



Enfield Folland Park Kindergarten

Policy Booklet

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Government
of South Australia

Department for Education



Behaviour Code

“All children have the right to learn and play in a friendly, safe supportive environment. All staff have the right to teach in a friendly, cooperative, supportive environment.”

One of the goals of preschool education is to have children develop into socially responsible and respectful citizens. In order to grow into responsible and respectful citizen’s children need to develop an understanding of how to interact with other children and adults both individually and within a group. This policy documents behaviours that are both respectful and disrespectful and highlights the way that staff will work with children and parents in addressing these behaviours.

Respectful Behaviours

Respectful behaviours encourage an attitude of caring and respecting ourselves, others and the environment (both natural and constructed).

These behaviours include:

- Respecting each other – accepting each person as an individual, their differences, culture and beliefs.
- Listening to others – everyone has something valuable to contribute.
- Using positive language
- Being co-operative
- Helping each other
- Taking turns
- Sharing – equipment and materials
- Being friendly
- Participating in activities/experiences –having a go
- To try and work out problems in a fair way
- To be on time
- To work and play safely

To support children’s development of positive, respectful behaviours, staff will:

- Support and encourage children to continue using these positive behaviours when they are observed through verbal reinforcement. Staff will focus on acknowledging and encouraging behaviour that is acceptable rather than focusing on the negative.
- Ensure that children are involved in regular discussions about respectful behaviour and why it is important.
- Be explicit with children about what respectful behaviour looks like, feels like and sounds like in a range of situations.

Disrespectful Behaviours

There are also behaviours that are disrespectful. These behaviours include;

- Those which are dangerous – to children themselves or to others around them e.g. throwing equipment, running inside.
- Those which physically hurt or frighten others e.g. kicking, punching, biting, spitting, pushing and shoving.
- Those which hurt or frighten others through the language used e.g. ‘put downs’, insults, name calling.
- Those which spoil others’ achievements or work e.g. deliberately knocking down other children’s work.
- Those which interfere unduly with the routines around which the kindergarten functions e.g. deliberate disruption of group time/pack up.

We believe that:

- All children are individuals and will have different levels of understanding of the “rules.” Different expectations need to be made of a child who is new to kindergarten, from those made of a child who is familiar with the setting.
- Some children who have learning difficulties/delays or disorders may have greater difficulty in coping with frustration and in learning to behave acceptably; and in understanding the rules and reasons for them.
- Staff and parents need to work together and share the responsibility for encouraging and modelling appropriate behaviours in a variety of situations.
- Staff and parents need to work together to provide a safe environment for all children. However, in the case of extreme behaviours of putting themselves or

others at risk, this may result in a phone call to collect your child.

- At times children do feel angry, frustrated and upset. These feelings are normal and staff and parents will work together to help to express their feelings appropriately.

- Children learn best when they experience success and feel good about themselves.

As such, when disrespectful behaviour occurs, staff will:

- Redirect the child towards acceptable, constructive activities/experiences and provide encouragement, support and/or praise.

- Talk with the child about the reasons why the behaviours are not respectful

- If the behaviour is violent or aggressive, a staff member will talk with the child immediately. Depending on the circumstance and the behaviour a range of strategies may be used including:

- removing the child from the other children to talk through the situation that has arisen

- Giving the child some time away from the other children to enable them to calm down before talking through the situation (with or without adult support depending on the situation)

- Using a restorative approach with the children where the children are encouraged to think about how their behaviour affected another person and supporting children to restore their relationship with other children. Various strategies will be used based on the children involved and the behaviour displayed.

- Discussing the incident with the child's parents to work collaboratively on strategies that will support the child's behaviour in the longer term.

This *Behaviour Policy* will assist staff at Enfield Folland Park Kindergarten to:

- Provide an environment where children feel nurtured, safe, secure and respected

- Develop collaborative relationships between children, staff and parents to maximise children's learning potential

- Deliver a curriculum that is fun, enjoyable and proactive where children are comfortable to explore their identity, take risks and learn.

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Sun Smart & Hot Weather Policy

The purpose of this policy is to ensure that all children and staff members are protected from skin damage caused by the harmful ultraviolet rays of the sun, and that in cases of extreme weather, people are safe from the risk of hyper/hypothermia or weather related injuries. This policy includes the kindergarten's hot weather/sun protection procedures.

At Enfield Folland Park Kindergarten staff work with children and families to ensure everyone's safety and wellbeing in situations of hot weather, storms or strong winds. Staff recognise the importance of helping children to regulate their behaviours in inclement weather and will work with children and families to develop appropriate responses when the weather reaches extremes. This kindergarten has adequate air-conditioning in all inside areas, covered verandas and shady areas and shelter for safe play.

