

NQF Policy Package Contents Table Centre-Based

Instructions

We've made three improvements to your NQF Policy Package Contents Table:

- ▢ Included a snapshot of National Regulation 168 and where these policies are located (Green Table)
- ▢ Ordered the full list alphabetically by TOPIC, instead of by policy (Red Table)
- ▢ Provided in a Word Document so you can edit/change if you need to.

Education and Care Services National Regulations (Reg 168)

Reg 168 Education and care service must have policies and procedures

(1) The approved provider of an education and care service must ensure that the service has in place policies and procedures in relation to the matters set out in subregulation (2).

(2) Policies and procedures are required in relation to the following –

Section of Regulation 168 (2)	NQF POLICY Where to locate
<i>(a) health and safety, including matters relating to—</i>	
(i) nutrition, food and beverages, dietary requirements ; and	Food, Nutrition and Beverage Policy
(ii) sun protection ; and	Physical Environment (Workplace Safety, Learning and Administration) Policy
(iii) water safety , including safety during any water-based activities; and	Physical Environment (Workplace Safety, Learning and Administration) Policy
(iv) the administration of first aid ;	Incident, Injury, Trauma and Illness Policy
regulation 85;	Incident, Injury, Trauma and Illness Policy
(c) dealing with infectious diseases , including procedures complying with regulation 88;	Infectious Diseases Policy
(d) dealing with medical conditions in children, including the matters set out in regulation 90;	Medical Conditions Policy
(e) emergency and evacuation , including the matters set out in regulation 97;	Emergency Management and Evacuation Policy
(f) delivery of children to, and collection of children from, education and care service premises, including procedures complying with regulation 99;	Delivery and Collection of Children Policy
(g) excursions , including procedures complying with regulations 100 to 102;	Excursion Policy
(h) providing a child safe environment ;	Physical Environment (Workplace Safety, Learning and Administration) Policy Work Health Safety Policy
<i>(i) staffing, including—</i>	
(i) a code of conduct for staff members; and	Educator and Management Policy
(ii) determining the responsible person present at the service; and	Staffing Arrangements Policy
(iii) the participation of volunteers and students on practicum placements;	Educator and Management Policy
(j) interactions with children , including the matters set out in regulations 155 and 156;	Relationships With Children Policy
(k) enrolment and orientation ;	Enrolment Policy Orientation for Children Policy
(l) governance and management of the service, including	Governance Policy



confidentiality of records;	Privacy and Confidentiality Policy
(m) the acceptance and refusal of authorisations ;	Acceptance and Refusal of Authorisations Policy
(n) payment of fees and provision of a statement of fees charged by the education and care service;	Fees Policy
(o) dealing with complaints .	Grievance Policy <i>FOR REPORTING REQUIREMENTS SEE</i> Incident, Injury, Trauma and Illness Policy

SAMPLE

All Topics (Alphabetical)

TOPIC	NQF POLICY Where to locate
A	
Abuse and Neglect	Child Protection Policy
Administration of Authorised Medication by the Service Form Administration of Authorised Medication Record Form	Administration of Authorised Medication Policy
Alcohol	Tobacco, Drug and Alcohol Policy
Allergy Management	Medical Conditions Policy
Administration of First Aid	Incident, Injury, Trauma and Illness Policy
Anaphylaxis Management	Medical Conditions Policy
Animal and Pet Guidelines	Animal and Pet Policy
Anti-Bias	Relationships With Children Policy
Asthma	Administration of Authorised Medication Policy
Asthma Management	Medical Conditions Policy
Authorisations (Acceptance and Refusal)	Acceptance and Refusal of Authorisations Policy
Authorisation for Excursion Form	Excursion Policy
B	
Back Care and Manual Handling	Physical Environment (Workplace Safety, Learning and Administration) Policy
Beds, Cot and Sleeping Areas Checks	Sleep, Rest, Relaxation and Clothing Policy
Behaviour Guidance	Relationships with Children Policy
Bikes	Bike Safety Policy
Birthday Cakes	Health, Hygiene and Safe Food Policy
Biting	Relationships with Children Policy
Blood Spill Procedure	Health, Hygiene and Safe Food Policy
Bottles	Food, Nutrition and Beverage Policy
Breastfeeding, Breast Milk and Bottle Warming	Food, Nutrition and Beverage Policy
Bullying	Relationships with Children Policy
Buses (more than 12 seats)	Transportation Policy
Bush Fires	Bush Fire Policy
C	
Catering for Children with Overseas Immunisation Records	Immunisation and Disease Prevention Policy
Cert III and Diploma Qualification Requirements	Staffing Arrangements Policy
Chemical Spill Procedure	Chemical Spills Policy
Children's Clothing	Sleep, Rest, Relaxation and Clothing Policy
Child Safe Environment	Physical Environment (Workplace Safety, Learning and Administration) Policy
Choosing Appropriate Resources and Equipment	Physical Environment (Workplace Safety, Learning and Administration) Policy



