



REMOTE & ISOLATED CHILDRENS EXERCISE CRECHE PARENT HANDBOOK

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GENERAL INFORMATION

RICE Details

Postal Address: PO BOX 1729

Office Address: 59 Power Crescent (next to Augusta Park Primary School)
Port Augusta, SA, 5700

Telephone: (08) 8642 4477

Facsimile: (08) 8642 4446

Toll Free: 1800 631 301

Email: office@rice.org.au

Website: www.rice.org.au

Hawker Childhood Services Centre

Address: Chace View Terrace
Hawker, SA, 5434

Phone: (08) 8648 4116

Orroroo Childhood Services Centre

Address: West Terrace Orroroo
Orroroo, SA, 5431

Phone: (08) 8658 1008

Crèche is recognised by the Education and Early Childhood Services Registration and Standards Board of South Australia as a Residual Service under the Education and Early Childhood Services (Registration and Standards) Act 2011

Residual service approval number: RS-0001134

RICE STAFF

Director	Chloe Hunter
Administration Officer	Abbie Cimarosti
Early Childhood Teacher	Megan Hamper

Team leader	Tegan Mudge
Senior Educator	-
In-Home Care Educator	-
Resource Centre Educator	Teagan Karger, Teagan Murray, Renee Bell, Deb Tuip
Crèche Educators	Lorena Shackelford, Micaela Nicholls, Tasmin Key

Remote & Isolated Children's Exercise (RICE) is a not-for-profit organisation. The services provided by RICE cover 650 000 square kilometres of the state. Outback childcare (OCSA) is sponsored by RICE which is overseen by a board of management consisting of passionate parents who use RICE services and are community members. OCSA provides the following services to families and communities of remote and isolated South Australia:

There is a registration and booking process for each type of care.

ACTIVITY DAYS

Activity days provide fun and educational activities in a safe environment for children at community events.

IN-HOME CARE

Staff are available to provide an in-home care service for families with children ages up to 12 years, living in rural and remote areas with no access to early childhood facilities. Care can be provided in blocks of up to two weeks, and each family may access up to six weeks of care in a calendar year.

PLAY DAYS

Play-days are held in remote areas of the state and aim to help families and friends get together. The play-days are facilitated by RICE staff, with activities and experiences suited to the developmental needs of children, as well as an opportunity for children and their families to meet & develop social networks. Families are welcome to request a play-day for their area.

REMOTE CRÈCHE

A weekly creche is provided to the Hawker and Orroroo communities throughout the school year. We also hold one off creche's during the school holidays and term at the office- an email will be sent out for this two week before the intended date. Remote crèche offers care for children between the ages of 6months-6 years.

RESOURCE CENTRE

Our Toy Librarian provides loans of toys, books and other resources for children aged 0 months to 12 years. Families can visit the library to select resources. Toy boxes are sent by mail & can be returned by mail or in person.

INTRODUCTION TO CRECHE

Crèche is managed by Outback childcare, a program sponsored by RICE and based in Port Augusta. The crèche is held at Orroroo on Mondays and Hawker on Fridays throughout the school term. RICE in conjunction with Outback Childcare has an agreement with the Hawker and Orroroo childhood services for use of the buildings and facilities. Outback childcare is funded by the Department of Education. Both crèches are staffed to care for a total of 19 children.

CRECHE OPERATING HOURS

The session runs from 08:45 am to 3:15 pm. Some of the staff travel from Port Augusta and surrounding towns therefore have travelling time as well as working with the children. Children must be collected by closing time so staff can clean up and finish at a timely hour. The crèche is not operational during school holidays and on public holidays. However, there is a Creche once a month at the office in Port Augusta. An email to confirm dates will be sent out two weeks prior.

