

## C16. INFORMATION

Content:	Illawarra Aboriginal Corporation Policies and Procedures
Version:	1.0
Section:	Childcare
Applies To:	Board, Management and Staff of all IAC Childcare Services
Date:	May 2014 (Review May 2017)

### Background and Purpose

The IAC's Childcare policies articulate our aims, goals and philosophies in caring for children in our long day care and preschool services. They explain how the IAC works with its management, staff and other agencies to ensure that our children are afforded the best and most appropriate care and that we meet all of the requirements of NSW Department of Education & Communities.

### Principle

The IAC recognises and understands that we are required to maintain policies and to be accountable to the Regulatory Authority and parents of children attending our service.

The IAC is committed to working with NSW Department of Education & Communities in an open and positive manner to ensure that we actively review and maintain our policies and accountability so that we continue to meet the requirements of current legislation and guidelines.

### Policies to be made available

*C(E&CS)SPR 2012 Regulation 85*

*The IAC will ensure that our childcare policies:*

- are maintained and implemented in line with relevant legislation, regulations and guidelines
- promote the health, safety and wellbeing of children attending our service
- are available for inspection by the parents of children attending our service

*The IAC will ensure that we have childcare policies: for*

- child protection (C6)
- ethical conduct (C4)
- development and education (C12)
- the treatment of children with special needs (C12)
- interactions with children (C12)
- procedures for handling complaints
- parental involvement (C13)
- access (C13)
- arrival and departure (C13)
- excursions (C14)
- confidentiality of records
- child health (C12)
- illness, accident and emergency treatment (C15)
- administration of medication (C15)
- infectious diseases (C15)
- food and nutrition (C12)
- water safety (C14)
- sun protection (C7)
- storage of dangerous substances and dangerous equipment (C12)

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### Information or documents required by Regulatory Authority

C(E&CS)SPR 2012 Regulation 86

*The IAC will ensure that:*

- we provide the Regulatory Authority with such information in relation to the service as the Regulatory Authority may from time to time reasonably require

### Entry and inspection

C(E&CS)SPR 2012 Regulation 87

*The IAC will ensure that:*

- our Board, Management and staff (including the Nominated Supervisor) will not hinder any person authorised under the Act to enter and inspect our premises or to enter and inspect any place where our documents, records or registers are maintained

### Notice of Complaint

C(E&CS)SPR 2012 Regulation 88

*If a parent of a child in our care makes a complaint to the IAC about the conduct of the service, the IAC will (unless the matter is of an obviously trivial nature):*

- give written notice of the complaint to the Regulatory Authority within one week
- give written notice of any action taken in response to the complaint as soon as reasonably practicable

### Public Liability Insurance

C(E&CS)SPR 2012 Regulation 89

*The IAC will ensure that:*

- we have adequate public liability insurance of not less than \$10 million
- we provide a certificate of currency to the Regulatory Authority on request
- we do not require or request any parent of a child in our care to release or indemnify the IAC against any liability in proceedings against the IAC involving injury caused while the child was being provided with the service

### Display of Service Approval

C(E&CS)SPR 2012 Regulation 90

*The IAC will ensure that:*

- we display our Service Approval in a prominent place accessible to parents

### Copy of Regulation to be kept

C(E&CS)SPR 2012 Regulation 91

*The IAC will ensure that:*

- a copy of the Regulations is available on site for inspection by parents

### Complaints include allegations:

- of a contravention of the Act or this Regulation by the IAC or a member of staff
- of a contravention of a condition of provider or service approval by the IAC or a member of staff
- that the safety, health or well-being of a child attending our service has been compromised while the child attended our service

## COMPLIANCE

*This policy complies with:*

- Children and Young Persons (Care and Protection) Act 1998
- Children (Education and Care Services) Supplementary Provisions Regulation 2012
- National Quality Framework

## REFERENCES

*This policy should be read with:*

- C(E&CS)SPR 2012 - Part 7 Administrative requirements - Division 1 Information (Regulations 85-91)