Cleaning of Buildings, Premises, Furniture and Equipment	Physical Environment (Workplace Safety, Learning and Administration) Policy
Cleaning Schedule	Physical Environment (Workplace Safety, Learning and Administration) Policy
Clothing	Sleep, Rest, Relaxation and Clothing Policy
Code of Conduct	Educator and Management Policy
Code of Conduct (Child Protection)	Child Protection Policy
Collection and delivery of children	Physical Environment (Workplace Safety, Learning and Administration) Policy
Communicating with Families	Sleep, Rest, Relaxation and Clothing Policy
Complaints (also refer to Grievances under G in this table, too)	Grievance Policy
Computer and Related Technology Usage	Technology Usage Policy
Confidentiality and Storage of Records	Record Keeping and Retention Policy
Consultation, Cooperation and Coordination	Work Health and Safety Policy
Continuity of Care	Continuity of Education and Care Policy
Cots	Sleep, Rest, Relaxation and Clothing Policy
Cystic Fibrosis	Cystic Fibrosis Policy
D	
Death of a Child Procedure	Death of a Child
Delivery and Collection of Children	Delivery and Collection of Children Policy
Dental Accidents	Health, Hygiene and Safe Food Policy
Dental Hygiene and Care	
Detergents	Physical Environment (Workplace Safety, Learning and Administration) Policy
Determining the Responsible Person Present	Staffing Arrangements Policy
Diabetes	Medical Conditions Policy
Diploma Qualification Requirements	Staffing Arrangement Policy
Diseases	Infectious Diseases Policy
Disinfectants	Physical Environment (Workplace Safety, Learning and Administration) Policy
Drivers	Transportation Policy
Drugs	Tobacco, Drug and Alcohol Policy
Duty of Care	Work Health and Safety Policy
E	
Early Childhood Teacher (ECT) Requirements	Staffing Arrangements Policy
Early Years Learning Framework (EYLF)	Education, Curriculum and Learning Policy
Educator Meetings	Educator and Management Policy
Educator Interactions	Educator and Management Policy
Educators Returning From Extended Leave	Educator and Management Policy
Educator Stress Management Guidelines	Educator and Management Policy
Educator Training and Qualifications	Medical Conditions Policy

Electrical Tagging	Physical Environment (Workplace Safety, Learning and Administration) Policy
Emergency Administration of Medication	Administration of Authorised Medication Policy
Emergency Contact Procedure	Emergency Service Contact Policy
Emergency Evacuation Procedures and Drills	Emergency Management and Evacuation Policy
Emergency Involving Anaphylaxis or Asthma	Administration of Authorised Medication Policy
Employment of Regular Educators	Continuity of Education and Care Policy
Enrolment	Enrolment Policy
Enrolment Checklist	Enrolment Policy
Enrolment Prerequisites	Enrolment Policy
Environmental Sustainability and our Curriculum	Environmental Sustainability Policy
Ethical Code of Conduct	Educator and Management Policy
Equipment	Physical Environment (Workplace Safety, Learning and Administration) Policy
Evacuation	Emergency Management and Evacuation Policy
Exclusion Periods	Immunisation and Disease Prevention Policy
Excursions	Excursion Policy
Excursion Transport	Transportation Policy
EYLF Learning Outcomes	Education, Curriculum and Learning Policy
F	
Faeces Spill Procedure	Health, Hygiene and Safe Food Policy
Family Involvement	Parental Interaction and Involvement in the Service Policy
Fees and Charges	Fees Policy
Fevers	Infectious Diseases Policy
Fire Danger Ratings	Bush Fire Policy
Fire Equipment	Emergency Management and Evacuation Policy
First Aid Kit Guidelines	Incident, Injury, Trauma and Illness Policy
First Aid Kit Checklist	
Food and Beverages	Food, Nutrition and Beverage Policy
Food Preparation and Food Hygiene Procedure	Health, Hygiene and Safe Food Policy
Food Safety, Temperature Control and Transport Procedure	
Food Storage Procedure	
Furniture	Physical Environment (Workplace Safety, Learning and Administration) Policy
G	
General Transport Guidelines	Transportation Policy
Governance	Governance Policy
Grievance Guidelines	Grievance Policy
Grievance Notification Guidelines	Incident, Injury, Trauma and Illness Policy
Group Relationships	Relationships with Children Policy



