anaphylactic (or full body shock) can occur within seconds of exposure to an allergen or it may occur as a delayed reaction several hours after exposure. Anaphylaxis is a critical medical emergency that requires immediate treatment with adrenaline by injection to prevent permanent injury or loss of life. (Adrenaline opens up the airways and blood vessels in the body).

Safety first at Kindergarten:

- One way to ensure the safety of these children whilst attending kindy is to become peanut and nut allergen aware and to develop an environment that will minimize the risk of exposure to nut allergens. In the event that accidental exposure may occur, the Kindy has an emergency response First Aid procedure in place.
- Avoidance of peanut/nut products is the cornerstone of management in preventing an anaphylactic reaction in a child suffering from a nut allergy, your assistance is vital due to these health risks. We ask for your understanding and cooperation by not sending any snacks with your child containing NUT PRODUCTS. It is just a matter of double checking food labels before putting snacks in your child's lunchbox.
- It is recommended that ALL NUTS should be avoided since most nuts are processed with peanuts and therefore cross contamination may occur. It is also possible to have an allergy to more than one kind of nut.

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Animals in the Environment Policy

Rationale:

Educators are encouraged to foster children's capacity to look for examples of interdependence in the environment and discuss the ways the life and health of living things are interconnected (EYLF Outcome 2). Responsible ownership of pets, animals or birds that may reside at Dernancourt Kindergarten or visit the premises is vital. Role models of appropriate behaviours with animals and guidance in caring for the needs of animals is beneficial for children. This policy also considers the management of unwanted visitors such as pests, wildlife and vermin.

Guidelines:

Dernancourt Kindergarten will:

- Provide a safe, clean and humane environment for all animals and birds that visit or reside at the service;
- Ensure pest control measures are regularly undertaken, and;
- Ensure there are procedures in place for removing unwanted animals, pests and vermin from the premises.

Procedures:

- Educators will ensure that all pets and their enclosures are kept clean and hygienic. Educators must ensure they have clean bedding and water. Food is available for the pet, and kept in a secure container and where deemed necessary kept out of reach of children.
- Educators will manage any health or safety risk for the children and themselves that may be caused by animals, such as asthma and allergies.
- Educators and children will wash their hands with soap and water after touching animals, or cleaning an animal's bedding, cage or tank.
- Educators will ensure that animals are flea-free, worm-free and immunised as appropriate.
- Animals that are ill should be treated promptly by a veterinarian and kept away from children until the animal is well.
- Educators will supervise children when they have contact with animals. Children should be discouraged from playing with animals while animals are eating. Do not let children put their faces close to animals.
- Educators will not allow animals in sandpits, and will not allow animals to relieve themselves on soil, in pot plants or in vegetable gardens.
- Educators will always wear gloves when handling animal faeces, emptying litter trays and cleaning cages.
- Educators will wet the floor of a birdcage cage before cleaning it or wear a face mask to avoid inhalation of powdered, dry bird faeces.
- Educators will dispose of animal faeces and litter daily or more often if needed. Place faeces and litter in a plastic bag or alternative, and put it out with the rubbish.
- Educators will ensure that pets do not have access to children's bedding, toys, food preparation areas, eating surfaces or utensils.
- Animals and birds visiting the education and care service as part of the educational program are the responsibility of the owner(s). The educators will ensure that the environment remains safe and hygienic at all times during the visit. Educators will complete risk assessment paperwork in relation to the visit.

Fish and marine animals

Fish and fish tanks can harbour germs. If you need to reach into the fish tank, wear gloves or use a net. If you do use your bare hands and arms, wash your hands and arms thoroughly with soap and water after reaching into the tank. Never clean the aquarium in the kitchen sink or food preparation area—use the laundry sink for cleaning and disposal of aquarium water. Scratches from fish and marine animals, including coral, can cause unusual infections. If an injury caused by a fish, or a wound contaminated by sea water, pond water or aquarium water, becomes infected, it is important to see your doctor and explain how the injury occurred.

