

Darlington Children’s Centre: Index of required policies

DfE policies can be accessed at <https://www.education.sa.gov.au/department/policies-and-legislation/departmental-policies> and the staff intranet <https://edi.sa.edu.au/the-department/policies/departmental-policies-a-z>

QA 1: educational program and practice

	Prescribed information to meet NQF		Belonging Being Becoming: The Early Years learning Framework for Australia
			Educators: Belonging Being Becoming

QA 2: Children’s health and safety

		Nutrition and dietary requirements in preschool	
	Healthy food supply and nutrition .		
	Sun protection	Sun protection in preschools and schools	Sun protection program implementation guidelines: Cancer Council
	Excursion and camps	Preschool excursions	Excursion checklist
			Application to conduct an excursion
			Information for parents
			Consent form ED170
			Excursion risk management plan
	First aid in preschools		Training and first aid kits
			Administration of first aid: Incident and response management system (IRMS) requirements.
			IRMS : FAQ
		Reporting requirements.	Incident, injury, trauma and illness record.
		Dealing with infectious disease in preschool.	Staying Healthy 5 th Ed
		Infection control	Notice of an infectious disease
		Nappy changing	
		Medical conditions in preschool	Medical record
			Allergy and anaphylaxis aware checklist

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		Emergency management in sites	DCC emergency management plan
		Attendance, delivery and collection of preschool children	
		Preschool attendance recording	
		Child protection in EC settings	Contact persons
			Site leaders: Social work incident support service
			Duty social worker: incident management
NQA 3: Physical environment			
NQA 4: Staffing arrangements			
			Working in DECD web page links
			Employee conduct DECD web page links
			Code of ethics for SA public sector
			Code of ethics FAQ's
			Early Childhood Australia code of ethics.
			Teacher Registration Board code of ethics.
		Prescribed information to meet NQF requirements.	
		Induction for new employee's	Includes site orientation checklists.
NQA 5: Relationships with children			
		Interactions with children and behaviour support in preschools links.	
	Behaviour guidance code		
			Restorative practice strategy.
			Supporting children to manage their own

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			behaviour. (NQS information sheet.)
			Supporting and managing children’s behaviour. (DECD)
NQA 6: Collaborative partnership with families and communities			
NQA 7: Leadership and management			
		Preschool enrolment procedure and local catchment area	
			Welcome to Darlington CC: parent information handbook
	Parent and guardian authorisations in preschools.		
		Parent and guardian authorisation’s in preschools	
		Preschool enrolment form and enrolment process- FAQ’s	
		Preschool contribution (parent fees)	
			Parent fee notice example
			Electronic fund transfer for fee payment details
	DCC statement of philosophy		
		Prescribed information to meet NQF requirements web links	
			Human resources (HR web links)
			Educating (curriculum web links)
			Child and student support (DECD web links)
			ICT (support web link)
			School and preschool finance (DECD web link)
			Operations and management (web links)

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			Child protection (web links)
			About DECD (web links)