Groupings	Physical Environment (Workplace Safety, Learning and Administration) Policy
Guidelines for Seatbelts and Restraints	Transportation Policy
H	
Hand Washing Procedure	Health, Hygiene and Safe Food Policy
Head Lice	Head Lice Policy
Health and safety representatives Health and Safety Committees	Work Health and Safety Policy
Healthy Living	Food, Nutrition and Beverage Policy
Heat	Physical Environment (Workplace Safety, Learning and Administration) Policy
Hygiene	Health, Hygiene and Safe Food Policy
I	
Identifying Children with Medical Conditions	Medical Conditions Policy
Illness Record	Incident, Injury, Trauma and Illness Policy
Immunisation Children and Educators	Immunisation and Disease Prevention Policy
Immunisation Records Immunisation Related Payments for Parents - Child Care Benefit	Immunisation and Disease Prevention Policy
Incident, Injury, Trauma and Illness Record	Incident, Injury, Trauma and Illness Policy
Inclusion	Relationships with Children Policy
Infectious Diseases	Infectious Diseases Policy
Injury Policy	Incident, Injury, Trauma and Illness Policy
Insurance	Excursion Policy
Interactions with Children	Relationships with Children Policy
J	
Job Description for Cooks	Health, Hygiene and Safe Food Policy
Job Descriptions for Educators	If you need assistance call or email us DJMIR on (02) 6236 8966 or djm@djmir.com.au . As Centre Support does not provide Industrial Relations advice, we recommend that you contact David Morphet from DJMIR for more information.
K	
Kitchens	Physical Environment (Workplace Safety, Learning and Administration) Policy
L	
Learning Environments	Additional Needs Policy
Learning and Play	Education, Curriculum and Learning Policy
Learning and Transitions	Continuity of Education and Care Policy
Length of Time Records must be Kept	Record Keeping and Retention Policy
Lockdown	Lockdown Policy



Lock Up Procedures	Lock Up Policy
M	
Management	Governance Policy
Management Interactions and Responsibilities	Educator and Management Policy
Managing Breaches	Child Protection Policy
Manual Handling	Physical Environment (Workplace Safety, Learning and Administration) Policy
Medical Conditions Risk Minimisation Plan	Medical Conditions Policy
Medication	Administration of Authorised Medication Policy
Minimising Potentially Dangerous Substances	Physical Environment (Workplace Safety, Learning and Administration) Policy
N	
Nappy Change Procedure	Health, Hygiene and Safe Food Policy
Nits	Head Lice Policy
Notification of a Serious Incident	Death of a Child
Notification of Death, Serious Injury or Illness	Work Health and Safety Policy
Notification of serious incidents and complaints	Incident, Injury, Trauma and Illness Policy
Nutrition	Food, Nutrition and Beverage Policy
O	
OHS	Work Health Safety Policy
On-going Maintenance	Physical Environment (Workplace Safety, Learning and Administration) Policy
Open Doors	Parental Interaction and Involvement in the Service Policy
Orientation for Children	Orientation for Children Policy
Orientation for Educators	Educator and Management Policy
Overdue Fees	Fees Policy
P	
Parental and Family Involvement Parent Communication Parent Grievances Parent Questionnaire Parent Survey	Parental Interaction and Involvement in the Service Policy
Photography	Photography Policy
Physical Activity	Physical Activity Promotion Policy
Play Dough	Health, Hygiene and Safe Food Policy
Poison Safety Checklist	Physical Environment (Workplace Safety, Learning and Administration) Policy
Positively Promoting Each Child's Personal Ability	Additional Needs Policy
Priority of Access Guidelines	Enrolment Policy
Privacy	Privacy and Confidentiality Policy
Professional Development Requirements	Educator and Management Policy
Professional Support Services for Children	Additional Needs Policy



Q

Qualifications for Educators	Staffing Arrangements Policy
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R

Ratings	National Quality Framework Policy
Ratios	Staffing Arrangements Policy
Rearranging, Adding or Removing Furniture	Physical Environment (Workplace Safety, Learning and Administration) Policy
Recommended Minimum Periods of Exclusion	Infectious Diseases Policy
Records Relating to Enrolled Children	Record Keeping and Retention Policy
Records to be Kept in Relation to Staff	
Recruitment, Selection, Management and Training of Educators and Volunteers	
Responsible Person Present	
Rest environment	
Road Safety	Transportation Policy
Rostering	Staffing Arrangements Policy
Routine to Promote Continuity	Continuity of Education and Care Policy

