



RICHMOND SHIRE COUNCIL
AGENDA
FOR

ORDINARY MEETING
TUESDAY 21 MARCH 2023
COMMENCING AT 8:00AM

Richmond Shire Council
Ordinary Meeting of Council 21 March 2023

AGENDA AND TIMETABLE FOR ORDINARY MEETING
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Commencement of Meeting
Signing of Attendance Book
Reading of Official Prayer
Leave of Absence
Confirmation of Minutes
Declarations of Interest
Business arising from previous Meetings

Item 1 Reports for Consideration – Works
Item 2 Reports for Consideration – Office of the Chief Executive Officer
Item 3 Reports for Consideration – Corporate Services
Item 4 Reports for Consideration – Community Services
Item 5 Reports for Consideration – Tourism and Marketing
Item 6 General Business
Item 7 Close of Meeting

Attachment "A" Unconfirmed Minutes from the General Meeting held Tuesday 21 February 2023.

Richmond Shire Council
Ordinary Meeting of Council 21 March 2023

COMMENCEMENT OF MEETING

SIGNING OF ATTENDANCE BOOK

READING OF OFFICIAL PRAYER

LEAVE OF ABSENCE

CONFIRMATION OF MINUTES

- Unconfirmed 21 February 2023 Minutes

DECLARATIONS OF INTEREST

MATTERS ARISING FROM PREVIOUS MEETINGS

UNCONFIRMED MINUTES OF THE ORDINARY MEETING
OF THE RICHMOND SHIRE COUNCIL HELD IN THE BOARD ROOM, RICHMOND ON
TUESDAY 21 FEBRUARY 2023

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Item 6	General Business
Item 7	Close of Meeting

UNCONFIRMED MINUTES OF THE ORDINARY MEETING
OF THE RICHMOND SHIRE COUNCIL HELD IN THE BOARD ROOM, RICHMOND ON
TUESDAY 21 FEBRUARY 2023

PRESENT

Present when Deputy Mayor Cr Kuhl declared the meeting open at 10:30am were:

COUNCILLORS:

Cr Fox, CR Johnston, Cr Kennedy and Cr Buick.

STAFF:

Chief Executive Officer – Peter Bennett, Director of Community Services and Development – Angela Henry, Director of Corporate Services – Peta Mitchell and Minutes Secretary – Tiana Grant and Adelaide Tritton.

PRAYER

Cr Buick read the prayer

APOLOGIES

Nil

CONFIRMATION OF MINUTES

RESOLUTION 20230221.1

It was moved Cr Buick seconded Cr Johnston and carried that the Minutes of the General Meeting of the Richmond Shire Council held in the Board Room, Richmond on Tuesday 17 January 2023 be adopted as presented.

Attendance

Cr Wharton entered the Meeting at 10:31am and took the chair.

DECLARATIONS OF INTEREST

Mayor Cr Wharton called for Declarations of Interest in matters listed on the Agenda:

Nil

BUSINESS ARISING

Council discussed the action items and updates were requested.

Council discussed the action item regarding laying of turf at the lake on the water park side.

RESOLUTION 20230221.2

It was moved Cr Buick seconded Cr Kennedy and carried that Council would order 20x20m² of turf for the beach area on the water park side of the lake.

1. REPORTS FOR CONSIDERATION – WORKS

1.1 Inwards Correspondence – Letter from Landowner regarding Dundee-Dimora Road

EXECUTIVE SUMMARY

A landowner has requested Council works be done on the Dundee-Dimora Road.

OFFICER'S RECOMMENDATION

That Council: Discuss and agree on an outcome for the request to fix sections of the Dundee-Dimora Road.

Council unanimously agreed to place gravel in the concerned areas on the Dundee-Dimora Road.

REFERENCE DOCUMENT

- Letter

2. REPORTS FOR CONSIDERATION – OFFICE OF THE CHIEF EXECUTIVE OFFICER

2.1 Local Roads and Community Infrastructure Program – Phase 4

EXECUTIVE SUMMARY

Funding allocations have been given for the Local Roads and Community Infrastructure Program – Phase 4. Richmond Shire Council to receive \$557,208.00.

OFFICER'S RECOMMENDATION

That Council: That Council: Discuss and agree on a project that the funding could be allocated to.

Council discussed ideas on a project that the funding could be spent on.

Cr Wharton requested the funding be allocated to the continuation of upgrades to the town storm water project.

Cr Kennedy requested part of the funding be allocated to Shire roads to be able to maintain them.

RESOLUTION 20230221.3

It was moved Cr Kuhl seconded Cr Johnston and carried that the full funding allocation of \$557,208.00 be allocated to the continuation of upgrades to the town storm water project.

REFERENCE DOCUMENT

- Funding allocation

2. REPORTS FOR CONSIDERATION – OFFICE OF THE CHIEF EXECUTIVE OFFICER

2.2 Richmond Shire Council Delegations Register

EXECUTIVE SUMMARY

The Delegations Register for Council to Chief Executive Officer is due for renewal every twelve months.

OFFICER'S RECOMMENDATION

That Council: Adopt the Delegations Register as presented.

RESOLUTION 20230221.4

It was moved Cr Kuhl seconded Cr Buick and carried that the Delegations Register be adopted as presented.

REFERENCE DOCUMENT

- Delegations register

2. REPORTS FOR CONSIDERATION – OFFICE OF THE CHIEF EXECUTIVE OFFICER

2.3 Notification of Deadline for Postal-only Applications

EXECUTIVE SUMMARY

Notification that the deadline for postal-only ballot applications from councils is 30 April 2023. Councils who wish to apply will need to make resolutions for postal-only ballot votes.

OFFICER'S RECOMMENDATION

That Council: Agree to apply for postal-only ballot applications for the Local Election by 30 April 2023.

RESOLUTION 20230221.5

It was moved Cr Fox seconded Cr Kuhl and carried that Council apply for postal-only ballot applications for the Local Election by 30 April 2023.

REFERENCE DOCUMENT

- Flyer

3. REPORTS FOR CONSIDERATION – CORPORATE SERVICES

Item 3.1 Monthly Financial Report

EXECUTIVE SUMMARY

Council's monthly financial report in relation to the 2022/23 adopted budget is presented for consideration, together with Statement of Comprehensive Income, Statement of Financial Position and Statement of Cash Flow as at 31 January 2023.

OFFICER'S RECOMMENDATION

That Council: Receive the monthly financial report presenting the progress made as at 31 January 2023 in relation to the 2022/23 budget and including the:

- ***Statement of Financial Position***
- ***Statement of Comprehensive Income***
- ***Statement of Cash Flows***

RESOLUTION 20230221.6

It was moved Cr Kuhl seconded Cr Buick and carried that Council Receive the monthly financial report presenting the progress made as at 31 January 2023 in relation to the 2022/23 budget and including the:

- *Statement of Financial Position*
- *Statement of Comprehensive Income*
- *Statement of Cash Flows*

REFERENCE DOCUMENT

- Statement of Financial Position
- Statement of Comprehensive Income
- Statement of Cash Flows

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

Item 4.1 Minor Infrastructure Grant Open for Submissions

EXECUTIVE SUMMARY

The Department of Sport and Recreation opened its Minor Infrastructure Grant on 31 January 2023.

OFFICER'S RECOMMENDATION

That Council: Consult the budget for the relevant co-contributions for each project.

Council discussed project 1 and agreed to hold off on applying for grant funding.

Council discussed project 2 and agreed to add it to the budget and apply for grant funding.

RESOLUTION 20230221.7

It was moved Cr Buick seconded Cr Kuhl and carried that Council accept project 2 – Upgrade of lighting to Charlie Wehlow Oval.

REFERENCE DOCUMENT

- Nil

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

Item 4.2 Educational Program Policy

EXECUTIVE SUMMARY

Council to review and adopt the Educational Program Policy with changes.

OFFICER'S RECOMMENDATION

That Council: Adopt the Educational Program Policy with changes.

RESOLUTION 20230221.8

It was moved Cr Fox seconded Cr Kuhl and carried that Council adopt the Educational Program Policy with changes.

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

Item 4.3 Physical Activity Policy

EXECUTIVE SUMMARY

Council to review and adopt the Physical Activity Policy with changes.

OFFICER'S RECOMMENDATION

That Council: Adopt the Physical Activity Policy with changes.

RESOLUTION 20230221.9

It was moved Cr Buick seconded Cr Johnston and carried that Council adopt the Physical Activity Policy with changes.

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

Item 4.4 Acceptance and Refusal Authorisation Policy

EXECUTIVE SUMMARY

Council to review and adopt the Acceptance and Refusal Authorisation Policy.

OFFICER'S RECOMMENDATION

That Council: Adopt the Acceptance and Refusal Authorisation Policy with changes.

RESOLUTION 20230221.10

It was moved Cr Kuhl seconded Cr Johnston and carried that Council adopt the Acceptance and Refusal Authorisation Policy with changes.

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

Item 4.5 Cyclone Management Policy

EXECUTIVE SUMMARY

Council to review and adopt the Cyclone Management Policy.

OFFICER'S RECOMMENDATION

That Council: Adopt the Cyclone Management Policy with changes.

RESOLUTION 20230221.11

It was moved Cr Kuhl seconded Cr Johnston and carried that Council adopt the Cyclone Management Policy with changes.

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

Item 4.6 Delivery of Children to and from Education and Care Services Premises Policy

EXECUTIVE SUMMARY

Council to review and adopt the Delivery of Children to and from Education and Care Services Premises Policy with changes.

OFFICER'S RECOMMENDATION

That Council: Adopt the Delivery of Children to and from Education and Care Services Premises Policy with changes.

RESOLUTION 20230221.12

It was moved Cr Fox seconded Cr Johnston and carried that Council adopt the Delivery of Children to and from Education and Care Services Premises Policy with changes.

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

Item 4.7 Earthquake Management Policy

EXECUTIVE SUMMARY

Council to review and adopt the Earthquake Management Policy with changes.

OFFICER'S RECOMMENDATION

That Council: Adopt the Earthquake Management Policy with changes.

RESOLUTION 20230221.13

It was moved Cr Kennedy seconded Cr Buick and carried that Council adopt the Earthquake Management Policy with changes.

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

Item 4.8 Emergency and Evacuation Policy

EXECUTIVE SUMMARY

Council to review and adopt the Emergency and Evacuation Policy with changes.

OFFICER'S RECOMMENDATION

That Council: Adopt the Emergency and Evacuation Policy with changes.

RESOLUTION 20230221.14

It was moved Cr Kuhl seconded Cr Johnston and carried that Council Adopt the Emergency and Evacuation Policy with changes.

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

Item 4.9 Flood Management Policy

EXECUTIVE SUMMARY

Council to review and adopt the Flood Management Policy with changes.

OFFICER'S RECOMMENDATION

That Council: Adopt the Flood Management Policy with changes.

RESOLUTION 20230221.15

It was moved Cr Fox seconded Cr Kuhl and carried that Council Adopt the Flood Management Policy with changes.

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

Item 4.10 Lockdown Policy

EXECUTIVE SUMMARY

Council to review and adopt the Lockdown Policy with changes.

OFFICER'S RECOMMENDATION

That Council: Adopt the Lockdown Policy with changes.

RESOLUTION 20230221.16

It was moved Cr Kennedy seconded Cr Buick and carried that Council Adopt the Lockdown Policy with changes.

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

Item 4.11 Managing an Aggressive Parent Policy

EXECUTIVE SUMMARY

Council to review and adopt the Managing an Aggressive Parent Policy with changes.

OFFICER'S RECOMMENDATION

That Council: Adopt the Managing an Aggressive Parent Policy with changes.

RESOLUTION 20230221.17

It was moved Cr Kuhl seconded Cr Kennedy and carried that Council Adopt the Managing an Aggressive Parent Policy with changes.

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

Item 4.12 Managing an Unidentified Dog Policy

EXECUTIVE SUMMARY

Council to review and adopt the Managing an Unidentified Dog Policy with changes.

OFFICER'S RECOMMENDATION

That Council: Adopt the Managing an Unidentified Dog Policy with changes.

RESOLUTION 20230221.18

It was moved Cr Kuhl seconded Cr Johnston and carried that Council Adopt the Managing an Unidentified Dog Policy with changes.

REFERENCE DOCUMENT

- Policy

4. REPORTS FOR CONSIDERATION – COMMUNITY SERVICES

Item 4.13 Safe Transportation Policy

EXECUTIVE SUMMARY

Council to review and adopt the Safe Transportation Policy with changes.

OFFICER'S RECOMMENDATION

That Council: Adopt the Safe Transportation Policy with changes.

RESOLUTION 20230221.19

It was moved Cr Fox seconded Cr Kuhl and carried that Council Adopt the Safe Transportation Policy with changes.

REFERENCE DOCUMENT

- Policy

Change of order of business to consider late items

2. REPORTS FOR CONSIDERATION – OFFICE OF THE CHIEF EXECUTIVE OFFICER

2.4 Richmond Wagon Adventures NW QLD

EXECUTIVE SUMMARY

An update has been given to Council from Richmond Wagon Adventures NW QLD regarding their new business ventures. It is a follow up from their initial letter on 10 June 2020.

OFFICER'S RECOMMENDATION

That Council: Allow Richmond Wagon Adventures NW QLD to place stand-up banners at the local tourist sites in Richmond.

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Council discussed at length the request to place stand-up banners at the local tourist sites in Richmond including Kronosaurus Korner, Lakeview Caravan Parka and Cambridge Ruins.

Council agreed to write to the applicant to advise that the request is approved with conditions. The applicant will also need approval from Kronosaurus Korner.

RESOLUTION 20230221.20

It was moved Cr Kennedy seconded Cr Buick and carried that Council approve the request to allow Richmond Wagon Adventures NW QLD place stand-up banners at local tourists sites in Richmond with conditions.

REFERENCE DOCUMENT

- Letter

CLOSED SESSION

2. REPORTS FOR CONSIDERATION – OFFICE OF THE CHIEF EXECUTIVE OFFICER

2.5 Tertiary Bursary Application

RESOLUTION 20230221.21

It was moved Cr Buick, seconded Cr Fox and carried that Council enter a closed session according to the Local Government Regulation 2012 Section 275, (1) (c) the local government's budget.

RESOLUTION 20230221.22

It was moved Cr Kuhl, seconded Cr Buick and carried that Council exit closed session according to Local Government Regulation 2012 Section 275, (1) (c) the local government's budget.

EXECUTIVE SUMMARY

A Tertiary Bursary Application has been received from a local resident to complete her studies at James Cook University for Bachelor of Veterinary Science.

OFFICER'S RECOMMENDATION

That Council: Approve the Tertiary Bursary Application received.

RESOLUTION 20230221.23

It was moved Cr Buick seconded Cr Kuhl and carried that Council approve the Tertiary Bursary Application.

REFERENCE DOCUMENT

- Tertiary Bursary Application

2. REPORTS FOR CONSIDERATION – OFFICE OF THE CHIEF EXECUTIVE OFFICER

2.6 Quote for the Swimming Pool

RESOLUTION 20230221.24

It was moved Cr Johnston, seconded Cr Buick and carried that Council enter a closed session according to the Local Government Regulation 2012 Section 275, (1) (c) the local government's budget.

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RESOLUTION 20230221.25

It was moved Cr Kuhl, seconded Cr Buick and carried that Council exit closed session according to Local Government Regulation 2012 Section 275, (1) (c) the local government's budget.

EXECUTIVE SUMMARY

A quote has been received for the upgrade the footpath, driveway and ramp for the Swimming Pool as discussed.

OFFICER'S RECOMMENDATION

That Council: Accept the quote received from the Contractor.

Council discussed at length the quote, and agreed to hold over to March Council Meeting after the Councillors assess the area and agree on costings.

REFERENCE DOCUMENT

- Quote

GENERAL BUSINESS

Cr Fox advised that the Richmond Amateur Swim Club are applying for a grant and are seeking a letter of support and permission to construct infrastructure at the pool.

RESOLUTION 20230221.26

It was moved Cr Kennedy, seconded Cr Kuhl and carried that Council agree to write a letter of support and give permission to construct infrastructure at the pool.

Cr Fox thanked Council on behalf of the Richmond State School and P&C for the Pedestrian Crossing on the Flinders Highway and the Master Class at Kronosaurus Korner.

Cr Fox updated Council on the CAN meeting that was held recently.

Cr Wharton advised that he had a meeting with Ruth Heather from Queensland Health regarding the hospital and health services in Richmond.

Cr Johnston advised that she has had some complaints regarding the changes of the Community Broadcast and what is not being advertised anymore.

Council discussed at length the potential of Kronosaurus Korner creating a database for Community Broadcast as Council will only be broadcasting Council information.

Cr Johnston advised that she went to the Cambridge Ruins recently and requested that the gardens needed some attention before tourist season as it is not appealing at the moment.

Cr Buick asked when the culverts that are located near the top crossing will be installed in the first floodway after the Top Crossing. CEO Peter Bennett advised he will get a quote for a cement base slab to be constructed for the culverts to sit on and advise Council of the costs.

Cr Buick advised that the town laneways are quite muddy, and it is main access for some homeowners. Cr Wharton noted it would be a good job to do now while it is too wet for the works crews to work on existing jobs.

UNCONFIRMED MINUTES OF THE ORDINARY MEETING
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Cr Wharton proposed to get quotes to build billboards for Council to then rent to local businesses to place on the outskirts of town for advertising.

CLOSE OF MEETING

RESOLUTION 20230221.27

It was moved Cr Kuhl, seconded Cr Johnston, and carried that the information reports be received and noted.

Meeting closure

RESOLUTION 20230221.28

It was moved Cr Kuhl, seconded Cr Buick and carried that the meeting close at 12:59pm.

Next Ordinary Meeting

21 March 2023

I hereby confirm that this is a true and correct record of the minutes of the Richmond Shire Council Ordinary Meeting Tuesday 21 February 2023.

Mayor

Item 1. Reports for Consideration – Works

Item 1.1 Requests from the RMPC Supervisor

EXECUTIVE SUMMARY

The Works Department have asked that Council consider the following requests.

OFFICER'S RECOMMENDATION

That Council: Consider the following requests from the Works Department.

Budget & Resource Implications

Unknown

Background

- The bush grader crew have requested if the Twin Cab Toyota that they are currently using be kept and not sold at auction. They use it to travel out and to refuel the roller during the day and it is also used to move the camp when needed. It has more ground clearance than a Hilux and can tow camp.
- That Council consider putting a Mechanic with the construction crew on all out-of-town jobs. This would reduce time waiting for someone to travel out to the job to inspect the machine, find the problem then return to town for parts etc. The mechanic onsite in Cloncurry has proven this, the crew could not have completed so much work without onsite help.
- That Council consider buying a second hand 40-foot flat top trailer to put the site office and smoko room on permanently, with its own generator etc. At the moment we have to transport them individually and set up onsite as well as tow a generator in and out. This would allow the office/smoko room to follow the job along as sections are completed.
- That Council consider purchasing a sieve bucket for the IT Loader. This would reduce the amount of waste going to the Refuse Tip and we can reclaim flood rock etc to be used again onsite. With the works forecast on the Winton Road a lot of concrete and rock will need to be removed from culverts and relocated to the Refuse Tip.

Consultation (Internal/External)

Internal: Ricki Davidson – RMPC Supervisor

Attachments

Nil

Report prepared by **Tiana Grant (Executive Assistant)**

Item 1.2 Systematic Inspection Program 2023 – Annual Animal Inspection Program

EXECUTIVE SUMMARY

The Works Department are seeking Council's approval to undertake an inspection program (systematic inspection program) under Section 134 of the *Local Government Act 2009*, with the purpose of monitoring compliance with the *Animal Management (Cats and Dogs) Act 2008* and Council's *Local Law No. 2 (Animal Management) 2012*.

OFFICER'S RECOMMENDATION

That Council: Approve the report for a Systematic Inspection Program across the Townships of Richmond and Maxwelton and that the program be for a 3-month period commencing 1 May 2023 and concluding 1 August 2023.

Budget & Resource Implications

The 2022/2023 budget provides sufficient funds for the completion of the systematic inspection program.

Background

As attached.

Consultation (Internal/External)

Internal: Phillip Kennedy – Local Laws Officer

Attachments

Attachment B – Report from LLO

Report prepared by **Phillip Kennedy (Local Laws Officer)**

OFFICER REPORT

To: Richmond Shire Council

SUBJECT: Systematic Inspection Program 2023 – Annual Animal Inspection Program

DATE: 21.03.2023

AGENDA REF:

AUTHOR: Phil KENNEDY – Local Laws Officer

Executive Summary

Council's Work Department are seeking Council's approval to undertake a systematic inspection program under Section 134 of the *Local Government Act 2009*, with the purpose of monitoring compliance with the *Animal Management (Cats and Dogs) Act 2008* and Council's *Local Law No. 2 (Animal Management) 2012*.

Under Section 44 of the *Animal Management (Cats and Dogs) Act 2008*, registration of all cats and dogs in Queensland is compulsory unless otherwise exempted. Richmond Shire Council has elected to make cat registration voluntary.

Background

Council resolved to undertake a systematic inspection program commencing on 1 of May 2022 and to conclude on 1 of August 2022. Section 134 of the *Local Government Act 2009* allows for Local Governments to conduct a systematic inspection program, allowing for authorised persons to enter and inspect properties to ensure that relevant State Acts and Local Laws are being complied with.

Regarding the scope of this report, this includes:

- Identifying unregistered dogs
- Identifying cats and dogs that are not microchipped
- Identifying properties with more than 2 dogs without approval; and
- Ensuring compliance with permits for the keeping of animals

To commence a systematic inspection program under Section 134 of the *Local Government Act 2009*, Council must:

Adopt a resolution authorising a selective inspection program, including such information as:

- The purpose of the program
- When the program starts
- The objective criteria for selecting the properties to be entered and inspected; and
- The period (of not more than 3 months or another period prescribed under a regulation) over which the program is to be carried out.

Give notice of the selective inspection program in the local newspaper and the Local Governments website for at least 14 days, but no more than 28 days, prior to the commencement of the approved inspection program.

As such, Council proposes to conduct a systematic inspection program as described for monitoring landholder compliance with the *Animal Management (Cats and Dogs) Act 2008* and

Council's *Local Law No. 2 (Animal Management) 2012*, which also includes provisions for the keeping of domestic animals in the Shire.

Purpose

To undertake a systematic inspection program to monitor landholder compliance with the *Animal Management (Cats and Dogs) Act 2008*

and *Local Law No. 2 (animal Management) 2012*, specifically:

- Unregistered dogs
- Cats and dogs that are not microchipped
- Properties with more than 2 dogs without approval; and
- Compliance with permits for the keeping of animals

Program start date

1 May 2023

Criteria for inspection

All properties within Richmond Shire Council's Local Government area.

Program period

3-month period (ending on 1st August 2023)

All authorised Officers participating in the systematic inspection program will carry photographic identification and will undertake inspections during the hours of 7am to 6pm, Monday to Friday and 8am to 12pm Saturday and Sunday.

Link to Corporate Plan Key Foundation Area

Our Environment

Key Program area

To maintain and enhance a healthy living environment

Consultation

Phil KENNEDY – Local Laws Officer

Legal Implications

- Animal Management (Cats and Dogs) Act 2008
- Local Government Act 2009
- Local Law No.2 (Animal Management) 2012

Risk Implications

- Dog bite
- Uncooperative rate payers
- Excess unregistered dogs
- Excess dogs

Policy Implications

- Richmond Shire Council's Workplace Health and Safety – Duty of care to the public
- Risk Assessment – Safety of Local Government Officers and Consultants

Financial and Resource Implications

The 2022/2023 budget provides sufficient funds for the completion of the systematic inspection program.

Options or Alternatives

Conduct Authorised Inspections every second or third year.

Item 2. Reports for Consideration – Office of the Chief Executive Officer

Item 2.1 Queensland Housing Strategy 2021-2025 Local Housing Action Plan (Draft)

EXECUTIVE SUMMARY

Review the attached Queensland Housing Strategy 2021-2025 Local Housing Action Plan (Draft) for Richmond and approve the draft regarding the Housing issues in the Richmond Shire.

OFFICER'S RECOMMENDATION

That Council: Approve the Queensland Housing Strategy 2021-2025 Local Housing Action Plan (Draft) for Richmond as presented.

Budget & Resource Implications

N/A

Background

From: Greg Hoffman PSM <NWQROC@carpentaria.qld.gov.au>
Sent: Monday, 13 February 2023 11:27 AM
To: Peter Bennett <PeterB@richmond.qld.gov.au>
Cc: Tiana Grant <TianaG@richmond.qld.gov.au>; mpicker1 <mpicker1@bigpond.net.au>
Subject: WQAC - Housing - LHAP - Richmond SC - Draft for Review

Good morning Peter

I hope all is well for you after the big cruise. Looks like you got home just in time!

Attached for your review is a Draft of the LHAP prepared following the visit of our consultant, Mike Pickering. Thanks very much for the information provided and assistance given to Mike during his visit to the Shire. We want to be sure we have accurately reflected on the issues you raised and the outcomes you want to achieve through the LHAP.

Please can you review the attached draft and send me your feedback in one week i.e., 20.02.2023. If you have any questions before replying feel free to contact me (0418 756 005) or Mike Pickering (0411 869 018).

Warm regards
Greg

Greg Hoffman PSM
Executive Officer
NWQROC
Ph: 07 3355 5328 | Mob: 0418 756 005
PO Box 31, NORMANTON QLD 4890

Consultation (Internal/External)

External: Greg Hoffman PSM – NWQROC

Attachments

Attachment C – Draft Plan



Queensland Housing Strategy 2021–2025

Local Housing Action Plan (Draft)

Richmond Shire Council

www.richmond.qld.gov.au

29 December 2022



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Introduction

Introduction

This Local Housing Action Plan (the Plan) is developed through a joint initiative involving the Queensland Government*, Richmond Shire Council (Council) and the Western Queensland Alliance of Councils (WQAC) to respond to a range of immediate, emerging, and longer-term housing challenges in the Shire.

This is an iterative process that does not intend to duplicate existing actions of Council or the actions under The Queensland Housing Strategy Action Plan 2021-2025. It seeks to identify opportunities, consider an agreed response, develop targeted actions on key priorities and enable ongoing review of effort to adapt and respond to changing need.

The Plan aims to:

1. **develop agreed priority actions** to respond to housing need,
2. **establish strong foundations for longer-term housing responses** to assist housing and homelessness outcomes in the Shire into the future.
3. **incorporate existing information and plans** that assist with developing responses to housing need and acknowledge work already completed by the Council, State Agencies, private and not-for-profit organisations.
4. **facilitate targeted interaction between all parties through agreed actions** to ensure a focus on deliverables and projects that can improve housing responses in the short and longer-term.



Approach and methodology

The plan provides an overview of key community and housing characteristics, and emerging issues related to housing in the community and identifies a targeted initial set of priority actions to respond to housing need. It has been developed through a review of a range of supporting documentation including:

- Regional Infrastructure plans
- Council's Planning Scheme
- Relevant Council strategy reports and plans
- Statistical data via the Queensland Government Statisticians Office, including Census and other data sets such as building approvals, rental market data, housing approvals
- Housing needs data from the Department of Communities, Housing and Digital Economy and other state agencies as required
- *The Queensland Housing Strategy 2017-2027* and the *Housing and Homelessness Action Plan 2021-2025*.
- Other local data and information such as RAI reports

Emerging issues and opportunities, key challenges, and potential responses have been developed from the review of a range of data sets, anecdotal feedback, and preceding engagement opportunities with Council and other stakeholders.

* The Queensland Housing Strategy Action Plan 2021-2025

Richmond Shire Council key details

- Richmond Local Government Area (LGA) has a total land area of 26,602 km².
- Richmond is the main population centre and is located on the southern banks of Australia's second longest river, the Flinders, and approximately 522 km west of Townsville on Queensland's East coast and is in the centre of the state's North West region.
- The community supports a mix of industries including agriculture, mining, and tourism, with a prime focus being beef production.
- Tourism is also an important evolving industry and centres around the Kronosaurus Korner marine fossil museum, and Richmond's reputation as being an excellent destination for finding marine fossils.





Key Community Characteristics

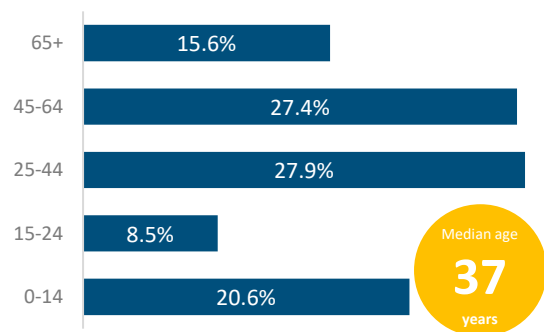


Key Demographic Characteristics

Estimated resident population is **761** and is projected to reduce to **706** by 2041 (-7.49 %)

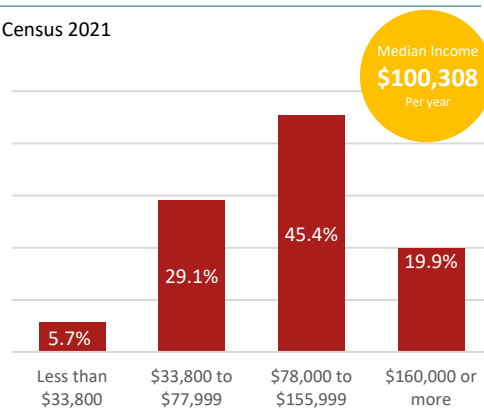
Age

Census 2021



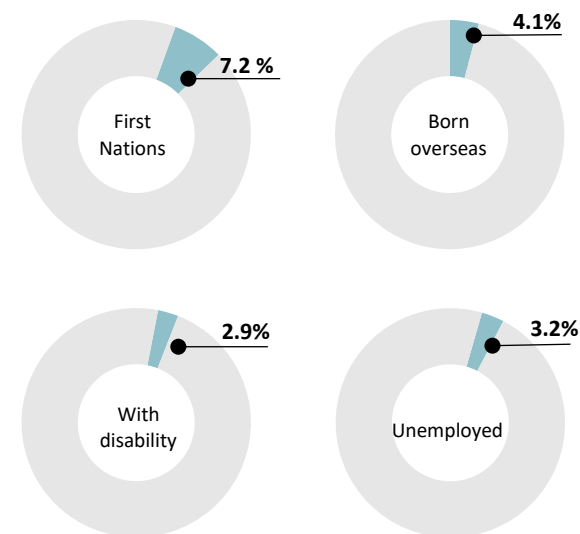
Family Income

Census 2021



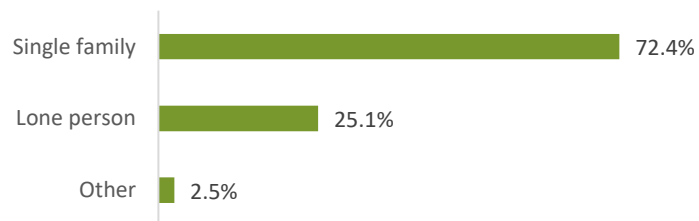
Other characteristics

Census 2021



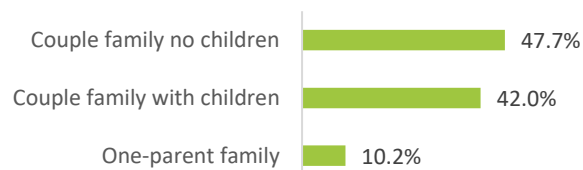
Household composition

Census 2021



Family composition

Census 2021



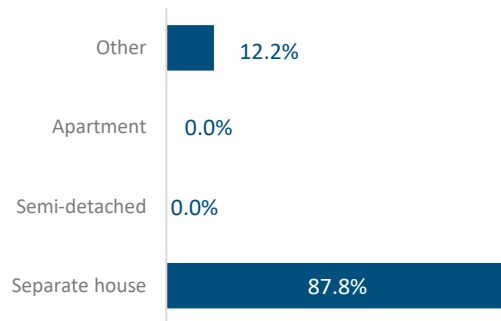


Key Housing Characteristics

Total Occupied dwellings (2021) **243**

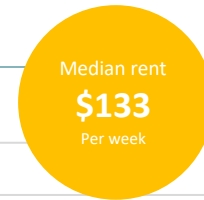
Dwellings by Structure

Census 2021



Median rent

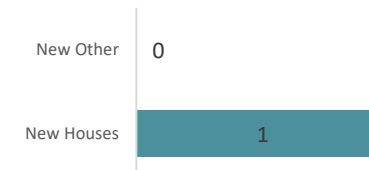
Census 2021 / QHPW



N/A	N/A	N/A	N/A
1 bedroom flat/unit	2 bedroom flat/unit	3 bedroom house	4 bedroom house

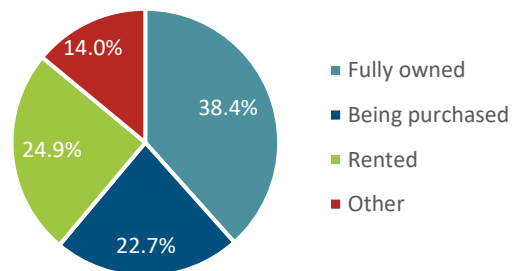
Building approvals

12 months to 30/06/22 - QHPW



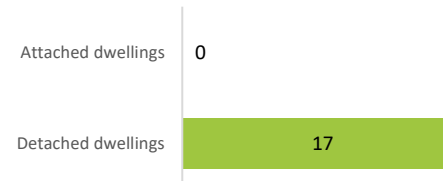
Dwellings by Tenure

Census 2021



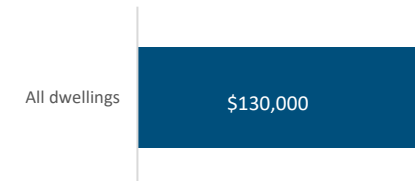
Number of sales

12 months to 30/06/22 - QHPW



Median Sales Price

12 months to 30/06/22 - QHPW





Key focus areas identified

Areas of emerging concern have been determined through a review of existing data and engagement with stakeholders as identified in the methodology. These concerns will be considered when identifying and prioritising shared actions.

1. Housing Availability

Richmond is the main population centre in Richmond Shire with a population of 459. The Indigenous population proportion is of the order of 15%. Richmond is a major tourist destination with access to Kronosaurus Korner (a major marine fossil display), fossil digging tours and a museum. It is also a major service centre for local agricultural businesses, mining, tourists, and freight travelling to and from the Northern Territory and Townsville on the Overlander Way.

The housing market in Richmond is very tight with a major need for more stock – there are currently no properties for sale. There have been seven sales in the last 2 years at prices ranging from around \$130,000 to \$300,000 and also 5 lots of land ranging from \$10,000 to \$15,000. There are no real estate agents in town, and any real estate needs are generally serviced, when necessary, by agents from outside the region. Little or no data exists of historic activity or price trends. There has been no new stock and the bank requirements of up to 60% deposit is a major impediment for potential purchasers.

Current housing stock situation

There are some 289 total private dwellings in Richmond – this includes all types of accommodation also – the average number of people per household of 2.4 (census 2021). Occupancy rate at the time of the census was 70% - 30% unoccupied – this high level of unoccupied dwellings should be further looked at. The private dwellings are estimated to be 70% owner occupied and 30% rented. A breakdown of the dwelling ownership and type is:

- 137 private dwellings – houses
- 11 - Social Housing - 11 aged over 40 years
- 4 - Social housing provided by Council
- 15 – GEH (9 houses and 6 units)
- 35 – Council staff properties (2 – 4 bed houses 8 - 3 bed houses 1 – 2bed house and 24 – 1/2 bed units)
- other short -term accommodation in the caravan park, roadhouse and motel are not captured separately – a mix of ensuite, self-contained and shared accommodation.
- Other State government departmental operational accommodation is not captured.
- The stock is generally aged.

Future Council Housing stock needs

Council is struggling to hire staff due to a lack of suitable housing.

Relocating an employee's family away from more populated areas creates stress, therefore, availability of good standard housing assists in the transition and performance. Council provides houses for staff – these are leased with a variety of subsidy levels, generally depending on the negotiations to attract the right staff at a reasonable cost. Increasingly, the need is to provide free or heavily subsidised rental arrangements. Council needs new stock to ensure that it can accommodate its current and future staff needs to ensure that appropriate levels of service are offered to its community.

The area is experiencing some major opportunities that will increase the need generally, for more accommodation in the shire and to employ more staff to be able to deliver the expected increase in Council services for the expanded community. Some of these new opportunities are:

- New mining ventures.
- Expansion of new agricultural businesses.
- Tourism is expanding as covid restrictions are lifted and the trend to visit remote areas is increasing

Council is hoping to be able to develop a further **3 dwellings** (3 – houses)

Council has 2 lots of serviced land available for new housing development. Further unserviced land for an estimated 140 lots is available for future needs.

Response opportunities

- Council proceed to investigate funding for the development of a further 3 dwellings (3 houses).
- Council commence planning for development of further lots including funding options for new infrastructure.
- Council encourage more self-contained, short-term accommodation options in unit blocks, motels, and caravan /cabin type accommodation and sustainable housing options that can underpin the economic development of the region.
- The Western Queensland Alliance of Councils (WQAC) and State Government consider development of a major marketing strategy to highlight the housing affordability and other lifestyle and employment advantages and opportunities offered by the regions.
- Engage the State Government on the issue of home ownership in remote locations and the difficulty associated with obtaining finance through the normal means because of banking industry regulations specifically related to the deposit required to support a loan application.

2. Private Rental Market

Almost all Local Government Areas (LGAs) in Queensland are considered to have 'tight' rental markets (characterised by a vacancy rate under 2.5%). Over three quarters of Queensland LGAs (77%) have vacancy rates under 1% as at March 2022. The current rental vacancy rate (as of August 2022) in the Shire is near 0.0%.


There is one property currently for rent (2 bed house - \$190/week)– historically, there is no data, but anecdotal indications are that property is tightly held and rarely available for market. Tradesmen and contractors rely on self-contained accommodation at the motel, and caravan park but at times this is very hard to find.

Census data shows that 30% of private dwellings were unoccupied – this high rate should be investigated.

Some 30% of private properties are rented at an average rent of around \$200/week. At these rental levels, new construction for private rental to increase supply is not financially viable. due to the current challenges with material supply and construction cost increases plus the limited numbers of builders and tradespersons.

In addition, these rental returns and increasing construction costs limit the viability of private investors undertaking major renovations of existing stock to improve the housing standards.

Council age pensioner units are rented at a subsidised rate. Low income and supported individuals and families have limited entry into the private rental market. Their only option is to seek access to social housing alternatives. Social housing development provides additional options for those most susceptible to private market challenges and reduces demand on lower-priced private properties.



As the demand for employee rentals increases for transient fixed contract staff, local community rental demand is challenged. Anecdotally it was noted this situation results in increased rental prices for houses, if any were available, with reasonable liveability quality. The cost of delivery of employee housing adds to the cost of delivering services which is difficult to pass on to already financially struggling communities. Federal Government assistance to support employers in these situations maybe one of the options for consideration.

Response opportunities

- Consideration be given to bringing forward any proposed social housing projects to increase the rental stock and free up lower cost rentals for market availability.
 - Council proceed to facilitate development options as discussed previously in the Housing availability section.
 - Support for service provider employers to construct employee housing to reduce transient employees monopolising higher quality housing at higher rental which limits community rental access.
 - Encourage new private development to cater for new mining, agriculture, and infrastructure projects.
-

3. Social Housing Supply

There is a high demand for social housing across Queensland and allocations are focussed on supporting households with the highest need. Weekly median household incomes in Richmond of \$1,591 compared to the Queensland median of \$1,675.