Staff must ensure they have considered the potential hazards for all locations and situations impacted by inclement weather conditions. Staff will monitor daily weather forecasts through [Bureau of Meteorology](http://www.bom.gov.au/sa/uv) and identify any potential inclement weather risks. UV rating recommendation will be taken from SunSmart www.bom.gov.au/sa/uv (*Enfield location*)

Educators will:

- Take reasonable care to protect their own health and safety and that of others in the workplace
- Activate appropriate cooling systems for comfort and relief in times of hot weather. All air conditioning and heating systems are adjustable to suit the weather and temperature.
- Undertake risk assessments for outdoor play experiences if the weather is unpredictable or there are weather warnings and close down areas that are unsafe to play near (e.g. near trees in extreme wind)
- Ensure activities conducted in periods of hot weather are to be undertaken in shaded areas.
- Cater for individual needs of staff and children in times of extreme temperature and weather
- Encourage children to wear hats outside during terms 1, 3 and 4 and when the UV is 3 and above at other times.
- Support children in reapplying sunscreen every two hours if the UV rating is 3 and above during outside play time hours.
- Model Sun smart behaviour.
- Encourage children to be frequently drinking water.
- Ensure drinking water is accessible to children at all times.
- Promote families to provide a cooling element in child's lunch box to keep food cold until lunch time.

Parents/Caregivers will:

- Dress children and provide extra clothing that is weather appropriate i.e. layers for cold weather and layers that can be easily removed.
- Apply broad spectrum **water resistant** sunscreen (SPF of at least 30) prior to arrival.
- Parents/Caregivers may wish to collect children early on days of extreme weather. However, the Kindergarten has cooling and heating systems and will remain open for normal operating hours.

Sun Protection Specific Procedures to be followed by all on Enfield Folland Park Kindergarten Site

Sun protection times: are in place during terms 1, 3 and 4 and when the ultraviolet (UV) radiation level is 3 and above, at other times. A combination of sun protection measures are considered when planning outdoor activities such as excursions and water based activities.

Scheduling: Care in planning outside activities is taken during the peak UV radiation times. Indoor and shaded activities are available during the peak UV times.

Seek shade: Areas of shade are to be accessed for outdoor activities as much as possible. The site has a large shade over the sandpit, platform area, veranda and shady trees.

Slip on clothing: Appropriate sun protective clothing is to be worn, including tops with covering shoulders and longer style skirts and shorts and no midriff tops are allowed.

Slap on a hat: All children and staff are asked to wear a broad brimmed or bucket hat (Baseball caps are not acceptable). The Department for Education (DE) specify that hats must NOT have chords attached due to it being a potential choking hazard. Children who do not have appropriate hats or clothing with them are asked to play in an area protected from the sun such as inside or under the veranda.

Slop on sunscreen: Parents are responsible for applying their child's sunscreen at home before arrival or upon arrival to kindergarten. SPF 30 or higher broad spectrum, water resistant sunscreen is supplied by the Kindergarten for children and staff use throughout the day (every 2 hours when outdoors if the UV rating is 3 and above). Alternatively, families that supply their own sunscreen due to their child having sensitive skin allergies or irritation from using the Kindergarten's sunscreen, will need to complete the Health Support Agreement for Education and Care (HSP120 form) and the Safety and Risk Management Plan (HSP121form) with a staff member. Children's individual sunscreen supplied by families is to be labelled clearly with the child's name and stored on top of the fridge in the appropriate child's group bowl.

Curriculum: Age appropriate information on sun protection is included in children's programming.

WH&S and role modelling: When the UV is 3 and above, staff and volunteers are required to practice SunSmart behaviours including wearing sun protective clothing, sunscreen, appropriate hats and sunglasses and seek shade when outdoors.

Policy promotion: SunSmart behaviour is regularly reinforced and promoted to the whole community (e.g. via newsletters). All families and staff members are informed of the policy.

Policy review: The sun protection policy is reviewed annually to ensure the policy remains current and relevant.

Further Information

Bureau of Meteorology

<http://www.bom.gov.au/australia/index.shtml>

Cancer Council SA – SunSmart Early Childhood Program

www.cancersa.org.au/asp/SunSmart_program_policy_resources.aspx

SunSmart

www.sunsmart.org.au

South Australia Department for Education Inclement weather and sun protection

<https://edi.sa.edu.au/hr/for-managers/health-and-safety/creating-a-safe-workplace/inclement-weather-and-sun-protection>

Updated May2021

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Sick Children / Infectious Diseases Policy

The health and wellbeing of children in the Kindergarten is of the highest priority. From 7th of August 2020, The South Australian Department for Education requires all early childhood services to keep a copy of all immunisation records for each child enrolled. Therefore, at Enfield Folland Park Kindergarten it is mandatory that all parent/legal guardians of the children enrolling at our site, supply an approved immunisation record referred to as 'Immunisation History Statement' from the Australian Immunisation Register for their child to attend.

