

		APPROVAL DATE
Educational Program & Practice		
1.01	Philosophy	Feb-15
1.02	Excursions and Outings	Feb-18
1.03	Diversity	Feb-18
1.04	Natural Environment & Sustainability	Feb-18
1.05	Children's educational program	Feb-18
1.06	Playgroup	Feb-18
1.07	Orientation - Children and Families	Feb-18
1.08	Enrolment	Feb-18
Health & Safety		
2.01	Child Safety	Feb-18
2.02	Immunisation	Jun-18
2.03	Sun Smart	Jun-16
2.04	Sleep and Rest	Feb-18
2.05	Administering Medication	Feb-18
2.06	Water Safety	Feb-18
2.07	Firearms	Feb-18
2.08	Animals	Feb-18
2.10	Nappy Changing	Feb-18
2.11	Infant Feeding	Feb-18
2.12	Kinder/School Pick Up and Drop Off	Feb-18
2.13	Custody and Intervention Orders	Feb-18
2.14	Administering First Aid	Feb-18
2.15	Nutrition and Healthy Eating	Feb-18
2.16	Head Lice	Feb-18
2.17	Dealing with Infectious Diseases	Feb-18
2.18	Bathing	Feb-18
2.19	Missing children	Feb-18
2.20	Emergency Procedures (Evac, Invac, shelter in place)	Feb-18
2.21	OHS	Feb-18
2.22	Tobacco, Drug and Alcohol free environment	Feb-18
2.23	Incident, Injury, Trauma and Illness	Feb-18
2.24	Managing Medical Conditions	Feb-18
2.25	Arrival and Departure	Jul-05
Physical Environment		
3.01	Vehicles	Feb-18
3.02	Safety check	Feb-18
Staffing Arrangements		
4.02	Stress	Feb-18
4.03	Relief Educators	Feb-18
4.04	Educator Leave	Feb-18
4.05	Students	Feb-18
4.06	Educational Leader	Feb-18
4.07	First Aid Requirements	Mar-18
4.08	Supervision	Mar-18
4.09	Allowable numbers	Feb-18
4.10	Orientation - Educators	Feb-18
Relationships with Children		
5.01	Interactions with children	Feb-18
5.02	Rights of a Child	Feb-18
5.03	Understanding Children's Behaviour (Positive guidance)	Feb-18

5.04	Behaviour Guidance (Using ABC)	Feb-18
5.05	Residents of the FDC Home	Feb-18
Collaborative Partnerships with Families and communities		
6.01	Family Communications	Nov-16
6.02	Fees	Feb-18
6.03	Visitors	Feb-18
Leadership and Service Management		
7.01	Educator Code of Conduct	Feb-18
7.02	Provision of Information, Support and Training to FDC Educators	Jan-18
7.03	Incident Reporting	Feb-18
7.04	Record keeping	Feb-18
7.05	Acceptance and Refusal on Authorisations	Feb-18
7.06	Field Visits - Supporting Educators	Feb-18
7.07	Development & Review of FDC Procedures	Jan-17
7.08	Overnight, 24 hour and Weekend care	Feb-18
7.09	Breach of educator agreement process	May-18
7.10	Deregistration of Educators	May-18
7.11	Insurance	Feb-18
7.12	Assessment, approval and reassessment of approved FDC residences/venues	Feb-18
7.13	Engagement, Assessment and Approval of FDC educators, residents & Visitors	Feb-18
7.14	Grievance and complaints	Feb-18
7.15	Reward and Recognition	Feb-18
7.16	Attendance records	Feb-18
7.17	Social Media	Feb-18
7.18	Governance and Management (including responsible person in service)	Jan-18
7.19	Confidentiality and Privacy - Educators	Jan-17
7.20	Confidentiality and Privacy - Children and Families	Jan-17
7.21	Keeping a Register of FDC Educators, Coordinators and Assistants	Mar-18
7.22	Determining the Responsible Person Present	Jan-18
7.23	Responsible Use of Media	May-18

Please sign below to indicate that you:

1. Have read all of the procedures listed above
2. Understand and are confident in implementing all of the above procedures
3. Have displayed any required documents within the procedures

I have read and understand all the procedures above. I am willing and able to implement all of the requirements outlined in these to ensure the ongoing compliance, safety and protection of my service and Windermere.

Name _____

Signature _____

This document needs to be returned no later than the 2nd of July 2018 as this is when all these procedures come into effect.