

Lake Windemere B-7 School

Leadership: Michelle Lennox, Principal
Rachel Black, Assistant Principal
Sue Blight, Business Manager

Carmine Cafasso, Assistant Principal
Helen Wise, Assistant Principal
Sue Holecek, Children's Centre Director

Appendix A

Children's Centre

EDUCATOR

INFORMATION

HANDBOOK

2017

Site number is 1404
17 Uraidla Avenue, Salisbury North 5108
Ph: 8258 0666 Fax: 8285 9127

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| <p>ABSENCE OF EDUCATORS</p> | <p>You are responsible for organising your own T.R.T.'s. We have a number of regular relievers both Teachers and SSO/ECW who are familiar with the centre's programs, routines and children. If you are unable to access these people then please book TRT's through the Salisbury TRT Scheme by phoning 82691289 anytime day or night but before 7.00am on the day of absence. Tell them your name, the name of the Preschool, and when you require a TRT and year level- mention Preschool need a Bachelor of Education or qualification to meet National Quality Standards. More than a day in advance needs to be sent by fax on 82691095. A diary is kept at the front desk to record TRT's booked for each day and for what purpose. TRT's are required to sign in/out of the front office to ensure they get paid and into/out of the Children's Centre to ensure safety in case of emergency. The forms can be accessed from Kim, our Receptionist.</p> <p>To meet National Quality Standards:</p> <p>Teachers must request an Early Childhood 4 year trained teacher</p> <p>and</p> <p>Early Childhood Workers (ECW)/ School Support Officers (SSO) must request an (ECW/SSO) with a Certificate 3 in Children's Services</p> <p>Please phone/text the Director before 8:00am and the front office will be notified of your absence.</p> <p>On return to work you will be required to complete a VL154A form. This form will be forwarded to the front office for processing on return.</p> <p>Related information Please refer to TRT section.</p> <hr/> |
| <p>ASSESSMENT AND REPORTING</p> | <p>At the Children's Centre there are a variety of assessment strategies which are used throughout the year to monitor and assess children's learning.</p> <p>Children's developmental progress is observed, photographed, documented, monitored and reported using the Early Years Learning Framework-"Belonging, Being,Becoming" and DECD Reflect, Respect, Relate.</p> <p>Our Centre uses the DECD Statement of Learning as a Formative and Summative Assessment document to report on children's learning.</p> <hr/> |
| <p>ASSEMBLIES</p> | <p>Assemblies occur on a whole-school basis twice a term (Friday at 2:00PM weeks 3 and Wednesday week 8 at 2PM). Preschool children join these assemblies as an audience. A risk assessment has been completed to ensure child safety during transit and at event.It is stored in the NQS risk assessment folder in the office.</p> <p>Children attend the assembly for 30 minutes and generally return to the Centre for collection by families at 2:45pm.</p> <p>Please ensure parents are informed of and invited to the assemblies.</p> <hr/> |
| <p>ATTENDANCE</p> | <p>All attendance/ absences are recorded daily on Early Years System- Daily Attendance Sheet. Families /Caregivers are required to sign child in and out of the centre. This is a regulation of the National Quality Standards. Should the child arrive late or be collected early, the Family /Caregiver is required to record the actual time that the child arrives/ departs. This supports the educators in the case of an emergency situation to accurately account for all children.</p> <p>In the instance where the regular Family member or Caregiver is unable to collect the child, the Family/Caregiver is requested to supply the full name of the nominated person to collect the child. When the nominated person arrives they will be asked to produce formal identification e.g. drivers licence, Medicare card etc</p> <p>At the end of the day, our Receptionist enters all attendance/ absences for the day on the Early Years System. At the end of week the Director checks all unexplained absences and provides a written slip to each focus teacher asking them to approach families to ascertain the reason for child's unexplained absence. It is essential that this information is collected promptly to allow the Receptionist to enter absence reasons on EYS.</p> <hr/> |
| <p>BANKING</p> | <p>Children may open and use bank accounts with the Commonwealth Bank. Bank days are Tuesday and Thursday. A vinyl envelope is located at the Reception desk. The banking envelope is sent to the front office on Tuesday and Thursday and a parent volunteer enters deposits. Application forms for new accounts are available from the Front Office.</p> |