Enfield Folland Park Kindergarten is committed to providing and maintaining a safe and healthy work environment for children, staff and visitors. We are committed to providing quality teaching in a supportive and caring learning environment. Sick children are required to stay at home as they need time and care to recover within a family environment.

Whilst we understand how difficult this can be for working parents, it is very important that sickness is not passed on to other children and staff members. The purpose of this statement is to provide guidance as to when your child is likely to be infectious to others and therefore needs to be excluded from kindergarten. Parents are required to notify the Kindergarten staff of their child's absence and in the case of a contagious infectious illness the name of the disease/condition so that we can inform other parents of the illness (not the child concerned) so that they too can watch for any symptoms amongst their family.

Infectious symptoms are likely to be when your child has:

- A temperature of 37.5 C or higher
- Been vomiting in the last 24hours
- Had diarrhoea in the last 24hours
- A productive cough
- Conjunctivitis
- Nasal mucous
- An undiagnosed rash
- Head Lice [until treated]
- Cold sores –open and weeping

If your child has needed Panadol or Paracetamol the evening before or on the morning of preschool for the purpose of pain relief or controlling a temperature, please do not send them to Kindergarten.

The following SA Health website, 'You've got what?' provides the incubation and infectious period for you to adhere to.

<https://www.sahealth.sa.gov.au/wps/wcm/connect/Public+Content/SA+Health+Internet/Healthy+living/Protecting+your+health/preventing+disease+and+infection/Youve+got+what/>

In the event of your child becoming unwell at kindergarten, we will telephone you to collect your child. If staff are unable to contact you, we will then contact the people listed on your child's emergency contacts list.

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Medical Conditions Policy

Under the Education and Care Services National Regulation 90 – Medical conditions policy, preschool services are required to document a health support agreement which includes a parent communication plan and a separate risk minimisation plan for every child who attends the service with a health and/or medical condition (regardless of the severity).

The following links are to the 2 templates that have been developed by the South Australian Department for Education to support preschool services to meet the requirements of Regulation 90.

[Health support agreement HSP120](#) – HSA

[Safety and risk management plan HSP121](#) – S&RMP

The completion of HSA and S&RMP are required for serious health and/or medical conditions as well as minor ailments and less severe health and/or medical conditions such as minor allergies, eczema, lactose intolerance, Band-Aid allergy, sunscreen rash etc.

Children who are identified with a formal diagnosed and/or severe health and/or medical condition such as Asthma, anaphylaxis, severe allergic reaction, epilepsy etc., must also have a formal Health Care Plan completed (including the date of consult) by a medical practitioner in consultation with the child’s parent/s or legal guardian. Then through a consultation process, the kindergarten director/permanent teacher and parents/legal guardian, utilise the current Health Care Plan to complete the HSA (HSP 120) as well as a S&RMP (HSP121). Please note: a copy of the Health Care Plan is to remain filed on site and the Parent/s or Legal Guardian are to receive copies of the completed and signed HSA (HSP 120) and S&RMP (HSP121) documents.

Staff are not permitted to administer any medication without having read a signed Health Support Agreement Plan (HSP120) and Risk Management Plan (HSP 121) unless authorised over the phone by an ambulance officer in a medical emergency.

All medications brought into the Kindergarten must be in the original bottle/container/packet and have a licensed administering sticker from a chemist. The used by date must also be clearly legible on the medication. The Parents or legal guardians are also responsible for the maintenance, cleaning and required labelling of any equipment (eg: spacer) brought into the Preschool. Please note: under no circumstances can any medication remain in a child’s back pack or bag throughout their time at Kindergarten.

Parents or legal guardians are responsible to consult with the director/permanent teacher of the Kindergarten immediately if there are any changes to their child’s illness and/or medication. The director/permanent teacher will then in consultation with parent make reference to the child’s updated Health Care Plan and create a new HSP 120 and 121 form. The director/permanent teacher will then inform all staff of the child’s new HSA (HSP 120) and S&RMP (HSP 121) forms and acquire staff signatures to represent acknowledgement that the documents has been understood and read.

With regards to a request from a parent where they are making deliberate choices for their child based on culture or a religious belief, this is not considered a health or medical condition, so it does not require this level of documentation. However, the site will record this information and ensure all educators are aware of the request made by the parent.

