| **and procedures**  **The following document links the policies required under the Early Childhood and Care Services National Regulations 2011 (regulation 168) with the Department’s policies and the Preschool Handbook** | | | | |
| --- | --- | --- | --- | --- |
| **Content of policy and /or procedure** | **Related regulation and National Quality Standard** | **Department of Education and Communities policy and/or procedure** | | [**Preschool Handbook, Early Learning Unit**](file:///C:\Users\Dolores\Downloads\Early%20childhood%20folder%20whole_October%202013%20(2).pdf) |
| **Health and safety** | | | | |
| Acceptance and Refusal of authorisations  Administration of medication | Regulation 92(3), 93, 102, 160, 161  Standard 7.3 | [Administration of medication: Legal Issues Bulletin No. 46 Jan 2012](https://detwww.det.nsw.edu.au/media/downloads/directoratesaz/legalservices/ls/legalissuesbul/bulletin46.pdf)  [Excursion Policy PD/2004/0010/V07](https://detwww.det.nsw.edu.au/policies/student_admin/excursions/excursion_pol/PD20040010_i.shtml?query=excursion)  [Student Health in NSW Public Schools: A summary and consolidation of policy](https://detwww.det.nsw.edu.au/policies/student_serv/student_health/student_health/PD20040034.shtml) | | [Obtaining parents’ authorisation, Early Learning Unit, October 2013](file:///C:\Users\Dolores\Downloads\Acceptance%20and%20Refusal%20of%20authorisations.pdf)  [Application to enrol in a NSW government preschool](http://www.schools.nsw.edu.au/media/downloads/gotoschool/enrolment/preschoolapptoenrol.pdf) |
| Child–safe environment | Standard 2.3  Standard 7.1 | [First Aid Procedures, December 2012](https://detwww.det.nsw.edu.au/detresources/First_Aid_Procedures2_kGSkMfWqYx.pdf)  [Infection Control Guidelines, August 2013, v2](https://detwww.det.nsw.edu.au/detresources/Infection_Control_Guidelines_2_qPAUbHieXS.pdf)  [Protecting and Supporting Children and Young People Policy PD/2002/0067/V02](https://detwww.det.nsw.edu.au/policies/student_serv/child_protection/prot_children/PD20020067_i.shtml?level=)  [Protecting and Supporting Children and Young People Procedures](https://detwww.det.nsw.edu.au/policies/student_serv/child_protection/prot_children/protecting_proced.pdf)  [Standard Precautions for Infection Control, November 2012, v1](https://detwww.det.nsw.edu.au/detresources/Standard_precautions_for_infection_control_imdvCOrWUj.pdf)  [Student Safety on Work, Health and Safety website](https://detwww.det.nsw.edu.au/workhealthandsafety/risk-management-student-services/student-safety) | | Wellbeing: Safety, page 11  <https://detwww.det.nsw.edu.au/media/downloads/directoratesaz/ecec/preschool-handbook/Wellbeing_Oct_2013.pdf> |
| Dealing with Infectious disease | Regulation 88  Standard 2.1 | [Infection Control Guidelines, August 2013, v2](https://detwww.det.nsw.edu.au/detresources/Infection_Control_Guidelines_2_qPAUbHieXS.pdf)  [First Aid Procedures, December 2012](https://detwww.det.nsw.edu.au/detresources/First_Aid_Procedures2_kGSkMfWqYx.pdf)  [Standard Precautions for Infection Control, November 2012, v1](https://detwww.det.nsw.edu.au/detresources/Standard_precautions_for_infection_control_imdvCOrWUj.pdf) | | Wellbeing: Infection control pages 2-3  Wellbeing: Infectious diseases, page 6  Wellbeing Appendix 2.1: Precautions for Infection control, page 20  <https://detwww.det.nsw.edu.au/media/downloads/directoratesaz/ecec/preschool-handbook/Wellbeing_Oct_2013.pdf> |