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| BEHAVIOUR DEVELOPMENT | <p>At Lake Windemere Children’s Centre all children have the opportunity to learn together in a safe and supportive environment.</p> <p>Our centre has developed a Child Interaction Policy. This policy is located in the Policy Folder on the Reception bench. The policy applies to all children in the Centre including Preschool, Occasional Care and Crèche. Copies of the policy are available by asking the Receptionist.</p> <p>We have some Preschool children attending the centre with Special Rights. These children all have Preschool Support funding which is negotiated on a termly basis. School Service Officers (SSO)/ ECW support individual children.</p> <p>Each child on Preschool Support has an Individual Learning Plan which is developed in collaboration with the child’s focus teacher, Family/Caregiver and Preschool Support worker.</p> |
| PRESCHOOL AND OCCASIONAL CARE | <p>Preschool Session Times</p> <p>Group 1 Monday and Wednesday 8:45AM-2:45PM and Thursday morning 8:45AM-11:45AM</p> <p>Group 2 Tuesday and Friday 8:45AM-2:45PM and Thursday afternoon 12:00PM-3:00PM</p> <p>Occasional Care</p> <p>Under 2 Monday and Thursday morning 8:45AM -11:45AM</p> <p>Over 2 Monday, Tuesday and Thursday morning 8:45AM -11:45AM Thursday afternoon 12:00PM-3:00PM</p> <p><i>*Children are dismissed at 1:45pm on the last day of each term*</i></p> |
| End of Term | |
| INTENSIVE SPEECH AND LANGUAGE PROGRAM | <p>Children in this program are selected for admission to the program from a regional selection process. Children attend Group 1 sessions.</p> <p>The program has a dedicated 0.4 Speech Pathologist and a 0.6 Early Childhood Worker Level 2 who program and provide individual intervention and support to children in the program</p> |
| CANTEEN | <p>The Canteen operates according to the DECD “Healthy Food Guidelines”</p> <p>Staff may order lunches from the canteen. Please see the Receptionist for a copy of the Canteen pricelist.</p> |
| CODE OF CONDUCT for the SA Public Sector | <p>The Code relates to the Public Service Act and establishes a set of principles which guide our work behaviour and provides guidelines for ethical conduct for all public servants based on the values of democratic values, service, respect and courtesy, honesty and integrity and accountability. All Centre staff are bound by the Code of Conduct.</p> <p>A copy of the document is located in the Policy folder located on the Reception desk.</p> |
| COMMUNITY DEVELOPMENT COORDINATOR | <p>Community Development Coordinators link families into programs and services provided at the Children’s Centre or the broader community. They also organise the delivery of services within and external to the Children’s Centre to fill an identified need or service gap. Community development is not in itself service delivery but more of a facilitation of the delivery of effective services. It also aims to take what ‘clients’ perceive they need a step further; to build on the strengths and skills of families through leadership development and capacity building to enable families to manage change and their own lives.</p> |