Animals and Birds Other than Pets or Invited Visitors

- There are situations that may spontaneously occur, involving animals. For example, there may be a situation where an animal or bird has made its way into the education and care service. Educators may use this as a spontaneous learning experience for the children. At all times they will ensure the safety and well-being of the children.
- If an animal or bird is potentially dangerous; such as a snake or spider, educators will perform either an invacuation or evacuation as required and contact an appropriate authority for assistance. An incident report will be entered if required.
- The animal's movements should be monitored to ensure a speedy and efficient capture by a professional, but priority is to be given to educator, child and family safety. At no time is the potentially dangerous animal, insect or bird to be approached or touched by educators, children or families.

Pests and Vermin

- Pest control will occur at the education and care service on an annual basis. Educators will monitor any occurrences in the service to determine the success of control measures.
- Educators will thoroughly clean all areas that animals or pests have accessed in the education and care service with hot, soapy water.
- Educators will be responsible for assessing any situation in the education and care service where animals are involved to ensure the health, safety and well-being of children, families and animals.

The presence of animals in the education and care service will be managed by educators to ensure that the safety and wellbeing of children, families, educators and animals is maintained at all times. Educators will consider the risks versus the benefits of including animals in the educational program.

Dernancourt Kindergarten

Child Safe Environment Policy

We believe:

Children have the right to be emotionally and physically safe at all times.

Rationale:

- To ensure that children are treated and regarded in a caring and respectful manner at all times.
- To ensure that, as far as practicable, no staff members are placed in positions which could compromise them.
- To ensure that the centre's staff act in ways that reflects the affection, respect and concern for children.

Procedures:

- Staff are selected on the basis of their general attitudes of respect for themselves and others; on their capacity to enhance the self-esteem of children and on their willingness to take their work as early childhood educators seriously. All staff are required to complete a Statutory Declaration consenting to a Police Check.
- The centre will ensure that all staff, students and volunteers are aware of their rights and responsibilities as mandated notifiers.
- The centre attempts to keep to a minimum, times during the day when staff have private, uninterrupted time with the children.
Most of the staff/child interactions take place in public view and are therefore open to observation, scrutiny and comment.
- Staff are obliged by law to notify Families SA if they have reasonable grounds to suspect that a child has been or is being abused or neglected by either a family member or another member of staff.
Any suspicious marks or behavioural indicators will be reported to the Director and noted on the child's file.
- All parents and staff are encouraged to comment on any interaction about which they have concerns. The contact person for a parent's concern is the Kindergarten Director.
- The centre aims to provide adequate child-staff ratios and the provision of a positive and pleasant working environment. Further procedures involve always being aware of things from a child's perspective.
Children are taught age appropriate protective behaviour skills based on the 'protective behaviours curriculum' and include:
 - Words to describe body parts
 - To value their bodies and enjoy them
 - The difference between 'yes' and 'no' feelings
 - That they have the right to say "NO"
 - That they will be listened to, and taken seriously

Dernancourt Kindergarten

Clothing and Footwear Guidelines

This document has been formulated in line with the National Quality Standards, specifically element 2.1.2 that stipulates that “Each child’s comfort is provided for”.

In addition, the Kindergarten statement of philosophy outlines the principles that underpin our practices.

Rationale:

The purpose of this Guideline is to:

- Encourage and support children to engage in and experience a wide range of activities whilst at kindergarten.
- Enable access and free range of creative arts materials without fear of or damaging clothing.
- Ensure freedom of movement without creating higher risk of falling or tripping and enabling children the full opportunity to develop gross motor skills without physical restriction.
- Inform parents/carers that we do engage in outdoor activities so consideration for the weather and conditions is important to allow children access.