Mission Statement

At RICE we provide high quality care for all of outback families in rural and remote areas of South Australia. By operating within the guidelines of the National Quality Framework. Every child is treated equally, and we ensure each child benefits from the caring, secure, and nurturing environment of the service. We treat children as unique individuals and encourage them to develop at their own pace through exploration and discovery of their environment and the people around them. We foster every child's development through child initiated and interest-based opportunities. We provide appropriate resources for this development to occur. The creche promotes community awareness and support of the childcare service through effective networking with children, staff, families, and members of the community. We support and encourage open communication with families and ask them to share their ideas, values, and expectations. We believe in offering families the opportunity to be involved in the service through activities, meetings and by being involved in any decision making regarding the service. RICE will at all times ensure the high quality of care provided supports and respects every child, staff member, family as a whole

Creche Ratio

- 1 staff member to 4 children 6 months to 24 months
- 1 staff member to 5 children 25 months to 35 months
- 1 staff member to 10 children 36 months to school ages

Fees

Crèche is charged at \$61.75 per session (less Child Care Subsidy)

ENROLMENTS

The enrolment form is to be completed online via a link to a program called Xplor. You can get a link emailed to you by phoning or emailing RICE.

The following information will be required: Child's birth date, home address, telephone numbers, emergency contacts, immunisation details, health records etc.

This is information required by government agencies and must be completed by the parent/guardian at the time the child starts at the crèche. Any specific health needs and access arrangements should also be stated. It is essential that any change of address and telephone numbers for both parents/guardian and emergency contact are advised to the crèche team leader.

ORIENTATION AND FIRST DAYS

We strongly encourage families to visit the Creche at least twice with their child to participate in an orientation process and spend time within the room prior to commencement.

This will allow for a transition period for every child to feel safe and secure within the centre and meet their fellow friends in the service and have the opportunity to meet the educators and familiarise themselves with the room. Please take the opportunity to speak with the room educators at this time to ask any questions or further discuss your child's routines and needs. We believe your child will feel safe and secure if you have a good relationship with the educators and they can feel your trust with them. Please take some time to read a book, play together with other children or simply be available for your child whilst they explore. Please do not hesitate to call during the day. Should your child become distressed due to separation we will call. Our aim is to ensure every child has positive experience and excited about their day at creche and we look forward to working together to achieve this.

The Creche Mobile Number is :0497 009 907

CCS

You must meet certain requirements to get CCS. You can get CCS if you are a parent, foster parent, or grandparent with a child in your care who is attending a childcare service which is approved to receive CCS on your behalf, which includes RICE. The Child Care Subsidy is a payment from the Australian Government that helps working families with the cost of childcare. To be eligible you must be using CCS approved care and meet the work, study, training test.

WAITING LIST PROCEDURES

If the crèche is full your child will be placed on the waiting list. When a vacancy becomes available, the team leader will call the next family on the waiting list to offer a place within their selected creche service.

PRIORITY OF OFFER

RICE endeavours to book your child at the service as required. However, the Government has a specific Priority of Access policy that all childcare centres must adhere to. They set out the following three levels of priority, which childcare services must follow when placing children at a centre:

Priority 1: a child at risk of serious abuse or neglect

Priority 2: a child of a single parent or parents who satisfy the work/training/study test under Section 14 of the 'A New Tax System (Family Assistance) Act 1999'

Priority 3: any other child.

BOOKINGS & CANCELLATIONS

You can enrol your child as a permanent or casual booking. Permanent means that your child is booked in on a permanent basis each week. Casual means you must book your child in each week by the Wednesday before your creche session. If your child is booked in, you need to give at least 24 hours' notice of cancelling a session if possible due to staffing requirements. Being casual might mean there may not be a vacancy for your child each week. If you are absent, you will be required to still pay as your position is held for you.

ATTENDANCE AND COLLECTION OF CHILDREN

Parents must sign the time of arrival and departure of their child/children through the Xplor software. If a person other than the parent collects the child, the staff member will ensure that the person is on the child's Xplor enrolment form and the appropriate procedure has been followed. Staff will not accept phone permission unless in exceptional circumstances and with the consent of the Director. In this instance a driver's licence must be produced and photocopy will be made and kept in the child's file. Permission forms are held in the child's file.

