



# NQF Policy Package Contents Table LONG DAY CARE

## New Customers and Existing Customers

The **BLUE** table provides the names of each new Policy and what is included within the document.

## Existing Customers

The **GREEN** table matches the names from Centre Support's new NQF Policy Package with the old names from the QIAS Policy Package.



NEW NQF POLICY NAME	WHAT IS INCLUDED
Acceptance and Refusal of Authorisations Policy	Implementation
Additional Needs Policy	Learning Environments Positively Promoting Each Child's Personal Ability Professional Support Services for Children Professional Support Services for Children
Administration of Authorised Medication Policy	Emergency Administration of Medication Emergency Involving Anaphylaxis or Asthma Administration of Authorised Medication Record Form Administration of Authorised Medication by the Service Form Self-Administration of Authorised Medication Form
Animal and Pet Policy	Animal and Pet Guidelines
Bush Fire Policy	Safe Refuge Kit Very High, Severe or Extreme Fire Danger Ratings Fire Reported in Local Area Fire Reported in Immediate Vicinity or Directly Impacting the Service Recovery after the Front has passed. Fees and Charges
Chemical Spills Policy	Chemical Spill Procedure
Child Protection Policy	Statement of Commitment Code of Conduct Policies and Documentation Recruitment, Selection, Management and Training of Educators and Volunteers Concerns of Abuse / Neglect Managing Breaches Template Risk Management Plan for High Risk Activity Information for Families
Continuity of Education and Care Policy	Employment of Regular Educators Learning and Transitions Routine to Promote Continuity
Cystic Fibrosis Policy	Confidentiality, privacy, dignity and safety Health Support Plan Overall Wellness Diet Therapy and Care Body Temperature Control Participation in Education and Care Experiences Potential Emergency Situations Supervision for Safety



	Behaviour Support Infection Control Consideration
Death of a Child	Death of a Child Procedure Notification of a Serious Incident Work Health and Safety (OHS) requirements
Educator and Management Policy	Ethical Code of Conduct Educator Interactions Management Interactions and Responsibilities Professional Development Requirements Grievance Guidelines Educator Stress Management Guidelines Educator Meetings Educator Orientation Educators Returning From Extended Leave Work Experience Students and Volunteers
Education, Curriculum and Learning Policy	Practices Early Years Learning Framework Learning and Play EYLF Learning Outcomes
Emergency Management and Evacuation Policy	Emergency Evacuation Procedures and Drills Maintenance of Fire Equipment
Emergency Service Contact Policy	Emergency Contact Procedure
Environmental Sustainability Policy	Environmental Sustainability and our Curriculum The Role of Educators Partnerships with Families and the Community
Enrolment Policy	Enrolment Prerequisites Priority of Access Guidelines Enrolment Orientation Enrolment Checklist
Epilepsy Policy	Epilepsy and Learning Behaviour Support Information Sharing: Confidentiality and privacy Medical Management Plan Medical Conditions Risk Minimisation Plan First Aid
Excursion Policy	Excursion Risk Assessment and Planning Process Transport Considerations Insurance Excursion Risk Assessment Form Risk Assessment Checklist Authorisation for Excursion Form
Family Law and Access Policy	Definitions



Fees Policy	Fees Procedure Overdue Fees Dishonoured Cheques
Food, Nutrition and Beverage Policy	The Provision of Food and Beverages The Promotion of Healthy Living and Good Nutrition Breastfeeding, Breast Milk and Bottle Warming Safe Storage and Heating of Babies Bottles
Health, Hygiene and Safe Food Policy	Hygiene Hand Washing Procedure Nappy Change Procedure Toileting Procedure Dental Hygiene and Care Dental Accidents Food Preparation and Food Hygiene Procedure Food Safety, Temperature Control and Transport Procedure Food Storage Procedure Job Description for Cooks
HIV AIDS Policy	Practices
Immunisation and Disease Prevention Policy	Contacts Immunisation Records Catering for Children with Overseas Immunisation Records Exclusion Periods Immunisation Related Payments for Parents - Child Care Benefit Current Immunisation Schedule
Incident, Injury, Trauma and Illness Policy	Administration of First Aid First Aid Kit Guidelines First Aid Kit Checklist Incident, Injury, Trauma and Illness Record Notification of serious incidents and complaints Work Health and Safety (OHS) requirements
Infectious Diseases Policy	Practices and Procedures Contacts Immunisation Recommended Minimum Periods of Exclusion
Lockdown Policy	Practices and Procedures
Medical Conditions Policy	Information that must be provided on Enrolment Form Identifying Children with Medical Conditions Medical Conditions Risk Minimisation Plan Supervised Self-Administration of Medication by Children over Preschool Age Incident, Injury, Trauma and Illness Record
National Quality Framework Policy	Practices Standards Ratings
Orientation for Children Policy	Orientation Transition Transition from one room to another



