



Ausscot Family Day Care **Policy and Procedure** **Index File and Review Dates**

Policy and Procedure Index File	
Acceptance and refusal of authorisations Policy	
Administration of First Aid Policy	
Assessment, approval and reassessment of Family Day Care residences and venues Policy	
Dealing with Complaints Policy ➤ The provision of a complaint handling system which is child focused ➤ The management of a complaint that alleges a child is exhibiting sexual behaviours that may be harmful to the child or another child	
Dealing with Ill Children and Medication Policy	
Dealing with Infectious Diseases Policy	
Dealing with Medical Conditions Policy	
Delivery to and Collection of Children from the Education and Care Service Policy	
Educational Program and Practice Policy	
Emergency and Evacuation Policy and Procedures	
Engagement or Registration of Family Day Care Educators, Relief Educator and Assistant Educator	
Enrolment and Orientation Policy	
Excursion and Transport Policy	
Fit and proper assessment of Family Day Care Educators, Family Day Care Educator Assistants and people living at the Family Day Care residence Policy	
Governance and management of the service, including confidentiality of records Policy	
Hygiene and Home Environment Policy	

Policy and Procedure Index File
Incident, Injury, Trauma and Illness (IITI) Policy and Procedures
Interactions with Children - High Support Needs Policy
Interactions with Children - Inclusion Policy
Interactions with Children Policy
Keeping a Child Safety National Early Childhood Worker Register Policy
Monitoring, Support and Supervision of Family Day care Educators
Nutrition, Food, Beverages and Dietary Requirements Policy
Payment of Fees and Provision of a Statement of Fees Policy
Philosophy
Providing a Child Safe Environment Policy ➤ Protective Disclosures Policy and Procedures ➤ The promotion of a culture of child safety and wellbeing within the service ➤ The safe use of online environments in the service ➤ Child Protection Policy
Provision of information, assistance and training to Family Day Care Educators
Safe arrival of Children Policy
Staffing, including ➤ Professional standards/Code of Conduct (NQS 4.2) ➤ Determining the Responsible Person & Educational Leader Policy ➤ Participation of Volunteers
Sleep and Rest Policy
Sun Protection Policy
Sustainability Policy
Toileting, Nappy Changing, Bathing Policy
Visitors to Family Day Care Residences and Venues while Children are being Educators and Cared for Policy
Water Hazard Policy