More information is available via [department’s health support planning webpages.](#)

IMMUNISATION RECORDS

Enfield Folland Park Kindergarten follows the requirements for collecting evidence of immunisations records in accordance with the South Australian Public Health Act 2011.

From 1 January 2020 it became a legal requirement for South Australian early childhood education and care services to keep a copy of all immunisation records for each child enrolled in or attending the service. This is to help prevent the spread of a vaccine preventable disease in early childhood services.

For all children an approved immunisation record is an extract from the Australian Immunisation Register. All education and care services must be provided with and retain a copy on file (at the service) of an Immunisation History Statement for all enrolled children by parents/families. The Blue Book or a letter from the local GP doctor are no longer considered approved immunisations records and should not be accepted as such.

Please use these web-links to source more detailed information around these new requirements: · Early childhood service and immunisation requirements · Early childhood service providers - FAQ · Early childhood services parent and carers - FAQ

Following changes to the South Australian Public Health Act 2011 (the Act), from 7 August 2020, children will not be able to enrol in or attend early childhood services unless all immunisation requirements are met.

The Act states:

- an early childhood service must not enrol a child if all immunisation requirements are not met
- a child cannot attend, or continue to attend, an early childhood service if all immunisation requirements are not met
- early childhood services must keep a current copy of an approved immunisation record for each child enrolled in, or attending that service, and
- approved immunisation records must be supplied by parents/guardians to the early childhood service at specified times.

Further Information:

Early childhood services and immunisation requirements:

<https://www.sahealth.sa.gov.au/wps/wcm/connect/public+content/sa+health+internet/conditions/immunisation/immunisation+programs/early+childhood+services+and+immunisation+requirements>

Staying Healthy resource: <https://www.nhmrc.gov.au/about-us/publications/staying-healthy-preventing-infectious-diseases-early-childhood-education-and-care-services>

Department for Health: <https://campaigns.health.gov.au/immunisationfacts>

Department for Education intranet info: <https://edi.sa.edu.au/operations-and-management/school-preschool-and-fdc-admin/preschool-and-early-childhood-management/immunisation-requirements>

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Healthy Food and Nutrition Policy and Procedure

Enfield Folland Park Kindergarten is devoted to providing an education around healthy food habits and encouraging the development of healthy bodies and minds. A healthy diet for young children reduces their chances of developing future health problems. A healthy diet is one that is balanced and includes foods from each main food group: grains, vegetables, fruit, proteins, and dairy (or dairy alternatives). Foods that are not necessary for a healthy diet should be limited. These foods are referred to as ‘sometimes foods’ and include foods that are high in sugar, saturated fats, and salt.

This policy and procedure has been developed based on the following principles:

- promoting the health and safety of all students, especially those with severe, rapid, and life threatening (anaphylactic) responses to food allergens,
- providing children with an education around healthy food choices that allows them to grow into happy, healthy people, and
- providing a consistent approach to the management of food handling, dietary requirements, special occasions, and cultural considerations.

The scope of this policy and procedure applies to all staff, parents, and site visitors.

Context

National Quality Standards and Regulations -Regulation 168 (2) (a) (i) - National Quality Standard 2.2

Allergen Awareness

Food restrictions will reflect the needs of the children attending and may be subject to revision, please discuss the dietary needs of your children with educators. The most common food allergens are peanuts, tree nuts, eggs, dairy foods, fish, and sesame seeds. Due to the prevalence of nut allergies, we require that NO NUTS are permitted in the kindergarten (including peanut butter and Nutella sandwiches and all snacks containing nuts including muesli bars or muffins). Products stating ‘may contain traces’ of nuts which are found on most packaged foods are generally fine. However, if food packaging states ‘contains’ nuts or ‘made on shared equipment’ as nuts, it is not permitted. A reminder note will be sent home if your child’s lunch box contains nuts or nut products. If you are unsure about whether a food product is permitted, please see staff. We appreciate your understanding regarding this serious health risk.

Eating at Kindy

Enfield Folland Park kindergarten observes up to three food breaks throughout the kindy day. This includes a morning ‘healthy snack’, lunch and offering for afternoon tea ‘snack time.’