Guidelines:

We recommend that:

- Children are dressed appropriately as they may come into contact with paint glue, clay and other creative art materials. Children express themselves using creative art materials and educators see this expression as vital to children’s development. Art smocks are provided to give added protection over their clothing.
- Children are dressed in appropriate clothing for the season. For example, during the wetter months children will continue to explore the outdoors. Families may wish to provide boots and a plastic raincoat for children to make mud pies or splash in the mud, free of concerns about being in trouble with mum or dad. When it is warm outside, children should also be dressed appropriately.
- Children are very active and shoes with hard surfaces or heels often cause children to fall. Thongs are not suitable as they are not safe for playing! Shoes with rubber soles and Velcro straps are recommended to foster children’s independence. For example, children can learn to put their own shoes on when they have finished sandpit play.

Children are here to explore all that we have to offer and that means a lot of fun including some very messy activities.

Dernancourt Kindergarten

Dealing with Complaints Policy

Rationale:

It is important that parents have a legitimate process through which they may discuss issues or report concerns and complaints, and are able to resolve them effectively and agreeably for all concerned. Working together will give us the best chance of solving a problem that may arise during your child's time at Dernancourt Kindergarten.

We also recognise that at times things may go wrong. If you have a concern or a complaint, we want you to let us know. It's important to learn from mistakes or misunderstandings so that we can improve the child's experience and learning, and also improve processes where possible.

Procedures:

Step One – Raise the Concern

- The first step in working through a complaint is to talk to the child's teacher or director. This should occur in an appropriate manner and at an appropriate time. If you need to arrange a time to speak please ask the Director to arrange a time.
- If you are not satisfied after speaking to your child's teacher or you feel you can't raise it with them, then please discuss the complaint with the Director. If the complaint is regarding the Director, then you may like to contact the Centre's Governing Council.

Step Two – Contact the Regional Office

- If you are still not satisfied that your complaint has been addressed at the centre, you can contact the Regional Office (DECD Eastern Adelaide Regional Office Phone 8366 8800). The Regional Office will review the complaint- this may involve meeting with those involved and reviewing the documentation.

Step Three – Parent Complaint Unit

In the unlikely event that the matter has not been addressed to your satisfaction, you can contact the DECD Parent Complaint Unit.

The Parent Complaint Unit has a dual function:

- To provide advice and support to parents about their concern or complaint
- To objectively review complaints that have not been resolved at the Children's Centre or regional level.

If your complaint remains unresolved after working together with our preschool, regional personnel and Regional Director, you should submit, in writing, your complaint to:

Manager, Parent Complaint Unit
Level 6 / 31 Flinders Street
ADELAIDE SA 5000
Ph: 1800 677 435

Or by email to decd.parentcomplaint@sa.gov.au

You are also able to contact the DECD Complaint Unit at any time to talk through your concerns.

For a copy of our *Parent Guide to Raising a Concern or Complaint* brochure and to understand steps outlining how complaints should be made go to www.decd.sa.gov.au/parentcomplaint.

Use this guide to help you think through what you are concerned about and how to resolve the matter respectfully and effectively.

About complaints or concerns

This information may be helpful in explaining what a complaint is:

A complaint may be made by a parent if they think that the centre has, for example:

- done something wrong
- failed to do something it should have done
- acted unfairly or impolitely.

Your concern or complaint may be about:

- the type, level or quality of services
- the behaviour and decisions of staff
- a policy, procedure or practice.

Sometimes a complaint is about something we have to do because of state or federal law. In such cases we are able to talk to you about the matter and help you understand the requirements and why they exist.

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Excursion Policy

Rationale:

Excursions can add valuable real life experiences to ideas being discussed at kindergarten.

Guidelines:

When an event involves children being away from the kindergarten there are many things to consider.

- Can the educational merit be communicated to parents? This may be a note on the notice board when a short walk is planned or detailed note with consent sought for a more complex event such as a bus trip or walk through the Botanic Gardens.
- Use of the excursion risk management plan to document details of the event is required for each event when children are learning away from the kindergarten.
- This document safeguards against emergency events by identifying a coordinator and their mobile phone contact details, first aid arrangements, a list of children involved with their contact details and medical information, a list of adults participating and their contact details, emergency services phone numbers.
- The Skin Protection Policy applies to all outdoor excursions.
- The Volunteer Guidelines apply if volunteers are assisting during an excursion.