There are currently 15 social housing dwellings in (4 provided by Council).

It is understood that the registered social housing demand with Richmond as a first preference is zero (refer Social Housing register). Interviews with local stakeholders indicates that some community members may have withdrawn from making application for social housing until they are aware of houses becoming available.

Overcrowding and “couch surfing” has been raised in a number of interviews. The interviewees consider that these situations aggravate social issues that cause other unintended consequences such as family and domestic violence. Also, the limited availability of housing may be resulting in persons relocating from the region.

Council estimates that there is a need for a further **6 Social housing dwellings** (6 - 3 bed houses). There are currently 7 lots owned by the Government available for further development.

Response opportunities

- Investigate partnerships with social housing providers for development of private facilities on Council land.
 - Research what type of product is best suited for Indigenous Housing i.e., more of a community style development with sleeping separate from outdoor cooking and meeting areas.
-

4. Aged Housing and Care

Council currently provides 10 - 1 bed units for pensioner accommodation. With the aged population increasing there is likely to be a need for additional accommodation. More research is needed in this area.

Council is not currently planning to provide any further aged accommodation.

Response opportunities

- Undertake a needs assessment to determine the future needs for aged accommodation.
-

5. State Government Employee Housing

In order to employ appropriately skilled and suitable employees, employers are required to prioritise attraction and retention incentives such as housing when housing stock is limited, and the standards do not match accommodation expectations.

Relocating an employee's family away from more populated areas creates stress, therefore, availability of good standard housing assists in the transition and performance.

The State Government supplies housing for its employees under three (3) systems. GEH provides a range of housing types for government employees in government owned dwellings. The majority are provided for Police, Health, and Education. In addition, these departments provide "operational housing" for staff located on operational sites e.g., police stations, hospitals, and schools. They also rent housing in the private market. Stock in the last two (2) systems is not accounted for in this study.

Currently GEH has 15 dwellings (9 houses and 6 apartments) for government employees in Richmond. Recent advice from **GEH indicates that they currently have no plans to provide any further accommodation in Richmond – Council estimates that there is a need for 6 new dwellings for 6 new departmental staff to be provided by GEH or the departments.**

Response opportunities

- Council to discuss with GEH the differences in their future need assessments.
-

6. Cohort Specific Housing

The following cohort specific housing has been identified as being required to be investigated:

- Domestic and family violence
- Disability
- Youth homelessness
- Family homelessness
- Sleeping rough

There are no facilities for any of these needs in Richmond.

Council has not identified any needs for additional facilities for any of these needs.

Further assessments of the other areas are required to determine whether those needs are being addressed satisfactorily. Homelessness does not appear to be an issue generally but there would be overcrowding problems instead.

Response opportunities

- Undertake investigation into crisis housing for victims of domestic and family violence to identify specific needs for such housing.
- NDIS housing requirements should also be investigated.



Response Opportunities

Response opportunities

A local housing action plan enables engagement across all levels of government, and benefits from partnerships between private and not-for-profit organisations.

An initial set of tactical actions has been developed, enabling refinement through an ongoing iterative process. These actions provide for a targeted response and outcomes that will seek to either create immediate benefit or establish a foundation for the next phase of actions. More specific responses can then be determined that provide flexibility in delivery and support each of the broad areas identified.



Actions

The Council with the support of the Queensland Government through the Queensland Housing and Homelessness Action Plan 2021-2025 is committed to engage in the delivery of its initial Local Housing Action Plan through this set of actions, developed to target immediate to longer term housing responses. This is an iterative process, and these actions and target outcomes will seek to either create immediate benefit or to establish foundations that help respond to ongoing housing need.

1	Land and Development	Timeline Starting in March 2023 (months)
1.1	Conduct a detailed assessment of current Council and State-owned residential land and buildings to support immediate development of temporary housing provision including repurposing of existing buildings to address the present housing crisis.	6
1.2	Review other land holdings (vacant or disused buildings) to identify lots that would be suitable for permanent development and/or redevelopment/repurposing to support short and longer-term housing outcomes.	12
1.3	Council encourage more self-contained, short-term accommodation options in unit blocks, motels, and caravan /cabin type accommodation and sustainable housing options that can underpin the economic development of the region.	Immediate
1.4	As new stock is developed, WQAC and State Government consider development of a major marketing strategy to highlight the housing affordability advantages and other lifestyle and employment opportunities offered by the regions	18
1.5	Engage the State Government on the issue of home ownership in remote locations and the difficulty associated with obtaining finance through the normal means because of banking industry regulations specifically related to the deposit required to support a loan application	12
1.6	Research what type of product is best suited for Indigenous Housing i.e., more of a community style development with sleeping separate from outdoor cooking and meeting areas.	18
1.7	Council proceed to investigate funding for the development of a further 3 dwellings (3 houses).	Immediate
1.8	Council commence planning for development of further lots including funding options for new infrastructure.	12-24



2 Planning		
2.1	Undertake, in conjunction with the Queensland Treasury Corporation (QTC) and WQAC, an analysis of the LHAP Data Collection for Council to assist in the assessment of housing needs and the identification of opportunities in relation to local density aspirations, opportunities for secondary dwellings on existing blocks, mixed use development options, repurposing unused commercial space, types of construction permitted and any other specific initiatives to address future housing need for both public and private sectors.	6
2.2	Prepare a draft Council Housing Strategy with targeted action for the next 10 years in consultation with the community, business sector and government agencies and informed by other policy settings such as, infrastructure and servicing, transport, economic development, and environmental management.	12
2.3	Council to discuss with GEH the difference in their assessment of future needs and GEH's.	6-12

3 Optimisation		
3.1	Council and the State Government investigate and coordinate options to develop under-utilised sites in partnership with the not-for-profit sector, private sector including employer housing providers and with Federal Government assistance, having regard to the assessment of underutilised land and buildings and the housing needs assessment.	12
3.2	Assess use of possible lease, purchase, new for old land exchange, redevelopment, change of use or renovation of existing buildings to optimise community outcomes that support housing need.	12
3.3	Investigate partnerships with social housing providers for development of private facilities on Council land.	12-24

4 Master planning		
4.1	Consider master planning of identified options for future development, future development should be resilient and meet the community expectation of how its town acknowledges its heritage. The planning may be at allotment, street, or locality level.	12-24
4.2	Undertake Master Planning as part of preparation of any new Council Planning Scheme.	6

5 Supports		
5.1	Federal Governments provide programs/funding/incentives to encourage and assist local youth to take on trades in the local building industry.	12-24
5.2	State and Federal Governments provide financial assistance in grants for rural and remote LGA's to support provision of employee housing to reduce the financial burden on communities of meeting these additional costs and obtaining equitable access to essential services.	12
5.3	State Government to consider providing interest free loans to councils for the development of serviced land for sale.	12
5.4	State Government ensure there is sufficient housing of an acceptable standard in rural and remote LGA's for State Government agency and service staff to minimise the impact on the general housing markets.	5 years

6 People in need		
6.1	Consider how Specialist Disability Accommodation (SDA) can be incorporated into existing where required and future developments.	12-24
6.2	Undertake a detailed needs assessment, having regard to the Data Collection findings, and identify necessary action for any specific cohorts. Where necessary, seek to assist young people, individuals, and households in response to domestic and family violence situations by way of immediate support for crisis housing on a temporary or more permanent basis.	12-24

7 Construction		
7.1	Identify opportunities to enable housing construction in the private market and social housing sector including the use of non-traditional housing options in response to emergent needs, however, in the longer-term the built form needs to be reflective of the traditional housing character but using more sustainable and resilient materials.	12-24
7.2	Encourage housing development which may repurpose existing commercial properties for specific cohorts to address emerging needs.	12

8 Capital solutions		
8.1	Develop capital solutions in partnership with the State and Federal Governments through land provision and funding partnerships to construct and manage delivery of current and future housing needs having regard to the recommendations of the RAI-WQAC Western Queensland Housing Solutions Report – September 2021.	12-24
8.2	Develop funding partnerships with not-for-profit social housing providers to deliver short term outcomes for specific cohorts in the interim with longer term arrangements being incorporated in the arrangements	12-24
8.3	Engage with private land owners and developers with land opportunities to maximise use of existing underutilised land.	12-24
8.4	Consider incentives to encourage rent to buy options for housing sales.	12-24
8.5	Engage the State Government on the issue of home ownership in remote locations and the difficulty associated with obtaining finance through the normal means because of banking industry regulations specifically related to the deposit required to support a loan application.	12-24



Next steps

Establish a Local Housing Action Plan Working Group of key representatives from Council, relevant State agencies, and community organisations, to oversee and progress actions, review findings, report quarterly on progress and further develop the LHAP in an open partnership to address and ultimately resolve the housing challenge.

Item 2.2 Consideration to change the April Council Meeting date

EXECUTIVE SUMMARY

The April General Council Meeting is scheduled for Tuesday 18 April 2023. It is recommended the meeting be moved to Wednesday 19 April 2023 to allow the MITEZ Vanadium Forum in Julia Creek and Richmond on the 17th and 18th of April 2023.

OFFICER'S RECOMMENDATION

That Council: Reschedule the General Council Meeting from Tuesday 18 April 2023 to Wednesday 19 April 2023.

Budget & Resource Implications

N/A

Background

The April General Council Meeting is scheduled for Tuesday 18 April 2023. It is recommended the meeting be moved to Wednesday 19 April 2023 to allow the MITEZ Vanadium Forum in Julia Creek and Richmond on the 17th and 18th of April 2023.

The MITEZ Vanadium Forum will be held in Richmond on the Tuesday which will bring over 100 people to town.

Consultation (Internal/External)

Nil

Attachments

Nil

Report prepared by **Adelaide Tritton (Records Officer)**

Item 2.3 Higher Duties Policy

EXECUTIVE SUMMARY

Council to review and adopt the Higher Duties Policy with changes.

OFFICER'S RECOMMENDATION

That Council: adopt the Higher Duties Policy with changes.

Budget & Resource Implications

N/A

Background

Council to review and adopt the Higher Duties Policy with changes.

Consultation (Internal/External)

Internal: Michelle Anstis – Payroll Officer

Attachments

Attachment D - Policy

Report prepared by **Adelaide Tritton (Records Officer)**



COUNCIL POLICY

POLICY TITLE:	HIGHER DUTIES POLICY
POLICY NUMBER:	028
INFOPERT REF:	49958
DATE OF ADOPTION:	17 October 2013
TIME PERIOD OF REVIEW:	3 Year
DATE OF NEXT REVIEW:	March 2026

1. OBJECTIVE

To establish guidelines for the undertaking of Higher Duties by Council employees.

2. SCOPE

All employees that take on higher duties must apply through payroll and be approved by a **manager** Supervisor, [Director](#) or the [Chief Executive Officer](#).

3. ROLES AND RESPONSIBILITIES

Employees

Employees must adhere to the requirements of this Policy.

Management

Supervisors (as per Section 6: Definitions) are responsible for selecting employees for Higher Duties in accordance with this Policy and ensuring that timesheets and Higher Duties Forms are completed correctly and submitted in a timely manner. Supervisors are also responsible for monitoring the expiry of approved periods of Higher Duties and re-applying for an employee to perform Higher Duties as necessary.

The Payroll Officer is responsible for checking any discrepancies on the Higher Duties Form with the relevant party, and processing the Higher Duties Forms accordingly. The Payroll Officer shall issue a reminder to the Supervisor that the period of Higher Duties is nearing expiration. The Payroll Officer is also responsible for ensuring that Higher Duties Forms are captured within Council's records management system.

4. POLICY

All periods of Higher Duties must be pre-approved. Higher Duties is **not** an automatic entitlement. Higher Duties only applies where an employee is engaged **wholly or mainly** on duties of a higher level than those of their usual position. For instance, if an employee is asked to take on a few duties of a higher level, then Higher Duties does not automatically apply.

Where an employee is or will be absent from work, the relevant Supervisor will determine whether there is a need to appoint temporary relief in that position (fully or partially) for the period of the employee's absence, to ensure the efficiency of operations.

Higher Duties may be applicable where:

- an employee is absent, and it is not feasible for their role (or at least a part of their role) to be left vacant during their absence;
- an employee resigns and Council is undertaking the recruitment and selection process for the vacant position;
- there is a temporary requirement for additional duties to be performed that are classified at a higher level than the current level of the employee;
- an employee is undertaking a higher-level project on a temporary basis; or

an employee is performing "mixed functions" in accordance with the *Local Government Employees' (Excluding Brisbane City Council) Award 2003*. [Queensland Local Government Industry Award Stream B](#)

Instances where Higher Duties **may not be** appropriate include where:

- when a supervisor is on leave, and another appropriate employee in a supervisory/managerial/overseeing role is available to provide guidance and direction (e.g. Supervisor of a nearby road crew);
- an employee is working at another location, or is attending a training event or a conference, and is contactable by telephone or email;
- an employee is relieving at a higher level. It is not always a requirement to fill their normal position at Higher Duties when they can still be referred to for guidance and direction; and
- an employee is on their regular RDO (rostered day off).

5. PROCEDURE

5.1 Selecting an Employee to Perform Higher Duties

The selection of the employee to perform higher duties will be made on the basis of merit (i.e. suitable for the job in terms of skills and qualifications), however, to promote employee development and encompass equal employment opportunity, management should consider giving more than one employee the opportunity to undertake Higher Duties, provided that each employee is able to fulfil the requirements of the Higher Duties role.

Apprentices and trainees are **not** eligible to perform Higher Duties, due to the nature of their roles.

5.2 Applying for Higher Duties

Where the selected employee is a corporate employee or is a field employee who will be performing Higher Duties under the *Local Government Officers' Award 1998* [Queensland Local Government Industry Award Stream A](#) (i.e. position of Supervisor), the Supervisor **must** complete a **Higher Duties Form** in order for the employee's period of Higher Duties to be recognised.

Where the selected employee is a field employee performing higher level duties under the *Local Government Employees' (Excluding Brisbane City Council) Award 2003* [Queensland Local Government Industry Award Stream B](#) (e.g. Level 5 Roller Operator performing Level 6 Grader Operator duties), it is necessary only to record the Higher Duties on the employee's **timesheet**.

Once an employee has been selected for Higher Duties, the Supervisor will seek approval for the proposal from that employee's Supervisor (if the selected employee belongs to another work group). The Supervisor will then discuss the Higher Duties requirements, including duties and expectations, with the selected employee. If the employee agrees to perform the Higher Duties as discussed, they will sign the Higher Duties Form and forward it through the Coordinator/**Manager Supervisor** to the Director of Works or Chief Executive Officer for approval. If the Higher Duties Form is approved, the completed form will be forwarded to Payroll. If the Higher Duties Form is **not** approved, the Supervisor must be advised accordingly.

If an emergency case arises where Higher Duties are performed prior to the relevant documentation being completed, then a Higher Duties Form must be submitted for approval as soon as possible for consideration.

5.3 Higher Duties Classification Level

The relieving officer will normally be paid the salary rate for the higher-level position, at the first increment of that higher level. **However**, in cases where the employee might not benefit financially from this (e.g. a field employee performing Higher Duties as Supervisor), a different pay rate may be settled upon. Also, situations may arise where an officer does not possess the full skill set or qualifications to perform the full range of the position or is not required to carry out all or significant parts of a higher position. In these cases, partial Higher Duties may be paid, as determined by the **Manager Supervisor**, Director or Chief Executive Officer. For instance, a Project Officer whose normal role is Level Four (4) may relieve a Level Seven (7) Project Supervisor in a partial capacity. That is, the duties undertaken, and payment made, might be at Level Five (5) or Level Six (6) Increment 1.

Where a field-based employee, normally governed by a different Award, is performing higher duties in a position which falls under the **Local Government Officers Award 1998 Queensland Local Government Industry Award Stream A**, then higher duties shall only be paid where the employee performs higher duties for more than one (1) day.

Where an employee of the **Local Government Employees' (Excluding Brisbane City Council) Award 2003 Queensland Local Government Industry Award Stream B** works at a level higher than their normal level for a total of more than four (4) hours on any day, then the entire day shall be paid at the higher rate. For instance, if a Labourer with a Roller ticket operates a roller for more than four hours in any day (not necessarily consecutively) then their day's wages will be paid at the Roller Operator rate. If they operated the roller for four hours or less then they would only receive the higher rate of pay for the actual time spent on the roller.

Employees who relieve in a higher position for a continuous period are eligible to receive annual salary increments in accordance with **Local Government Officers' Award 1998 Queensland Local Government Industry Award Stream A** provisions.

5.4 Acting Manager/Director/Chief Executive Officer

For expected absences for the role of **Manager**, Director or Chief Executive Officer, the Chief Executive Officer will determine the appropriate rate of pay at the time. The relieving employee might be paid under the **Local Government Officers' Award 1998 Queensland Local Government Industry Award Stream A**, or otherwise at a rate of pay determined to be fair recompense for the responsibilities of the role. **Acting Managers/Directors/Chief Executive Officers** will generally not be entitled to any other remuneration or conditions unless stipulated on the Higher Duties Form (e.g. motor vehicle use).

An appropriate delegate will be organised for periods when the Chief Executive Officer is absent so that official documents can be signed, and decisions made.

5.5 Duration of Higher Duties Period

The period of Higher Duties will be no more than eight (8) weeks in the first instance. Just prior to this period expiring, an additional Higher Duties Form will need to be submitted for consideration should the arrangement need to continue.

Where a position is required to be temporarily filled for six (6) months or more, it should be advertised internally as a vacancy, unless it is fairly determined that no other employee has the skills to perform in the role.

6. DEFINITIONS

Higher Duties – An employee who is performing Higher Duties will be engaged wholly or mainly on duties of a higher level than those of the employee's substantive position.

Supervisor – for the purpose of this Policy, the term "Supervisor" generally refers to the immediate supervisor of the employee when the employee is performing Higher Duties. This supervising role may actually be that of Supervisor, **Manager**, **Coordinator**, Director or Chief Executive Officer.

7. ASSOCIATED POLICIES / FORMS

Higher Duties Form.

8. REFERENCES

Local Government Officers' Award 1998 State.

Local Government Employees' (Excluding Brisbane City Council) Award 2003 State.

Building Trades Public Sector Award 2002 State.

Queensland Local Government Industry Award Stream A

Queensland Local Government Industry Award Stream B

Queensland Local Government Industry Award Stream C

9. IMPLEMENTATION

This Policy will be made available to all corporate staff on Council's intranet site/network, and to all outdoor staff via their Supervisor/Coordinator. Council reserves the right to vary, replace or terminate this Policy from time to time.

10. APPROVAL

Reviewed and adopted at the Council Meeting held on 21 March 2023.

Item 2.4 Working Safely in Hot Conditions Policy

EXECUTIVE SUMMARY

Council to review and adopt the Working Safely in Hot Conditions Policy with changes.

OFFICER'S RECOMMENDATION

That Council: Adopt the Working Safely in Hot Conditions Policy with changes.

Budget & Resource Implications

N/A

Background

Council to review and adopt the Working Safely in Hot Conditions Policy with changes.

Consultation (Internal/External)

Internal: Peter Bennett – Chief Executive Officer
Kerrard Scott – Workplace Health & Safety Officer

Attachments

Attachment E - Policy

Report prepared by **Adelaide Tritton (Records Officer)**



COUNCIL POLICY

POLICY TITLE:	Working Safely in Hot Conditions
POLICY NUMBER:	045
INFOXPRT REF:	22520
DATE OF ADOPTION:	15 February 2012
TIME PERIOD OF REVIEW:	1 Year
DATE OF NEXT REVIEW:	March 2024

INTRODUCTION

This toolbox talk provides employees of Council guidance on how to manage the risks associated with working in hot conditions and information on what to do if a worker begins to suffer from a heat-related illness.

Working in heat can be hazardous and can cause harm to workers. The human body needs to maintain a body temperature of approximately 37 degrees Celsius.

COMMON EFFECTS OF WORKING IN THE HEAT

If the body has to work too hard to keep cool or starts to overheat a worker begins to suffer from heat-related illness. This is a general term to describe a range of progressive heat related conditions including fainting, heat rash, heat cramps, heat exhaustion, and heat stroke.

Some other common effects of working in heat include:

- Heat rash. Skin can become irritated and cause discomfort when working in heat.
- Heat cramps. Muscles can cramp as a result of heavy sweating without replacing salt and electrolytes.
- Fainting. Can occur when workers stand or rise from a sitting position.
- Dehydration. Increased sweating can lead to dehydration if workers aren't drinking enough water.
- Heat exhaustion. Occurs when the body is working too hard to stay cool.
- Heat stroke. Occurs when the body can no longer cool itself. This can be fatal.
- Burns. Can occur if a worker comes into contact with hot surfaces or tools.
- Slips. A worker will sweat more in hot conditions which can increase the risk of slips - for example, a worker might slip when using sharp tools if their hands are damp.
- Reduced concentration. When working in heat it is more difficult to concentrate and a worker may become confused. This means workers may be more likely to make mistakes, such as forgetting to guard machinery.
- Increased chemical uptake into the body. Heat can cause the body to absorb chemicals differently and can increase the side effects of some medications.

WHO HAS LEGAL DUTIES UNDER WHS LAWS TO MANAGE RISK OF WORKING IN HEAT

- **Officers, such as Directors, Managers and Supervisors**
Must exercise due diligence to ensure Council complies with the WHS Act and Regulations. This includes taking reasonable steps to ensure Council has and uses appropriate resources and processes to eliminate or minimise risks to health and safety.
- **Workers**
Must take reasonable care for their own health and safety. Workers must comply with reasonable instruction and co-operate with any reasonable policy or procedure relating to health and safety that has been notified to them.
- **Other persons at the workplace**
Must take reasonable care for their own health and safety and take reasonable care not to adversely affect other people's health and safety.

HOW CAN WE MANAGE RISKS

When exposed to working in hot conditions, Council ensures that:-

- Copious amounts of drinking water is available to employees;
- Reduction of exposure to working in excessive heat through modification to duties;
- Adequate breaks are scheduled; and
- Appropriate safety equipment such as sunglasses, hats, sunscreen and electrolyte drinks are supplied.

The work

- Are you near heat sources or in the direct sun increasing exposure to heat?
- Are you undertaking physically demanding work and for how long? Physical effort increases the risk of heat-related illness, even in moderate conditions.
- When is the work being done? Undertaking physically demanding work outside is most hazardous during the hottest parts of the day and year. Concentration can also be affected by heat.

Workers

Supervisors are responsible for determining if a **cease work limit** is reached. Factors that will be considered in determining this limit include:

1. Immediate contact to [the Chief Executive Officer](#)/Director of Works
2. Reallocation of duties to workforce if possible
3. Formal records
 - a) Date & time
 - b) Location
 - c) Temperature
4. De-brief and close out

APPROVAL

Reviewed at the Monthly Council Meeting on 21 March 2023.

Item 2.5 Telecommunications Policy

EXECUTIVE SUMMARY

Council to review and adopt the Telecommunications Policy with changes.

OFFICER'S RECOMMENDATION

That Council: Adopt the Telecommunication Policy with changes.

Budget & Resource Implications

N/A

Background

Council to review and adopt the Telecommunications Policy with changes.

Consultation (Internal/External)

Internal: Angela Henry – Director of Community Services & Development
Peta Mitchell – Director of Corporate Services

Attachments

Attachment F - Policy

Report prepared by **Adelaide Tritton (Records Officer)**



COUNCIL POLICY

POLICY TITLE:	TELECOMMUNICATIONS POLICY
POLICY NUMBER:	058
INFOXPRT REF:	62334
DATE OF ADOPTION:	23 July 2014
TIME PERIOD OF REVIEW:	3 Year
DATE OF NEXT REVIEW:	17 March 2026

1. Purpose

The purpose of this Policy is to ensure the appropriate and ethical use of Richmond Shire Council's telecommunication systems, which includes Council's mobile and landline telephone system, computer network (whether server or cloud based), and internet and email systems.

2. Scope

This Policy applies to all Council staff, Elected Members and any other users of Council's telecommunications system.

3. Introduction

There are numerous legal and ethical obligations that Queensland local government needs to comply with in relation to its telecommunications system. For this reason the obligation is on all users of the system to use it in an appropriate manner, in accordance with this Policy. This will help to protect the users and the organisation from exposure to ethical, legal and liability issues which could result from inappropriate use of the system and will protect Council's reputation as a public entity.

4. Policy

Council makes its telecommunication systems available to Council staff and Elected Members to enable efficient sharing and exchange of information in the pursuit of Council's goals and objectives. In accordance with the Local Government Principles of the *Local Government Act 2009* all users of the Council telecommunications system must use the equipment ethically and economically, in accordance with this Policy.

4.1 Record Keeping

All users of Council's telecommunications system must remember that they are transmitting/communicating information using Council property and therefore the transmission records – be they email, internet postings, facsimiles etc – are themselves Council property. Therefore, each user must be careful to ensure that:

- only information that is appropriate for communication is included;
- appropriate language and tone is used (i.e. no swearing, derogatory language etc);
- confidential and sensitive information is only transmitted if necessary, and that it is done so appropriately. For instance, confidential information must generally not be faxed as the fax could be received and seen by unintended recipients. Similarly, confidential information sent by email must not be sent to a general address that more than one recipient might access such as enquiries@richmond.qld.gov.au; it must be sent directly to the intended recipient/s only. Confidential information must be marked as such (e.g. in the Subject of the email).

Communications which are sent and received by users in the conduct of Council business, and which are **not** of a transient nature (i.e. they are not short-lived and may need to be referred to in future) must be retained as official records in accordance with Council's Records Management Policy and the Queensland State Archives record-keeping requirements. Generally this will require the staff member who has sent or received the fax/email etc to register the record in Council's Electronic Records Management System.

Users should be aware that confidential, sensitive or personal information conveyed through telecommunication facilities cannot be guaranteed as private. The potential exists for sensitive information to be read, intercepted, misdirected, traced or recorded by unauthorised persons or unintended recipients. Also, all Council records may be subject to release from requests related to criminal proceedings; the *Right to Information Act 2009*; an official investigation by an authorised agency (such as the Queensland Industrial Relations Commission); an appeal or review mechanism; or other lawful arrangement. Therefore users must use care and discretion with the records they create. In accordance with the *Information Privacy Act 2009* personal information is not to be disclosed to an unauthorised third party.

4.2 Personal Use

Council allows its employees and Elected Members to make **reasonable** personal use of Council's telecommunication system. For instance, it would be reasonable for an employee to use a Council photocopier to, on occasion, copy a small personal document. It would be unreasonable for an employee to use a photocopier to copy a large number of personal documents, use colour copying, or regularly use the photocopier for personal use. Personal use must only occur during break periods, must not cause significant expense to Council, and must not interrupt business operations. Personal use must also comply with the terms and conditions outlined in this Policy – refer in particular to Sections 4.4 and 4.5 for personal use parameters.

Employees and Elected Members who have telephones or mobile phones paid for by Council are expected to declare any personal calls that have been made using the device, so that Council can invoice the person as appropriate.

It must be recognised that personal use is a **privilege** and not a right, and abuse of the privilege will see it withdrawn and may also result in the user being invoiced for their use and/or disciplinary action being taken against the user. Users who are reasonably suspected of abusing personal use privileges will be required to assist in an investigation of the matter.

4.3 Passwords

Users of Council's system are responsible for maintaining the security of their access password/s, including:

- not disclosing it to other persons;
- not writing it down and keeping it where others might find it;
- making the password sufficiently complex (e.g. made up of letters, numbers and special characters (e.g. \$, #, *) and of at least eight (8) characters in length;
- changing the password at least every six (6) weeks; and
- not using a password more than once.

4.4 Appropriate Use

Users of Council's telecommunications equipment must:

- Check email regularly throughout the workday;
- Ensure that the appropriate corporate signature is on all emails, web communications etc;
- Handle and store the equipment in a responsible manner, and report faults promptly;
- Ensure that their computer is either "locked", "logged off", or shut down when they leave it unattended;
- Advise the [Director of Corporate Services Manager of Finance and Administration](#) if the user receives an email which they suspect contains a virus;
- Not rely on emails to be read straight away. If a matter is urgent either telephone or speak with the person in question;
- Use professional and courteous language in all communications;
- Perform good "housekeeping" of email accounts – periodically delete all unwanted emails from the account, and register emails in the Electronic Records Management System as appropriate;
- Avoid sending large files (e.g. jpeg) over the email system to multiple users. Instead, where appropriate the file can be saved on the intranet, website or network, and the relevant people can be sent a link to the location. This avoids congestion of the email system;
- Use corporate credit cards for internet purchases strictly in accordance with Council's Procurement Policy;
- Report to the Chief Executive Officer any suspected breach of this Policy.

All users of the system (whether staff or Elected Members) must use their Council-provided email to send and receive business-related emails (i.e. not use a personal email account). This will ensure that Council records are maintained appropriately, and registered into the Electronic Records Management System. If a person wishes to be able to dial-in to their Council email from other locations they can request that the [Director of Corporate Services Manager of Finance and Administration](#) provide them such access.

4.5 Inappropriate / Unlawful Use

The following is a non-exhaustive list of use of Council's telecommunications system that is **prohibited**:

- Accessing personal email accounts or social networking (e.g. Twitter, Facebook) during work time (i.e. such use is to be restricted to break periods);
- Receiving or sending emails that are personal rather than business-related, using a Council account;
- Sending personal opinions about Council matters or decisions;
- Making personal international telephone calls or sending international messages on a Council telephone;
- Conducting business that is not Council business (i.e. related to the operations of a business that the person owns or is employed in outside of Council);
- Transmitting information or opinions that could adversely impact the image or reputation of Council, or which could be defamatory;
- Promoting a political candidate or party or sending opinions or material of a political nature;
- Sending promotional material, other than that related to an activity, function or event that the Council supports or would be supportive of;
- Harassing another person or causing harm to others (e.g. through a scheme designed to defraud or to dishonestly obtain money, property or services from others);
- Transmitting information or opinions that are humiliating, intimidating, abusive, derogatory or offensive, or are likely to be taken as such by a reasonable person (this includes uploading inappropriate material to websites);
- Accessing inappropriate or illegal websites (e.g. gambling websites, pornographic websites, or websites that display or encourage violence, discrimination or demeaning behaviour toward persons);
- Sending or forwarding emails that a reasonable person would consider to be "spam" or "chain" emails;
- Installing software or running unknown or unapproved programs on Council's computer network without authorisation from the [Director of Corporate Services](#) [Manager of Finance and Administration](#);
- Using USB devices to transfer/access Council information, as this can result in Council information being accessed by unauthorised users, viruses being transmitted, and records not being correctly stored for future use or access by others;
- Violating copyright, licensing or other intellectual property rights. Computer software that is protected by copyright is not to be copied from, or into, or by

using Council's computing facilities, except as permitted by law or by contract with the owner of the copyright. Users should not assume that they can reproduce, print, transmit or download all material to which they have access;

- Disclosing personal information except as authorised by the *Information Privacy Act 2009*;
- Modifying the software or hardware on Council's computer network other than as required for normal effective business operations or as approved by the [Director of Corporate Services](#) [Manager of Finance and Administration](#);
- Violating the privacy of others, or gaining unauthorised access (hacking) into any other computer or user's email account or software access – within Council or outside Council;
- Downloading music, games, videos, video streams etc which are not related to the user's business with Council.

4.6 Use of Telephones in Vehicles

It is illegal for a motorist to talk or text on a mobile phone while they are operating a vehicle, even when the vehicle is stopped at traffic lights or a "give way" sign. It is legal for mobile hands-free kits to be used in vehicles. However, an employee may only use a hands-free kit if this has been approved by the Chief Executive Officer. Employees who do not have a hands-free kit must pull the vehicle over to the side of the road and turn the engine off if they wish to take or receive a phone call.

Even if an employee has a hands-free kit installed in their vehicle then they must not make or receive calls while driving the vehicle within a construction/maintenance site. Even when a hands-free kit is available, Council recommends that the vehicle be pulled over to the side of the road and any phone call taken/made while the vehicle is stationary.

Learners and P1 type licence holders are subject to further restrictions under legislation, being unable to use hands-free kits, wireless headsets and loudspeaker functions.

Council is not liable for any fines or penalties incurred by a Council employee or Elected Member for inappropriate use of a telephone while driving.

4.7 Monitoring

Council may monitor, copy, access and disclose any information or files that are stored, processed or transmitted using Council's telecommunication facilities. This includes information or files that are personal rather than business-related.

Council's Chief Executive Officer (or their representative) will undertake periodic auditing of the system's use to ensure that users are complying with this Policy. Suspected breaches of this Policy will be investigated.

Users are required to report any suspected breaches of this Policy to the Chief Executive Officer immediately.

4.8 Use of Personal Mobiles and Interactive Devices

It is commonplace for employees to take their personal mobile phones/interactive devices into the workplace. Such devices can pose a distraction to employees while they should be focused on their work for Council. This is particularly important for

field staff who are either operating or working around plant, equipment and roads, and therefore are placed at risk by distractions with phones. Therefore, employees are only to use personal mobiles or interactive devices in the workplace (e.g. to make or receive personal calls, send or receive text messages, access internet sites or email, access games, listen to music) during official break periods only – smoko and lunchtime. Any other use must be approved by the employee’s supervisor, for instance if the employee is expecting an important personal call, or if the mobile is used for work purposes.

Should an employee use a personal mobile or interactive device other than as approved by this Policy or by the supervisor, the supervisor will ask the employee to put the device away. Repeated failure to comply with the supervisor’s instructions may result in disciplinary action being taken against the employee.

5. Failure to Comply

A failure to comply with this Policy may result in any of the following:

- a loss of access to Council’s telecommunication systems;
- the privilege of personal use of telecommunications being withdrawn;
- the user being invoiced for their excessive personal use of the telecommunications system;
- personal use for one or all users being withdrawn due to excessive personal use by one user;
- a user being invoiced for damage caused to the system or for costs that Council has incurred due to the user’s use; and/or
- disciplinary action being taken against the offending user. This may include termination of employment; and/or
- criminal or civil charges being brought against the user – for instance, if the user has accessed inappropriate websites or conducted fraudulent activity.

6. References

Local Government Act 2009.
Information Privacy Act 2009.

7. Review

The Richmond Shire Council Telecommunications Policy shall be reviewed within (3) three years of Issued Date or otherwise as appropriate due to changes to legislation, Council Policy or corporate requirements.

8. Definitions

Definitions for the purpose of this Policy are:

Defamatory Refers to a message or material that is insulting or lowers the reputation of a person or group of people.

Email Is a service that enables people to exchange documents or messages in electronic form. It is a system in which people can send and receive messages

through their computers, mobile phones etc. Each person has a designated mailbox that stores messages sent by other users. Messages may be retrieved, read and forwarded or re-transmitted from the mailbox.

Facsimile Refers to a communication device that converts each picture element of black and white into an electric signal. These signals in turn generate a constantly changing electrical signal that is transmitted on a data circuit (or telephone line) to a receiving facsimile.

Hack To attempt by illegal or unauthorised means to gain entry into another's computer system or files.

Interactive Device Any personal electronic device that can be used for activities such as accessing websites and email accounts, playing games, and playing music (e.g. mobile phone, IPod, IPad, MP3 player and similar).

Internet A global research, information and communication network providing services such as file transfer and electronic mail.

Intranet Is an internal (restricted) network that uses internet technology, accessed over a personal computer.

P1 driving licence – provisional driving licence where the licence holder:

- obtained a provisional licence, on or after 1 July 2007, when they were under 25 years of age;
- has not successfully passed a hazard perception test;
- has not yet upgraded to a less restricted P2 or open licence; or
- is returning from a disqualification to a P1 probationary or P1 restricted licence, where the offence occurred after 30 June 2007 and while they were under 25 years of age.

Telecommunications Refers to the telegraphic or telephonic communication of audio, video, or digital information over a distance by means of radio waves, optical signals etc., or along a transmission line. For the purpose of this Policy, "telecommunications system" refers to Council's mobile, satellite and landline telephone system, individual computers, computer network (whether server or cloud based or connected by any other data circuit), internet, intranet and email systems, and Ultra High Frequency (UHF) or Very High Frequency (VHF) radios.

User Includes persons employed by the Council on a permanent or temporary basis, volunteers, trainees, consultants, contractors and other persons who are granted access to Council's telecommunications system.

APPROVAL

Reviewed and adopted at the Council Meeting held on **17 March 2020**.



TELECOMMUNICATIONS POLICY STATEMENT OF ACKNOWLEDGEMENT

I _____ hereby acknowledge:

that I have received a copy, have read and understand the Telecommunications Policy; and receipt of the Council issued items listed in Schedule 1 below; and that the items are to be used for official purposes only as outlined in the Telecommunications Policy; and that I am responsible for the security of the items and should report (as soon as possible) any damage or maintenance to my Supervisor _____; and that on my departure from Council (for whatever reason) I will return the items listed in Schedule 1 below (including accessories) to my Supervisor by 4pm on my last day of work.

Signed: _____

Witnessed: _____

Dated: _____

SCHEDULE 1

No. issued	Item/Description	Identification/Model No

Office use only

Copies of this document to go to:

- InfoXpert Personnel file
- Valuable Small Assets Register

Item 2.6 Burial on Private Property Policy

EXECUTIVE SUMMARY

Council to review and adopt the Burial on Private Property Policy as presented.

OFFICER'S RECOMMENDATION

That Council: Adopt the Burial on Private Property Policy as presented.

Budget & Resource Implications

N/A

Background

Council to review and adopt the Burial on Private Property Policy as presented.

Consultation (Internal/External)

Internal: Angela Henry – Director of Community Services & Development

Attachments

Attachment G- Policy

Report prepared by **Adelaide Tritton (Records Officer)**



COUNCIL POLICY

POLICY TITLE:	Burial on Private Property Policy
POLICY NUMBER:	65
INFOXPRT REF:	79721
DATE OF ADOPTION:	16 August 2016
TIME PERIOD OF REVIEW	3 Years
DATE OF NEXT REVIEW:	17 March 2026

PURPOSE:

The intent of this policy is to set forth requirements and parameter in which the Richmond Shire Council would consider approving the burial of human remains on private property.

RELEVANT LEGISLATION:

Land Act 1994

POLICY OBJECTIVES:

This policy's objective is to ensure that any burial on private property within the Richmond Shire conforms to:

- Statutory requirements
- Applicable Australian Standards
- Applicable Local Laws

POLICY:

- An application can be made to Richmond Shire Council for a permit that allows for the disposal of human remains outside a cemetery.
- The person wishing to be buried on the property must have a linear family connection with the occupiers of the land where the remains are being buried and the linear connection would need to be continuous.
- The property where the remains are to be buried must be Freehold and a minimum of 20 hectares (49 acres) and must be classed as rural under the planning scheme
- The burial plot must be at least 100 metres from buildings of any nature, water courses and adjoining properties.

- The permit will outline the procedures and necessary documentation required for the application to bury a person. Applicable fees will apply at the time of the burial.
- Council reserves the right to refuse any application at its discretion.

This Policy will commence from the Approval Date. This Policy will be made available to all corporate staff on Council's intranet site/network, and to all outdoor staff at the Depot and via their supervisor/coordinator. Council reserves the right to vary, replace or terminate this Policy from time to time. This Policy will typically be reviewed when a review has been deemed appropriate by organisational processes (e.g. audit recommendations), or when legislative requirements change.

APPROVAL:

Adopted and reviewed at the Council Meeting held on 17 March 2020.

Item 2.7 Stable Hire Policy

EXECUTIVE SUMMARY

Council to review and adopt the Stable Hire Policy with changes.