Some examples of healthy food children may bring include:

1. Two serves of fruit or vegetable for ‘healthy snack’. This may be fresh or dried (e.g. dried apple, apricots, sultanas, etc.).
2. A lunchbox consisting of:
 - Breads or other carbohydrates for body and brain energy and to help fill hungry tummies, e.g. wholegrain sandwiches, rolls and wraps, pikelets, fruit bread, wholegrain plain savoury biscuits, rice, pasta, sushi, and/or noodles.
 - Meat and other protein foods for strong muscles, e.g. lean meat in wholegrain sandwiches or salads, meat or fish patties, meat based casseroles and pastas (reminder that these will be served cold as the kindergarten cannot heat up food).
 - Dairy foods for strong bones, e.g. reduced fat cheese, yoghurt, and/or custard.
 - Fruit, vegetables and legumes for vitamins, minerals and fibre, e.g. carrot sticks, cherry tomatoes, cucumber, apples, pears, strawberries, bananas, canned (in natural juice) and dried fruit, lentil patties, and/or chick peas etc.
3. A drink bottle containing only water.
 - Filtered tap water is available throughout the day for the children to top up their bottles or if required fill up a kindy cup to drink from.
 - During days with extreme heat, educators may offer experiences such as making fresh juices or fruit based ice-blocks to increase hydration and decrease heat stress.

Additional notes:

- Parents need to ensure that all lunch boxes, containers, and drink bottles are clearly named and user friendly for your child to open.
- Food WILL NOT be reheated by staff for safety reasons. Parents can choose to use a thermos container, but staff take NO responsibility for the temperature of the food.
- Children should have a food safe container for their lunch. This should contain a cooling element to keep the food cold until lunch time as we are not able to refrigerate foods.
- To promote healthy and environmentally friendly food, we encourage 'Nude Food' (food without packaging).
- Please see staff if you have any questions about appropriate foods, we have many resources available for guiding healthy food choices in children's lunchboxes. There is also a folder in the Parent Information Area that can be accessed for more ideas.

Further information:

<https://www.healthdirect.gov.au/healthy-eating-for-children>

<https://www.wellbeingsa.sa.gov.au/our-work/healthy-places-people/healthy-food-nutrition>

<https://www.wow.sa.gov.au/resources/nude-food-info-for-families>

Responsibilities

Staff:

- Will encourage children to wash their hands prior to handling any food.
- Will encourage children to be independent in managing their own food and feeding themselves.
- Will encourage children to sit down whilst eating in the designated areas.
- Will supervise children while they are eating.
- Will encourage children to dispose of their own food scraps in the appropriate bins for recycling and composting.
- Will ensure that children do not swap or share their food with another child.
- Will ensure that children are reminded to drink water regularly to avoid dehydration.
- Will encourage children to eat healthy options and drink water first before other options.
- Will ensure that children are not at risk of consuming drinks that are not suitable for children (e.g. caffeinated, energy drinks and alcohol).

Parents:

- Will inform staff of their child's specific dietary needs such as allergies (including cultural/religious restrictions).
- Will be made aware of this policy upon enrolment of their child.
- Are encouraged to support this policy and will communicate with staff if there are any food related issues regarding their child so that staff can support them to the best of their ability.
- Will refrain from sending nuts and/or nut products to kindergarten or other allergens when advised by staff.

Cooking at Kindy

Throughout the year we will undertake cooking and food preparation activities with the children. We aim to include opportunities for children to develop practical food skills, and undertake activities that provide children with knowledge, attitudes, and skills to make positive healthy food choices. Where possible, we will use some produce that we grow in our kindergarten vegetable garden. We promote awareness of foods from different cultures and encourage children to try new foods and recipes. We encourage families to let us know of cultural days that they celebrate and any recipes we could try (e.g. Lunar New Year, Diwali, and Easter).

Special occasions

At Enfield Folland Park Kindergarten we enjoy celebrating children's birthdays or special occasions in a way that supports our food policy. We celebrate with your child at mat time by inviting them to stand in front of the group, having a birthday chat, and singing 'Happy Birthday'. Cakes and sweet treats are not encouraged to be brought in. However, if parents and children want to share a special gift with the rest of the kindergarten children, they may offer a non-food related item such as stickers, stamps, or balloons. This is completely optional.

Ratified by Governing Council February 2024

To be reviewed February 2027

Rest and Sleep Policy

All children have individual sleep and rest requirements. Children need a comfortable relaxing environment to enable their bodies to rest. This environment must be safe and well supervised to ensure children are safe, healthy and secure in their environment. Enfield Folland Park Kindergarten will ensure that all children have appropriate opportunities to rest and if they are to fall asleep, ensure we will provide comfort and supervision in accordance with their individual needs.

