## 1. GENERAL POLICIES

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Policy 1.1 (General Policies)

CONFIDENTIALITY

Policy Statement:
Riverton Kindergarten protects the privacy and confidentiality of individuals by ensuring that all records and information about individual children, families, staff and management are kept in a secure place and are only accessed by or disclosed to those people who need the information to fulfil their responsibilities at the Centre or have a legal right to know.

CONSIDERATIONS:

Philosophy
Everyone associated with the Centre (staff, parents, and children) has the right to the protection of personal information.

Legislation
Laws relating to protection of privacy and confidentiality. (Privacy Act1988 Commonwealth).

Children
Need confidentiality re sensitive health issues, learning difficulties, and behaviour difficulties.

Parents
Need security that private information given to the Centre is kept confidential; ability to speak to staff re confidential matters that impact on the child’s care and education.

Staff
Need personal records, details; appraisals treated as confidential; clear guidelines what they should/shouldn’t disclose about children and families and to whom; the freedom to raise personal issues that impact on their workplace.

Management
Need to make decisions about confidential issues; to obtain relevant personal details from clients.

HOW POLICY WILL BE IMPLEMENTED (Specific Policies & Procedures):

- Every employee and Governing Council member is provided with clear guidelines detailing:
- What information is to be kept confidential;
- What confidential information they may have access to in order to fulfil their responsibilities and how this information may be accessed.
- Who has a legal right to know what information;
- How long information has to be retained by the Centre

- Confidential conversations that staff have with parents, or the Director has with staff members will be conducted in a quiet area away from other children and adults.

- Personal forms and information will be stored securely.

- Information about staff members will only be accessed by the Director or individual staff member concerned.

- All matters discussed at Governing Council meetings will be treated as confidential.

- No member of staff may give information or evidence on matters relating to children and/or their families to anyone other than the custodial parents/guardian. Exceptions may apply regarding information about children when subpoenaed to appear before a court of law, notwithstanding these requirements confidential information may be exchanged in the normal course of work with other staff members at the Centre. Information may also be given to the Management Committee when this is reasonably needed for the proper operation of the Centre and the wellbeing of users and staff.

- Staff will protect the privacy and confidentiality of other staff members by not relating personal information about another staff member to anyone either within or outside the Centre.

- Students, people on work experience and volunteers will not make staff/children or families at the Centre an object for discussion outside of the Centre, nor will they at any time use or record family names at anytime without parental permission.
Policy 1.2 (General Policies)

ENVIRONMENTAL PROTECTION

POLICY STATEMENT
Riverton Kindergarten will make every effort to protect the environment within the Centre and the broader community, protecting the health of children, parents and staff and the world environment.

CONSIDERATIONS:

Philosophy Helping to keep our world clean and healthy and not knowingly destroying our world.

Legislation Public Environmental Health Act, 1987 and its Regulations (SA); Environmental Protection Act (SA) and Regulations; Pollution of waters by oil and noxious Substances Act 1987(SA), Environmental Protections Act 1993 (SA) and Regulations

Children Need a clean healthy environment in which to grow and learn; education about environmental protection.

Parents Need information about environmental protection and how they can promote this at home and in the community.

Staff Need information about environmental protection; safe and environmental friendly products in the Centre.

Management Encourage the Centre to uphold society’s concerns for environmental protection.

HOW POLICY WILL BE IMPLEMENTED (Specific Policies & Procedures):

• Protecting the environment may be a focus of the children’s program in the day to day running of the program.

• Wherever possible the use of environmentally friendly products will be encouraged at the Centre.

• All rubbish will be disposed of in an environmentally friendly method and products recycled wherever possible.
• Literature about environmental protection will be displayed at the centre and brochures made available to parents where appropriate.