Procedures:

- Children are asked to assemble to be given instructions about having a drink of water, going to the toilet and having their name marked on a roll.
- Adults who are attending will gather materials required as described in the guidelines such as first aid kit, asthma kit and mobile phones.
- Adults and children are given instructions about safe behaviour during the excursion. This may include ways to keep together, such as holding hands and having adults at the front, middle and end of a group of walking children.
- It may be appropriate to pin a badge or place a sticker on the children's tops identifying them as part of Dernancourt Kindergarten with a phone number for the coordinator.
- A head count is taken before moving away from the centre and is repeated at intervals and upon returning to the centre.
- Prior to leaving the centre a check of all rooms is done by a staff member to make sure no one is left behind.
- A note is left on the front gate alerting visitors to the time of our return.
- At the conclusion of an excursion, children will be dismissed in the usual way from inside the centre by a staff member.
- Only staff members may assist children to use toilets when away from the centre.

Dernancourt Kindergarten

Healthy Eating Policy

Based on the DECD HEALTHY EATING GUIDELINES AND AUSTRALIAN DIETARY GUIDELINES for children and adolescents, it is emphasized that there is a need to:

- Enjoy a wide variety of nutritious foods
- Eat plenty of foods from the 3 food groups
- Eat foods that are low in saturated fat
- Balance food intake with physical activity
- Eat only a moderate amount of sugar and foods containing added sugars
- Choose low salt foods and use salt sparingly.

Rationale:

The purpose of this policy is to:

- Encourage and support children to develop healthy eating habits
- Promote children's understanding of how food affects health and the relationship between healthy eating and good health.
- Ensure that food provided at the kindergarten and foods brought from home will reflect the Australian Dietary Guidelines for children and adolescents.
- Support children who have health and cultural needs relating to special dietary requirements.
- Raise awareness of good nutrition principles amongst our community.

Guidelines:

Snack Guidelines

- Children should bring either a piece of fruit, salad, vegetables, cheese or savoury biscuits to eat at snack time.
- Foods that are high in fat and sugar will be discouraged, with parents given alternative solutions.

Lunch Guidelines

- Children who attend lunch time should have a separate container for their lunch and this is to be placed in the lunch basket each morning.
- Children will be encouraged to drink water with their lunch.

Drink Guidelines

- Fresh drinking water is to be available to the children at all times.
- Children are to bring their own drink container only containing water.
- In the event a child leaves their drink bottle, a cup and water will be supplied throughout the day.

Special Occasions/Birthday guidelines:

- It is acknowledged that on some occasions there is a desire to have foods which are outside the general policy of the centre, special event, fundraising etc. These occasions will be discussed and decided upon at Governing Council meetings.
- We acknowledge children's birthdays by singing and giving them a special birthday certificate.

Staff Responsibilities:

- Staff will encourage children to try new foods.
- Staff members will supervise children when eating.
- Learning about food and nutrition will be included in the curriculum eg. Growing vegetables, hands on cooking and tasting experiences.
- Principles of good hygiene practice will be incorporated into daily routines to support this policy eg. Hand washing.
- Food will not be used as a form of punishment or reward either by its provision or denial.
- Staff will respect the food preferences of children.
- Staff will provide parents with nutrition information via pamphlets, newsletters, handbook and the notice board.
- Staff will act as role models in relation to their own food choices at the centre.

Family/carer responsibilities:

- Parents will be made aware of this policy upon enrolment of their child at the centre
- Parents will be encouraged to support this nutrition policy and where difficulties arise in the provision of suitable foods, parents will be consulted.
- Children who require specific foods because of dietary health needs or because of cultural/religious beliefs need to speak to the Director.

Governing Council responsibilities:

- Support staff in the implementation of the Healthy Eating Policy.
- This policy has been developed by the staff members of the centre in consultation with the Governing Council.
- This policy will be reviewed and evaluated regularly by both staff and Governing Council and modified as required to ensure continued relevance for the centre.