| Delivery and collection of children | Standard 2.3 |  | | Wellbeing: Arrival and Departure, pages 13-14  Wellbeing Appendix 2.5: Arrival and Departure Register, page 25  Wellbeing Appendix 2.6: Arrival and Departure Procedures, page 26  <https://detwww.det.nsw.edu.au/media/downloads/directoratesaz/ecec/preschool-handbook/Wellbeing_Oct_2013.pdf> |
| Dealing with Medical conditions | Regulation 90 Standard 2.1 | Administration of prescribed medication and asthma treatments  <https://detwww.det.nsw.edu.au/media/downloads/proflearn/secure/apmat_jul_07.pdf>  Anaphylaxis  <https://detwww.det.nsw.edu.au/workhealthandsafety/risk-management-student-services/anaphylaxis>  Anaphylaxis Procedures for Schools  <http://www.schools.nsw.edu.au/studentsupport/studenthealth/conditions/anaphylaxis/guidelines/index.php>  Action Plans for Anaphylaxis  <http://www.allergy.org.au/health-professionals/anaphylaxis-resources/ascia-action-plan-for-anaphylaxis>  Translated information and forms  <http://www.schools.nsw.edu.au/languagesupport/documents/index_a.php>  Individual students who need help with health issues  <http://www.schools.nsw.edu.au/studentsupport/studenthealth/individualstud/index.php> | | Wellbeing: Supporting health care needs, page 4  Wellbeing: Giving medication, page 5  Wellbeing: Anaphylaxis, page 5  Wellbeing: Sick children, page 6  <https://detwww.det.nsw.edu.au/media/downloads/directoratesaz/ecec/preschool-handbook/Wellbeing_Oct_2013.pdf> |
| Emergency and evacuation | Regulation 97  Standard 2.3 | NEW: Emergency management guidelines  <https://detwww.det.nsw.edu.au/detresources/Emergency_Management_Guidelines_QQYTggoHcD.pdf>  Reporting school accidents policy <https://www.det.nsw.edu.au/policies/student_admin/general/accidrpt/PD20020064.shtml>  Reporting school accidents support document  <https://www.det.nsw.edu.au/policies/student_admin/general/accidrpt/sup_doc.pdf> | | Wellbeing: Recording illness, accidents and incidents: page 8  Wellbeing: Accidents and emergency treatment, page 15  Wellbeing: Emergency evacuation, page 16  <https://detwww.det.nsw.edu.au/media/downloads/directoratesaz/ecec/preschool-handbook/Wellbeing_Oct_2013.pdf> |
| Excursions | Regulations 100-102 Standard 2.3 | Excursions policy PD/2004/010/V07  <https://detwww.det.nsw.edu.au/policies/student_admin/excursions/excursion_pol/PD20040010_i.shtml>  Excursion policy implementation procedures <https://detwww.det.nsw.edu.au/policies/student_admin/excursions/excursion_pol/implementation_1_PD20040010_i.shtml> | | Wellbeing: Excursions, page 14  Wellbeing Appendix 2.6: Risk assessment and authorisation for excursions, page 26  <https://detwww.det.nsw.edu.au/media/downloads/directoratesaz/ecec/preschool-handbook/Wellbeing_Oct_2013.pdf> |
| Health and safety, including matters relating to:  \*nutrition, food and beverages and dietary requirements  **\***sun protection  **\***water safety  \*administration of  first aid | Standard 2.2  Standard 2.3  Standard 2.3  Standard 2.1 | Cancer Council NSW SunSmart  <http://www.cancercouncil.com.au/editorial.asp?pageid=1920>  Chemical safety in schools: Overview of Chemical safety In Schools (CSIS), Activity C2.2: Storing chemicals safely  <https://detwww.det.nsw.edu.au/assetmanagement/safecomp/chemschool.htm_>  Developing Individual health care plans  <http://www.schools.nsw.edu.au/studentsupport/studenthealth/individualstud/index.php>  Information on a wide range of health issues and their