

Six Hats Policy Table 2017

Policy Name	What policy covers
Acceptance and Refusal of Authorisations	Format of written authorisations and when required
Additional Needs	Service supports children with additional needs
Administration of Authorised Medication	Procedure and requirements for administration of medication
Animal and Pet	Procedures for caring for pets at the service
Bike Safety	Procedures to ensure children can ride bikes safely at the service
Bush Fire	Procedures to follow in event of bushfire emergency
Chemical Spills	Procedure to clean up chemical spill
Child Protection	Child protection reporting requirements, indicators of abuse, how to manage breaches of the Policy, information for families
Continuity of Education and Care	Rosters, staffing arrangements and service practices to support continuity, transition to primary school
Cystic Fibrosis	Information about cystic fibrosis and procedures to support children with this condition
Death of a Child	Procedure in the event of death of a child at the service
Delivery and Collection of Children	Who can sign children in/out, who can collect children, procedure if child is not collected when service closes, procedure if person collecting child is intoxicated or affected by drugs
Death of an Educator	Procedure in the event of death of an educator at the service
Education, Curriculum and Learning	Information about Educational Framework and learning through play
Educator and Management	Code of Conduct and responsibilities of educators, families and children, supervision of visitors, communication procedures including meetings, professional development and appraisal for educators, WHS, service grievance procedure, orientation for new and returning staff, procedures to support students and volunteers
Emergency Management and Evacuation	Requirements for emergency management plan, evacuation diagrams, training and regular rehearsals of evacuation plan, communication requirements in event of emergency, display of emergency numbers
Emergency Service Contact	Communicating with emergency services
Enrolment	Federal Govt Priority of access guidelines, enrolment procedure and information provided
Environmental Sustainability	Children learn about sustainable practices in the curriculum and everyday service experiences
Epilepsy	Information about epilepsy and procedures to support children with this condition including medical management plan and risk minimisation plan
Excursion	Requirement for risk assessment, authorisation from parents, transport safety
Family Law and Access	Information about parenting orders and plans, educators compliance
Fees	Requirements and procedures for payment of fees and CCB benefits
Food, Nutrition and Beverage	Food and drinks provided are consistent with Australian Dietary Guidelines and consider children's preferences, culture and religion. Procedures for handling breast milk and bottle warming
Governance	Reporting relationships and accountabilities
Grievance Procedures	Procedures for reporting and managing complaints
Health, Hygiene and Safe Food	Procedures to sterilise/clean dummies, bottles, beds, toys. Procedures for hand washing, nappy change and toileting, dental hygiene/care, food safety procedures (preparation, handling, transportation, storage)
HIV AIDS	Children with HIV accepted into service. Procedure for practices relating to HIV child or educator
Immunisation and Disease Prevention	Immunisation requirements and records for children, immunisation recommendations for educators
Incident, Injury, Trauma and Illness	Administration of first aid procedure, first aid kit guidelines, incident record, notifications of serious incidents and complaints about children's health/safety, notifiable WHS incidents
Infectious Diseases	Families responsibilities to keep sick children at home, requirements for medical certificates, exclusion periods, procedure for handling illness at service, diseases requiring notification to public health unit, immunisation recommendations for educators
Lock Up	Procedure to close service at end of daily operations
Lockdown	Procedure to 'lock down' service in event of threat to service or children or adults at the service
Medical Conditions	Requirements for medical management plan, risk minimisation plan and medical communication plan for children with health care needs, allergies or medical conditions. Educator responsibilities for children with these needs/conditions. Information about anaphylaxis, asthma and diabetes
National Quality Framework	Service adheres to the NQF, NQS and EYLF/MTOP
Orientation for Children	Procedures to orient children and families to the service and to help children transition to a new room or school
Parental Interaction & Involvement in the Service	Information about communication channels between educators and parents, how parents can make a complaint, and partnerships with parents
Photography	Children will not be autographed unless this is authorised by parents

Physical Activity Promotion	Educators will implement the Federal Govt "Get up and Grow" or the "Active Kids are Healthy Kids" (over 5yrs) program
Physical Environment (WHS, Learning & Administration)	Learning environments, service facilities, children's groupings, procedures for safety checks and cleaning, sun protection, water safety, visitors must sign in/out, testing of electrical equipment, maintenance of fire equipment, manual handling guidelines
Policy and Procedure Review	Policies reviewed at least annually with input from educators, children and families
Privacy and Confidentiality	Responsibilities for personal information – collection, use, disclosure, security, access, correction. How to make complaints about privacy issues
Record Keeping and Retention	Record keeping requirements
Relationships with Children	How educators will interact with children, behaviour guidance, inclusive practices, guidelines for dealing with bullying and biting incidents
Sand Pit	Procedures to ensure sand pit safe and hygienic
Sleep, Rest, Relaxation and Clothing	Procedures to monitor sleeping babies, safe sleeping practices, cot standards, cot, mattress and linen and cleaning requirements, children's clothing, quiet areas for rest
Social Media	The interplay between personal social media accounts and service operations, guidelines for use of service social media account
Staffing Arrangements	Educator to child ratios, educator qualifications, supervision requirements
Technology Usage	Guidelines for computers, TV's, and DVD's at the service
Tobacco, Drug and Alcohol	Service bans use of tobacco, illicit drugs and alcohol on service premises inc. carpark
Unenrolled Children	Unenrolled children are responsibility of person who brought them to the service
Work Health and Safety	Duty of care, consultation process, health and safety reps, notification of death, serious injury or illness