Dernancourt Kindergarten

Payment of Fees Policy

Rationale:

Dernancourt Kindergarten is a not for profit DECD kindergarten.

The Kindergarten receives funding from DECD to fund staffing and operating costs but we budget on families paying fees to purchase materials and resources which the children use on a daily basis.

Guidelines:

Payment of Fees

- Families will receive an invoice via their child's communication pocket in the first week of each term. Fees will be due by the date outlined on the invoice (generally within three weeks of issue).
- Families are required to pay for the minimum 2 sessions per week, total cost for the term is \$100.
- Fees are charged for public holidays.
- Fees are charged for days missed due to illness.
- Families who have extended holidays are required to pay for the time they are away to hold their child's position at the Kindergarten.

Procedures:

Payment can be made in two ways:

- By placing money in an envelope labelled with the child's name and into our secured letter box near the children's toilets. A paper receipt will be issued within one week into your communication pocket. This receipt needs to be retained for proof of payment.
- To avoid having cash on the premises we prefer payment via internet banking:

BSB Number **065 - 145**

Account Number **00900256**

Please enter your **child's name** as "**Reference**". A print of your transferred funds is your receipt. Please retain for proof of payment.

Please see the Director by the Due Date of Fees and Payments if you are experiencing difficulty with payments, all matters will be handled in the strictest confidence.

This Policy will be shared with all new staff and families, and available to view in the Preschool Policies Booklet.

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Playgroup Policy

Rationale:

Playgroup offers a quality play based learning environment for babies, pre-schoolers and their families. Family members attend playgroup with their children and are able to build relationships with other families, their local kindergarten and community services. The kindergarten supports the provision of playgroup in response to community needs, wherever staffing and physical resources permit.

Guidelines:

- The playgroup is endorsed as a program of the kindergarten by the kindergarten Governing Council. Decisions and support regarding the playgroup are part of the Governing Council's responsibility. Including promoting the service to the community, setting family contributions and venue decisions.
- Parents and caregivers are responsible for the supervision of their child/ren in their care at playgroup.
- Dernancourt kindergarten will ensure access to a suitably qualified playgroup leader and ensure that preference is given to individuals with an approved Early Childhood Education qualification.
- The kindergarten and playgroup will work collaboratively to provide a quality program and ensure opportunities for families to get to know and become familiar with preschool educators and their practice.
- DECD playgroup sessions will operate when a departmental staff member is on site. If a playgroup session is to operate without departmental staff on site, the nominated leader must undertake a risk assessment and have it endorsed by the Governing Council. The nominated leader must have the relevant history screen check and have undergone volunteer training and responding to abuse and neglect - education and care training.
- All playgroup programs are covered by the department's public liability insurance.
- All incidents including injuries are recorded and reported in accordance with departmental policies and procedures.

Procedures:

- Families enter Playgroup from the Silverlake Cres. entry gate.
- Families are welcome to use the lockers under the veranda to place their child/ren's belongings.
- On entry of the building families sign in their attendance at the door and place payment in the allocated payment box.
- Notices or programs are available at the sign in area.
- Families are free to choose from a range of indoor and outdoor play experiences.
- Children's bathrooms are accessible and an infant nappy change facility is available at all times.
- Special events and children's interests are celebrated by providing optional craft or play experiences.
- Families/caregiver's are required to provide their child/ren with a snack and a drink. Time is allocated during the morning for children to have a shared snack experience. Snack items or lunches must adhere to the Dernancourt Kindergarten Healthy Eating Policy.
- All families must provide clothing protection suitable for weather conditions and comply with the Dernancourt Kindergarten Skin Protection Policy.
- All participants are expected to share responsibility in pack up and care of the property at the end of play.
- A formalised goodbye with story and song completes the playgroup session.

Dernancourt Kindergarten

Site Behaviour Policy

Rationale:

This policy aims to support the development of positive relationships between children, and peers, educators and families.

