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## **Policy Statement**

Our Organisation aims to provide quality Centre Based Care to children 6 weeks to 12 years.

Beresford Road, Lapstone, Pendle Hill and Toongabbie West Services provide Out of School Hours Care for Kindy to Year 6 children.

Darlington provides Out of School Hours Care for Preschool to Year 6 Children.

Toongabbie East provides care for children from 6 weeks old to Year 6 Children.

## **Procedures**

- ✓ As per current Department of Education Child Care Provider Handbook -
  - there are no requirements for filling vacancies. Providers can set their own rules for deciding who receives a place
  - providers are asked to (but are not legally obliged to) prioritise 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.
  - this meets the Australian Governments aims of helping families who are most in need and supporting the safety and wellbeing of children at risk
- ✓ No one will be discriminated against on the basis of cultural background, religion, sex, disability, marital status or income.
- ✓ A Service Waiting List will be developed as necessary and updated regularly.
- ✓ Placement from the Waiting List is determined by the following –
  - siblings of children already in care
  - date of placement on the Waiting List.
- ✓ Parents are able to access their status on the Waiting List on request.
- ✓ Our Organisation operates on Staff:Child Ratio as per Education and Care Service National Regulations.
- ✓ Enrolment for children with additional needs will be reviewed on a case by case basis to ensure that we have the capacity to care for the child and have staff employed with the appropriate qualifications, skills and knowledge to meet the needs of the child.
- ✓ If we do not have the capacity to care for any specific child and / or are unable to cater to their specific needs the Coordinator or Manager will try, if possible, to support the family in finding alternative care.

### **Children attending above Primary School Age**

- ✓ Children above primary school age may only attend the Service in very special circumstances. Applications must be made in writing to the Coordinator which will then be considered by Management. Applications will be assessed on a case by case basis and subject to capacity to care for the individual child. Considerations will be made based on the family circumstances, the behaviour of the child and the impact it would have on the primary school age children in care.
- ✓ Any child above primary school age applying for a place must be known to the Service and Educators and attended care the previous year.
- ✓ Children over primary school age cannot take the place of a primary school age child.
- ✓ The Organisation reserves the right to provide one day notice for the termination of care, for any child enrolled who is above primary school age, if we need the place for a primary school age child to attend or if the behaviour of the child negatively impacts the children of primary school age.
- ✓ Considerations to allow children over primary school age will only be considered if the Service has at least 10 places free for casual users to utilise and must not impact the safety of younger children in our care.
- ✓ Our Organisation may require a child to vacate their position to allow for the Enrolment of a child/ren who fall in a higher priority of care. At least 14 days notice of the need for the child to vacate will be given.

### **Preschool children attending OOSH – Darlington Activity Centre – limited to 10 places**

- ✓ Darlington is a Centre Based Service that primarily provides Education and Care to children over preschool age.
- ✓ A Preschool age child will only be accepted into OOSH if they are enrolled to start School the following year.
- ✓ They must be 4 years of age upon Enrolment.

- ✓ The child's self-help skills must be developed in areas of toileting, washing hands, dressing and undressing themselves and eating independently.
- ✓ To ensure the safety, health and wellbeing of each child attending Vacation Care:
  - A child must already be attending our Before and or After School Care Service to be able to attend Vacation Care.
  - Preschool aged children will be unable to attend Excursions.
- ✓ The child must be able to follow directions from Educators on site and stay within the designated boundaries.
- ✓ Enrolment will be based on a trial period to ensure they can safely fit into the OOSH environment.

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## Considerations

### Education and Care Services National Law

165	Offence to inadequately supervise children
167	Offence relating to protection of children from harm and hazards
301	National regulations

### Education and Care Services National Regulations

73	Educational program
84	Awareness of child protection law
123	Educator to child ratio – centre based services
155	Interactions with children
156	Relationships in groups
168	Education and care service must have policies
170	Policies and procedures to be followed
171	Policies and procedures to be kept available
172	Notification of change to policies or procedures

### Education and Care Services National Quality Standards

Quality Area	Standard	Element
QA 2 Children's Health and Safety	2.2 Safety	2.2.1 Supervision 2.2.3 Child protection
QA 6 Collaborative partnerships with families and communities	6.1 Supportive relationships with families	6.1.1 Engagement with the service 6.1.2 Parent views are respected 6.1.3 Families are supported
QA 7 Governance and Leadership	7.1 Governance	7.1.2 Management systems

### Activity Centres Inc. Policies and Procedures

Child Safe Environment	Management Committee
Delivery and Collection of children	Medical Conditions
Enrolment	Orientation
Excursion	Vacation Care

### My Time, Our Place

<u>Learning Outcome 1</u> Children have a strong sense of identity	<ul style="list-style-type: none"> <li>• Children feel safe, secure and supported</li> </ul>
<u>Learning Outcome 3</u> Children have a strong sense of wellbeing	<ul style="list-style-type: none"> <li>• Children take increasing responsibility for their own health</li> </ul>

	and physical wellbeing
<u>Learning Outcome 5</u> Children are effective communicators	<ul style="list-style-type: none"> <li>Children interact verbally and non-verbally with others for a range of purposes</li> </ul>

## Early Years Learning Framework

<u>Learning Outcome 1</u> Children have a strong sense of identity	<ul style="list-style-type: none"> <li>Children feel safe, secure and supported</li> </ul>
<u>Learning Outcome 3</u> Children have a strong sense of wellbeing	<ul style="list-style-type: none"> <li>Children take increasing responsibility for their own health and physical wellbeing</li> </ul>
<u>Learning Outcome 5</u> Children are effective communicators	<ul style="list-style-type: none"> <li>Children interact verbally and non-verbally with others for a range of purposes</li> </ul>

## Legislation

## Websites

United Nations Convention on the Rights of the Child	<a href="http://www.unicef.org.au">www.unicef.org.au</a>
Work Health and Safety Act 2011 NSW	<a href="http://www.legislation.gov.au">www.legislation.gov.au</a>

Policy is only endorsed if initialled by 2 members of the Management Committee

Endorsed by the Management Committee on the 22 September 2023

Access Policy is to be reviewed by the 22 September 2025