Policy Review Table

Child Care Policies in line with the Nation Quality Framework (NQF) and matched with Childrens Service Regulations 32/2020 (CSReg) (Vic) to be also referenced and read with Child Care Provider Handbook (Cwth) Early Years Development Learning Framework (Vic) = EYDLF and Child Safe Standards (CSS)

| **NQF**  **Quality Area** | **Policy** | **Mandatory  (M) or Best Practice (BP)** | **(Vic) Chn Services Regulation Ref** |
| --- | --- | --- | --- |
| 1 | Curriculum Development | BP | Part4-Div1 |
| 1 | Inclusion and Equity | BP | Part4-Div1 |
| 2 | Acceptance and Refusal of Authorisations | M | Part7 |
| 2 | Administration of First Aid | M | Part4-Div3 |
| 2 | Administration of Medication | BP | Part4-Div4 |
| 2 | Anaphylaxis | M | Part4-Div3 |
| 2 | Asthma | M | Part4-Div3 |
| 2 | Immunisation Policy\* | M | Part4-Div4 |
| 2 | Child Safe Environment  \*Child Safe Standards  \*Child Safe Commitment | M | Part4-Div8 |
| 2 | Dealing with Infectious Diseases  \*Pandemic/Epidemic Policy | M | Part4-Div3 |
| 2 | Dealing with Medical Conditions | M | Part4-Div4 |
| 2 | Collection and Delivery of Children | M | Part4-Div7 |
| 2 | Diabetes | M | Part4-Div3 |
| 2 | Emergency and Evacuation  \*Emergency Management Plan  \*Pandemic Response Plan CoVid | M | Div6-Reg 66 |
| 2 | Epilepsy | BP | Part4-Div3 |
| 2 | Excursions and Service Events | M | Part4-Reg68-71 |
| 2 | Food Safety & Preparation-Delivery | BP | Div2-Reg47 |
| 2 | Hygiene | BP | Div2-Reg46-47 |
| 2 | Nutrition and Active Play (including Food, Beverages and Dietary Requirements)  +Celebration Policy | M | Part4-Div2 |
| 2 | Bottle Preparation @ Early Foods | BP | Div2-Reg46,47 |
| 2 | Incident, Injury, Trauma  and Illness  \*Critical Incident | M | Part4-Div3Reg54, 55, 56 |
| 2 | Relaxation and Sleep | M | Div2-Reg 50 |
| 2 | Safe Road Transport and Safe Road | BP | Part4-Reg83,84 |
| 2 | Sun Protection | M |  |
| 2 | Supervision of Children | BP | Part 4-Div 2, Div10, Div11, Part 5-Reg104 |
| 2 | Water Safety | M |  |
| 3 | Occupational Health and Safety | M |  |
| 3 | Environmental Sustainability | BP | Part4 |
| 4 | Code of Conduct | M | Part4, Part5 |
| 4 | Determining Responsible Person | M | Part 4-Div7 Reg 97-100 |
| 4 | Participation of Volunteers and Students Policy    \*Volunteer Student Policy and Procedure Checklist | M | Part4-Div10, Div11-Reg85-94, Reg100 |
| 4 | Staffing Policy (HR – hold/file Qualifications, Supervision and Working with Children Checks/Criminal History Record Checks) | M | Part4-Div11 Reg88-103 |
| 5 | Interactions with Children Policy  Education Plan Policy | M | Part5-Reg104, 105  Part4-Div1, Part5 |
| 5 | Communications Interaction Centre Policy | M | Part5-Reg104, 105 |
| 5 | Communication and Parent Persons Involvement Policy | M | Part6-Reg106 |
| 6 | Enrolment and Orientation | M |  |
| 7 | Fees | M | Part7-Div2 |
| 7 | Governance and Management of the Service | M | Part2-3  Part7,8,9,10 |
| 7 | Complaints and Grievances  \*Complaints & Grievance Recording and Register | M |  |
| 7 | Information Technology | BP | In progress# |
| 7 | Risk Management Procedure | BP | In Progress |
| 7 | Privacy and Confidentiality (including Confidentiality and Storage of Records) | M | Part7-Div1-3 +Reg107-124  Part9 |
| 8  (NEW) | Child Safe Standard – Staff and Volunteers are equipped with the knowledge, skills and awareness to keep children and Young People Safe through on-going education | M | (CSS) Child Safe Standard 8 |  |  |  |
| 9  (NEW) | Child Safe Standard 9- Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed | M | (CSS) Child Safe Standard 9 |  |  |  |
| 10  (NEW) | Child Safe Standard 10- Implementation of the Child Safe Standards is regularly reviewed and improved | M | (CSS) Child Safe Standard 10 |  |  | 2025 |
| 11  (NEW) | Child Safe Standard 11- Policies and procedures document how the organisation is safe for children and young people | M | (CSS) Child Safe Standard 11 |  |  |  |