management [http://www.schools.nsw.edu.au/studentsupport/studenthealth/index.php](%20http://www.schools.nsw.edu.au/studentsupport/studenthealth/index.php)  Nutrition in Schools Policy PD/2011/0420/V01  <https://www.det.nsw.edu.au/policies/student_serv/student_health/nutrition/PD20110420.shtml?query=nutrition>  Protection from the sun: Guidelines to Assist in Implementing the Student Welfare Policy PD/2002/0055/V01  <https://www.det.nsw.edu.au/policies/student_serv/student_health/protec_sun/PD20020055.shtml?query=Protection+from+the+sun%3A+Guidelines+to+Assist+in+Implementing+the+Student+Welfare+Policy>  Student Health in NSW Public Schools  <https://detwww.det.nsw.edu.au/policies/student_serv/student_health/student_health/PD20040034.shtml> | | Wellbeing: Food and nutrition, page 8  Wellbeing: Food preparation and handling, page 10  Wellbeing: Health, page 2  Wellbeing: Sun protection, page16  Wellbeing Appendix 2.8: Sun protection procedures, page 27  Wellbeing: Chemical safety, page 18  Wellbeing: Water safety, page 19  Wellbeing: Recording illness, accidents and incidents page 8  <https://detwww.det.nsw.edu.au/media/downloads/directoratesaz/ecec/preschool-handbook/Wellbeing_Oct_2013.pdf> |
| Incident, injury, trauma and illness | Regulation 85 Standard 2.1 | NEW: First Aid procedures and support tools  <https://detwww.det.nsw.edu.au/workhealthandsafety/risk-management/first-aid>  Incident reporting Policy PD 2007/0362/V01  <https://detwww.det.nsw.edu.au/policies/administrative/reporting/incident_reporting/PD20070362_i.shtml>  Reporting school accidents PD/2002/0064/V03  <https://detwww.det.nsw.edu.au/policies/student_admin/general/accidrpt/PD20020064_i.shtml> | |  |
| **Staffing arrangements** | | | | |
| Staffing including:  \* Code of conduct  \*Determining the responsible person present  \* Participation of volunteers and students | Standard 4.2 | Code of Conduct Policy PD/2004/0020/V03  <https://detwww.det.nsw.edu.au/policies/staff/ethical_behav/conduct/PD20040020_i.shtml>  Code of Conduct procedures PD/2004/0020/V02  <https://detwww.det.nsw.edu.au/policies/staff/ethical_behav/conduct/PD20040020_i.shtml>  Working with Children Check policy PD/2005/0264/V07  <https://detwww.det.nsw.edu.au/policies/student_serv/child_protection/work_child/PD20050264_i.shtml> | Staffing: Teacher; Preschool support staff, pages 2-3  Staffing: Employment of casual and/or temporary teachers, page 3  Staffing: Staffing for excursions, page 4  Staffing: Supervision of the Preschool, page 5  <https://detwww.det.nsw.edu.au/media/downloads/directoratesaz/ecec/preschool-handbook/Staffing_Oct_2013.pdf> | |
| **Relationships with children** | | | | |
| Interactions with children | Regulations 155-156  Standard 5.1 Standard 5.2 | Aboriginal Education and Training Policy PD/2008/0385/V02  <https://detwww.det.nsw.edu.au/policies/students/access_equity/aborig_edu/PD20080385_i.shtml?level>=  Anti-racism policy PD/2005/0235/V05  <https://detwww.det.nsw.edu.au/policies/student_serv/equity/antiracism/PD20050235.shtml>  Bullying: Preventing and Responding to Student Bullying in Schools Policy PD/2010/0415/V01 <https://www.det.nsw.edu.au/policies/student_serv/discipline/bullying/PD20100415.shtml>  Code of Conduct PD/2004/0020/V06 <https://detwww.det.nsw.edu.au/policies/staff/ethical_behav/conduct/PD20040020_i.shtml>  Multicultural Education Policy PD/2005/0234/V01  <https://detwww.det.nsw.edu.au/policies/student_serv/equity/comm_rela/PD20050234_i.shtml>  