	Implementation Transition to school
Parental Interaction and Involvement in the Service Policy	Parent Communication Parent Grievances Parental and Family Involvement Open Doors Parent Questionnaire Parent Survey
Photography Policy	For Parents and Family Members For any other Individual
Physical Activity Promotion Policy	Practices
Physical Environment (Workplace Safety, Learning and Administration) Policy	Arrangements for Laundering of Soiled Items Choosing Appropriate Resources and Equipment Rearranging, Adding or Removing Furniture On-going Maintenance The Children's Groupings Safety Checks Cleaning of Buildings, Premises, Furniture and Equipment Minimising Potentially Dangerous Substances Disinfectants Detergents Poison Safety Checklist Cleaning Schedule Toy Cleaning Sun Protection Delivery and Collection of Children Water Safety Kitchens Inspection and testing of electrical equipment Maintenance of Fire Equipment Back Care and Manual Handling
Policy and Procedure Review Policy	Practices
Privacy and Confidentiality Policy	National Privacy Service Privacy Guidelines
Record Keeping and Retention Policy	Records to be Kept in Relation to Staff Records Relating to Enrolled Children Length of Time Records must be Kept Storage of Records Confidentiality and Storage of Records
Relationships with Children Policy	Interactions with Children Group Relationships Behaviour Guidance Inclusion



	Supporting Children through Difficult Situations Bullying Biting
Sand Pit Policy	Practices and Procedures
Sleep, Rest, Relaxation and Clothing Policy	Practices and Procedures Beds, Cot and Sleeping Areas Checks Cots Rest environment Sleepwear Communicating with Families Children's Clothing
Social Networking Usage Policy	Practices
Staffing Arrangements Policy	Supervision of Services Educator to Child Ratios Cert III and Diploma Qualification Requirements Early Childhood Teacher (ECT) Requirements Qualifications for Educators
Technology Usage Policy	Computer and Related Technology Usage Television and DVD Player Usage
Tobacco, Drug and Alcohol Policy	Practices
Transportation Policy	General Transport Guidelines Guidelines for Seatbelts and Restraints Buses (more than 12 seats) Small Buses (9 to 12 seats) Medical Exemptions Vehicles Drivers Excursions Road Safety
Unenrolled Children Policy	Practices
Work Health and Safety Policy	Duty of Care Consultation, Cooperation and Coordination Health and safety representatives Health and Safety Committees Notification of Death, Serious Injury or Illness



<b>NEW NQF POLICY NAME</b>	<b>OLD QIAS POLICY NAME</b> This section is for Centre Support clients who had our policies before 2012 as well as the new 2012 NQF policies.
Additional Needs Policy	Treatment of Children with Special Needs Policy Catering For Special Needs
Administration of Authorised Medication Policy	Administering Medications Policy Asthma Policy Asthma Record Child Health - Request for Medical Information
Animal and Pet Policy	Pet Policy
Bush Fire Policy	Bush Fire Policy
Chemical Spills Policy	Chemical Spill Procedure
Child Protection Policy	Child Protection Policy Protective Behaviours Policy
Continuity of Education and Care Policy	Continuity of Care Policy Routine Policy Transition Policy
Death of a Child	Death of a Child Policy
Educator and Management Policy	Ethical Conduct Policy Management Participation Policy Management to Staff Communication Policy Professional Development and Training Policy Staff Grievance Policy Staff Meeting Policy Staff Orientation Policy Staff Returning After A Period of Extended Leave Policy Staff Stress Management Policy Staff to Staff Interaction Policy Student, Volunteer and Work Experience Policy
Education, Curriculum and Learning Policy	Program, Education and Development Policy
Emergency Management and Evacuation Policy	Accident & Illness and Emergency Treatment Policy Emergency Evacuation Procedure If The Child Is Taken To a Doctor or Hospital (Centre Records) Maintenance of Fire Equipment Policy Procedure for Treating Children Who Become ill at the Centre
Emergency Service Contact Policy	Procedure for Calling an Ambulance