Rest and Sleep Procedures

- A less busy and quieter place will be designated for a child to rest or sleep, away from interactive groups. The space will allow for a calm rest experience.
- Children are to sleep and rest with their face uncovered.
- The rest or sleep environment and equipment will be safe and regularly checked for hazards.
- Supervision planning and the placement of educators across our service will ensure educators are able to adequately supervise resting and sleeping children.
- Educators will monitor resting and sleeping children. This involves checking/inspecting sleeping children at regular intervals, and ensuring that we are always within sight and hearing distance of resting and sleeping children so that we can assess their comfort and wellbeing (i.e. at no time should a child's face or head be covered with any material). Service providers will consider the risk for each individual child, and tailor rest and sleep to reflect the individual needs of children. Factors considered include the age of the child, medical conditions, individual needs and history of health and/or sleep issues.
- All sleeping children are checked at **10 minute intervals**. The sleep checks are **recorded and initialled** by the inside educator.
- If a medical condition exists that prevents a child from being placed on their back, the alternative practice will need to be **confirmed in writing to the Director, by the child's medical practitioner**.
- This rest and sleep policy will be reviewed on a regular basis to ensure our practices are consistent with safe sleep recommendations. We refer to the ***DE safe sleeping checklist for infants and young children*** as a guide for reviewing our practices to maintain the highest level of safety and wellbeing of every child who attends our service.

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Water Safety Policy

Enfield Folland Park Kindergarten enforces a water safety policy to ensure children's safety during any water-based activities. Through water play, children explore their understanding of this natural element and through active supervision and conversations, educators can develop their understanding of potential water hazards within different environments.

Children must be actively supervised at all times when having access to any water both on and off (excursion) the site.

A water hazard is defined as anything that can hold 5cm of water and fit a child's nose and mouth. Water hazards in children's learning environments may include:

- sinks, basins, fish tanks/bowls, baths
- swimming pools, portable pools and spas
- water courses, ponds, sandpits, clam shells
- water troughs, containers and buckets used for play, animal drinking containers
- Pooling water

Premises adjacent to or providing access to, any water hazards that are not able to be adequately supervised at all times (eg dams, swimming pools) are to be isolated from children by a child resistant barrier or fence.

Site leaders are responsible for managing water hazards and are to complete a benefit and risk assessment, identifying and assessing risks associated with any water hazards and water-based activities. When on an excursion and there is a significant water hazard, educators are to conduct an excursion risk management plan prior to the excursion.

Risk assessments must address:

- Active supervision – children must be actively supervised at all times when there is a risk of access to any water hazard. Active supervision is when an educator can respond immediately, particularly when a child is distressed or in a hazardous situation and includes:

- * direct and constant monitoring of children – within arm's length (within 1 to 2 metres)
- * careful and intentional positioning
- * scanning and moving around the environment
- * listening closely for sounds or the absence of noise
- * observing play and anticipating behaviour
- * higher adult to child ratios.

Eliminating hazards – water must be emptied immediately after use and stored in a manner that prevents the vessel filling with water when not in use. All aspects of the environment must be designed to ensure adequate drainage of water to avoid pooling.

All water containers are safely covered or inaccessible to children in the education site eg fish tanks and ponds.

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Celebrations Guideline

Enfield Folland Park Kindergarten staff felt a need to devise a Celebrations Policy. We believe that it is important to teach children that events in their lives are worthy of being celebrated.

We do not believe those celebrations that are ‘commercialised’ in our society are necessarily of importance to the young child. Celebrations for young children should focus on young children, what is important for them and their first-hand experiences, and this can mean events important to the individual child or their family. “Who’s in charge of celebrations” – B Creaser

Birthdays will be celebrated by ‘raising’ the kindergarten birthday flag and singing the ‘Happy Birthday’ song. Cakes and treats are not encouraged to be brought in, however if parents and children want to share a special gift with the rest of the kindergarten children, they may offer a non food related item such as sticker, stamps or balloons. Our celebrations will acknowledge diversity.

All cultures have celebrations, some different and some similar. Some celebrations are of great importance to some families, while some are not. We would like to embed a culture of respect and acceptance of different ways of being and to learn a little bit about what celebrations each family enjoys and how they do this.

Therefore, cultural celebrations are acknowledged but we don’t necessarily have a strong focus. For example, at Easter we don’t particularly ask the children to make specific Easter things. We may however set up the collage area with Easter type materials so that if the children choose to make an Easter card etc the materials are there for them to do so. Additionally, we are likely to do some Easter cooking—it’s just that it isn’t our total focus for learning. We ask families to let staff know if there is significant cultural celebration they would like their child to celebrate with the other children and then experiences that are open ended are offered for children to self select if they wish to engage in it.

