



Table of Contents

Statement of Philosophy 2018
Policy Review System
Jannali Preschool Policy Process

Quality Area 1 – Educational Program and Practice

- Transition to School Program

Quality Area 2 – Children’s Health and Safety

- Administration of First Aid and Medication Policy
- Animals in the Environment
- Arrival and Departure Policy
- Child Protection Policy
- Child Safe Environment Policy
- Cleaning and Hygiene Policy
- Emergency and Evacuation Policy
- Excursions Policy
- Incident, Injury, Trauma and Illness Policy
- Infectious Diseases Policy
- Late Collection of Children Policy
- Medical Conditions Policy
- Nutrition/Food/Beverages/Dietary Requirements Policy
- Sleep and Rest Time Policy
- Sun Protection Policy
- Supervision Policy and Supervision Plan
- Water Safety Policy
- Work, Health, Safety and Wellbeing System

Quality Area 3 – Physical Environment

- Environmental Policy

Quality Area 4 – Staffing Arrangements

- Determining Responsible Person Policy
- Employee Grievance, Counselling and Disciplinary Policy
- Staff Code of Conduct Policy
- Volunteers and Students Policy

Quality Area 5 – Relationships with Children

- Interactions with Children Policy

Quality Area 6 - Collaborative Partnerships with families and communities

- Enrolment and Orientation Policy

Quality Area 7 – Leadership and Service Management

- Acceptance and Refusal of Authorisations
- Complaints and Feedback Policy
- Fee Policy 2016
- Governance and Management of the Service Policy
- Information, Communication and Technology Policy
- Privacy and Confidentiality Policy
- Privacy Collection Statement

Procedures and Checklists

- Child Protection Flowchart
- Cleaning Procedure (QA2)
 - Resource Cleaning Procedure
- Emergency Procedure Booklet (QA2)
 - Bushfire Evacuation Procedure
 - Emergency Telephone Numbers
 - Emergency Risk Assessment
 - Evacuation Procedure
 - Evacuation Procedure to Sutherland Road
 - Lockdown Procedure
 - Map to Jannali Uniting Church
- Emergency Evacuation Evaluation
- Excursion Checklist (QA2)
 - Excursion Risk Assessment Tool
- Grievance Record (QA4)
- High Temperature Procedure (QA2)
- Illness Register (QA2)
- Incident, Injury, Trauma Record (QA2)
- Letter requesting information under Chapter 16A (QA2)
- Lockdown Procedure (QA2)
- Management Committee List 2018
- Medical Clearance Requirements for Infectious Diseases (QA2)
- Medication Record (QA2)
- Outbreak Investigation – Illness Register for Children (QA2)
- Outbreak Investigation – Illness Register for Staff (QA2)
- Policy Feedback Form
- Positive Behaviour Procedure Checklist (QA5)
- Sleep Register (QA2)
- Supervision Plan (QA2)
- Sustainability Audit Checklist (QA3)
- Unwell Child Record (QA2)
- Use of Food Within Our Program (QA3)
- Volunteers/Students/Casuals (QA4)
 - Casual Staff Application Form
 - Student and Volunteer Application Form
 - Volunteer Induction and Orientation Checklist
 - WH&S Induction Checklist
 - WH&S Information for Casual Staff, Students and Volunteers brochure

Notification of Changes to Policies and Procedures forms

Updated: May 2018