Enrolment Policy	Authorisation for Application of First Aid & Other Health Products Authority for Administration of Paracetamol in an Emergency Child Health - Request for Medical Information Enrolment Policy Enrolment Checklist Priority of Access Policy
Excursion Policy	Excursion Policy Excursion Risk Assessment Excursion Permission Form Excursion Planning
Family Law and Access Policy	Family Law and Access Policy
Fees Policy	Fees Policy
Food, Nutrition and Beverage Policy	Bottle Warming Policy Food and Nutrition at Home Storage and Heating of Breast Milk Policy
Health, Hygiene and Safe Food Policy	Child Health Policy Child Hygiene Policy Child Health - Request for Medical Information Cook's Job Description Dental Accidents Policy Dental Care Policy Food and Nutrition Policy Food Preparation Policy Food Safety & Hygiene Policy Food Storage Policy Food Transportation Policy Hand Washing Policy Personal Hygiene Policy Toileting & Nappy Change Policy Nappy Change Procedure Toileting Procedure
HIV AIDS Policy	Human Immunodeficiency Virus Infection, AIDS Virus Policy
Immunisation and Disease Prevention Policy	Child and Staff Immunisation Policy
Incident, Injury, Trauma and Illness Policy	Accident & Illness and Emergency Treatment Policy First Aid Kit Policy If The Child Is Taken To a Doctor or Hospital (Centre Records) Procedure for Treating Children Who Become ill at the Centre
Infectious Diseases	Infectious Diseases Policy Assessing Serious or Potential Infectious Diseases Policy Notifiable Disease Policy
Lockdown Policy	Lockdown Policy Suspicious Persons Policy





Medical Conditions Policy	Allergies & Anaphylaxis - Reducing The Risk Child Health - Request for Medical Information Severe Allergy Policy
National Quality Framework Policy	Accreditation Policy
Orientation for Children Policy	Orientation for Children Policy
Parental Interaction and Involvement in the Service Policy	Open Doors Policy Parent Communication Policy Parents Grievance Policy Parental and Family Involvement Policy Parent Survey Template Parent Survey Staff & Parent Relationship Policy
Physical Activity Promotion Policy	Active Play Policy
Physical Environment (Workplace Safety, Learning and Administration) Policy	Accident Prevention Policy Arrival and Departure Policy Back Care and Manual Handling Policy Dangerous Chemicals and Substances Policy Equipment Policy Food – Eating Utensils and Dining Furniture Policy Indoor Safety Checklist Kitchen Policy Maintenance of Fire Equipment Policy Minimising the use of potentially dangerous substances Policy Occupational Health & Safety Policy Outdoors Safety Checklist Pest Control Policy Poison Safety Checklist Safety Checks and Maintenance of Buildings and Equipment Policy Sun Protection Policy Toy Cleaning Policy Water Safety Policy
Policy and Procedure Review Policy	Policy Review Policy
Privacy and Confidentiality Policy	Confidentiality Policy
Record Keeping and Retention Policy	Confidentiality Policy Privacy, Security and Confidentiality of Records Policy Retention of Records Policy



Relationships with Children Policy	Biting Policy Bullying Policy Inclusion Policy Interactions with Children Policy Multicultural Policy Positive Guidance of Children's Behaviour Policy Reducing Bias and Inclusion Policy Supporting Children, Staff and Families Through Difficult Situations Policy
Sand Pit Policy	Sandpit Policy
Sleep, Rest, Relaxation and Clothing Policy	Sleep and Rest For Children Policy Clothing Policy
Social Networking Usage Policy	Social Networking Website Policy
Staffing Arrangements Policy	Supervision of Children Policy
Technology Usage Policy	TV & Video Policy
Tobacco, Drug and Alcohol Policy	Child Health Policy
Transportation Policy	Bus Policy
Unenrolled Children Policy	Unrolled Children Policy