OFFICER'S RECOMMENDATION

That Council: Adopt the Stable Hire Policy with changes.

Budget & Resource Implications

N/A

Background

Council to review and adopt the Stable Hire Policy with changes.

Consultation (Internal/External)

Internal: Phillip Kennedy – Local Laws Officer

Attachments

Attachment H - Policy

Report prepared by **Adelaide Tritton (Records Officer)**



COUNCIL POLICY

POLICY TITLE:	STABLE HIRE POLICY
POLICY NUMBER:	083
INFOXPRT REF:	113411
DATE OF ADOPTION:	15 March 2022
TIME PERIOD OF REVIEW	1 Year
DATE OF NEXT REVIEW:	15 March 2024

PURPOSE

To establish criteria for the use of the Stables located at the Richmond Shire Council Racecourse.

Council operates and maintains horse stabling at Richmond Racecourse and agrees to rent stables, feed rooms and allow usage of other facilities for a period of 12 months at a time.

CONDITIONS:

All persons wishing to hire stables off the Richmond Shire Council must satisfy each of the following conditions:

1. Hire charges are fixed by Council and are payable yearly in advance, accounts will be issued in September. Pro-rata monthly hire will be allowed for new applicants. An updated application will need to be completed yearly before the payment is received.
2. Council will provide three (3) feed sheds that will be available for an annual charge.
3. **Seven (7) Fourteen (14)** days' notice in writing must be given to Council if the stable/stables are surrendered for any reason. A credit note or refund will be issued for the remaining months at a pro rata rate.
4. Failure to pay hire fees (stable and / or feed shed) will be in line with Council's Debt Collection Policy and may result in the impoundment of livestock which Council can auction to recoup outstanding debts.
5. Council may terminate this agreement at any time upon giving seven (7) days' notice.
6. A maximum of 4 stables are allowed per trainer. If wishing to hire more than 4 stables a letter of application for consideration must be made to Council **and a special permit obtained. All horses must be registered racehorses.** Proof of registration must be provided to Council on request.

7. All horses that are not being raced on race day may be required to be moved prior to the race meeting and stables must be cleaned. This is to allow for visiting horses to be stabled on race day. All horses not moved may be removed and impounded by Council.
8. Stables are to be maintained in a clean condition at all times. Manure must be removed from stable area and placed in a designated area for removal monthly, no manure is to be placed around trees.
9. Cleaning of the facility is the responsibility of the Hirer including removal of hay, sawdust, manure and the replacement of bedding.
10. Verbal or physical abuse of Council staff or other Hirers will not be tolerated. Eviction of persons and horses from the grounds will occur if this should happen.
11. Sharps & needles are to be disposed of in the containers provided.
12. Council shall be responsible for water and electricity at the premises. Both these utilities are a major cost item for council and the usage of these will be monitored carefully. Any excess usage will be charged to the Hirer.
13. The Hirer must obtain and keep updated insurance for public liability, fire and theft at their own cost and provide evidence of the insurance to Council. A current trainer's licence which includes public liability insurance will suffice. This will need to be provided to Council on an annual basis.
14. Damage (apart from normal wear and tear) to the rented stables/feed rooms is the responsibility of the Hirer and any repair costs will therefore be recovered from the Hirer.
15. No alterations, modifications or improvements to the stables/feed rooms are to be undertaken without the prior written approval of Council.
16. The Hirer must respect the rights of other Hirers of the facility at all times.
17. The Hirer shall abide by any lawful direction given by Council or its authorised representative.
18. Council will keep facilities in a safe and sound working condition. Please notify Council of any damage, malfunction or required maintenance, including damage to the fixtures, fittings, drains, hoses, plant and or equipment within 24 hours of detecting the issue.
19. Sand roll yards are only to be used as sand roll yards and not day yards.
20. All hoses and lights must be turned off when leaving the stables, both morning and night, penalties will apply for excess usage.
21. Stallions are permitted to be stabled at this facility; they must be in a steel stable at all times.
22. No vehicle or floats are to be inside the stable area.
23. Registered dogs are allowed in the stable area but must be on leash at all times.
24. No electric fences or taped off areas allowed inside stable area, or any other area of racecourse. **** (We are allowing them to have them outside the stable area only when there is no event at the Racecourse)**
25. All children in the horse area must be supervised by an adult at all times.
26. The Hirer is responsible for cleaning out stables prior to any major event or when their tenancy is terminated.
27. Richmond Turf Club must receive prior application for the use of starting gates for training purposes.
28. All track work riders must be properly licenced and wear the appropriate PPE.

POLICY

Council offers the following stables for hire for a period of 12 months rental:

Double Stables A1 – A6

Large Stables B1 – B8

Feed sheds are available for hire on an annual basis.

ATTACHMENTS

Stable Hire Agreement

Debt Collection Policy

IMPLEMENTATION

This Policy will commence from the Approval Date. This Policy replaces all other Agistment Policies of Richmond Shire Council (whether written or not).

A copy of this policy will be provided to all Hirers.

This Policy will be made available to all corporate staff on Council's network and website. Council reserves the right to vary, replace or terminate this Policy from time to time. This Policy will typically be reviewed when a review has been deemed appropriate by organisational processes (e.g. audit recommendations), or when legislative requirements change.

APPROVAL

Reviewed and Adopted at the Council Meeting held on 21 March 2023.

Item 2.8 Smoking in the Workplace Policy

EXECUTIVE SUMMARY

Council to review and adopt the Smoking in the Workplace Policy with changes.

OFFICER'S RECOMMENDATION

That Council: Adopt the Smoking in the Workplace Policy with changes.

Budget & Resource Implications

N/A

Background

Council to review and adopt the Smoking in the Workplace Policy with changes.

Consultation (Internal/External)

Internal: Peter Bennett – Chief Executive Officer
Kerrard Scott – Workplace Health & Safety Officer

Attachments

Attachment I - Policy

Report prepared by **Adelaide Tritton (Records Officer)**



COUNCIL POLICY

POLICY TITLE: SMOKING IN THE WORKPLACE POLICY

POLICY NUMBER: 073

INFOPERT REF: 91780

DATE OF ADOPTION: 26 June 2018

TIME PERIOD OF REVIEW 2 Years

DATE OF NEXT REVIEW: December 2025

1. OBJECTIVE

To establish a smoke free workplace, reduce and/or eliminate passive smoking in the work environment and to ensure compliance with Council's Workplace Health and Safety responsibility.

2. INTRODUCTION

Council acknowledges that while the use of tobacco products is not an illegal activity, the obligations to ensure a safe workplace for all must take precedence. Although an activity, such as smoking, is legal, this does not translate into an absolute right to undertake the activity at the workplace; non-smokers have a right in their workplace, to not be exposed to harmful contaminants. These contaminants also include airborne contaminants. (Exposure is here after referred to as passive smoking.) In order for Council to fulfil its obligation for a safe workplace, the following procedure is to be adopted across the shire.

This policy applies to all workers while at work and/or in Council operated premises and plant.

NB: The term "Smoking" in this Policy refers to, but not limited to tobacco, cigar, cigarette and vaping.

3. RESPONSIBILITIES

3.1 Management

Will ensure this Policy is implemented within all Council work areas and will support all workers under Council's direct control and hold them accountable for their specific responsibilities.

3.2 Directors and Supervisors

Are responsible and will be held accountable for:

- Ensuring this policy is effectively implemented within their respective work areas.

- Provide support to everyone under their direct control and hold them accountable for their specific responsibilities.
- Ensure that employees and visitors are not exposed to passive smoking.

3.3 Employees and other workers

Are responsible and will be held accountable for:

- Co-operating by complying with the requirements of this Policy; and
- Ensuring the health and safety of fellow employees, contractors and visitors.

3.4 Council contractors/sub-contractors and visitors

Are responsible and will be held accountable for:

- Co-operating by complying with the requirements of this Policy; and
- Ensuring the health and safety of fellow employees, contractors and visitors.

4. COUNCIL WORKPLACES

Council workplaces include:

- All Council workplaces that are enclosed areas, irrespective of the number of employees at the workplace;
- Inside all Council owned and controlled buildings, irrespective of the use of the building;
- Outside storage areas or within the confines of any depot (enclosed open spaces);
Note: Sewer Treatment Plants and Saleyards etc. are recognised as workplaces; and
- Inside all vehicles owned or leased by Council irrespective of the number of persons or views of the persons in the vehicle.

5. GUIDELINES

5.1 Smoking will not be permitted without exception in the following places:

- While operating any plant or equipment;
- Within any confined space;
- Adjacent to any products or materials of a flammable or explosive nature;
- Within 10 metres of all Richmond Shire Council owned or managed buildings (including balconies, covered areas, public halls, toilets, sports centres, depots, airport terminals or the like);
- On playing fields, recreation areas, sporting grounds, and sporting facilities (i.e. swimming pools, outdoor sports centres) and the like.
(Note: Smoking will be permitted within designated car parking areas at these locations only);

5.2 Smoking in Council's designated smoke areas is not permitted, except in the following circumstances:

- During designated breaks; and
- Smoking is not undertaken within 10 metres of any doorways, windows or air conditioning intakes - where second-hand smoke may enter any Council building; and
- Smoking is not undertaken within 10 metres of any outdoor meal area.

5.3 Designated Breaks

- Employees who need to take cigarette breaks should do so in their designated breaks (morning tea and lunch break).
- Excessive smoking breaks may be regarded as absenteeism and performance management action may be taken.
- Employees cannot be disciplined because they smoke away from these workplaces, during their own time (or at times agreed between an employee and their supervisor). However any smoking or smoke breaks taken outside of the specified guidelines may lead to disciplinary action.
- All smokers must ensure no other staff member is exposed to the smoke they produce. Employees who fail to look after the safety of other people at work by not complying with the Council's Smoking in the Workplace Policy may be subject to disciplinary action.
- Council employees must appropriately dispose of their cigarette butts in rubbish bins or other suitable cigarette butt bin.
- An employee who refuses to comply with a 'no smoking' direction may be subject to such disciplinary action as is permissible under Council's disciplinary procedure.

5.4 Enforcing no smoking throughout Council (designated breaks excepted).

- Appropriate notices are to be circulated and displayed on notice boards located across all Council work sites.
- Counselling or written reprimands may be issued for non-conformance to the Policy as appropriate. These measures are designed to discourage employees from smoking during working hours in order to comply with Council's legal obligations to ensure the health, safety and welfare of our employees and visitors to our workplaces.

6. LEGISLATION

Work Health and Safety Act 2011

Tobacco and Other Smoking Products Act 1998

Tobacco and Other Smoking Products Regulation 2010

7. ASSISTANCE TO STAFF

Council can offer assistance to employees wishing to give up smoking. For contact and referral information please contact Councils' Quality Assurance and Safety Compliance Officer; OR for the cost of a local call from anywhere in Australia, the Quitline provides advice and assistance to smokers who want to kick the smoking habit. It is open 24 hours a day;

seven days a week, offering the assistance that a smoker may need to make a successful quit attempt. The Quitline phone number is: 13 78 48.

8. VARIATION

Council reserves the right to review, vary or revoke this policy which will be reviewed periodically to ensure it is relevant and appropriate.

9. APPROVAL

Reviewed at the Council Meeting held on 21 March 2023.

I..... (insert name) declare that I have read and understood the Smoking in the Workplace Policy.

Signed:.....Date.....

Item 4. Reports for Consideration – Community Services

Item 4.1 Community Drought Support Funding

EXECUTIVE SUMMARY

Request to call for expressions of interests to spend unallocated funding for Community Drought Support which expires 30 June 2023.

OFFICER'S RECOMMENDATION

That Council: Call for expressions of interest for funding open to Local Community Clubs and Organisations with a cap on the maximum amount that can be applied for.

Budget & Resource Implications

N/A

Background

Funding Agreement for Community Event Support expires on 30 June 2023.

Council received \$42,400.00 to support events in the Community. To date the following events/activities have been supported:

Million Dollar Hole in One – \$20,000.00

International Women's Day – \$3,000.00* (invoices to come)

Aqua Aerobics – \$1,680.00

Leaving \$17,720.00 unallocated.

Consultation (Internal/External)

Nil

Attachments

Nil

Report prepared by **Angela Henry (Director of Community Services & Development)**

Item 4.2 Multi-Cultural Policy

EXECUTIVE SUMMARY

Council to review and adopt the Multi-Cultural Policy as presented.

OFFICER'S RECOMMENDATION

That Council: Adopt the Multi-Cultural Policy as presented.

Budget & Resource Implications

N/A

Background

Council to review and adopt the Multi-Cultural Policy as presented.

Consultation (Internal/External)

Nil

Attachments

Attachment J - Policy

Report prepared by **Teena Chappell (Outside School Hours Care Coordinator)**

MULTI-CULTURAL POLICY

Australia is an increasingly multi-cultural society and as we recognise more cultural and ethnic diversity, it is imperative we lead children in recognising and respecting similarities and differences in cultures. The cultural beliefs, linguistic and religious diversity represented within our Out of School Hours Care Service (OSHC) and wider community helps to form the foundation of the program being implemented to ensure we are promoting an inclusive environment for all children.

There were never in the world two opinions alike, any more than two hairs or two grains. Their most universal quality is diversity.

Michel De Montaigne, 1533–1592

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 1: EDUCATIONAL PROGRAM AND PRACTICE		
1.1.1	Approved learning framework	Curriculum decision-making contributes to each child's learning and development outcomes in relation to their identity, connection with community, wellbeing, confidence as learners and effectiveness as communicators.
1.1.2	Child-centred	Each child's current knowledge, strengths, ideas, culture, abilities and interests are the foundation of the program.
1.1.3	Program learning opportunities	All aspects of the program, including routines, are organised in ways that maximise opportunities for each child's learning.
1.2.2	Responsive teaching and scaffolding	Educators respond to children's ideas and play and extend children's learning through open-ended questions, interactions and feedback.
1.2.3	Child directed learning	Each child's agency is promoted, enabling them to make choices and decisions that influence events and their world.

QUALITY AREA 3: PHYSICAL ENVIRONMENT		
3.2	Use	The service environment is inclusive, promotes competence and supports exploration and play based learning.
3.2.1	Inclusive environment	Outdoor and indoor spaces are organised and adapted to support every child's participation and to engage every child in quality experiences in both built and natural environments.

QUALITY AREA 5: RELATIONSHIPS WITH CHILDREN		
5.1	Relationships between educators and children	Respectful and equitable relationships are maintained with each child.
5.1.1	Positive educator to child interactions	Responsive and meaningful interactions build trusting relationships which engage and support each child to feel secure, confident and included.
5.1.2	Dignity and rights of the child	The dignity and rights of every child are maintained.

QUALITY AREA 6: COLLABORATIVE PARTNERSHIP WITH FAMILIES		
6.1	Supportive relationships with families	Respectful relationships with families are developed and maintained and families are supported in their parenting role.
6.1.1	Engagement with the service	Families are supported from enrolment to be involved in the service and contribute to service decisions.
6.1.3	Families are supported	Current information is available to families about the service and relevant community services and resources to support parenting and family wellbeing.
6.2	Collaborative partnerships	Collaborative partnerships enhance children’s inclusion, learning and wellbeing.
6.2.2	Access and participation	Effective partnerships support children's access, inclusion and participation in the program.
6.2.3	Community engagement	The service builds relationships and engages with its community

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
155	Interactions with children
156	Relationships in groups
168	Education and care service must have policies and procedures
170	Policies and procedures to be followed

RELATED POLICIES

Additional Needs Policy Anti-Bias and Inclusion Policy Celebrations Policy Educational Programming Policy English as an Additional Language or Dialect (EAL/D) Policy	Family Communication Policy Interaction with Children, Family and Staff Policy Orientation of Families Policy Physical Environment Policy Respect for Children Policy
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PURPOSE

To develop affirmative attitudes, concepts, and beliefs towards the acceptance of diversity and different cultures. Respect for diversity is a key element of quality care. Recognising, understanding and respecting cultural practices and beliefs are essential for the development of identity and self-esteem. Our cultural diversity in Australia is one of our greatest strengths and part of our national identity. Facilitating a sense of identity is a key outcome from *My Time, Our Place* Framework for School Age Care in Australia.

SCOPE

This policy applies to children, families, staff, educators, the Approved Provider, Nominated Supervisor and management of the OSHC Service.

IMPLEMENTATION

Our OSHC Service values and celebrates multicultural diversity by building respectful partnerships with families and local communities. We promote and embrace cultural and linguistic differences and provide an inclusive and equitable environment for children to develop their sense of belonging and enhance their learning and well-being.

THE APPROVED PROVIDER/MANAGEMENT/NOMINATED SUPERVISOR WILL ENSURE:

- equitable access to the Service is provided to children and families from all cultural and linguistic backgrounds
- all children and families are respected and treated equally and fairly at all times
- the OSHC Service communicates, engages and consults with our culturally diverse communities
- a sense of inclusion for all families is embraced within the Service
- specific programming and cultural awareness activities and experiences, identifying similarities and differences and learning about a variety of cultural celebrations
- inclusive teaching practices recognise and respect the cultural, linguistic and religious backgrounds of all children

- all staff follow protocols for teaching Aboriginal and Torres Strait Islander culture and language
- the OSHC Service builds and maintains cultural resources to appropriately reflect cultures within the service and community
- children, families, and staff respect and value others, including those who are different from themselves
- children, staff, and families' cultural backgrounds are reflected in developing routines and programs consistent with best practice and that foster positive outcomes for all stakeholders
- positive community relations are promoted and methods of communication with families are translated into home languages as required
- the capacity of staff to meet the specific learning and wellbeing needs of children from culturally diverse backgrounds is met through professional learning opportunities for educators
- the unique cultural and social perspectives of each family is acknowledged and celebrated
- all children and families are welcomed and respected regardless of race, culture, colour of skin, socio-economic status, ability, family composition, belief systems or lifestyles
- positive attitudes are role-modelled towards differences in appearance, culture, and lifestyle
- all staff follow the principles of the Early Childhood Australia Code of Ethics.

WHEN WORKING WITH CHILDREN AND FAMILIES, EDUCATORS WILL:

- create and maintain an inclusive environment that enhances children's development, self-worth and dignity
- act in the best interests of all children at all times
- engage parents and families in planning cultural days, events or celebrations
- seek to protect the integrity of Aboriginal and Torres Strait Islander cultural expressions and language
- encourage children to respect and value others, including those who are different from themselves.
- ensure children do not exclude others on the basis of differences such as race, sex, or ability
- work to ensure that the self-identity of each child is valued and respected
- encourage children to explore and accept diversity
- challenge bias and stereotypes
- address bias or comments about difference and treat as an opportunity to increase children's understandings
- model inclusive practices
- use unbiased language: avoid racist, sexist, discriminatory, and/or stereotyped remarks or comments
- ensure own interactions are caring and responsive to all children in the OSHC service
- demonstrate respect for all children and families

- ensure displays, posters, children’s books, and other materials are monitored to ensure they are culturally inclusive
- use picture books for intercultural understanding [see link below for resources]
- be sensitive and respectful to specific cultural behaviour or dress, which may be different to their own
- ensure each child’s current knowledge, ideas, culture, abilities, and interests are consistently, actively and appropriately incorporated into all aspects of the program
- develop deep understanding in the culture and language of the OSHC Service families and in that of the broader community, without compromising their cultural identities.

RESOURCES

[Aboriginal Early Childhood Cultural Protocols](#)

NSW Department of Education Learning and Teaching [Using picture books for intercultural understanding. Learning across the curriculum](#)

Reconciliation Australia- [Reconciliation Action Plans](#) (RAP)

Victorian Aboriginal Education Association Inc. Early Years Unit
[Walking Together](#)

CONTINUOUS IMPROVEMENT/REFLECTION

Our *Multicultural Policy* will be reviewed on an annual basis in consultation with children, families, staff, educators and management.

SOURCE

Australian Children’s Education & Care Quality Authority. (2014).

Australian Government Department of Education [Skills and Employment](#). (2011 V2. 2022) *My Time, Our Place- Framework for School Age Care in Australia*

Australian Government. Department of Home Affairs. (2019) Harmony Day <https://www.harmony.gov.au/about>
Early Childhood Australia Code of Ethics. (2016).

Education and Care Services National Law Act 2010. (Amended 2018).

[Education and Care Services National Regulations](#). (2011).

Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017).

Guide to the National Quality Framework. (2017). (amended 2020).

Lady Gowrie NSW: <https://www.gowriensw.com.au/>

NSW Government. Department of Education. [Aboriginal Children’s Early Childhood Education Strategy 2021-2025](#)

Reconciliation Australia, Narragunnawali: Reconciliation in Education, (2019).

<https://www.narragunnawali.org.au/about>

Revised National Quality Standard. (2018).

Scarlet, R. R. (Ed.). (2016). *The anti-bias approach in early childhood* (3rd ed.). Australia: Multiverse.
[Western Australian Education and Care Services National Regulations](#)

REVIEW

POLICY REVIEWED BY	Tina Chappell	Coordinator	March 2023
POLICY REVIEWED	MARCH 2023	NEXT REVIEW DATE	MARCH 2024
VERSION NUMBER	V10.03.23		
MODIFICATIONS	<ul style="list-style-type: none"> • policy maintenance • hyperlinks checked and repaired as required • minor formatting edits within text • continuous improvement/reflection section added • Childcare Centre Desktop Related resources section added • link to Western Australian Education and Care Services National Regulations added in 'Sources' 		
POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE	
MARCH 2022	<ul style="list-style-type: none"> • policy reviewed as part of annual review cycle • links to resources checked • sources checked 	MARCH 2023	
MARCH 2021	<ul style="list-style-type: none"> • minor edits as highlighted • additional resource added- picture books • sources checked for currency 	MARCH 2022	
MARCH 2020	<ul style="list-style-type: none"> • Additional information added to points and implementation • Sources/references corrected 	MARCH 2021	
MARCH 2019	<ul style="list-style-type: none"> • Additional information added to points. • Sources checked for currency. • Sources/references corrected, updated, and alphabetised. 	MARCH 2020	
MARCH 2018	<ul style="list-style-type: none"> • Additional statements added to 'Implementation' section of the policy 	MARCH 2019	

Item 4.3 Children's Belongings Policy

EXECUTIVE SUMMARY

Council to review and adopt the Children's Belongings Policy as presented.

OFFICER'S RECOMMENDATION

That Council: Adopt the Children's Belongings Policy as presented.

Budget & Resource Implications

N/A

Background

Council to review and adopt the Children's Belongings Policy as presented.

Consultation (Internal/External)

Nil

Attachments

Attachment K - Policy

Report prepared by **Teena Chappell (Outside School Hours Care Coordinator)**

CHILDREN'S BELONGINGS POLICY

We acknowledge that children may bring certain personal belongings with them to the **Outside School Hours Care** (OSHC) Service each day, and as such, it is important to clarify responsibilities. This policy therefore outlines the types of belongings that children may bring with them on a regular basis and the level of associated responsibility.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.

QUALITY AREA 5: RELATIONSHIPS WITH CHILDREN		
5.1	Relationships between educators and children	Respectful and equitable relationships are maintained with each child.
5.1.1	Positive educator to child interactions	Responsive and meaningful interactions build trusting relationships, which engage and support each child to feel secure, confident and included.
5.1.2	Dignity and rights of the child	The dignity and rights of every child are maintained.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
155	Interactions with children
156	Interactions in groups
168	Education and care services must have policies and procedures

RELATED POLICIES

Dealing with Complaints Policy (Family)	Family Communication Policy
Enrolment Policy	Respect for Children Policy

PURPOSE

To ensure families and educators are aware of their responsibility regarding children's belonging including keeping them safe.

SCOPE

This policy applies to children, families, staff, educators, the Approved Provider, nominated supervisor and management of the OSHC Service.

IMPLEMENTATION

It can be distressing for children to misplace their toys from home or other personal belongings whilst attending OSHC. At times toys from home can also cause conflict between children. Children often want to share or show other children or staff special items from home, but these treasures may be inadvertently broken or lost. To save the upset and heartache, parents are requested to encourage children to leave their toys at home, unless they are essential to a child's emotional wellbeing and/or sense of belonging (security items).

We have numerous stimulating, challenging and educational toys and resources catering to a range of children's interests that are available to play with each day.

THE APPROVED PROVIDER, NOMINATED SUPERVISOR, EDUCATORS AND STAFF WILL:

- allow children to bring personal belongings to share with others and understand that children may frequently have items in their bag that they have taken to school for news. Items may include special items from gifts, holiday souvenirs, or items relating to a current interest.
- facilitate opportunities for children to share their toys/news items with others to encourage:
 - social development
 - language skills
 - children to verbalise thoughts, fears, and feelings
 - broaden the cultural and social understandings of all children involved
 - and provide an opportunity for development of special interests for the group.
- remind families that if they allow children to bring items to the OSHC Service it is completely at the family's own risk
- re-iterate our policy, that if personal belongings are particularly valuable, fragile, or hold irreplaceable emotional value, it is recommended that the child bring in the item, show it to friends

and educators, and then have the educator put them in a safe place. This allows for the child to share the excitement and experience without the risk of loss or damage.

- provide appropriate storage for lost property that will be available to children and families at all times
- manage any grievances or concerns related to lost, damaged, or stolen property of the children in accordance with the *Dealing with Complaints Policy* and procedure
- request that if children wish to bring in DVD/Blu-ray, music, or electronic game, these should be discussed with management and be 'G-rated'. Although media rated 'PG' (Parental Guidance) is generally appropriate for children, it cannot be assumed that all parents want their children exposed to this rating
- take as much care as possible in ensuring that personal belongings are returned to the correct family. To assist us with this we ask families to ensure that any item that can be labelled, either has the child's name on it, or the child's initials. If an item cannot be labelled, it is the parent's responsibility to advise an educator that their child has this item in their possession.
- encourage children who bring special belongings into care to place them in a special designated box to reduce the prospect of them becoming lost or broken. For added security this box will be placed in a position that requires the assistance of an educator to access.
- enforce a non-violent toy policy in which we seek family assistance in preventing their children from bringing in violent toys from home. Any such toys will be removed from the child immediately and placed in the reception area for parental collection at the end of the day.
- allow children to wear dress-up clothes to the service for specific 'mufti days' or special occasions
- request that accessories such as guns, knives, swords, or other weaponry is left at home. Such items can encourage violent play and may present a danger to the child and others within our OSHC environment.
- take as much care as possible in ensuring that children's clothing items are returned to their correct family. The labelling of all items can help us achieve this. However, the OSHC Service cannot take responsibility for damaged, lost or stolen items.
- actively encourage children to care for their belongings by:
 - reminding children appropriately when belongings need to be placed in storage. (For example, lunch box into bag.)
 - providing suitable storage to keep belongings safe-bag storage areas
 - negotiating a secure and safe position with families for any item or personal belonging that is either special, expensive, or at risk of being damaged but is nevertheless being left at the OSHC Service.

- inform families through relevant newsletters and publications such as the Family handbook of appropriate personal belongings required at the OSHC service each day.

FAMILIES WILL:

- be responsible for providing the child with appropriate belongings and property required for active participation in all service activities and experiences. This property may include (but is not limited to):
 - enclosed footwear and weather appropriate clothing (if not in school uniform)
 - wide brim hat
 - suitable school bag (backpack)
 - appropriate food and lunch box for snacks (if required)
- ensure all personal property and belongings are clearly named or labelled.

COMFORT TOYS

School age children rarely require a security/comfort item. However, if this is required (particularly by Preps children) we recommend children bring something such as a favourite book, small soft toy etc. We encourage families to communicate specific needs of their child directly with educators and staff.

CONTINUOUS IMPROVEMENT/REFLECTION

Our *Children’s Belongings Policy* will be reviewed on an annual basis in consultation with children, families, staff, educators and management.

SOURCE

Australian Children’s Education & Care Quality Authority. (2014).
 Early Childhood Australia Code of Ethics. (2016).
[Education and Care Services National Regulations](#). (2011).
 Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017).
 Guide to the National Quality Framework. (2017). (amended 2020).
Privacy Act 1988.
 Revised National Quality Standard. (2018).
[Western Australian Education and Care Services National Regulations](#)

REVIEW

POLICY REVIEWED BY	Tina Chappell	Coordinator	March 2023
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POLICY REVIEWED	MARCH 2023	NEXT REVIEW DATE	MARCH 2024
VERSION NUMBER	V.07.03.23		
MODIFICATIONS	<ul style="list-style-type: none"> • policy maintenance • minor formatting edits within text • continuous improvement/reflection section added • link to Western Australian Education and Care Services National Regulations added in 'Sources' 		
POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE	
MARCH 2022	<ul style="list-style-type: none"> • minor edits 	MARCH 2023	
MARCH 2021	<ul style="list-style-type: none"> • addition of related regulations • minor edits 	MARCH 2022	
MARCH 2020	Additional information added to roles of educators and staff Small edits to sentences to improve flow Sources checked for currency	MARCH 2021	
MARCH 2019	New policy drafted for OSHC	MARCH 2020	

Item 4.4 Dealing with Infectious Diseases Policy

EXECUTIVE SUMMARY

Council to review and adopt the Dealing with Infectious Diseases Policy as presented.

OFFICER'S RECOMMENDATION

That Council: Adopt the Dealing with Infectious Diseases Policy as presented.

Budget & Resource Implications

N/A

Background

Council to review and adopt the Dealing with Infectious Diseases Policy as presented.

Consultation (Internal/External)

Nil

Attachments

Attachment L - Policy

Report prepared by **Teena Chappell (Outside School Hours Care Coordinator)**

CONTROL OF DEALING WITH INFECTIOUS DISEASES POLICY

The spread of infections in the education and care environment is facilitated by microbial contamination of the environment, as well as the greater exposure to young children who are still developing hygienic behaviours and habits. Our Out of School Hours Care (OSHC) Service will minimise children's exposure to infectious diseases by adhering to all recommended guidelines from relevant authorities regarding the prevention of infectious diseases, promoting practices that reduce the transmission of infection, ensuring the exclusion of sick children and educators, supporting child immunisation, and implementing effective hygiene practices.

Our Service will provide up-to-date information and advice to parents, families and educators sourced from the Australian Government Department of Health, Australian Health Protection Principal Committee (AHPPC) and state Ministry of Health about infectious diseases as required. Recommendations from the Health Department will be strictly adhered to at all times.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.1.1	Wellbeing and comfort	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's needs for sleep, rest and relaxation.
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.
2.2	Safety	Each child is protected.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
77	Health, hygiene and safe food practices
85	Incident, injury, trauma and illness policies and procedures
86	Notification to parents of incident, injury, trauma and illness
87	Incident, injury, trauma and illness record
88	Infectious diseases
90	Medical conditions policy
93	Administration of medication

162	Health information to be kept in enrolment record
168	Education and care service must have policies and procedures
170	Policies and procedures to be followed
172(2)(g)	a notice stating that there has been an occurrence of an infectious disease at the premises
173	Prescribed information to be displayed
175(2)(c)	Prescribed information to be notified to the Regulatory Authority- (2) any circumstance arising at the service that poses a risk to the health, safety or wellbeing of a child or children attending the service
EDUCATION AND CARE SERVICES NATIONAL LAW	
172	Offence to fail to display prescribed information

RELATED POLICIES

Administration of Medication Policy Coronavirus (COVID-19) Management Policy Child Safe Environment Policy Dental Health Policy Enrolment Policy Family Communication Policy Governance Policy Hand Washing Policy Health and Safety Policy	Immunisation Policy Incident, Injury, Trauma and Illness Policy Medical Conditions Policy Physical Environment Policy Pregnancy in Early Childhood Policy Sick Children Policy Rest Time Policy Work Health and Safety Policy
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PURPOSE

Children encounter many other children and adults within the OSHC Service environment which can result in the contraction of infectious illnesses. Our Service has a duty of care to ensure that children families, educators, and visitors of the Service are provided with a high level of protection during the hours of the Service’s operation. We aim to manage illnesses and prevent the spread of infectious diseases throughout the Service.

Immunisation is a simple, safe, and effective way of protecting people against harmful diseases before they come into contact with them in the community. Immunisation not only protects individuals, but also others within the community, by reducing the spread of disease and illnesses.

SCOPE

This policy applies to children, families, staff, educators, Approved Provider, Nominated Supervisor and management of the OSHC Service.

IMPLEMENTATION

Under the Education and Care Services National Regulations, the approved provider must ensure policies and procedures are in place in relation to dealing with infectious diseases. (ACECQA, August 2021).

Our Service is committed to minimise the spread of infectious diseases and viruses by implementing recommendations as stated in the *Staying healthy: Preventing infectious diseases in early childhood education and care services* (Fifth Edition) developed by the Australian Government National Health and Medical Research Council and advice provided from the Australian Health Protection Principal Committee (AHPPC).

We are guided by decisions regarding exclusion periods and notification of infectious diseases by the *Australian Government- Department of Health* and local Public Health Units in our jurisdiction as per the Public Health Act. Recommendations for managing positive cases of COVID-19 in early education and care is provided by Queensland Health

The need for exclusion and the length of time a person is excluded from the Service depends on:

- how easily the infection can spread
- how long the person is likely to be infectious and
- the severity of the infectious disease or illness.

This policy must be read in conjunction with our other Quality Area 2 policies:

- Immunisation Policy
- Sick Children Policy
- Incident, Illness, Accident and Trauma Policy and
- Medical Conditions Policy and
- Handwashing Policy
- COVID-19 Management Policy

PREVENTING INFECTIOUS DISEASES

Children often enter school and education and care services when their immune systems are still developing. They have not been exposed to many common germs and therefore are susceptible to bacteria that may cause infections. Given the close physical contact children have with other children in OSHC it is very easy for infectious diseases and illnesses to spread through normal daily activities.

Our OSHC Service implements rigorous hygienic practices to limit the spread of illness and infectious diseases including:

- effective hand washing hygiene
- cough and sneeze etiquette
- use of gloves
- exclusion of children, educators or staff when they are unwell or displaying symptoms of an infectious disease or virus
- effective environmental cleaning including toys and resources
- requesting parents and visitors to wash their hands with soap and water or hand sanitizer upon arrival and departure at the OSHC Service
- physical distancing (if recommended)
- use of face masks (as mandated by PHO- **or Service decision**)
- restricting parents and visitors from entering our service to reduce threat of spread of a community disease (e.g.: COVID-19)
- **ensuring adequate ventilation**
- **encouraging children, educators or staff to seek medical attention and get tested if they show symptoms of an infectious disease or virus, including COVID-19.**

IMMUNISATION REQUIREMENTS

Immunisation is a reliable way to prevent many childhood infectious diseases. When enrolling a child in an Out of School Hours Care Service, parents will be asked to provide an Immunisation History Statement. Should a child not be fully immunised according to the National Immunisation Program Schedule, they will not be prevented from enrolling.

Only parents of children (less than 20 years of age) who are fully immunised or are on a recognised catch-up schedule can receive Child Care Subsidy (CCS) **and the Family Tax Benefit (FTB) Part A end of year supplement.**

Educators and other staff at our OSHC Service are highly recommended to keep up to date with all immunisations including yearly influenza vaccinations. These include vaccinations recommended by the National Health and Medical Research Council (NHMRC). **Our OSHC Service recommends educators and children keep up to date with vaccinations for COVID 19 (adjust to suit your service context).**

Educators, staff and visitors, including health professionals, volunteers, students, committee members and contractors are required to be fully vaccinated for COVID-19 under Public Health Orders in [enter state/territory applicable].

Refer to Immunisation Policy for more information.

REPORTING OUTBREAKS TO THE PUBLIC HEALTH UNIT AND REGULATORY AUTHORITY (Reg. 175)

(2) (c)

Outbreaks of communicable diseases and contagious viruses represent a threat to public health. To help prevent outbreaks, the Department of Health monitors the number of people who contract certain infectious diseases and their characteristics, the recent travel or attendance of infected people in a public place or on public transport, and works with health specialists and doctors to help prevent the transmission of diseases to other people.

The Public Health Act 2010 lawfully requires and authorises doctors, hospitals, laboratories, school principals and childcare centre directors to confidentially notify the Public Health Unit of patients with certain conditions, and to provide the required information on the notification forms. Specialist trained public health staff review this information and if necessary, contact the patient's doctor, and sometimes the patient, to provide advice about disease control and to complete the collection of information.

All information is held confidentially in order to protect the patient's privacy. Both the NSW and Commonwealth Privacy Acts only release/disclose patient information where it is lawfully required or authorised.

Management is required to notify the local Public Health Unit (PHU) by phone (call 1300 066 055) as soon as possible after they are made aware that a child enrolled at the Service is suffering from one of the following vaccine preventable diseases ~~or any confirmed case of COVID-19.~~

- Diphtheria
- Mumps
- Poliomyelitis
- Haemophilus influenzae Type b (Hib)
- Meningococcal disease
- Rubella ('German measles')
- Measles
- Pertussis ('whooping cough')
- Tetanus

Notification is also required for:

- an outbreak of 2 or more people with gastrointestinal or respiratory illness

Management will closely monitor health alerts and guidelines from Public Health Units and the Australian Government- Department of Health for any advice and emergency health management in the event of a contagious illness outbreak. The Approved Provider must also notify the Regulatory Authority of any incidence of a notifiable infectious disease or illness **or when there is an outbreak of 5 or more people with COVID-19 within a 7-day period via the [NQA-ITS](#).**

THE APPROVED PROVIDER /MANAGEMENT WILL ENSURE

- **safe health and hygiene practices are implemented at all times**
- that all information regarding the prevention of infectious diseases is sourced from a recognised health authority [Australian Government Department of Health](#)
- exclusion periods for people with infectious diseases recommended by Government Authorities are implemented for all staff, children, parents, families and visitors
- **children and adults with COVID-19 are excluded from attending the service while they are exhibiting symptoms [This is a service decision. It is no longer mandatory to self-isolate for COVID-19]**
- the OSHC service implements recommendations from [Staying healthy: Preventing infectious diseases in early childhood education and care services](#). to maintain a healthy environment
- advice and recommendations from the Australian Health Protection Principal Committee (AHPPC) and Safe Work Australia will be implemented where reasonably possible
- children are protected from harm by ensuring relevant policies and procedures are followed regarding health and safety within the OSHC Service
- a staff immunisation record that documents each staff member's previous infection or immunisations (including dates) is developed and maintained
- the Public Health Unit is notified as soon as possible after they are made aware that a child enrolled has a vaccinated preventable disease
- **a record is kept of all staff's COVID-19 vaccinations [if mandated by Public Health Orders]**
- **the Public Health Unit is notified as soon as possible after they are made aware that a child enrolled has a vaccinated preventable disease**
- the Public Health Unit is notified in the event of an outbreak of viral gastroenteritis. Management must document the number of cases, dates of onset, duration of symptoms. An outbreak is when two or more children or staff have a sudden onset of diarrhoea or vomiting in a 2-day period. (NSW Government- Health 2019)

- a notification is lodged through the [NQA-ITS](#) of an outbreak of COVID-19 when there are 5 cases or more within a 7-day period.
- a notice is clearly displayed stating that there has been an occurrence of an infectious disease at the OSHC service
- required enrolment information, including health and immunisation records of enrolled children is collected, maintained and appropriately and securely stored
- daily attendance records for staff, children and visitors are up to date at all times
- existing risk assessments for emergencies include a response to COVID-19.

MANAGING A POSITIVE CASE OF COVID-19 IN OSHC SETTINGS

Changes may occur to how our OSHC Service manages positive cases of COVID-19 during 2022. We will be directed by our regulatory authority as to what procedures need to be followed to ensure the health and safety of all staff, children and families.