People with Disabilities- Statement of Commitment PD/2005/0243/V01  <https://detwww.det.nsw.edu.au/policies/general_man/general/spec_ed/PD20050243_i.shtml?query=Disabilities>  Student Discipline in Government Schools Policy PD/2006/0316/V03  <https://www.det.nsw.edu.au/policies/student_serv/discipline/stu_discip_gov/PD20060316.shtml>  <https://detwww.det.nsw.edu.au/policies/student_serv/discipline/stu_discip_gov/PD20060316_additional_i.shtml>  Student Welfare Policy PD/2002/0052/V001  <https://www.det.nsw.edu.au/policies/student_serv/student_welfare/stude_welf/PD20020052.shtml>  Teachers Handbook 2003 Professional and Legal Responsibilities of Teachers, Care and Supervision of Students page 5-5  <https://www.det.nsw.edu.au/media/documents/about-us/careers-centre/resources/teachers-handbook/handbook_ch5.pdf>  Values in NSW public schools PD/2005/0131/V01  <https://detwww.det.nsw.edu.au/policies/student_serv/student_welfare/valu_scool/PD20050131_i.shtml?level>= | Staffing: Preschool support staff, pages 2-3  <https://detwww.det.nsw.edu.au/media/downloads/directoratesaz/ecec/preschool-handbook/Staffing_Oct_2013.pdf>  Interactions with children, Early Learning Unit, October 2013 <https://detwww.det.nsw.edu.au/media/downloads/directoratesaz/ecec/preschool-handbook/interactions-children.pdf> | |
| **Service management** | | | | |
| Governance and management of the service, including confidentiality of records | Standard 7.3 | Applying Appropriate Security to Records: What Should and Should Not be Regarded as "Confidential" Records? DET Records Management Unit Advice 16  <https://detwww.det.nsw.edu.au/admiserv/admipolp/rmp/procedures/advice16.doc>  DET Privacy Code of Practice  <https://detwww.det.nsw.edu.au/media/downloads/directoratesaz/legalservices/ls/privacy/codeofpractice/code.pdf>  Functional Disposal Authority, Schools Disposal Schedule DA60  <https://detwww.det.nsw.edu.au/admiserv/admipolp/rmp/disposalauthorities/da60/da60.pdf> | Access: Records management, page 5-6  <https://detwww.det.nsw.edu.au/media/downloads/directoratesaz/ecec/preschool-handbook/Access_Oct_2013.pdf> | |
| Enrolment and orientation | Standard 6.1 | Application to enrol in a NSW government preschool  <http://www.schools.nsw.edu.au/gotoschool/enrolment/preschool.php>  Preschool Enrolment Policy, 2005  <https://www.det.nsw.edu.au/policies/student_admin/enrolment/enrolpol/preschool_memo.pdf>  Schedule of visa subclasses and enrolment conditions  <http://www.detinternational.nsw.edu.au/media-assets/trp/visa-subclasses.pdf> | Access: Enrolment in NSW government preschool, Process for enrolment, pages 2-3  <https://detwww.det.nsw.edu.au/media/downloads/directoratesaz/ecec/preschool-handbook/Access_Oct_2013.pdf> | |
| Payment of fees | Standard 7.3 | Preschool Class Fees in Government Schools PD/2011/0423/V01  <https://www.det.nsw.edu.au/policies/administrative/financial/preschool_fees/PD20110423.shtml> |  | |
| Dealing with complaints | Standard 7.3 | Complaints Handling Policy PD/2002/0051/V04 <https://www.det.nsw.edu.au/policies/general_man/complaints/resp_sugg/PD20020051.shtml>  Complaints Handling Policy Guidelines  https://www.det.nsw.edu.au/policies/general\_man/complaints/resp\_sugg/April2011\_Complaints%20Handling%20Policy%20guidelines.pdf | Guidelines and procedures for the collection of preschool class fees in OASIS  <https://detwww.det.nsw.edu.au/finance/schools/smfm/chapter15/Appendix_15.pdf> | |