We believe that everyone has the right to feel safe and secure, to feel a sense of belonging, and to have warm and reciprocal relationships with people they can trust. We believe that children learn best when they feel accepted, included, valued and respected. We believe they learn best when they are treated fairly and consistently. We acknowledge that it is normal for people to experience feelings of being upset, angry, or frustrated. During these times we will help children to deal with their emotions and express themselves appropriately. We support a child's right to make decisions and to have choices. We encourage all children to accept responsibility for their own behaviour and its consequence, and to respond appropriately according to their developmental ability.

We share these responsibilities of creating safe environments for children, by modelling appropriate behaviours and providing consistency with parents and caregivers.

Guidelines:

By focusing on the positive rather than the negatives we aim to help all children develop the confidence and skills to:

- Deal with conflicts without hurting each other.
- Recognise their emotions and express them appropriately.
- Feel safe enough to venture out and explore their environment.

This will be achieved by:

1. Indirect Guidance

- A safe, stimulating environment will be provided to allow children to explore and extend their skills.
- A balanced, developmentally appropriate and challenging program will be provided to reduce frustration and conflicts.

2. Direct Guidance

- Realistic, age appropriate, guidelines for the children will be set by educators (children and parents may be involved in the setting of guidelines where appropriate).
- These limits relate to health and safety, respect for the environment and others.
- Educators supervise carefully so that most problems can be redirected before they occur.
- Co-operative, helping behaviour will be encouraged.
- The development of problem solving, negotiation and self-help skills will be encouraged.

3. Verbal Guidance

- Clear, positive language will be used to redirect children's behaviour.
- Specific language will be used so that the child is aware which behaviour is being encouraged or rejected.
- The use of the word "harm" is used with the children when referring to choices to be made or already made. Educators use the word "harm" as it encompasses a range of behaviours such as emotions, environment, property and physical well-being.
- An alternate activity will be requested when conflict arises.
- The use of Tucker Turtle (story book) and matching puppet will also be read to the children

when teaching children alternate ways of dealing with frustration. This will also serve as a prompt in reminding children in moments of frustration.

4. Emotional Guidance

- Each child's efforts to achieve will be encouraged.
- Utilising the You Can Do It characters, children will be encouraged to develop dispositions such as resilience, getting along skills, persistence, and confidence.
- Educators will acknowledge children's appropriate behaviours to further encourage positive behaviours.
- Children will be accepted and respected without discrimination.
- At no time will physical punishment be used.

Acceptable and Unacceptable behaviours:

Viewing children as competent and capable we believe children have a good understanding of what is acceptable behaviour. These behaviours include respecting and caring for others, treating others how you would like to be treated, and valuing each child's right to feel safe. Educators model this behaviour in their interactions with children, families and each other.

Unacceptable behaviour is anything that causes harm, whether this be harmful words that threaten, exclude or abuse, or harm to someone's physical well-being. Harm to property and the environment is also unacceptable.

Communication with families:

Educators will inform families through informal and formal discussions (where required) about their children's behaviour (praise worthy and unacceptable). Educators believe feedback should be delivered with care and respect in a positive and informative way. Communication should focus on strengths as well as areas to develop.

Families should feel free to approach staff if they have any queries or concerns.

Dernancourt Kindergarten

Skin Protection Policy

Rationale:

Research continues to highlight skin protection, especially in the first 18 years of life as a major strategy in the fight against skin cancer.

Outdoor activities are part of a child's day at kindergarten, so skin protection measures must become a part of their daily routine. This policy will work best when implemented by staff and parents together, so we request your cooperation.

Guidelines:

- Children will be encouraged to avoid direct exposure in the sun between 10.00am and 2.00pm (11.00am - 3.00pm in daylight saving times) when ultra violet light levels are highest.
- Children will wear hats during terms 1 and 4 when playing outside and when the UV count is 3 or above during terms 2 and 3. Where the UV count is below 3 during winter the children will not be required to wear a hat.
- Children who do not have hats on days where it is required will play in well shaded areas eg/ veranda or covered sandpit.
- Outdoor activities will be placed in shady areas. On very hot days, or when UV ratings are high (above 6), only indoor and veranda activities will be provided.
- Excursions/outdoor functions will be planned with shade provisions in mind.
- Shade provisions will be given priority in any forward planning for outdoor areas.
- Staff will incorporate sun and skin awareness activities into teaching activities.
- Staff will be positive role models by wearing hats and appropriate clothing for all outdoor activities, by directing children to shady areas and by ensuring children wear their hats when required.