As COVID-19 is easily transmissible in education and care services, our Service has implemented a range of risk mitigation strategies to assist in protecting children, adults and visitors at the service.

Although it is no longer a legal requirement for a child or adult to self-isolate if diagnosed with COVID-19 our Service strongly recommends that any person who tests positive to COVID-19 informs their workplace/employer and education and care service as soon as possible. Children, educators and staff who test positive for COVID-19 will be/may be required to be excluded whilst unwell.

If a child or staff member has attended the service while infectious, management will:

- identify the period of time that the positive case was in the service during the infectious period
- if this is part of an outbreak of 5 or more people with COVID-19 in a 7 day period the Nominated Supervisor/Responsible Person will notify the service community as soon as practicable
- undertake a thorough clean of the service.

The Approved Provider/Nominated Supervisor must notify families and the Regulatory Authority when an outbreak of COVID-19 has occurred at the Service. [5 or more cases within a 7-day period] (Reg 88, 175).

A NOMINATED SUPERVISOR/ RESPONSIBLE PERSON WILL ENSURE:

- a hygienic environment is promoted and maintained
- children are supported in their understanding of health and hygiene practices throughout the daily program and routine (hand washing, hand drying, cough and sneeze etiquette)

- educators and staff are aware of relevant immunisation guidelines for children and themselves
- an Immunisation History Statement for each child is requested on enrolment regarding the child's immunisation status (AIR) and any medical conditions
- families are provided with relevant sourced materials and information on infectious diseases, health, and hygiene including:
 - the National Immunisation Schedule
 - exclusion guidelines in the event of a vaccine preventable illness at the Service for children that are not immunised or have not yet received all their immunisations
 - advice and information regarding any infectious diseases in general and information regarding any specific infectious illnesses that are suspected/present in the Service.
- families are provided with information about an infectious disease verbally and by displaying and emailing the Infectious Diseases Notification Form and details
- families are advised that they must be requested to alert the OSHC Service if their child is diagnosed with an Infectious Illness, including COVID-19
- all educators are mindful and maintain confidentiality of individual children's medical circumstances
- that opportunities for educators to source pertinent up to date information from trusted sources on the prevention of infectious diseases and maintaining health and hygiene are provided
- that opportunities for staff, children, and families to have access to health professionals by organising visits/guest speakers to attend the service to confirm best practice are provided
- families are advised to keep children at home if they are unwell. If a child has been sick, they must be well for 24hrs before returning to the Service. For example, if a child is absent due to illness or is sent home due to illness, they will be unable to attend the next day as a minimum. The Nominated Supervisor may approve the child's return to the Service if families provide a doctor's certificate/clearance certifying that the child is no longer contagious and is in good health. Please note; it is not always possible to obtain a doctor's certificate or clearance for suspected cases of an illness. The decision to approve a child's return is up to the Approved Provider/Nominated supervisor.
- to complete the register of *Incident, Injury, Trauma of Illness* and/or document incidents of infectious diseases no later than 24 hours of an illness or infectious disease occurring in the Service.
- educators or staff who have diarrhoea or an infectious disease do not handle food for others and are not to return to work until they have been symptom free for 48 hours
- any risk to a child or adult with complex medical needs is minimised in the event of an outbreak of an infectious disease or virus. This may require a risk assessment and decision-making regarding the suitability of attendance of the child or staff member during this time.

EDUCATORS WILL ENSURE:

- that any child suspected of having an infectious illness is responded to and their health and emotional needs supported at all times
- any child suspected of having an infectious illness is isolated from other children and supervised whilst waiting for collection by parents or guardian
- that appropriate health and safety procedures are implemented when treating ill children- wear disposable gloves, face mask or other PPE if needed
- families are aware of the need to collect their unwell child/ children as soon as practicable from the OSHC Service
- after confirmation that a child is suffering from an infectious disease, and as soon as practical, the family of each child must be notified whilst maintaining the privacy of the ill/infectious child.
Communication may be:
 - verbally
 - through a letter from the educator or Approved Provider
 - posting a note or sign at the entry of the residence
 - via electronic message- text message or email
- all resources or items touched by a child with a suspected illness are thoroughly cleaned and disinfected- (cushions, pillows, toys)
- their own immunisation status is maintained, and the Approved Provider/Nominated Supervisor is advised of any updates to their immunisation status
- ~~they are fully vaccinated against COVID-19 and have provided proof of vaccination to the approved provider [adjust to your State/Territory requirements]~~
- ~~they keep up to date with COVID-19 vaccinations (recommended)~~
- opportunities are provided for children to participate in hygiene practices, including routine opportunities, and intentional practice such as hand washing, sneezing and cough etiquette
- consideration is given to the combination of children to decrease the risk of attaining an infectious illness when planning the routines/program of the day
- they adhere to the OSHC Service's health and hygiene policy including:
 - hand washing
 - daily cleaning of the service
 - wearing gloves (particularly when in direct contact with bodily fluids)
 - appropriate and hygienic handling and preparation of food
 - wear face masks if mandated by PHU

- they maintain up-to-date knowledge with respect to Health and Safety through on-going professional development opportunities

PREVENTION STRATEGIES FOR MINIMISING THE SPREAD OF DISEASE WITHIN OUR SERVICE

INCLUDE ALL STAFF ENSURING:

- full adherence to the NHMRC childcare cleaning guidelines
- to clean surfaces first with detergent and water before using disinfectants. (Disinfectants cannot kill germs unless areas are clean)
- mops used for toilet accidents are to be soaked in disinfectant in a bucket in the laundry sink and then air-dried.
- that a daily clean is carried out on other surfaces that may transmit germs such as high touch objects including doorknobs, tables, remotes, light switches, low shelving, etc. This will be increased, if an outbreak has been recorded in the Service or to minimise the risk of transmission of a virus such as COVID-19
- that if a child has a toileting accident, the items are placed in a plastic bag with the child's name on it. The plastic bag will be stored in a sealed container labelled 'soiled/wet clothing' for parents to take home.
- cloths are colour coded so that a separate cloth is used to clean floors, bathroom, art and craft, and meal surfaces
- all washable toys/equipment out on display for the children are to be washed on a weekly basis to decrease the risk of cross contamination and recorded with the date and a signature as evidence.
- toys and equipment (that are difficult to wash) will be washed with detergent (or soap and water) and air-dried in sunlight
- washable toys and equipment will be washed in **detergent and hot water or the dishwasher** and aired to dry (toys will not be washed in the dishwasher at the same time as dishes). All toys and equipment that have been cleaned will be recorded on the toy cleaning register.
- all cleaning procedures will be recorded on the **Service's Cleaning Checklist**
- floor surfaces will be cleaned on a daily basis after each meal and at the end of each day
- toilets/bathrooms will be cleaned in the middle of the day, the end of the day and whenever needed throughout the day using detergent and water followed by disinfectant **and paper towel**
- when cleaning up spills of faeces, vomit or urine off floors, bathrooms etc. educators will use disinfectant on the surface after cleaning it with detergent and warm water

- pregnant staff members should not assist in toileting or cleaning up toileting accidents to prevent unexpected cross contamination and risk of contracting Cytomegalovirus (CMV). (see *Pregnancy in Early Childhood Policy*)

FAMILIES WILL:

- adhere to the Service's policies regarding **Control of Dealing with** *Infectious Diseases, Immunisation and Sick Children* and adhere to exclusion requirements
- adhere to the Service's restrictions of entry into the Service in the event of an outbreak of an infectious disease or virus
- adhere to the Service's policy regarding *Hand Washing*
- exclude their child from care if they display symptoms of an infectious illness or disease or in the event of a vaccine preventable disease occurs in the OSHC Service and their child is not immunised fully
- **alert the Service if their child is diagnosed with an infectious illness, including COVID-19**
- advise the OSHC Service of their child's immunisation status, by providing approved written documentation for the Service to copy and place in the child's file
- advise the OSHC Service when their child's immunisation/medical condition is updated to ensure that immunisation and medical records are up to date
- adhere to the Service's risk minimisation strategies if their child has complex medical needs in the event of an outbreak of an infectious disease or virus.

Resources

[Gastro Pack NSW Health](#)

[Recommended exclusion periods- Poster Staying Healthy: Preventing Infectious diseases in early childhood education and care services](#)

[Minimum periods for exclusion from childcare services \(Victoria\)](#)

[Minimum periods of exclusion may be different in each state or territory. Check your own jurisdiction and include a link for parents to access.]

[Time Out Keeping your child and other kids healthy!](#) (Queensland Government) **Updated Nov 22**

Time Out Brochure [Why do I need to keep my child at home?](#)

CONTINUOUS IMPROVEMENT/REFLECTION

Our *Dealing with Infectious Diseases Policy* will be reviewed on an annual basis in consultation with children, families, staff, educators and management.

CHILDCARE CENTRE DESKTOP - RELATED RESOURCES

Hand Washing Procedure	Immunisation Register
Illness Management Procedure	Incident injury trauma and illness Record
Illness or Infectious Disease Register	Reporting Infectious Diseases Procedure

SOURCE

Australian Children’s Education & Care Quality Authority. (2014).
 ACECQA. (2021). Policy and procedure guidelines. *Dealing with Infectious Diseases*.
 Australian Government Department of Health Health Topics <https://www.health.gov.au/health-topics>
 Australian Government. Department of Health (2019). *National Immunisation Strategy for Australia 2019-2024* https://www.health.gov.au/sites/default/files/national-immunisation-strategy-for-australia-2019-2024_0.pdf
 Australian Government Department of Health Australian Health Protection Principal Committee (AHPPC)
 Department of Human Resources: National Immunisation Program Schedule: <https://beta.health.gov.au/initiatives-and-programs/national-immunisation-program>
 Early Childhood Australia Code of Ethics. (2016).
 Education and Care Services National Law Act 2010. (Amended 2018).
[Education and Care Services National Regulations](#). (2011).
 Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017).
 Guide to the National Quality Framework. (2017). (Amended 2020).
 Guide to the National Quality Standard. (2020).
 National Health and Medical Research Council (NHMRC): <https://www.nhmrc.gov.au/>
 National Health and Medical Research Council. (2012). *Staying healthy: Preventing infectious diseases in early childhood education and care services*.
 NSW Government. Department of Education. Managing COVID cases. <https://education.nsw.gov.au/early-childhood-education/coronavirus/managing-covid-cases>
 NSW Government Department of Health. Vaccination requirements for child care. https://www.health.nsw.gov.au/immunisation/Pages/childcare_qa.aspx
 NSW Public Health Unit: <https://www.health.nsw.gov.au/Infectious/Pages/phus.aspx>
Public Health Act 2010
Public Health Amendment Act 2017
 Public Health Regulation 2012
 Public Health and Wellbeing Regulations 2019 Victoria
 Queensland Government. Department of Education. Information for early childhood service providers, Managing COVID-19 safely. <https://alt-qed.qed.qld.gov.au/covid19/early-childhood-service-operations/information-for-early-childhood-service-providers>
 Revised National Quality Standard. (2018).
 Safe Work Australia
[Western Australian Education and Care Services National Regulations](#)

REVIEW

POLICY REVIEWED BY	Tina Chappell	Coordinator	March 2023
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POLICY REVIEWED	DECEMBER 2022/MARCH 2023	NEXT REVIEW DATE	MARCH 2023
VERSION NUMBER	V12.03.23		
MODIFICATIONS	<ul style="list-style-type: none"> • Change of name of policy from <i>Control of Infectious Diseases</i> to <i>Dealing With Infectious Diseases</i> • Edits to COVID-19 practices and references • removal of reference to the COVID-19 Management Policy • policy maintenance • hyperlinks checked and repaired as required • minor formatting edits within text • continuous improvement/reflection section added • Childcare Centre Desktop Related resources section added • link to Western Australian Education and Care Services National Regulations added in 'Sources' 		
POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE	
MARCH 2022	<ul style="list-style-type: none"> • deleted information about a confirmed COVID-19 case replaced by <i>Managing a positive case of COVID-19 in an OSHC Service</i> • services must check with their state regulatory authority for current guidelines for managing a positive case of COVID-19 as definitions of close contacts and management of cases may change • minor edits • sources checked for currency 	MARCH 2023	
OCTOBER 2021	<ul style="list-style-type: none"> • Additional law/regulations added- ACECQA Guidelines to Policy and Procedures document- Dealing with Infectious Diseases (August 2021) • additional related policies added • Additional information added re: mandated COVID-19 vaccinations 	MARCH 2022	
MARCH 2021	<ul style="list-style-type: none"> • review of policy changed to March each year in readiness for cold/flu season • 'Information to be displayed at the Service' deleted (this is contained in Immunisation Policy' • sources checked for currency and links updated where needed • additional resources added for Queensland services 	MARCH 2022	
SEPTEMBER 2020	<ul style="list-style-type: none"> • addition of use of detergent and water to clean surfaces before disinfecting as per Staying Healthy: Preventing infectious diseases in ECEC guidelines • additional information related to procedures for a positive case of COVID-19 at the service 	MARCH 2021	

MAY 2020	<ul style="list-style-type: none"> • Additional information from Australian Health Protection Principal Committee and Safe Work Australia re: physical distancing, immunisation for staff, risk minimisation for vulnerable children/adults, additional cleaning • Requirement of a doctor’s certificate for suspected cases of infectious disease made editable for individual services to decide upon • Pregnancy in Early Childhood reference and risks of CMV and pregnancy • Inclusion of recommended exclusion periods Poster link – Staying Healthy: Preventing infectious diseases in ECEC 	JUNE 2021
MARCH 2020	<ul style="list-style-type: none"> • Implementation information added regarding infectious illnesses • Added mandatory reporting to public health unit information • Rearranged some content into new headings- Prevention Strategies • deleted repeated items • New sources added 	JUNE 2021
JUNE 2019	<ul style="list-style-type: none"> • Some grammar, punctuation and spelling edited. • Additional information added to points. • Sources checked for currency. • Sources/references corrected, updated, and alphabetised. • Added a Related Policy. • Related policies alphabetised. 	JUNE 2020
JUNE 2018	<ul style="list-style-type: none"> • Updated the opening statement, included the ‘Related Policy’ section and made minor adjustments to selected text 	JUNE 2019
OCTOBER 2017	<ul style="list-style-type: none"> • New policy created 	OCTOBER 2018

Item 4.5 Immunisation Policy

EXECUTIVE SUMMARY

Council to review and adopt the Immunisation Policy as presented.

OFFICER'S RECOMMENDATION

That Council: Adopt the Immunisation Policy as presented.

Budget & Resource Implications

N/A

Background

Council to review and adopt the Immunisation Policy as presented.

Consultation (Internal/External)

Nil

Attachments

Attachment M - Policy

Report prepared by **Teena Chappell (Outside School Hours Care Coordinator)**

IMMUNISATION POLICY

When groups of children are together, illness and disease can spread rapidly. Preventable diseases such as measles and whooping cough can have serious health consequences for children, and especially young children. Staff members who work in school aged care services are also at increased risk of contracting certain infectious illnesses due to the close proximity of working with children. Immunisation is therefore an important health measure and an effective way of protecting children and adults from harmful diseases by reducing the spread of disease.

(Australian Government Department of Education, Skills and Employment, 2020)

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN’S HEALTH AND SAFETY		
2.1	Health	Each child’s health and physical activity is supported and promoted.
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.
2.2	Safety	Each child is protected
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
77	Health, hygiene and safe food practices
86	Notification to parents of incident, injury, trauma and illness
87	Incident, injury, trauma and illness record
88	Infectious diseases
90	Medical conditions policy
162	Health information to be kept in enrolment record
168	Education and care service must have policies and procedures
172(2)(g)	a notice stating that there has been an occurrence of an infectious disease at the premises

EDUCATION AND CARE SERVICES NATIONAL LAW	
174(2)(a)	Notification to the Regulatory Authority- (a) any serious incident at the approved education and care service

RELATED POLICIES

Control of Dealing with Infectious Disease Policy COVID-19 Management Policy Enrolment Policy Family Communication Policy Incident, Injury, Trauma and Illness Policy	Pregnancy in Early Childhood Policy Sick Children Policy Record Keeping and Retention Policy Work Health and Safety Policy
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PURPOSE

The purpose of this policy is to provide information to manage and prevent the spread of infectious illnesses and diseases. Our OSHC Service has a duty of care to ensure that all children, families, and educators are protected from infectious diseases whilst at the Service. Along with maintaining a clean and hygienic environment, this also includes notifying families and educators when an excludable illness or disease is present in the OSHC Service, maintaining a record of children’s and educators’ immunisation status, complying with relevant health department exclusion guidelines, and increasing educators’ awareness of cross-infection.

SCOPE

This policy applies to children, families, staff, educators, Approved Provider, nominated supervisor and management of the OSHC Service.

IMPLEMENTATION

Immunisation is a reliable way to prevent many childhood diseases. Immunisation works by giving the person a vaccine (weakened or killed disease-causing bacteria or virus), against a particular disease. This makes the person’s immune system respond in a similar way to how it would respond if they actually had the disease, but with less severe, or possibly no symptoms. The vaccine therefore leads to the creation of antibodies that provide future protection if the person comes into contact with the disease.

Immunisation also protects other people who are not immunised, such as children who are too young to be immunised, or people whose immune systems did not respond to the vaccine. This is because the more people who are immunised against a disease, the lower the chance that a person will ever come into contact with someone who has the disease. The chance of an infection spreading in a community

therefore decreases if a large proportion of people are immunised, because the immune people will not become infected and can protect the vulnerable people; this is known as 'herd immunity'.

Enrolment in an Out of School Hours Care service requires parents to provide an *Immunisation History Statement* as recorded on the Australian Immunisation Register (AIR) to prove that their child is up to date with their scheduled vaccinations. This documentation also is required to be updated as per the childhood immunisation schedule.

When enrolling a child in an Out of School Hours Care service, parents will be asked to provide an Immunisation History Statement. Should a child not be fully immunised according to the National Immunisation Program Schedule, they will not be prevented from enrolling.

Children without proof of recommended immunisation for their age will be excluded from attending the service during an outbreak of a vaccine preventable disease. For a child to be eligible for Child Care Subsidy and other family payments, immunisation must be in accordance with the National Immunisation Program (NIP) Schedule.

THE APPROVED PROVIDER MANAGEMENT/ NOMINATED SUPERVISOR WILL:

- ensure information about immunisation, infectious diseases and exclusion periods is available to families at time of enrolment/orientation and is included in Family Handbook
- request families to provide an AIR Immunisation History Statement or an AIR Immunisation History Form (for a child on an approved catch-up-schedule) prior to enrolment
- record in the immunisation register, children as 'unimmunised' if an AIR is not provided
- advise parents and families about the [National Immunisation Program \(NIP\)](#)
- review children's immunisation regularly, updating the child's records kept at the OSHC service
- develop a staff immunisation record that documents each staff member's previous infection or immunisation
- require all new and current staff to complete the staff immunisation record
- update staff immunisation records as staff become vaccinated
- provide staff and families with information about vaccine-preventable diseases
- ~~ensure staff and visitors (contractors, health professionals, volunteers, students, committee members) hold mandatory immunisation requirements as set by current Public Health Orders (including COVID-19 mandatory vaccination requirements). [Check your state/territory for further information].~~

- take all reasonable steps to encourage non-immune staff to be vaccinated
- document advice given to educators and other staff, and any refusal to comply with vaccination requests
- notify the Public Health Unit of any outbreak of vaccine preventable diseases (1300 066 055)
- notify families when an outbreak of a vaccine-preventable disease occurs through various channels of communication:
 - verbally
 - through a letter from the educator or Approved Provider
 - posting a note or sign at the entry of the residence
 - via electronic message- text message or email
- notify the Regulatory Authority of any incidence of a notifiable infectious illness or disease [ACECQA contact regulatory authority](#)
- exclude any child who is not immunised from the OSHC Service if and when an outbreak of a vaccine-preventable disease occurs to protect that child and to prevent further spread of infection. In the instance of the child being immunised but the immunisation record has not been sighted by the Service, the child is to be considered as not being immunised.
- advise any staff members who fall pregnant to visit their GP immediately and have a test for Cytomegalovirus (CMV) to check their immunity. Any pregnant staff member who is at a heightened risk will not change nappies and will double glove when coming into contact with any body fluids, including saliva.

FAMILIES WILL BE REQUESTED TO:

- adhere to the Service's policies regarding **Control of Dealing with Infectious Diseases, Immunisation, Sick Children** and exclusion requirements
- provide the OSHC Service with a copy of one or more of the following documents upon enrolment
 - an Australian Immunisation Register (AIR) Immunisation History Statement which shows that the child is up to date with their scheduled vaccinations; or
 - an AIR Immunisation History Form on which the immunisation provider has certified that the child is on a recognised catch-up schedule; or
 - an AIR Immunisation Medical Exemption Form which has been certified by a GP
- provide the OSHC service with an updated copy of their child's current immunisation record when the next scheduled immunisation has been completed
- complete their child's immunisation schedule

- support their child’s exclusion from the Service if there is an outbreak of a vaccine preventable disease at the OSHC Service or if they come into contact with a person with a vaccine preventable disease, even if there is no outbreak at the Service or Primary School.

STAFF AND VISITORS WILL:

(Visitors including health professionals, volunteers, students, committee members)

- ensure they abide by any Public Health Orders enforced around mandatory vaccinations (including COVID-19 mandatory vaccination requirements) [check state/territory for requirements]
- ensure they carry evidence of immunisation of the COVID-19 vaccination or a medical contraindication certificate, as per Public Health Order [check state/territory for requirements]

INFORMATION TO BE DISPLAYED IN SERVICE

INFORMATION	WEBSITE/INFORMATION	PHONE NUMBER
The National Immunisation Program (NIP) Service	https://beta.health.gov.au/initiatives-and-programs/national-immunisation-program	1800 020 103
Notification of an occurrence of an infectious disease/vaccine preventable disease	Notify local Public Health Unit Provide information to families about the infectious disease- Children unimmunised against vaccine preventable diseases must be excluded from care	1300 066 055
Australian Government Department of Health	In the event of a community spread virus- (COVID-19) publications from Government agencies will be displayed https://www.health.gov.au/resources/collections/coronavirus-covid-19-campaign-resources	1800 020 080

Australian Government Department of Health- Immunisation saves lives

Currently there are different immunisation requirements for early childhood education and care services across states and territories. OSHC Services who operate as part of an approved ECEC service may need to ensure information on immunisation requirements as available to all families and updated as required.

Queensland (QLD)

The National Immunisation Program (NIP) Schedule **TO BE DISPLAYED IN THE SERVICE** can be accessed and downloaded from: <https://www.health.gov.au/resources/publications/national-immunisation-program-schedule-portfolio>

- Queensland immunisation schedule: <https://www.health.qld.gov.au/clinical-practice/guidelines-procedures/diseases-infection/immunisation/schedule>
- Local QLD Public Health information can be found at: <https://www.qld.gov.au/health/conditions/immunisation/>
- Immunise Australia National Hotline: 1800 671 811
- Australian Government, Department of Human Services: <https://www.humanservices.gov.au/individuals/online-help/medicare/getting-your-immunisation-history-statement-using-your-medicare-online-account>

RESOURCES

AIR General Enquiries line 1800 653 809

Australian Government Services Australia Australian Immunisation Register

<https://www.servicesaustralia.gov.au/individuals/services/medicare/australian-immunisation-register>

[NSW Government Immunisation Enrolment Toolkit](#)

Sharing Knowledge About Immunisation. (2020). <http://talkingaboutimmunisation.org.au/>

[Time Out Keeping your child and other kids healthy!](#) (Queensland Government)

Time Out Brochure [Why do I need to keep my child at home?](#)

[Victoria State Government Immunisation enrolment toolkit for early childhood services](#)

CONTINUOUS IMPROVEMENT/REFLECTION

The *Immunisation Policy* will be reviewed on an annual basis in conjunction with children, families, staff, educators and management.

SOURCE

Australian Children's Education & Care Quality Authority. (2014).

Australia Childhood Immunisation Register:

<https://www.humanservices.gov.au/customer/services/medicare/australian-childhood-immunisation-register>

Australian Government Department of Education **Skills and Employment** (2020) Child Care Subsidy immunisation requirements

<https://www.servicesaustralia.gov.au/individuals/services/centrelink/child-care-subsidy/who-can-get-it/immunisation-requirements>

Australian Government – Department of Human Services: <https://www.humanservices.gov.au/individuals/online-help/medicare/getting-your-immunisation-history-statement-using-your-medicare-online-account>

Australian Government Department of Health National Immunise Program: <https://www.health.gov.au/initiatives-and-programs/national-immunisation-program>

Early Childhood Australia Code of Ethics. (2016).

[Education and Care Services National Regulations](#). (2011).

Federal Register of Legislation Privacy Act 1988.

Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017).

Guide to the National Quality Framework. (2017). (amended 2020).

National Health and Medical Research Council. (2012). Staying healthy: Preventing infectious diseases in early childhood education and care services.

NSW Public Health Act- NSW Government ~~October 2017~~ March 2022

http://www.health.nsw.gov.au/immunisation/Pages/childcare_qa.aspx#15

Revised National Quality Standard. (2018).

[Western Australian Education and Care Services National Regulations](#)

REVIEW

POLICY REVIEWED BY	Tina Chappell	Coordinator	March 2023
POLICY REVIEWED	MARCH 2023	NEXT REVIEW DATE	MARCH 2024
VERSION NUMBER	V9.03.23		
MODIFICATIONS	<ul style="list-style-type: none"> • annual policy maintenance • additional regulations added • name change of Control of Infectious Disease Policy to <i>Dealing with Infectious Disease Policy</i> • Vaccination requirements for COVID 19 removed • hyperlinks checked and repaired as required • Continuous improvement section added • link to Western Australian Education and Care Services National Regulations added in 'Sources' 		
POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE	
MARCH 2022	<ul style="list-style-type: none"> • Review of policy as per annual review cycle • No major edits 	MARCH 2023	
OCTOBER 2021	<ul style="list-style-type: none"> • Additional information added to reflect mandatory COVID-19 vaccination requirements for NSW/VIC • deleted information related to ECEC services only • updated sources (broken links updated) 	MARCH 2022	
MARCH 2021	<ul style="list-style-type: none"> • updates to reflect 'no jab no play' in each state/territory • links to each state/territory immunisation schedules checked and edited as required • further resources added 	MARCH 2022	
MARCH 2020	<ul style="list-style-type: none"> • Additions to introduction statement • Additional information added to content 	MARCH 2021	

	<ul style="list-style-type: none"> Resources section added Jurisdiction specifications checked for currency 	
MARCH 2019	<ul style="list-style-type: none"> Contextualised for OSHC Introduction, purpose, & implementation mostly re-written New immunisation requirements changed to past tense Additional information added to points Sources checked for currency 	MARCH 2020
MARCH 2018	<p>Updated to further comply with changes to immunisation requirements</p> <p>DELETED: As of January 2016, new immunisation requirements came into force affecting child care benefits and family assistance payments (the Commonwealth) and the enrolment of children in child care and children’s services (in NSW). The Commonwealth has made changes under the ‘No Jab, No Pay’ measure to increase childhood vaccination rates causing families to no longer be eligible for child care benefits and family assistance payments with exceptions for children recorded with medical contraindications or natural immunity for certain diseases and those on a recognised catch-up schedule.</p>	MARCH 2019
OCTOBER 2017	Updated to comply with new vaccination regulations in NSW. Effective January 1, 2018	MARCH 2018

Item 4.6 Incident, Injury, Trauma & Illness Policy

EXECUTIVE SUMMARY

Council to review and adopt the Incident, Injury, Trauma & Illness Policy as presented.

OFFICER'S RECOMMENDATION

That Council: Adopt the Incident, Injury, Trauma & Illness Policy as presented.

Budget & Resource Implications

N/A

Background

Council to review and adopt the Incident, Injury, Trauma & Illness Policy as presented.

Consultation (Internal/External)

Nil

Attachments

Attachment N - Policy

Report prepared by **Teena Chappell (Outside School Hours Care Coordinator)**

INCIDENT, INJURY, TRAUMA & ILLNESS POLICY

The health and safety of all staff, children, families and visitors to our Out of School Hours Care (OSHC) Service is of the utmost importance. We aim to reduce the likelihood of incidents, illness, accidents and trauma through implementing comprehensive risk management, effective hygiene practices and the ongoing professional development of all staff to respond quickly and effectively to any incident or accident.

We acknowledge that in education and care services, illness and disease can spread easily from one child to another, even when implementing the recommended hygiene and infection control practices. Our OSHC Service aims to minimise illnesses by adhering to all recommended guidelines from relevant government authorities regarding the prevention of infectious diseases and adhere to exclusion periods recommended by public health units.

When groups of children play together and are in new surroundings accidents and illnesses may occur. Our OSHC Service is committed to effectively manage our physical environment to allow children to experience challenging situations whilst preventing serious injuries.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.
2.2.3	Child Protection	Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.

EDUCATION AND CARE SERVICES NATIONAL LAW AND REGULATIONS	
Sec.165	Offence to inadequately supervise children
Sec. 174(2)(a)	Prescribed information to be notified to Regulatory Authority
Sec.176(2)(a)	Time to notify certain information to Regulatory Authority
86	Notification to parents of incident, injury, trauma and illness
87	Incident, injury, trauma and illness record
88	Infectious diseases
89	First aid kits
93	Administration of medication
95	Procedure for administration of medication
97	Emergency and evacuation procedures
103	Premises, furniture and equipment to be safe, clean and in good repair
104	Fencing
117	Glass
161	Authorisations to be kept in enrolment record
162	Health information to be kept in enrolment record
168	Education and care Service must have policies and procedures
170	Policies and procedures to be followed
171	Policies and procedures to be kept available
177	Prescribed enrolment and other documents to be kept by approved provider
183	Storage of records and other documents

RELATED POLICIES

Administration of First Aid Policy Administration of Medication Policy Anaphylaxis Management Policy Asthma Management Policy Child Safe Environment Policy Control of Dealing with Infectious Disease Policy COVID-19 Management Policy	Family Communication Policy Handwashing Policy Health and Safety Policy Immunisation Policy Medical Conditions Policy Privacy and Confidentiality Policy Record Keeping and Retention Policy Safe Transportation Policy
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<p>Delivery of children to, and collection from ECE</p> <p>Premises Policy</p> <p>Diabetes Management Policy</p> <p>Enrolment Policy</p> <p>Epilepsy Policy</p>	<p>Sick Children Policy</p> <p>Work Health and Safety Policy</p>
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PURPOSE

Educators have a duty of care to respond to and manage illnesses, accidents, incidents, and trauma that may occur at the Service to ensure the safety and wellbeing of children, educators and visitors. This policy will guide educators to manage illness and prevent injury and the spread of infectious diseases and provide guidance of the required action to be taken in the event of an incident, injury, trauma or illness occurring when a child is educated and cared for.

SCOPE

This policy applies to staff, educators, the Approved Provider, nominated supervisor and management of the OSHC Service.

IMPLEMENTATION

Under the *Education and Care Services National Regulations*, an approved provider must ensure that policies and procedures are in place for incident, injury, trauma and illness and take reasonable steps to ensure policies and procedures are followed. (ACECQA, 2021). In the event of an incident, injury, trauma or illness, all staff will implement the guidelines set out in this policy to adhere to National Law and Regulations and inform the regulatory authority as required.

Our OSHC Service implements risk management planning to identify any possible risks and hazards to our learning environment and practices. Where possible, we have eliminated or minimised these risks as is reasonably practicable.

We are committed to minimise the spread of infectious diseases such as coronavirus (COVID-19) by implementing recommendations provided by the [Australian Government- Department of Health and Safe Work Australia](#).

Our OSHC Service implements procedures as stated in the *Staying healthy: Preventing infectious diseases in early childhood education and care services* (Fifth Edition) developed by the Australian Government National Health and Medical Research Council as part of our day-to-day operation of the Service.

We are guided by explicit decisions regarding exclusion periods and notification of any infectious disease by the *Australian Government- Department of Health* and local Public Health Units in our jurisdiction under the Public Health Act.

IDENTIFYING SIGNS AND SYMPTOMS OF ILLNESS

Educators and Management are not doctors and are unable to diagnose an illness or infectious disease. To ensure the symptoms are not infectious and to minimise the spread of an infection, medical advice is required to ensure a safe and healthy environment.

Recommendations from the [Australian Health Protection Principal Committee and Department of Health will be adhered to minimise risk where reasonably practicable.](#)

During a pandemic, such as COVID-19, risk mitigation measures may be implemented within the service to manage the spread of the virus. These measures may include but are not limited to the following:

- ~~exclusion of unwell staff, children and visitors (symptoms may include fever, coughing, sore throat, fatigue or shortness of breath)~~
- notifying vulnerable people within the workplace of the risks of the virus/illness including:
 - people with underlying medical needs
 - children with diagnosed asthma or compromised immune systems
 - Aboriginal and Torres Strait Islander people over the age of 50 with chronic medical conditions
- ~~adhering to Public Health Orders for mandated vaccination requirements for all educators, staff and visitors~~
- ~~restrict the number of visitors entering the Service~~
- ~~request parents to drop off and collect children from designated points outside the service~~
- enhanced personal hygiene for children, staff and parents (including frequent handwashing)
- full adherence to the NHMRC childcare cleaning guidelines and cleaning and disinfecting high touch surfaces at least twice daily
- ~~avoid any situation when children are required to queue using the bathroom for handwashing or toileting, waiting their turn to use a piece of equipment etc.~~
- ~~cancelling excursions to local parks, public playgrounds and incursions during a pandemic~~
- recommending influenza vaccination for children, staff and parents

Children who appear unwell at the OSHC Service will be closely monitored and if any symptoms described below are noticed, or the child is not well enough to participate in normal activities, parents or an emergency contact person will be contacted to collect the child as soon as possible. A child who is displaying symptoms of

a contagious illness (vomiting, diarrhoea) will be moved away from the rest of the group and supervised until he/she is collected by a parent or emergency contact person.

SYMPTOMS INDICATING ILLNESS MAY INCLUDE:

- behaviour that is unusual for the individual child
- high temperature or fevers
- loose bowels
- faeces that are grey, pale or contains blood
- vomiting
- discharge from the eye or ear
- skin that displays rashes, blisters, spots, crusty or weeping sores
- loss of appetite
- dark urine
- headaches
- stiff muscles or joint pain
- a stiff neck or sensitivity to light
- continuous scratching of scalp or skin
- difficulty in swallowing or complaining of a sore throat
- persistent, prolonged or severe coughing
- difficulty breathing

As per our *Sick Children Policy* we reserve the right to refuse a child into care if they:

- are unwell and unable to participate in normal activities or require additional attention
- have had a temperature/fever, or vomiting in the last 24 hours
- have had diarrhoea in the last 48 hours
- have been given medication for a temperature prior to arriving at the Service
- have started a course of anti-biotics in the last 24 hours
- have a contagious or infectious disease
- have been in close contact with someone who has a positive confirmed case of COVID-19

HIGH TEMPERATURES OR FEVERS

Children get fevers or temperatures for all kinds of reasons. Most fevers and the illnesses that cause them last only a few days. However sometimes a fever will last much longer and might be the sign of an underlying chronic or long-term illness or disease.

Recognised authorities suggest a child's normal temperature will range between 36.0°C and 37.0°C, but this will often depend on the age of the child and the time of day.

Any child with a high fever or temperature reaching 38°C or higher will not be permitted to attend the OSHC Service until 24 hours after the temperature/fever has subsided.

WHEN A CHILD DEVELOPS A HIGH TEMPERATURE OR FEVER WHILST AT THE OSHC SERVICE

- Educators will closely monitor the child focusing on how the child looks and behaves and be alert to the possibility of vomiting, coughing or convulsions
- Educators will notify parents when a child registers a temperature of 38°C or higher
- The child will be cared for in an area that is separated from other children in the service to await pick up from their parent/guardian or authorised nominee
- The child will need to be collected from the OSHC Service and will not be permitted back for a further 24 hours
- Educators will complete an *Illness, Injury, Trauma and Illness* record and note down any other symptoms that may have developed along with the temperature (for example, a rash, vomiting, etc.).

METHODS TO REDUCE A CHILD'S TEMPERATURE OR FEVER

- encourage the child to drink plenty of water (small sips), unless there are reasons why the child is only allowed limited fluids
- remove excessive clothing (shoes, socks, jumpers, pants etc.) Educators will be mindful of cultural beliefs.
- if requested by a parent or emergency contact person and written parental permission to administer paracetamol or ibuprofen is recorded in the child's individual enrolment form, staff may administer paracetamol or ibuprofen (Panadol or Nurofen) in an attempt to bring the temperature down. However, a parent or emergency contact person, must still collect the child from the OSHC Service
- before giving any medication to children, the medical history of the child must be checked for possible allergies
- the child's temperature, time, medication, dosage, and the staff member's name will be recorded in the *Incident, Injury, Trauma and Illness Record*. Parents will be requested to sign and acknowledge the *Administration of Medication Form* or *Administration of Paracetamol Record* when collecting their child.

DEALING WITH COLDS/FLU (RUNNY NOSE)

It is very difficult to distinguish between the symptoms of COVID-19, influenza and a cold. If any child, employee or visitor has any infectious or respiratory symptoms (such as sore throat, headache, fever, shortness of breath, muscle aches, cough or runny nose) they are may be requested to either stay at home or

self test for COVID-19. If a child, employee or visitor is tested for COVID-19, they are required to self-isolate until they receive notification from the Public Health Unit of their test results.

(see: Australian Government [Identifying the symptoms](#))

Colds are the most common cause of illness in children and adults. There are more than 200 types of viruses that can cause the common cold. Symptoms include a runny or blocked nose, sneezing and coughing, watery eyes, headache, a mild sore throat, and possibly a slight fever.

Nasal discharge may start clear but can become thicker and turn yellow or green over a day or so. Up to a quarter of young children with a cold may have an ear infection as well, but this happens less often as the child grows older. Watch for any new or more severe symptoms—these may indicate other, more serious infections. It is not unusual for children to have five or more colds a year, and children in education and care Services may have as many as 8–12 colds a year. As children get older, and as they are exposed to greater numbers of children, they get fewer colds each year because of increased immunity.

Management has the right to send children home if they appear unwell due to a cold or general illness.

Children can become distressed and lethargic when unwell. Discharge coming from a child's nose and coughing can lead to germs spreading to other children, educators, toys, and equipment.

Management will assess each individual case prior to sending the child home.

DIARRHOEA AND VOMITING (GASTROENTERITIS)

Gastroenteritis (or 'gastro') is a general term for an illness of the digestive system. Typical symptoms include abdominal cramps, diarrhoea, and vomiting. In many cases, it does not need treatment, and symptoms disappear in a few days. However, gastroenteritis can cause dehydration because of the large amount of fluid lost through vomiting and diarrhoea. Therefore, if a child does not receive enough fluids, he/she may require fluids intravenously.

If a child has diarrhoea and/or vomiting whilst at the OSHC Service, Management will notify parents or an emergency contact to collect the child immediately. In the event of an outbreak of viral gastroenteritis, management will contact the local public health unit on **1300 066 055 (NSW)**.

[Public Health Unit- Local state and territory health departments](#)

Management must document the number of cases, dates of onset, duration of symptoms. An outbreak is when two or more children or staff have a sudden onset of diarrhoea or vomiting in a 2-day period. (NSW Government- Health 2019)

Children that have had diarrhoea and/or vomiting will be asked to stay away from the OSHC Service for **48 hours** after symptoms have ceased to reduce infection transmission as symptoms can reappear after 24 hours in many instances.