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| <p>FAMILY SERVICES COORDINATOR</p> | <p>Our Community Development Coordinator is Susan Petrie</p> <hr/> <p>Family Services Coordinator (FSC). This role is a social work position which primarily focuses on vulnerable families with children birth to 5 years (including pregnancy) and building staff capacity. The FSC can provide individual and family counselling, connect families to most appropriate services and work in partnership with families and services. They can run parenting programs, work with Families SA and participate in interagency partnerships and promote shared agency responses to vulnerable families.</p> <p>Our full time Family Services Coordinator is Samantha Tonkin.</p> |
| <p>ALLIED HEALTH OCCUPATIONAL THERAPIST</p> | <p>The Allied Health OT position is 0.3 per week. The focus is to work with children 0-3 and can go up to 5 years of age.</p> <p>The Allied Health OT role can conduct developmental screenings, staff professional development, parent consultation, child and parent groups, short term intervention, liaison with other services, development of referral processes and resource packages. Our Allied Health OT is Shelley Peart. Shelley works Mondays each week and Tuesday each fortnight.</p> |
| <p>ALLIED HEALTH SPEECH PATHOLOGIST</p> | <p>The Allied Health-Speech Pathologist position is 0.3 per week. The focus is to work with children 0-3 and can go up to 5 years of age.</p> <p>The Allied Health speech role can conduct developmental screenings, staff professional development, parent consultation, child and parent groups, short term intervention, liaison with other services, development of referral processes and resource packages. Our Allied Health Speech Pathologist is Melissa Saliba. Melissa works Thursdays each week and Tuesday each fortnight.</p> |
| <p>CLEANERS</p> | <p>Cleaners vacuum, mop, clean bathrooms and empty all bins each day.</p> <p>Please ensure all chairs are stacked on tables to aid cleaning process each day.</p> <p>To manage any cleaning incidents during the day the Cleaners cupboard is located in the hallway near the staff room</p> <p>Any difficulties with cleaning see the Director and then any concerns can be shared with Sue Blight the B-7 Business Manager.</p> |
| <p>COMMUNICATION</p> | <p>A Daily Bulletin will be emailed by 8.15am every morning. If you have any information to put into the daily bulletin, give it to Cheryl Williams the day before or email to dl.1908.bulletin@schools.sa.edu.au. This provides information about events for the week including:</p> <ul style="list-style-type: none"> • Excursions, Meetings of school based committees and groups, Out of school meetings for Leadership, General information, Personnel visiting the school and Staff absences <p><i>Distribution of notices to educators</i></p> <p><u>Notices are distributed to educators via their individual in-trays or through email. A copy of any notices distributed to Families / Care givers are kept at the Reception desk should additional copies be required or families/ Care givers have questions or queries.</u></p> <p><i>Newsletters</i></p> <p>Children’s Centre newsletters are published in weeks 1, 4, 8 and the last week of term. It shares information on aspects of the Curriculum, National Quality Standards and Children’s Centre family programs. Copies are provided via children’s communication pockets and loose copies are available to Occasional Care and all other centre users. This information is included in B-7 newsletters. Copies of the Lake Windemere B-7 school newsletter are also shared with the Children’s Centre community.</p> <p><i>Minutes of Meetings</i></p> <p>Minute Books can be located in the B-7 Staffroom and the Children’s Centre staff room.</p> <p>B-7 staff meetings are conducted each Tuesday 3:30-5:00pm. Teachers attend this meeting as Centre representatives.</p> <p>Children’s Centre staff meetings are conducted on odd weeks of term on Thursdays between 3:30-5:00pm. Educators can add items to the agenda. Chairperson and Minute taker roles are rotated each meeting .It is an expectation that all Children’s Centre staff</p> |

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| CONSUMABLES | <p>attend these meetings.</p> <p>Notes / information sent home</p> <p>Please ensure that any communication from the centre has the following inclusions-</p> <p>A Children's Centre logo and SA government logo. This is a Departmental of Premier and Cabinet requirement.</p> <p>To support the Receptionist, please provide a copy of any note going home, regardless of whether there is money involved or not, as often there are enquiries from parents who have lost their note or just wish to confirm details.</p> <hr/> |
| | <p>The Children's Centre operates on an annual budget. At the end of each year educators are asked to consider items they would like to purchase the following year. All suggestions are considered and a budget is developed.</p> <p>If you require any stationery products throughout the year please speak to full time SSO to ascertain if there is available stock on site or whether new stock is required. Once verified through SSO, notify Director who will ascertain available funds.</p> <p>The Receptionist will organise a Purchase Order through the front office and will acquit the order once it arrives.</p> <p>Our centre operates on a tightly structured budget. Prior to making any purchases in which you will require a reimbursement please speak to the Director to gain authorisation to purchase. Non authorised expenditure will result in non payment of purchase.</p> <p>For reimbursement for an approved purchase, complete the Reimbursement paperwork which will be submitted to the Business Manager (Sue Blight) for processing (<i>refer to – Money section in this handbook</i>). Purchase orders are used for many purchases to assist with streamlined accounting. Please refer to Sue Blight whether a purchase order must be used to purchase goods prior to actual shopping.</p> <p>Please ensure it is a <u>separate</u> receipt for <u>school purchases only</u>.</p> <hr/> |
| ENERGY CONSERVATION | <p>To conserve site funding for educational purposes please ensure taps, lights, air conditioners and computers are turned off when not in use and always shut down at the end of day, week and term.</p> <p>Please report any faults to the Director who will ensure this information is reported to the Business Manager for repair or replacement.</p> <hr/> |
| | <p>The emergency evacuation signal is woop, woop, woop sound of the alarm.</p> <p>Invacuation is a beep, beep, beep sound of the alarm.</p> <p>When these are heard appropriate action is taken in line with the schools' procedure. A copy of the Lake Windemere B-7 Emergency Policy is located in the Policy folder on the Reception Desk.</p> <p>Each educator needs to establish the procedure appropriate for their role. Maps are on the wall in all areas.</p> <p>Emergency invacuation/ evacuation drills are conducted for Group 1 and Group 2 preschool children each term in line with National Regulations.</p> <hr/> |
| EMERGENCY PROCEDURES | <p>The teacher has a special duty of care: - <i>"This duty is not only limited to refraining from doing things which may lead to a child being injured, but also requires a teacher to take positive steps towards maintaining health and safety. The duty of care owed by teachers to children is that of a reasonable professional and will be governed by factors which include the age of the student, the student's individual capabilities, including intellectual and physical impairment, potential dangers and the foreseeability of injury"</i>.</p> <p>We are living in an increasingly litigious society. Failure to meet duty of care can result in departmental investigation and dismissal.</p> <hr/> |
| | <p>Staff should not leave children alone and unsupervised at any time. Children must always</p> |

