

SERVICE DOCUMENTS

- Mueller College OSHC Philosophy
- Statement of commitment to the Safety & Wellbeing of Children & the Protection of Children from Harm
- Child & Youth Risk Management Strategy

01.

CHILDREN & YOUNG PEOPLE

- 1.Respect for Children & Young People
- 2.Interactions with Children and Young People
- 3.Child Protection
- 4.Behaviour Support, Management & Exclusions for Behavioural Reasons
- 5.Anti-Bullying
- 6.Anti-Bias
- 7.Celebrating Cultural Difference, Aboriginal & Torres Strait Islander Peoples
- 8.Inclusion of Additional Needs
- 9.Service Entry for High School Students
- 10.Children and Young Person Clothing and Property

02.

PROGRAMS

- 11.Curriculum Development
- 12.Educational Program
- 13.Nature Play and Exploration
- 14.Physical Activity
- 15.Sleep & rest
- 16.Creativity & Expressive Arts
- 17.PG ratings
- 18.Children and Young People Technology
- 19.Photographic Images & Video
- 20.Homework
- 21.Excursions, Transportation, Bus Safety & Vehicle Restraint
- 22.Incursions
- 23.Extra-Curricular Activities
- 24.Escorting

03.

WELLBEING

- 25.Providing a Child Safe Environment
- 26.Providing a Drug, Alcohol & Smoke free Environment
- 27.Supervision
- 28.Managing Duty of Care
- 29.Sun Safety
- 30.Sharps & Foreign Objects
- 31.Water Safety
- 32.Keeping of Animals
- 33.Management of Dangerous Animals, Poisonous Plants & Fungi



CONTENTS

04.

HYGIENE

- 34.Infectious Diseases
- 35.Cleanliness & Sanitising
- 36.Hand washing & Hygiene
- 37.Toileting
- 38.Children & Young People Requiring Toileting Assistance
- 39.Safe Storage of Soiled Items

05.

HEALTH

- 40.First Aid
- 41.Medical Conditions
- 42.Medication
- 43.Illness
- 44.Incident & Injury
- 45.Trauma
- 46.Immunisation

06.

FOOD & NUTRITION

- 47.Food, Beverages & Nutrition
- 48. Food Handling, Safety & Storage
 - 48b. Mueller College OSHC Food Safety Program

07.

PROVISION & SAFETY

- 49.Workplace Health & Safety
- 50.Cyber Security, Training & Education
- 51.Risk Management
- 52.Hazard Reporting, Maintenance of Buildings & Equipment
- 53.Hazardous Products
- 54.Electrical Safety
- 55.Adhering to Manufacturers Advice
- 56.Spaces, Facilities & Equipment Required
- 57.Shared Facilities
- 58.Environmental Sustainability

08.

EMERGENCIES

- 59.Managing Crisis & Critical Events
- 60.Natural Disasters
- 61.Missing Person
- 62.Emergency Evacuation
- 63.Emergency Lock Down



OSHC
Outside School Hours Care

09.

STAFF

- 64. Employee Code of Conduct
- 65. Child Safe Code of Conduct
- 66. Recruitment & Employment and Probation
- 67. Staff Orientation, Induction & Mentoring
- 68. Role & Expectations of Staff & Staff Under 18
- 69. Employee Qualifications & Study
- 70. Relief and Vacation Care support staff
- 71. Volunteers & Childhood Education & Care Practicum Students
- 72. Staff Performance Monitoring & Professional Development
- 73. Staff Grievance
- 74. Workplace Harassment & Bullying
 - 74b. Harassment Prevention Plan
- 75. Staff Health, Immunisation & illness
- 76. Staff Rosters & leave
- 77. Staff Technology and Personal Devices

10.

FAMILY & COMMUNITY

- 78. Priority of Access
- 79. Enrolment, Waitlists & Orientation
- 80. Arrival & Departure of Children & Young People
- 81. Family & Community Code of Conduct
- 82. Complaints Handling
- 83. Family Involvement, Communication & Feedback
- 84. Family Barriers
- 85. Community Engagement
- 86. Visitors
- 87. Suitability Notices & Prohibited Persons

11.

MANAGEMENT & ADMINISTRATION

- 88. Quality Compliance
- 89. Governance & Management
- 90. Privacy & Confidentiality
- 91. Record Keeping
- 92. Notifications & Reporting
- 93. Fees & Cancellations
- 94. Child Care Subsidy
- 95. Budgeting & Financial Planning
- 96. Purchasing & Fraud Prevention
- 97. Insuring Risks