S

Safe Refuge Kit	Bush Fire Policy
Safe Storage and Heating of Babies Bottles	Food, Nutrition and Beverage Policy
Safety Checks	Physical Environment (Workplace Safety, Learning and Administration) Policy
Sand Pit	Sand Pit Policy
Seatbelts	Transportation Policy
Service Privacy Guidelines	Privacy and Confidentiality Policy
Service Structure	Governance Policy
Sign-In / Sign-Out	Physical Environment (Workplace Safety, Learning and Administration) Policy
Smoking	Tobacco, Drug and Alcohol Policy
Social Media	Social Media Policy
Soiled Items	Physical Environment (Workplace Safety, Learning and Administration) Policy
Sleep and Rest	Sleep, Rest, Relaxation and Clothing Policy
Sleepwear	Sleep, Rest, Relaxation and Clothing Policy
Small Buses (9 to 12 seats)	Transportation Policy
Staff Meetings	Educator and Management Policy
Standards	National Quality Framework Policy
Statement of Commitment	Child Protection Policy
Sterilisation of Bottles	Health, Hygiene and Safe Food Policy
Sterilisation of Dummies/Pacifiers	
Storage of Medication	Administration of Authorised Medication Policy
Storage of Records	Record Keeping and Retention Policy
Students	Educator and Management Policy
Sun Protection	Physical Environment (Workplace Safety,



	Learning and Administration) Policy
Supervised Self-Administration of Medication by Children over Preschool Age	Medical Conditions Policy
Supervision of Services (determining the responsible person present)	Staffing Arrangements Policy
Supporting Children through Difficult Situations	Relationships with Children Policy
Survey for Families	Parental Interaction and Involvement in the Service Policy
Sustainability	Environmental Sustainability Policy
T	
Tagging Electricals	Physical Environment (Workplace Safety, Learning and Administration) Policy
Technology	Technology Usage Policy
Television and DVD Player Usage	Technology Usage Policy
Template Risk Management Plan	Child Protection Policy
Tobacco, Drug and Alcohol	Tobacco, Drug and Alcohol Policy
Toileting Procedure	Health, Hygiene and Safe Food Policy
Toy Cleaning	Physical Environment (Workplace Safety, Learning and Administration) Policy
Transitions	Continuity of Education and Care Policy
Transition	Orientation for Children Policy
Transition from one room to another	
Transition to school	
Transport Considerations	Excursion Policy
Trauma Record	Incident, Injury, Trauma and Illness Policy
U	
Unenrolled Children	Unenrolled Children Policy
Urine Spill Procedure	Health, Hygiene and Safe Food Policy
V	
Vehicles	Transportation Policy
Visitors	Educator and Management Policy
Volunteers	Educator and Management Policy
Vomit Spill Procedure	Health, Hygiene and Safe Food Policy
W	
Water Safety	Physical Environment (Workplace Safety, Learning and Administration) Policy
Work Experience	Educator and Management Policy
Work Health Safety (WHS)	Work Health Safety Policy
Work Health and Safety (WHS) requirements for incidents	Incident, Injury, Trauma and Illness Policy



All Policies (Alphabetical)

A

Acceptance and Refusal of Authorisations Policy

Additional Needs Policy

Administration of Authorised Medication Policy

Animal and Pet Policy

B

Bike Safety Policy

Bush Fire Policy

C

Chemical Spills Policy

Child Protection Policy

Continuity of Education and Care Policy

Cystic Fibrosis Policy

D

Death of a Child Policy

Death of an Educator Policy

Delivery and Collection of Children Policy

E

Education, Curriculum and Learning Policy

Educator and Management Policy

Emergency Management and Evacuation Policy
 Emergency Service Contact Policy
 Enrolment Policy
 Environmental Sustainability Policy
 Epilepsy Policy
 Excursion Policy

F

Family Law and Access Policy
 Fees Policy
 Food, Nutrition and Beverage Policy

G

Governance Policy
 Grievance Policy

H

Head Lice Policy
 Health, Hygiene and Safe Food Policy
 HIV AIDS Policy

I

Immunisation and Disease Prevention Policy
 Incident, Injury, Trauma and Illness Policy
 Infectious Diseases Policy

J

K

L

Lock Up Policy
 Lockdown Policy

M

Medical Conditions Policy

N

National Quality Framework Policy

O

Orientation for Children Policy

P

Parental Interaction and Involvement in the Service Policy
 Photography Policy
 Physical Activity Promotion Policy



Physical Environment (Workplace Safety, Learning and
Policy and Procedure Review Policy

Privacy and Confidentiality Policy

Q

R

Record Keeping and Retention Policy

Relationships with Children Policy

S

Sand Pit Policy

Sleep, Rest, Relaxation and Clothing Policy

Social Media Policy

Staffing Arrangements Policy

T

Technology Usage Policy

Tobacco, Drug and Alcohol Policy

Transportation Policy

U

Unenrolled Children Policy

V

W

Work Health and Safety Policy

X

Y

Z