• The centre will endeavour to both water wise and energy efficient whenever possible.
Riverton Kindergarten

Policy 1.3 (General Policies)

**EQUAL OPPORTUNITY**

**POLICY STATEMENT:**
Riverton Kindergarten is committed to the principles of Equal Opportunity in relation to access to the Centre, operations within the Centre and in the appointment of staff. Individuals will be treated with respect regardless of their gender, race, religion, age, impairment, marital status, political conviction, pregnancy, family responsibility or family status. The Centre will actively promote the positive aspects of diversity and encourage acceptance and appreciation of individual differences. Availability of Care will be in accordance with the Commonwealth "Priority of Access Guidelines”

**CONSIDERATIONS:**

<table>
<thead>
<tr>
<th>Category</th>
<th>Consideration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Philosophy</td>
<td>Equal opportunity for all.</td>
</tr>
<tr>
<td>Children</td>
<td>Need equal access, rights and protection from harassment due to their gender, race, religion, impairment and family status.</td>
</tr>
<tr>
<td>Parents</td>
<td>Need equal access, rights and protection from harassment due to their gender, race, religion, impairment, marital status, political conviction, pregnancy, family responsibility, family status and/or age. Priority of access is within Commonwealth guidelines.</td>
</tr>
<tr>
<td>Staff</td>
<td>Need to be selected and employed according to equal opportunity guidelines.</td>
</tr>
<tr>
<td>Management</td>
<td>Need equal access, rights and protection from harassment due to their gender, marital status, religion, impairment, race, political conviction, pregnancy, family responsibility, family status and/or age.</td>
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</tbody>
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**HOW POLICY WILL BE IMPLEMENTED (Specific Policies & Procedures):**

- The Centre will have up to date information regarding Equal Opportunities Legislation.
- Parents and staff will be given clear instructions about the Commonwealth “Priority of Access Guidelines”.

Created: June 1999          Last Review: June 2009          Next Review: June 2010
Equal Opportunity principles will be an integral part of the Centre’s daily programs and routines. Children will be given positive experiences, which encourage equal opportunity. Programs will actively include opportunities for the children to experience diversity of cultures and gender roles.

Staff will treat individual children and families with dignity and respect. They will take into account individual differences and values in language, attitudes, abilities, assumptions and expectations.

Children who have a disability will not be discriminated against and will be afforded access to the Centre where:
- a place exists,
- they meet the required priority of access,
- the Centre’s resources are able to adequately care for the child.

Governing Council will endeavour to represent the diversity of the community in their duties.

The induction folder will provide relevant information for staff concerning procedures to be followed in the event of harassment or discrimination in the workplace.

The Grievance Procedure Policy will be available to all staff.

Staff will not be discriminated against if their child/ren attend or wish to attend the centre.
Riverton Kindergarten

Policy 1.4 (General Policies)

OCCUPATIONAL HEALTH, SAFETY & WELFARE

POLICY STATEMENT:
Riverton Kindergarten protects the health and safety of children, staff, parents and visitors to the Centre by keeping informed about the Occupational Health, Safety and Welfare Act and ensuring appropriate codes of practice are followed at the Centre.

CONSIDERATIONS:

Philosophy
Education and Caring role – need for a safe and healthy environment.

Legislation
Occupational Health, Safety and Welfare Act 1995(SA); Childcare Centre Regulations 1998(SA); Workers Compensation and Rehabilitation Act 1986 updated 1997,(SA); Australian Standards.

Children
Need a safe and healthy environment in which to play and learn.

Parents
Need reassurance that the health and safety standards are maintained at the Centre and their children are safe.

Staff
Need a safe and healthy workplace; clear guidelines about their responsibilities under OHS&W Act.

Management
Need clear guidelines about their responsibilities under OHS&W Act; employees co-operation in following health and safety instructions.

HOW POLICY WILL BE IMPLEMENTED (Specific Policies & Procedures):

- Information about Occupational Health, Safety & Welfare Act, Regulations, Codes of Practise and guidelines are held at the Centre and may be read by staff, Governing Council and parents of children attending the Centre.

