

NQF Policy Package Contents Table

The policies table below is ordered by TOPIC, to show you how Centre Support's policies will cover all your requirements to run your service.

Clear, compliant and customisable

Our policies are written specifically for each state/territory and comply with the National Law and Regs, NQS elements and EYLF/MTOP outcomes.

Policy management is made easy with simple and logically presented templates which you can customise for your service. Our policies are linked to all industry legislation as well as any relevant legislation outside of ECEC.

The policies contain sources for included information, cross-reference all other policies to ensure information is only ever written in one place, include a policy index, a space for next review date and include best practice guidelines or information.



TOPIC	NQF POLICY Where to locate
A	
Abuse and Neglect	Child Protection Policy
Additional Needs Children	Additional Needs Policy
Administration of Authorised Medication	Administration of Authorised Medication Policy
Administration of First Aid	Incident, Injury, Trauma and Illness Policy
Alcohol	Tobacco, Drug and Alcohol Policy
Allergy Management	Medical Conditions Policy
Anaphylaxis Management	Medical Conditions Policy
Animal and Pet Guidelines	Animal and Pet Policy
Anti-Bias	Relationships With Children Policy
Asthma Management	Medical Conditions Policy
Authorisations (Acceptance and Refusal)	Acceptance and Refusal of Authorisations Policy
Authorisation for Excursion Form	Excursion Policy
B	
Babysitting	Educator and Management Policy
Back Care and Manual Handling	Physical Environment (Workplace Safety, Learning and Administration) Policy
Bedding	Health, Hygiene and Safe Food 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 (safe storage and heating)	Food, Nutrition and Beverage Policy
Breastfeeding, Breast Milk and Bottle Warming	Food, Nutrition and Beverage Policy
Bullying (Children)	Relationships with Children Policy
Bullying, Discrimination and Harassment (Educators and Managers)	Educator and Management Policy
Buses	Transportation Policy
Bush Fires	Bush Fire Policy
Bush Fire Action Plan and Survival Kit	Bush Fire Policy
Bush Kindy	Bush Kindy Policy
C	
CCTV	CCTV Policy
Cerebral Palsy	Cerebral Palsy Policy
Cert III and Diploma Qualification Requirements	Staffing Arrangements Policy
Chemical Spill Procedure	Chemical Spills Policy
Child Care Subsidy	Enrolment Policy Fees Policy Immunisation and Disease Prevention Policy Staffing Arrangements Policy



Centre Support

Child Safe Environment	CCTV Policy Child Protection Policy Chemical Spills Policy Delivery and Collection of Children Policy Emergency Management and Evacuation Policy Family Law and Access Policy Health, Hygiene and Safe Food Policy HIV AIDS Policy Infectious Diseases Policy Lock Up Policy Photography Policy Physical Environment (Workplace Safety, Learning and Administration) Policy Relationships with Children Policy Sand Pit Policy Staffing Arrangements Policy Social Media Policy Technology usage Policy Tobacco Drug and Alcohol Policy Transportation Policy
Children’s Clothing	Sleep, Rest, Relaxation and Clothing 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 Cots and Stretchers	Sleep, Rest, Relaxation and Clothing 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	Delivery and Collection of Children Policy
Communicating with Families	Additional Needs Policy Continuity of Education and Care Policy Emergency Management and Evacuation Policy Excursion Policy Fees Policy Grievance Policy Infectious Diseases Policy Orientation for Children Policy Parental Interaction and Involvement in the Service Policy Policy and Procedure Review Policy Sleep, Rest, Relaxation and Clothing Policy Social Media Policy
Complaints	Grievance Policy Incident, Injury, Trauma and Illness Policy
Computer and Related Technology Usage	Technology Usage Policy
Confidentiality and Storage of Records	Privacy and Confidentiality Records Record Keeping and Retention Policy
Consultation, Cooperation and Coordination	Work Health and Safety Policy
Continuity of Care	Continuity of Education and Care Policy
Coronavirus	Coronavirus Policy