Late collection of children

At times families may be late collecting their child/children due to an unforeseen delay or in emergency situations. To ensure the child, parent and staff are protected from misunderstanding or distressing delay, RICE has implemented the following procedure regarding the late collection of children. At all times, it is the parent's responsibility to ensure staff are given accurate information

about emergency contact numbers. Lateness relates to the collection of children after fifteen minutes of closing. A parent is required to notify the crèche of their lateness. When a child has not been collected by a parent or authorised person, staff will attempt to contact the parent by phone. If staff are unable to contact the nominated person, then they will attempt to contact one of the emergency persons, the Manager or nominee. If the child is collected by the emergency contact, staff may leave the crèche before the parent arrives. A note will be left on the door stating that the emergency contact has collected the child. If staff are not able to contact the parent or emergency contact police will be notified of the situation to locate the parent.

WHAT TO BRING TO CRECHE

Milk bottles

Nappies

Sleeping bag or other comforters

Water bottle

Healthy snacks and Lunch

Appropriate spare clothes for the weather

DO NOT BRING NUTS or NUT PRODUCTS

Please label all items from home

HOME TOYS AND SPECIAL ITEMS

Toys, jewellery, and trinkets brought to the crèche from home can be broken, lost or be a cause for conflict between children, so ideally these should be left at home. Comfort toys and blankets that help the child with separation or routines are welcome. Please ensure they are clean and clearly labelled with your child's name.

CHILDREN'S CLOTHING

Children should be dressed in play clothes so there will not be a problem about spoiling good clothes. As children are encouraged to be as independent as possible, it is a good idea to dress them in clothing that can be easily removed for toileting and rest times (jumpers, extra layers). Staff support all cultural beliefs associated with clothing/footwear. In accordance with the sun-smart policy, RICE requires parents/guardians to supply their children with hats and appropriate clothing that protect their face, neck, ears, and shoulders. A complete set of spare clothes must be provided daily, with extra items to cater for temperature changes. All items should be labelled to avoid loss. Shoes need to be well fitting, comfortable, and suitable for outdoor play and climbing.

PROGRAMMING

Our service program is based around the Early Years Learning Framework (EYLF). Educators take a child-initiated approach to learning and planning for each child to meet the individualised needs of each child and the group as a whole. We value every child as strong, capable, and resilient, rich with wonder and knowledge. We believe every child brings with them a deep curiosity and potential and this initiates curiosity drives their interest to understand their world and their place within it.

Parents, families and community member's ideas and input are always welcome and encouraged to assist in children's learning and planning. Our staff record your child's development through story park, you will have access to see your child's profile upon enrolment.

ROUTINES AND PROCEDURES

Routines are an integral part of daily programs and provide children with a secure structure in which to learn. In consultation with parents, staff can adopt procedures for mealtimes, rest time and toileting. These procedures reflect the needs of individual children, and it is not expected that all children will be doing the same thing at the same time. The needs of the children are constantly changing therefore procedures must allow for flexibility. When formulating routines, consideration will be given to the child's developmental age/stage, the needs of the parent's and the needs of the child.

A day at creche is as follows

8:45am creche opens / children are dropped off

- activities

10am morning snack and fruit

-activities

12pm lunch

-rest / quiet time / sleep for younger children

-activities

2pm afternoon snack and Fruit

-activities

3:15pm children collected / creche closes

Birthdays

Birthdays are a very exciting time for children. The staff at RICE enjoys sharing these events with children and their families. However, keeping in line with accreditation principles; the food safety plan - catering for individual allergies and promoting healthy eating habits while at crèche, we ask

that parents contact the crèche team leader if they wish to celebrate their child's birthday at crèche. The circumstances will be assessed, and the best possible outcome will be determined. Lolly bags are not permitted as they are high in sugar and may contain lollies that are inappropriate for some children.