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| EQUAL OPPORTUNITY ACT | <p>be within line of sight of staff.</p> <p>Our centre is a Category 1 DECD Preschool and our staffing ratio is 1:10 on attendance.</p> <p>A Children's Centre staffing roster outlines the correct staffing ratio by session as determined by the National Regulations.</p> |
| EXCURSIONS AND INCURSIONS | <p>The Equal Opportunity Act, 1984 (SA) replaces the Sex Discrimination Act, 1975, the Race Discrimination Act, 1976 and the Handicapped Persons Equal Opportunity Act, 1982. It seeks to promote equality of opportunity in employment and education regardless of a person's sex, sexuality, marital status, pregnancy, race or physical impairment, and to prevent discrimination on the same grounds. The Act establishes the Office of the Commissioner for Equal Opportunity to receive, investigate and conciliate complaints of discrimination, and the Equal Opportunity Tribunal to hear proceedings under the Act.</p> <p>Changes to the EO Act, 1984 and Consequent New Responsibilities and Obligations New legislation came into effect on 2nd October 2009 and the changes have implications for schools and community. These changes cover: <i>Carers, Breastfeeding Mothers, Sexual Harassment, Definition of Disability and Discrimination: Religious appearance or dress</i>. The amended EO Act 1984 can be accessed on the website: www.legislation.sa.gov.au</p> <hr/> <p>The proforma to be used to guide you through the excursion is available from the Front Office. Please ensure that contact is made with Sue Blight (Business Manager) and the Director before any notices go home. It is most important that you understand the GST implications on your costing and that information going home conforms to school policy.</p> <p>Correspondence regarding excursions – Please provides 3 copies to the Front Office, via the Receptionist, at least 2 days prior to the note going home, so there is plenty of time to set up the EDSAS registers for when money is collected.</p> |
| FLU INJECTIONS | <p>Staff are funded to have an annual flu injection – organised for Term 1 or 2 An 'enrolment' form will be distributed – register if you are interested.</p> |
| FUN | <p>This is very important to our wellbeing. Plan some fun in every day for yourself and other educators and the children. Be the inspiration for others!</p> |
| ICT | <p>Our Centre has administration and curriculum computers. The Director, CDC and Receptionist have an administration computer and all other computers are curriculum computers.</p> <p>All ICT issues are to be reported to Rob Dunn, the B-7 site's ICT co-ordinator. Please write down your ICT issue or concern in Rob's work book located in his pigeon hole in the B-7 staff room or alternatively email him on Rob.Dunn931@schools.sa.edu.au</p> |
| SUN SMART AND HOT WEATHER | <p>Our centre has Sun Smart and Hot Weather policies located in the Policy Folder on the Reception desk. Children are required to wear a sun smart hat for all outdoor activities. Caps and visors are not acceptable. The educators are also encouraged to present as good role models to students by wearing a hat outdoors. Children who do not have a suitable hat or have no hat will be offered a spare hat (where available). Children with no hats are required to stay indoors.</p> <p>Each day our Receptionist updates the UV chart in the foyer area to alert families and educators to the UV risk for the day.</p> |
| KEYS, SECURITY | <p>Keys are available for areas each staff member needs to access.</p> <p>These keys are available from the Receptionist and are signed out through a key register.</p> <p>The Children's Centre has an alarm system linked to Police Security Services. The security</p> |

