

Highmount Preschool Policies

Quality Area	Policy	National Regulation 168	Child Safe Standards	Review Frequency	Current Version Number	Date Last Reviewed
Quality Area 1: Educational Program and Practice						
1	Educational Program			3 years	1.2	6 March 2023
1	Inclusion and Equity		√	3 years	1.0	1 March 2022
Quality Area 2: Children's Health and Safety						
2	Acceptance and Refusal of Authorisations	√		3 years	1.0	1 March 2022
2	Administration of First Aid	√		3 years	1.2	11 October 2023
2	Administration of Medication			3 years	1.0	1 March 2022
2	Anaphylaxis and Allergic Reactions	√		3 years	1.0	1 June 2022
2	Asthma Management	√		3 years	1.4	16 March 2024
2	Child Safe Environment and Wellbeing	√	√	Yearly	1.7	24 October 2023
2	Dealing with Infectious Diseases	√		3 years	1.6	26 April 2023
2	Dealing with Medical Conditions	√		3 years	1.1	6 March 2023
2	Delivery and Collection of Children	√		3 years	1.0	1 August 2022
2	Diabetes	√		3 years	1.1	6 March 2023
2	Emergency and Evacuation	√		Yearly	1.5	11th October 2023
2	Epilepsy and Seizures	√		3 years	1.1	6 March 2023
2	eSafety for Children		√	3 years	1.1	28 August 2023
2	Excursions and Service Events	√		3 years	1.0	1 September 2022
2	Family Violence Support			3 years	1.2	22 August 2022
2	Food Safety			3 years	1.1	16 March 2024
2	Hygiene			3 years	1.0	1 November 2023
2	Incident, Injury, Trauma and Illness	√		3 years	1.2	16 March 2024
2	Mental Health and Wellbeing		√	3 years	1.0	1 June 2022
2	Nutrition, Oral Health and Active Play	√		3 years	1.0	1 March 2022
2	Road Safety Education and Safe Transport	√		3 years	1.2	27 June 2023
2	Sleep and Rest	√		3 years	1.2	11th October 2023
2	Safe Arrival of Children - NOT APPLICABLE			3 years	1.0	11 October 2023
2	Sun Protection	√		3 years	1.2	16 March 2024
2	Supervision of Children			3 years	1.0	1 September 2021
2	Tobacco, E-Cigarettes, Alcohol and other Drugs			3 years	1.0	1 January 2023
2	Water Safety	√		3 years	1.0	1 January 2023
Quality Area 3: Physical Environment						
3	Environmental Sustainability			3 years	1.0	1 January 2023
3	Occupational Health and Safety			3 years	1.0	1 May 2022
Quality Area 4: Staffing Arrangements						
4	Code of Conduct	√	√	3 years	1.2	10 August 2022
4	Determining Responsible Person	√		Yearly	1.1	24 October 2023
4	Participation of Volunteers and Students	√		3 years	1.2	11 October 2023
4	Staffing	√		3 years	1.0	1 March 2023
Quality Area 5: Relationships with Children						
5	Interactions with Children	√		3 years	1.1	4 May 2022
5	Behaviour Support		√	3 years	1.0	16 March 2024
Quality Area 6: Collaborative Partnerships with Families and Communities						
6	Enrolment and Orientation - Free Kinder	√		Yearly	1.1	12 September 2023
Quality Area 7: Governance and Leadership						
7	Compliments and Complaints	√	√	3 years	1.1	11th October 2023
7	Dogs on Preschool Premises			3 years	1.0	12 September 2023
7	Fees - Free Kindergarten	√		Yearly	1.1	12 September 2023
7	Fundraising		√	3 years	1.0	23 June 2020
7	Governance and Management of the Service	√	√	3 years	1.0	1 May 2022
7	Information and Communication Technology			3 years	1.2	16 March 2024
7	Occupational Violence and Aggression			3 years	1.0	1 March 2023
7	Prevention of Harassment and Bullying			3 years	1.0	12 September 2023
7	Privacy and Confidentiality (including Confidentiality of Records)		√	3 years	1.3	8th August 2023
7	Social Media Policy		√	3 years	1.0	19 February 2023
7	Staff Grievances and Dispute Resolution			3 years	1.0	12 September 2023
7	Staff Recruitment		√	3 years	1.0	12 September 2023
7	Whistle Blower			3 years	1.0	1 March 2023