Procedures:

All parents will be given a copy of this policy upon enrolment and are requested to:

- Bring their child's named hat (as provided by the kindergarten on enrolment) each day.
- If providing your own hat or additional hats please ensure the hat shades the head, neck, and face (eg/ broad brimmed and legionnaire). Hats should be named and left in children's bags or the hat tub provided at kindergarten.
- Dress their child in shirts and tops, which protect from the sun (eg/ collars, sleeves).
- Apply a broad-spectrum sunscreen of SPF 15 or more before their child comes to kindergarten. Sunscreen will be reapplied halfway through the day with children's own sunscreen or as provided by the centre during terms 1 and 4.

A copy of this policy will be available at all times at the parent information area in the policy folder at kindergarten.

The policy will apply to all users of the centre, including play groups and volunteers etc.

This policy will be reviewed and evaluated regularly by both staff and Governing Council and modified as required to ensure continued relevance to the centre.

Dernancourt Kindergarten

Toileting Policy

Rationale:

- We support children and families to develop independence for toileting. Children still using nappies or pull ups are welcome and will not be excluded because they are still learning to be independent with their toileting.
- Assisting children when they have had a toileting accident can put staff and children at risk in terms of adequate and subsequent duty of care.

Guidelines:

- If a child has a medical condition preventing independent toileting we will follow the advice from the child's medical practitioner to assist where possible.
- Where there is no medical condition preventing independent toileting, staff will assist if possible but may call parents to come to the centre to assist their child.
- 'Toilet Timing' is a technique where children are asked to use the toilet at regular intervals to pre-empt any accidents.
- Assistance is only to be given by staff members; volunteers or visitors are not permitted to assist children with toileting or changing.

Procedures:

- Children are asked to get their clean spare clothes from their bag and go into the bathroom area to change. Children can work inside a cubicle if they feel more comfortable there.
- They are encouraged to do as much as they can by themselves, e.g. taking off their shoes, putting their wet or soiled clothes into a plastic bag to take home, using the flushable wipes to clean their skin and putting on their clean clothes.
- Staff must use disposable gloves when assisting children to protect themselves and children from cross contamination.
- Everyone needs to wash their hands.

Dernancourt Kindergarten

Volunteer Policy

Rationale:

Dernancourt Kindergarten encourages and welcomes volunteers to our program. Their work complements the work of paid staff and adds a rich array of expertise, skills and knowledge to the support of young children in their learning.

Guidelines:

The principals that guide this volunteer policy are taken from the DECD Volunteer Policy (3 Nov 2016)

- The rights of children and young people to learn in a safe, respectful and well organized environment are paramount and take priority over other interests.
- Volunteers can expect a safe and well mannered workplace with meaningful work, and appropriate direction, supervision and training.

Procedures:

- Prior to commencing their voluntary work, all volunteers should be interviewed on an informal basis. This is to ascertain their suitability for, and interest in, the tasks that they will be given to undertake. Mutual expectations can be established in a longer discussion and records kept around this agreement. A role description for the volunteer will be given to the volunteer through the induction process as described below.
- Reference checks may be undertaken by the site leader to confirm work abilities or character attributes. Full contact details for the volunteer will be recorded and kept confidential.
- It is a requirement that all volunteers undergo a criminal history screening conducted through the Department of Education and Child Development criminal history screening unit.
- Volunteers will be given an induction and orientation process via the Induction folder, and Centre Policies folder. These documents will be useful for volunteers to learn as much as they can regarding the centre's operation. They include a Volunteer Guidelines and Volunteer Agreement.

The volunteer agreement may be terminated at any time at the discretion of the Director.