Mandated Policies Checklist

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| **Required Policies and Procedures under National Regulation 168** |
| Health and safety, including: |
| * sleep and rest
 |[ ]
| * nutrition, food and beverages, dietary requirements
 |[ ]
| * sun protection
 |[ ]
| * water safety
 |[ ]
| * administration of first aid
 |[ ]
| Incident, injury, trauma, and illness procedures |[ ]
| Dealing with infectious diseases |[ ]
| Dealing with medical conditions |[ ]
| Emergency and evacuation |[ ]
| Delivery to, and collection of, children from the education and care service |[ ]
| Excursions |[ ]
| Transportation |[ ]
| Safe arrival of children |[ ]
| Providing a child safe environment, including matters relating to: |
| * the promotion of a culture of child safety and wellbeing within the service
 |[ ]
| * the safe use of online environments in services
 |[ ]
| Staffing, including: |
| * professional standards/Code of Conduct for staff members
 |[ ]
| * determining the responsible person
 |[ ]
| * participation of volunteers and students
 |[ ]
| Interactions with children |[ ]
| Enrolment and orientation |[ ]
| Governance and management of the service, including confidentiality of records |[ ]
| Acceptance and refusal of authorisations |[ ]
| Payment of fees and provision of a statement of fees |[ ]
| Dealing with complaints, including matters relating to |
| * the provision of a complaint handling system at the service which is child focused
 |[ ]
| * the management of a complaint that alleges a child is exhibiting sexual behaviours that may be harmful to the child or another child.
 |[ ]