Safe Transportation of Children Procedure

Enfield Folland Park Kindergarten implements the Department for Education “Safe transportation of children policy and Safe transportation of children procedure” which includes

- Completing a risk assessment for transportation of children prior to transportation (Risk assessments for regular transportation are reviewed and renewed every 12 months. Noting that a new risk assessment must be completed when there is any change in circumstance)

- ensuring written authorisation by the parent/caregiver is obtained prior to transportation

This procedure outlines the processes, authorities and accountabilities associated with preschool transport and provides information and guidance to all Department for Education employees about:

- fully paid bus services provided by departmentally owned and operated buses
- fully paid bus services operated under contract to the Department for Education
- Transport assistance for the transport of students to and from kindergarten.

PROCEDURE

Staff responsible for the event and or experience that requires transportation are to

- Complete, review or renew transportation risk assessment prior to event or experience.
- Obtain written authorisation prior to transportation from parent or alternate authorised person using the Department for Education “authorisation for transportation of children in education and care services” form.
- Ensure all children are accounted for when entering and exiting the service premises and the pick-up as well as the drop off location using the attendance roll for that event,
- Upon embarking the vehicle the lead teacher will complete a roll call matching the child to attendance sheet and 2 educators doing a head count. All 3 staff check count is accurate.
- Upon disembarking of the vehicle children will assemble as a group, safely nearby the vehicle with staff.
- As soon as it is believed all children have exited, 2 educators will walk through the vehicle and ensure all children have disembarked the vehicle, checking for any children who may have fallen asleep during the journey or may be hiding underneath a seat or in the toilet cubicle, if the bus is fitted with one.
- The Lead teacher will complete a roll call matching the child to attendance sheet and 2 educators doing a head count. All 3 staff check count is accurate.
- After disembark check has been done the lead teacher signs-off that the entire bus has been physically checked to confirm that all children have exited the bus.
- For children requiring additional support the director and/or nominated supervisor will discuss possible scenarios with the family/s which may include the family attending on the transportation, the family transporting their child independently and/or extra staff being hired for the event to support the child.
- Ensure adequate supervision will be maintained at all times by at least allocating the required staff to child ratio at all times
- Information and equipment required in the case of an emergency (e.g. emergency contact details for each child, mobile telephone, first aid kit, medications and health care plans etc.) will be the responsibility of lead teacher and 2 educators.
- Prior to event/experience staff induction processes and roles and responsibilities (including relief staff)
- In the unlikely event of a child being unaccounted for staff member/s will:
 - Enquire about the missing child with other adults or children in the vicinity.
 - If the child cannot be located, then the director or nominated supervisor must be informed immediately.
 - The director or nominated supervisor will then inform the police.
 - The director or nominated supervisor will then inform the parents/carers of the child.
 - Attendance sheets must have a current up to date picture of attending children, which will be given to police if required.
 - The director or nominated supervisor will inform Regulatory Authority.
 - The director or nominated supervisor will inform the Education Director.
 - Staff available will stay with all other children.
 - Director or nominated supervisor to then immediately inform authorities and family.
 - Ensure all other children are safe.

- In the unlikely event an adult is not present at the address of embarking or disembarking
 - Enquire about the missing adult with other adults or children in the vicinity.
 - If the adult cannot be located, then the director or nominated supervisor must be informed immediately.
 - The director or nominated supervisor will then inform the police.
 - The director or nominated supervisor will then inform next of kin.
 - The director or nominated supervisor will then inform the sites Work and Health Safety Officer.
 - Remaining staff will stay with the children and the director or nominated supervisor will organise suitable ratios for children as in place as soon as possible.
 - The director or nominated supervisor will inform the Education Director.
 - The director or nominated supervisor will follow correct departmental policies and processes at all times
- Ratified by Governing Council June 2022
to be reviewed annually

Parent Feedback and Complaints Policy

At Enfield Folland Park Kindergarten we believe parents are partners in the education of children. Regular two-way communication between parents/carers and the Kindergarten is essential in helping children achieve their potential. Our Kindergarten is committed to ensuring that anyone with parental responsibilities for a young person can raise a concern or complaint, with confidence that it will be heard and responded to in an appropriate and timely fashion.

GUIDING PRINCIPLES

Safety of children is always the first priority. Our procedures are underpinned by the following principles:

- All persons in the Enfield Folland Park Kindergarten community including children, parents, staff and volunteers have the right to be treated with respect and courtesy in accordance with the Kindergarten's values.
- Parents have the right to raise concerns and make enquiries or complaints about any aspect of Kindergarten life.
- Information about how, where and to whom complaints can be made should be visible and accessible.

- Complaints will be acknowledged and addressed promptly within specified timelines.
- Individual complaints will be assessed objectively and without bias using principles of natural justice.
- The rights and responsibilities of all parties will be considered and balanced in attempting to find a mutually acceptable outcome to complaints.
- The confidentiality of all parties will be maintained wherever possible

PROCESS FOR RAISING A CONCERN

Step 1: Talk to us

If your concern or complaint relates to an issue concerning your child's education or experiences, you should talk to a staff member as soon as possible.