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| | <p>alarm pad requires each educator to have a four-digit code number. This is arranged through the Front Office. Please see the Business Manager. The alarm pad is located in the airlock on the left hand wall as you enter into the building</p> <p>Instructions about using the alarm pads will be provided for all new staff.</p> <p>Each educator is provided with a locker to store personal valuables and medications.</p> <p>PLEASE BE DILIGENT ABOUT LOCKING UP YOUR PERSONAL VALUABLES DURING THE DAY. It is important for staff to ensure all doors are locked and windows closed prior to leaving the building at the end of the day. Please ensure the centre is alarmed if the cleaners are not in the vicinity and you are the last member of staff in the building</p> <p>For every after hour callout for unlocked doors/windows the school gets charged.</p> |
| LEARNING | <p>Educators have a responsibility to understand the interests and requirements of individual children. This understanding works best when educators build a strong partnership with families and service providers who may be working with the child.</p> <p>Learning is best supported through each educator's strong engagement in play with children. Educators need to demonstrate awareness of the uniqueness of each child and sensitively respond to the emerging ideas and theories of the children they are working with. Comprehensive communication, listening, observing, noticing, scaffolding, documenting and reflective practice are best practice in supporting children to develop their understanding of themselves as a learner and deepen their engagement with the learning environment. Our preschool is embedding Nature Play and Reggio Emilia philosophies</p> <p>Educators program every afternoon using an EYLF reflective planning cycle. It is an expectation that all centre staff attend these meetings if they are working on that day. If they have completed their rostered hours they are requested to provide child information/observation to another staff member through documentation and quick conversation to be shared at the daily meeting.</p> |
| INDIVIDUAL LEARNING PLANS | <p>To understand and meet the aspirations of Aboriginal, NEP and EALD children, educators are required to develop an Individual Learning Plan in collaboration with families/ Support Workers to maximise learning opportunities for identified children. The learning plans will outline skills, strategies and goals for each child for educators to consider during programming and construction of learning experiences. It is the Focus Teacher's responsibility to develop and update these plans as per the assessment and reporting responsibilities.</p> |
| LEARNING TOGETHER PROGRAM | <p>Learning Together is a family learning and support program for families with children from birth to 4 years of age, offering a range of different groups including:</p> <ul style="list-style-type: none"> ☆ playgroups ☆ cooking groups ☆ literacy activities ☆ How children learn. <p>Our program is held every Monday and Thursday morning during term time in the Community Room in the Children's Centre. The teacher is Lesley. Music and Movement Playgroup operates on Wednesday 9:00-10:00am.</p> |
| LIBRARY | <p>Resource Centre</p> <p>Staff borrowing 8:15am-4:00pm. Materials including books, kits, Science, Maths and AV equipment are borrowed through the Resource Centre. Library staff will assist with locating and borrowing resources and booking digital camera, camcorder and video camera. T.V. and video equipment is located throughout the school within each cluster. The Staff Centre is located in a room adjacent to the Resource Centre.</p> <p>All staff resources, maths and science equipment and reading materials for bulk loans are kept in this area. A computer for borrowing and returning of resources by staff is located in the Staff Centre. The staff are responsible for returning all resources they borrow, then placing them on the "returns table" ready for re-shelving.</p> <p>Library visits/ Children's Borrowing</p> <p>Bookings for preschool borrowing times are arranged with the Library Manager-Kerry</p> |