An *Incident, Injury, Trauma and Illness* record must be completed as per regulations. Notifications for serious illnesses must be lodged with the Regulatory Authority and Public Health Unit.

INFECTIOUS CAUSES OF GASTROENTERITIS INCLUDE:

- Viruses such as rotavirus, adenoviruses and norovirus
- Bacteria such as Campylobacter, Salmonella and Shigella
- Bacterial toxins such as staphylococcal toxins
- Parasites such as Giardia and Cryptosporidium

NON-INFECTIOUS CAUSES OF GASTROENTERITIS INCLUDE:

- Medication such as antibiotics
- Chemical exposure such as zinc poisoning
- Introducing solid foods to a young child
- Anxiety or emotional stress

The exact cause of infectious diarrhoea can only be diagnosed by laboratory tests of faecal specimens. In mild, uncomplicated cases of diarrhoea, doctors do not routinely conduct faecal testing. Children with diarrhoea who also vomit or refuse extra fluids should see a doctor. In severe cases, hospitalisation may be needed. The parent and doctor will need to know the details of the child's illness while the child was at the education and care Service.

Children, educators and staff with diarrhoea and/or vomiting will be excluded until the diarrhoea and/or vomiting has stopped for at least **48 hours**.

Please note: If there is a gastroenteritis outbreak at the OSHC Service, children displaying the symptoms will be excluded from the Service until the diarrhoea and/or vomiting has stopped. **and the family are able to get a medical clearance from their doctor.**

PREVENTING THE SPREAD OF ILLNESS

To reduce the transmission of infectious illness, our Service implements effective hygiene and infection control routines and procedures as per the *Australian Health Protection Principal Committee* guidelines. If a child is unwell or displaying symptoms of a cold or flu virus, parents are requested to keep the child away from the OSHC Service. Infectious illnesses can be spread quickly from one person to another usually through

respiratory droplets or from a child or person touching their own mouth or nose and then touching an object or surface.

PREVENTION STRATEGIES

Practising effective hygiene helps to minimise the risk of cross infection within our OSHC Service.

Signs and posters remind employees and visitors of the risks of infectious diseases, including COVID-19 and the measures necessary to stop the spread.

Educators model good hygiene practices and remind children to cough or sneeze into their elbow or use a disposable tissue and wash their hands with soap and water for at least 20 seconds after touching their mouth, eyes or nose.

Handwashing techniques are practised by all educators and children routinely using soap and water before and after eating and when using the toilet and drying hands thoroughly with paper towel. (See *Handwashing Policy*).

All surfaces including cushions and pillows used by a child who is unwell, will be cleaned with soap and water and then disinfected.

Parents, families and visitors are requested to wash their hands upon arrival and departure at the OSHC Service or use an alcohol-based hand sanitizer. (Note: alcohol-based sanitizers must be kept out of reach of children and used only with adult supervision.)

PARENT/FAMILY NOTIFICATION COVID-19

COVID-19

Contact management for COVID-19 has changed due to the Omicron variant and testing and isolation in ECEC settings is no longer mandatory (although recommended).

Any person who tests positive to COVID-19 is **required** **requested** to notify the Service if they have been onsite 48 hours prior to symptom onset. **The person who tests positive is required to self-isolate for at least 7 days.**

The Approved Provider or nominated supervisor will submit a notification through the National Quality Agenda IT System (NQAITS) **when there is an outbreak of 5 or more people with COVID-19 within a 7-day period [check requirements for your state/territory].** **as soon as they are aware that a child, parent, contract worker or visitor has been onsite during their infectious period.**

If there is an outbreak of COVID in our OSHC When a child or staff member tests positive for COVID-19 the Nominated Supervisor/responsible person will notify the Service community via letter (email/letter) as soon as practicable. (Regulation 88 (2)). The dates of attendance and the affected age group/ program will be included. Families and staff will be required to monitor for symptoms and if symptomatic test using a RAT. If positive, they will be required to self isolate for 7 days. Notification of a positive case is required to the Service.

Other Infectious Illness- [gastroenteritis, whooping cough etc.]

Parents will be notified of any outbreak of an infectious illness (e.g.: Gastroenteritis) within the Service via our notice board, online app or email to assist in reducing the spread of the illness

Exclusion periods for illness and infectious diseases are provided to parents and families and included in our Parent/Family Handbook and *Sick Children Policy* and *Control of Dealing with Infectious Disease Policy*.

SERIOUS INJURY, INCIDENT OR TRAUMA

In the event of any child, educator, staff, volunteer or contractor having an accident at the OSHC Service, an educator who has a First Aid Certificate will attend to the person immediately. Adequate supervision will be provided to all children.

Any workplace incident, injury or trauma will be investigated, and records kept as per WHS legislation and guidelines.

Procedures as per our *Administration of First Aid Policy* will be adhered to by all staff.

INCIDENT, INJURY, TRAUMA AND ILLNESS RECORD

An *Incident, Injury, Trauma and Illness* record contains details of any incident, injury, trauma or illness that occurs while the child is being educated and cared for at the OSHC Service. The record will include:

- name and age of the child
- circumstances leading to the incident, injury, illness
- time and date the incident occurred, the injury was received, or the child was subjected to trauma
- details of any illness which becomes apparent while the child is being cared for including any symptoms, time and date of the onset of the illness
- details of the action taken by the educator including any medication administered, first aid provided, or medical professionals contacted
- details of any person who witnessed the incident, injury or trauma
- names of any person the educator notified or attempted to notify, and the time and date of this

- signature of the person making the entry, and the time and date the record was made

Educators are required to complete documentation of any incident, injury or trauma that occurs when a child is being educated and cared for by the OSHC Service. This includes recording incidences of biting, scratching, dental or mouth injury. Due to Confidentiality and Privacy laws, only the name of the child injured will be recorded on the Incident, Injury, Trauma or Illness Record. Any other child/ren involved in the incident will not have their names recorded. If other children are injured or hurt, separate records will be completed for each child involved in the incident. Parents/Authorised Nominee must acknowledge the details contained in the record, sign and date the record on arrival to collect their child. All Incident, Injury, Trauma and Illness Records must be kept until the child is 25 years of age.

DEFINITION OF SERIOUS INCIDENT

Regulations require the Approved Provider or Nominated Supervisor to notify Regulatory Authorities **within 24 hours of any serious incident at the OSHC Service** through the [NQA IT System](#)

a) The death of a child:

- (i) while being educated and cared for by an OSHC Service or
- (ii) following an incident while being educated and cared for by an OSHC Service.

(b) Any incident involving serious injury or trauma to, or illness of, a child while being educated and cared for by an OSHC Service, which:

- (i) a reasonable person would consider required urgent medical attention from a registered medical practitioner or
- (ii) for which the child attended, or ought reasonably to have attended, a hospital. For example: whooping cough, broken limb and anaphylaxis reaction

(c) Any incident or emergency where the attendance of emergency services at the OSHC Service premises was sought, or ought reasonably to have been sought (eg: severe asthma attack, seizure or anaphylaxis)

(d) Any circumstance where a child being educated and cared for by an OSHC Service

- (i) appears to be missing or cannot be accounted for or
- (ii) appears to have been taken or removed from the OSHC Service premises in a manner that contravenes these regulations or
- (iii) is mistakenly locked in or locked out of the OSHC Service premises or any part of the premises.

A serious incident should be documented as an incident, injury, trauma and illness record as soon as possible and within 24 hours of the incident, with any evidence attached.

MISSING OR UNACCOUNTED FOR CHILD

At all times, reasonable precautions and adequate supervision is provided to ensure children are protected from harm or hazards. However, if a child appears to be missing or unaccounted for, removed from the OSHC Service premises that breaches the National Regulations or is mistakenly locked in or locked out of any part of the Service, a serious incident notification must be made to the Regulatory Authority.

A child may only leave the OSHC Service in the care of a parent, an authorised nominee named in the child's enrolment record or a person authorised by a parent or authorised nominee or because the child requires medical, hospital or ambulance care or other emergency.

Educators must ensure that

- the attendance record is regularly cross-checked to ensure all children signed into the OSHC service are accounted for
- children are supervised at all times
- visitors to the service are not left alone with children at any time

For After School Care, educators will check that all children booked in for a session of care arrives at the expected time. If a child does not arrive at the OSHC Service or nominated collection point, at the expected time educators will follow procedures outlined in the *Arrival and Departure Delivery of children to, and collection from ECE Premises Policy*.

Educators will regularly cross-check the attendance record to ensure all children signed into the OSHC Service are accounted for. Should an incident occur where a child is missing from the OSHC Service educators and the Nominated Supervisor will:

- attempt to locate the child immediately by conducting a thorough search of the premises (checking any areas that a child could be locked into by accident)
- cross check the attendance record to ensure the child hasn't been collected by an authorised person and signed out by another person
- if the child is not located within a 10-minute period, emergency services will be contacted on 000 and the Approved Provider will notify the parent/s or guardian
- continue to search for the missing child until emergency services arrive whilst providing supervision for other children in care
- provide information to Police such as: child's name, age, appearance, (provide a photograph), details of where the child was last sighted.

If a child is missing during or following transportation the *Missing Child During Regular Transportation Procedure* is to be followed. The Approved Provider is responsible for notifying the Regulatory Authority of a serious incident within 24 hours of the incident occurring.

HEAD INJURIES

It is common for children to bump their heads during everyday play, however it is difficult to determine whether the injury is serious or not. Therefore, any knock to the head is considered a *head injury* and should be assessed by a doctor. In the event of any head injury, the First Aid officer will assess the child, administer any urgent First Aid and notify parents/guardians to collect their child.

Emergency services will be contacted immediately on 000 if the child:

- has sustained a head injury involving high speeds or fallen from a height (play equipment)
- loses consciousness
- seems unwell or vomits several times after hitting their head

(See Head Injury Guide and Procedure)

TRAUMA

Trauma is defined as the impact of an event or a series of events during which a child feels helpless and pushed beyond their ability to cope. There are a range of different events that might be traumatic to a child, including accidents, injuries, serious illness, natural disasters (bush fires), assault, and threats of violence, domestic violence, neglect or abuse and wars or terrorist attacks. Parental or cultural trauma can also have a traumatising effect on children. This definition firmly places trauma into a developmental context:

“Trauma changes the way children understand their world, the people in it and where they belong” (Australian Childhood Foundation, 2010).

Trauma can disrupt the relationships a child has with their parents, educators and staff who care for them. It can transform children’s language skills, physical and social development and the ability to manage their emotions and behaviour.

Behavioural responses for pre-school aged children and young children who have experienced trauma may include:

- new or increased clingy behaviour such as constantly following a parent, carer or staff around
- anxiety when separated from parents or carers
- new problems with skills like sleeping, eating, going to the toilet and paying attention

- shutting down and withdrawing from everyday experiences
- difficulties enjoying activities
- being jumpier or easily frightened
- physical complaints with no known cause such as stomach pains and headaches
- blaming themselves and thinking the trauma was their fault.

Children who have experienced traumatic events often need help to adjust to the way they are feeling. When parents, educators and staff take the time to listen, talk, and play they may find children begin to say or show how they are feeling. Providing children with time and space lets them know you are available and care about them.

It is important for educators to be patient when dealing with a child who has experienced a traumatic event. It may take time to understand how to respond to a child's needs and new behaviours before parents, educators and staff are able to work out the best ways to support a child. It is imperative to realise that a child's behaviour may be a response to the traumatic event rather than just 'naughty' or 'difficult' behaviour.

EDUCATORS CAN ASSIST CHILDREN DEALING WITH TRAUMA BY:

- observing the behaviours and expressed feelings of a child and documenting responses that were most helpful in these situations
- creating a 'relaxation' space with familiar and comforting toys and objects children can use when they are having a difficult time
- having quiet time such as reading a story about feelings together
- trying different types of play that focus on expressing feelings (e.g., drawing, playing with play dough, dress-ups and physical games such as trampolines)
- helping children understand their feelings by using reflecting statements (e.g., 'you look sad/angry right now, I wonder if you need some help?')

There are a number of ways for parents, educators and staff to reduce their own stress and maintain awareness, so they continue to be effective when offering support to children who have experienced traumatic events.

STRATEGIES TO ASSIST FAMILIES, EDUCATORS AND STAFF TO COPE WITH CHILDREN'S STRESS OR TRAUMA MAY INCLUDE:

- taking time to calm yourself when you have a strong emotional response. This may mean walking away from a situation for a few minutes or handing over to another educator or staff member if possible
- planning ahead with a range of possibilities in case difficult situations occur
- remembering to find ways to look after yourself, even if it is hard to find time or you feel other things are more important. Taking time out helps adults be more available to children when they need support.
- using supports available to you within your relationships (e.g., family, friends, colleagues).
- identifying a supportive person to talk to about your experiences. This might be your family doctor or another health professional.
- accessing support resources- BeYou, Emerging Minds

Living or working with traumatised children can be demanding so it is important to be aware of your own responses and seek support from management when required.

THE APPROVED PROVIDER, MANAGEMENT, NOMINATED SUPERVISORS, RESPONSIBLE PERSON, AND EDUCATORS WILL ENSURE:

- OSHC Service policies and procedures are adhered to at all times
- each child's enrolment records include authorisations by a parent or person named in the record for the approved provider, nominated supervisor or educator to seek medical treatment for the child from a registered medical practitioner, hospital or ambulance service and if required, transportation by an ambulance service
- parents or guardians are notified as soon as practicable and no later than 24 hours of the illness, accident, or trauma occurring
- parents are advised to keep the child home until they are feeling well, and they have not had any symptoms for at least 24-48 hours
- an *Incident, Injury, Trauma and Illness Record* is completed accurately and in a timely manner as soon after the event as possible (within 24 hours)
- first aid qualified educators are present at all times on the roster and in the OSHC Service
- first aid kits are suitably equipped and checked on **a monthly basis** (see *First Aid Kit Checklist*)
- first aid kits are easily accessible when children are present at the OSHC Service and during excursions
- first aid, emergency anaphylaxis management training, and asthma management training is current and updated as required
- adults or children who are ill are excluded for the appropriate period (see *Sick Children Policy*)
- educators or staff who have diarrhoea or an infectious disease do not prepare food for others
- cold food is kept cold (below 5 °C) and hot food, hot (above 60°C) to discourage the growth of bacteria

- if the incident, situation or event presents imminent or severe risk to the health, safety and wellbeing of any person present at the OSHC Service, or if an ambulance was called in response to the emergency (not as a precaution) the regulatory authority will be notified within 24 hours of the incident
- parents are notified of any infectious diseases circulating the OSHC Service within 24 hours of detection
- children are excluded from the service if staff feel the child is too unwell to attend or is a risk to other children
- staff and children always practice appropriate hand hygiene and cough and sneezing etiquette
- Appropriate cleaning practices are followed.
- toys and equipment are cleaned and disinfected on a regular basis which is recorded in the toy cleaning register or immediately if a child who is unwell has used toys or resources.
- additional cleaning will be implemented during any outbreak of an infectious illness or virus
- all illnesses are documented in the service's *Incident, Injury, Trauma and Illness Record*
- information regarding the health and wellbeing of a child or staff member is not shared with others unless consent has been provided, in writing, or provided the disclosure is required or authorised by law under relevant state/territory legislation (including Child Information Sharing Scheme [CISS] or the Family Violence Information Sharing Scheme [FVISS] for Victorian services).

FAMILIES WILL:

- provide authorisation in the child's enrolment record for the approved provider, nominated supervisor or educator to seek medical treatment from a medical practitioner, hospital or ambulance service and if required, transportation by ambulance service
- provide up to date medical and contact information in case of an emergency
- provide emergency contact details and ensure details are kept up to date
- provide the OSHC Service with all relevant medical information, including Medicare and private health insurance
- provide a copy of their child's Medical Management Plans and update annually or whenever medication/medical needs change
- adhere to recommended periods of exclusion if their child has a virus or infectious illness
- complete documentation as requested by the educator and/or approved provider- *Incident, Injury, Trauma and Illness record* and acknowledge that they were made aware of the incident, injury, trauma or illness
- inform the Service if their child has an infectious disease or illness
- provide evidence as required from doctors or specialists that the child is fit to return to care if required
- provide written consent for educators to administer first aid and call an ambulance if required (as per enrolment record)

- complete and acknowledge details in the *Administration of Medication Record* if required.

RESOURCES

[beyou Bushfire resource](#)

[Emerging Minds Community Trauma Toolkit](#)

[Fever in children- \(health direct.gov.au\)](#)

[Head Injury and concussion](#)

Staying Healthy: Preventing infectious diseases in early childhood education and care services

[Recommended exclusion periods- Poster](#)

[Stopping the spread of childhood infections \(NSW Health\)](#)

[Minimum periods for exclusion from childcare services \(Victoria\)](#)

[Time Out Keeping your child and other kids healthy!](#) (Queensland Government) Updated Nov 22

CONTINUOUS IMPROVEMENT/REFLECTION

The *Incident, Injury, Trauma and Illness Policy* will be reviewed on an annual basis in conjunction with children, families, staff, educators and management.

CHILDCARE CENTRE DESKTOP- RELATED RESOURCES

Administration of Medication Form	Illness Management Procedure
Administration of Paracetamol Record	Incident, Injury, Trauma or Illness Record
First Aid Checklist	Missing Child During Regular Transportation Procedure
Hand Washing Procedure	Missing Child Procedure
Head Injury Guide and Procedure	

SOURCE

Australian Children’s Education & Care Quality Authority. (2014).
 Australian Children’s Education & Care Quality Authority (ACECQA). 2020. Policy and Procedure Guidelines. *Incident, Injury, Trauma and Illness Guidelines*.
 Australian Childhood Foundation. (2010). Making space for learning: Trauma informed practice in schools: <https://www.theactgroup.com.au/documents/makingspaceforlearning-traumainschools.pdf>
 Australian Government Department of Education Skills and Employment. (2011-2022). [My Time, Our Place- Framework for School Age Care in Australia.V2.0](#)
 Australian Government Department of Health *Health Topics* <https://www.health.gov.au/health-topics>
 Beyond Blue: <https://beyou.edu.au/resources/news/covid-19-supporting-schools>
 BeYou (2020) *Bushfires response* <https://beyou.edu.au/bushfires-response>
 Early Childhood Australia Code of Ethics. (2016).
 Education and Care Services National Law Act 2010. (Amended 2018).
[Education and Care Services National Regulations](#). (2011)
 Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017).
 Guide to the National Quality Framework. (2017). (Amended 2020).

Health Direct <https://www.healthdirect.gov.au/>

National Health and Medical Research Council. (2012). *Staying healthy: Preventing infectious diseases in early childhood education and care services*. Fifth Edition (updated 2013).

NSW Government. Department of Education. Managing COVID cases. <https://education.nsw.gov.au/early-childhood-education/coronavirus/managing-covid-cases>

NSW Public Health Unit: <https://www.health.nsw.gov.au/Infectious/Pages/phus.aspx>

Policy Development in early childhood setting

Raising Children Network: <https://raisingchildren.net.au/guides/a-z-health-reference/fever>

Revised National Quality Standard. (2018).

SafeWork Australia: <https://www.safeworkaustralia.gov.au/safety-topic/managing-health-and-safety/first-aid>

The Sydney Children’s Hospitals network (2020). <https://www.schn.health.nsw.gov.au/fact-sheets/fever>

[Western Australian Education and Care Services National Regulations](#)

REVIEW

POLICY REVIEWED BY	Tina Chappell	Coordinator	March 2023
POLICY REVIEWED	MARCH 2023	NEXT REVIEW DATE	MARCH 2024
VERSION NUMBER	V.11.03.23		
MODIFICATIONS	<ul style="list-style-type: none"> • annual policy maintenance • name change of Control of Infectious Disease Policy to <i>Dealing with Infectious Disease Policy</i> • vaccination requirements for COVID 19 removed • updated information on managing positive COVID cases added • hyperlinks checked and repaired as required • continuous improvement section and Resource section added • MTOP V.20 updated in sources • link to Western Australian Education and Care Services National Regulations added in ‘Sources’ • procedure removed from policy (available on Desktop) 		
POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE	
MARCH 2022	<ul style="list-style-type: none"> • updated information re: COVID-19 • updated Parent/Family notification for positive COVID-19 • broken links repaired in sources 	MARCH 2023	
OCTOBER 2021	<ul style="list-style-type: none"> • Policy reviewed and included suggested guidelines from ACECQA Incident, Injury, Trauma and Illness (June 2021) • Additional legislative requirements added • Additional related policies • information about Child Information Sharing Schemes (CISS) added for state/territories as required 	MARCH 2022	

MARCH 2021	<ul style="list-style-type: none"> • Policy title changed to align with Regulations 85-87 • Information related to administration of paracetamol added • additional sections added for <i>Head Injuries and Missing or unaccounted children</i> • edits to policy to reflect record keeping requirements • Draft Injury, Illness Procedures included in policy • currency of links/sources checked 	MARCH 2022
JUNE 2020	<ul style="list-style-type: none"> • inclusion of COVID-19 risk mitigation strategies • information about COVID-19 included in policy • Public Health Unit information added • additional information related to COVID-19 symptoms added to 'dealing with cold and flu' section • references included to Sick Children and Hand Washing Policy • additional resources and sources added 	MARCH 2021
MARCH 2020	<ul style="list-style-type: none"> • Preventing the spread of illness section added • additional information about fevers and temperatures added • section regarding sponging children to reduce fever deleted (Sydney Children's Hospital recommendation) • additional information for trauma added • sources checked for currency/additional sources added 	MARCH 2021
MARCH 2019	<ul style="list-style-type: none"> • Points in this section re-worded and order of points re-organised for better flow. • Additional information added to points. • Sources checked for currency. • Sources/references corrected, updated, and alphabetised. 	MARCH 2020
MAY 2018	<ul style="list-style-type: none"> • Exclusion period for gastroenteritis has been changed to assist in minimising the spread of infection 	MARCH 2019

Item 4.7 Rest Time Policy

EXECUTIVE SUMMARY

Council to review and adopt the Rest Time Policy as presented.

OFFICER'S RECOMMENDATION

That Council: Adopt the Rest Time Policy as presented.

Budget & Resource Implications

N/A

Background

Council to review and adopt the Rest Time Policy as presented.

Consultation (Internal/External)

Nil

Attachments

Attachment O - Policy

Report prepared by **Teena Chappell (Outside School Hours Care Coordinator)**

REST TIME POLICY

The United Nations Convention on the Rights of the Child states that “*all children have the right to relax and play*” (My Time, Our Place: Framework for School Age Care in Australia, p. 4). Our Out of School Hours Care (OSHC) Service will cater for the needs of individual children who may require a rest, or even a sleep, after a busy school day.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN’S HEALTH AND SAFETY		
2.1	Health	Each child’s health and physical activity is supported and promoted.
2.1.1	Wellbeing and comfort	Each child’s wellbeing and comfort is provided for, including appropriate opportunities to meet each child’s needs for sleep, rest and relaxation.
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.

QUALITY AREA 3: PHYSICAL ENVIRONMENT		
3.1	Design	The design of the facilities is appropriate for the operation of a service.
3.1.2	Upkeep	Premises, furniture and equipment are safe, clean and well maintained.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
Section 165	Offence to inadequately supervise children
Section 167	Offence relating to protection of children from harm and hazard
81	Sleep and Rest
82	Tobacco, drug and alcohol-free environment
103	Premises, furniture and equipment to be safe, clean and in good repair
105	Furniture, materials and equipment
110	Ventilation and natural light
115	Premises designed to facilitate supervision
168	Education and care service must have policies and procedures
170	Policies and procedures to be followed

171	Policies and procedures to be available
172	Notification of change to policies or procedures
176	Time to notify certain information to Regulatory Authority

RELATED POLICIES

Administration of First Aid Policy Child Safe Environment Policy Enrolment Policy Death of a Child at the Service Policy Family Communication Policy Health and Safety Policy	Interaction with Children, Family and Staff Policy Physical Environment Policy Respect for Children Policy Staffing Arrangements Policy Tobacco, Drug and Alcohol-Free Policy Work Health and Safety Policy
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PURPOSE

The Education and Care Services National Regulations requires approved providers to ensure their services have policies and procedures in place for children’s sleep and rest. Our Out of School Hours Care Service will ensure that all children have appropriate opportunities to rest and relax in accordance with their individual needs whilst attending the service. Our Service has a duty of care, to ensure we respect and cater for each child’s specific needs and provide an environment that takes every reasonable precaution from harm and hazard.

SCOPE

This policy applies to the Approved Provider, Nominated Supervisor, educators, staff, children, and visitors of the Service.

IMPLEMENTATION

‘Children have different sleep, rest and relaxation needs. Children of the same age can have different sleep patterns that Nominated Supervisors and Educators need to consider within the Service. As per Standard 2.1 (Element 2.1.1) of the National Quality Standard, each child’s comfort must be provided for and there must be appropriate opportunities to meet each child’s sleep, rest and relaxation needs.’ (ACECQA)

Our OSHC Service defines ‘rest’ as a period of inactivity, solitude, calmness or tranquillity, and can include a child being in a state of sleep. Considering the busy and energetic nature of a child’s day, we feel that it is important for children to participate in a quiet/rest period after school if required, to rest, relax and recharge their body.

Our OSHC Service will consult with families about their child's individual needs, ensuring they are aware of the different values and parenting beliefs, cultural or opinions associated with sleep/rest requirements.

THE APPROVED PROVIDER OR NOMINATED SUPERVISOR WILL:

- take reasonable steps to ensure that children's needs are being met by giving them the opportunity to rest, having regard to the ages, developmental stages and individual needs of each child
- ensure the area for rest is well ventilated and has natural lighting
- ensure educators provide safe and adequate supervision when children rest their bodies
- provide information to educators and staff about evidence based safe sleep practices as recommended by Red Nose (although school aged children are not considered high risk, these practices should be known by all educators)

THE APPROVED PROVIDER, NOMINATED SUPERVISOR, EDUCATORS, STAFF MEMBERS, VOLUNTEERS AND STUDENTS WILL:

- have a thorough understanding of the OSHC Service's policy and practices and embed practices to support safe sleep/rest into everyday practice
- consult with families about children's rest needs
- ensure children are provided with a high level of safety when (sleeping and) resting and every reasonable precaution is taken to protect them from harm and hazard
- maintain adequate supervision and ratios throughout any rest period
- assess each child's circumstances and current health to determine whether higher supervision levels and checks may be required
- communicate with families about their child's rest time and observed requirements
- encourage children to dress appropriately for the room temperature when resting. Lighter clothing is preferable, with children encouraged to remove shoes, jumpers, jackets and bulky clothing.
- monitor the room temperature to ensure maximum comfort for the children
- provide an environment that is free from cigarette or tobacco smoke

EDUCATORS WILL ENSURE THAT:

- opportunities are presented for rest and relaxation, as well as sleep if required
- consideration is made for each child's sleep/rest needs- including the age of the child, medical conditions, individual needs
- a quiet area is provided for children to sleep/rest, away from the main group of children

- the designated rest area may include a cushion, bean bag or comfortable seat in a quiet section of the care environment
- sleeping and resting children are monitored at regular intervals
- faces of sleeping children are uncovered when they are sleeping
- an educator is always within sight and hearing of sleeping and resting children so they can be monitored (breathing patterns, colour of skin) .
- **light bedding is provided for children as required**

FAMILIES WILL:

- be informed during orientation of our *Rest Policy* and procedure
- be requested to provide educators with updates on their child's individual need for rest (or sleep) routines if applicable.

CONTINUOUS IMPROVEMENT/REFLECTION

Our *Rest Policy* will be reviewed on an annual basis in consultation with children, families, staff, educators and management.

Key terms

Term	Meaning
ACECQA- Australian Children's Education and Care Quality Authority	The independent national authority that works with all regulatory authorities to administer the National Quality Framework, including the provision of guidance, resources and services to support the sector to improve outcomes for children.
Adequate supervision	Adequate supervision means: <ul style="list-style-type: none"> • that an educator can respond immediately, particularly when a child is distressed or in a hazardous situation; • knowing where children are at all times and monitoring their activities actively and diligently
Rest	A period of inactivity solitude, calmness or tranquility and can include a child being in a state of sleep.
Relaxation	Relaxation or other activity for bringing about a feeling of calm in your body and mind.
Red Nose	Red Nose is Australia's leading authority on safe sleep and safe pregnancy advice.

SOURCE

ACECQA. (n.d.). Safe sleep and rest practices: <https://www.acecqa.gov.au/resources/information-sheets/safe-sleep-and-rest-practices>

Australian Children's Education & Care Quality Authority. (2014).

Australian Government Department of Education Skills and Employment. (2011). *My Time, Our Place: Framework for School Age Care in Australia*.

Early Childhood Australia Code of Ethics. (2016).

Education and Care Services National Law Act 2010. (Amended 2018).

Education and Care Services National Regulations. (2011)

Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017).

Guide to the National Quality Framework. (2017). (Amended 2020).

Revised National Quality Standard. (2018).

The NSW Work Health and Safety Act 2011

The NSW Work Health and Safety Regulation 2011

[Western Australian Education and Care Services National Regulations](#)

REVIEW

POLICY REVIEWED BY	Tina Chappell	Coordinator	March 2023
POLICY REVIEWED	FEBRUARY 2023	NEXT REVIEW DATE	FEBRUARY 2024
VERSION NUMBER	V.7.2.23		
MODIFICATIONS	<ul style="list-style-type: none"> • annual policy review • additional related policies added • Family section updated • Key Terms section added • Continuous improvement/reflection section added • Hyperlinks checked and repaired if needed • link to Western Australian Education and Care Services National Regulations added in 'Sources' 		
POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE	
FEBRUARY 2022	<ul style="list-style-type: none"> • minor edits • sources checked for currency 	FEBRUARY 2023	
FEBRUARY 2021	<ul style="list-style-type: none"> • additional points added to ensure adequate supervision • minor editing- punctuation/grammar • sources and information checked for currency • additional sources added 	FEBRUARY 2022	
FEBRUARY 2020	<ul style="list-style-type: none"> • Referenced appropriate content to ACECQA • Sources checked for currency 	FEBRUARY 2021	
February 2019	<ul style="list-style-type: none"> • Contextualised for OHSC. • Added MTOP reference. • Additional information added to points. • Sources checked for 	February 2020	

	Sources/references corrected and alphabetised.	
February 2018	<ul style="list-style-type: none"> New policy created to comply with revised NQS 	February 2019

Item 4.8 Sick Children Policy

EXECUTIVE SUMMARY

Council to review and adopt the Sick Children Policy as presented.

OFFICER'S RECOMMENDATION

That Council: Adopt the Sick Children Policy as presented.

Budget & Resource Implications

N/A

Background

Council to review and adopt the Sick Children Policy as presented.

Consultation (Internal/External)

Nil

Attachments

Attachment P - Policy

Report prepared by **Teena Chappell (Outside School Hours Care Coordinator)**

SICK CHILDREN POLICY

Children come into contact with many other children and adults within the Service increasing their exposure to others who may be sick or carrying an infectious illness. The National Quality Standard requires the Out of School Hours (OSHC) Service to implement specific strategies to minimise the spread of infectious illness and maintain a healthy environment for all children, educators and families. We acknowledge the difficulty of keeping children at home or away from school and OSHC when they are sick and the pressures this causes for parents, however our Service aims to minimise the transmission of infectious diseases by adhering to regulations and policies protecting the health of all children, staff, families and visitors.

NATIONAL QUALITY STANDARDS (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.1	Health	Each child's health and physical activity is supported and promoted.
2.1.1	Wellbeing and comfort	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's need for sleep, rest and relaxation.
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
77	Health, hygiene and safe food practices
86	Notification to parents of incident, injury, trauma and illness
87	Incident, injury, trauma and illness record
88	Infectious diseases
90	Medical conditions policy
92	Medication record
93	Administration of medication
96	Self-administration of medication
168	Education and care service must have policies and procedures

175(2)(c)	Prescribed information to be notified to Regulatory Authority- any circumstance arising at the service that poses a risk to the health, safety or wellbeing of a child or children attending the service
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RELATED POLICIES

Administration of First Aid Policy Administration of Medication Policy Control of Dealing with Infectious Diseases Coronavirus- COVID-19 Management Policy Enrolment Policy Family Communication Policy	Handwashing Policy Immunisation Policy Incident, Injury, Trauma and Illness Policy Medical Conditions Policy Pregnancy in Early Childhood Policy
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PURPOSE

We aim to maintain the health and wellbeing of all children, staff and their families, ensuring a healthy environment and minimising cross contamination and the spread of infectious illnesses by implementing best practice and high standards of personal hygiene within our OSHC Service.

SCOPE

This policy applies to children, families, staff, educators, the Approved Provider, nominated supervisor and management of the OSHC Service.

IMPLEMENTATION

Our OSHC Service has adopted the information on infectious diseases developed by the National Health and Medical Research Council and the Australian Government and published in *Staying healthy: Preventing infectious diseases in early childhood education and care services* (Fifth Edition). We aim to provide families with up-to-date information regarding specific illnesses and ways to minimise the spread of infection within the Out of School Care Service and at home.

We are guided by decisions regarding exclusion periods and notification of infectious diseases by the Australian Government- Department of Health and local public health units in our jurisdiction as per the Public Health Act.

This policy must be read in conjunction with our other Quality Area 2 policies:

- o Control of Dealing with Infectious Diseases Policy
- o Immunisation Policy
- o Incident, Illness, Accident and Trauma Policy and

- Medical Conditions Policy and
- Handwashing Policy

Staying Healthy: Preventing infectious diseases in early childhood education and care services (2013) explains how infections are spread as 'The Chain of Infection'.

There are three steps in the chain:

- The germ has a source
- The germ spreads from the source
- The germ infects another person

The germ has a source

Germs can be picked up directly from an infected person or from the environment. It is important to understand that an infected person may not show any signs or symptoms of illness.

The germ spreads from the source

Germs can spread in several ways, including through the air by droplets, through contact with faeces and then contact with mouths, through direct contact with skin, and through contact with other body secretions (such as urine, saliva, discharges or blood).

Some germs can spread directly from person to person; others can spread from the infected person to the environment. Many germs can survive on hands, and on objects such as toys, door handles and bench tops. The length of time a germ can survive on a surface (including the skin) depends on the germ itself, the type of surface it has contaminated and how often the surface is cleaned. Washing hands and surfaces regularly with detergent and water is a very effective way of removing germs and preventing them spreading through the environment.

(Source: Staying healthy: Preventing infectious diseases in early childhood education and care services, 5th Edition, 2013 p: 7)

The germ infects another person

When the germ has reached the next person, it may enter the body through the mouth, respiratory tract, eyes, genitals, or broken or abraded skin. Whether a person becomes ill after the germ has entered the body depends on both the germ and the person's immunity. Illness can be prevented at this stage by stopping the germ from entering the body (for example, by washing children's hands, by covering wounds), and by prior immunisation against the germ.

(Source: Staying healthy: Preventing infectious diseases in early childhood education and care services, 5th Edition, 2013 p: 7)

MINIMIZING THE SPREAD OF INFECTIONS AND DISEASES IN OUT OF SCHOOL HOURS CARE SERVICES

We understand that it can be difficult for families to know when their child is sick. Families may experience problems taking time off work or study to care for their child at home. Obtaining leave from work or study can contribute to negative attitudes in the workplace, which can cause stress on families. Families may also experience guilt when they send their child to care who is not well.

However, it is imperative that families maintain a focus not only on the well-being of their own child but also upon the well-being of other children and the educators of the OSHC Service. To protect the health of children and educators within the OSHC Service, it is important that children and educators who are ill are kept away from the OSHC Service for the recommended period.

At times, an outbreak of a new or 'novel' virus or infection, such as COVID-19, may require exclusion from the Service that is not specified in general exclusion periods for common infectious illnesses. Information, education and recommendations regarding any 'novel' virus will be provided by the Australian Government Department of Health and/or local public health unit.

(See: Excluding Children from the Service section)

The need for exclusion and the length of time a person is excluded depends on:

- how easily the infection can spread
- how long the person is likely to be infectious and
- the severity of the infectious disease or illness.

Our educators are not medical practitioners and are not able to diagnose whether or not a child has an infectious illness. However, if an infectious illness is suspected, our OSHC Service may ask the family to collect their child from care as soon as possible. Management and educators *may* request families seek medical advice and provide a medical certificate stating that the child is no longer infectious prior to returning to care. **Please note: it is not always possible to obtain a doctor's certificate or clearance for suspected cases of an illness. The decision to approve a child's return is up to the Approved Provider/Nominated supervisor.**

To help minimise the spread of illness and infectious diseases our OSHC Service implements rigorous hygiene and infection control procedures and cleaning routines including:

- ~~mandatory vaccinations for COVID-19 for all staff and educators~~
- effective hand washing hygiene
- cough and sneeze etiquette

- appropriate use of protective gloves
- exclusion of children, educators or staff when they are unwell or displaying symptoms of an infectious disease or virus
- effective environmental cleaning including toys and resources
- requesting parents and visitors to wash their hands with soap and water or hand sanitizer upon arrival and departure at the Service
- physical distancing (when recommended by Australian Health Protection Principal Committee [AHPPC] and/or Safe Work Australia)
- wearing of masks when mandated by Public Health Order (or Service decision)
- maximising ventilation to increase air flow in learning spaces.

CHILDREN ARRIVING AT THE OSHC SERVICE WHO ARE UNWELL

MANAGEMENT WILL NOT ACCEPT A CHILD INTO CARE IF THEY:

- have a contagious illness or infectious disease
- ~~are a household contact (close contact) of a person with COVID-19~~
- are unwell and unable to participate in normal activities or require additional attention
- have had a temperature and/or have been vomiting in the last 24 hours- as reported by a parent (best practice recommendation)
- have vomited or had diarrhoea in the last 48 hours
- have started a course of anti-biotics in the last 24 hours
- have been given medication for a temperature (Panadol etc.)

CHILDREN WHO BECOME ILL AT THE OSHC SERVICE

Children may become unwell while at the OSHC Service, in which case management and educators will respond to children's individual symptoms of illness.

- Educators will closely monitor and document the child's symptoms on the *Incident, Injury, Trauma and Illness Record*
- Children who are unwell at the OSHC Service will be able to rest in a supervised area away from other children until parents or the emergency contact person is able to collect them
- Management will contact the parents/guardian if their child has passed runny stools/vomited whilst at the Service to be picked up and may only return once a Doctor's Certificate has been produced
- Educators will take the child's temperature. If the child's temperature is above 38°C or higher, management will contact the child's parents/guardian/emergency contacts as soon as possible to have the child picked up

- Educators will attempt to lower the child’s temperature by:
 - asking the child to remove excess clothing- shoes and socks, jumpers etc.
 - encouraging the child to take small sips of water
- Educators will continue to document any progressing symptoms
- Educators will complete the *Incident, Injury, Trauma or Illness Record* ensuring the form has been completed correctly and signed by the parent/guardian/emergency contact.
- Educators will thoroughly clean and disinfect any toys, resources or equipment that may be contaminated by a sick child.

COMMON COLDS AND FLU

The common cold or flu (viral upper respiratory tract infections) are very common in children occurring 6-10 times a year on average with the highest number usually being during the first 2 years in childcare, kindergarten or school. Symptoms may include coughing, runny nose and a slight temperature.

In circumstances where a child appears to have cold or flu symptoms, management will determine if the child is well enough to continue at the OSHC Service or if the child requires parental care. As cold and flu symptoms are very similar to COVID-19, children with these symptoms **may be** required to obtain a RAT **or PCR** test.