PARENT/GUARDIAN INVOLVEMENT

RICE recognises the limits on parents/guardian's time, but we do encourage a partnership between yourself and the staff members caring for your child. Your involvement in your child's life at the crèche creates many benefits for you, your child, and the crèche. Parents/guardians are most welcome to visit their child at the crèche and to telephone during the day should they have any concerns.

Communication

Communication each day with staff is of the utmost importance. It is advisable to inform educators or the crèche team leader of any changes to your child's routines and family situations, as they arise, as this provides staff with an understanding of any changes to your child's behaviour.

Newsletter

A regular RICE newsletter is provided to parents/guardians which contains general information, programs, highlights, activities and parent and children's issues. If you would like to contribute something to the newsletter, please contact the Director. If you wish to have a newsletter emailed to you, please advise RICE staff who will advise the Director.

ALLERGIES

Upon enrolment parents/guardians are asked to advise the Team Leader of any known allergies, via the Enrolment Form.

If the allergy is severe, there needs to be an allergy/anaphylaxis action plan completed by a Doctor and returned to RICE. These can be provided to the Team Leader.

ILLNESS

Where staff have a reasonable suspicion that a child is suffering from an illness or disease, RICE reserves the right to require certification from a medical practitioner that a child is safe to attend the crèche. In the case where a child has a condition or common infectious disease, as per the exclusion list from the Department of Human Services the child shall not be permitted to attend the centre.

Notwithstanding the above, children will not be allowed to attend the centre, if due to illness, they are:

- Unable to cope in a group situation or the childcare environment.
- Require an unmanageable level of staff time.
- Are in the opinion of the crèche staff, too unwell to attend the crèche.

Management of illness

To ensure the best possible management in case of illness and to minimise the risk of cross infection, parents are asked to advise the staff if their child is unwell. If parent/s notice any of the following they should take their child to a medical practitioner, to be advised whether there is any risk of infecting others or if any of the following are noticed by staff at the crèche, they will contact parents and if they are not available then nominated contacts will be called to come and collect the child

- Pussey or sticky eyes i.e., conjunctivitis
- Persistent green/yellow nasal discharge
- Diarrhoea or vomiting
- Unusual skin rashes
- Fever at 38 degrees or above
- Persistent pain

*If a child has suffered from vomiting, diarrhoea, or fever at home, she/he must not attend the centre until the symptoms have ceased for 24 hours and normal eating habits have resumed. *

Procedures for unwell and or feverish children, if a fever develops of 38 degrees or more the following will apply:

- Parents or nominated contacts will be required to collect their child as soon as possible.
- All non-pharmaceutical measures will be taken to lower the temperature or relieve pain by removing clothing, sponging, keeping the child quiet, giving fluids etc.
- If non pharmaceutical measures fail, the following will apply. Paracetamol will be given providing consent is given by the parents and witnessed by two staff members – at least one staff member to be permanent and qualified or seek permission from the Director. (This step will only be taken if considered essential)
- Medical advice may be sought if fever persists, and parents/contacts cannot be reached.
- Known injuries will be reported to the parents as soon as practicable.

Infectious diseases

In the case of infectious diseases, parent must inform the crèche as soon as possible. The crèche will then inform all facility users that this disease is present at the crèche, and parents can then check their own child for symptoms. A child with an infectious disease may not attend until fully recovered and with a medical clearance.

ACCIDENT

In the case of an accident, staff will complete the appropriate form. Parents will be notified as soon as practicable. Staff will inform the Director of the situation as soon as possible. In the case of an accident where the parent/guardian cannot be contacted, and medical attention is required then an ambulance will be called at the parent's/guardian's expense. Parents/guardians will be notified as soon as possible and informed of all actions taken.