Centre Support

Cots	Sleep, Rest, Relaxation and Clothing Policy
Curriculum	Education, Curriculum and Learning Policy
Cystic Fibrosis	Cystic Fibrosis Policy
D	
Data breaches	Privacy and Confidentiality Policy
Death of a Child Procedure	Death of a Child Policy
Death of an Educator Procedure	Death of an Educator Policy
Delivery and Collection of Children	Delivery and Collection of Children Policy
Dental Accidents Dental Hygiene and Care	Health, Hygiene and Safe Food Policy
Detergents	Physical Environment (Workplace Safety, Learning and Administration) Policy
Diabetes Management	Medical Conditions Policy
Diploma Qualification Requirements	Staffing Arrangement Policy
Disclosure of Harm	Child Protection Policy
Diseases	Infectious Diseases Policy
Disinfectants	Physical Environment (Workplace Safety, Learning and Administration) Policy
Dress	Dress Code Policy
Drivers	Transportation Policy
Drop off / Pick Up	Delivery and Collection of Children 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	Staffing Arrangements Policy
Emergency Administration of Medication	Administration of Authorised Medication Policy
Emergency Communication Plan	Emergency Management and Evacuation Policy
Emergency Service 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 Medical Conditions Policy
Emergency Kit	Emergency Management and Evacuation Policy
Emergency Management Plan	Emergency Management and Evacuation Policy
Employee Support	Educator and Management Policy
Employment of Regular Educators	Continuity of Education and Care Policy
Enrolment	Enrolment Policy
Enrolment Checklist	Enrolment Policy
Environmental Sustainability and our Curriculum	Environmental Sustainability Policy
Epilepsy	Epilepsy Policy
Ethical Code of Conduct	Educator and Management Policy



Centre Support

Equipment and Environment	Physical Environment (Workplace Safety, Learning and Administration) Policy
Evacuation	Emergency Management and Evacuation Policy
Exclusion Periods	Immunisation and Disease Prevention Policy Infectious Diseases 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	Physical Environment (Workplace Safety, Learning and Administration) Policy
First Aid Kit Guidelines First Aid Kit Checklist	Incident, Injury, Trauma and Illness Policy
Food and Beverages	Food, Nutrition and Beverage Policy
Food Preparation and Food Hygiene Procedure Food Safety, Temperature Control and Transport Procedure Food Storage Procedure	Health, Hygiene and Safe Food Policy
Furniture	Physical Environment (Workplace Safety, Learning and Administration) Policy
G	
Governance	Governance Policy
Grievance Guidelines	Grievance Policy
Group Relationships	Relationships with Children Policy
Groupings	Physical Environment (Workplace Safety, Learning and Administration) 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
HIV/AIDS	HIV AIDS Policy
Hygiene	Health, Hygiene and Safe Food Policy Sleep, Rest, Relaxation and Clothing Policy
I	
Illness Record	Incident, Injury, Trauma and Illness Policy
Immunisation Children and Educators	Immunisation and Disease Prevention Policy



Centre Support

Immunisation Records	Immunisation and Disease Prevention Policy
Incident, Injury, Trauma and Illness Record	Incident, Injury, Trauma and Illness Policy
Inclusion	Relationships with Children Policy
Inclusion Support Program	Additional Needs Policy
Indoor Space Requirements	Physical Environment (Workplace Safety, Learning and Administration) Policy
Industrial Relations issues	Centre Support does not provide Industrial Relations advice. You may wish to David Morphet from DJMIR on (02) 6236 8966 or djm@djm.com.au .
Infectious Diseases	Infectious Diseases Policy
Injury	Incident, Injury, Trauma and Illness Policy
Inspection and testing of electrical equipment	Physical Environment (Workplace Safety, Learning and Administration) Policy
Insurance	Excursion Policy
Interactions with Children	Relationships with Children Policy
J	
Job Descriptions	Please ask us for a quote on our HR Pack which includes job descriptions.
K	
Kitchens	Physical Environment (Workplace Safety, Learning and Administration) Policy
L	
Learning Environments	Education, Curriculum and Learning Policy
Learning Environments	Additional Needs Policy Physical Environment (Workplace Safety, Learning and Administration) Policy
Learning and Play	Education, Curriculum and Learning Policy Physical Environment (Workplace Safety, Learning and Administration) Policy
Learning and Transitions	Continuity of Education and Care Policy
Length of Time Records must be Kept	Record Keeping and Retention Policy
Lightning	Physical Environment (Workplace Safety, Learning and Administration) Policy
Lockdown	Lockdown Policy
Lock Up	Lock Up Policy
M	
Maintenance	Physical Environment (Workplace Safety, Learning and Administration) Policy
Management	Governance Policy
Management Interactions and Responsibilities	Educator and Management Policy
Managing Breaches and Complaints/Grievances	Grievance Policy
Manual Handling	Physical Environment (Workplace Safety, Learning and Administration) Policy
Medical Conditions Management Plan	Medical Conditions Policy
Medical Conditions Risk Minimisation Plan	Medical Conditions Policy



