



LITTLE GUM EARLY LEARNING

Dromana Community House

Policies and Procedures

- (a) health and safety, including –
 - (i) nutrition
 - (ii) sun protection
 - (iii) water safety, isafety during any water-based activities;
 - (iv) the administration of first aid;
 - (v) sleep and rest for children;
- (b) incident, injury, trauma and illness policies
- (c) dealing with infectious diseases,
- (d) dealing with medical conditions in children,
- (e) emergency and evacuation,
- (f) delivery of children to, and collection of children from, the children's service premises,
- (g) excursions, (not applicable)
- (h) providing a child safe environment;
- (i) staffing, including—
 - (i) a code of conduct for staff members;
 - (ii) determining the responsible person present at the service;
 - (iii) volunteers and students on practicum placements;
- (j) interactions with children, Behavioural Management
- (k) enrolment and orientation;
- (l) governance and management of the service, including confidentiality of records;
- (m) the acceptance and refusal of authorisations;
- (n) payment of fees and provision of a statement of fees charged by the children's service;
- (o) dealing with complaints.

The Policy folder is located at the **Sign in Desk**