MEDICATION

There is a medication register for each individual child. This is a legal document. Parents and staff must ensure all information in the medical register is accurate and signed. The medication register is used to record medication needs of the child. The information, which must be recorded by the parent/guardian, must include the name of the medication, when it should be administered, the dosage to be administered and time the medication was last administered. The authorisation of the parent must also be recorded. Instructions to give 'only if required, or when necessary' are not satisfactory. A staff member will record the name of the medication when it was administered and the amount that was administered. In addition to this signature, the staff member who witnessed will also sign to acknowledge the administered medication was checked. Written permission will be obtained prior to the administration of any medication whether prescription or non-prescription. Only medication prescribed for that child will be administered. Medications must be kept in their original containers with original labels. Naturopathic medication must be labelled in the same manner as GP prescribed medication. An accompanying letter from the naturopath is also required. Verbal authorisation may be given by a parent/guardian in an emergency or in the case of fever. Two staff members must witness this authorisation. Prior to administering the medication, staff must check the expiry date, correct dosage and time and confirm that it is prescribed for the child. This is recorded on the medication form and confirmed by parent/carer signature on the collection of the child. Where medication cannot be administered orally (e.g., injections, suppositories) parents may be asked to attend and administer the medication themselves. RICE will be guided by the ability and willingness of staff to administer such drugs.

IMMUNISATION

The Team Leader must be made aware if your child is up to date with their immunisations. The government has introduced a no jab, no pay policy. All children need to be fully vaccinated to attend

crèche unless a written exemption is provided by an approved practitioner.

PRIVACY

RICE is committed to protecting the privacy of the children, families, staff, and Board members of the crèche, in accordance with The Privacy Act 1988, National Privacy Principles, SA Information Privacy Principles Instruction (IPPI) and SA Government Information Sharing Guidelines (ISG). Any person has the right to query the handling of information about their child or themselves. Queries should be directed to the Director if the Team Leader cannot assist. Any concerns or complaints will be endeavoured to be resolved quickly and simply.

CONFIDENTIALITY

All information will be treated as confidential in accordance with the SA Government Information Sharing Guidelines. Such information may include family, social health, and staff. Relevant confidential information may be discussed with parents for professional purposes only and in private. Information shared will only be that which is relevant to the care of the child. Care will be taken not to discuss a child's needs/issues in front of other parents/guardians/volunteers unless consent has been provided. Written information about children i.e., developmental records will not be left out where it can be read by persons other than relevant carers/staff. Breaches of confidentiality are grounds for disciplinary action up to and including termination. Storage of current records at RICE are held in either a lockable filing cabinet in the office, in the password protected computer system or in the case of program and developmental records in the individual centre offices to enable staff access and reference. Those records, which according to regulation must be held for a period, are archived at the RICE office. Any records kept by the crèche staff are the property of the crèche. Staff will not remove children's records from the premises unless given permission from the Director.

CONCERNS FROM FAMILIES

RICE is committed to ensuring that concerns raised by families and staff are investigated and where necessary corrective action is taken. A concern may include an expression of dissatisfaction with a service provided, a decision made, or an action taken. Where a family feels that the concern raised has not been satisfactorily resolved, a written complaint may be made. This complaint must be provided in writing to the Director and needs to clearly state the nature of the concern. Dealing of

complaints about a member of staff or another adult will follow the law of natural justice; this ensures that the person to whom the complaint is against has:

- The right to hear the complaint
- The right to respond to the complaint
- The right to do so without bias.