Centre Support

Medical Conditions Communication Plan	Medical Conditions Policy
Medication	Administration of Authorised Medication Policy
Minimising Potentially Dangerous Substances	Physical Environment (Workplace Safety, Learning and Administration) Policy
N	
NQF Ratings	National Quality Framework Policy
Nail Polish	Health, Hygiene and Safe Food Policy
Nappy Change Procedure	Health, Hygiene and Safe Food Policy
Nits	Head Lice Policy
Notification of Serious Incidents and Complaints	Death of a Child Policy Incident, Injury, Trauma and Illness Policy Work Health and Safety Policy
Notifications Family Assistance Law (CCS)	Governance Policy
Notifications Service Operations	Governance Policy
Nutrition	Food, Nutrition and Beverage Policy
O	
OHS	Work Health Safety 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
Outdoor Space Requirements	Physical Environment (Workplace Safety, Learning and Administration) Policy
Overdue Fees	Fees Policy
Overseas Immunisation Records	Immunisation and Disease Prevention Policy
P	
Parent and Family Involvement	Parental Interaction and Involvement in the Service Policy
Parent Grievances	Grievance Policy
Parent Survey	Parental Interaction and Involvement in the Service Policy
Partnerships with Families and the Community	Additional Needs Policy Continuity of Education and Care Policy Education, Curriculum and Learning Policy Environmental Sustainability Policy Parental Interaction and Involvement in the Service Policy
Personal Information	Privacy and Confidentiality Policy
Pest Inspections	Physical Environment (Workplace Safety, Learning and Administration) Policy
Photography	Photography Policy
Physical Activity	Physical Activity Promotion Policy Bike Safety Policy
Play Dough	Health, Hygiene and Safe Food Policy
Poison Safety Checklist	Physical Environment (Workplace Safety, Learning and Administration) Policy
Priority of Access Guidelines	Enrolment Policy



Centre Support

Privacy	CCTV Policy Privacy and Confidentiality Policy Social Media Policy
Professional Development Requirements	Educator and Management Policy
Professional Support Services for Children	Additional Needs Policy
Q	
Qualifications for Educators	Staffing Arrangements Policy
R	
Ratings	National Quality Framework Policy
Ratios	Staffing Arrangements Policy
Rearranging, Adding or Removing Furniture	Physical Environment (Workplace Safety, Learning and Administration) Policy
Records Relating to Enrolled Children	Record Keeping and Retention Policy
Records to be Kept in Relation to Staff	Record Keeping and Retention Policy
Recruitment, Selection, Management and Training of Educators and Volunteers	Child Protection Policy
Responsible Person	Staffing Arrangements Policy
Rest Environment	Sleep, Rest, Relaxation and Clothing Policy
Road Safety	Transportation Policy
Rostering	Staffing Arrangements Policy
Routine to Promote Continuity	Continuity of Education and Care Policy
S	
Safe Sleep Practices	Sleep, Rest, Relaxation and Clothing Policy
Safety Checks	Physical Environment (Workplace Safety, Learning and Administration) Policy
Sand Pit	Sand Pit Policy
Screen Time	Technology Usage Policy
Seatbelts	Transportation Policy
Serious Incidents	Incident, Injury, Trauma and Illness Policy
Sign-In / Sign-Out	Delivery and Collection of Children Policy
Sleep and Rest	Sleep, Rest, Relaxation and Clothing Policy
Sleepwear	Sleep, Rest, Relaxation and Clothing Policy
Smoking	Tobacco, Drug and Alcohol Policy
Social Media	Social Media Policy
Soiled Items	Physical Environment (Workplace Safety, Learning and Administration) Policy
Staff Meetings	Educator and Management Policy
Sterilisation of Bottles/ Dummies/Pacifiers	Health, Hygiene and Safe Food Policy
Storage of Medication	Administration of Authorised Medication Policy
Storage of Records	Record Keeping and Retention Policy
Storms	Physical Environment (Workplace Safety, Learning and Administration) Policy
Students	Educator and Management Policy
Sun Protection	Physical Environment (Workplace Safety, Learning and Administration) Policy



Centre Support

Supervised Self-Administration of Medication by Children over Preschool Age	Administration of Authorised Medication Policy
Supervision of Services (determining the responsible person present)	Staffing Arrangements Policy
Supporting Children through Difficult Situations	Relationships with Children Policy
Surveillance	CCTV Policy
Suspicion of Harm	Child Protection 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
Termination of Enrolment	Termination of Enrolment 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 Transition from one room to another Transition to school	Orientation for Children Policy
Transport Considerations	Excursion Policy Transportation 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
Whistleblowing	Whistleblower Policy
Work Experience	Educator and Management Policy
Work Health Safety (WHS)	Work Health Safety Policy
Work Health and Safety (WHS) incidents	Incident, Injury, Trauma and Illness Policy