- Employee and Employer responsibilities for OHS&W are included in staff and committee handbooks. These responsibilities are highlighted to new staff and committee members as part of their induction.

- A training program will be organised every 12 months, or as required, to ensure staff and Governing Council members can identify:
  - Key elements of the OHS&W Act,
- The Centres health and safety procedures and policies,
- Safe and healthy workplace practises,
- How to report hazards,
- How to have a say in safe work practises and procedures.

- Staff will be encouraged to report incidents leading to high stress levels and positive steps will be taken to understand and minimise stress suffered by individual staff members.

- Play areas and equipment will be regularly checked by the staff to ensure they are in a clean and safe condition.

- All equipment will be checked against Australian Standards.

- The Governing Council will ensure that health and safety practises followed in the Centre comply with Health Regulations, Child Care Centre Regulations, Australian Standards and Occupational Health, Safety and Welfare Act SA and will allocate sufficient resources in the annual budget to ensure appropriate training for a healthy and safe environment.

- Staff will record all injuries or illness (to children and adults) in the Centre’s Accident/Illness Record. Details entered will include: date, time and place of incident, injury or condition, brief description of events, adult witnesses and any treatment or outcome.

- Staff will record all incidents with the potential to cause injury or illness in the Centre diary.

- The Director and Governing Council will ensure that appropriate workers compensation cover is available to all employees of the service and that employees understand the importance of reporting injuries or illness which occurs during the course of their work. (The onus is on the employee to make the report, not the employer.) Employees will also be informed by the Director about the time deadlines for completing workers compensation forms.

- The Director and Governing Council will ensure that injured employees are provided with appropriate rehabilitation and health care services and that a flexible rehabilitation program is implemented in the Centre.

- The Centre is a non-smoking area. This includes all indoor and outdoor play areas and anywhere that is within sight of the children. (Refer DECS guidelines)
Policy 1.5 (General Policies)

Volunteers

POLICY STATEMENT:
Riverton Kindergarten values support from volunteers and will make every effort to ensure volunteers perform work within their capabilities and that students are safe in their contact with volunteers.

CONSIDERATIONS:

Philosophy
To support, value and protect volunteers and the welfare of the children they support.

Legislation
AIGs Schooling Sector. Legal Liability and Management of Volunteers. Procedures for the management of volunteers in DECS Preschools and Schools.

Children
Need a safe and healthy environment in which to play and learn.

Parents
Need reassurance that their children are safe and opportunities to volunteer at their child’s centre.

Staff
Are responsible for ensuring volunteers are appropriately supervised.

Management
Need clear guidelines about their responsibilities in following screening procedures.

HOW POLICY WILL BE IMPLEMENTED (Specific Policies & Procedures):

- Appropriate screening processes will be implemented for all volunteers as described in the ‘Screening and Criminal History Checks Policy Guidelines.

- All volunteers working with children are mandated notifiers and will receive the most recent guidelines for reporting child abuse and be given an opportunity to discuss the guidelines with the Director.

- Volunteers working with children will be visible to a staff member at all times.
• Where volunteers assist with transport staff will be mindful of parent consent and ensure that groups of children rather than individuals travel with a volunteer.

• Relevant sections of the induction program will be provided for volunteers;
  - Occupational Health & safety Procedures
  - General Duty of Care to children
  - Behaviour Management and harassment policies
  - Requirements regarding supervision and confidentiality
  - Training specific to their area of work.

• Preschools are dynamic and unpredictable environments. In the event of staff having to make a quick judgement about relative risks duty of care to children will be the first priority. Staff will try not to be influenced by issues such as adult sensitivities or expediency.

• Accurate records will be maintained including;
  - notes of the selection/screening process used
  - dates volunteers begin and exit
  - description of the work undertaken
  - lists kept of children working with the volunteer
  - dates and details of any concerns raised by the volunteer and any action taken
  - dates and details of any concerns raised by others about the volunteer and action taken.