The Director will acknowledge the receipt of a written complaint within five working days. The Director will request a written report from any staff member involved and use their discretion to ensure the validity of the complaint and to take any corrective action. All details will be documented. If the complaint is not resolved then it is taken to the Director, who will arrange for involved parties to meet. If deemed helpful, a mediator may also be involved. If the complaint remains unresolved, the Director will inform The Board, who will investigate and take any corrective action. If the complaint directly involved the Director, the complaint must be addressed to The Board. Issues of concern must not be discussed on the floor or in the presence of children and parents. To protect confidentiality and privacy, staff involved in handling complaints resolution will ensure that information is restricted only to those who genuinely need to know in order to deal with the complaint. Some information about the specific complaint may need to be disclosed to others during its resolution. The complainant should be made aware that this may occur. A win/win approach will be brought to the resolution of conflicts. The outcome of any concern must be positive and ultimately manifest itself in improved care programs for children, improved teamwork, and staff relationships. Other formal avenues maybe available to families in resolving a concern or complaint. Agencies which may be able to assist include:

Equal opportunity commissioner – in instances of discrimination

The ombudsman – for complaints about RICE's actions or decisions

Privacy commissioner – complaints about privacy

Department of Education – for complaints about RICE's policies and procedures

HEALTH AND SAFETY

RICE believes that a sick child recovers best in the comfort of their own home. Crèche policy defines a sick child as one who cannot participate in the activities of the group, needs individual attendance and care, has a temperature above 38 and a general unwell disposition. In relation to health and safety, crèche policy includes the following:

Staff will ensure that all proper procedures are followed when a child becomes ill whilst in the care of RICE staff. A child will be considered unwell when they show symptoms of and or develop:

- High temperature
- Vomiting
- Diarrhoea
- Rashes
- Complaints of pain
- General lethargy
- Coughing/sneezing/wheezing
- Green snot

The crèches do not have the facilities or the staff to look after an unwell child for the duration of the day. If a child becomes ill during crèche, staff will follow these guidelines:

- Ensure the child is comfortable and away from other children to prevent the illness spreading.
- Contact parents and request that the child be picked up.
- If parents cannot be contacted, emergency contacts to be contacted and asked to pick up the child.
- If no contact can be made with any of the specified contacts staff will continue to ensure that the child is comfortable and seek medical aid/assistance if they deem necessary, continually trying to contact the parents.
- Director to be contacted and notified that a parent cannot be contacted to collect the child.

SUN SMART

This sun smart policy aims to ensure that all children attending crèche are protected from skin damage caused by the harmful rays of the sun. Sun exposure in the first 15 years of life contributes significantly to the lifetime and risk of skin cancer. It is to be implemented throughout the year, but with emphasis from September through to April when UV radiation is most intense in South Australia. The crèche requires parents/carers to supply their child/ren with hats and appropriate clothing that protect their face, neck, ears, and shoulders i.e., legionnaire or broad brimmed hats, shirts and dresses that cover the shoulders, shirts with collars and elbow length sleeves, longer style shorts and skirts. Children are encouraged to wear hats whenever they are outside. Children who do not have their hats with them will be provided with a loan hat, however the number of hats that the centre has is limited. If one is not available, then the child/ren will be encouraged to stay inside or under shade. SPF30+, broad-spectrum, water-resistant sunscreen will be provided for staff and children's use and applied at least 20 minutes before going outside from September through to the end of April, parents/carers will ensure child/ren have sunscreen applied prior to arrival at the

crèche. If sunscreen has not been applied, the parent/carer must inform centre staff on arrival. Children will be encouraged to use available areas of shade for outdoor play activity. Outdoor activities will be scheduled before 11am and after 3pm, daylight saving time (10am – 2pm at other times) if the weather is considered to be too warm whenever possible. The availability of shade will be considered when planning outdoor activities. Children and staff are encouraged to wear close fitting, wrap around glasses that meet the Australian standards.

Staff will act as role models by:

- Wearing appropriate hats and clothing outdoors.
- Using SPF30+ sunscreen for skin protection.
- Seeking shade whenever possible.
- Incorporating learning about skin and ways to protect skin from the sun into programmed activities.
- Reinforcing the sun care policy in a positive way through displays, parent newsletters, notice boards and meetings.
- Providing staff and parents with education material on sun protection.
- Changing routines to meet the needs of the children.

