

CHILD CARE SERVICES TAREE & DISTRICTS INC

Provider approval for

Taree Great Lakes Gloucester Five Star Family Day Care

POLICY MANUAL

ABN: 989 100 746 42

Disclaimer:

All information contained in this publication has been prepared for general information. As the matters covered by this publication are in constant review and state of change, it may be that recent developments are not included.

All documents in the manual are for use by authorised persons and for purpose for which they were developed.

Authorised persons are;

- Persons elected to hold representative position on the management committee for Child Care Services Taree & Districts Inc;
- Employee's of the service
- Registered educators under the provider approval of Taree / Great Lakes / Gloucester Five Star Family Day Care
- Families / guardians / children using programs managed by Child Care Services Taree & Districts Inc
- All individuals involved with the operation of, or client of programs or activities managed by Child Care Services Taree & Districts Inc

The sole purpose of the documents is to provide a procedure to follow to ensure legislation guidelines are met by the service and set a standard for all authorised persons to practice.

The information contained herein is not intended to constitute or substitute for legal, medical or professional advice appropriate to your specific circumstances.

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RELEVANT LEGISLATION & GUIDELINES

- Anti Discrimination Act 1997 (NSW)
- Australian Road Rules 1991 (Commonwealth)
- Associations Incorporation Act 2009 and Associations Incorporated Regulation 2010 1 July 2010
- Children and Young Persons (Care and Protection) Act 1998 (NSW)
- Child Protection (Working With Children) Act 2012
- Education and Care Services National Regulations under Education and Care Services National Law
- First Aid Regulation 1989 (NSW)
- Food Act 1989 (NSW)
- Manual Handling Regulation 1991(NSW)
- Road Transport (Safety and Traffic Management) (Road Rules) Regulation 1999 (NSW)
- Notification of Accidents Regulation 1990 (NSW)
- Work Health and Safety (WHS) Act 2011
- Pesticide Act 1999 (NSW)
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- Privacy and Personal Information Protection Act 1998 (NSW)
- Public Health Act 1991 (NSW)
- Smoke Free Environment Act 2000 (NSW)
- Smoke Free Environment Regulation 2000 (NSW)
- Workers Compensation Act 1987 (NSW)
- Department Education Employment Workplace Relations (DEEWR)

INTERNET RESOURCES AND REFERENCES:

Australian Children's Education & Care Quality Authority www.acecqu.gov.au

Asthma Australia www.asthmaaustralia.org.au

Cancer Council NSW www.cancerCouncil.com.au

Child Protection www.kids.nsw.gov.au

Early Childhood Road Safety Education Program www.kidsandtraffic.mq.edu.au

Department of Families, Housing, Community Services and Indigenous Affairs
www.fahcsia.gov.au

Department of Education, Employment and Workplace Relations www.deewr.gov.au

Family Assistance Law Act 1999 www.education.gov.au

Kidsafe – Child Safety www.greenweb.com.au

Lady Gowrie Sydney www.csnsw.org.au

Multi-cultural Health www.mhcs.health.gov.au

National Health and Safety Council www.nohsc.gov.au

NSW Department of Fair Trading www.fairtrading.nsw.gov.au

NSW Department of Community Services www.community.nsw.gov.au

5th Edition Staying Healthy 2012 Australian Government National Health and Medical Research Council

NSW Health www.health.nsw.gov.au

SIDS and KIDS Online www.sidsandkids.org.au

The Children's Hospital Westmead www.chw.edu.au

Five Star Family Day Care www.fivestarfdc.com.au

New South Wales Family Day Care Association www.nswfdc.org.au

DEFINITIONS:

- 2.1 The Law - Children (Education and Care Services National Law Application) Act 2010 – An Act to apply as a law of this State a national law relating to the regulation of education and care services for children
- 2.2 The Regulation - Education and Care Services National Regulation under the Education and Care Services National Law
- 2.3 The National Quality Framework (NQF) - This is the national education and care services quality framework. In legal terms, it refers to the Education and Care Services National Law, the Education and Care Services National Regulations including the National Quality Standard, and the prescribed rating system
- 2.4 National Quality Standard (NQS) – A standard for education and care services designed to ensure the safety, health and wellbeing of children attending education and care service as well as improving their educational and development outcomes. The NQS comprises guiding principles, quality areas, standards and elements
- 2.5 Quality Improvement Plan (QIP) - this is a process services and professionals will use to self assess, reflect on their practices in providing quality education and care, recognise their strengths and identify areas for improvement
- 2.6 Provider – the person or entity who holds a provider approval, which allows the person or entity to operate an education and care service—this is Child Care Services Taree & Districts Inc
- 2.7 Learning Framework – This is the Australian governments Early Years Learning Framework for early childhood educators (EYLF), and the Framework for school age children My Time, Our Place.
- 2.8 Education and care service - means any service providing or intended to provide education and care on a regular basis to children under 13 years of age. Education and care premises in relation to Family Day Care is -
 - (i) an office of the family day care service; or
 - (ii) an approved family day care venue; or
 - (iii) each part of a residence used to provide education and care to children as part of the family day care service or used to provide access to the part of the residence used to provide that education and care
- 2.9 Family Day Care Educator – A person who is engaged by or registered with a family day care service to provide education and care to children in a residence or an approved family day care venue
- 2.10 Nominated Supervisor – a person who holds a supervisor certificate and has been nominated by the approved provider of an education and care service to be the nominated supervisor of that service, and has consented to that nomination in writing

Definitions continued:

- 2.11 Certified Supervisor – a person who holds a supervisor certificate
- 2.12 Department of Education and Communities (DEC) – It is the ‘state regulatory authority’ in NSW. The department will assess services under the National Quality Framework and is responsible for ensuring compliance under the Regulation.
- 2.13 Department Education Employment and Workplace Relations (DEEWR) – this is the department representing THE COMMONWEALTH OF AUSTRALIA (Commonwealth) that the service is bound by annual agreement to operate the service. The service receives funding under the

Community Support Program from DEEWR to assist with costs to sustain the service
- 2.14 Australian Children’s Education and Care Quality Authority (ACECQA pronounced A/SEE/KWA) – This is the national body set up to guide the administration of the NQS to ensure consistency in its implementation across Australia. It will also promote and foster continuous quality improvement by services, publish, monitor and review ratings and assess and determine applications for the highest level of rating
- 2.15 Service Structure – this is the service structure of Child Care Services Taree & Districts Inc. The service is a community based not for profit organisation and is managed by an elected committee. The rules which govern the organisation are set out in the organisation constitution. The committee are responsible for the operations of the service however they employ staff to operate the day to day operation of the service.
- 2.16 Regulatory authority – the Director-General of the NSW Early Childhood Education and Care Directorate is the regulatory authority in NSW, responsible for assessing and rating services and ensuring their compliance with requirements