You may prefer to organise a mutually convenient time to meet the staff member rather than discuss the issue via a telephone conversation. You are welcome to bring a support person with you, if you wish. The role of the support person is to provide advice and support during the process and not to answer questions on behalf of any of the parties or interfere with the discussion.

Our staff will, following a direct complaint:

- Formally record what you say
- Identify actions to resolve the concern
- Let you know what will or has been done to resolve the issue

- Communicate regularly with you about the issue
- If appropriate, refer the matter to the Kindergarten Director

If your concern has not been resolved following discussions with the staff member, please contact the Kindergarten Director.

The Kindergarten Director will:

- acknowledge receipt of the complaint as soon as reasonably possible (within 5 school days)
- listen to you and record the issues in writing.
- provide support to you if necessary while the complaint is being considered /resolved.
- investigate, consider and determine the most appropriate way to resolve the issue fairly and promptly
- consider relevant legislation, DE policy and guidelines and Kindergarten procedures
- inform you if there is a delay in the process
- ensure your complaint and the outcome is documented

- ensure that the outcome of the process is communicated to you verbally and, if appropriate, in writing including the right to refer the matter to DE - Northern Adelaide Regional office.

Please note:

Interpreters and Aboriginal Education Coordinators are available to assist parents in communicating with us. Please contact the DE – Northern Adelaide Regional Office on 8256 8111 for assistance.

Step 2

If the complaint is about the Director of the Kindergarten or you are not satisfied with the outcome you may contact our local DE Northern Adelaide Regional Office.

DE – Northern Adelaide Region
1st Floor – Elizabeth House
Oxenham Drive
Elizabeth SA 5112
Tel (08) 8256 8111

The Regional Office will:

- provide written acknowledgement of receipt of your complaint within five working days,
- clarify and record the nature of the complaint, including what expectations you have in relation to outcomes
- investigate, consider and determine the most appropriate way to resolve the issue fairly and promptly
- refer, where appropriate, any complaint that has not been raised at the Kindergarten level back to the Kindergarten
- inform you if there is a delay in the process
- ensure your complaint and the outcome is documented
- ensure that the outcome of the process is communicated to you verbally and, if appropriate, in writing.

Step 3: Contact the Parent Complaint Unit

If your complaint remains unresolved after working together with our Kindergarten, regional personnel and Educational Director, you should submit, in writing, your complaint to:

Manager, Parent Complaint Unit
Level 6 / 31 Flinders Street
ADELAIDE SA 5000
Tel: 1800 677 435

Or by email to

<https://www.education.sa.gov.au/department/feed-back-and-complaints/raising-complaint-department-education>

You should include information about the complaint, including why it remains unresolved and an outline of what actions have been taken to resolve the complaint. You should also outline what you think a reasonable solution would be.

The Parent Complaint Unit, on behalf of the Chief Executive, will:

- acknowledge receipt of the complaint
- assess and make a recommendation to the Head of Schools or the Head of Child Development that:

1. a review is not warranted and that you should be advised that no further action is considered necessary and that the complaint is now concluded; or
2. a review is necessary; or
3. the complaint should be referred to an external agency for investigation or review.

The Head of Schools or the Head of Child Development will review the advice and decide that the complaint (in full or in part):

- can be resolved (all parties agree on an appropriate response)
- should be dismissed (complaint is either unsubstantiated, vexatious, outside of reasonable expectations in relation to confidentiality, cooperation, courtesy and respect or is orientated towards conflict)
- remains unresolved and that an independent review by an external agency is required

Please Note:

Any written or verbal complaints that contain personal abuse, inflammatory statements, and comments of a threatening nature or intended to intimidate will not be addressed and the parent will be advised accordingly.

Parents can call the Parent Complaint Unit hotline at any stage on 1800 677 435 for information, advice and support.

In some circumstances it may be appropriate that a concern or complaint is escalated directly to Parent Complaint Unit. In these instances, the parent will be advised of where the matter will be referred to and why.

Parents can also contact the Education and Early Childhood Services Registration and Standards Board of South Australia (EECSB) Ph: 1800 882 413 or the State Ombudsman: www.ombudsman.sa.gov.au for information, advice, support and in circumstances where the complaint remains unresolved.

We always love to hear positive feedback on what children and families are enjoying about their involvement with Enfield Folland Park Kindergarten and we invite you to please share this with the Kindergarten community via our feedback box or directly in the Curriculum Journal.