CHILD PROTECTION

Child abuse is an act that endangers a child's physical or emotional health or development. The abuse may occur as physical injury, sexual abuse, emotional abuse, or neglect. Should staff have reason to suspect abuse of a child they will work with the Director and the parent/guardian (if appropriate) to determine the validity of the concern. If the review of the situation identifies abuse is taking place, then the Director will refer the situation to the appropriate authorities. At all times, the situation will be treated confidential. All RICE staff undergo a DECS criminal history screening check and are mandated notifiers.

FAMILY COURT ORDERS

If at any time a family court order is made, the Director of outback childcare must be advised immediately and provided with a copy of any such order. No information will be given over the telephone if staff cannot establish their identity.

EMERGENCY EVACUATION AND FIRE DRILL

Evacuation is an organised and controlled movement of personnel from a threatened or dangerous area to a safe area, in the minimum possible time and exposing them to the least possible risk. Evacuation procedures are invoked for fire, flood, bomb threat, hostage, storm and cyclone, toxic emission, air, and transport accidents and for any explosion or disruption to essential services. The evacuation of children will be practiced informally on a regular basis so that in an emergency the children will know exactly what is expected of them. The method of evacuation will depend on the age of the children and the centres evacuation procedures.

POLICY AND PROCEDURES

RICE has a policy and procedures manual which contains policies relating to the areas of:

Management

Records

Children

Sleep routines

Inclusive practices

Health and safety

Parents

Staff

These policies have been developed by the RICE staff and a copy of the policies and are kept in the Directors office. You are encouraged to read these and comment on them or any other aspect of the crèche.

HEAT POLICY

RICE will abide by each centres heat policy. If crèche is to be cancelled due to extreme weather the Director and crèche team leader will contact each parent and advise them as soon as possible.

DUTY OF CARE

As a basic principle under the Common Law of Tort, every person is bound to exercise a duty of care in their dealing with other persons in the provision of goods and services and in respect of the use of equipment or ownership of premises.

Legal liability may arise when a person fails in the exercise of that duty of care (or negligence) and injury or damage is caused by that negligence. Directors and staff employed in the provision of childcare programs are responsible to ensure that proper care is taken to protect children from harm in all circumstances.

Program Practice - Outback Child Care undertakes to follow sound principles of supervision in the care of children enrolled in our program, we will:

- Provide a safe environment, free from environmental toxins, access to potential hazards and unsafe equipment always.
- Operate a program that abides by State and Federal Occupational Health and Safety Laws
- Ensure that children enrolled in the program and appropriately noted in the attendance register are always supervised.
- Support the physical, emotional, and mental well-being of all stakeholders.
- Check sleeping children every 15 minutes by entering the room and record such checks daily.
- Ensure that appropriately qualified staff hold current First Aid Certification to ensure the safety of all stakeholders.
- Ensure that all staff attend and maintain current training in Child Protection Legislation and procedures.
- Encourage children to develop and grow to their personal best by providing high quality programs to aid and enhance their developmental stages and long-term health.
- Undertake consistent review and evaluation of health and safety policies and procedures, daily programming and services offered to ensure that Outback Child Care maintains the highest possible standards in duty of care.
- The staff in our program are not responsible for the supervision of children who are not currently enrolled with our organisation.

POLICY SOURCE ACKNOWLEDGEMENTS

- Consultation with Management, Staff and Families
- http://www.decs.sa.gov.au/speced/files/links/33098_Childrens_Policy_12p.pdf
- Fleming, The Law of Torts 1983, p.142
- <http://www.legislation.sa.gov.au/LZ/C/A/CHILDRENS%20PROTECTION%20ACT%201993/CURRENT/1993.93.UN.PDF>
- <http://www.legislation.sa.gov.au/LZ/C/A/CHILDRENS%20SERVICES%20ACT%201985/CURRENT/1985.21.UN.PDF>