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. |  |