Our OSHC Service aims to support the family’s need for childcare however, families should understand that a child who is unwell will need one-on-one attention which places additional pressure on staff ratios and the needs of other children.

Children who are generally healthy, will recover from a common cold in a few days. Keeping a child home and away from childcare, helps to prevent the spread of germs.

Influenza is a highly contagious illness and can spread to others for 24 hours before symptoms start. To prevent the spread of influenza our service encourages staff and children to be vaccinated once a year.

REPORTING OUTBREAKS TO THE PUBLIC HEALTH UNIT **REG. 175 (2) (C)**

Management is required to notify the local Public Health Unit (PHU) by phone (call 1300 066 055) as soon as possible after they are made aware that a child enrolled at the OSHC Service is suffering from one of the following vaccine preventable diseases or outbreak of gastroenteritis.

- Diphtheria
- Mumps
- Poliomyelitis
- Haemophilus influenzae Type b (Hib)

- Meningococcal disease
- Rubella ('German measles')
- Measles
- Pertussis ('whooping cough')
- Tetanus

Notification is also required for:

An outbreak of 2 or more people with gastrointestinal or respiratory illness.

The Approved Provider must ensure notification is lodged through the [NQA-ITS](#) of an outbreak of COVID-19 when there are 5 cases or more within a 7-day period.

Management will closely monitor health alerts and guidelines from Public Health Units and the Australian Government- Department of Health for any advice and emergency health management in the event of a contagious illness outbreak.

EXCLUDING CHILDREN FROM THE OSHC SERVICE

When a child has been diagnosed with an illness or infectious disease, the OSHC Service will refer to information about recommended exclusion periods from the Public Health Unit (PHU) and request a medical clearance from the GP stating that the child is cleared to return to the Out of School Hours Service.

- [Recommended exclusion periods- Poster Staying Healthy: Preventing Infectious diseases in early childhood education and care services](#)
- [Minimum periods for exclusion from childcare services \(Victoria\)](#)
- When an infectious disease has been diagnosed, the OSHC Service will display appropriate documentation and alerts for families including information on the illness/disease, symptoms, infectious period and the exclusion period. This information can also be obtained from *Staying healthy: Preventing infectious diseases in early childhood education and care*.
- If a vaccine preventable disease occurs in the OSHC Service, children who have not been fully immunised will be excluded from care
- A medical clearance from the child's General Practitioner stating that the child is cleared to return to the childcare setting will also be required before the child returns to care.

- Children that have had diarrhoea and vomiting will be asked to stay away from the OSHC Service for **48 hours** after symptoms have ceased to reduce infection transmission as symptoms can develop again after 24 hours in many instances
- ~~Children who test positive to COVID-19 are required to self-isolate for at least 7 days and not return to the OSHC until they receive a negative RAT or PCR test. [some state/territories will require evidence of the negative RAT or PCR result to return to the service.]~~

NOTIFYING FAMILIES AND EMERGENCY CONTACT

- It is a requirement of the OSHC Service that all emergency contacts are able to pick up an ill child within a 30-minute timeframe.
- In the event that the ill child is not collected in a timely manner or should parents refuse to collect the child a warning letter will be sent to the families outlining Service policies and requirements. The letter of warning will specify that if there is a future breach of this nature, the child's position may be terminated.

THE APPROVED PROVIDER, NOMINATED SUPERVISOR ~~MANAGEMENT~~ AND EDUCATORS WILL ENSURE:

- effective hygiene policies and procedures are adhered to at all times
- effective environmental cleaning policies and procedures are adhered to all times
- all families are provided access to relevant policies upon enrolment which will be explained by management including: ~~Control of~~ **Dealing with** *Infectious Diseases Policy, Sick Children policy, Incident, Injury, Trauma and Illness Policy, Handwashing Policy and Medical Conditions Policy*
- that any child who registers a temperature of **above 38°C or above** is collected from the OSHC Service.
- ~~and excluded for 24 hours since the last elevated temperature or until the Service receives a doctor's clearance letter stating that the child is cleared of any infection and able to return to child care~~
- a child who has not been immunised will be excluded from the OSHC Service if an infectious disease is reported within the Service community and that child is deemed to be in danger of contracting the illness. Please refer to our ~~Control of~~ **Dealing with** *Infectious Diseases Policy*.
- families of a child with complex and chronic medical conditions will be notified in the event of an outbreak of an illness or infectious disease that could compromise their health
- families are notified to pick up their child if they have vomited or had diarrhoea whilst at the Service.

Note: Given that the children are enrolled in formal schooling they will be governed by their school's vaccination requirement policy and procedures.

THE APPROVED PROVIDER OR NOMINATED SUPERVISOR WILL ENSURE:

- notification is made to the Regulatory Authorities within 24 hours of any incident involving serious injury or trauma to, or illness of, a child while being educated and cared for by an Education and Care Service, which:
 - (i) a reasonable person would consider required urgent medical attention from a registered medical practitioner or
 - (ii) for which the child attended, or ought reasonably to have attended, a hospital. For example: whooping cough, broken limb and anaphylaxis reaction
- any incident or emergency where the attendance of emergency services at the Education and Care Service premises was sought, or ought reasonably to have been sought (e.g.: severe asthma attack, seizure or anaphylaxis)
- parents or guardians are notified as soon as practicable and no later than 24 hours of the illness, accident, or trauma occurring
- notification is made to the Regulatory Authority through NQAITS within 7 days of any confirmed cases of COVID-19 [Check your state/territory requirements for notification of COVID-19]

PARENT/FAMILY RESPONSIBILITY

In order to prevent the spread of disease, families are required to monitor their child's health and **not** allow them to attend OSHC if they have an infectious illness or display any symptoms of an illness.

Families are may be asked to obtain a RAT test if their child is symptomatic for COVID-19.

For children who have ongoing medical needs such as asthma or anaphylaxis, parents should regularly review their child's health care action plans to ensure educators and other staff are able to manage their individual needs as required.

Families should implement effective hygiene routines at home such as regular handwashing and sneeze and cough routines (use of tissues, covering their mouth with coughing, sneezing into a tissue or elbow).

Families should notify the OSHC service if your child has been unwell in the past 24 hours or someone in the family is/has been sick. This is particularly critical during the COVID-19 pandemic.

Signs of illness in young children may include:

- Runny, green nasal discharge
- high temperature
- diarrhoea
- red, swollen or discharging eyes (bacterial conjunctivitis)
- vomiting
- rashes (Red/Purple)
- irritability, unusually tired or lethargic
- drowsiness
- breathing difficulty
- poor circulation
- poor urine output
- a stiff neck or sensitivity to light
- pain
- mouth sore
- impetigo

Parents should seek medical attention should your child (or other family members) develop symptoms such as:

- high fever and other symptoms such as a stiff neck or light is hurting their eyes, vomiting and refusing to drink much, a rash, more sleepy than usual (The Royal Children's Hospital Melbourne 2021).
- uncontrolled coughing or breathing difficulties

Families should keep up to date with their child's immunisation, providing a copy of the updated immunisation schedule to the OSHC Service.

RETURNING TO CARE AFTER SURGERY

Children who have undergone any type of surgery will need to take advice from their doctor/surgeon as to when it is appropriate and safe to return to OSHC.

A medical clearance statement may be required to ensure the child is fit and able to return to the OSHC and participate in regular activities.

Posters/Resources

NSW Health. COVID-19 symptoms and testing. (Reference re: fever and temperature)

NSW Health [Gastro Pack NSW Health](#)

Queensland Government Time Out Brochure [Why do I need to keep my child at home?](#)

CONTINUOUS IMPROVEMENT/REFLECTION

The *Sick Children Policy* will be reviewed on an annual basis in conjunction with children, families, staff, educators and management.

CHILDCARE CENTRE DESKTOP- RELATED RESOURCES

Incident, Injury, Trauma or Illness Record
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SOURCE

Australian Children's Education & Care Quality Authority. (2014).

Australian Government Department of Education [Skills and Employment](#). (2011). *My Time, Our Place: Framework for School Age Care in Australia*.

Australian Government- Department of Health <https://www.health.gov.au/>

Education and Care Services National Law Act 2010. (Amended 2018).

[Education and Care Services National Regulations](#). (2011).

Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017).

Guide to the National Quality Standard. (2020)

National Health and Medical Research Council (NHMRC): <https://www.nhmrc.gov.au/>

National Health and Medical Research Council. (2012) (updated June 2013). *Staying healthy: Preventing infectious diseases in early childhood education and care services*.

NSW Public Health Unit: <https://www.health.nsw.gov.au/Infectious/pages/phus.aspx>

NSW Health Symptoms and testing COVID-19 <https://www.nsw.gov.au/covid-19/symptoms-and-testing>

Public Health Act 2010

Raising Children Network: <https://raisingchildren.net.au/guides/a-z-health-reference/fever>

Revised National Quality Standard. (2018).

[The Royal Childrens Hospital](#). (2021). [Fever in children by Royal Childrens Hospital](#)

The Sydney Children's Hospitals network (2020). <https://www.schn.health.nsw.gov.au/fact-sheets/fever>

Safe Work Australia

Victoria Department of Education and Training (2020).

<https://www.coronavirus.vic.gov.au/early-childhood-education-and-care>

[Western Australian Education and Care Services National Regulations](#)

REVIEW

POLICY REVIEWED BY	Tina Chappell	Coordinator	March 2023
POLICY REVIEWED	MARCH 2023	NEXT REVIEW DATE	MARCH 2024
VERSION NUMBER	V10.03.23		
MODIFICATIONS	<ul style="list-style-type: none"> annual policy maintenance name change of Control of Infectious Disease Policy to <i>Dealing with Infectious Disease Policy</i> edits to policy re: COVID self-isolation/testing amended requirement for children to be excluded from service for 24 hours following any temperature above 38°C without medical certificate. Any exclusion for a fever is a service decision and is NOT mandated. hyperlinks checked and repaired as required Continuous improvement and Childcare Centre Desktop resources section added link to Western Australian Education and Care Services National Regulations added in 'Sources' 		
POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE	
MARCH 2022	<ul style="list-style-type: none"> Policy reviewed as per annual review cycle Reference to temperature checks for COVID-19 removed Exclusion of household close contacts COVID-19 added Notification of COVID-19 to regulatory authority amended Request for families to undertake RAT self-test if child is symptomatic for COVID-19 	MARCH 2023	
MARCH 2021	<ul style="list-style-type: none"> policy revised as part of 2021 review schedule additional regulations added additional resources added sources checked- minor edits 	MARCH 2022	
JULY 2020	<ul style="list-style-type: none"> temperature range to indicate fever changed to 37.5° Celsius or above for screening temperature screening guidance added to align with COVID-19 recommendations (Victoria DET) inclusion of posters for display in services re: temperature checks 	JUNE 2021	

MAY 2020	<ul style="list-style-type: none"> • Minor changes to include strategies for a COVID-19-safe environment • adjustments to requesting families to produce a medical certificate each time their child has symptoms of an illness (due to COVID-19 infection prevention strategies, this is not always possible to contact GPs for clearance) • influenza vaccination recommendations • children with complex and/or chronic medical conditions are notified in the event of illness in the service 	JUNE 2021
MARCH 2020	<ul style="list-style-type: none"> • Additions to infectious diseases/illnesses • Additions for reporting outbreaks to Public Health • Changed position of colds and flu section • Deletion of use of sponging to reduce fever (Sydney Children’s Hospital recommendation) • Additional section for Approved Provider notification • Exclusion period recommendation resources added • Inclusion of Department of Health information • Additional information for parents and families 	JUNE 2021
JUNE 2019	<ul style="list-style-type: none"> • Some grammar, punctuation and spelling edited. • Some sentences refined. • Additional information added to points. • Sources checked for currency. • Related policies alphabetised. • Policies added to ‘Related Policies’ • Points added (Highlighted). • Minor formatting (line spacing & paragraph spacing) for consistency throughout policy. 	JUNE 2020
MAY 2018	<ul style="list-style-type: none"> • Included the ‘Related Policies’ section • Included information from ‘Staying Healthy in Childcare’ about the Chain of Infection. Updated the exclusion period in respect of a vomiting and expanded the ‘Families Responsibilities’ section. 	JUNE 2019
NOVEMBER 2017	<ul style="list-style-type: none"> • Updated the National Quality Standard references to comply with revised standard 	JUNE 2018

Item 4.9 Environmentally Responsible Policy

EXECUTIVE SUMMARY

Council to review and adopt the Environmentally Responsible Policy as presented.

OFFICER'S RECOMMENDATION

That Council: Adopt the Environmentally Responsible Policy as presented.

Budget & Resource Implications

N/A

Background

Council to review and adopt the Environmentally Responsible Policy as presented.

Consultation (Internal/External)

Nil

Attachments

Attachment Q - Policy

Report prepared by **Teena Chappell (Outside School Hours Care Coordinator)**

ENVIRONMENTALLY RESPONSIBLE POLICY

Our Out of School Hours Care (OSHC) Service encourages the awareness of environmental responsibility and implement practices that contribute to a sustainable future. Children are supported to become environmentally responsible and show respect for the environment. We practice and promote sustainability through reducing waste, minimising consumption, and protecting and conserving wildlife and natural habitats.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 3: PHYSICAL ENVIRONMENT		
3.2	Use	The Service environment is inclusive, promotes competence and supports exploration and play-based learning.
3.2.1	Inclusive Environment	Outdoor and indoor spaces are organised and adapted to support every child's participation and to engage every child in quality experiences in both built and natural environments.
3.2.2	Resource' support play-based learning	Resources, materials and equipment allow for multiple uses, are sufficient in number, and enable every child to engage in play-based learning.
3.2.3	Environmentally responsible	The Service cares for the environment and supports children to become environmentally responsible.

RELATED POLICIES

Animal and Pet Policy Educational Program Policy	Physical Environment Policy
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PURPOSE

We believe in educating children about being environmentally responsible which is promoted and supported through daily practices, resource and interactions. Sustainable practice is encouraged within the OSHC Service and community, assisting children and families to become advocates for a sustainable future.

SCOPE

This policy applies to children, families, educators, staff, Approved Provider, Nominated Supervisor, management, **students, volunteers** and visitors of the OSHC Service.

IMPLEMENTATION

Teaching and learning about being environmentally responsible starts with everyday practice. We believe being environmentally responsible should be embedded into the operations of the OSHC Service, rather than being a tokenistic 'theme' that is investigated every now and then. Our Service is committed to protecting our environment to ensure a sustainable future for our children. This involves educators, children and families working together to protect our environment as we educate children about the importance of being environmentally responsible within our everyday practice.

THE APPROVED PROVIDER/NOMINATED SUPERVISOR WILL:

- network with the local community to keep up to date with current practices and ideas for being environmentally responsible. This may include installing water tanks, grey water system, converting toilet cisterns to dual flush, and converting to water saving taps
- encourage educators, families and children to engage in sustainable practices and appreciate the natural environment
- provide professional development opportunities for educators to learn about integrating environmentally sustainable education into all areas of their program
- review the development of a sustainable Quality Improvement Plan (QIP) using environmentally principles
- ensure the Service joins a preferred provider e.g., [Sustainable Schools NSW](#) (or State equivalent) to liaise with other education and care services and maintain currency on practices and ideas for being environmentally responsible
- where relevant, review policies and procedures within the Service to achieve more sustainable outcomes
- use electronic communication where possible to reduce paper use within the office and in each room for newsletters, billing, and other communication needs
- conduct environmentally responsible audits to ensure consistency and continuous improvement
- source resources and materials from second-hand stores to use within the OSHC Service
- ensure sustainable practices are incorporated into the daily routine
- collaborate with families and the community for involvement in potential quality practice for the Service. For example: [Take 3 for the Sea](#), [Food wise](#), [Planet Ark](#)
- provide colour coded bins for Landfill only, Organic waste, Paper recycling, Mixed recyclables.

EDUCATORS, STAFF MEMBERS, VOLUNTEERS AND STUDENTS WILL:

- incorporate recycling as part of everyday practice at the OSHC Service

- role model environmentally responsible practices
- discuss environmentally responsible practices with the children and families as part of the curriculum
- provide information to families on environmentally responsible practices that are implemented at the OSHC Service and encourage the application of these practices in the home environment
- share ideas between educators, children, and families about environmentally responsible ideas, implementation, and resources. This will be supported through our communication strategies, including parent meetings, emails, newsletters, and informal conversations
- use a worm farm/composting bin/ to reduce food waste in the Service. Children will be encouraged to place food scraps into separate containers for use in the worm farm or composting bin. Educators will provide visual guides and discuss with the children and families which scraps worms can eat, which foods can be composted, and which food scraps must go in the bin. The children will be involved in maintaining the worm farm and compost bin
- role model energy and water conservation practices: For example, turning off lights and air-conditioning when a room/space is not in use, emptying water play containers onto garden areas
- seek to purchase equipment that is environmentally friendly where possible. Educators will reduce the amount of plastic and disposable equipment they purchase and select materials that are made of natural materials
- use the concept of ‘reduce, re-use and recycle’, which will become part of everyday practice for both children and educators to build lifelong attitudes towards environmentally responsible practices
- use ‘green cleaning’ products to replace chemicals where possible.

SUSTAINABLE PRACTICES MAY INCLUDE:

SUSTAINABLE PRACTICE	IDEAS
RECYCLING	<ul style="list-style-type: none"> • Provide bins and signage for waste and recycled materials • Recycle paper and all other recyclable rubbish • Use recycled water (e.g. for watering gardens)
GARDENING	<ul style="list-style-type: none"> • Plant vegetables, herbs, and fruit trees • Establish a worm farm • Give food scraps to worms or Service pets, or to a staff member to take home for their pet/s • Provide education to children about activities such as ‘garden to plate’ activities • Provide opportunities for children to participate in experiences such as seed sprouting, vegetable gardening, cooking with what is grown, and provide education about weeds

ENERGY CONSERVATION	<ul style="list-style-type: none"> • Install LED lighting where possible • Turn off non-LED lights when not in use • Turn off electrical appliances at the outlet when not in use • Use natural ventilation and insulated blinds/drapes rather than air conditioning when temperatures are not extreme
WATER CONSERVATION	<ul style="list-style-type: none"> • Using half flush on the toilet • Turn off the taps and ensure leaking taps are fixed immediately • Encourage shorter showers • Teach children to turn off tap when brushing teeth • Collect rainwater and use in the garden and for water/sand play • Use water play water on the garden rather than tipping out at the end of the day
NATURE AND WILDLIFE	<ul style="list-style-type: none"> • Use natural materials – trees, blocks, boxes etc. in arts and crafts and play • Educate children about the natural decomposition cycle through exposure and participation in worm farms and composting food scraps • Educate children in how to care for pets, letting them actively participate in caring for the Service pets. • Plant ‘bird attracting’ plants and install a birdbath • Plant ‘butterfly attracting’ plants • Create a lizard lounge • Collaborate with wildlife educators to assist in educating children
COMMUNICATE	<ul style="list-style-type: none"> • Display the Service’s sustainability journey in the foyer area for families and visitors to view, provide feedback and offer suggestions • Provide families with hints and tips in newsletters about how they can become sustainable at home • Use scrap paper for art and craft • Use both sides of paper for drawing

CONTINUOUS IMPROVEMENT/REFLECTION

The *Environmentally Responsible Policy* will be reviewed on an annual basis in conjunction with children, families, staff, educators and management.

SOURCE

Australian Association for Environmental Education (AAEE): www.aaee.org.au

Department of Environment and Energy: www.environment.gov.au

Education and Care Services National Regulations. (2011).

NSW Early Childhood Environmental Education Network (ECEEN): www.eceen.org.au

Queensland Early Childhood Sustainability Network (QECSN): www.qecsn.org.au

Revised National Quality Standard. (2018).

Rockendorfer, J. (2005). *ECO OOSH in action: A whole of centre approach to sustainable living: A manual for out of school hours (OOSH) centres* (Edited by Gail Abbott). Surrey Hills, NSW: Network of

Community Activities.

Western Australian Education and Care Services National Regulations

REVIEW

POLICY REVIEWED BY	Tina Chappell	Coordinator	March 2023
POLICY REVIEWED	FEBRUARY 2023	NEXT REVIEW DATE	FEBRUARY 2024
VERSION NUMBER	V.6.2.23		
MODIFICATIONS	<ul style="list-style-type: none"> • policy maintenance - no major changes to policy • hyperlinks checked and repaired as required • continuous improvement/reflection section added • link to Western Australian Education and Care Services National Regulations added in 'Sources' 		
POLICY REVIEWED	MODIFICATIONS	NEXT REVIEW DATE	
FEBRUARY 2022	<ul style="list-style-type: none"> • Policy reviewed as per annual review cycle • Sources checked for currency 	FEBRUARY 2023	
FEBRUARY 2021	<ul style="list-style-type: none"> • minor edits • moved educator roles within policy • sources checked and broken links to resources fixed 	FEBRUARY 2022	
FEBRUARY 2020	<ul style="list-style-type: none"> • Additional information added to points. • Small wording edits • Additional links added for information and reference 	FEBRUARY 2021	
FEBRUARY 2019	<ul style="list-style-type: none"> • Wording 'corrected'. • Additional information added to points. • Points added (Highlighted). • Department names corrected in Sources (due to departmental name changes). 	FEBRUARY 2020	
FEBRUARY 2018	<ul style="list-style-type: none"> • New policy created to comply with revised NQS and change terminology to being environmentally responsible 	FEBRUARY 2019	

Item 4.10 Physical Environment Policy

EXECUTIVE SUMMARY

Council to review and adopt the Physical Environment Policy as presented.

OFFICER'S RECOMMENDATION

That Council: Adopt the Physical Environment Policy as presented.

Budget & Resource Implications

N/A

Background

Council to review and adopt the Physical Environment Policy as presented.

Consultation (Internal/External)

Nil

Attachments

Attachment R - Policy

Report prepared by **Teena Chappell (Outside School Hours Care Coordinator)**

PHYSICAL ENVIRONMENT POLICY

The physical environment can contribute to children’s wellbeing, happiness, and creativity as well as promoting the development of independence. It can contribute to and make visible the quality of children’s learning and involvement in experiences. The choices made in an **Outside School Hours Care** (OSHC) service about resources, materials, spaces, layout, air, and light in combination with access to a range of experiences in the indoor and outdoor areas, have a direct impact on the quality of learning opportunities available to children.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN’S HEALTH AND SAFETY		
2.1	Health	Each child’s health and physical activity is supported and promoted.
2.1.1	Wellbeing and comfort	Each child’s wellbeing and comfort is provided for, including appropriate opportunities to meet each child’s needs for sleep, rest and relaxation.
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.
2.1.3	Healthy Lifestyles	Healthy eating and physical activity are promoted and appropriate for each child.
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.

QUALITY AREA 3: PHYSICAL ENVIRONMENT		
3.1.1	Fit for Purpose	Outdoor and indoor spaces, buildings, fixtures and fittings are suitable for their purpose, including supporting the access of every child.
3.1.2	Upkeep	Premises, furniture and equipment are safe, clean and well maintained.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
73	Educational programs
74	Documenting of child assessments or evaluations for delivery of educational program
75	Information about the educational program to be kept available
76	Information about educational program to be given to parents
80	Weekly menu
81	Sleep and rest
82	Tobacco, drug and alcohol -free environment
86	Notification to parents of incident, injury, trauma and illness
98	Telephone or other communication equipment
99	Children leaving the education and care service premises
102	Authorisation for excursions
103	Premises, furniture and equipment to be safe, clean and in good repair
104	Fencing and security
105	Furniture, materials and equipment
106	Laundry and hygiene facilities
107	Space requirements—indoor
108	Space requirements—outdoor space
109	Toilet and hygiene facilities
110	Ventilation and natural light
111	Administrative space
113	Outdoor space—natural environment
114	Outdoor space—shade
115	Premises designed to facilitate supervision
123	Educator to child ratios- centre based services
156	Relationships in groups
168	Education and care service must have policies and procedures
170	Policies and procedures are to be followed

RELATED POLICIES

Animal and Pet Policy	Road Safety Policy
Child Safe Environment Policy	Rest Time Policy
Educational Program Policy	Safe Storage of Hazardous Chemicals Policy
Environmentally Responsible Policy	Sun Safety Policy
Health and Safety Policy	Water Safety Policy
	Work Health and Safety Policy

PURPOSE

Our OSHC Service will ensure the environment is safe, clean, and well maintained for children, families, educators, and visitors. Children’s awareness of the environment and sustainable practice will be supported through daily practices, resources and interactions. The physical environment will support children’s participation and engagement, development, learning, and safety, and will provide supervised access to positive experiences and inclusive relationships. Our OSHC Service provides an environment free from the use of tobacco, alcohol and illicit drugs.

SCOPE

This policy applies to children, families, educators, staff, **Approved Provider, Nominated Supervisor**, management and visitors of the **OSHC** Service.

IMPLEMENTATION

Our Service is committed to providing an environment that promotes safety and enhances children’s learning and development.

THE APPROVED PROVIDER, NOMINATED SUPERVISOR AND EDUCATORS’ RESPONSIBILITIES INCLUDE THE FOLLOWING:

Physical environment is designed to:

- maximise children’s engagement and positive experiences
- provide space where children can experience quality care in a safe and healthy environment
- meet licensing requirements for buildings, space requirements, fencing, light, ventilation, firefighting equipment, emergency evacuation exits and safety glass for National Regulations, the Building Code of Australia (BCA), Queensland of Planning and Environment, local councils and regulatory authorities
- provide adequate storage to meet the needs and requirements of the service
- provide sufficient and accessible handwashing, toileting, eating
- ensure toileting and hand-washing facilities are accessible from both the indoor and outdoor environments
- provide appropriate areas for food preparation

- provide an area for managerial purposes, consultation with children’s parents and for private conversations to occur (Reg. 111)
- incorporate natural and artificial lighting, appropriate ventilation, heating, cooling and fresh air into the building/premises (Reg. 110)
- facilitate adequate supervision of children at all times
- ensure safety and minimal disruption for children whilst playing
- ensure immediate communication is available at all times to and from parents and emergency services (Reg. 98)
- provide different types of play to occur both in the indoor and outdoor areas (e.g., quiet play areas and loud play areas)
- provide adequate shade for children in accordance with the recommendations of relevant authorities
- provide shade in the form of trees or physical shade structures
- provide a natural environment for children to explore and experience which may include plants, trees, gardens, rock, mud and/or water
- ensure all required fencing is compliant with current regulations and is maintained to ensure it is in good condition (including boundary fencing)
- provide a variety of indoor and outdoor experiences, catering for children’s interests and abilities
- provide a developmentally appropriate environment where children can explore, solve problems, create, construct and engage in critical thinking
- provide an environment that permits children to participate in activities independently or in small groups, and access resources autonomously
- ensure safety of children at all times. Play equipment must comply with playground standards- AS 4685-2014
- power points not in use have safety caps, all double adaptors and power-boards are out of reach of children, and all electrical cords are secured and not dangling

CHOOSING APPROPRIATE RESOURCES AND EQUIPMENT

- appropriately sized furniture and equipment will be provided in both the indoor and outdoor environment for the age ranges represented in the OSHC service (P-6 years)
- resources will be adequate in number for the number of children attending our Service and be developmentally appropriate
- children will be supported to access appropriate furniture, resources, materials, toys and equipment that encourage appropriate challenges and risk taking in accordance with their individual developmental level

- specific equipment requirements of children with additional needs will be catered for to ensure an inclusive environment
- resources and equipment will be chosen to reflect the cultural diversity of the Service's community and the cultural diversity of contemporary Australia, including the incorporation of the Aboriginal and Torres Strait Islander community
- large purchases of equipment will be the responsibility of the Approved Provider
- the Nominated Supervisor is responsible for consumables and the daily running purchases of the OSHC service
- educators will provide ideas for equipment and materials purchase based on the needs and interests of children attending the OSHC service
- educators will complete a log for the Nominated Supervisor of equipment that needs maintenance on a prioritised basis
- children's ideas and suggestions in planning the indoor and outdoor environments will be facilitated
- children will be encouraged to make decisions about the use of equipment and resources
- the Service will actively seek the input of parents/guardians regarding current interests of their children so as to purchase appropriate toys and equipment
- climbing equipment will be installed according to manufacturers' recommendations and compliant with Australian Safety Standards. For example, incorporating soft fall materials wherever climbing equipment is set up.
- incorporate commercial, natural, recycled, homemade, and real resources that can be used in a variety of ways to encourage children's learning and creativity
- educators will participate in on-going professional development in order to enhance children's learning and ensuring a safe and educational environment

REST ENVIRONMENT

- educators will adhere to our *Rest Time Policy*
- provide an area/environment for children to rest and relax

REARRANGING, ADDING OR REMOVING FURNITURE

- a **record of any changes** that is made to the physical environment of the OSHC Service, such as rearranging of rooms etc. to show continuous improvement **[see: Record of Service Modifications]**
- links between the arrangements and choice of resources and equipment and the children's learning in the program will be documented

ONGOING MAINTENANCE

- frequent risk assessments of the indoor and outdoor environment will be conducted in order to minimise risk and hazards
- educators will complete an *Outdoor Environment and Playground Safety Audit* at least every six (6) months
- the Nominated Supervisor will document required maintenance in a maintenance plan/log for the Service as required. Repairs and maintenance will be conducted throughout the year according to priority including, hazard removal, safety precautions and any relevant policies
- the Nominated Supervisor is responsible for engaging an external expert to complete a **building safety checklist** of the service and its grounds bi-annually and ensure any work deemed necessary is completed to Australian standards
- the OSHC Service will have regular pest inspections carried out by an accredited pest control company. Documentation of these inspections will be kept and any further recommended treatments as a result of the findings from the pest control check will be carried out in a timely manner
- stay up to date with banned/recalled products and remove these immediately from the service if required.

GROUPING OF CHILDREN

For the purposes of regulation 123 (1) (d), the educator to child ratio for children over preschool age at a centre-based Service is 1 educator to 15 children.

DAILY SAFETY CHECKS

A daily inspection of the premises will be undertaken before children arrive. The *Opening/Closing Checklist and Outdoor Cleaning/Safety Checklist* will be used as the procedure to conduct these safety checks. A record of these will be kept by the service. The Approved Provider/Nominated Supervisor will make the appropriate arrangements to have any identified repairs carried out as soon as possible. [See Resource Section of policy].

The inspection will include:

- service perimeters
- fences/fence Line
- gates
- paths

- buildings
- all rooms/areas accessible by children
- fixed equipment
- sand pit/mud pit

This must be completed to identify any dangerous objects in the grounds ranging from sharps to poisonous or dangerous plants and animals.

In the event of a sharp object being found (for example a syringe) educators will wear gloves and use tongs to pick up the object and place it in the 'sharp object box'. This box will be disposed of as per the recommendations of our local council.

Similarly, trees in the grounds must be checked regularly for overhanging, dead, or dangerous looking branches as well as checked for any infestations.

CLEANING OF BUILDINGS, PREMISES, FURNITURE AND EQUIPMENT

GENERAL CLEANING

- the Service will use structured **cleaning schedules** to ensure that all cleaning is carried out regularly and thoroughly
- educators will clean the service at the end of each day and throughout the day as needed
- accidents and spills will be cleaned up as quickly as possible to ensure that the service always maintains a high level of cleanliness and hygiene.
- educators and staff will adhere to our *Health and Safety Policy*.

WHEN PURCHASING, STORING AND/OR USING ANY DANGEROUS CHEMICALS, SUBSTANCES, MEDICINES OR EQUIPMENT, OUR OSHC SERVICE WILL:

- ensure all procedures ensure all procedures are followed to maintain a safe environment
- adhere to the Service's *Safe Storage of Hazardous Chemicals Policy*
- adhere at all times to manufacturer's advice and instructions when using products to clean furniture and equipment at the service
- keep **a register of all hazardous chemicals**, substances and equipment used at the Service. Information recorded should include where they are stored, their use, any risks, and first aid instructions and the current SDS. The register will be readily accessible.

CHILDREN'S BATHROOM

- children will be actively supervised whilst accessing toilet facilities to ensure other children are safe from harm
- educators will check the toilet facilities for safety and materials prior to commencement of daily program
- educators and other staff will encourage children to follow appropriate hygiene practices- hand washing, not playing in bathrooms.
- bathrooms will be cleaned at least daily and at other times as required
- bathroom floors will be mopped at least daily
- signage is to be used after mopping to ensure that children, educators and other staff and families are aware that the floor is wet
- educators are to ensure they follow the bathroom and toilet cleaning procedure
- educators will complete the *Bathroom Safety Audit* [every 6 months]

MAINTENANCE OF FIRE EQUIPMENT

- all fire equipment at our OSHC Service will be maintained as per the legal standards
- external agencies will be employed to assist the Service with this maintenance if no currently employed staff or educators are qualified to complete the maintenance checks.

SUN PROTECTION

- the OSHC Service will adhere to our *Sun Safety Policy* and procedures at all times
- a combination of sun protection measures will be implemented whenever UV Index levels reach 3 and above
- educators will continue to check the UV rating prior to going outdoors and as the heat increases throughout the day (see *Sun Safety Policy* for further information)
- temperature of outdoor equipment and surfaces will be monitored during the day to ensure the area and equipment is safe for children to play (see: *Daily Playground Surface Temperature Check*)

WATER SAFETY

Regulations state that services in [New South Wales] are not permitted to have pools unless they existed on the premises before 6 November 1996. However, to stop accidents and illnesses relating to swimming pools, wading pools, water troughs and other water situations our OSHC service will:

- remove any items or objects that could be used to climb into the fenced area of a pool, trough, or water storage unit e.g., chairs, bins, bikes, and any shrubs or overhanging trees

- make sure no child swims in any water without:
 - risk assessments being completed and approved by the approved provider
 - written permission from family member to learn water safety and swimming
 - appropriate educators/child ratios in place
 - having sufficient numbers of educators present who have first aid or recognised water safety and rescue procedures.
- at all times children near water are closely supervised. A child will never be left unattended near any water
- staff will ensure that all water containers are made inaccessible to children and also make sure children's play areas are safely fenced off from water hazards such as rivers, dams, creeks, lakes, irrigation channels, wells etc.
- all wading pools/water troughs etc. will be immediately emptied after every use: storage will prevent the collection of water e.g., upright/inverted. The grounds will also be checked after rain or watering and water that has collected in holes or containers will be emptied/removed.
- wading/water troughs are hygienically cleaned, disinfected, and chlorinated appropriately:
 - on a daily basis remove leaves and debris, hose away surface dirt and scrub inside with disinfectant
 - wash away disinfectant before filling trough.

SERVICE CLOSURE

- educator/s are to check the entire premises to ensure that all children and families have departed by checking sign in and out sheets
- educator/s must sign the sign in and out sheets confirming all children are signed out
- educator/s are to follow service-closing procedures each night (see: [Opening/Closing Checklist](#))
- in the case where a parent has omitted to sign their child out, and the educators did not witness the child leave the Service, the educator/s must take every step to get in contact with the parent to ensure the child has safely left the OSHC Service
- if unable to contact the family, the educators are to contact other educators present on that day for confirmation that the child has been collected. The Nominated Supervisor is to then be notified before leaving the Service.
- all visitors to the OSHC must sign in upon arrival and sign out when they leave
- details of absences during the day must also be recorded.

CONTINUOUS IMPROVEMENT/REFLECTION

The *Physical Environment Policy* will be reviewed on an annual basis in conjunction with children, families, educators, staff and management.

CHILDCARE CENTRE DESKTOP - RELATED RESOURCES

Bathroom Safety Audit	Outdoor Environment and Playground Safety Audit
Daily Playground Surface Temperature Check	Outdoor Cleaning/Safety Checklist
Equipment and Maintenance Record	Physical Environment Audit
Equipment and Resource Audit	Record of Service Modifications
Hazardous Substances Register	Visitor sign in/sign out record
Opening/Closing Checklist	

SOURCE

Australian Children’s Education & Care Quality Authority. (2014).
 Cancer Council NSW: <https://www.cancercouncil.com.au>
 Cancer Council Australia. Be SunSmart. <https://www.cancer.org.au/cancer-information/causes-and-prevention/sun-safety/be-sunsmart>
[Education and Care Services National Regulations](#). (2011).
 Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017).
 Guide to the National Quality Framework. (2017). (Amended 2020).
 KidSafe Australia: <https://kidsafe.com.au>
 National Health and Medical Research Council. (2013). *Staying healthy: Preventing infectious diseases in early childhood education and care services*.
 NSW Government *Kids and Traffic Early Childhood Road Safety Education Program*
 Red nose Safe environment <https://rednose.org.au/section/safe-environment>
 Revised National Quality Standard. (2018).
Swimming Pools Act 1992 (NSW)
Work Health and Safety Act 2011
[Western Australian Education and Care Services National Regulations](#)

REVIEW

POLICY REVIEWED BY	Tina Chappell	Coordinator	March 2023
POLICY REVIEWED	FEBRUARY 2023	NEXT REVIEW DATE	FEBRUARY 2024
VERSION NUMBER	V7.02.23		
MODIFICATIONS	<ul style="list-style-type: none"> • annual policy maintenance • minor formatting edits within text • hyperlinks checked and repaired as required 		

	<ul style="list-style-type: none"> • Continuous Improvement/Reflection section added • Childcare Centre Desktop Related resources section added • link to Western Australian Education and Care Services National Regulations added in 'Sources' 	
POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE
FEBRUARY 2022	<ul style="list-style-type: none"> • minor edits and inclusions to policy • sources checked for currency 	FEBRUARY 2023
FEBRUARY 2021	<ul style="list-style-type: none"> • re-write of policy to make more relevant and succinct • related policies added- Child Safe Environments, Storage of Hazardous Materials • repetitive points removed as these are covered in other key policies • Information specific to Sun Safety removed- (covered in Sun Safety policy) • indoor and outdoor checklists moved to end of policy as a resource 	FEBRUARY 2022
FEBRUARY 2020	<ul style="list-style-type: none"> • Minor changes to grammar, content changed • Sources checked for currency • New sources added • Checklist alphabetised 	FEBRUARY 2021
FEBRUARY 2019	<p>Introductory statement and purpose modified. Additional information added to points. Sources checked for currency. Sources/references corrected, updated, and alphabetised.</p>	FEBRUARY 2020
FEBRUARY 2018	New policy created to comply with revised NQS	FEBRUARY 2019

Item 4.11 Bullying, Discrimination and Harassment Policy

EXECUTIVE SUMMARY

Council to review and adopt the Bullying, Discrimination and Harassment Policy as presented.

OFFICER'S RECOMMENDATION

That Council: Adopt the Bullying, Discrimination and Harassment Policy as presented.

Budget & Resource Implications

N/A

Background

Council to review and adopt the Bullying, Discrimination and Harassment Policy as presented.