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| MAINTENANCE | <p>Williams. A Library visiting roster has been developed to ensure children participate in a quality literacy experience. The preschool teacher will work with preschool children during the 30 minute lesson. This lesson includes selecting and borrowing books.</p> <p>Group 1 children visit the Library 1:50-2:20pm Wednesday afternoon. Half the group visits each week.</p> <p>Group 2 children visit the library 1:50-2:20pm on Friday afternoons. Half the group visits each week.</p> <p>The Grounds person's main responsibility is to maintain the school grounds. The grounds person will move furniture on occasions. Requests for this work are to be recorded on a green grounds request form then given to the Business Manager (Sue Blight)</p> <p>General maintenance requests such as leaking taps, broken floor covering etc. are reported on the "Maintenance Request" forms, which are available from the Receptionist.</p> |
| MANDATORY NOTIFICATION | <p>Phone 24 hour Child Abuse Report Line:13 14 78</p> <p>Notification is mandatory under the Children's Protection Act and is not regarded as a breach of professional etiquette, ethics or conduct (Section 13). You are not helping the child / young person if you agree not to tell anyone.</p> <p>See the Director or CDC if you have questions.</p> |
| Excursions | <p>Money sent with children</p> <p>All money is to be paid to the Receptionist who will mark off money against the child's name and if necessary issue a receipt. Receipts are returned to the family via the child's communication pocket, located on the wall adjacent to the Reception area.</p> <p>No money will be received by Front Office staff on the day of an excursion.</p> <p>Excursion permission notes and a record of children who have paid for excursions are kept at the Reception desk.</p> <p>A copy of excursion notes are to be given to the front office staff two days before the notice is sent home so that an EDSAS register can be set up.</p> |
| MONEY | <p>Reimbursements</p> <ul style="list-style-type: none"> - Receipts for reimbursement must have company name and ABN on them, or be an official tax invoice. - Purchases through suppliers who cannot do this <u>must</u> go through the Finance Officer first. - Receipts for school purchases must not have personal items on them (<i>not even crossed out</i>). Ask for a separate receipt. This is an ATO ruling. |
| CHILDREN'S CENTRE FACILITIES | <p>Staff Room</p> <p>The staff room is equipped with 1 microwave, 1 sandwich toaster and a pop-up toaster. There is a fridge where educator lunches /drinks can be stored.</p> <p>Each staff member is responsible for the tidiness of the staffroom which includes wiping tables, wiping out microwaves, washing and packing away their own dishes. If there is a large load of dishes the dishwasher may be used. Staff are responsible for putting on and emptying the dishwasher and washing the tea towels.</p> |
| STAFF CELEBRATIONS | <p>Staff are requested to contribute to a B-7 Social Club fund to acknowledge special occasions such as wedding, engagements, 21st retirements etc. across the site. Staff have a buddy system for celebrating staff birthdays. Each staff has a staff member to buy a present for to the value of \$32.</p> |
| | <p>Telephones</p> <p>Phones are available in teaching preparation areas, offices and the Reception Area. There</p> |

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| STAFF FACILITIES | <p>are some portables throughout the preschool. Dial '0' to get an outside line. STD calls can only be made from the Front Office. A mobile phone is available to take on excursions.</p> |
| MEDICATION | <p>Medication/First Aid</p> <p>Medication for children is kept in a locked cupboard.in the Kitchen</p> <p>Medication: Panadol is not dispensed to children by staff, even with parental permission. Asthma puffers must be handed to educators on arrival. A Ventolin puffer with a spacer is available from the locked Asthma cupboard in the kitchen if needed.</p> <p>Prescription medication held by the Centre must:</p> <p>Have a clear <u>chemist</u> label, indicating child's name, medication and dosage, in an original container. Medication administration is listed on an individual child medication sheet.</p> <p>Any other medications e.g. cough medicine; herbal remedies are not to be brought to the Centre.</p> <p>Teachers are not required to measure or administer invasive medications e.g. Eye cream / ear drops. Medication required 3 times a day need not be administered during school hours. Any questions or difficulties can be directed to the First Aid Co-ordinator (Doreen).</p> <p>First Aid kits are located in the Community Space and The Preschool room <u>treat minor injuries</u>. First Aid bags are available for excursions.</p> <p>Cold packs are located in the Community Space and Preschool Room fridges.</p> <p>The educators are trained to provide first aid during learning time and play time. Educators will complete an entry into the First Aid log and where required complete an accident form to notify family/ Caregivers of an illness or injury. Children are treated, returned to play or sent home. If a child sustains a head injury Family/Caregivers are called as a standard precaution.</p> |
| CHILDREN | <p>Health Care Plans</p> <p>Health information is kept in a folder in the Preschool Kitchen cupboard mark First Aid</p> <p>Child Enrolment Files – (ED 043)</p> <p>Children's files are kept alphabetically in the Director's Office in a locked filing cabinet. A copy of all relevant information about children should be put into these folders. These files <u>are not to be removed from this area</u>, however you are welcome to photocopy / record relevant information.</p> <p>Emergency Contact</p> <p>Staff members may request relevant family information such as addresses, phone numbers etc. at the beginning of the year. Emergency information is kept a folder in the First aid cupboard in the Preschool room and also in the Home contact folder at the Reception desk. Please ensure that any change / additional information given to you by parents is relayed to the Receptionist for recording.</p> <p>In the instance of an injury to an educator, an ED155 must be completed online through the LEARNLINK portal before leaving the site at the end of the work day.</p> <p>Educators will be required to complete a new emergency contact form each year for Centre records.</p> |
| STAFF | <p>Educators are responsible for providing information about the Preschool Program for the designated day. A folder is located on the Preschool kitchen bench and it outlines a variety of information including small groups, library groups, staff roster, Preschool Support list and focus teacher lists.</p> |
| TRT | <p>An Induction TRT folder is kept at the Reception desk and each new TRT is required to undertake an induction and complete an Induction checklist.</p> <p><i>Our school values were developed through a consultative community process in 2012:</i></p> |
| | <p>☆ Respect</p> |