Consultation (Internal/External)

Nil

Attachments

Attachment S - Policy

Report prepared by **Teena Chappell (Outside School Hours Care Coordinator)**

BULLYING, DISCRIMINATION AND HARASSMENT POLICY

Our Out of School Hours Care (OSHC) Service is committed to creating a workplace with vision and meaningful direction, adhering to our code of conduct and practicing ethical behaviour to ensure a productive work environment free from bullying, discrimination, and/or harassment. **Sexual harassment has no place in our Service.**

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 4: STAFFING ARRANGEMENTS		
4.2	Professionalism	Management, educators and staff are collaborative, respectful and ethical.
4.2.1	Professional collaboration	Management, educators and staff work with mutual respect and collaboratively, and challenge and learn from each other, recognising each other’s strengths and skills.
4.2.2	Professional standards	Professional standards guide practice, interactions and relationships.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
168	Education and care services must have policies and procedures

RELATED POLICIES

Code of Conduct Policy	Multi-Cultural Policy
Cyber Safety Policy	Privacy and Confidentiality Policy
Family Communication Policy	Respect for Children Policy
Health and Safety Policy	Staffing Arrangements Policy
Interactions with Children, Family and Staff Policy	Student and Volunteer Workers Policy
	Work Health and Safety Policy

PURPOSE

We are committed to providing a safe and equitable workplace for all staff and educators. Bullying, discrimination and harassment will not be tolerated under any circumstances. As part of this commitment, we aim to prevent workplace bullying by adhering to the National Quality Standard, Fair

Work requirements, *My Time, Our Place*- Framework for school age care in Australia and our Service statement of philosophy, ensuring a safe workplace and the wellbeing of all staff and educators employed at the Service. **This policy has been developed to ensure all educators, staff, families and visitors to our Service are clear about the standards of behaviour that is expected.**

SCOPE

This policy applies to management, **the approved provider, nominated supervisor, students**, staff, families and visitors (including contractors) of the OSHC Service.

IMPLEMENTATION

Everyone has a right not be bullied or harassed at work. Workplace bullying occurs when a person or group of people repeatedly behave unreasonably towards a worker or a group of workers, creating a risk to health, safety, and wellbeing.

Bullying may involve any of the following types of behaviour:

- aggressive or intimidating conduct
- making belittling or humiliating comments
- spreading malicious rumours
- teasing, practical jokes or initiation of, or participation in 'initiation ceremonies'
- exclusion from work-related events
- unreasonable work expectations
- displaying offensive material, and/or
- pressure to behave in an inappropriate manner.

Bullying does not include management action carried out in a reasonable manner including:

- making decisions about poor performance
- taking disciplinary action
- directing and controlling the way work is to be carried out.

Discrimination occurs when someone is treated less favourably than others because of a particular characteristic (such as age, disability, or gender), or belong to a particular group within the population (due to, for example, religion, culture, or sexual orientation).

Harassment involves unwelcome behaviour that intimidates, offends or humiliates a person because of particular characteristics as listed above.

Sexual Harassment includes unwelcome sexual advance, unwelcome request for sexual favours and engaging in other unwelcome conducts of sexual nature. Our service implements a zero-tolerance approach to Sexual harassment.

There are a number of anti-discrimination, equal employment, workplace relations, and human rights laws which make it illegal to discriminate or harass a person in the workplace. Australia's federal anti-discrimination laws are contained in the following legislation:

[Age Discrimination Act 2004](#)

[Disability Discrimination Act 1992](#)

[Racial Discrimination Act 1975](#)

[Sex Discrimination Act 1984](#)

[Fair Work Legislation Amendment \(Secure Jobs Better Pay\) Act 2022](#)

Our OSHC Service philosophy, code of conduct and the [Early Childhood Australia \(ACA\) Code of Ethics](#) will guide educator behaviours and interactions and adhere to best practice by providing a vision and a purposeful and meaningful direction to ensure a safe working environment for all staff.

THE APPROVED PROVIDER, MANAGEMENT AND THE NOMINATED SUPERVISOR WILL ENSURE:

- a thorough induction process for new employees is conducted at the commencement of employment
- an understanding and compliance with discrimination law is communicated with all employees
- all staff have a comprehensive understanding of the OSHC Service's code of conduct, [Grievance Dealing with Complaints](#) Policy and Code of Ethics
- the *Bullying, Discrimination and Harassment Policy*, and all related policies are reviewed annually
- educators are informed that inappropriate behaviour, including bullying, [sexual harassment](#), discrimination, and harassment will not be tolerated and will be advised of potential consequences of this behaviour
- all staff are aware of the *Bullying, Discrimination, and Harassment Policy* and procedure
- inappropriate behaviour is addressed [immediately in a timely manner](#)
- a clear process is in place regarding raising complaints and grievances related to bullying, [discrimination and harassment](#)
- [complaints or grievances are treated seriously and immediate action is taken in a timely manner](#)
- all staff are aware of appropriate interactions through professional development and training
- all staff and educators are aware of their job roles and responsibilities which are clarified through job descriptions, team meetings, performance appraisals, and service expectations

- constructive feedback is provided to staff and educators
- communication practices are reviewed frequently to ensure best practice
- all staff and educators are treated equally
- all staff and educators are encouraged to embrace the uniqueness and diversity of their colleagues
- an understanding and compliance with discrimination law is communicated with all employees.

EDUCATORS WILL:

- be involved in decision making with a clear understanding of their roles and responsibilities, outlined in each individual job description
- respect the skills, strengths and opinions of all educators in order to create a professional, cohesive team
- comply with all discrimination laws
- be responsible for their own actions in the workplace
- raise matters of concern at an early stage to management
- provide management with specific information regarding the perceived bullying, discrimination, and/or harassment, and be prepared to have the complaint made known to the person to allow for fair management and rectification
- maintain confidentiality and not discuss or release information relating to a bullying, discrimination, or harassment allegations
- take bullying seriously
- follow the OHSC Service’s *Bullying, Discrimination and Harassment procedure*
- evaluate the effectiveness of strategies implemented to discourage and eradicate bullying, discrimination, and/or harassment.

RESOURCES

- Fair Work [Bullying in the Workplace](#)
- Respect@Work <https://www.respectatwork.gov.au/>
- Safe Work Australia [Preventing workplace sexual harassment](#)

CONTINUOUS IMPROVEMENT/REFLECTION

Our *Bullying, Discrimination and Harassment Policy* will be reviewed on an annual basis in consultation with children, families, staff, educators and management.

CHILDCARE CENTRE DESKTOP- RELATED RESOURCES

Bullying, Discrimination and Harassment Procedure	Code of Conduct Staff Acknowledgement
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SOURCE

Anti-Discrimination Act: See <https://raisingchildren.net.au/disability/disability-rights-the-law/law/anti-discrimination-laws> for Acts for specific Australian states and territories.

Australasian Legal information institute: www.austlii.edu.au

Australian Human Rights Commission: <https://www.humanrights.gov.au/employers/good-practice-good-business-factsheets/quick-guide-australian-discrimination-laws>

Australian Human Rights Commission. (2019). Reform of discrimination law: <https://www.humanrights.gov.au/>

Australian Children’s Education & Care Quality Authority. (2014).

Early Childhood Australia Code of Ethics. (2016).

Education and Care National Regulations. (2011).

Fair Work Act 2009 (Cth).

Fair Work Ombudsman. (2019). Managing performance & warnings: <https://www.fairwork.gov.au/employee-entitlements/managing-performance-and-warnings>

Fair Work Ombudsman. Sexual harassment in the workplace. <https://www.fairwork.gov.au/employment-conditions/bullying-sexual-harassment-and-discrimination-at-work/sexual-harassment-in-the-workplace>

Fair Work Ombudsman. Rights and obligations: <https://www.fairwork.gov.au/how-we-will-help/templates-and-guides/fact-sheets/rights-and-obligations/workplace-discrimination>

Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2020).

Guide to the National Quality Standard. (2017).

Safe Work Australia. (2019). Bullying: <https://www.safeworkaustralia.gov.au/bullying>
<https://www.safeworkaustralia.gov.au/safety-topic/hazards/bullying>

Safe Work Australia. Workplace Sexual Harassment: <https://www.safeworkaustralia.gov.au/safety-topic/hazards/workplace-sexual-harassment>

[Western Australian Education and Care Services National Regulations](#)

Work Health and Safety Act 2011 (Cth).

REVIEW

POLICY REVIEWED BY:	Tina Chappell	Coordinator	March 2023
POLICY REVIEWED	MARCH 2023	NEXT REVIEW DATE	AUGUST 2023
VERSION NUMBER	V8.03.23		
MODIFICATIONS	<ul style="list-style-type: none"> • Policy reviewed to include Sex Discrimination Act 1984 amendments that come into force from 6 March 2023 • Hyperlinks checked and repaired as required • Additional sources added • continuous improvement/reflection section added • Child Care Centre Desktop Resources section added 		
POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE	
AUGUST 2022	<ul style="list-style-type: none"> • policy maintenance - no major changes to policy • link to Western Australian Education and Care Services National Regulations added in 'Sources' 	AUGUST 2023	

	<ul style="list-style-type: none"> minor formatting edits within text <p>hyperlinks checked and repaired as required</p>	
AUGUST 2021	<p>minor editing (typo) addition of related procedure sources checked for currency related policy name change- <i>Grievance (Complaints) Policy</i></p>	AUGUST 2021
AUGUST 2020	<p>related legislation acts linked for ease of reference minor editing sources checked for currency</p>	AUGUST 2021
AUGUST 2019	<p>Minor wording/grammatical modifications New sources added</p>	AUGUST 2020
AUGUST 2018	<p>Minor terminology amendments made plus some guidance on how to deal with a situation involving bullying</p>	AUGUST 2019
DECEMBER 2018	<p>Additional information added to points. Sources checked for currency. Sources/references corrected, updated, and alphabetised. Current sources added. Minor formatting (line spacing & paragraph spacing) for consistency throughout policy.</p>	DECEMBER 2019
DECEMBER 2017	<p>Updated the references to comply with the revised National Quality Standard</p>	MAY 2018

Item 4.12 Staffing Arrangements Policy

EXECUTIVE SUMMARY

Council to review and adopt the Staffing Arrangements Policy as presented.

OFFICER'S RECOMMENDATION

That Council: Adopt the Staffing Arrangements Policy as presented.

Budget & Resource Implications

N/A

Background

Council to review and adopt the Staffing Arrangements Policy as presented.

Consultation (Internal/External)

Nil

Attachments

Attachment T - Policy

Report prepared by **Teena Chappell (Outside School Hours Care Coordinator)**

STAFFING ARRANGEMENTS POLICY

Our **Outside School Hours Care** (OSHC) Service aims to provide educators and Nominated Supervisors who have the qualifications and experience to develop warm, nurturing, and respectful relationships with children. We are committed to ensuring that children’s health, safety, and wellbeing is protected at all times through providing appropriate and effective supervision according to legislated ratios and best practice. Our educators, in collaboration with our Educational Leader, design and implement developmentally appropriate programs that support children’s participation and engagement, interests and learning.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 4: STAFFING ARRANGEMENTS		
4.1	Staffing arrangements	Staffing arrangements enhance children’s learning and development.
4.1.1	Organisation of Educators	The organisation of Educators across the Service supports children's learning and development.
4.1.2	Continuity of staff	Every effort is made for children to experience continuity of Educators at the Service.
4.2	Professionalism	Management, Educators and staff are collaborative, respectful and ethical.
4.2.1	Professional collaboration	Management, Educators and staff work with mutual respect and collaboratively, and challenge and learn from each other, recognising each other’s strengths and skills.
4.2.2	Professional Standards	Professional standards guide practice, interactions and relationships.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
35	Notice of addition of new nominated supervisor
84	Awareness of child protection law
85	Incident, injury, trauma and illness policies and procedures
90	Medical conditions policy
93	Administration of medication
94	Exception to authorisation requirement- anaphylaxis or asthma emergency
95	Procedure for administration of medication
99	Children leaving the education and care services premises
100	Risk assessment must be conducted before excursion

101	Conduct risk assessment for excursion
102	Authorisation for excursions
102- B,C,D	Transport risk assessments/authorisations
115	Premises designed to facilitate supervision
117A	Placing a person in day-to-day charge
117B	Minimum requirements for a person in day-to-day charge
117C	Minimum requirements for a nominated supervisor
120	Educators who are under 18 to be supervised
123	Educator to child ratios – centre-based services
136	First Aid qualifications
145	Staff Record
146	Nominated Supervisor
147	Staff Members
148	Educational Leader
149	Volunteers and Students
150	Responsible Person
151	Record of educators working directly with children
168	Education and care services must have policies and procedures
173	Prescribed information to be displayed
174	Time to notify certain circumstances to Regulatory Authority
369	WA services Educator to child ratios- children over preschool age

RELATED POLICIES

Code of Conduct Policy	Privacy and Confidentiality Policy
Child Protection Policy	Professional Development Policy
Child Safe Environment Policy	Responsible Person Policy
Dealing with Complaints Policy	Recruitment Policy
Emergency and Evacuation Policy	Safe Transportation Policy
Excursion/Incursion Policy	Rest Policy
Governance Policy	Supervision Policy
Incident, Injury, Trauma and Illness Policy	Student and Volunteer Policy

PURPOSE

Under the Education and Care Services National Regulations, the approved provider must ensure that policies and procedures are in place in relation to staffing arrangements (regulation 168) and take reasonable steps to ensure those policies and procedures are followed. (ACEQA 2021). To ensure our

OSHC Service adheres to the Education and Care Service National Regulation we employ educators and staff in compliance with any state specific qualifications and experience and adhere to regulated educator and child ratios.

SCOPE

This policy applies to Management, Approved Provider, Nominated Supervisor, Responsible Persons and educators of the OSHC Service.

IMPLEMENTATION

Our OSHC Service will comply with the required educators to child ratios and take into consideration any qualification requirements and experience for educators at centre-based services in order to meet National Regulations and Standards.

There are no national qualification requirements for educators at centre-based services for school age children including Out of School Hours Care Services, however some states and territories may have specific requirements.

EDUCATIONAL LEADER

The Educational Leader has an influential role in inspiring, motivating, affirming, and challenging or extending the practice and pedagogy of educators. It is a joint endeavour involving inquiry and reflection, which can significantly impact on the important work educators do with children and families.

- The Approved Provider will nominate a qualified and experienced educator to take on the Educational Leader role and responsibilities
- The Educational Leader will accept the position, in writing
- The Educational Leader will keep a record about how they mentor and guide educators of the Service to ensure continuous improvement
- The Educational Leader will guide educators to provide a range of learning experiences that cater for the needs and interests of children through play and leisure opportunities
- The Educational Leader will maintain evidence about the development of the learning program and the alignment to the *My Time, Our Place* framework.

NOMINATED SUPERVISOR

The Nominated Supervisor is a suitable person appointed by the Approved Provider who is placed in day-to-day charge of an approved Service. Nominated Supervisors have a range of responsibilities under the

National Law and Regulations including programming, supervision and safety of children, entry to and exit from the premises, food and beverage, administration of medication, excursions and staffing.

The Approved Provider will display the name of the Nominated Supervisor in a place that is clearly visible to staff, educators, families and visitors.

The Approved Provider must provide sufficient evidence and information to demonstrate compliance to the Regulatory Authority of the suitability of this person as Nominated Supervisor and notify the Regulatory Authority at least seven days prior to the Nominated Supervisor or as soon as practicable (not more than 14 days).

- The Nominated Supervisor must be 18 years of older
- The Nominated Supervisor must have successfully completed Child Protection training
- The Nominated Supervisor must have a history of compliance with Education and Care National Law and other relevant law (e.g., Family Law).
- The Nominated Supervisor is responsible for the day-to-day management of the Service, ensuring compliance with the National Law, Regulations, National Standards and Family Assistance Law.
- The Nominated Supervisor will accept the role in writing, to ensure they have a clear understanding about their role and responsibilities.
- The Nominated Supervisor will ensure the Service program is reflective of the approved learning framework, incorporate the children's developmental needs, interests, and experiences, and consider the individual differences and needs of each child.
- The Nominated Supervisor will adhere to Service policies ensuring a safe and healthy environment is provided.

RESPONSIBLE PERSON

A Responsible Person is required to be physically present at the OSHC Service at all times that children are being educated and cared for. The Responsible Person can be the Approved Provider, or a person with management or control placed in day-to-day charge of the Service. The Responsible Person must be at least 18 years old and have adequate knowledge and understanding of the provision of education and care to children.

- Our OSHC Service will ensure there is always a Nominated Supervisor or Responsible Person on the premises when children are being educated and cared for.
- Our OSHC Service will clearly communicate the Responsible Person on duty with families, educators, staff and visitors by displaying this information in the foyer or reception area.
- The Responsible Person will adhere to Service policies and procedures and maintain a safe and healthy environment for children.

- The Responsible Person will always act with professionalism when dealing with children, educators, visitors, families and volunteers.
- The Responsible Person must have a history of compliance with Education and Care National Law and other relevant law (e.g., Family Law).

APPROVED FIRST AID QUALIFICATIONS

- The Approved Provider is required to ensure at least one staff member, or one Nominated Supervisor holds current qualifications for first aid, anaphylaxis management and emergency asthma management training.
- The Approved Provider must ensure at least one staff member, or one Nominated Supervisor be in attendance at any place children are being educated and cared for by the Service and be immediately available in an emergency and hold the mandatory qualifications for:
 - an ACECQA approved first aid qualification
 - anaphylaxis management and
 - emergency asthma management training.

(Approved qualifications are published on the ACECQA website)

- Services must have staff with current approved qualifications on duty at all times and be immediately available in an emergency.
- It is the Staff and educator's responsibility to ensure they maintain current First Aid, Asthma, and Anaphylaxis Training certificates and provide the Service with a copy of the certificate. Staff and educators must ensure they participate in training prior to the expiration date on their certificates

WORKING WITH CHILDREN CHECK /CLEARANCE

A Working With Children Check (WWCC) is a requirement for people who work or volunteer in child-related work. It involves a national criminal history check and a review of findings of workplace misconduct. The result of a WWCC is either a clearance to work with children for **five years (NSW & Vic. SA), three years (WA, QLD, TAS, & ACT), or two years (NT)**, or a bar against working with children. Cleared applicants are subject to ongoing monitoring and relevant new records may lead to the clearance being revoked.

- To comply with National Regulations for those undertaking paid or voluntary child-related work all employees of the OSHC Service will acquire a Working with Children Check.
- Management will verify all Working With Children Checks to ensure the children are protected **before any staff, educators, students and volunteers are engaged at the Service**

- Management will keep a record of the expiry date of the Working With Children Check for all staff, volunteers and students (as relevant to each state/territory)
- Management will ensure any notifications or concerns regarding a person's Working With Children Check are recorded and steps taken immediately to ensure the person is not working directly with children in accordance with directions from the Office of the Children's Guardian (NSW) or related authority in each state/territory

Immunisation requirements

Our Service will ensure all staff and visitors (contractors, health professionals, volunteers, students, committee members) are fully vaccinated against COVID-19 or hold a medical contraindication certificate, as per the current Public Health Order. [adjust to suit your state/territory].

STAFF RECORD

- Approved Services must keep information about the Nominated Supervisor, Educational Leader, staff, volunteers, students, and the Responsible Person at the Service including name, address, date of birth, evidence of qualifications (including evidence of working towards qualifications), evidence of approved training (including Child Protection)
- Details must include evidence of staff working directly with children, qualifications, training and valid Working with Children Check
- Details regarding staff PRODA registrations will be kept in each staff record, including RA number and evidence of fit and proper checks
- All staff, educators, students, volunteers, and visitors are required to sign in and out each day
- Immunisation status may be recorded as part of the staff record (including mandatory COVID-19 vaccination requirements, check your state/territory for immunisation requirements)
- Details of Teacher registration (if applicable)
- Details of the Educational Leader
- Details of Responsible Person
- Details of Nominated Supervisor

ADEQUATE SUPERVISION

Adequate supervision is a consideration for any part of the OSHC Service premises where children are educated and cared for and is part of every educator's Duty of Care. Supervision is an active practice to help protect children from harm or hazards. Educators are required to ensure children are in sight and/or hearing at all times, demonstrating that the best interest of children is being provided for.

- Our Service will comply with educator to child ratios outlined in National Legislation and National Quality Framework
- Educators will be required to adhere to the Service's *Supervision Policy* and maintain effective supervision
- Educators will balance supervision and children's growing need to privacy and autonomy
- Educators will adjust their level of supervision depending on the area of the Service and the skills, age, dynamics, and size of the group of children being supervised
- Educators will respond to individual needs and attend to children as necessary
- Children will be supervised whilst sleeping or resting after school
- Educators will communicate with other staff and educators about their supervision points, offer advice and support to ensure children's safety is of the highest priority at all times
- When supervising outdoors or when children are engaged in risky play, educators will position themselves to ensure high visibility and accessibility to these areas and experiences
- Educators will supervise children during the transition between school and the OSHC Service
- Supervision during times of transportation to and from the OSHC service will ensure the educator to child ratio is adhered to at all times
- Adequate supervision will be provided when children are being transported. Consideration will be made depending on risk assessments, number, age and ability of children, visibility of children, each child's current activity. (See: *Safe Transportation Policy*)
- Unless briefly discussing child or Service concerns, educators will not congregate together either inside or outside
- Educators will interact with children where pedagogically appropriate whilst supervising
- Supervising educators will give their complete attention to the children and not perform other duties or tasks.

ROSTERS

- Our OSHC Service will ensure the roster and routine provides adequate supervision of children at all times.
- Consideration will be made to engage educators to maintain continuity of care to support children's development of secure relationships and contribute to their wellbeing.
- Where possible, casual staff will be chosen from a pool of regular educators with whom the children are familiar.

VOLUNTEERS AND STUDENTS

- The Approved Provider/Nominated Supervisor will ensure that volunteers and students meet any requirements for Working With Children Checks/Clearance, or teacher registration.
- At no time will volunteers and/or students be left alone with a child or group of children
- The *Student and Volunteer Application form* will document the name, address and date of birth of volunteers and students
- The *Student and Volunteer Application form* and *Visitor Sign In/Out Record* will document the date and hours the student/volunteer attended the service
- All Volunteers and Students will be inducted into the OSHC Service to ensure they adhere to the Service policies and procedures, Statement of Philosophy and Code of Conduct. Induction will ensure volunteers and students are aware of how to manage medical conditions and to respond to a child in case of illness, injury or suffers trauma, awareness of privacy laws (including social media, photography) and behaviour guidance procedures.

PRIVACY

- Educators will adhere to the Service's *Privacy and Confidentiality Policy* and Privacy Law in relation to children and their families, or matters relating to the Service and will at no time take part in inappropriate or unlawful conversations or discussions.
- The Nominated Supervisor will ensure that students and volunteers are made aware of the Services privacy and confidentiality policy and Privacy Law during their initial induction.
- All staff, educators, volunteers and students are provided with information about the ECA Code of Ethics.
- All staff and educators will be made aware of Child Information Sharing Schemes (CISS) and Family Violence Information Sharing Schemes (FVSS).

STAFF EMPLOYED UNDER 18 YEARS OF AGE

Our OSHC Service will ensure any staff member under 18 years of age does not work at the service alone and is adequately supervised at all times.

STAFF RECRUITMENT

- Our OSHC Service will ensure a rigorous recruitment process is followed to select the best staff possible based on skills, qualifications, experience and suitability for the position available. Each role will refer to the appropriate position description during recruitment and the probation period to ensure applicants are suitable for the role and position.

- All potential staff will participate in robust interviews and have reference checks completed before an offer of employment is presented. Reference checks will take into consideration the suitability of the applicant for the role, previous experience and their commitment to child safe practices.
- All potential staff are subject to Police Checks, maintenance of a valid Working With Children Check/Clearance (WWCC) and appropriate qualification. Valid first aid, asthma and anaphylaxis management, **immunisation status including mandatory COVID-19 vaccination requirements, [Check your state/territory]** or food safety qualification *may* also be required.
- All new staff will undergo a probation period of three (3) months, during this time they will participate in an induction and orientation program and hold regular discussions regarding their performance with an appointed mentor.
- Staff induction includes provision of the service's policies and procedures, code of conduct, Child Safe Standards, child protection, work, health and safety guidelines, behaviour guidance, service routines, human resource documentation, physical environment, communication with families' processes, Family Assistance Law, administration of Child Care Subsidy, Child Information Sharing Schemes and introduction to senior staff members and/or mentor.

POLICIES AND PROCEDURES

Our Service will ensure a copy of the Policies and Procedures are available to all staff at all times, either electronically or in hard copy. The Approved Provider will ensure steps are taken to ensure staff follow policies and procedures through the following practices:

- new staff members are to read key policies and procedures during the induction process
- policy review is to be conducted during staff meetings to support staff understanding and adherence
- staff meeting minutes will record evidence of policies and procedures reviewed with staff
- policy review will be systematic and occur on a regular basis to support regular review and maintenance of policies and procedures
- staff are requested to provide feedback following policy reviews
- policy review will be conducted following updates to legislation or regulation amendments or following an incident or complaint
- the *Staff Policy Acknowledgement Form* is completed for each staff member
- performance reviews and improvements plans will be linked to policies and procedures
- checklists and audits will be used to identify any practices inconsistent with policies and procedures
- the Performance Management Policy outlines procedures for dealing with non-compliance of policies
- Performance improvement plans reflect expectations of behaviours required from staff linked to policies and procedures

EDUCATOR TO CHILD RATIOS

Age	State	Educator to Child Ratio																
Over Pre-School Age	NT, QLD, SA, TAS, VIC, NSW	1 :15																
	ACT	1 :11																
	WA A service must have 1 qualified educator for the first 10 children- a second educator (not required to be qualified) is then required from the time the service has between 11-26 children.	1:10 anytime a child who attends Kindy is in attendance. If NO preschool child attending session-																
		<table border="1"> <thead> <tr> <th>No. Children</th> <th>Qualified Educator</th> <th>Number Educator</th> </tr> </thead> <tbody> <tr> <td>1-10</td> <td>1</td> <td>1</td> </tr> <tr> <td>11-26</td> <td>1</td> <td>2</td> </tr> <tr> <td>26-39</td> <td>1</td> <td>3</td> </tr> <tr> <td>40-52</td> <td>2</td> <td>4</td> </tr> </tbody> </table>			No. Children	Qualified Educator	Number Educator	1-10	1	1	11-26	1	2	26-39	1	3	40-52	2
No. Children		Qualified Educator	Number Educator															
1-10		1	1															
11-26	1	2																
26-39	1	3																
40-52	2	4																

CONTINUOUS IMPROVEMENT

Our *Staffing Arrangements Policy* will be updated and reviewed annually in consultation with families, staff, educators and management.

CHILD CARE CENTRE DESKTOP- RELATED RESOURCES

Code of Conduct Staff Acknowledgement Policy Acknowledgement Form Responsible Person Offer and Acceptance Form	Nominated Supervisor Offer and Acceptance Form
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SOURCE

Australian Children’s Education & Care Quality Authority. (2014).
 ACECQA. (2021). Policy and procedure guidelines. *Staffing Guidelines*.
 Department of the Officer of the Privacy Commissioner: www.privacy.gov.au
 Early Childhood Australia Code of Ethics. (2016).
 Education and Care Services National Law Act 2010. (Amended 2018).
 Education and Care Services National Regulations. (2011).
 Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2018)
 Guide to the National Quality Framework. (2017). (Amended 2020).
 Office of the Children’s Guardian: <https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check> <https://ocg.nsw.gov.au/working-children-check>

QLD Government. Department of Education. Early Childhood Education and Care. Ensuring staff follow policies and procedures <https://earlychildhood.qld.gov.au/legislation-and-guidelines/policy-and-procedure-guidance/ensuring-staff-follow-policies-and-procedures>

Revised National Quality Standard. (2018).

[Western Australian Education and Care Services National Regulations](#)

REVIEW

POLICY REVIEWED BY	Tina Chappell	Coordinator	March 2023
POLICY REVIEWED	FEBRUARY 2023	NEXT REVIEW DATE	FEBRUARY 2024
VERSION NUMBER	V9.02.23		
MODIFICATIONS	<ul style="list-style-type: none"> • minor formatting edits within text • Policy and Procedures section added • removal of mandatory COVID-19 vaccination requirement • hyperlinks checked and repaired as required • Continuous Improvement section added • Childcare Centre Desktop Resource section added 		
POLICY REVIEWED	PREVIOUS MODIFICATIONS		NEXT REVIEW DATE
MAY 2022	<ul style="list-style-type: none"> • Educator/child ratio for WA amended in line with Regulation 369 		FEBRUARY 2023
FEBRUARY 2022	<ul style="list-style-type: none"> • Additional law/regulations added- ACECQA Guidelines to Policy and Procedures document-(August 2021) • Additional information re: COVID-19 vaccination requirements for each state/territory. Services to delete information that is not relevant to their service. • Checked and updated links used within policy • Updated Related Policies 		FEBRUARY 2023
FEBRUARY 2021	<ul style="list-style-type: none"> • Minor edits • addition to reference of Child Safe Standards • Probation period amended to 3 months to align with Recruitment Policy 		FEBRUARY 2021
OCTOBER 2020	<ul style="list-style-type: none"> • adequate supervision for transportation added • additional section on recruitment and probation periods • educator to child ratios amended 		FEBRUARY 2021
FEBRUARY 2020	<ul style="list-style-type: none"> • Educator qualification requirements amended • Educator to children ratios amended 		FEBRUARY 2021

	<ul style="list-style-type: none"> • Information about supervision condensed to avoid repetition • Revision of approved first aid qualifications 	
FEBRUARY 2019	New policy created	FEBRUARY 2020

Item 4.13 English as an Additional Language or Dialect (Ea/D) Policy

EXECUTIVE SUMMARY

Council to review and adopt the English as an Additional Language or Dialect Policy as presented.

OFFICER'S RECOMMENDATION

That Council: Adopt the English as an Additional Language or Dialect Policy as presented.

Budget & Resource Implications

N/A

Background

Council to review and adopt the English as an Additional Language or Dialect Policy as presented.

Consultation (Internal/External)

Nil

Attachments

Attachment U - Policy

Report prepared by **Teena Chappell (Outside School Hours Care Coordinator)**

ENGLISH AS AN ADDITIONAL LANGUAGE OR DIALECT (EAL/D) POLICY

Everyone has the right to be treated equally and with respect. By helping children to appreciate and accept differences and similarities, we can help them to learn to make decisions on the basis of individual choice. Our Out of School Hours Care (OSHC) Service ensures inclusive practices which recognize and value the backgrounds and cultures of all children, staff and families. We strive to provide additional support to children and families for whom English is an additional language or dialect to ensure equitable learning outcomes.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 6: COLLABORATIVE PARTNERSHIPS		
6.1	Supportive relationships with families	Respectful relationships with families are developed and maintained and families are supported in their parenting role.
6.1.1	Engagement with the service	Families are supported from enrolment to be involved in their service and contribute to service decisions.
6.1.2	Parent views are respected	The expertise, culture, values and beliefs of families are respected, and families share in decision-making about their child’s learning and wellbeing.
6.1.3	Families are supported	Current information is available to families about the service and relevant community services and resources to support parenting and family wellbeing.
6.2	Collaborative partnerships	Collaborative partnerships enhance children’s inclusion, learning and wellbeing.
6.2.3	Community and engagement	The service builds relationships and engages with its community.

RELATED POLICIES

<p>Anti-bias and inclusion Policy</p> <p>Educational Programming Policy</p> <p>Family Communication Policy</p>	<p>Interaction with Children, Family and Staff Policy</p> <p>Multicultural Policy</p> <p>Respect for Children Policy</p>
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PURPOSE

Diversity enriches life and culture. We aim to provide and promote an OSHC Service where children can realise their full potential regardless of gender, race and cultural background. We believe in honouring diversity, striving to engage in respectful interactions with children, educators and families. This will be reflected in our relationships with children and their families and in the resources, we provide for the children.

SCOPE

This policy applies to children, families, educators, staff, **the Approved Provider, Nominated Supervisor,** management, **students, volunteers** and visitors of the OSHC Service.

IMPLEMENTATION

The term '*culturally and linguistically diverse*' (CALD) is commonly used to describe people who have a cultural heritage different from that of the dominant Anglo Australian culture, replacing the previously used term of people from a '*non-English speaking background*' (NESB).

EAL/D refers to children whose first language is a language or dialect other than English and who may require additional support to assist them develop proficiency in English.

Our OSHC Service recognises the cultural diversity of our community and implements strategies and programs to promote anti-racism, develop intercultural understanding and develop positive relationships between families, children and staff from all cultural backgrounds. We acknowledge that children from language backgrounds other than English, may require additional support to ensure their successful integration to our Service.

TO CREATE A WELCOMING AND CULTURALLY INCLUSIVE ENVIRONMENT FOR ALL CHILDREN AND FAMILIES, OUR SERVICE WILL:

- provide translated copies of our *Family Handbook* and key documents to help explain routines and enrolment procedures
- create a space to display community information
- acknowledge the traditional custodians of the land
- contact our local Aboriginal Education Consultancy Group (AECG) for support on cultural awareness
- invite community members and elders to our Service for professional learning and to do storytelling with children
- display a calendar of significant cultural events to share with all families
- discuss appropriate ways of acknowledging and celebrating these events with children and families
- display photos of children engaged in learning and annotate using languages spoken at home and in English
- learn how to pronounce children's names
- learn greeting in the children's first language
- provide a welcoming physical environment that reflects diversity both indoors and outdoors

- access translation and interpreting support services where required

THE APPROVED PROVIDER/ MANAGEMENT/NOMINATED SUPERVISOR WILL ENSURE:

- enrolment and Orientation information can be translated into the family's home language
- if any family of a child enrolled at the OSHC Service is not fluent with the English language, policies and other service information will be provided to that family in a language that is readily understood by the family
- support **will be** is provided to the family to assist in completing forms and applications to Government agencies as required
- an interpreting service is accessible to ensure clear communication between the service and family. Support from interpreting services is available if communication is difficult between staff, children and families.
 - Translating and Interpreting Service: 131 450
 - Website: www.tisnational.gov.au
- general information, resources and support is obtained from the Department of Family and/or Community Services as required
- families have the opportunity to influence and shape the OSHC Service, to review service policies, and to contribute to service decisions with language not being a barrier or hindrance in the process
- all educators participate in professional learning to build their capacity to help build culturally inclusive environments and learning programs
- educators have an understanding of Aboriginal English
- our *Statement of Philosophy* is regularly reviewed to ensure it reflects the beliefs and values of all family's culture and language
- positive family partnerships are developed to enrich children's development and wellbeing
- to communicate effectively with our culturally and linguistically diverse community
- information, including brochures and factsheets are available to families about Community Services and resources to support parenting and family wellbeing in their chosen language
- the expertise of families is recognised, encouraging them to participate in decision making about their child's learning and wellbeing that are respectful to the family's cultural background
- families have opportunities and are supported to be involved in the program and in-service activities that are presented in a way that does limit them to English speaking families

EDUCATORS WILL:

- provide a program and environment that is inclusive of all children and families, promoting to children the importance of showing acceptance of different and diverse cultural practice including home language
- explore different cultures within the OSHC Service and encourage children to learn about other cultures as well as their own
- display Aboriginal artwork and use Aboriginal resources (Aboriginal and Torres Strait Islander flags, local AECG information)
- consider the cultural and linguistic backgrounds of all the children in the program and learn common words to assist the child and family
- be aware of interpretations of body language that may vary across cultures
- pronounce and spell children's name correctly
- find out which festivals are important to the children and family to include in the program
- use books, posters, and resources incorporating various languages in their classroom
- ensure that resources represent a variety of cultures and are available as part of the everyday program
- listen and respond to children- use short sentences, allow pause time to encourage response, listen intently
- be aware of taking a tokenistic approach when celebrating cultural diversity
- embed cultural diversity within the program
- support the maintenance of a child's first language according to parent's wishes
- actively seek information from parents to ensure experiences are implemented in a respectful manner.

CONTINUOUS IMPROVEMENT/REFLECTION

Our *English as an additional language or dialect (EALD) Policy* will be reviewed on an annual basis in consultation with children, families, staff, educators and management.

SOURCE

Australian Children's Education & Care Quality Authority. (2014).

Department of Education and Early Childhood Development, Victoria. *Learning English as an Additional Language in the Early Years (birth to six years)*. (2011). Victorian Curriculum and Assessment Authority.

Early Childhood Australia Code of Ethics. (2016).

Education and Care Services National Law Act 2010. (Amended 2018).

[Education and Care Services National Regulations](#). (2011).

Giugni, M. (n.d.). Exploring multiculturalism, anti-bias and social justice in children's services:

<https://www.viac.com.au/resource/exploring-multiculturalism-anti-bias-and-social-justice-childrens-services>

<https://multiverse.com.au/images/downloads/exploring-multiculturalism.pdf>

Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017).

Guide to the National Quality Framework. (2017). (Amended 2020).

New South Wales Department of Education. Multicultural Education. <https://education.nsw.gov.au/teaching-and-learning/curriculum/multicultural-education/english-as-an-additional-language-or-dialect#EAL/D0>

New South Wales Department of Education & Communities. *English as an Additional Language or Dialect. Advice for Schools*. (2014). https://policies.education.nsw.gov.au/policy-library/associated-documents/eald_advice.pdf

Revised National Quality Standard. (2018).

SNAICC- National Voice for our Children <https://www.snaicc.org.au/policy-and-research/early-childhood/Western-Australian-Education-and-Care-Services-National-Regulations>

REVIEW

POLICY REVIEWED BY	Tina Chappell	Coordinator	March 2023
POLICY REVIEWED	FEBRUARY 2023	NEXT REVIEW DATE	FEBRUARY 2024
VERSION NUMBER	v8.02.22		
MODIFICATIONS	<ul style="list-style-type: none"> • annual policy review • Hyperlinks checked and repaired if needed • Continuous improvement/reflection section added • link to Western Australian Education and Care Services National Regulations added in 'Sources' 		
POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE	
FEBRUARY 2022	<ul style="list-style-type: none"> • Policy reviewed. No major changes • Sources checked for currency 	FEBRUARY 2023	
FEBRUARY 2021	<ul style="list-style-type: none"> • suggested name change of policy to <i>English as an Additional Language or Dialect EAL/D Policy</i> • policy checked for currency • references checked 	FEBRUARY 2022	
FEBRUARY 2020	<ul style="list-style-type: none"> • Additional information about inclusive environments added • Section added for EAL/D children • Additional sources added • Sources checked for currency 	FEBRUARY 2021	
FEBRUARY 2019	<ul style="list-style-type: none"> • Added 'related policies' section • Introductory statement and purpose modified. • Additional information added to points. • Points added (Highlighted). • Sources/references corrected, updated, and alphabetised. 	FEBRUARY 2020	
NOVEMBER 2017	Updated the National Quality Standard references to comply with revised standard	FEBRUARY 2018	

Item 4.14 Enrolment Policy

EXECUTIVE SUMMARY

Council to review and adopt the Enrolment Policy as presented.

OFFICER'S RECOMMENDATION

That Council: Adopt the Enrolment Policy as presented.

Budget & Resource Implications

N/A

Background

Council to review and adopt the Enrolment Policy as presented.

Consultation (Internal/External)

Nil

Attachments

Attachment V - Policy

Report prepared by **Teena Chappell (Outside School Hours Care Coordinator)**

ENROLMENT POLICY

Out of School Hours Care (OSHC) Services provide high quality care for children after school, on pupil free days and during school holidays as Vacation Care programs. Enrolment and orientation can be both an exciting and an emotional time for children and families whether they attend only occasionally or on a regular basis. It is important to manage this time with sensitivity and support, building partnerships between families and the Out of School Hours Service. Such partnerships enable the Out of School Hours Care Service and families to work toward the common goal of promoting consistent quality outcomes for individual children and the Out of School Hours Service.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 6: COLLABORATIVE PARTNERSHIPS		
6.1	Supportive relationships with families	Respectful relationships with families are developed and maintained and families are supported in their parenting role.
6.1.1	Engagement with the service	Families are supported from enrolment to be involved in their service and contribute to service decisions.
6.1.2	Parent views are respected	The expertise, culture, values and beliefs of families are respected, and families share in decision-making about their child's learning and wellbeing.
6.1.3	Families are supported	Current information is available to families about the service and relevant community services and resources to support parenting and family wellbeing.
6.2	Collaborative partnerships	Collaborative partnerships enhance children's inclusion, learning and wellbeing.
6.2.3	Community and engagement	The service builds relationships and engages with its community.

LEGISLATIVE REQUIREMENTS/EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
S175	Offence relating to requirement to keep enrolment and other documents
77	Health, hygiene and safe food practices
78	Food and beverages
85	Incident, injury, trauma and illness policies and procedures
86	Notification to parents of incident, injury, trauma and illness
88	Infectious diseases
90	Medical conditions policy

91	Medical conditions policy to be provided to parents
92	Medication record
93	Administration of medication
96	Self-administration of medication
97	Emergency and evacuation procedures
99	Children leaving the education and care service premises
100	Risk assessment must be conducted before excursion
101	Conduct of risk assessment for excursion
102	Authorisation for excursions
102D	Authorisation for service to transport children
157	Access for parents
160	Child enrolment records to be kept by approved provider and family day care educator
161	Authorisations to be kept in enrolment record
162	Health information to be kept in enrolment record
168	Education and care service must have policies and procedures
173	Prescribed information is to be displayed
177	Prescribed enrolment and other documents to be kept by approved provider
181	Confidentiality of records kept by approved provider
183	Storage of records and other documents

RELATED LEGISLATION

Child Care Subsidy Secretary's Rules 2017	Family Law Act 1975
A New Tax System (Family Assistance) Act 1999	Disability Discrimination Act 1992
Family Assistance Law – Incorporating all related legislation for Child Care Provider Handbook in Appendix G https://www.education.gov.au/early-childhood/resources/child-care-provider-handbook	

RELATED POLICIES

Acceptance and Refusal Authorisation Policy Additional Needs Policy Arrival and Departure Policy CCS Governance Policy Children's Belongings Policy Control of Dealing with Infectious Disease Policy Dealing with Complaints Policy Delivery of children to and collection from a ECE Premises Policy	Incident, Injury, Trauma and Illness Policy Interactions with Children, Families and Staff Policy Medical Conditions Policy Orientation of New Families Policy Payment of Fees Policy Privacy and Confidentiality Policy Record Keeping and Retention Policy
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Excursions/Incursion Policy	Safe Transportation Policy
Family Communication Policy	Sun Safe Policy
Immunisation Policy	Withdrawal of a Child Policy

PURPOSE

We aim to ensure children and families receive a positive and informative enrolment and orientation process that meets their individual needs. We strive to establish respectful and supportive relationships between families and the Out of School Hours Care (OSHC) Service to promote positive outcomes for children whilst adhering to legislative requirements.

SCOPE

This policy applies to children, families, staff, management, **Approved Providers, Nominated Supervisor**, coordinators, and visitors of the Out of School Hours Care Service.

ENROLMENT

According to the Child Care Provider Handbook **(June 2019)** **(August 2022)** 'enrolling children is a requirement under Family Assistance Law for all children who attend child care (or have an arrangement for care) regardless of their parent's or guardian's eligibility for Child Care Subsidy...An enrolment links the child, the individual claiming the subsidy and the child care service.' An enrolment notice is required for each child attending the service. This reflects the type of arrangement that is in place between the provider and the family/individual or organisation.

IMPLEMENTATION

The *Education and Care Services National Regulations* requires approved providers to ensure their services have policies and procedures in place for enrolment and orientation (regulation 168) and take reasonable steps to ensure those policies and procedures are followed (regulation 170).

Our OSHC Service accepts enrolments of children who are formally enrolled in primary school.

Enrolments will be accepted providing:

- a) the maximum daily attendance does not exceed the licensed capacity of the Out of School Hours Care Service
- b) a vacancy is available for the booking required
- c) the adult to child ratio is maintained at the Out of School Hours Care Service

PRIORITY OF ACCESS GUIDELINES

Our Service aims to assist families who are most in need and may prioritise filling vacancies with children who are:

- at risk of serious abuse or neglect
- a child of a sole parent who satisfies, or parents who both satisfy, the activity test through paid employment.

Providers are asked to (but are not legally obliged to prioritise children). CCS Handbook p.51

ENROLMENT

When a family has indicated their interest in enrolling their child, we will organise an enrolment meeting to share information and build relationships.

- Families will be provided with a range of information about our OSHC Service which will include:
 - collection/drop off procedures -ensuring children are signed in and out of the service
 - the service philosophy, inclusion, programming methods, menu, incursions, excursions, inclusion, fees, Child Care Subsidy, policies, procedures, SunSmart requirements, regulations and the licensing and assessment process for Queensland, My Time, Our Place: Framework for School Age Care in Australia, the National Quality Framework, Out of School Hours Care routines, educator qualifications, introduction to the service and learning environment, parent communication strategies and signing in and out processes.
- Families are invited to ask questions and seek any further information they require
- Families will be provided with vacancies, a start date and a suitable time for the child to be orientated to the OSHC Service
- Families will need to complete the enrolment form informing management of their child's interests, strengths and individual needs
- Any matters that are of a sensitive nature, such as discussing a child's medical needs, Court Orders, parenting plans or parenting orders, will be discussed privately with management. Families will be required to bring any documents required in relation to court orders, medical needs or plans
- Families will complete the enrolment form informing management of their child's interests, strengths and individual needs
- If a family or child uses English as a second language or speak another language at home, we request that families provide us with some key words in the language/s the child speaks so that educators can learn these words.
- Families who wish to receive CCS as reduced fees must apply for CCS through the myGov website/app, this includes completing the Child Care Subsidy activity test.

- Information about gap fees and absences will be discussed.
- It is a legal requirement that prior to the child starting at the Service we have all required documents including
 - the completed enrolment form
 - medical management plans (if relevant) completed by the child's general practitioner
 - ~~birth certificate or passport~~
 - a current Immunisation History Statement from the Australian Immunisation Register (AIR)
 - details of any court orders, parenting orders or parenting plans
- It is the family's responsibility to keep the Service informed of any changes to the information recorded on the application form.

FAMILIES WILL BE ASKED TO PROVIDE THE FOLLOWING INFORMATION:

1. Full name/s of parent/s (or the person legally responsible for the care of the child) residential address, place of employment and contact telephone number
2. The full name, residential address, and contact telephone number of a person or persons authorised by the parent who may be contacted in case of an emergency concerning the child if a parent is unable to be contacted (authorised nominee)
3. The full name, residential address and contact telephone number of any person authorised by the parent to collect the child from the OSHC Service (authorised nominee)
4. Full name of the child
5. Child's date of birth
6. Child's birth certificate or passport [to be sighted to verify child's enrolment details]
7. Child's residency status
8. The child's address
9. Gender of the child
10. Cultural background of the child
11. Provision of care – if care will be a routine and/or casual etc.
12. Session start and end times
13. Complying Written Agreement including fee information
14. Relevant details regarding of child's school and class if being dropped off or collected from a school
15. Any court orders or parenting agreements regarding the child
16. The primary language spoken by the child; if the child has not learnt to speak, the child's family's language
17. Any special requirements of the family, including for example cultural or religious requirements.

18. The needs of a child with a disability or with other additional needs
19. A statement/authorisation indicating the name and address and contact details of any person who is authorised to consent to the administration of medication to the child
~~parental permission for any medications to be administered. [Only a parent on the enrolment form can authorise the administration of medication.]~~
20. Authorisation and signature by parent/authorised person for the approved provider, nominated supervisor or educator to seek:
 - o medical treatment for the child from a registered practitioner, hospital or ambulance service
 - o transportation of the child by an ambulance service
21. Child's Medicare number
22. Specific healthcare needs of the child, including allergies and intolerances
23. Any medical management plan for a specific severe healthcare need, medical condition, or allergy, such as an Anaphylaxis Emergency Management Plan or Risk Minimisation Plan.
24. Details of any dietary restrictions for the child
25. The name, address and telephone number of the child's doctor
26. Authorisation for regular occurring transportation and regular outings/excursions
27. Immunisation status of the child (Immunisation History Statement)
28. CRN for child and claimant
29. Child Care Subsidy Assessment confirmation.

Although Out of School Hours Care services are regulated under the Education and Care Services National Law Act, children attending Out of School Hours Care are exempt from the immunisation/enrolment requirements that apply to other early childhood education and care services (long day care, family day care & preschools). The *immunisation status* of the child is however required to be kept in the enrolment record for each child enrolled at the education and care service- Regulation 162 Education and Care Services National Regulations.

ORIENTATION OF THE SERVICE

During the orientation of the Out of School Hours Care Service, families will:

- be provided with the enrolment form to be completed or shown how to complete this through an online platform
- have Child Care Subsidy explained to families and assistance may be offered to assist with the application process

- provided with an outline of the Service policies which will include key policies such as: *Payment of Fees, Sun Safe, Incident, Injury, Trauma and Illness, Control of Infectious diseases, Sick Child Policy and Administration of Medication*
- shown the signing in/out process [insert information about Kiosk if used]
- advised of appropriate clothing for children to wear to the Service for mufti days or vacation care, including shoes
- informed about policies regarding children bringing in toys from home
- introduced to their child's educators
- taken on a tour around the Service and environment
- asked to share information on any medical management plan or specific healthcare needs of their child (if applicable)
- informed of the daily report and how parents can view this or informed about the online platform/App the Service may use
- introduced to the routines and Service program, including the observations to aid programming
- informed about Service communication strategies including meetings, interviews, newsletters, emails, etc.
- given the opportunity to set goals for their child
- confirm preferred method of communication.

ENROLMENT PACK

Once the enrolment fee and bond has been paid, families will be provided with an enrolment pack which consists of:

- Family Handbook, which outlines the Service's operation and philosophy
- current fee structure and payment details
- Child Care Subsidy information
- information on the National Quality Framework and *My Time Our Place* learning framework
- ECA Code of Ethics brochure
- Lunchbox and Snack ideas (if applicable- Vacation Care)

THE APPROVED PROVIDER/MANAGEMENT WILL ENSURE:

- the enrolment form is completed accurately and, in its entirety
- authorisations are signed by both parents/guardians
- our OSHC Service complies with the *Disability Discrimination Act* and our enrolment policy and practices do not discriminate against children or others with disability

- barriers to access and participation for children with disability are identified and reasonable adjustments to the program and environment is made to allow access and participation in the Service [See: *Additional Needs Policy*]
- a child with medical needs does not begin at the OSHC Service unless a medical management plan is received and medication is brought to the service each day
- the child's medical management plan is recorded, and this information is shared/distributed to Educators
- Action Plans are completed in full (if relevant)
- Administration of Medication forms are completed (if relevant)
- the Medical Conditions Policy is provided to families for children with a specific health care need, allergy or other relevant medical condition before the child begins education and care at the Service
- Risk Minimisation Plans and Communication Plans are requested/completed with parents/guardians for children with medical needs before the child begins at the OSHC Service
- Educators are informed of the new child including any medical conditions, interests, developmental needs, and strengths
- Immunisation certificate and birth certificate or passport/identity papers has been sighted and photocopied
- the enrolment is lodged through Kindy Manager or PEP with Department of Education Department of Education, Skills and Employment (DESE)
- a file for the Child's information is created
- families are provided with an orientation survey to complete within the first 6 weeks of starting to gain feedback about the orientation and enrolment process.

FAMILIES WILL:

- complete all documentation required by the Service for enrolment
- provide required authorisations as indicated on enrolment form
- notify the service of any specific health care needs of the child, including medical conditions and allergies and provide a medical management plan for child if applicable
- ensure all information about the child and family is kept up to date.

CHILD CARE SUBSIDY

[Child Care Subsidy](#) (CCS) offers assistance to families to help with the cost of childcare for children aged 0-13 years. There are three factors that determine a family's level of CCS. These are:

- [Combined annual family income](#)

- [Activity test](#) – the activity level of both parents
- [Service type](#) – type of child care service and whether the child attends school

Documentation may be required such as Australian driver licence, Australian passport, Foreign passport, Australian birth certificate, Australian Marriage certificate, Australian citizenship certificate

- Families are provided with a Customer Reference Number (CRN)
- Child Care Subsidy is paid directly to providers to be passed on to families as a fee reduction
- Families will contribute to their childcare fees and pay the Service the difference between the fee charged and the subsidy amount- generally called the 'gap fee'
- Families may also be eligible for [Additional Child Care Subsidy](#) depending upon their circumstance

COMPLYING WRITTEN ARRANGEMENT AND ADDITIONAL CHILD CARE SUBSIDY (ACCS) (CHILD WELLBEING) PROCEDURES

- The Provider and Parent must enter into an agreement regarding the planned arrangements for care of a child, this is called a *Complying Written Arrangement (CWA)* and is an agreement to provide care in return for fees.
- The CWA must be recorded, and the parent must confirm the terms of the agreement either electronic or hard copy and this must be kept by the provider.
- The CWA must include the following information:
 - the names and contact details of the provider and the individual(s)
 - the date the arrangement starts
 - the name and date of birth of the child (or children)
 - if care will be provided on a routine basis and if so, details about the days on which sessions of care will usually occur
 - the usual start and end times for these sessions of care
 - whether care will be on a casual or flexible basis (in addition to, or instead of, a routine basis)
 - details of fees charged under the arrangement (providers can reference a fee schedule or information available on their website), which the parties understand may vary from time to time.
- Where there are certain changes (fees or booked days) to the individual Complying Written Arrangements (CWA) for care between the provider and an individual, the provider must update the arrangement in writing, and the families are required to confirm the changes by signing the updated CWA.
- An enrolment notice must be submitted within 7 days following the signed CWA and enrolment acceptance.

- Once the provider submits an enrolment notice the family will be asked to confirm the enrolment through their myGov account.
- Parents can apply for ACCS (grandparent), ACCS (temporary financial hardship) or ACCS (transition to work) through Centrelink directly
- The provider can apply for ACCS (child wellbeing) through the CCS software or PEP for children identified at risk of serious abuse or neglect
- Our OSHC Service will ensure all ACCS applications are managed in line with the [Guide to Additional Child Care Subsidy \(child wellbeing\)](#) and [CCS Handbook](#)
- Once a child has been identified as 'at risk' the Service will check the ACCS eligibility requirements from the Guide to the ACCS (Child Wellbeing)
- If the Service deems the child is eligible for ACCS the service will submit an initial ACCS Certificate for a 6-week period
- The Service needs to provide a referral to an appropriate support agency in conjunction with the submission of an ACCS certificate
- If further ACCS (Child Wellbeing) is required following the initial 6-week certificate the service may apply for a Determination for a period of up to 13 weeks
- Following an application for an ACCS 6-week certificate the provider will abide by the requirement to make an ACCS (child wellbeing) referral to an appropriate support agency
- Following an application for an ACCS 12-week determination the provider will abide by the requirement that the application must be accompanied by evidence, dated less than 6 months old, or a statutory declaration that supports the provider's view that the child continues to be 'at risk'
- If the child continues to be 'at risk; after the initial 13-week determination, then the provider needs to lodge a subsequent determination application.

ENROLMENT RECORD KEEPING

Our *Record Keeping Policy* outlines the information and authorisations that we will include in all child enrolment records.

ON THE CHILD'S FIRST DAY

Consideration will be made to each family regarding the initial settling in period and strategies may be offered to assist in this transition- for example, organising a buddy in the same class to remind the child to attend OSHC on that particular day; notifying the child's classroom teacher that the child will be beginning OSHC on certain days.

- The child and their family will be welcomed to the Service upon drop off

- They will be greeted by one of the educators who will show them where to sign in and out, discuss what is happening within the Service, and show where children can store their personal belongings whilst attending Out of School Hours Care.
- Information about collecting their child at the end of the day will be discussed
- Management will ensure the orientation checklist has been completed and all required documents and information has been received from families.

CONTINUOUS IMPROVEMENT/REFLECTION

Our *Enrolment Policy* will be updated and reviewed annually in consultation with families, staff, educators and management.

CHILDCARE CENTRE DESKTOP- RELATED RESOURCES

Enrolment letter to parents	Enrolment Information Update Form
Enrolment form	Enrolment Procedure
Enrolment checklist	Enrolment Waitlist Letter
Notification of changes to enrolment	Termination of Enrolment Policy

SOURCES

Australian Children’s Education & Care Quality Authority. (2014).
 ACECQA. (2021). Policy and procedure guidelines. *Enrolment and Orientation*.
 ACECQA. (2022). The Disability Discrimination Act: [What do Children’s Education and Care Services Need to Know?](#)
 Australian Government Department of Education [Skills and Employment. \(2019\) \(2022\)](#). Child Care Provider handbook <https://www.dese.gov.au/resources-child-care-providers/resources/child-care-provider-handbook>
<https://www.education.gov.au/early-childhood/resources/child-care-provider-handbook>
 Australian Government Department of Education [Skills and Employment. \(2019\) \(2021\)](#). Guide to Additional Child Care Subsidy (child wellbeing) <https://www.dese.gov.au/additional-child-care-subsidy/resources/guide-accs-child-wellbeing> <https://www.education.gov.au/child-care-package/resources/guide-accs-child-wellbeing>
 Australian Government Services Australia <https://www.servicesaustralia.gov.au/individuals/services/medicare/australian-immunisation-register/how-get-immunisation-history-statement>
 Australian Government Guide to Social Policy Law. Family Assistance Guide [Immunisation- approved exemptions \(FTB\)](#). <https://guides.dss.gov.au/family-assistance-guide/2/1/3/40>
 Department of Human Services (Centrelink): <https://www.humanservices.gov.au/individuals/services/centrelink/child-care-subsidy>
 Education and Care Services National Law Act 2010. (Amended 2018). [Education and Care Services National Regulations](#). (2011)
 Government of Western Australia. Department of Health. (2021). Western Australian Immunisation Requirements. Guidelines for persons in charge of child care services, community kindergartens and schools.
 Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2020).
 National Centre for Immunisation Research and Surveillance. (2021). No Jab No Play, No Jab No Pay <https://www.ncirs.org.au/public/no-jab-no-play-no-jab-no-pay>

NSW Government Health. (2019). Questions and answers about vaccination requirements for child care:

https://www.health.nsw.gov.au/immunisation/Pages/childcare_qa.aspx

Revised National Quality Standard. (2018).

Victoria State Government. Requirements for all early childhood services.

<https://www.education.vic.gov.au/childhood/providers/regulation/Pages/reqallservices.aspx>

[Western Australian Education and Care Services National Regulations](#)

REVIEW

POLICY REVIEWED BY	Tina Chappell	Coordinator	March 2023
POLICY REVIEWED	MARCH 2023	NEXT REVIEW DATE	SEPTEMBER 2023
VERSION NUMBER	V10.03.23		
MODIFICATIONS	<ul style="list-style-type: none"> Additional statement added to role of AP and Management re: children with disability and compliance with Disability Discrimination Act 1992 Legal requirement for families to provide birth certificate/passport deleted Child Care Centre Desktop related resouces added 		
POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE	
SEPTEMBER 2022	<ul style="list-style-type: none"> regular policy maintenance link to Western Australian Education and Care Services National Regulations added in 'Sources' minor formatting edits within text hyperlinks checked and repaired as required update of name from DESE to Department of Education links within policy updated from DESE.gov.au to education.gov.au 	SEPTEMBER 2023	
SEPTEMBER 2021	<ul style="list-style-type: none"> Additional law/regulations added- ACECQA Guidelines to Policy and Procedures document-(August 2021) Updated Related Policies Checked and updated links used within policy Additional section for Families Additional information added re: ACCS requirements 	SEPTEMBER 2022	
OCTOBER 2020	<ul style="list-style-type: none"> Family Law inclusion Additional section related to CWA and ACCS 	SEPTEMBER 2021	

SEPTEMBER 2020	<ul style="list-style-type: none"> • Activity test requirements valid until 4 October 2020 • minor editing change 	SEPTEMBER 2021
JULY 2020	<ul style="list-style-type: none"> • resumption of CCS and ACCS from 13 July 2020 • additional information included about enrolment, CCS application process, Activity Test, Complying Written Arrangement (CWA), and immunisation requirements • rewording of some content • deleted sections that were repetitive • order changed for some items required for the enrolment of the child 	SEPTEMBER 2020
SEPTEMBER 2019	<ul style="list-style-type: none"> • Added regulations • Priority Access Guidelines removed- new information added • Deleted immunisation requirements for OSHC services • Grammar, punctuation and spelling edited. • Additional information added. • Points re-ordered for better flow. • Sources/references corrected, updated, and alphabetised. • New reference/source added. • Related policies alphabetised. 	SEPTEMBER 2020
SEPTEMBER 2018	<ul style="list-style-type: none"> • Included a statement referring to CCS Written Arrangement updates/changes on page 4. 	SEPTEMBER 2019
MAY 2018	<ul style="list-style-type: none"> • New policy created 	MAY 2019

Item 4.15 Privacy and Confidentiality Policy

EXECUTIVE SUMMARY

Council to review and adopt the Privacy and Confidentiality Policy as presented.

OFFICER'S RECOMMENDATION

That Council: Adopt the Privacy and Confidentiality Policy as presented.

Budget & Resource Implications

N/A

Background

Council to review and adopt the Privacy and Confidentiality Policy as presented.

Consultation (Internal/External)

Nil

Attachments

Attachment W - Policy

Report prepared by **Teena Chappell (Outside School Hours Care Coordinator)**

PRIVACY AND CONFIDENTIALITY POLICY

Privacy is acknowledged as a fundamental human right. Our **Out of School Hours Care (OSHC)** Service has an ethical and legal responsibility to protect the privacy and confidentiality of children, individuals and families as outlined in Early Childhood Code of Ethics, Education and Care Services National Regulations and the Privacy Act 1988 (Cth). The right to privacy of all children, their families, and educators and staff of the **OSHC** Service will be upheld and respected, whilst ensuring that all children have access to high quality early years care and education. All staff members will maintain confidentiality of personal and sensitive information to foster positive trusting relationships with families.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 7: GOVERNANCE AND LEADERSHIP		
7.1	Governance	Governance supports the operation of a quality service
7.1.1	Service philosophy and purposes	A statement of philosophy guides all aspects of the service's operations.
7.1.2	Management Systems	Systems are in place to manage risk and enable the effective management and operation of a quality service.
7.1.3	Roles and Responsibilities	Roles and responsibilities are clearly defined and understood and support effective decision-making and operation of the service.
7.2	Leadership	Effective leadership builds and promotes a positive organisational culture and professional learning community.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
168	Education and care services must have policies and procedures
181	Confidentiality of records kept by approved provider
181-184	Confidentiality and storage of records

RELATED LEGISLATION

Child Care Subsidy Secretary's Rules 2017	Family Law Act 1975
A New Tax System (Family Assistance) Act 1999	Family Assistance Law – Incorporating all related legislation for Child Care Provider Handbook in Appendix G https://www.education.gov.au/early-childhood/resources/child-care-provider-handbook

RELATED POLICIES

CCS Account Policy	Interaction with Children, Family and Staff Policy
CCS Governance Policy	Management Committee Policy
Cyber Safety Policy	Orientation of Families Policy
Dealing with Complaints Policy	Payment of Fees Policy
Enrolment Policy	Photograph Policy
Family Communication Policy	Record Keeping and Retention Policy
Governance Policy	Writing Reviewing and Maintaining Policies

PURPOSE

To ensure that the confidentiality of information and files relating to the children, families, staff, and visitors using the OSHC Service is upheld at all times. We aim to protect the privacy and confidentiality of all information and records about individual children, families, educators, staff and management by ensuring continuous review and improvement on our current systems, storage, and methods of disposal of records. We will ensure that all records and information are held in a secure place and are only retrieved by or released to people who have a legal right to access this information. Our OSHC Service takes data integrity very seriously, we strive to assure all records and data is protected from unauthorised access and that it is available to authorised persons when needed. This policy provides procedures to ensure data is stored, used and accessed in accordance with relevant policies and procedures, example enrolment policy, CCS Account policy.

SCOPE

This policy applies to children, families, staff, educators, approved provider, nominated supervisor and management of the OSHC Service.

IMPLEMENTATION

Under National Law, Section 263, Early Childhood Services are required to comply with Australian privacy law which includes the *Privacy Act 1988* (the Act) aimed at protecting the privacy of individuals. Schedule 1 of the *Privacy Act* (1988) includes 13 Australian Privacy Principles (APPs) which all services are required to apply. The APPs set out the standards, rights and legal obligations in relation to collecting, handling, holding and accessing personal information.

The Notifiable Data Breaches (NDB) scheme requires Early Childhood Services, Family Day Care Services, and Out of School Hours Care Services to provide notice to the Office of the Australian Information Commissioner (formerly known as the Privacy Commissioner) and affected individuals of any data breaches that are ‘likely’ to result in ‘serious harm’.

Businesses that suspect an eligible data breach may have occurred, must undertake a reasonable and expeditious assessment to determine if the data breach is likely to result in serious harm to any individual affected. A breach of an Australian Privacy Principle is viewed as an *'interference with the privacy of an individual'* and can lead to regulatory action and penalties.

(Source: OAIC Australian Privacy Principles)

Further information about the APPs are included in Appendix 1 of this policy.

THE APPROVED PROVIDER/ NOMINATED SUPERVISOR/ MANAGEMENT WILL:

- ensure the OSHC Service acts in accordance with the requirements of the Australian Privacy Principles and *Privacy Act 1988* by developing, reviewing, and implementing procedures and practices that identify:
 - the name and contact details of the OSHC Service
 - what information the Service collects and the source of information
 - why the information is collected
 - who will have access to information
 - collection, storage, use, disclosure, and disposal of personal information collected by the OSHC Service
 - any law that requires the particular information to be collected
 - adequate and appropriate storage for personal information collected by the OSHC Service
 - protection of personal information from unauthorised access.
- ensure educators, staff, students and volunteers have knowledge of and adhere to this policy
- ensure families are aware of the privacy and confidentiality policy
- provide staff and educators with relevant information regarding changes to Australian privacy law and Service policy
- ensure all relevant staff understand the requirements under Australia's privacy law and Notifiable Data Breaches (NDB) scheme
- maintain currency with the Australian Privacy Principles (this may include delegating a staff member to oversee all privacy-related activities to ensure compliance).
- ensure personal information is protected in accordance with our obligations under the *Privacy Act 1988* and *Privacy Amendments (Enhancing Privacy Protection) Act 2012*
- ensure all records and documents are maintained and stored in accordance with Education and Care Service National Regulations

- regularly back-up personal and sensitive data from computers to protect personal information collected
- ensure all computers are password protected and install security software- antivirus protection
- ensure families are notified of the time particular records are required to be retained as per Education and Care Services National Regulations [regulation 183 (2)]
- ensure the appropriate and permitted use of images of children, including obtaining written consent from parents and/or guardian of children who will be photographed or videoed by the service
- ensure all employees, students, volunteers, and families are provided with a copy of this policy
- deal with privacy complaints promptly and in a consistent manner, following the OSHC Service's *Dealing with Complaints Policy* and procedures
- ensure families only have access to the files and records of their own children
- ensure information given to Educators will be treated with respect and in a professional and confidential manner
- ensure only necessary information regarding the children's day-to-day health and wellbeing is given to non-primary contact educators. For example, food allergy information
- ensure individual child and staff files are stored in a locked and secure cabinet
- ensure information relating to staff employment will remain confidential and available only to the people directly involved with making personnel decisions
- ensure that information shared with the Service by the family will be treated as confidential unless told otherwise
- ensure information regarding the health and wellbeing of a child or staff member is not shared with others unless consent has been provided, in writing, or provided the disclosure is required or authorised by law under relevant state/territory legislation (including Child Information Sharing Scheme (CISS) or the Family Violence Information Sharing Scheme (FVISS) in Victoria.) See Child Protection Policy for further information regarding legal obligations to sharing information as per CISS or FVISS Schemes in Victoria.
- complete a *Privacy Audit* every 12 months or following a breach of data to ensure the service meets lawful obligations, identifies areas for improvement and to detect potential areas of breach in privacy law
- follow the *Data Breach Response Procedure* and complete a *Data Breach Response Template* following any breaches in data at the service.

EDUCATORS AND STAFF WILL:

- read and adhere to the *Privacy and Confidentiality Policy* at all times

- ensure documented information and photographs of children are kept secure but may be accessed at any time by the child's parents or guardian
- ensure families only have access to the files and records of their own children
- treat private and confidential information with respect in a professional manner
- not discuss individual children with people other than the family of that child, except for the purposes of curriculum planning or group management. Communication in other settings must be approved by the family beforehand
- ensure that information shared with the service by the family will be treated as confidential unless told otherwise
- maintain individual and Service information and store documentation according to this policy at all times
- not share information about the individual or service, management information, or other staff as per legislative authority.

Australian Privacy Principles- Personal Information

Richmond Shire Council OSHC is committed to protecting personal information in accordance with our obligations under the *Privacy Act 1988* and *Privacy Amendments (Enhancing Privacy Protection) Act 2012*.

Personal information includes a broad range of information, or an opinion, that could identify an individual.

Sensitive information is personal information that includes information or an opinion about a range of personal information that has a higher level of privacy protection than other personal information.

Source: OAIC-Australian Privacy Laws, Privacy Act 1988

Personal information will be collected and held securely and confidentially about you and your child to assist our OSHC Service provide quality education and care to your child whilst promoting and maintaining a child safe environment for all stakeholders.

Personal information our Service may request regarding enrolled children:

- Child's name
- Gender
- Date of birth
- Address
- Birth Certificate
- Religion
- Language spoken at home
- Emergency contact details and persons authorised to collect individual children

- Primary school attending
- Children's health requirements
- Immunisation records- (Immunisation History Statement)
- Developmental records and summaries
- External agency information
- Custodial arrangements or parenting orders
- Incident reports
- Medication reports
- Child Care Subsidy information
- Medical records
- Permission forms – including permission to take and publish photographs, video, work samples
- Doctor's contact information
- Centrelink Customer Reference number (CRN)
- Dietary requirements

Personal information our Service may request regarding parents and caregivers

- Parent/s full name
- Address
- Phone number (mobile & work)
- Email address
- Bank account or credit card detail for payments
- Centrelink Customer Reference number (CRN)
- Custody arrangements or parental agreement

Personal information our Service may request regarding staff and volunteers

- Personal details
- Tax information
- Banking details
- Working contract
- Emergency contact details
- Medical details
- ~~Immunisation details [including COVID-19 vaccinations, please check your state/territory requirements]~~
- Working With Children Check verification
- Educational Qualifications
- Medical history
- Resume
- Superannuation details
- Child Protection qualifications
- First Aid, Asthma and Anaphylaxis certificates
- Professional Development certificates
- PRODA related documents such as RA number and background checks

Method of Collection

Information is generally collected using standard forms at the time of enrolment.

Additional information may be provided to the Service through email, surveys, telephone calls or other written communication.

Information may be collected online through the use of software such as CCS software or program software

How we protect your personal information

To protect your personal and sensitive information, we maintain physical, technical and administrative safeguards

All hard copies of information are stored in children's individual files in a locked cupboard

All computers used to store personal information are password protected. Each staff member will be provided with a unique username and password for access to CCS software and program software. Staff will be advised not to share usernames and passwords

Access to personal and sensitive information is restricted to key personal only

Security software is installed on all computers and updated automatically when patches are released

Data is regularly backed up on external drive and/or through a cloud storage solution

Any notifiable breach to data is reported

All staff are aware of the importance of confidentiality and maintaining the privacy and security of your information

Procedures are in place to ensure information is communicated to intended recipients only, example invoices and payment enquiries

Access to personal and sensitive information

Personal and sensitive information about staff, families and children will be stored securely at all times.

Families who have access to enrolment or program information online will be provided with a unique username and password. Families will be advised not to share username and passwords.

The Approved Provider will ensure that information kept in a child's record is not divulged or communicated through direct or indirect means to another person other than:

- the extent necessary for the education and care or medical treatment of the child to whom the information relates
- a parent of the child to whom the information relates, except in the case of information kept in a staff record
- the Regulatory Authority or an authorised officer

- as expressly authorised, permitted or required to be given by or under any Act or law [See: Child Information Sharing Scheme (CISS)].
- with the written consent of the person who provided the information.

Disclosing personal and sensitive information

Our Service will only disclose personal or sensitive information to:

- a third-party provider with parent permission (for example CCS software provider)
- Child Protection Agency- Office of the Children’s Guardian and Regulatory Authority as per our *Child Protection and Child Safe Environment Policies*
- as part of the purchase of our business asset with parental permission
- authorised officers (for example public health officer)
- the regulatory authority or an authorised officer
- as expressly authorised, permitted or required to be given by or required to be given by or under any Act or Law [Child Information Sharing Scheme].
- with the written consent of the person who provided the information.

Complaints and Grievances

If a parent, employee or volunteer has a complaint or concern about our OSHC Service, or they believe there has been a data breach of the Australian Privacy Principles, they are requested to contact the Approved Provider so reasonable steps to investigate the complaint can be made and a response provided. [See: *Dealing with Complaints Policy*]

If there are further concerns about how the matter has been handled, please contact the Office of Australian Information Commissioner on 1300 363 992 or:

https://forms.business.gov.au/smartforms/landing.htm?formCode=APC_PC

For any other general concerns, please contact the Approved Provider directly on:

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APPENDIX

The Australian Privacy Principles (APPs) outline:

- The open and transparent management of personal information, including having a privacy policy
- An individual having the option of transacting anonymously or using a pseudonym where practicable

- The collection of solicited personal information and receipt of unsolicited personal information including giving notice about collection
- How personal information can be used and disclosed (including overseas)
- Maintaining the quality of personal information
- Keeping personal information secure
- Right for individuals to access and correct their personal information

The APPs place more stringent obligations on APP entities when they handle 'sensitive information'. Sensitive information is a type of personal information and includes information about an individual's:

- Health (including predictive genetic information)
- racial or ethnic origin
- political opinions
- membership of a political association, professional or trade association or trade union
- religious beliefs or affiliations
- philosophical beliefs
- sexual orientation or practices
- criminal record
- biometric information that is to be used for certain purposes
- Biometric templates.

Australian Privacy Principles (APPs)

APP 1 – Open and transparent management of personal information

Ensures that APP entities manage personal information in an open and transparent way. This includes having a clearly expressed and up to date APP privacy policy.

APP 2 – Anonymity and Pseudonymity

Requires APP entities to give individuals the option of not identifying themselves, or of using a pseudonym. Limited exceptions apply.

APP 3 – Collection of solicited personal information

Outlines when an APP entity can collect personal information that is solicited. It applies higher standards to the collection of 'sensitive' information.

APP 4 – Dealing with unsolicited personal information

Outlines how APP entities must deal with unsolicited personal information.

APP 5 – Notification of the collection of personal information

Outlines when and in what circumstances an APP entity that collects personal information must notify an individual of certain matters.

APP 6 – Use or disclosure of personal information

Outlines the circumstances in which an APP entity may use or disclose personal information that it holds.

APP 7 – Direct marketing

An organisation may only use or disclose personal information for direct marketing purposes if certain conditions are met.

APP 8 – Cross-order disclosure of personal information

Outlines the steps an APP entity must take to protect personal information before it is disclosed overseas.

APP 9 – Adoption, use or disclosure of government related identifiers

Outlines the limited circumstances when an organisation may adopt a government related identifier of an individual as its own identifier or use or disclose a government related identifier of an individual.

APP 10 – Quality of personal information

An APP entity must take reasonable steps to ensure the personal information it collects is accurate, up to date and complete. An entity must also take reasonable steps to ensure the personal information it uses or discloses is accurate, up to date, complete and relevant, having regard to the purpose of the use or disclosure.

APP 11 – Security of personal information

An APP entity must take reasonable steps to protect personal information it holds from misuse, interference and loss, and from unauthorised access, modification or disclosure. An entity has obligations to destroy or de-identify personal information in certain circumstances.

APP 12 – Access to personal information

Outlines an APP entity’s obligations when an individual requests to be given access to personal information held about them by the entity. This includes a requirement to provide access unless a specific exception applies.

APP 13 – Correction of personal information

Outlines an APP entity’s obligations in relation to correcting the personal information it holds about individuals.

CONTINUOUS IMPROVEMENT/REFLECTION

The *Privacy and Confidentiality Policy* will be reviewed on an annual basis in conjunction with children, families, staff, educators and management.

CHILDCARE CENTRE DESKTOP- RELATED RESOURCES

Data Breach Response Template	Privacy and Confidentiality Procedure
Privacy Audit	Privacy Law Compliance Procedure

SOURCE

Australian Childcare Alliance. (2019). Changes to Australia’s privacy law: What ECEC services need to know: <https://childcarealliance.org.au/blog/115-changes-to-australia-s-privacy-law-what-ecec-services-need-to-know>

Australian Children’s Education & Care Quality Authority. (2014)

Australian Government Department of Education. *Child Care Provider Handbook* (2022) <https://www.education.gov.au/early-childhood/resources/child-care-provider-handbook>

Australian Government Office of the Australian Information Commission – Australian Privacy Principles: <https://www.oaic.gov.au/privacy-law/privacy-act/australian-privacy-principles>

Early Childhood Australia Code of Ethics. (2016).

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Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017).

Guide to the National Quality Framework. (2017). (Amended 2020).

Privacy Act 1988.

Revised National Quality Standard. (2018).

UN General Assembly (1989) United Nations Convention of the Rights of a child

Victorian Government. [Child Information Sharing Scheme](#).

[Western Australian Education and Care Services National Regulations](#)

REVIEW

POLICY REVIEWED BY	Tina Chappell	Coordinator	March 2023
POLICY REVIEWED	MARCH 2023	NEXT REVIEW DATE	MARCH 2024
VERSION NUMBER	V12.03.23		
MODIFICATIONS	<ul style="list-style-type: none"> • annual policy maintenance • merged NS/RP content into AP/NS/Management to avoid repetition of points • hyperlinks checked and repaired as required • Continuous Improvement/Reflection section added • Childcare Centre Desktop Resource section added 		
POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE	
SEPTEMBER 2022	<ul style="list-style-type: none"> • Update of Department name from Department of Education, Skills, and Employment to Department of Education • policy maintenance • minor formatting edits within text • hyperlinks checked and repaired as required • link to Western Australian Education and Care Services National Regulations added in ‘Sources’ 	MARCH 2023	

	<ul style="list-style-type: none"> • procedure removed (separate procedure available on Desktop) 	
MARCH 2022	<ul style="list-style-type: none"> • Review policy as part of annual cycle • no major changes to policy • sources checked for currency 	MARCH 2023
AUGUST/ OCTOBER 2021	<ul style="list-style-type: none"> • Update of Related Legislation • Update of Related Policies • Update of sources used within policy • Additional information relating to Breach of Data Procedure/Template and Privacy Audit • Inclusion of COVID-19 vaccination requirements -applicable to some states/territories • Inclusion of Information Sharing Schemes for Victorian ECEC Services 	MARCH 2022
MARCH 2021	<ul style="list-style-type: none"> • Policy reviewed to align with 2021 review schedule • Privacy and Confidentiality Procedure added to policy • sources checked for currency 	MARCH 2022
OCTOBER 2020	<ul style="list-style-type: none"> • Minor additions to include information related to data integrity • minor adjustments regarding inclusion of staff information 	MARCH 2021
MARCH 2020	<ul style="list-style-type: none"> • major re-write and update of the policy that includes information from the Office of the Australian Information Commissioner and Australian Privacy Principles Rearranged some content and added Appendix Related policies added 	MARCH 2021
MARCH 2019	New policy drafted for Out of School Hours Care	MARCH 2020

Item 6. General Business

DATE OF NEXT MEETING

18 April 2023

CONCLUSION

Peter Bennett
Chief Executive Officer