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| <p>VALUES</p> | <ul style="list-style-type: none"> ☆ Learning ☆ Teamwork ☆ Fun |
| <p>VOLUNTEERS</p> | <p>Volunteers are encouraged and welcomed. Parents are our chief source of volunteers. We utilise their valuable support in a wide range of ways – working in sessions, accompanying us on excursions, assisting with Fundraising & helping with resource preparation, working bees etc. Volunteers are required to undertake a DSIC clearance prior to commencing work in the Centre.</p> <p>From January 2015 Responding to Abuse and Neglect Education and Care RAN-EC training is required for all volunteers.</p> |
| <p>WORK HEALTH SAFETY</p> | <p>The WHS representatives inform and manage on relevant issues. A small group of educators/ B-7 staff meet 4 times a term to support the development, implementation and review of WHS systems, policy, practices and procedures. WHS is a permanent staff meeting agenda item at both B-7 and Children's Centre staff meetings and is minuted. It is the responsibility of all staff to ensure we have a safe working environment. With any significant accident/incident, an ED155 must be completed on the day of the event. Please see the Receptionist for this form.</p> <p><i>Electrical Equipment</i></p> <p>Centre resources are currently being bar-coded and other equipment is available for use through the library. When using electrical equipment from other sources it needs to have been through an annual valid electrical testing procedure and tagged accordingly. This also applies to electrical appliances brought from home.</p> <p><i>Manual Handling</i></p> <p>A trolley is available in the Teacher preparation room. Other trolleys are available through the Resource Centre for movement of large or heavy equipment. Please alert the WHS Rep if you have not been trained in Manual Handling.</p> <p><i>Asbestos</i></p> <p>The Children's Centre is asbestos free. Some buildings in the school contain asbestos. These have been clearly labelled. If you discover any damage to these buildings please report it to the WHS Rep immediately.</p> <p><i>Emergency Assistance</i></p> <p>Immediate assistance is available through the Receptionist. The Receptionist may ring the front office for assistance depending on the circumstances.</p> <p><i>Workers Rehabilitation & Compensation Act and DECD WHS Policy/Procedures/Guidelines</i></p> <p>These can be accessed through the DECD website.</p> <p>All staff are required to abide by the DECD Work Health and Safety policy</p> <p>Staff must ensure they wear comfortable neat professional clothing and appropriate clothing and footwear. Thongs are not acceptable.</p> <p><i>Policies:</i> Are located on the DECD website and a policy folder is located in the foyer at the Reception Desk.</p> <p>Please be aware that children in the Centre may have anaphylactic reactions to nuts or other foods. Please make yourself aware of any child allergies prior to working with children. This information is located in the preschool room kitchen</p> |

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The Centre has a Safe sleep policy which is applicable to all sleeping children. Staff are reminded that they must strictly follow the procedures in this policy

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